



## **AMIM-FDG-SO**

**US Army Garrison Fort Detrick  
Fort Detrick, Maryland 21702**



# **Installation Safety Office Employee Safety Handbook**

**Installation Safety Office**

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**Revised 6 August 2024**

# How Safety Applies to You



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# Introduction

This Employee Safety Handbook is intended for US Army Garrison (USAG) Fort Detrick full time and part time, regular and temporary, non-appropriated fund and all other employment categories, i.e., contract workers, volunteers, etc. The Handbook has been developed to provide employees with answers to general questions concerning workplace health and safety issues on our Installation. **It is important that you and your supervisor discuss specific safety policies and programs for your organization/directorate and/or department. It is the responsibility of your supervisor to inform you of the safety procedures and required training you will need to do your job.**



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK  
810 SCHREIDER STREET, SUITE 212  
FORT DETRICK, MARYLAND 21702-5000

AMIM-FDG-SO (385)

13 Mar 2024

MEMORANDUM FOR All U.S. Army Garrison Employees

SUBJECT: Policy Memorandum 20 - Safety and Occupational Health Policy

1. References:

- a. AR 385-10 (The Army Safety Program).
- b. DA Pam 385-10 (Army Safety Program).
- c. IMCOM-R 385-10 (Safety Program).

2. Policy: This policy is effective immediately and will remain in effect until rescinded or superseded.

3. Purpose: The purpose of this policy is to provide garrison employees with Installation Management Command's mandatory policies and procedures for Occupational Safety and Health.

4. Applicability: This policy applies to all assigned Military personnel, Civilians (Appropriated and Non-Appropriated Fund), and contractors under direct supervision of Military or Civilian supervisors.

5. Objective: Each one of us must be actively involved in safety at all times, both on and off duty. Through the risk management process, leaders must ensure Soldiers and Civilian employees identify and assess risks and develop action plans and processes to eliminate loss. We cannot afford to lose anyone because of an act that could have been prevented through safety awareness. The Chief, Installation Safety Office, acts for the Garrison Commander in discharging this responsibility.

6. Responsibilities: Garrison directors and special staff office chiefs are accountable for compliance with all safety requirements and unsafe work practices. We are committed to improving our garrison's safety culture by implementing the pillars of safety, empowering employees and supervisors through timely planning, decisive actions, and strong communication. We will not compromise safety by risking lives, facilities, and equipment due to shortcuts, haste, or lack of preparation. Employees' lives and well-being will not be compromised.

AMIM-FDG-SO (385)

SUBJECT: Policy Memorandum 20 - Safety and Occupational Health Policy

7. The point of contact is Patrick McKinney, Chief, Installation Safety Office at kenneth.p.mckinney.civ@army.mil or 301-619-3154.

Digitally signed by MARSH.NED.BEECHINOR.1239804736  
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12 Encls

1. Safety Memo, Accident Report
2. Safety Memo, Bloodborne Path
3. Safety Memo, Confined Space
4. Safety Memo, Control of Haz Energy
5. Safety Memo, Ergonomics
6. Safety Memo, Hazard Identification
7. Safety Memo, HAZCOM Guidance
8. Safety Memo, Non-Motorized Wheel
9. Safety Memo, PPE Purchase
10. Safety Memo, Respiratory Protection
11. Safety Memo, Risk Management
12. Safety Memo, Safety Awards

NED B. MARSH  
Colonel, SF  
Commanding

# EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

## Occupational Safety and Health Administration Act of 1970

### **Section 5. Duties:**

*"(a) Each employer –*

*(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;*

*(2) shall comply with occupational safety and health standards promulgated under this Act.*

*(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct."*

## **Title 29 Code of Federal Regulations, Subpart 1910, Subsection 1977.22 – Discrimination against Employees under the OSHA Act of 1970**

### **Employee refusal to Comply with Safety Rules:**

*"Employees who refuse to comply with occupational safety and health standards or valid safety rules implemented by the employer in furtherance of the Act are not exercising any rights afforded by the Act. Disciplinary measures taken by employers solely in response to employee refusal to comply with appropriate safety rules and regulations, will not ordinarily be regarded as discriminatory action prohibited by section 11(c)."*



# Telephone Numbers Emergency Number



911

<b>Non-Emergency Numbers</b>	
<b>Police Operation</b> Emergency planning, Crime prevention, Event safety, plan review/approval.	<b>301-619-7114</b>
<b>BARQUIST ARMY HEALTH CLINIC / OCCUPATIONAL HEALTH</b>	<b>301-619-2043</b>
<b>Fire Prevention</b> Emergency planning, fire prevention, fire suppression systems, life safety, plan review/approval, code compliance.	<b>301-619-6000</b>
<b>Installation Safety Office (Occupational Safety and Health)</b> Shop/workplace safety, OSHA, accident investigation, HAZCOM safety, lockout-tag out, hot work, confined space, respirators, ergonomics, blood borne pathogens, etc.	<b>301-619-7318</b>
<b>Industrial Hygiene</b> Occupational Health related surveys (noise, chemical exposure, etc.).	<b>301-619-7473</b>
<b>Fort Detrick Environmental Office</b>	<b>301-619-0044</b>





# Supervisor Responsibilities

Each supervisor has certain specific responsibilities IAW regulations and standards for providing a working environment free from safety and health hazards for those whom they supervise. These responsibilities include, but are not limited to, the following:

- Informing new employees about safety and health procedures, rules, and regulations, as well as their specific responsibilities as they pertain to their directorate operations.
- Assuring that required equipment and personal protective devices are provided, maintained, and used.
- Taking prompt action when unsafe acts or conditions are reported or notes on Employee Report Of Alleged Unsafe or Unhealthful Working Conditions (DA Form 4755)
- Providing for health and safety training and education on a continuing basis in accordance with Army regulations and Fort Detrick ISO Commander's Safety Action Plan.
- Promptly investigating and reporting all job-related health or safety incidents. Supervisors will notify the ISO immediately after obtaining medical treatment, if necessary, at 301-619-7318 or 301-639-9502 or via email at [usarmy.detrick.usag.list.ismo@mail.com](mailto:usarmy.detrick.usag.list.ismo@mail.com).
- Coordinating with ISO for Staff Assisted Visits and conducting safety surveys to assure safety and healthful conditions.
- Following a workplace inspection, Supervisors are responsible for responding within 30 days with corrective actions taken. If the discrepancy cannot be abated, Supervisors must provide interim controls and submit an abatement plan to the ISO, and follow up every 30 days until abated.
- Ensure Unit Safety Officers (USO) and Leaders completed the Deliberate Risk Assessment Worksheet (DRAW) for new/infrequent tasks and turn in completed form to ISO prior to the event or task taking place.
- Supervisors are responsible for maintaining written copies of safety programs and employee training documentation.

# EMPLOYEES RIGHTS

- 1960.10(c)  
Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials.
- 1960.28(c)  
Any employee or representative of employees, who believes that an unsafe or unhealthful working condition exists in any workplace where such employee is employed, shall have the right and is encouraged to make a report of the unsafe or unhealthful working condition to an appropriate agency safety and health official and request an inspection of such workplace for this purpose. The report shall be reduced to writing either by the individual submitting the report or, in the case of an oral notification, by the above official or other person designated to receive the reports in the workplace. Any such report shall set forth the grounds for the report and shall contain the name of the employee or representative of employees. Upon the request of the individual making such report, no person shall disclose the name of the individual making the report or the names of individual employees referred to in the report, to anyone other than authorized representatives of the Secretary. In the case of imminent danger situations, employees shall make reports by the most expeditious means available.
- A fillable version of DA Form 4755 Notice of Unsafe or Unhealthful Working Conditions can be found here (cut and paste into your web browser):
- [https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=37231](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=37231)



# General Safety Rules and Guidelines

**NOTE: THESE GUIDELINES PROVIDE A GENERAL OVERVIEW AND ARE NOT ALL INCLUSIVE. ADDITIONAL SAFETY PRECAUTIONS MIGHT BE REQUIRED BASED ON SPECIFIC JOB SITES.**

- Do not exceed a speed that is safe for existing conditions.
- Do not block access to fire extinguishers. Fire Doors and Aisles Must be Kept Clear!
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Report any unsafe conditions, mishaps or near misses to your supervisor.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly—use your leg muscles, not your back muscles. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended places.
- If a chemical or hazardous material spills, contact the Environmental Management Office at 3-0044.
- Wear the proper shoes and appropriate clothing for existing conditions.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.
- Keep your work area clean.
- Smoke only in designated areas (at least 50 feet away from all entrances and air intakes).

# Common Workplace Safety Hazards

It is every employee's responsibility to be on the lookout for hazards. If you see something, say something and report it to your CDSO or supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs.
- Loose handrails or guard rails.
- Open, loose or broken windows.
- Improperly stacked supplies or equipment.
- Portable or static electrical equipment left operating.
- Open doors on electrical panels.
- Water, oil, or other liquid spills.
- Blocked aisles.
- Blocked fire extinguishers, hose sprinkler heads.
- Blocked fire doors.
- Evidence of any equipment running hot or overheating.
- Oily rags.
- Evidence of smoking in non-smoking areas.
- Roof leaks.
- Directional or warning signs not in place.
- Safety devices not operating properly.
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.





# Hazard Communication Program

The OSHA Hazard Communication Standard requires employers to provide employees with information concerning the hazards associated with the chemicals in their workplace. This standard requires:

- A written hazard communication program.
- Labels on containers.
- An inventory of chemicals.
- Posting area warning signs.
- Availability of Safety Data Sheets.
- Global Harmonized System (GHS) of Classification and Labeling of Chemicals safety training and information sessions when new chemical are introduced into the workplace.

## Responsibilities

Each directorate or is responsible for compliance with the provisions of the Army's Hazard Communication Program. Specific responsibilities include the periodic review of agency operations that use or store hazardous chemicals to ensure that:

- Containers are properly labeled;
- Appropriate signs have been posted;
- Safety Data Sheets are available;
- GHS/Chemical safety training has been provided;  
and
- An inventory of hazardous chemicals is maintained.





# **Personal Protection Equipment (PPE)**

Employees may be required to wear PPE while performing certain jobs (i.e., welding, using a saw, facility maintenance, painting, etc.) or when they are in certain environments. Your supervisor will tell you the specific PPE you are required to wear to perform job related tasks. The following is a general guide for selecting what may be necessary.

## **Head and Foot Protection**

Your organization will designate which jobs and work areas require safety shoes and when the use of a hard hat or other head protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI). Under no circumstances will an employee be permitted to work in improper footwear.

## **Eye and Face Protection:**

Proper eye protection reduces the chance of injuring and reduces the severity of injuring if an accident does occur. Most workers who have had eye injuries were not wearing eye protection at the time of injury. All eye and face protective equipment must comply with the ANSI Z87.1 guidelines and be marked directly on the piece of equipment. Protective eye wear includes safety glasses, goggles and face shields.

## **Hearing Protection:**

If your work areas or specific job tasks have been designated as a noise hazard area, you must wear approved hearing protection equipment. Supervisors are responsible for identifying noise hazard areas and coordinating studies with Industrial Hygiene to determine what hearing protection is required.

## **Respiratory Protection:**

Some employees are required to wear respirators for specific job duties. Respirators include, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. Please contact the ISO for more information.

## **Seat belts:**

All employees must use seat belts and shoulder restraints when operating a government owned vehicle. The driver is responsible for ensuring all passengers in the vehicle are wearing their seatbelts.

## **Good housekeeping:**

Your work location should be kept clean and orderly. Keep machines and other objects (furniture, boxes, office supplies, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Store heavy items on bottom shelves and store other items carefully so they will not fall over or off upon contact.



# Personal Protection Equipment

## Continued

### PPE References

OSHA Standard 29 CFR 1910.132, "General Requirements"

OSHA Standard 29 CFR 1910.133, "Eye and Face Protection"

OSHA Standard 29 CFR 1910.134, "Respiratory Protection"

OSHA Standard 29 CFR 1910.135, "Head Protection"

American National Standards Institute, American National Standard ANSI Z41-1991, "Personnel Protection — Protective Footwear".

American National Standards Institute, American National Standard ANSI Z87.1-1989, "Practice for Occupational and Educational Eye and Face Protection".

American National Standards Institute, American National Standard ANSI Z89.1-1986, "Safety Requirements for Industrial Head Protection".

**OSHA Standard 29 CFR 1960.10(b) specifies: Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.**





## Confined Space

OSHA defines a confined space as a space that is large enough and so configured that an employee can bodily enter and perform assigned work and has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

Do not enter a confined space or break the plane of entry with any part of your body if you are not trained in and have fully implemented the confined space entry procedure.

**OSHA estimates that almost sixty six percent (66%) of the deaths in confined spaces each year result from people attempting rescue.**

All personnel involved in or having responsibility for entry into confined spaces must be thoroughly familiar with permit entry and rescue procedures. Regulations governing entry into confined spaces are specified by AR 385-10 and DA PAM 385-10, 14-4.







# **Electrical Safety**

Training by your supervisor is essential for all work environments. It shall include basic information on electrical safety as it relates to that environment. Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments

## **Ground Fault Circuit Interrupters**

Ground Fault Circuit Interrupters (GFCI) shall be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.

## **Temporary Wiring and Lighting**

All receptacle outlets at construction sites that are not a part of the permanent wiring of the building or structure shall have approved ground-fault circuit interrupters. These outlets shall comply with the National Electrical Code (NEC) and OSHA standards. Temporary wiring shall be de-energized when not in use.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall not be suspended by their electric cord unless cord and lights are designed for this means of suspension.

## **Rules to Follow**

- A safety warning and tagging system shall be used to ensure that all power is removed from the system. (See the Lock-out/Tag out section for more information). Circuits shall be checked with the proper equipment before work is started to ensure that no voltage is present.
- The non-current carrying metal parts of portable and/or plug connected equipment shall be grounded or protected by an approved system of double insulation.
- Extension cords used with portable electric tools and appliances shall be three-wire grounded type and be protected by (GFCIs) Ground Fault Circuit Interrupters.
- Keep working spaces, walkways and similar locations clear of cords so as not to create a hazard to employees.
- Worn, frayed or damaged electric cords or connectors shall not be used and shall be tagged Danger, Out of Service, Do Not Use.
- Extension cords shall be protected from accidental damage which may be caused by traffic, sharp corners, or projections, pinching in doors or elsewhere.
- Extension cords are considered temporary wiring by the National Electrical Code, which limits their use to a maximum of 90 days.



## Electrical Safety Continued



Electrical hazards can cause burns, shocks and electrocution (death).

### Safety Tips

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down and appears to be insulated.
- Never touch a fallen overhead power line.
- Stay at least 10 feet away from overhead wires during work related activities. If working at heights or handling long objects survey the area first for overhead wires.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized to do so.
- Have a qualified electrician inspect electrical equipment that had gotten wet before energizing it.
- Always use caution when working near electricity.



# **Emergency Preparedness**

Obtain and learn your directorate specific Emergency Response Plan for your workplace for fire, chemical release, severe weather, bomb threat, etc. The following general rules and actions should be learned before an emergency and followed in the event of an emergency.

## **Before an Emergency**

- Obtain your agency's Emergency Response Plan from your supervisor and be familiar with it.
- Learn how to contact emergency services.
- Locate local fire alarms or other emergency alarm systems and learn how to operate them.
- Learn the location of all exits, (exit stairs) from your work area, and determine a primary and alternate exit routes.
- Know your designated meeting area outside the building for your accountability and that of your co-workers.

## **When an Emergency Occurs**

- Immediately follow your agency plan for the appropriate emergency response.
- Follow your agency plan for the assistance of persons with disabilities.
- If a fire alarm sounds, and you are not the designated employee to man a fire point, immediately evacuate the building.
- Do not run. Do not use elevators. Use stairwells in multi-story buildings.
- Report to your designated meeting area outside the building immediately.
- Do not re-enter the building after an emergency evacuation until you have been instructed by management.





# First Aid



## General

*In the absence of infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available. 29 CFR 1910.151(b).*

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available.

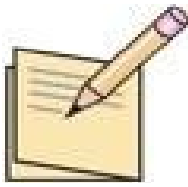
Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention.

In the event of an emergency, immediately call for emergency services.

**DO NOT ATTEMPT TO RENDER FIRST AID UNLESS YOU KNOW WHAT YOU ARE DOING OTHERWISE INJURIES MAY BE AGGRAVATED.**

Routine administration of first aid for other than minor cuts and scratches must be performed by personnel who are certified in first aid training by the American Red Cross; Office of Emergency Medical Services; National Safety Council; etc. or equivalent training that can be verified by documentary evidence.





## **Accident Reporting**

An accident is defined as an unplanned event, or a series of unplanned events, which results in occupational illness, injury, and/or damage to Army property. Most accidents are preventable. Supervisors shall make sure that a culture of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices and accident reporting procedures.

**Report all work-related accidents, injuries, illnesses or near misses to your supervisor IMMEDIATELY!!!**

It is the supervisor's responsibility to report the incident to the ISO.

The ISO will work with the injured employee and their supervisor to investigate the accident to determine what happened, why it happened and how to prevent it from happening in the future. Investigations performed by the ISO are never used to discipline or place blame on employees.

ALL accidents or injuries are reportable regardless of how minor they may seem. They must be reported to the ISO within 24 hours. Whether the accident or injury is recordable, however, depends on whether it meets the criteria set forth by OSHA and the AR 385-10. The investigation will help determine the accident class, contributing factors, and recommendation for the abatement of any deficiencies contributing to the accident.

## **Injury Compensation**

Employees can file for worker's compensation at <https://www.ecomp.dol.gov/#/>

**Instructions for filing are on the opposite page**

# OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP)

## BASIC INJURY CLAIM PROCESS

### Report Injury

- Employee reports incident by completing a CA-1 or CA-2 at <https://www.ecomp.dol.gov/#>
- If the employing organization has elected to use ECOMP for filing OSHA Form 301, this form must first be completed by a federal employee before Form CA-1 or CA-2 may be initiated in ECOMP.
- Supervisor receives email message advising him/her that the form(s) requires their review and clicks on the link within the message to access the form(s).
- Following review, supervisor submits & routes it to the Agency Reviewer who will review submit to the OWCP
- If the injured employee requires medical treatment for the injury, you may obtain Form CA-16, Authorization for Examination and/or Treatment, by clicking the button "Issue CA-16." A copy of the form will be generated in PDF format, which may be printed and completed to authorize the employee to be treated for the claimed injury.
- Supervisor/employee should ensure all incident reports are completed and Safety Officer has been notified.

### Medical Documentation

- If the injured employee requires medical treatment for the injury, the supervisor may obtain Form CA-16, Authorization for Examination and/or Treatment, by clicking the button "Issue CA-16" after they have completed their final review of the CA-1. A copy of the form will be generated in PDF format, which may be printed and completed to authorize the employee to be treated for the claimed injury. This form may also be obtained from Occupational Health Personnel. (Note: CA-16 is only applicable for CA-1 Notice of Traumatic Injury Claims)
- Employee must let supervisor know duty status and provide medical documentation for duty status and all lost time.

### Continuation of Pay (COP)-applicable only for CA-1 Notice of Traumatic Injury Claims

- Must be supported by medical documentation within 10 days and claim must be filed within 30 days.
- Time card code for COP: LU for the date of the injury and LT for 45 days after date of injury.
- CSR/Timekeeper must Create Injury Code in ATAAPS. If claim is denied, COP must be changed to LS, LA or LWOP

### Leave Without Pay (LWOP)

- Used if COP no longer available or for occupational illness claims; Timecard code is KD.
- Employee submits CA-7 & CA-7a through ECOMP.
- Employee must upload SF-1199A Direct Deposit Form through ECOMP.
- Employee has option to use personal leave and submit a CA-7 Leave Buy Back Form at a later date.

### Additional Information/Resources

ECOMP: <https://www.ecomp.dol.gov/>

Army Benefits Center-Civilian: [https://portal.chra.army.mil/abc?id=kb\\_article&kb\\_number=KB0010938](https://portal.chra.army.mil/abc?id=kb_article&kb_number=KB0010938)

Department of Labor Forms: <https://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>

# Workplace Violence



In our commitment to providing a safe and healthy work environment for all employees and to the public that we serve. Fort Detrick also committed in maintaining a violence-free workplace. Fort Detrick is guided by and in support of the Federal Occupational Safety and Health Act of 1970. Workplace violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by federal employees, clients, customer, relatives, acquaintances or strangers against federal employees in the workplace.

All employees are encouraged to be alert to the possibility of incidents and threats of violence. Policy prohibits retaliation against any employee who, in good faith, reports a violation. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

If you are a victim of workplace violence, which includes domestic violence, every effort to provide support and reasonable security measures for you. You are encouraged to talk with your supervisor, Directorate of Human Resources, US Army Public Health Provisional or the Equal Employment Opportunity office.

## Four different categories of violence



# Ergonomics Overview

Ergonomics is defined as fitting the workplace to the worker. A workplace includes not just our work areas but also our tools and equipment. Unless the workplace is fit to the worker, the worker is at an increased injury risk. Workplace injuries such as carpal tunnel syndrome, tendonitis, or back strain are often associated with small, repeated traumas to the musculoskeletal system (muscles, ligaments, tendons, joints, bones) and the nervous system when the job does not match the worker's capabilities. These injuries, also called Work Related Musculoskeletal Disorders (WMSDs), account for some of the largest costs in injury claims and lost work time in the DOD.

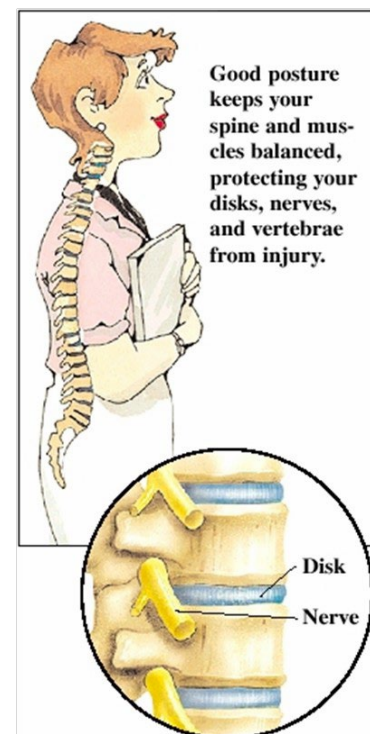
Failure to pay attention to ergonomic issues can result in a wide array of workplace injuries, some permanently debilitating. Examples of injuries include:

- Potential strains and sprains. A poorly-designed workstation can result in twists, turns and uncomfortable movements. Ensure that there is enough desk space to comfortably accommodate the materials and equipment that are part of the job: books, papers, calculators, computers and printers.
- Injuries sustained while lifting and stretching. Lifting heavy objects can cause serious injuries, but failing to lift objects of any weight properly can result in injury. Workers need to use the proper methods for lifting and stretching whether it's a service recipient, a carton of books or furniture.

## Posture

Posture affects which muscle groups are active during physical activity. Awkward postures can make work tasks more physically demanding by increasing the exertion required from smaller muscle groups and preventing the stronger, larger muscle groups from working at maximum efficiency. The increased exertion from the weaker, smaller muscle groups impairs blood flow and increases the rate of fatigue.

Encourage a midrange, comfortable posture by ensuring that materials, tools, and equipment for all work activities (excluding lifting tasks) are kept in the "general safety zone" (between the hips and shoulders and close to the body). Lifting tasks should be performed within the lifting safety zone (between the knuckles and mid-chest and close to the body). Recovery periods (i.e., muscle-relaxation breaks) can help prevent the accumulation of fatigue and injury to muscles and their associated structures. Try to break up work with frequent, short recovery periods. Even recovery periods as short as a few seconds on a regular basis are helpful.

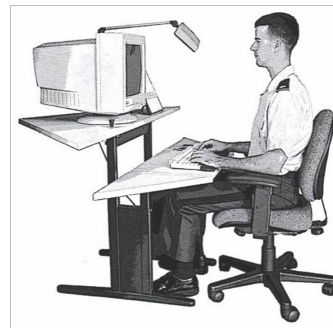




# Ergonomics Overview (con't)

## Guidelines for Workstations

- Ensure that workstations are adjusted to meet the needs of the user.
- Provide for adequate leg-room of 3-to-6 inches from the top of the user's thigh to the desk surface.
- Cut back on office noise by covering noisy printers and turning down ringers on phones, fax machines, network servers and people's personal wireless devices.
- Glare and intense lighting are not always easy to eliminate and can cause eye-strain and headaches. Sometimes turning off the overhead fluorescent lighting and providing surface lighting will help, or move the computer monitor to another location to avoid direct glare from windows or overhead lighting or try an antiglare screen.
- The body should be in the following position when using a computer:
  - Wrists straight
  - Forearms supported
  - Back supported
  - Forearms parallel to the floor
  - Thighs parallel to the floor
  - Feet on the floor or a foot rest
  - Top of monitor at or slightly below eye level
- The height of the work surface is an important aspect of a good ergonomic work- station. The computer work surface should adhere to the following guidelines:
  - The proper height for a computer work surface is about 3 or 4 inches lower than the average writing desk.
  - The work surface should be positioned so that the user's forearms are parallel to the floor. The user's elbow should make an angle of between 90 and 110 degrees.
  - The work surface should be positioned so that the user's forearms are supported a minimum of 6 inches.
  - The work surface should be positioned so that the user's wrists can be straight and neutral. Wrists bent in any direction (up, down, left, or right) may lead to discomfort and eventually injury.



# Ergonomics Overview

## Lifting and Stretching

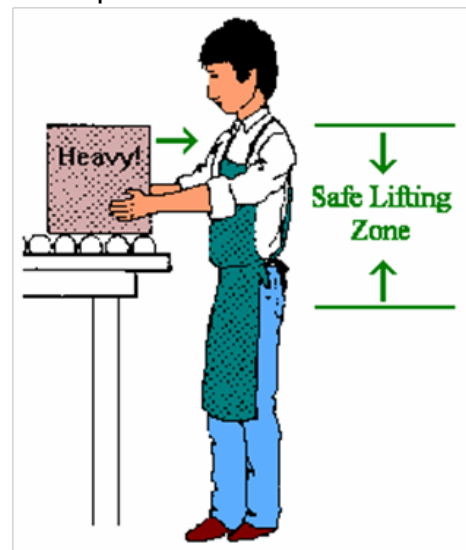
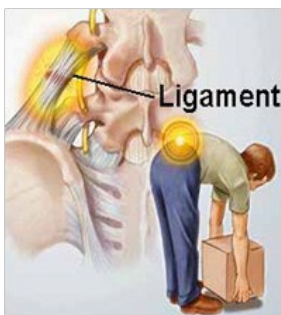
Although a typical office job may not involve lifting large or especially heavy objects, it's important that workers follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on backs, necks, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable; most back injuries result from improper lifting.

## Guidelines for Safe Lifting

- Take a balanced stance, feet placed shoulder-width apart.
- When lifting something from the floor, squat close to the load.
- Keep your back in its neutral or straight position. Tuck in your chin so head and neck continue the straight back line.
- Grip the object with your whole hands, rather than only with fingers.
- Drawing the object close to your body, hold elbows close to your body to keep the load and your body weight centered.
- Lift by straightening legs, letting leg muscles, not back muscles, do the work. Tighten stomach muscles to help support the back and maintain a neutral back position as you lift.
- Never twist when lifting. When turning with a load, turn your whole body, feet first.
- Never carry a load that blocks your vision.
- To set something down, use the same body mechanics designed for lifting.

## References:

DODI 6055.1, Enclosure 6: DoD Ergonomics Program Requirements and Procedures  
AR 385-10, Army Safety Program (Ch. 16-2)  
AR 40-5, Preventative Medicine (Ch. 1-7d)  
DA Pam 385-10, Army Safety Program (Ch 14-7)  
DA Pam 40-11, Preventative Medicine (Ch 5-10)  
DA Pam 40-21 Ergonomics Program





# Deliberate Risk Assessment Worksheet (DD2977)

**Definition:** Job Hazard Analysis (JHA): A mandatory risk management tool that focuses on identification of the individual employee's job hazards. The emphasis is on the relationship between the worker, the task, the tools and the work environment. Once hazards are identified, steps are taken (countermeasures) to eliminate the hazards or reduce them to an acceptable risk level.

**When is a JHA required?** A JHA is required for all High, Medium and Low Risk job functions on the installation. JHA's will be reviewed and validated annually. USOs with assistance from the employees will focus on identifying hazards encountered during the job process and how to eliminate or control them.

Employees performing the work must be involved in development of the JHA's!

**Goal:** Identify all countermeasures and PPE requirements necessary to eliminate or reduce identified hazard(s) associated with the employee's job.

**Implementation:** Conducted by the employee and Supervisor.

**Are there PPE Requirements?** Requirement for, and selection of PPE, will be determined during the JHA process.

[https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/dd2977/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/dd2977/)





# SAFETY TRAINING REQUIREMENTS

## **1. The Employee Safety Course: Rights and Responsibilities**

Target Audience: All non-supervisory Garrison full time Appropriated Fund (APF) and Non-Appropriated Fund (NAF) Civilian employees.

Training Due Date: one-time requirement for any employee where training records do not reflect a previous completion date. New hires must complete this course within 30 days of hire date or notification.

## **2. Leaders Safety and Occupational Health Course (LSC)**

Target Audience: All Garrison full time Appropriated Fund (APF) and Non-Appropriated Fund (NAF) Civilian Managers and Supervisors.

Training Due Date: one-time requirement for any Supervisor or Manager where training records do not reflect a previous completion date. New hire Supervisors or Managers must complete this course within 30 days of hire date.

## **3. Risk Management (RM) Basic Course for Civilian Employees (2G-F97 DL)**

Training Due Date: One-time requirement for any employee/soldier where training records do not reflect a previous completion date. New hires must complete this course within 30 days of hire date or notification.

Register for the appropriate class(es) here:

<https://safety.army.mil/TRAINING-COURSES/Online-Training>

# Safety Training Requirements Continued

## Specialty Training (Recommended)

### Combat Readiness Safety Center Specialty Training

- Emergency Planning CRU II Course # CLMI041
- Emergency Preparedness in the Workplace CRU II Course # CLMI042
- First Aid CRU II Course # CLMI054
- Preventing Workplace Violence CRU II Course # CLMI108
- Workplace Violence Employee Training CRU II Course # CLMI130
- Emergency Preparedness in the Workplace CRU II Course # CLMI042

### Courses available on the ALMS:

- Risk Management Operational Course
- Application of Accident Causation Theory
- Theories of Accident Prevention
- Accident Investigations
- Military Briefings



# Resources

**Centers for Disease Control –National Institute for Occupational Safety and Health: (NIOSH)**

<http://www.cdc.gov/niosh/>

**Occupational Safety and Health Administration (OSHA):**

<http://www.osha.gov/>

200 Constitution Avenue, NW

Washington, DC 20210

Tel.: 1-800-321-OSHA (1-800-321-6742)

TTY: 1-877-889-5627

For life-threatening situations only, call 1-(800) 321-OSHA. Complaints will go immediately to the nearest OSHA area or state office for help.

**Department of Labor:**

<http://www.dol.gov/>

**National Safety Council:**

<http://www.nsc.org/>

**US Department of Health and Human Services:**

<https://www.hhs.gov/>

**Federal Occupational Health:**

<https://foh.psc.gov/>

**Electronic Code of Federal Regulations:**

<https://www.ecfr.gov/cgi-bin/ECFR>

# References

## Federal

Public Law 91-596

Public Law 91-596 OSH Act

29 CFR 1960 Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

29 CFR 1910 Occupational Safety and Health Standards

Executive Order 12196



## Department of Defense

DODD 4715.1E Environment, Safety, and Occupational Health (ESOH)

DODI 6055.1 Safety & Occupational Health (SOH) Program

DODDI 6055.7, Mishap Investigation, Reporting and Recordkeeping

DODI 6055.05 Occupational and Environmental Health (OEH)

DASAF Memorandum, Completion of CRM Basic Course for Army Soldiers and Civilian Employees

## Department of the Army

AR 385-10 The Army Safety Program

AR 40-5 Army Public Health Program

DA Pam 40-11 Army Public Health Program

DA PAM 385-10 Army Safety Program

DA PAM 385-30, Risk Management

DA PAM 385-40, Army Accident Investigation and Reporting

Army Safety & Occupational Health Strategic Plan





## Required Forms

DA Form 4753 Notice of Unsafe or Unhealthful Working Conditions

DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 Installation Hazard Abatement Plan

DA Form 285-AB US Army Abbreviated Ground Accident Report (AGAR)

DD Form 2977 Deliberate Risk Assessment Worksheet

Forms can be found: <https://home.army.mil/detrick/index.php/about/Garrison/safety-office>





**SAFETY-**  
**Everyone's Full Time Job**



# EMPLOYEE SAFETY HANDBOOK

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# Employee Acceptance Sheet

**DISCLAIMER: This Employee Safety Handbook is advisory in nature and is intended to inform the employee of their rights and responsibilities for a safe and healthy workplace. This handbook is not a standard or regulation nor does it change any existing OSHA standard or Army Regulation.**

A copy of the Employee Safety Handbook has been given to me at the time of my employment. I have been advised to read the contents and to ask for an explanation of any parts that I do not understand. The Employee Safety Handbook describes important information about US Army Garrison, Fort Detrick, and I understand that I should consult my ADSO/CDSO, Supervisor or the Installation Safety Office regarding any questions not answered in this handbook. Since the information, policies and procedures described here are subject to change, I acknowledge that revisions to the handbook may occur. Individual directorates may add agency specific information to this handbook, but only the Installation Safety Office is authorized to omit or revise information.

Print Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYEE SAFETY HANDBOOK

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# NEAR MISS REPORT

## (Proponent - Installation Safety Office (IMFD-SO))

A near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so (a potential hazard). Only a fortunate break in the chain of events prevented an injury, fatality, or damage. It is everyone's responsibility to report and/or correct potential hazards immediately. Your concern is appreciated.

Send completed form to the Safety Office, Bldg. 1520 Freedman Drive, Suite 217 or email: [usarmy.detrick.usag.list.ismo@mail.mil](mailto:usarmy.detrick.usag.list.ismo@mail.mil)

**If you prefer, you may call in the report at 301-619-7318.**

**Location:****Date Reported:**

Please check all that apply:

Unsafe Act

Unsafe Equipment

Unsafe Condition

Unsafe Use of Equipment

**Description of incident or potential hazard:****Person reporting Incident (name optional):**

Phone Number:

Corrected In-House:

Yes

No

**If yes, provide the name of the person who took action to correct the hazard:****Action Taken:****If no, provide date reported to Safety Office for action:****Safety Office POC:****Safety Office findings and action****Date person reporting hazard was notified of Safety Office action(s):**

# EMPLOYEE SAFETY HANDBOOK

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FORT DETRICK SAFETY ISSUE/CONCERN

*(Your concern for the safety and well-being of the Fort Detrick community is appreciated.)*

- 1. Name of person reporting:
- 2. Organization/Directorate:
- 3. Date safety concern/issue reported:
- 4. Location of concern/issue:
- 5. Description of safety issue/concern:

6. Should we contact you with updates? Yes No Please select an option to receive your updates: Phone:

Email:

Via your supervisor (Name and Extension):

7. Can the corrective action be accomplished in-house? Yes No

(If no, Please forward to the Installation Safety Office, Building 1520 Freedman Drive, Suite 217 or email to [usarmy.detrick.usag.list.ismo@mail.mil](mailto:usarmy.detrick.usag.list.ismo@mail.mil)

(If yes, Safety Representative will complete the follow-up action and provide a courtesy copy to the Installation Safety Management Office (sent completed form to the ISO at the email address (above).

8. Name of Safety Representative managing this issue/concern

FOLLOW UP

1. Date received by Safety Representative

2. Action Taken

3. Service/Work Order Number

4. Date issue/concern closed or referred to the Installation Safety Management Office for action:

5. Final Action: