

Chapter 1

Safety Program Requirements and Responsibilities

1-1. Garrison Commander:

Exercises overall staff responsibility for the Fort Lee Safety and Accident Prevention Programs. The Installation Director of Safety acts for the Garrison Commander in discharging this responsibility.

1-2. Installation Safety Office (ISO) will:

a. Provide installation safety policy and guidance for all activities and operations involving the planning, direction, review, coordination, and approval of accident prevention programs and adaptation of higher command directives, regulations, and suggestions to meet local conditions. Monitor safety program implementation to ensure that objectives are consistent with Occupational Safety and Health Administration (OSHA), National Fire Protection Association, (NFPA), Department of Defense, (DOD), Department of Army (DA), Installation Management Command (IMCOM) and Training and Doctrine Command (TRADOC) requirements.

b. Assist organizations in incorporating Composite Risk Management (CRM) into all operations.

c. Provide technical assistance on safety and occupational health matters.

d. Conduct safety and occupational health evaluations of facilities and organizational safety programs; make recommendations to correct deficiencies/ hazards; and follow up to ensure corrections are made.

e. Perform investigations of all significant accidents and incidents. Compile and analyze accident statistical data and prepare charts, tables, and reports. Analyze accident trends to identify accident causes, locate hazards and accidents peculiar to the activity, and develop possible countermeasures. Provide technical assistance in accident investigation and reporting to ensure accuracy and completeness.

f. Provide accident prevention material, promote safety awareness, and ensure high quality safety training for Civilian and military personnel at all levels.

g. Review plans/specifications for new construction and modifications. Recommend changes and additions to Directorate of Public Works (DPW) to ensure compliance with OSHA and NFPA requirements. Attend pre-construction meetings and final inspections.

h. Review operating procedures, manuals, directives, and other instructions to ensure the incorporation of safe practices and safe physical standards. These documents will be maintained in a unit Safety Notebook by each unit/activity and be reviewed by the Safety Officer conducting the annual inspection. Guidance for the unit Safety Notebook is at appendix C.

i. Review plans for proposed demonstrations and exhibits to ensure the safety of Army personnel and the public.

j. Maintain close liaison with other staff agencies, military services, and Federal and Civilian agencies in all relevant safety matters.

k. Implement and manage all aspects of the Army Safety Program for this installation as outlined in AR 385-10, The Army Safety Program.

l. Coordinate with Preventive Medicine Service (PMS), and Medical Department Activity (MEDDAC), to identify and abate existing or potential occupational health hazards in the workplace.

m. Convene the Safety and Occupational Health Advisory Council meetings semi-annually.

n. Conduct quarterly Collateral Duty Safety Officer Courses.

o. Chair and convene quarterly Privately Owned Vehicle (POV) Task Force meetings.

1-3. Directorate of Public Works (DPW) will:

a. Coordinate DA Form 4283, Facilities Engineering Work Request, with the Installation Safety Office to identify safety, health, and fire-related deficiencies.

b. Consolidate deficiencies, when correction exceeds local capability, into projects for Department of the Army funding.

c. Establish internal procedures to assure work requests identified by the Installation Safety Office as eminently dangerous are corrected without delay.

d. Provide the Installation Safety Office a quarterly printout indicating the outstanding status of all safety, health, and fire-related work orders.

e. Coordinates with the Installation Safety Office in the design, construction, and renovation of new or existing facilities, ensuring compliance with current OSHA standards, building, and NFPA codes. Informs the Installation Safety Office of preconstruction meetings and final inspections.

f. Provides necessary assistance to support the overall safety of the Command.

1-4. Directorate of Logistics (DOL) will:

Provide the Installation Safety Office with Standard Form 91, Operator's Report of Vehicle Accident.

1-5. Provost Marshal Office (PMO) will:

a. Support safety investigations to include providing a completed DA Form 3946, Military Police Traffic Accident Report, to the Installation Safety Office.

- b. Assist in correcting potential traffic hazards.
- c. Participate as a member of the POV Task Force.
- d. Provide the Installation Safety Office with a daily summary of accident information collected through Military Police (MP) channels, such as MP blotters and traffic accident reports.

1-6. Medical Department Activity (MEDDAC) will:

- a. Upon request from the Installation Safety Office, support accident investigations to include evaluations of human and environmental factors which contributed to the accident.
- b. Identify military patients treated for accidental injuries and occupational illnesses and provide the information to the Installation Safety Office.
- c. Inform the Installation Safety Office of potential and actual health hazards found.
- d. Provide the Installation Safety Office with the Safety copy of Fort Lee Form 1051, Record of Injury, on all personnel treated for occupationally related injuries or illnesses. A blank form is located at the back of this regulation.
- e. Assist the Installation Safety Office with the Ergonomics Program.

1-7. Civilian Personnel Advisory Center (CPAC) will:

- a. Establish administrative penalties for Civilian abuses of any of the required programs contained within this regulation.
- b. Consult with the Installation Safety Office in the negotiation of the safety aspects of employee organization contracts.
- c. Assure employee job descriptions identify hazards to which the employee may be exposed and the requirement for wearing personal protective equipment.
- d. Ensure union notification of any change in policy, practice, or working conditions provided by the Installation Safety Office.

1-8. Mission and Installation Contracting Command (MICC) will:

- a. Include safety provisions in commercial contracts when required by procurement directives.
- b. Ensure construction contractors are advised during pre-performance conferences that all accidents involving construction contractor employees must be reported promptly to the Contracting Officer.

c. Assist in the enforcement of construction contract safety requirements through close coordination with the Installation Safety Office, DPW inspectors, Contracting Officer's Representatives (COR), and contract administrators.

d. Ensure that DD Form 1348-6, non-NSN Requisition, or DA Form 3953, Purchase Request and Commitment, for all hazardous chemicals/materials include the required information in accordance with AR 700-141.

1-9. Contracting Safety

a. Contract activities will be conducted in a safe and healthful manner that minimizes accidents as well as impacts on Army operations and members of the public.

b. Contractors must comply with applicable Federal, State, and local codes and standards including safety and occupational health requirements as well as any additional specific requirements invoked by the contract.

c. Clauses outlining contractor safety requirements and responsibilities will be included in solicitations and contracts as prescribed by the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the Engineer Federal Acquisition Regulation Supplement (EFARS). See DA Pam 385-10, Army Safety Program, Chapter 4, Contracting Safety.

d. In addition to clauses as required by FAR, DFARS, and EFARS, activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements and responsibilities based on a risk assessment of the work to be performed and activity/command unique requirements. Contracting officer representatives (CORs), requiring activity, in consultation with the Installation Safety Office, will develop additional and necessary clauses to mitigate risk.

e. Under the Safety and Occupational Act, all employers must comply with the OSHA standards and must exercise reasonable diligence to determine whether violations of those standards exist.

f. Contracting officers will consult with the Installation Safety Office to ensure that clauses for safety are included in solicitation and contracts as appropriate and necessary. Safety and occupational health SMEs will assist CORs with monitoring contract safety and occupational health compliance.

1-10. Commanders and Directors will:

a. Act as Safety Officer for their unit/directorate/activity.

b. Appoint on orders a Collateral Duty Safety Officer (E-5 and above or GS-9 or above) to accomplish assigned safety duties and responsibilities. Individuals must have at least 1 year retain ability in the position.

c. Publicize all channels for reporting unsafe and unhealthful working conditions, emphasizing personal responsibility for making such reports.

d. Establish procedures to ensure that personnel at all management supervisory levels, who have safety-related tasks associated with their jobs, are identified and that their duty assignments and job descriptions clearly reflect these responsibilities.

e. Include safe practices and physical standards in all directives, standing operating procedures (SOP) and training doctrine. Assure a comprehensive SOP, job hazard analysis (JHA), and composite risk assessment are prepared and readily available for each hazardous operation, such as range operations; vehicle operations; welding; tire changing; field training exercises (FTX) operations; battery charging and storage; bivouac areas; fuel storage/refueling operations; storage and handling of ammunition and explosives; loading, storing, and handling of chemicals; communications and electronics; spray painting; etc. SOPs will contain detailed operation procedures, emergency procedures, training received, and required inspections as well as other applicable information. A sample unit SOP is at appendix B.

f. Develop and implement a comprehensive accident prevention program encompassing all operations and activities under their control. Establish specific written safety goals for their organization. Operating procedures, manuals, directives, and other instructions will be kept in a unit Safety Notebook. Guidance for the Unit Safety Notebook is at appendix C. The Safety Notebook Table of Contents is at appendix D.

g. The Program Evaluation Metrics will be part of the annual/semi-annual Safety office inspection and maintained in the unit Safety Notebook. This matrix is a living document and therefore changes often. Up-to-date forms can be found on the Installation Safety Office webpage and SharePoint Portal, found at appendix A, section III. Directors/Commanders will assure all items on the Program Evaluation Metrics are completed, documented, and up-to-date. At the end of a fiscal year, a copy of the completed Program Evaluation Metrics will be forwarded to the Installation Safety Office.

h. Include safety objectives in all Civilian supervisor performance plans, and officer and enlisted evaluation reports. See figure 1-1.

i. Receive a safety orientation from the Installation Safety Office within 14 days of assignment to a unit or directorate.

j. Submit a copy of each unit directorate/activity publication implementing safety procedures. Examples are:

- (1) SOPs signed by current commander or director.
- (2) Orders appointing safety officers and safety committees.
- (3) Minutes of safety committee meetings.

Suggested Safety Objectives for Inclusion in Performance Standards

Include safety objectives in all Civilian supervisor performance standards, officer evaluation support forms, and the noncommissioned officer evaluation support system in accordance with AR 385-10 and this regulation. Directors and commanders will ensure compliance with this requirement.

1. Suggested Standards For Civilian Supervisors. Include safety standards as a sub-element of personnel management in Civilian supervisor performance plans. For some supervisors, safety may be a major job element. Safety as a major job element may also be appropriate in the performance standards of some non-supervisory employees, such as wage-grade employees, equipment operators, carpenters, etc., and certain GS employees such as firefighters and employees whose primary/secondary duties require operation of motor vehicles. Supervisors should contact the Civilian Personnel Advisory Center (CPAC) for assistance in the development of realistic performance standards.

2. Suggested Comments for Officer Evaluation Reports (OER) and Enlisted Evaluation Reports (EER).

a. Develop safety procedures so military and Civilian personnel assigned to Fort Lee can train and work without injury, death, or loss of equipment.

b. Ensure safe procedures are followed.

c. Conduct safety training emphasizing accident prevention.

d. Establish a command climate which ensures a safe working/living environment for Service Members and Civilian employees.

e. Ensure the use of Personal Protective Equipment when applicable.

f. Ensure employees report for mandatory medical examinations when applicable.

Figure 1-1. Suggested safety objectives for inclusion in performance standards

k. Identify and eliminate hazardous conditions, establish safe practices, and motivate and instruct personnel in safe performance on-duty and off-duty.

l. Ensure compliance with all appropriate provisions of this regulation and referenced safety and fire prevention regulations.

m. Require all officers, noncommissioned officers (NCO), and supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required personal protective clothing and equipment (PPE).

n. Ensure that safety officers receive training and develop skills necessary to ensure competence.

o. Require timely reporting of accidents as required in DA PAM 385-40 and this regulation.

p. Determine causes for each accident and take positive corrective action to preclude recurrence of a similar accident.

q. Appoint a safety committee at major subordinate unit and directorate levels.

(1) Review for safety suggestions

(2) Review accident reports and recommend corrective measures to prevent recurrence.

(3) Review suspected unsafe or unhealthful working conditions and corrective measures.

(4) Promote safety education within the organization.

(5) Conduct periodic self-assessments in their areas of responsibility and coordinate with the organization's safety office.

r. Ensure safety briefings are presented to all personnel prior to holidays.

1-11. Supervisors and operating personnel will:

a. Ensure personnel perform all operations in the safest possible manner consistent with the mission by controlling unsafe acts or conditions that may be conducive to accidents.

b. Ensure employees observe and comply with appropriate safety and occupational health regulations.

c. Procure, and maintain sanitary working conditions, and require use of personal protective clothing and equipment (PPE), and devices reasonably necessary to protect employees.

d. Report unsafe conditions in the workplace to the Installation Safety Office for assistance in correction. When DPW support will correct such deficiencies, prepare DA Form 4283, Facilities Engineering Work Request, and forward through Installation Safety Office to DPW Production Control.

e. Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported

against employees who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities.

f. Orient all newly assigned personnel concerning the hazards inherent in their job and work environment. Conduct regular training concerning specialized and general hazards in the workplace and methods for avoiding accidents.

g. Report all accidents promptly. Conduct comprehensive, factual investigations when on-duty injuries result in lost time.

1-12. Collateral Duty Safety Officers/NCOs will:

a. Attend the Collateral Duty Safety Officer/NCO Course and provide a copy of appointment orders to the Installation Safety Office.

b. Complete the online Combat Readiness/Safety Center's (CRC) Collateral Duty Safety Officer (CDSO) course and the Composite Risk Management Course. The Required Safety Training link is provided on the Installation Safety Office web page and SharePoint Portal.

c. Become familiar with Army safety regulations and requirements for the command, principles of accident prevention, and safety aspects included in SOPs, field manuals, technical manuals, etc.

d. Interpret safety policies and procedures for the commander, supervisors and subordinate safety personnel with assistance from the Installation Safety Office when needed.

e. Conduct low risk area safety inspections, such as offices and classrooms, at least annually using the Fort Lee Safety Checklist as a guide, giving particular attention to recurring and serious hazards, and to new or varied operations. Provide a copy of the deficiencies and corrective actions to the Installation Safety Office on Fort Lee Form 789, at the end of this regulation. The Fort Lee Safety Checklist is on the Installation Safety Office website and SharePoint Portal.

f. Coordinate with supervisors to provide technical assistance to eliminate or control unsafe behavior.

g. Provide prompt assistance with accident investigation and reporting. Review for completeness and accuracy of reports and evaluate adequacy of corrective actions.

h. Maintain safety records and analyze the unit's accident experience to determine accident patterns so preventive efforts may be effectively directed.

i. Provide the commander/director with periodic safety progress reports and information concerning accidents.

j. Provide assistance for commanders in conducting periodic briefings with supervisors, platoon leaders, and NCOs regarding the objectives of their safety program, methods of attaining these objectives, and the degree of success expected in achieving these objectives.

k. Arrange for the incorporation of safety practices in operating procedures, training publications, demonstrations, and exercises to ensure the safety of Army personnel and the public.

l. Determine the need and obtain material for safety training, promotions, and awards.

1-13. Employees will:

a. Comply with the U.S. Army and Fort Lee Safety Programs.

b. Observe rules and regulations relating to their personal job safety including the use of PPE furnished by the supervisor. Willful disregard of and/or failure to use safety equipment or devices may constitute grounds for disciplinary action.

c. Report unsafe conditions to immediate supervisors for correction.

d. Provide complete and unbiased information during accident investigation when required.