

Appendix A

References

Army publications are available at <http://www.apd.army.mil/>.

TRADOC publications are available at <http://www.tradoc.army.mil/publications.htm>.

29 CFR parts 1910, 1926, and 1960 are available at

http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=0

Section I

Referenced Publications

ANSI/IES-RP-7-1991

American National Standards Institute and Illuminating Engineering Society standard

ANSI/ISEA Standard Z358.1-2009

Emergency Eyewashes and Shower Equipment

AR 11-34

The Army Respiratory Protection Program

AR 40-5

Preventive Medicine

AR 75-1

Malfunctions Involving Ammunition and Explosives

AR 75-15

Policy for Explosive Ordnance Disposal

AR 385-10

The Army Safety Program

AR 385-63

Range Safety

AR 600-55

The Army Driver and Operator Standardization Program

AR 700-141

Hazardous Materials Information Resource System

AR 710-7

Hazardous Material Management Program

ASTM F2413 – 2005

Standard Specification For Performance Requirements For Protective (Safety) Toe Cap Footwear

DA Pamphlet 40-506

The Army Vision Conservation and Readiness Program

DA Pamphlet 385-10

Army Safety Program

DA Pamphlet 385-24

The Army Radiation Safety Program

DA Pamphlet 385-40

Army Accident Investigations and Reporting

DoD 6055.5-M

Occupational Medicine Surveillance Manual

DoDI 6055.4

DoD Traffic Safety Program

<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>

Executive Order 12196

Occupational Safety and Health Programs for Federal Employees

FAR Clause 52.223-3

Hazardous Material Identification and Material Safety Data

Fort Lee Policy 11-07

PT Road Closure

MEDDAC Reg 385-4

Hazard Communication Program

TB Med 502

Respiratory Protection Program

TB Med 507

Heat Stress Control and Heat Casualty Management

TB Med 521

Occupational and Environmental Health Management and Control of Diagnostic, Therapeutic, and Medical Research X-Ray Systems and Facilities

TB Med 523

Control of Hazards to Health from Microwave and Radio-frequency Radiation and Ultrasound

Title 10 CFR 30

Rules of General Applicability to Domestic Licensing of Byproduct Material

Title 10 CFR 71

Packaging and Transportation of Radioactive Material

Title 29 CFR 1910.1200

Hazard Communication

Title 49, CFR 173

Shippers--General Requirements for Shipments and Packagings

Title 29 CFR 1910.1450

Occupational Exposure to Hazardous Chemicals in Laboratories **Title 29 CFR 1910**
Occupational Safety and Health Standards

Title 29 CFR 1926

Safety and Health Regulations for Construction

Title 29 CFR 1960

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

Title 30 CFR Part II

Mine Safety and Health Administration

Section II

Prescribed Forms

Army forms are available at <http://www.apd.army.mil/>

Fort Lee Forms are available on the Installation Safety Office Web site

<http://www.lee.army.mil/safety/safety.office.aspx> and the SharePoint Portal

<https://home.army.mil/sites/atl/flg/safety/SitePages/Home.aspx>.

Office of Workers' Compensation Forms are available on the OWCP Web site

<http://webapps.dol.gov/libraryforms/FormsByAgency.asp>

DA Form 285

Technical Report of U.S. Army Ground Report

DA Form 285-AB

Abbreviated Ground Accident Report

DA Form 348

Equipment Operator's Qualification Record

DA Form 1119-1

United States Army Certification of Achievement in Safety

DA Form 3946

Military Police Traffic Accident Report

DA Form 3953

Purchase Request and Commitment

DA Form 4283

Facilities Engineering Work Request

DA Form 4379

Ammunition Malfunction Report

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 7306

Worksheet for Telephonic Notification of Ground Accident

DA Form 7566

Composite Risk Management Worksheet

DD Form 1348-6

Single Line Item Requisition System Document

DD Form 1556

Request, Authorization, Agreement, Certification of Training and Reimbursement

DD Form 2272

DOD Safety and Occupational Health Protection Program Poster

Fort Lee Form 385-2

Fort Lee Program Evaluation Metrics

Fort Lee Form 385-3

Form Fort Lee Investigation of Injury/Illness

Fort Lee Form 385-4

Arms Room Checklist

Fort Lee Form 385-5

POV Inspection Checklist

Fort Lee Form 385-6

United States Army Combined Arms Support Command Safety Certificate of Achievement

Fort Lee Form 385-7
Motorcycle/ATV Operator Agreement

Fort Lee Form 385-8
Motorcycle Inspections Checklist

Fort Lee Form 789
Safety & Health Deficiency Report

Fort Lee Form 930
Job Hazard Analysis (JHA)

Fort Lee Form 937
Confined Space Entry Permit

Fort Lee Form 1051
Record of Injury

Fort Lee Form 1082
Accident Avoidance Training Card

Fort Lee Form 1124
United States Army Garrison Safety Certificate of Achievement

OWCP Form CA-1
Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

OWCP Form CA-2
Notice of Occupational Disease and Claim for Compensation

Standard Form 91
Operator's Report of Vehicle Accident

Section III
Websites

Installation Safety Office website:
<http://www.lee.army.mil/safety/safety.office.aspx>

Installation Safety Office SharePoint Portal
<https://home.army.mil/sites/atl/flg/safety/SitePages/Home.aspx>

Combat Readiness/Safety Center
<https://safety.army.mil>

Army Accident Avoidance Training

<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>

US Army Traffic Safety Training Program Registration System

https://apps.imcom.army.mil/AIRS/usg_disclaimer.aspx.

Workers' Compensation EDI web-based system for CA-1 and CA-2:

www.abc.army.mil

Nuclear Regulatory Commission

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

DoD Traffic Safety Program

<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>

Appendix B

Unit Safety Program Standard Operating Procedure (SOP)

Each unit is required to have a written SOP for safety. Commanders at every level will establish and maintain a continuing, comprehensive and aggressive safety and accident prevention program throughout their units. Unit SOPs need not be lengthy, but must reflect the commander's development of an aggressive safety and accident prevention program. To assist commanders in their SOP development, a sample is included.

Sample Safety SOP

1. Purpose. To ensure a continuing, aggressive preventive safety program throughout this unit.

2. References. AR 385-10, DA PAM 385-40, and this regulation.

3. Scope. This SOP outlines the organization of the unit safety program and the responsibilities of personnel implementing the safety program.

4. Objective. To improve the overall effectiveness of the unit by minimizing personnel and equipment losses.

5. Responsibilities. The commanding officer/director is responsible for assuring the accident prevention effort meets the requirements of current regulations. The following personnel are responsible as indicated:

a. Collateral Duty Safety Officer/NCO will:

(1) Provide staff management of the unit safety program to assure safety requirements are in compliance.

(2) Establish and maintain a portion of the unit bulletin board which provides current safety literature and information.

(3) Make regular inspections of training and maintenance activities within the unit and initiate action to correct the hazards or deficiencies detected. Keep records to document inspections.

(4) Investigate or coordinate investigation of accidents which occur within the unit. Prepare or assist when appropriate with the preparation of accident reports and submit to appropriate level of authority for signature. Ensure all accident reports are sent to the Installation Safety Office for review and any necessary action.

(5) Establish and maintain an accident case file for all accidents during the current and preceding calendar year.

(6) Conduct periodic safety briefings for personnel. Prepare and present initial safety briefing to newly assigned personnel. Briefing should address all applicable safety programs; i.e. Hazard Communication (HAZCOM), Personnel Protective Equipment (PPE), Fire Evacuation Procedures, Troop Formation, Composite Risk Management (CRM), etc.

(7) Prepare safety briefing guide for the commander's/director's use prior to holiday periods or weekends and document training.

(8) Brief the commander regularly on the status of the unit accident prevention effort.

b. Unit Commanders/ Directors/Supervisors/Leaders will:

(1) Assure newly assigned personnel report to the Safety Officer/NCO for safety orientation.

(2) Establish in writing a safety SOP for specific operations. Enforce the procedures established.

(3) Integrate current safety requirements into all activities and plans.

(4) Assure training of personnel is adequate for safe operation of equipment to avoid injury or equipment loss.

(5) Assure necessary protective equipment and clothing is available as required for daily operations. Assure required training is provided to all personnel required to use PPE.

(6) Control the use of flammables to assure they are used only for their designed and intended purpose.

(7) Schedule unit motorcyclists to attend Motorcycle Safety Courses.

(8) Review accident reports for format and completeness and send to the commander for his signature.

c. Motor Officer.

(1) Assure unit drivers are thoroughly trained prior to licensing for operation of military vehicles.

(2) Conduct safety briefings to unit drivers.

(3) Establish safe operating procedures for motor pool operations and provide enforcement measures.

(4) Assure all applicable elements of the Army Traffic Safety Training Program (ATSTP) are implemented.

6. Accident Reporting. All accidents involving personnel from the unit that result in injury to personnel or damage to property will be reported expeditiously. Pending the arrival of the Collateral Duty Safety Officer/NCO, the supervisor of the injured person will begin an investigation to determine why the accident occurred. The supervisor will complete the DA Form 285-AB. The Safety Officer/NCO will check for completion and accuracy and give to Commander for reviewing signature.

7. Unit Safety Committee/Council. The unit Safety Committee/Council shall consist of all members of the unit staff to include the Safety Officer/NCO and shall be operated in conjunction with regularly scheduled staff meetings. Problems concerning safety shall be discussed and resolved on a routine basis during these meetings. The Safety Officer shall provide documentation of actions as needed.

8. Safety Awards. Personnel who actively support and contribute to the unit safety program will receive special recognition. Leaders will identify supervisors, drivers, and other individuals who deserve recognition and recommend them for award as appropriate. Awards committee comprised of the Collateral Duty Safety Officer/NCO, XO and SGM will establish criteria and type of awards to appropriately recognize individuals or subunits/divisions/branches.

Appendix C

Guidance For Unit Safety Notebook

Tab A: Safety Officer/Fire Marshal duty appointment orders and training.

Tab B: Commanding General's safety policy.

Tab C: Unit Safety and Fire SOP/policy records.

Tab D: Safety Council minutes/briefing log.

Tab E: Safety Inspection Record and corrective action.

Tab F: Army regulations:

(1) AR 385-10, Army Safety Program.

(2) DA Pam 385-10, Army Safety Program.

(3) DA Pam 385-40, Army Accident Investigation and Reporting.

(4) AR 420-1, Army Facility Management, Fire Protection, chapter 25.

(5) DA Pam 385-1, Unit Safety Officer/NCO Guide.

(6) Abbreviated Ground Accident Report (AGAR) Use and Preparation Guide, April 2011.

(7) FORT LEE Regulation 385-10.

Tab G: DA Form 285, Copy of Accident Report.

Tab H: Fort Lee Form 1051, Record of Injury; Fort Lee Form 385-3, Investigation of Injury/Illness.

Tab I: Job Hazard Analysis.

Tab J: Annual Training Record.

Tab K: Current safety messages and alerts.

Tab L: Holiday safety messages.

Tab M: Safety training materials.

Tab N: Program Evaluation Metric, Fort Lee Form 385-2.

Tab O: HAZCOM Plan Chemical Inventory.

Appendix D
Safety Notebook Table of Contents

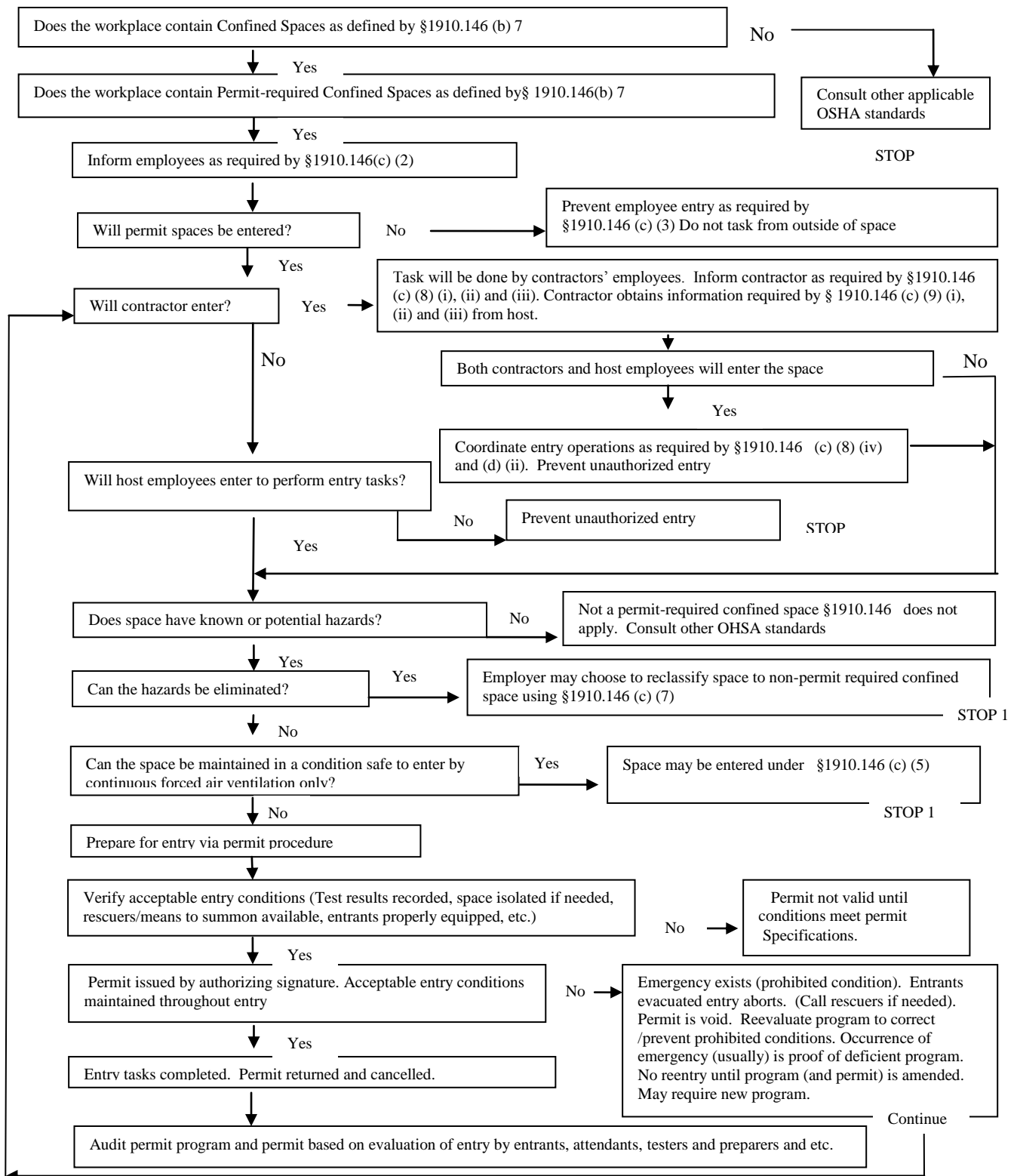
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C	Unit Safety and Fire SOP/Policy Records
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F	Army Regulations
G	Copy of Accident Report DA form 285
H	Fort Lee Form 1051, Record of Injury; Fort Lee Form 385-3, Investigation of Injury Form
I	Job Hazard Analysis
J	Annual Training Record
K	Current Safety Messages and Alerts
L	Holiday Safety Messages
M	Safety Training Material
N	Program Evaluation Metric
O	HAZCOM Plan Chemical Inventory

Appendix E Confined Space Decision Flow Chart

Appendix A To §1910.146 – PERMIT-REQUIRED CONFINED SPACE DECISION FLOW CHART



1 - Spaces may have to be evacuated and reevaluated if hazards arise during entry.

