

**DEPARTMENT OF THE ARMY
U.S. Army Installation Management Command
United States Army Garrison, Hawaii
Garrison Safety Office
851 Wright Ave., Bldg. 106, Wheeler AAF, Hawaii 96854**

**Safety
STANDING OPERATING PROCEDURES (SOP)
SOP NO. AMIM-HIG-SO-385-1**

Summary. This SOP prescribes policies, procedures, responsibilities, and serves as a Safety Program SOP for the United States Army Garrison (USAG) Hawaii. It defines programs that are developed to assist leaders, directors, supervisors, Soldiers, and Civilians in maintaining a safe working environment and with conservation of military resources. For those programs not covered in this SOP, directors/commanders will use Army Regulation (AR) 385-10 to promulgate other applicable or more stringent policies.

Applicability. This SOP applies to all military and civilian personnel, contractors, and tenant organizations of U.S. Army Hawaii (USARHAW), under the command and/or control of USAG Hawaii.

Suggested Improvements. The proponent for this SOP is the USAG Hawaii, Garrison Safety Office (GSO). Users may send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to the GSO, 851 Wright Ave., Building 106, Wheeler AAF, HI 96854 or usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.

Summary of Changes. This SOP updates and supersedes SOP IMHW-SO-385-2, dated 06 May 21, and remains in effect until revised or superseded in writing. This SOP brings the USAG Hawaii Safety Program into compliance with the most current Army and federal regulatory standards.

Distribution. This SOP is available electronically through the GSO.

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Chapter 1 General

1-1. Purpose.

- a. This SOP supplements AR 385-10 and establishes the USAG Hawaii Safety and Occupational Health (SOH) Program. It assigns responsibilities and prescribes policies and procedures for implementing safety programs throughout USAG Hawaii.
- b. The primary objective of the Commander's Safety Program is to provide a safe and healthful working environment, free from recognized hazards. This program is based on the key elements of:
 - (1) Leadership and management commitment;
 - (2) Employee involvement; and
 - (3) The utilization of risk management (RM), which is the Garrisons' principal risk reduction methodology that ensures regulatory and statutory compliance.
- c. This SOP is designed to assist supervisors, managers, military, and civilian employees in mitigating accidental loss, conserving resources, and establishing a proactive safety culture.

1-2. References.

Required and related publications are listed in Appendix C.

1-3. Explanation of Abbreviations.

Abbreviations and uncommon terms used in this regulation are explained in the glossary at Appendix B.

Chapter 2

Responsibilities for the Commanders' Safety Program

2-1. Responsibilities/Duties.

a. The Garrison Commander (GC) will:

(1) Be responsible for the safety of all personnel, equipment, and property under his/her command.

(2) Protect Army personnel, property, and equipment, and reduce costs of occupational injuries, illness, and accidental loss to improve readiness.

(3) Integrate the risk management (RM) process into operations to prevent mishaps, occupational injuries, and illnesses.

b. The Deputy Garrison Commander (DGC) will:

(1) Be responsible for providing overall staff supervision of Garrison safety programs.

(2) Provide guidance and assist with implementation of safety programs within the Garrison.

(3) Supervise the integration of RM.

(4) Establishes and enforces procedures to ensure supervisors are aware of, and held accountable, for safety responsibilities in their work environment. Ensures safety accountability is part of their performance appraisals/evaluations.

(5) Serves as Champion for the IMCOM Safety and Occupational Health Management System (ISOHMS).

c. The Garrison Safety Manager (GSM) will:

(1) Serve as a member of the GC's personal staff and report directly to the GC.

(2) Advise the GC on technical safety issues and manage the Garrison Commanders' Safety Program.

(3) Facilitate the GC's Safety and Occupational Health Advisory Council (SOHAC) IAW AR 385-10. Collect and brief safety metrics to the command, including goals, milestones, and trends. Provide copies of minutes to board members and publish for employee understanding.

(4) Monitor compliance and track renewal, changes, or updates to the Commanders' Safety Program.

(5) Exercise staff supervision over the USAG Hawaii safety programs, to include RM and mishap prevention activities.

(6) Assist Garrison staff and advise tenant activities on SOH issues.

(7) Develop metrics to evaluate the effectiveness of safety training for all Garrison personnel. Develop, coordinate, and train Garrison Unit Safety Officers (USO).

(8) Develop, implement, and evaluate a standard safety inspection process/program for Garrison facilities, workplaces, and operations. Track corrective actions, trends, lessons learned, and follow-up actions.

(9) Oversee the Garrison Army Radiation Safety Program (RSP), IAW AR 385-10, Chapter 16 and 17, and DA PAM 385-10, Chapter 10. Prepare Army Radiation Permit (ARP) requests for GC's review and approval prior to any non-Army radiological equipment entering Garrison property.

(10) Oversee the Army Explosives Safety Management Program (ESMP) for USAG Hawaii, IAW AR 385-10, Chapter 22 and DA PAM 385-64. Ensure all ammunition and explosives safety standards are complied with at the Garrison level.

(a) The GSM is hereby delegated signature authority to approve and rescind ammunition storage licenses.

(b) The GSM will review and issue ammunition storage licenses. Ensure compliance, subject to command limitations, and rescind licenses for storage locations that fail to comply with regulatory requirements.

(11) Serve as the point of contact, coach, mentor, and trainer for the implementation of the IMCOM Safety and Occupational Health Management System (ISOHMS).

(a) Assist directorates and offices with the facilitation of ISOHMS.

(b) Monitor progress, outcomes, and sustainment.

(12) Plan, develop, and submit a budget for Garrison safety programs in support of Installation Management Command (IMCOM) Common Levels of Support (CLS).

(13) Manage the Army Traffic Safety Training Program (ATSTP) as the USAG Hawaii Technical Monitor (TM) in coordination with the Contracting Officer Representative (COR).

(a) Provide logistical support and implement the ATSTP.

(b) Assist directorates in obtaining approved Remedial Drivers Training courses for government owned vehicle (GOV) operators, who are convicted of a moving traffic violation or determined to be at fault in a traffic mishap while operating a GOV.

(14) Ensure all Army mishaps are reported to the Army Safety Center, via the Army Safety Management Information System (ASMIS) 2.0.

- (a) Review and investigate mishap reports submitted by supervisors/managers.
 - (b) Ensure reports are accurate and complete.
 - (c) Analyze mishap data to identify trends, in order to (IOT) develop and recommend countermeasures.
 - (15) Review and provide recommendations on the purchase of safety equipment and materials.
 - (16) Provide input, as requested, for performance appraisals and position descriptions, to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and employees.
 - (17) Advise contracting officers and civilian personnel on the integration of SOH requirements into contracts. Review contracts, as applicable.
 - (18) Review military construction (MILCON) and other construction projects, maintenance and repair projects, and Garrison service and procurement contracts.
- d. The Garrison Safety Office (GSO) staff will:
- (1) Assist the GSM in the management of the Garrison Commanders' Safety Program.
 - (2) Perform safety program functions as assigned by the GSM.
 - (3) Provide timely reporting on the status of duties and projects. Notify the GSM of any issues within assigned areas or tasks.
 - (4) Conduct workplace inspections/assessments.
 - (a) Conduct in and out briefs to director/office leadership.
 - (b) Provide informal safety training during workplace inspections/assessments.
 - (c) Provide on-the-spot corrections or risk mitigation recommendations, and course of action advice to the workplace supervisor.
 - (d) Input all inspection reports into the ASMIS, Assessments, Inspections & Surveys Tool online site.
 - (5) Provide annual safety training to directorate USOs.
- e. Directors and chiefs will:
- (1) Implement standards that provide a safe and healthful working environment.

(2) Ensure first line supervisors conduct daily visual inspections of work areas, to identify any hazards to employees and to ensure compliance with safety requirements.

(3) Ensure a written abatement plan is developed to isolate any hazards, or prevent employee exposure to hazards, if corrective action cannot be accomplished within a reasonable amount of time (30 days). Notify the GSO for technical assistance as necessary.

(4) Establish and enforce procedures to ensure supervisors are aware of and held accountable, for safety responsibilities in their work environment. Ensure safety accountability is part of their performance appraisals/evaluations.

(5) Establish and maintain a comprehensive and aggressive mishap prevention and proactive safety program. Take appropriate action to expeditiously correct discrepancies.

(6) Ensure government owned vehicle (GOV) operators attend an approved Remedial Drivers Training, if they have been:

(a) Convicted of a moving traffic violation while operating a GOV;

(b) Determined to be at fault in a traffic mishap while operating a GOV, to include single vehicle damage.

(7) Select and appoint, in writing, a responsible individual to function as the USO for the directorate. USOs will be charged with executing directorate level safety programs. Ensure the USO completes training requirements IAW AR 385-10 and this SOP.

(8) Directorates with hazardous operations will:

(a) Establish a formal, written safety Standing Operating Procedures (SOPs) IAW AR 385-10, Chapter 8, IOT reduce and eliminate occupational mishaps, injuries, and illnesses.

(b) SOPs will be site-specific and compatible with the mission and functions of the organization.

(c) SOPs will be reviewed at least annually and revised as necessary or whenever a change occurs in mission, organization, equipment, or procedures.

(d) SOPs will be reviewed and concurred with by subject matter experts (SMEs) within the directorate and GSO.

(9) Directorates with hazardous operations will evaluate the need for cardiopulmonary resuscitation (CPR) and first aid trained personnel, to include automatic external defibrillators (AED). First aid kits and AED replenishment and replacement are the responsibility of the directorate or staff office.

f. Supervisors will:

(1) Ensure employees follow SOH rules, regulations, policies, and procedures, including the

use of personal protective equipment (PPE).

(2) Conduct daily visual inspections of work areas, to identify any hazards to employees and to ensure compliance with safety requirements.

(a) Take action to initiate corrective action for hazards identified during daily inspections or when reported by employees.

(b) When on-the-spot corrections cannot be completed, submit a work order or Facilities Engineering Work Request (FEWR), DA Form 4283, to the Directorate of Public Works (DPW). It is the supervisor's responsibility to follow-up on work orders/FEWRs through to completion.

(c) All safety-related work orders or FEWRs must have a Risk Assessment Code (RAC), based on the Standardized Army Risk Matrix in Appendix A-4, validated by GSO. DPW will coordinate with GSO for review of assigned RACs for accuracy and relevancy.

(3) Conduct formal workplace safety inspections quarterly by using the checklist provided by the GSO. Submit completed inspection reports to the directorate USO.

(4) Ensure each employee is briefed on site-specific hazards prior to engaging in work activities and provide and/or arrange for PPE training.

(5) Develop worksite-specific safety SOPs addressing hazardous working conditions and procedures, both in the workshop and field locations.

(a) Provide employees access to the published SOPs. Ensure employees are trained on requirements, so they can execute operations in an efficient, effective, and safe manner.

(b) Implement and provide feedback on safety SOPs, training, and PPE requirements.

(6) Review and document job hazard analysis (JHA) and/or risk assessments (RA) for work operations performed by Garrison employees IAW DA PAM 385-30.

(7) Incorporate Occupational Health/Industrial Hygiene survey and assessment recommendations into processes and risk decisions IAW DA PAM 385-30.

(8) Supervisors of hazardous operations will evaluate the need for first aid kits and AEDs, and ensure personnel receive appropriate training. AEDs and first aid kits within workplaces will be properly maintained, stocked, and contain no items past their expiration date.

(9) Maintain records confirming employees have been trained, licensed, qualified, and experienced, prior to assignment to a particular job or activity.

(10) Only licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, material handling equipment, and other machinery, that presents hazards to the operators or others in the immediate vicinity.

(11) Report injuries and illnesses according to AR 385-10 and DA PAM 385-40.

(a) Use the USAG Hawaii Preliminary Accident/Incident Reporting Form, USAG Hawaii Form 2, to report all mishaps and injuries through the USO to the GSO within 24 hours.

(b) Utilize ASMIS 2.0 to report Army mishaps. GSO will serve as reviewers for mishap reports and assist supervisors in the proper use of the reporting tool.

(12) Implement a return-to-work process to ensure employees can return to work as soon as practicable.

(13) Request Industrial Hygiene support for ergonomic evaluations, air quality assessments, mold surveys, and other functions under their purview. Ensure affected employees are notified of the outcome of the surveys.

(14) Request GSO review of:

(a) Procured PPE, equipment, tools, machinery, materials, and office furniture.

(b) Site-specific hazardous working procedure SOPs.

(15) Make on-the-spot corrections and provide workplace-specific safety training for service members and/or DA civilians who fail to follow safety standards, rules, and regulations, including the use of prescribed PPE, seatbelts, and other safety equipment, as required.

(16) Report to proper channels on any government owned vehicle (GOV) operators who have been:

(a) Convicted of a moving traffic violation while operating a GOV, or

(b) Determined to be at fault in a traffic mishap while operating a GOV; to include single vehicle damage.

(17) Establish accountability for SOH through the performance evaluation system and performance counseling sessions.

g. Unit Safety Officer (USO) will:

(1) Assist the director, manager, or chief in implementing the directorate safety program, IAW the Garrison Commanders' Annual Safety Plan (CASP).

(2) Maintain information concerning mishap trends, safety policies, and safety management procedures, as prescribed by the director and directives from the GSO/DGC/GC.

(3) Conduct follow-up inspections to ensure deficiencies are mitigated or corrected. Submit corrective actions to GSO.

(4) Ensure a DD Form 2977 (Deliberate Risk Assessment Worksheet), has been created, updated, and reviewed to show all hazards and controls developed for operations, events, memorandum of instructions (MOIs), and SOPs.

(5) Report deviations of safety policy to your chain-of-command or immediate supervisor. Deviations should be documented on a DD Form 2977 with the associated risk accepted at the appropriate level.

(6) Promote safety awareness and educational programs within the directorate.

(7) Assist supervisors with:

(a) Conducting mishap investigations of incidents within the directorate.

(b) Submitting required initial mishap reports to the GSO within 24 hours and final mishap reports within 10 working days of occurrence.

(8) Establish and maintain an organizational SOH bulletin/information board containing, at a minimum, the USAG Hawaii Federal Safety Poster, OSHA "It's the Law" Poster, and DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthy Working Conditions).

(9) Notify the GSO when USO appointment orders are expired or rescinded.

h. All personnel, military and civilian employees will:

(1) Comply with SOH rules, regulations, and standards.

(2) Use and maintain PPE and vehicle restraints provided for their protection.

(3) Report unsafe and unhealthy working conditions and mishaps to their immediate supervisor, directorate leadership, or GSO without fear of retaliation.

(a) Use DA Form 4755 to report unsafe or unhealthy working conditions.

(b) Ensure DA Form 4755 is processed according to AR 385-10, Chapter 8. The form may be provided to the supervisor or delivered to GSO at Bldg. 106 on WAAF, or via email to usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.

(c) Names of personnel submitting reports, who request to remain anonymous, will not be revealed to anyone other than necessary members of the GSO, or other appropriate Garrison-level staff.

2-2. Authority to Halt Unsafe Operations.

All personnel are authorized to halt any operation, that presents imminent danger as defined in AR 385-10.

Chapter 3

Overview and Objectives of the Commanders' Core Safety Programs

3-1. Commanders' Safety Program Objective.

- a. The objective of the Garrison Commander's safety program is to ensure safe work practices and operations are conducted in a manner that will prevent injury to personnel, reduce costs associated with mishaps and incidents, and increase operational effectiveness.
- b. All personnel will integrate safety into work processes through:
 - (1) Management commitment.
 - (2) Worker involvement.
 - (3) Only conducting planned and authorized work activities.
 - (4) Utilizing RM as the Garrisons' principal risk reduction methodology and ensuring regulatory and statutory compliance.

3-2. Implementation.

The Army Safety and Occupational Health Program (ASOHP) consists of 14 functional areas. Functional areas are necessary for sustaining safety operations.

- a. Workplace Operations
- b. Community, Off-duty Recreation, and Seasonal Safety
- c. Tactical (Contingency) Operations
- d. Transportation Safety
- e. Radiation Safety (Ionizing/Nonionizing)
- f. Aviation Safety Management
- g. System Safety
- h. Biological Safety (Infectious Agents and Toxins)
- i. Chemical Agent Safety Management
- j. Ammunition and Explosives (AE) Safety
- k. Range Safety Operations
- l. Electrical Safety

m. Fire and Emergency Services (F&ES)

n. Contract Safety

Chapter 4 Administrative Procedures

4-1. Risk Management (RM).

a. The primary method for reducing risks associated with activities and operations, is through the sound application of RM.

(1) Managers and supervisors will perform a risk assessment prior to any operation or activity.

(2) A copy will be provided to the Garrison Safety Office (GSO) for review, NLT 30 days prior to all scheduled events. Appendix A-3 provides a sample of a blank Deliberate Risk Assessment Worksheet, DD Form 2977.

b. RM policy is based on the four principles, outlined in DA PAM 385-30, Chapter 1.

(1) Integrate RM into all phases of missions and operations.

(2) Make risk decisions at the appropriate level.

(3) Accept no unnecessary risk.

(4) Apply RM cyclically and continuously.

c. RM process consists of five steps, outlined in DA PAM 385-30, Chapter 1-6.

(1) Identify the hazards. Consider the source, mechanism, and outcome to ensure the relationships between hazards and mishaps are recognized.

(2) Assess the hazards. Evaluate each hazard and assign a level of risk based on the estimated probability and severity.

(3) Develop controls and make risk decisions. Controls should be based on the risk control hierarchy in the following order:

(a) Elimination.

(b) Substitution of less hazardous materials, processes, operations, or equipment.

(c) Engineering controls.

(d) Warnings.

(e) Administrative controls.

(f) Personal protective equipment.

(4) Implement controls. Ensure controls are integrated, communicated, and understood at all levels.

(5) Supervise and evaluate. Implement and enforce controls to standard and validate its adequacy.

d. Commanders, directors, managers and supervisors will:

(1) Ensure personnel complete the Risk Management Basic Course, within 60 days of arrival at the first operational assignment, or their first Army civilian employment. The course is typically completed during USAG Hawaii, Team Member Orientation (TMO).

(2) Integrate risk assessments at every stage and level of operations and training, following the RM principles and processes.

(3) Integrate risk management process when purchasing PPE, equipment, tools, machinery, materials, chemicals, office furniture, and acquiring facilities.

(4) Ensure all personnel comply with the controlling procedures written into the risk assessment worksheet.

(5) Apply proactive engagement and supervision to ensure RM is effective and viable to the activities, mission, or events.

e. The Unit Safety Officer (USO) will:

(1) Assist with implementation of RM integration into the directorate policies, procedures, and responsibilities.

(2) Conduct annual reviews of risk assessment worksheets and update as needed.

(3) Provide training guidance for implementing the RM processes, principles, and procedures within their areas of responsibility.

f. Risk levels will be determined using the Standardized Army Risk Matrix which combines severity and probability. Refer to Appendix A-4.

g. Decision making.

(1) Once the potential countermeasures and controls have been developed, risk decisions need to be made. This involves deciding which countermeasures to use and accepting residual risks.

(2) The decision to select controls can often be made at the lowest echelons, by the immediate leader or supervisors and managers. However, when the hazard is not eliminated or controlled to tolerable limits, Army leadership will decide acceptability of the risk, based upon mission requirements.

(3) The level of authority accepting the potential consequences of a given hazard is determined by the level of residual risk associated with that hazard, mission, or event. Refer to Appendix A-1.

(4) Risk can only be accepted by the commander or civilian leader with military equivalent grades, with the resources and/or authority necessary to control, eliminate, or correct the hazard. Refer to Appendix A-2.

4-2. Operational Standards.

a. The GC will ensure local safety policies comply with AR 385-10.

b. Standards established by the Department of Labor (DOL) pursuant to Public Law 91–596, Section 6 (Occupational Safety and Health (OSH) Standards) and Section 19 (Federal Agency Safety Programs and Responsibilities), and the OSH Act of 1970 are adopted as Army safety standards and will be complied within applicable Army workplaces.

c. The U.S. Army Corps of Engineers (USACE) SOH policy, EM 385–1–1, incorporates 29 CFR 1926 (Safety and Health Regulations for Construction) and applies to Army construction operations.

d. Special operations, such as ammunition or radiological material/equipment storage, are subject to mandatory safety standards and rules that derive from different guidelines.

(1) The application of special functional standards does not exempt workplaces from other safety criteria.

(2) Compliance with publications describing job safety requirements is mandatory for these types of workplaces.

4-3. Planning, Program Evaluations, Councils and Committees.

a. Planning.

(1) In compliance with IMCOM Regulation 385-10, section 2-1, the Garrison Safety manager (GSM) will develop the Commanders' Annual Safety Plan (CASP), through a collaborative effort that includes key safety objectives, metrics, performance targets, and resource requirements. The CASP will target top-loss areas affecting the Garrison and support higher-level safety objectives.

(2) The GSM reviews the CASP periodically to implement required changes and updates.

(3) The GSM, at the direction of the Garrison Commander (GC), will initiate the Enhanced Army Readiness Assessment Program (eARAP) within 90-days after assumption of command. Access to eARAP is available on the U.S. Army Combat Readiness Center website at <https://earap.safety.army.mil>.

b. Program Evaluations.

(1) Safety program evaluations provide the command with a current assessment of the effectiveness of the safety program. Evaluations identify systemic problems to be addressed, assess RM integration, and ensure compliance with applicable standards and policies.

(2) The GSM will ensure SOH programs are evaluated at least annually or at the direction of higher HQ, using the Organizational Inspection Program (OIP), or Command Inspection Program (CIP) checklists provided by IMCOM. A written report of the findings will be provided to the GC and will specify the corrective actions planned and the date of scheduled completion.

(3) GSO will evaluate the Garrison directorates and staff offices following the Standard Army Safety and Occupational Health Inspection (SASOHI) process prescribed by AR 385-10, Chapter 4. A written report of the findings will be provided to the Director or Staff Office Chief and briefed at the Garrison Safety and Occupational Health Advisory Council (SOHAC). The directorate/staff office USO will maintain a copy of the inspection results on file.

c. Councils and Committee.

(1) The GC or designee will establish and chair the semi-annual Garrison SOHAC IAW AR 385-10, Chapter 1.

(a) The council members consist of all directors, office chiefs, and USOs.

(b) Meeting minutes will be provided to committee members and posted for employee understanding.

(2) The DGC or designee will establish and chair the semi-annual Employee Safety Committee IAW AR 385-10, Chapter 1.

(a) The committee members will consist of USOs and employees from directorates and offices.

(b) Meeting minutes will be provided to committee members.

4-4. Safety Awards.

a. All directors, supervisors, and leadership are encouraged to submit nominations for Army safety awards for outstanding individuals or groups IAW AR 385-10, Chapter 5.

(1) Safety awards that recognize outstanding performance are strongly encouraged and may be submitted by supervisors to the GSO for endorsement, review, and approval by the commander.

(2) Award submission packets will be forwarded through GSO for transmission to higher headquarters for review and approval.

b. Army Mishap Accomplishment.

(1) Garrison directorates or activities that have completed 12 consecutive months without experiencing a Class A, Class B, or Class C mishap are eligible for this award. Consult with the GSO on how to proceed.

(2) Approving authority is the GC.

c. Other individual and organizational awards. Recognition of safe performance of individuals and subordinate organizations.

(1) Leaders are encouraged to recognize outstanding individual contributions to the activity's mishap prevention accomplishments within their sphere of activity, interest, or operation.

(2) Nominate in writing, with justification through GSO, to the GC for approval.

(3) The award for civilians may be a monetary award, time off award, or a Civilian Service Achievement Medal.

d. Army Safety Excellence Streamer.

(1) This streamer is presented to company-sized units, battalions, or equivalent; divisions; and installations that have met prescribed eligibility criteria:

(a) Completing 12 consecutive months without experiencing a soldier or unit at fault Class A or Class B mishap.

(b) One hundred percent completion of RM training; and

(c) Completing eARAP within the last 24 months.

(2) The streamer may be displayed by the organization for 1 year after the award of the streamer. At the expiration, the unit must requalify and resubmit a request for the streamer under the eligibility criteria.

(3) The Approval Authority is the 0-6 or above level commander, for units under their command meeting eligibility criteria. This authority may not be further delegated lower than the 0-6 level commander.

Chapter 5

Public, Family, Off-Duty, Sports, Recreational, and Seasonal Safety

5-1. Policy.

Soldiers will use risk management (RM) when planning off-duty or recreational activities. It is highly encouraged for USAG Hawaii civilians to do the same. Integration of RM in all non-duty operations and activities will help reduce risk of injury and accidental loss. See AR 385-10, Chapter 11 and DA PAM 385-10, Chapter 7, for additional information.

5-2. Responsibilities.

a. The Garrison Safety Office (GSO) will:

(1) Audit/review written programs for family, off-duty, sports, and recreational safety programs for compliance with Army regulations and local and national requirements/recommendations.

(2) Analyze off-duty and recreational mishaps to identify activities associated with significant loss or injury rates and implement additional safety precautions.

(3) Advise all soldiers, civilians, and family members using recreational facilities and areas to comply with Directorate of Family Morale, Welfare and Recreation provided training and information.

(4) Develop promotional messaging (e.g. safety bulletins, messages/alerts, and community events) to reduce risk, and increase public awareness of specific hazards associated with local environment, recreational requirements, etc.

b. Directorate of Family and Morale, Wellness and Recreation (DFMWR) will:

(1) Develop SOPs and risk assessments (RA) for each activity and train participants on the developed controls. Utilize SOPs and RAs for training and safety briefings.

(2) Monitor and/or supervise activities to ensure the safe use and operation of equipment.

(3) Minimize hazards that are present during recreational activities, it is necessary to:

(a) Establish and post easily understandable rules, operational instructions, and safety warnings for machinery, equipment, tools, and recreational items.

(b) Train staff on all machinery, equipment, and tools.

(c) Train all operators on the use of machinery, equipment, tools, and use of appropriate PPE (such as goggles for sanders).

(d) Require personnel to utilize appropriate PPE when using machinery, equipment, tools, and recreational items. PPE shall be suitable for the activity and environment in which it is used.

(e) Inspect all machinery, equipment, tools, and recreational items prior to use and perform required maintenance. Remove all defective equipment from service until repairs are completed.

(f) Regularly inspect the activity area and remove personnel performing unsafe acts or using equipment in an unsafe manner.

(4) Conduct annual RA reviews for all sports and outdoor recreational program activities. Implement changes as needed.

(5) Ensure the DFMWR Sports Office coordinates and provides training and information on all Army sports programs under their purview.

c. Unit Safety Officers (USOs) will:

(1) Promote safety awareness and educational programs within their directorate.

(2) Assist with development of SOPs and RAs.

5-3. Recreational Activities.

a. Recreational safety programs focus on hazards associated with recreational and sporting activities. Most injuries are relatively minor: bruises, cuts, sprains, and strains. However, these minor injuries contribute to the temporary loss of personnel resources and decreases job performance. Recreational activities also include nonphysical related activities associated with recreation centers, arts and crafts facilities, and libraries.

b. Athletic or sporting events involve varying degrees of risk. Activities involving contact with other players or equipment significantly increases the risk of injury. Leadership should encourage personnel to adequately prepare for mental and physical stress.

5-4. Water-Related Activities.

a. Learning to swim, wearing a life jacket/personal flotation device, and avoiding alcohol while participating in water-related activities, significantly decreases the risk of drowning.

b. There are hundreds of beaches on Oahu; less than 30 beaches have City and County of Honolulu lifeguards assigned. It is highly encouraged to use beaches with a lifeguard on duty. For ocean and beach conditions, visit the Ocean Safety and Lifeguard Services website at www.safebeachday.com.

c. Be cognizant of local water hazards and obey posted warning signs/flags and lifeguard directions.

d. Do not overestimate your swimming ability, currents can be much stronger than anticipated. Waves and shore breaks can be very dangerous, even for experienced swimmers. If in doubt, don't go out!

5-5. Recreational Boating Safety.

- a. All individuals involved in recreational boating activities are responsible for knowing and complying with all applicable state and federal laws and regulations.
- b. Per Hawaii Administrative Rule Section 13-244-15.5, all individuals who operate a motorized vessel in Hawaii's state waters, must take a state-approved boating safety course and show proof of certification.
- c. All recreational vessels must adhere to the following, where applicable:
 - (1) Must carry one wearable Personal Flotation Device (PFD) for each person on-board. PFDs must be in good/serviceable condition, appropriate size, and U.S. Coast Guard approved. Children under 13 must wear a PFD at all times, unless in a cabin or below deck.
 - (2) Must display the appropriate navigation lights between sunset and sunrise, and during periods of reduced visibility.
 - (3) Must adhere to posted speed limit signs.
 - (4) Must have the following equipment on board, if applicable:
 - (a) Marine-type fire extinguisher.
 - (b) Sound-producing device (whistle, horn, or bell).
 - (c) Visual distress signals (flares or distress flags).
 - (d) Throwable device (life ring or buoy).
- d. It is illegal to operate a recreational vessel while under the influence of alcohol or drugs.

5-6. Additional Water Safety Information.

- a. Army Combat Readiness Center water safety brief, <https://safety.army.mil/OFF-DUTY/Sports-and-Recreation/Water-Safety>.
- b. Department of Land and Natural Resources, <https://dlnr.hawaii.gov/dobor/>.
- c. United States Coast Guard, <https://www.pacificarea.uscg.mil/Our-Organization/District-14/>.

Chapter 6

Emergency Preparedness

6-1. Planning.

- a. The goal of emergency planning is to protect life, health, property, and to restore normal operations as soon as possible. Emergency management is defined in DA PAM 525-27, Army Emergency Management Program. The Directorate of Plans, Training, Mobilization and Security (DPTMS) controls emergency management for USAG Hawaii.
- b. An Emergency Preparedness Officer (EPO) is appointed by the GC to direct, coordinate, maintain, and evaluate the development and publication of a protection plan.
- c. The EPO must ensure all Garrison organizations have access to the Garrison Emergency Management All Hazards Plan (EMAHP), maintained by DPTMS.

6-2. Plan Evaluations.

- a. The EPO will ensure annual planned exercises and evaluations are accomplished in coordination with civil agencies and local government, to develop an effective response and recovery plan.
- b. Evaluations will include:
 - (1) Reporting emergencies.
 - (2) Emergency evacuation, including type of evacuation and exit route assignments.
 - (3) A list of employees remaining to operate critical-facility operations during evacuations.
 - (4) A list of employees performing rescue or medical duties.
 - (5) Employee accountability after an evacuation.

6-3. Directorate Emergency Action Plan/SOP.

- a. Directorates must ensure the facilities under their control have an emergency action plan (EAP) specific to that location.
- b. Facility plans should include information such as, but not limited to, emergency egress routes, rally point locations, emergency phone contacts relevant to the facility location, etc. Refer to Appendix E in this SOP for a sample, to develop the facility-specific EAP SOP.

Chapter 7

Mishap Investigation and Reporting

7-1. Mishap Investigations.

- a. Garrison activities will investigate mishaps according to AR 385-10, Chapter 3 and DA PAM 385-40. Directorates will initially report injuries and property damage utilizing the USAG Hawaii Preliminary Accident/Incident Reporting Form (USAG Hawaii Form 2).
- b. All mishaps will be investigated and reported by the first-line supervisor. Directors and managers are required to conduct a review of mishap reports submitted by their first-line supervisors for concurrence/non-concurrence.
- c. The Garrison Safety Office (GSO) will provide support and guidance to the Garrison civilian workforce for mishap investigation upon request by the director.
- d. Directorates will ensure government owned vehicle (GOV) operators are required to attend an approved Driver Improvement/Remedial Drivers Training, or lose installation driving privileges, if operators have been:
 - (1) Convicted of a moving traffic violation while operating a GOV;
 - (2) Determined to be at fault in a traffic mishap while operating a GOV; to include single vehicle damage to a GOV.
- e. All mishap investigations, Safety Investigation Boards, managing of a mishap site and gathering of environmental data during a mishap investigation, will be IAW DA PAM 385-40.

7-2. Mishap Reporting.

- a. Any mishap resulting in a fatality, permanent total disability, permanent partial disability or hospitalization of three (3) or more personnel will be reported:
 - (1) Immediately notify the Garrison Operations Center (GOC) at (808) 220-1082 or (808) 542-9054 and the Garrison command staff at (808) 787-0610, per GC's Commander's Critical Information Requirement (CCIR) and Serious Incident Report (SIR) requirements; and
 - (2) Telephonically contact the GSO IOT comply with OSHA requirements of 29 CFR 1904.39, reporting an employee death within 8 hours and in-patient hospitalization, amputation, or eye loss within 24 hours.
 - (a) During duty hours notify the GSO at (808) 347-0329 or usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.
 - (b) After duty hours and during weekends or holidays, notify the GOC at (808) 220-1082 or (808) 542-9054.

(3) The Garrison Safety Manager (GSM) is the GC's designee for reporting a fatality, hospitalization, amputation, or loss of an eye because of a work-related incident to OSHA.

b. All mishaps or near-misses will be reported to the responsible supervisor as soon as practical, following directorate or staff office guidelines.

c. All Army mishaps will be reported to the GSO by the supervisor of the responsible directorate or staff office utilizing the Preliminary Accident/Incident Reporting Form (USAG Hawaii Form 2), within 24 hours of occurrence.

d. The USAG Hawaii Form 2 can be found on the GSO SharePoint site at:
https://armyeitaas.sharepoint-mil.us/:f:/r/sites/IMCOM-ID-P-USAG-Hawaii/GSORadiation_Library/Mishap%20Reporting?csf=1&web=1&e=MDKtKC.

e. For ALL civilian on-duty mishaps meeting the Army mishap criteria, the supervisor or USO will submit a mishap report online to the Army Safety Center, utilizing the Army Safety Management Information System (ASMIS) 2.0 at <https://mishap.safety.army.mil/>.

7-3. Contractor Mishap Reporting.

a. Any mishap to contract personnel assigned or employed by USAG Hawaii resulting in death or serious injury involving loss of life, limb, or sight, will be reported immediately to the GOC.

b. The Contracting Officer Representative (COR) will immediately report to the GSO any mishap which results in contract personnel requiring emergency medical treatment or which results in a fatality.

c. The USAG Hawaii Form 2 or equivalent contractor's form will be used to report contract employee injuries.

Chapter 8 Hazard Reporting

8-1. Employees' Right to Report Hazards.

Personnel are encouraged to follow procedures outlined in AR 385–10, Chapter 8, to report unsafe or unhealthful work environments. Personnel have the right to report hazards directly to OSHA at the Department of Labor (DOL).

8-2. Employee Hazard Reporting Procedures.

- a. Report unsafe and unhealthful working conditions and mishaps to their immediate supervisor, directorate leadership, or Garrison Safety Office (GSO) without fear of retaliation.
- b. Use DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) to report unsafe or unhealthy working conditions.
- c. Ensure DA Form 4755 is processed according to AR 385-10, Chapter 8. The form may be provided to the supervisor or delivered to GSO at Bldg. 106 on WAAF or via email to usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.
- d. Names of personnel submitting reports, who request to remain anonymous, will not be revealed to anyone other than necessary members of the GSO or other appropriate Garrison-level staff.

8-3. Investigation of Hazard Reports.

All reports will be investigated by GSO with the results reported within 10 working days of receipt of the hazard report.

8-4. Hazard Reporting Record Retention.

Copies of reports submitted under the Army employee hazard reporting system will be maintained for 5 years.

Chapter 9 Safety and Occupational Health Training

9-1. Safety Training Requirements.

- a. Safety training is a mandatory requirement. Supervisors are directly responsible for ensuring required training is completed. The Garrison Safety Office (GSO) will assess operations and processes to determine the safety training needed by employees and recommend methods for delivering the required training.
- b. The Garrison Safety Manager (GSM) will develop a safety training matrix in the Commanders' Annual Safety Plan (CASP). The matrix contains scheduled and "as required" training.
- c. All newly assigned Garrison supervisors and managers are required to complete the Leaders Safety and Occupational Health Course (LSC) via the Army Training Information System (ATIS) at <https://learn.atis.army.mil/>; register through the Army Training Requirements and Resources System (ATRRS) <https://www.atrrs.army.mil/>.
- d. All newly hired Garrison employees are required to complete the following training:
 - (1) Local Area Hazard Training. A briefing on hazards unique to Hawaii. Briefing is accessible at the GSO SharePoint site: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-P-USAG-Hawaii/SitePages/GSO.aspx>.
 - (2) For non-supervisors, the Employee Safety Course via ATIS.
 - (3) Risk Management Basic Course via ATIS; register through ATRRS.
 - (4) Hazard Communication (HAZCOM). A training on the Globally Harmonized System (GHS) of classification and labeling of chemicals. Training is available at <https://www.milsuite.mil/video/watch/video/22492>.
 - (5) The supervisor will provide an understanding of the written HAZCOM program and evaluation procedures for their assigned workplace. Training should include hazardous chemical use and storage, and where to locate the Safety Data Sheets (SDS) in the event of an emergency.

9-2. Bloodborne Pathogen Training.

- a. For specific bloodborne pathogen (BBP) safety procedures, refer to Chapter 10 of this SOP.
- b. Directors will ensure all personnel with occupational exposure receive appropriate training. Organizations are responsible for procuring, funding, and presenting training which meets OSHA requirements. Assistance in identifying appropriate training is available from the GSO.
- c. Training will be provided at initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Training records will be maintained by the organization.

d. Additional training must be provided when modification of tasks or procedures, or institution of new tasks or procedures affect occupational exposure. The additional training may be limited to addressing the new exposures created.

9-3. Training and Licensing of Commercial-Off-The-Shelf (COTS) Operators.

a. Directorates that procure COTS vehicles/equipment must develop internal training and certification programs to promote safety and operator proficiency. For specific COTS safety procedures, refer to Chapter 12 of this SOP. Training programs will be developed using the manufacturer's operator manual. Training programs for COTS vehicles/equipment must include:

(1) Introduction to equipment characteristics, limitations, safe operations, and operator manual instructions.

(2) Manufacturer's video or on-line training, and safety content to include any testing.

(3) Hands-on training to include maintenance and operation in a range of conditions.

(4) Review of risk assessments and mitigation strategies.

(5) Successful completion of a written examination.

(6) Training validation/performance road test that includes a hands-on test and vehicle control test.

b. Commands must develop training programs to certify operators on all-terrain, all-terrain support, performance all-terrain vehicles, and tactical motorcycles.

(1) All-terrain support vehicles such as the M-Gator or Mule utility vehicles are classified as support vehicles that can travel less than 35 miles per hour and are designed for travelling off-road. Commands are responsible to ensure internal training programs are developed that address safety and operational requirements according to the manufacturer operator manual, and ensure it meets the training requirements of DoDI 6055.04, para 4.5 a-b.

(2) Performance all-terrain vehicles to include the lightweight tactical all-terrain vehicles such as the side-by-side MRZR that can travel speeds of 35 miles per hour and above. Commands that possess performance all-terrain vehicles must ensure operators complete a Recreational Off-Highway Vehicle Association (ROHVA) based course.

(3) ATVs include four-wheeled vehicles that are controlled by handlebars and a seat that is straddled. Commands that possess ATVs must ensure operators complete a Specialty Vehicle Institute of America (SVIA) based course.

c. Commands have the option of sending operators to attend an SVIA/ROHVA based course in person or certifying license instructors to offer the SVIA/ROHVA based curriculum within their organization. Commands must incorporate any additional training requirements for all-terrain

support, performance all-terrain, and ATVs to satisfy specific mission objectives and the unique terrain operators will encounter. See DODI 6055.04, para 4.5 a-b, and AR 385-10, para 13-14 to 13-19 for additional details on training requirements.

d. Commands that possess tactical off-road motorcycles are required to ensure operators are trained IAW AR 385-10, chapter 13 for motorcycle safety and operation and focus training on off-road riding techniques and safety.

e. COTS licensing will be documented on Optional Form (OF) 346 or DA Form 5984-E.

f. Sustainment training must be conducted at least annually for any driver with a valid OF 346 or DA Form 5984–E. Training will focus on individual weaknesses and other topics identified by the supervisor based on local seasonal conditions, mission, equipment, and recent mishap trends.

g. Directors will require operators who have misused equipment or otherwise demonstrated a need for additional training to complete sustainment training. This training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment.

9-4. Respiratory Protection Training.

a. For specific respiratory protection safety procedures, refer to Chapter 15 of this SOP.

b. Initial and refresher respiratory protection training is to be completed during fit testing with Industrial Hygiene (IH) at Schofield Barracks (SB) or Tripler Army Medical Center (TAMC). Refresher training is conducted annually, as long as employees are assigned respirators. If an organization chooses to use an outside contractor/local vendor for respiratory training, it is the responsibility of the organization to ensure compliance and obtain training completion records.

c. Respiratory protection training must cover at a minimum the following topics:

(1) Why the respirator is necessary and how improper fit, use, or maintenance can make the respirator ineffective.

(2) Respirator capabilities and limitations.

(3) How to properly inspect, put on, seal check, and remove the respirator.

(4) Maintenance, shelf life, and storage of respiratory protection equipment.

(5) General requirements of a Respiratory Protection Program.

(6) All training will be documented and retained per Chapter 15 of this SOP.

9-5. Confined Space (CS) / Permit-Required Confined Space (PRCS) Training.

a. For specific CS/PRCS safety procedures, refer to Chapter 16 of this SOP.

b. Directors will train personnel on proper CS/PRCS procedures and requirements IAW AR 385-10, Chapter 10, 29 CFR 1910.146, and this SOP.

c. Supervisors must provide proper training for all workers who are required to work in a CS/PRCS. Training must be completed before the initial work assignment begins and annually thereafter. Entry training must be coordinated with the supporting fire and emergency services. All training will be certified, documented, kept on file, and provided to the employee upon request.

(1) After the training, supervisors must ensure their personnel have the knowledge, skills, and abilities to safely perform their duties.

(2) Additional training is required when:

(a) The job duties change.

(b) A change occurs in the PRCS operation or program, or the PRCS operation presents a new hazard.

(c) The employer has reason to believe there are deviations from the PRCS entry procedures or there are inadequacies in the employee's knowledge or understanding of these procedures.

(3) Due to the wait time of rescue personnel and equipment to arrive, the directorate will:

(a) Train employees on rescue operations IAW 29 CFR 1910.146.

(b) Conduct initial and annual (or at lesser intervals as determined by the supervisor) rescue and training drills. Drills will simulate rescue operations using dummies, mannequins, or personnel, and will closely resemble features of PRCSs, from which rescues may be required.

(c) Conduct a rescue Tabletop Exercise (TTX) semi-annually or whenever new team members are added, or team members have not worked in the designated entry location.

d. Documentation of training:

(1) All CS/PRCS training for entry supervisors, entrants, attendants, testers, monitors, and rescue team members will be documented.

(2) The certification or roster should contain individual's name, dates of training, and name and signature of the instructor.

(3) Document the training for safety related items such as first aid, CPR, and respiratory protection.

(4) Keep training records on file for annual review.

9-6. Lockout/Tagout (LOTO) Training.

a. Supervisors will provide initial and recurring training. Training will ensure authorized, affected, and other personnel understand the purpose, function, and restrictions of the energy-control program as it pertains to them. Training will also include hazardous energy source recognition, the type and magnitude of the hazardous energy sources, energy-control procedures including the methods to isolate and control energy sources.

(1) Authorized personnel are those responsible for implementing the energy-control procedures or performing the service or maintenance. Authorized personnel need the knowledge and skills necessary for the safe application, use, and removal of energy-isolating devices.

(2) Affected personnel (usually machine operators or users) operate the relevant machinery or are required to be in the area where service or maintenance occurs. These personnel do not service or maintain machinery or perform LOTO activities. Affected personnel must receive training in the purpose, recognition, and use of energy-control procedures, the importance of not tampering with LOTO devices, and not starting or using locked or tagged out equipment.

(3) All other personnel whose work operations are in an area where energy-control procedures are used must receive instruction regarding the energy-control procedure and the prohibition against removing a locked or tagged out device and attempting to restart, reenergize, or operate the machinery.

b. Trainers will conduct initial training before starting service and maintenance activities and must provide re-training as necessary. The supervisor will document all training including names and dates of employees trained.

c. Re-training is required for all authorized and affected employees whenever there is a change in any of the following:

(1) Job assignments.

(2) Machinery and/or processes that present a new hazard.

(3) Energy-control procedures.

(4) Whenever a periodic inspection reveals, or an employer has reason to believe, inadequacies exist in an employee's knowledge or use of the energy-control devices or procedures.

9-7. Fall Protection Training.

a. For specific fall protection safety procedures, refer to Chapter 18 of this SOP.

b. Supervisors will train personnel on proper fall protection procedures and requirements IAW 29 CFR 1910.30 and AR 385-10, Chapter 10.

c. Training will be required for all personnel exposed to a fall hazard and/or associated with a

project or event.

d. Training will be conducted by a qualified person.

e. Training will be documented and include the employee's name, signature, date of training, and the instructor's name and signature.

f. Training will be a minimum of 24 hours with a combination of at least 16-hours of formal classroom training and 8-hours of practical application.

g. Training will include, but not limited to the following:

(1) The nature of the fall hazards in the work area and how to recognize them.

(2) The procedures to be followed to minimize those hazards.

(3) The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems.

(4) The correct use of personal fall protection systems and equipment, including, but not limited to, proper hook-up, anchoring, and tie-off techniques.

(5) Proper care, inspection, storage, and use of fall protection/arrest equipment.

(6) Proper placement of a dockboard and how to secure it to prevent unintentional movement.

(7) Use of mechanical equipment in conjunction with fall protection.

(8) The proper rigging and use of a rope descent system.

(9) The correct set-up and use of designated areas.

(10) Rescue procedures, if applicable.

h. Retraining must be conducted every two years or when the employer has reason to believe the employee does not have the understanding and skill required. Situations requiring retraining include, but are not limited to the following:

(1) When changes in the workplace or types of fall protection systems render previous training obsolete or inadequate,

(2) When the employee has been observed using equipment in an unsafe manner,

(3) When inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate the employee no longer has the understanding or skill necessary to use equipment or perform the job safely, or

(4) When an employee has been involved in a mishap or near miss incident.

9-8. Radiation Safety Training.

a. For specific radiation safety procedures, refer to Chapter 20 and 21 of this SOP.

b. The Garrison Radiation Safety Officer (GRSO) will be trained on radiation safety procedures IAW AR 385-10, Chapter 16. The Basic and Advanced Radiation Safety Courses are provided at the Edwin R. Bradley Radiological Laboratories, Ft. Leonard Wood, Missouri.

c. The IMCOM RSO typically provides annual refresher training for the GRSO. Refresher training can also be coordinated through the U.S. Army Pacific (USARPAC) Radiation Safety Staff Officer (RSSO).

d. Employee training.

(1) The GRSO will coordinate user-level training for Garrison personnel, as necessary for both ionizing (radioactive material) and non-ionizing (LASER) radiation.

(2) The GRSO will also ensure appropriate radiation safety training is provided for all personnel who enter a Radiation Controlled Area (RCA).

(3) Personnel requiring entry into an RCA will receive initial and annual Depleted Uranium (DU) Awareness Training. Personnel identified to use Exit Monitoring Instruments (Friskers) will also receive initial and annual training. Refer to the Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium (DU), for specific training requirements.

9-9. Excavation and Trenching Training.

a. For specific excavation and trenching safety procedures, refer to Chapter 22 of this SOP.

b. All personnel involved with excavations and trenching will receive appropriate training. Organizations are responsible to ensure employees and competent persons meet training requirements.

c. Training requirements:

(1) Before the initial work assignment begins and annually thereafter, supervisors will provide training for all workers who are required to work in or around excavation and trenching sites. This training shall include:

(a) Safe excavation and trenching procedures and recognizing unsafe conditions.

(b) Hazards associated with excavation and trench work, to include but not limited to cave-ins, toxic fumes, falls, hazardous atmospheres, falling loads, and other potential dangers.

(c) Use of protective systems, such as sloping, shoring, and shielding to prevent cave-ins and how to properly install and remove these systems.

(d) Understanding the different soil classifications and the impact it has on stability of excavations and trenches. How the soil classification affects the choice of protective systems.

(e) Emergency procedures, including how to respond to excavation collapses and other emergencies. How to safely exit when a collapse occurs.

(2) The competent person will be trained in all the above and should have excavation and trenching knowledge acquired from experience. The competent person must be able to demonstrate:

(a) Knowledge of soil analysis, use of protective systems, and excavation and trenching requirements.

(b) The ability to identify existing and predictable hazards or conditions that may result in cave-ins, failures in protective systems, hazardous atmospheres, and other hazards including those associated with confined spaces.

(3) Additional training is required when:

(a) The job duties change.

(b) A change occurs in the operation or program, or the operation presents a new hazard.

(c) The employer has reason to believe there are deviations in excavation and trenching procedures or there are inadequacies in the employee's knowledge or understanding of these procedures.

9-10. Electrical Safety Training.

a. For specific electrical safety procedures, refer to Chapter 26 of this SOP.

b. A qualified person is one who possesses the skills and knowledge related to the construction and operation of the electrical equipment and received safety training to recognize and avoid electrical hazards. Qualified persons will be trained and re-trained IAW 29 CFR 1910, Subpart S and NFPA 70. Training will include, but not limited to:

(1) Skills and techniques necessary to distinguish exposed live parts from other parts of the electrical equipment,

(2) Skills and techniques necessary to determine the nominal voltage of exposed live parts, and,

(3) The clearance distances and corresponding voltages to which a qualified person will be exposed to.

c. An unqualified person is one who does not work on exposed energized circuits and is untrained in recognizing hazards associated with working on such circuits but may be in the vicinity of qualified personnel and near exposed energized circuits. Unqualified persons will receive training to include, at a minimum, the recognition of electrical safety warning signs, the location of shutoff switches and breakers, and emergency response procedures.

d. All Army personnel will receive general electrical safety training as an element of their organization's SOH training program. Training will be specific to the hazards of the command work environment and mission objectives. Training will include, but is not limited to, common hazards of electricity, the proper use of extension cords, power strips, surge protectors, adapters, electrical heaters, and other electrical equipment used in the workplace, and appropriate response procedures for electrical mishaps.

e. Training will be documented and retained on file.

9-11. Personal Protective Equipment (PPE) Training.

a. Supervisors must ensure all employees who are issued PPE are properly trained. The GSO may assist in providing training resources and materials for employee training.

b. Training must be provided initially upon assignment, prior to conducting any task requiring the use of PPE, and annually thereafter.

c. Train affected employees to know at least the following:

(1) When PPE is necessary;

(2) What PPE is necessary;

(3) How to properly don, doff, adjust, and wear PPE;

(4) The capabilities and limitations of the PPE; and,

(5) The proper care, maintenance, useful life and disposal of the PPE.

d. Conduct retraining when any one of the following occurs:

(1) Management or supervisor believes any affected employees' proficiency or skill has depreciated.

(2) The workplace/operation process changes, which affects the type of PPE being used.

(3) When changes occur in the type(s) of PPE being used.

e. Document all training, attendance, and certification.

9-12. Unit Safety Officer (USO) Training Requirements.

The USO will complete training as follows:

- a. Complete USO course via ATIS; registered through ATRRS within 30-days of appointment.
- b. Conduct on-the-job training by completing a workplace inspection accompanied by the GSO. This is repeated annually to assure quality inspections are being conducted.

9-13. Professional Certificate in Safety and Occupational Health Training Requirements.

SOH Specialists (0018 careerists) will receive Professional Certificate in Safety and Occupational Health (PCSOH) and Professional Certificate in Explosive Level 1 (PCES1), within 1 year of onboarding. Training requirements are located at <https://safety.army.mil/FOHS/USACRC-Professional-Certificate-Program>

9-14. Cardiopulmonary Resuscitation (CPR), First Aid, and Automatic External Defibrillators (AED) Training.

Directorates and offices with hazardous operations will evaluate the need for personnel to be trained in CPR, First Aid and AEDs.

9-15. Record Retention.

- a. Unless specifically stated otherwise, training records will be maintained for at least 5 years and will include the following information: dates, contents of the training program or a summary, trainer's name and qualifications, and names and job titles of all employees attending the sessions.
- b. Applicable medical records for each employee with an occupational exposure will be kept for the duration of employment plus 30 years following termination of employment. The treating medical clinic is the office of primary responsibility for retaining medical records.

Chapter 10

Bloodborne Pathogen Program (BPP)

10-1. Purpose.

This Chapter establishes and implements the Bloodborne Pathogen Program (BBP) for USAG Hawaii. It details responsibilities, policies, and procedures for protecting USAG Hawaii employees from occupational exposure to blood or other potentially infectious materials.

10-2. Scope.

This BBP Exposure Control Plan (ECP) applies to all USAG Hawaii Soldiers, Civilians, and contractors and complies with the requirements set forth in 29 CFR 1910.1030.

10-3. Responsibilities.

a. The Garrison Safety Office (GSO) will:

- (1) Ensure overall development of the USAG Hawaii BPP ECP.
- (2) Assist directorates and staff offices with implementation of their workplace specific BPP ECP.
- (3) Conduct program audit to ensure compliance.

b. Supervisors will:

- (1) Identify employees who are required to be in the BBP ECP.
- (2) Develop a workplace specific BBP ECP covering job tasks with potential exposure. Ensure personnel are familiar with and adhere to the BBP ECP.
- (3) Ensure that employees receive initial and refresher BPP training as required.
- (4) Monitor employees to ensure they are following the workplace specific BBP ECP.

c. Employees will:

- (1) Review their workplace BBP ECP and be familiar with the procedures specific to their workplace.
- (2) Receive initial and refresher training.
- (3) If issued respiratory protective equipment, refer to Chapter 15 of this SOP.
- (4) Notify management of unusual or changing job circumstances where BBP may need to be reviewed.

(5) Immediately report any type of BBP exposure to your supervisor and initiate mishap recording procedures. Per 29 CFR 1910.1030, employees must sign a declination statement if they choose not to have blood tested.

(a) All employees who experience an exposure incident will be provided with medical evaluation and treatment as indicated by the situation.

(b) Follow-up will include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if they consent, post-exposure prophylaxis, counseling, and evaluation of reported illnesses.

(c) Health care professionals will be provided specific information to facilitate their evaluation of the exposure incident, to determine proper treatment. All diagnoses must remain confidential.

10-4. Written BBP Exposure Control Plan (ECP).

Supervisors will develop a workplace specific written BBP ECP covering job tasks with potential BBP exposure, and ensure personnel are familiar with, and adhere to the BBP ECP. The workplace specific BBP ECP must:

a. Identify tasks, procedures, and job classifications where occupational exposure to BBP occurs, without regard to PPE.

b. Outline the mechanisms for implementing this SOP and specific procedures, for evaluating circumstances surrounding exposure incidents.

c. Be accessible to employees. Employers must review and update the plan annually or as needed, to accommodate workplace changes.

d. Provide guidance and requirements for engineering and workplace controls IAW 29 CFR 1910.1030(d)(2).

10-5. Personal Protective Equipment (PPE).

a. When there is chance of an occupational exposure, directorates will provide at no cost to personnel, appropriate PPE, e.g., gloves, masks, eye protection, etc. Assistance in determining appropriate equipment should be requested from the GSO, Preventive Medicine, and Occupational Health Department.

b. Supervisors will ensure appropriately sized PPE, is readily available in the workplace. Organizations whose personnel do not work in a fixed location will provide an emergency kit to individuals or be maintained in a work vehicle. Assistance in determining kit contents is available from the GSO.

c. All PPE will be removed prior to leaving the work area and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

d. Gloves will be worn when reasonably anticipated, the employee may experience hand contact with blood, other potentially infectious materials, and when handling or touching contaminated items or surfaces.

(1) Disposable gloves, such as surgical or examination gloves, will be replaced when contaminated or when torn, punctured, or when their ability to function as a barrier is compromised.

(2) Rubber/plastic utility gloves may be decontaminated for reuse, if the integrity of the glove is not compromised.

10-6. Laundering Requirements.

a. Personnel will not take contaminated garments home to launder. The organization is responsible for ensuring proper cleaning of all contaminated clothing whether it be personally owned, or government issued.

b. Contaminated laundry will be bagged or containerized at the location until sent off for cleaning or disposal.

c. Contaminated laundry will be placed and transported in properly marked impervious bags or containers.

d. Whenever contaminated laundry is wet and presents a reasonable likelihood of leakage, the laundry will be placed and transported in bags or containers that will prevent leakage.

10-7. Disposal of Waste.

a. Contaminated waste will be placed in an appropriately marked impervious bag or container. Sharps will be placed in approved sharps containers.

b. Disposable equipment will be similarly bagged and marked.

c. Contact DPW for information on transportation and disposal of BBP-affected waste.

10-8. BBP Hazard Communication to Personnel.

a. Warning labels will be affixed to containers of regulated waste and items to be decontaminated or laundered. Labels will include the standard biohazard symbol and "BIOHAZARD" will be printed on the label. The labels will be fluorescent orange or orange-red with lettering and symbols in contrasting colors.

b. The labels will be affixed to containers by string, wire, adhesive, or other methods that prevents loss or unintentional removal. Red bags or containers may be substituted for labels if they have a biohazard symbol imprinted.

c. Labels required for contaminated equipment, which is to be disinfected, must state which portions of the equipment are contaminated.

10-9. Training of Personnel with Occupational Exposure.

Refer to Chapter 9 of this SOP.

10-10. Investigation of Exposure Incidents.

Investigation of exposure incidents will follow procedures outlined in DA PAM 385-40.

Chapter 11 Hazard Communication (HAZCOM)

11-1. General.

- a. The purpose of the Hazard Communication (HAZCOM) program is to protect employees from hazardous chemicals in the workplace. Employees will be trained on how to recognize, manage and handle hazardous chemicals. The Hazardous Material Management Program (HMMP) is governed by the DPW Environmental Division. See USAG Hawaii Regulation 200-4, Installation Hazardous Waste Management Plan for HMMP procedures.
- b. Employees will be informed of any operation in their work area where hazardous chemicals are present.
- c. Directorates/offices must maintain Safety Data Sheets (SDS) on all hazardous chemicals in the workplace.
- d. Written HAZCOM program and SDS must be readily available, in a location accessible to all employees.
- e. Directorates that utilize or store hazardous chemicals must develop a workplace specific HAZCOM SOP that includes, at a minimum:
 - (1) Types of operations that utilize hazardous chemicals in an individual's workplace.
 - (2) Potential physical and health hazards of chemicals.
 - (3) How to interpret and understand information on an SDS.
 - (4) Understanding hazardous chemical warning labels.
 - (5) Methods used to recognize and evaluate chemical exposures.
 - (6) Safe work practice guidelines, administrative, and engineering controls.
 - (7) PPE and other protective clothing and equipment.
 - (8) Training requirements.
 - (9) Emergency evacuation and notification procedures.

11-2. Inventory.

- a. Per Policy Memorandum USAG-HI-8, Authorized Use List (AUL), supervisors will prepare, maintain, and update their AUL, reflecting the 30-day supply of their hazardous chemical inventory.

- b. The AUL inventory list and SDS must match.
- c. Excess or unused solvents, paints, oil, flammable liquids, or expended batteries must be turned into the hazardous waste (HAZWASTE) management office, for recycling or safe disposal as per Chapter 11 of this SOP.
- d. SDS will be maintained on file for 30 years, after the end use of each chemical.
- e. Facilities storing hazardous materials will provide the Federal Fire Department a list of chemicals on an annual basis.

11-3. Labeling.

- a. Supervisors will ensure all containers of hazardous chemicals have adequate warning labels, that include the appropriate pictogram required, based on the hazard classification. Refer to 29 CFR 1910.1200 (f)(6) for specific labeling requirements.
- b. All hazard warning labels must be in the English language. Hazard warning information in other languages may supplement the English version where appropriate.

11-4. Hazardous (Non-Regulated and Universal) Waste.

Contact the USAG Hawaii, DPW Environmental Division at (808) 927-5675 or <https://home.army.mil/hawaii/index.php/Garrison/dpw/environmental-division>, to schedule a turn-in of accumulated/used hazardous (Non-Regulated and/or Universal) waste, including fire extinguishers.

11-5. HAZCOM Training requirements.

Refer to Chapter 9 of this SOP.

Chapter 12

Motor Vehicle, Bicycle, and Pedestrian Mishap Prevention

12-1. Motor Vehicle Mishap Prevention.

- a. The U.S. Army Hawaii (USARHAW) Regulation (Reg) 190-5, the U.S. Army Hawaii Traffic Code, establishes policy, responsibilities, and procedures for motor vehicle traffic supervision on USAG Hawaii installations. Any conflicts between the traffic code and this SOP will defer to the USARHAW Reg 190-5.
- b. Directorates and staff offices will ensure government-owned vehicle (GOV) operators attend an approved Driver Improvement/Remedial Drivers Training, or lose installation driving privileges, if they have been:
 - (1) Convicted of a moving traffic violation while operating a GOV.
 - (2) Determined to be at fault in a traffic mishap while operating a GOV, including single vehicle damage to a GOV.
- c. All operators of GOVs, privately-owned vehicles (POV), and private owned motorcycles are prohibited from using cellular phones or other hand-held electronic devices unless the vehicle is safely parked, or using a hands-free device. The only exceptions are for medical, fire, and law enforcement personnel responding to emergency calls and rescue operations when other communications devices are unavailable (e.g., radio).
- d. The wearing of any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited except for hands-free cellular phones. PMV-2 (motorcycle) operators may wear motorcycle helmets equipped with operator-passenger intercom systems.
- e. Drivers and all passengers will use seatbelts and child restraint systems.
- f. Leaving motor vehicles unattended with the engine running presents a struck-by hazard to personnel and is prohibited unless an emergency exists.
- g. All traffic will stop and pull to the side when an emergency vehicle with flashing/hazard warning lights approaches. All traffic will stop if any bus is flashing hazard warning lights. Traffic will resume only upon cancellation of flashing lights.
- h. All-Terrain Vehicles (ATVs) will not be driven off the areas where ATVs operate.

12-2. Motorcycle (PMV-2) Requirements.

- a. Motorcycle safety training is required for all active-duty service members prior to the operation of a motorcycle on or off the installation. The training is provided as part of the Army Traffic Safety Training Program (ATSTP). GSO is the proponent for the ATSTP. Service members can enroll in courses at <https://airs.safety.army.mil>.

b. Specific procedures and requirements for motorcycle operation on Army installations in Hawaii can be found within the 25th Infantry Division and United States Army Hawaii (USARHAW) Policy Letter #19 – Motorcycle Safety. This policy can be found at: https://armyeitaas.sharepoint-mil.us/:b:/r/sites/IMCOM-ID-P-USAG-Hawaii/GSORadiation_Library/Motorcycle%20Safety/USARHAW%20Policy%20Letter%2019%20-%20Motorcycle%20Safety.pdf?csf=1&web=1&e=j94La8.

12-3. Commercial Off-The-Shelf Vehicle Operations and Licensing.

a. Common commercial off-the-shelf (COTS) equipment is listed at AR 600-55, The Army Driver and Operator Standardization Program. COTS vehicles are not to be confused with non-tactical administrative DoD motor vehicles. COTS vehicles include but are not limited to:

(1) Construction equipment or off-road equipment, all sizes and capacities (for example, tractors, wheeled or tracked; cranes, wheeled or tracked; front loaders; small emplacement excavators; motorized or self-propelled scrapers, rollers, sweepers, etc.).

(2) Material or cargo handling equipment (including attachments), all sizes and capacities (for example, forklift trucks, warehouse tractors and cranes, straddle trucks, and flight line tugs).

(3) Riding lawnmowers.

(4) All-terrain support vehicles (for example, M-Gator or Mule utility vehicles, Polaris, etc.)

b. Directorates and staff offices with COTS vehicles will:

(1) Provide funding for operator training and personal protective equipment (PPE).

(2) Ensure COTS vehicle operators are properly licensed and trained.

(3) Ensure risk assessments are conducted for all phases of operator training and mitigation strategies are implemented prior to execution.

(4) Ensure operators adhere to manufacturer's operating instructions and guidelines, maintain installed manufacturer safety equipment, and complete preventive maintenance checks and services (PMCS).

(5) Ensure all operators complete the required check rides. Supervisors who are licensed operators may conduct check rides.

(6) Ensure operators and passengers wear all required PPE and use installed safety restraint systems.

(7) Ensure operators report unsafe operating conditions and mishaps to the supervisor. Operators will inform the supervisor if using medication that may adversely affect vision or coordination, or cause drowsiness.

(8) Maintain maintenance records for COTS vehicles for the life of the vehicle.

c. Directorates or staff offices that procure COTS vehicles must develop internal training and certification programs, to promote safety and operator proficiency. Training programs will be developed using the equipment operating instructions and the manufacturer's operator manual. Refer to Chapter 9 of this SOP for COTS training requirements.

d. Check rides.

(1) Annual check rides will be performed for each driver to assess driving proficiency and identify weaknesses.

(2) Check rides should be conducted for each variant of COTS vehicle for which an operator is licensed and is valid for all vehicles within that specific variant or fleet.

(3) Check rides should include use of vehicle specific capabilities such as a winch, crane, etc., on and off-road driving, and high-risk maneuvers (when possible).

(4) Check rides will be performed by supervisors, license instructors, or license examiners. These individuals must be licensed on the COTS vehicle the annual check ride is being performed on.

e. Risk assessments will be reviewed annually, and mitigation strategies will be implemented prior to execution.

f. Completion of sustainment training will be annotated on DA Form 348, Equipment Operator's Qualification Record (Except Aircraft), section III and retained on file.

12-4. Bicycle Safety Requirements.

a. Bicycle safety is an integral part of the USAG Hawaii traffic safety program.

b. Cyclist are required to obey the same rules of the road as motorized vehicle (e.g., stopping at stop sign, yielding right of way to pedestrians, etc.).

c. Helmet use is required by all personnel, including family members, who ride bicycles on Army installations. Bicycle helmets must be approved by the U.S. Consumer Product Safety Commission (CPSC).

d. Wearing headphones, earphones, or other listening devices while bicycling on or adjacent to roadways on the installations is prohibited.

e. When bicycling on roadways during hours of darkness or reduced visibility, ensure bicycles are equipped with operable headlights and taillights. It is also recommended that bicyclists wear a retro-reflective upper outer garment.

f. Additional information on specific requirements for bicycles and use of roller skates, in-line skates, rollerblades, and skateboards, along with other non-PMV-2 and non-PMV-4 personal transportation equipment, can be found in USARHAW Regulation 1, USARHAW Regulation 190-5, and DA PAM 385-10.

12-5. Pedestrian Safety.

- a. Pedestrians will use designated paths for walking, jogging, or running.
- b. If there is no sidewalk, pedestrians or runners will walk/run facing traffic to see any motorized vehicle as it approaches. Pedestrians must be vigilant all times.
- c. Pedestrian will not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle.
- d. While wearing headphones, pedestrians will limit their activities to the sidewalks, running tracks, and/or designated fitness trails; use caution while crossing roads.
- e. During hours of reduced visibility, walkers, joggers, and runners will wear reflective gear that is visible 360 degrees, such as a reflective vest or waist belt. See the 25th Infantry Division Blue Book, dated 22 Sep 23.

Chapter 13 Safety and Occupational Health Inspections

13-1. Standard Army Safety and Occupational Health Inspection (SASOHI).

a. The Garrison Safety Office (GSO) will manage the Standard Army Safety and Occupational Health Inspection (SASOHI) program. The SASOHI identifies hazards and ensures SOPs are developed, published, and integrated for each workplace/operation. This inspection is geared toward assessing how well the directorates are implementing the Garrison Commander's (GC) Safety Plan.

13-2. Responsibilities.

a. The Garrison Safety Office (GSO) will:

(1) Conduct inspections utilizing qualified SOH personnel or specially trained personnel competent to conduct inspections. Personnel will utilize procedures outlined in DA PAM 385–10. Inspections will be conducted annually for low hazard areas, semi-annually for medium hazard, and quarterly for high hazard.

(2) Conduct announced and unannounced safety inspections to evaluate how well safety and occupational health standards are being executed, implemented, and maintained.

(3) Inspect each type of Army operation that has specific safety requirements.

(4) Prepare a report of findings using the DA Form 4754 (Violation Inventory Log) or equivalent. This report will describe conditions of the operation/workplace, both positive and negative.

(5) Develop abatement recommendations for deficiencies that address failures in the areas of support, standards, training, leader, and individual.

(6) Provide the inspection results to the Unit Safety Officer (USO), supervisor, and director. Upon receipt of findings USOs will manage them until corrected.

(7) Conduct follow-up inspections every 30 days or until deficiencies are mitigated or corrected.

(8) Input 100% of inspection reports into ASMIS 2.0, Assessment, Inspection & Survey Tool.

(9) Follow SASOHI inspection schedule as published in the CASP.

b. USOs will:

(1) Be trained on workplace inspection practices upon initial assignment and are required to demonstrate these capabilities during the annual inspection conducted by the GSO.

(2) Conduct inspections at least quarterly for all low hazard areas within their purview and submit results to the GSO.

(3) Have a reliable and effective program or process for employees to notify leadership of safety and health concerns.

c. Operations involving special hazards.

(1) Special hazards include, but are not limited to; respiratory protection, confined space entry, permit required confined space entry, specialty vehicle driver training (to include forklifts, riding lawn mowers, etc.), bloodborne pathogen, fall protection, etc.

(2) These operations will be inspected and validated during the directorate SASOHI.

Chapter 14

Facility Reuse and Closure

14-1. Purpose.

This section establishes and implements the facility reuse and closure process for USAG Hawaii. Due to unit missions and ongoing transformations, USAG Hawaii may be required to close or reutilize bases or facilities. This Chapter covers the basic policy for safely executing these events for facilities where explosive or radioactive commodities may have been stored. This policy complies with the requirements set forth in AR 385-10, DA PAM 385-10 and 64, Defense Explosives Safety Regulation (DESR) 6055.09, and Nuclear Regulatory Commission Regulation (NUREG) 1757.

14-2. Policy.

This facility reuse and closure process applies to any building that changed in purpose, will be demolished, or leaves Army control. All mission/tenant organizations will notify Directorate of Public Works (DPW) Real Estate Branch, Planning Division of the proposed action.

14-3. Responsibilities.

a. The Garrison Safety Office (GSO) will:

- (1) Assist mission/tenant organizations with facility reuse and closure requirements.
- (2) Provide quality assurance oversight, to monitor compliance and ensure the mission/tenant organization follows and complies with all current regulations.
- (3) Ensure closure documentation is provided to the mission/tenant organization.

b. Mission/tenant organizations will:

- (1) Comply with the facility turn-in requirements outlined in AR 385-10, DA PAM 385-64 and DESR 6055.09.
- (2) Develop plans for each closure. Plans will specifically address the following:
 - (a) Closure requirements.
 - (b) Munitions, explosives, and radioactive commodities of concern.
 - (c) Contaminated structures.
 - (d) A copy of the facility closure plan and any supporting documentation (spill report, cleanup, survey/sampling results, etc.) will be provided to DPW and GSO, at the turn-in of the building/facility. DPW and GSO will archive copies of all documentation IAW AR 25-400-2.

14-4. Ammunition and Explosives (AE) Storage Facility.

- a. When a storage facility is no longer required to store or has become unfit to store AE. The facility will be repurposed or closed IAW DA PAM 385-10, Chapter 12, DA PAM 385-64, and DESR 6055.09, Volume1, Enclosure 11.
- b. A Quality Assurance Specialist Ammunition Surveillance (QASAS) and GSO representative will inspect the facility to ensure it is free and clear of AE and residue.

14-5. AE Recordkeeping.

- a. Once inspected, a signed memorandum will be kept on file certifying the following:
 - (1) The room is free of AE or residue.
 - (2) The room will no longer be used to store AE.
- b. All fire symbols, if any, will be removed or turned around to indicate the facility or room does not pose AE related hazards.

14-6. Radiation Storage Facility.

When a storage facility is no longer required to store or has become unfit to store radioactive materials, the facility will be repurposed or closed IAW AR 385-10, DA PAM, 385-10, and NUREG 1757.

- a. When an ionizing radiation storage facility is no longer needed to store radiation sources, the Garrison Radiation Safety Officer (RSO) will ensure proper decommissioning procedures are followed.
- b. Notify the Installation Management Command (IMCOM) RSO when a building or area that currently or formerly contained ionizing radiation source(s) is scheduled for demolition or will no longer contain the source(s).
- c. Facilities undergoing decommissioning are categorized into seven (7) groups, based on the amount of residual radioactivity, the location of that material, and the complexity of the activities needed to decommission the site. Refer to NUREG 1757 for detailed description of each group and actions necessary to decommission.

14-7. Radiation Recordkeeping.

The GSO will maintain decommissioning records of ionizing radiation storage locations, leakage and contamination incidents, and routine survey results as required by AR 385-10, DA PAM 385-10, and NUREG 1757.

Chapter 15

Respiratory Protection Program (RPP)

15-1. Policy.

a. All USAG Hawaii employees working in areas with hazardous levels of airborne dust, mists, vapors, gases, or fumes, will be provided with and required to use respiratory protection equipment (RPE), appropriate for their specific exposure. This program applies whenever respirators are used in the workplace, whether required or voluntary.

15-2. Responsibilities.

a. The USAG Hawaii Respiratory Protection Officer (RPO) will:

(1) Develop a written USAG Hawaii Respiratory Protection Program (RPP) SOP.

(2) Conduct annual evaluations of the USAG Hawaii RPP, which may include worksite inspections and interviews, to ensure respirators are being used properly.

(3) Review workers' medical qualifications, training, and fit test status.

b. Supervisors will:

(1) Establish an RPP IAW 29 CFR 1910.134, AR 11-34, this SOP, and manufacturer's guidelines.

(2) Identify potential respiratory hazards and request review of these hazards by Tripler Army Medical Center (TAMC), Industrial Hygiene (IH).

(3) Include respirator use in SOPs for specific job tasks and ensure personnel are familiar with the SOP.

(4) Ensure employees receive annual training in the use of RPE specific to their jobs.

(5) Maintain copies of employee's respiratory protection documentation, medical clearance, fit testing, and training records.

(6) Receive annual training. The RPO will send supervisor training slides for review, supervisors/managers must retain training rosters for inspections.

c. Respirator users will:

(1) Receive an annual medical evaluation, fit test, and respirator training.

(2) Notify management of unusual or changing job circumstances where respiratory protection use may require a review.

(3) Wear ONLY the respirator assigned, based off work duties and/or conditions.

(4) Only wear respirators for which a medical clearance, fit test, and training have been received.

15-3. Administrative Procedures.

a. The USAG Hawaii RPO evaluates the RPP for effectiveness by performing the following:

(1) Review employee's current medical qualifications, fit test results, and training records.

(2) Interview employees who wear respirators.

(3) Review employee job duties for changes in chemical exposure, maintenance, RPE storage, and how employees don/doff respirators.

b. The following records are to be maintained by the respirator user or supervisor for the duration of employment, or as specified because of a specific contaminant exposure:

(1) Respirator user's medical evaluation records.

(2) Respirator user's most current fit test records.

(3) Respirator user's and supervisor's training records.

(4) Air purifying cartridge change out schedules.

(5) Other pertinent records as necessary.

15-4. Respirator Selection.

a. Voluntary use of respirators is allowed, provided a determination is made that the use of the respirator does not in itself, create a hazard.

b. Voluntary users must follow all requirements of this program with the following exception: voluntary users who only use surgical masks or cloth face coverings are not required to participate in RPP.

c. Evaluation of chemical use at USAG Hawaii facilities is completed by supervisors with support from IH and the GSO.

d. The type of respirator selected, plus cartridges and/or filters, is based on a thorough review of the hazard, task characteristics, and efficiency of the respirator in controlling the hazard.

15-5. Medical Evaluation, Fit Testing, and Training.

a. Medical evaluation.

(1) Every USAG Hawaii employee who wears a respirator is provided a medical evaluation before they are allowed to use a respirator. Medical evaluations are conducted at least annually by Occupational Health (OH) at Schofield Barracks or Tripler Army Medical Center (TAMC).

(2) Additional medical evaluations are required in the following situations: OH recommends it; an employee shows signs of breathing difficulty; or there are changes in the work conditions that increase employee's physical stress.

b. Fit testing.

(1) All employees wearing tight-fitting respirators must be fit tested before using their assigned respirator.

(2) Fit testing is provided by IH and is repeated on an annual basis. Additional fit testing is recommended if the employee loses significant weight, has structural face surgery, or experiences smells coming through their respirator.

(3) IH provides respirator training during fit testing. If a directorate chooses to use an outside contractor for fit testing, it is the directorate's responsibility to fund the training and ensure training meets the requirements of AR 11-34 and 29 CFR 1910.134.

c. Training. Refer to Chapter 9 of this SOP.

15-6. Maintenance, Storage, and Inspection.

a. Respirators must be cleaned, sanitized, and disinfected per manufacturer's guidelines.

b. All respirators must be inspected before and after every use, and during cleaning IAW manufacturer's guidelines.

c. All respirators, cartridges, and filters must be stored IAW manufacturer's guidelines and in a manner that prevents distortion, exposure to dust, heat, and sunlight.

d. Ensure all filters and cartridges used in the workplace are labeled and color coded with the National Institute for Occupational Safety and Health (NIOSH) certified/approved label.

e. Ensure respirator cartridge change-out complies with manufacturer recommendations.

Chapter 16
Confined Space /
Permit Required Confined Space

16-1. Purpose.

- a. This chapter outlines the policies, procedures, and responsibilities for safe entry into a confined space (CS) and permit required confined space (PRCS) on Army lands.
- b. AR 385-10, Chapter 10 and 29 CFR 1910.146 covers detailed procedures for working in CS and PRCS. This chapter identifies additional USAG Hawaii requirements for implementing a local CS/PRCS program.

16-2. Scope.

- a. This chapter applies to all USAG Hawaii military personnel, civilian employees, and contractors.

16-3. Definitions.

- a. A confined space is a space in which the following exists:
 - (1) It is large enough and configured for an individual to enter and perform work; and
 - (2) Has limited or restricted means for entry or exit; and
 - (3) Is not designed for continuous employee occupancy.
- b. A permit required confined space is a confined space that has one or more of the following characteristics:
 - (1) Contains or has the potential to contain a hazardous atmosphere; or
 - (2) Contains a material which has a potential for engulfing an entrant; or
 - (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - (4) Contains any other recognized serious safety or health hazard.
- c. Confined spaces include enclosures similar to:

Boilers	Pipelines	Silos
Cells	Pits	Storage Tanks
Cupolas	Pumping Stations	Tunnels
Degreasers	Septic Tanks	Utilities

Ducts	Manholes	Vats
Dust Collector Tanks	Sewage Digesters	Vaults
Furnaces	Sewers	

16-4. Responsibilities.

a. The Garrison Safety Manager (GSM) will:

- (1) Assign a USAG Hawaii Confined Space Manager (CSM).
- (2) Oversee the Garrison CS/PRCS program, with assistance from DPW and Tripler Army Medical Center (TAMC) Industrial Hygienist (IH).

b. The USAG Hawaii CSM will:

- (1) Review the workplace-specific CS/PRCS entry SOP to ensure it meets current requirements.
- (2) Assist DPW, IH, and the Federal Fire Department Hawaii (FED Fire) in the identification and inventory of CS and PRCS locations.
- (3) Ensure each CS/PRCS entry location has a completed risk assessment (RA) or job hazard analysis (JHA). A general RA/JHA is acceptable for like spaces, more complex entry operations will require a separate RA/JHA to address and mitigate additional hazards.
- (4) Periodically review entry permits into PRCS to ensure compliance.
- (5) Review new operations that could potentially qualify as a CS/PRCS.

c. Directorates will:

- (1) Designate a CS Coordinator/Manager (CSC/CSM) to manage the CS program.
- (2) Ensure a list of both permit required and non-permit required CSs under the control of the organization is forward to the GSO for recordkeeping.
- (3) Ensure the supervisors responsible with conducting CS/PRCS entry have developed a workplace-specific SOP IAW AR 385-10, Chapter 10, 29 CFR 1910.146, and this SOP.
- (4) Inform the GSO of construction, maintenance, or service contracts that will involve entry into PRCSs. Include CS requirements into supporting contracts.
- (5) Ensure employees requiring entry into CS/PRCS are properly trained. Maintain training completion documentation for periodic review.
- (6) Ensure PPE, tools, and other equipment used in PRCS atmospheres are designed for that purpose and are properly maintained and calibrated.

d. Managers/supervisors will:

- (1) Develop a CS/PRCS workplace-specific SOP.
- (2) Ensure the CS/PRCS entry supervisor has completed a RA/JHA (or similar) for each entry location. RA/JHA will be validated prior to each entry and reviewed with the entry team.
- (3) Prior to authorizing entry of a CS, verify entrant, attendant, and supervisor training requirements are current.
- (4) Ensures employees are qualified and trained in entry procedures, are aware of potential hazards, and understand monitoring procedures.
- (5) Prior to entry into a PRCS notify the FED Fire Regional Dispatch Center (RDC) at (808) 474-2222, and provide the following information:
 - (a) CS location and building number; and
 - (b) Company name, on-site point of contact (POC), and phone number; and
 - (c) Type of work being performed.

16-5. Procedures.

The organization or contractor conducting CS/PRCS entry will notify the GSO prior to the start any operations at usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.

16-6. Training and Occupational Health Requirements.

- a. Refer to Chapter 9 of this SOP for training requirements.
- b. All Army employees who may be required to conduct PRCS entries must be enrolled in an occupational health medical surveillance program.

Chapter 17

Lockout/Tagout – The Control of Hazardous Energy

17-1. Purpose.

a. This section establishes and implements the Lockout/Tagout (LOTO) program for USAG Hawaii. It details responsibilities, policies, and procedures for protecting Garrison personnel and contractors, from injury or death associated with the unexpected energization or start-up of machinery and equipment.

17-2. Scope.

a. AR 385-10, Chapter 10 and OSHA 29 CFR 1910.147, covers detailed procedures for the control of hazardous energy. This chapter identifies USAG Hawaii requirements for implementing a local LOTO program. This chapter applies to all USAG Hawaii military personnel, civilian employees, and contractors.

17-3. Responsibilities.

a. The Garrison Safety Office (GSO) will:

- (1) Assist directorates with implementation of a LOTO program.
- (2) Review workplace-specific LOTO SOPs to ensure it meets current requirements.
- (3) Conduct program audits to ensure compliance.

b. Supervisors will:

(1) Develop a workplace-specific LOTO SOP, to include procedures found in AR 385-10, Chapter 10, OSHA 29 CFR 1910.147 and this SOP.

(2) Conduct periodic inspections to ensure personnel are familiar with their responsibilities and are implementing proper LOTO procedures. These inspections will be documented and include names of personnel, inspectors, dates, and type of machines or equipment.

(3) Provide LOTO devices and tags to authorized employees.

(4) Ensure employees are properly trained.

(5) Ensure contractors coordinate service and maintenance activities where LOTO will be performed.

c. Employees will:

(1) Review workplace LOTO program and be familiar with procedures specific to their job task and workplace.

(2) Perform LOTO procedures IAW the SOP and/or manufacturers user's manual.

17-4. Application of Control.

- a. The initiation of energy control (LOTO) procedures for specific equipment and machinery will follow manufacturers established procedures outlined in the manufacturer's user manual. In the absence of manufacturer's instructions, the procedures in AR 385-10, Chapter 10, and 29 CFR 1910.147 will be followed.
- b. The removal of locks and/or tags will follow manufacturer's user manual. In the absence of manufacturer's instructions, the procedures in AR 385-10, Chapter 10, and 29 CFR 1910.147 will be followed.
- c. The supervisor and contractor shall coordinate respective LOTO procedures. Supervisors will ensure their employees understand and comply with restrictions and prohibitions of the contractor's energy control program.
- d. When service or maintenance is performed by a group, they will utilize a procedure which affords each employee a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Group lockout or tagout devices will be used IAW the approved workplace SOP.
- e. Procedures shall be utilized during shift and personnel changes to ensure the continuity of employee protection, by providing the orderly transfer of LOTO device protection between off-going and incoming employees, minimizing exposure to hazards from unexpected energization or start-up of machines or equipment, or the release of stored energy.

17-5. Lockout/Tagout Devices.

- a. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided by the supervisor for isolating, securing, or blocking of machines or equipment from energy sources.
- b. All LOTO devices will be singularly identified. These devices will only be used for controlling energy, not for any other purpose or use.
 - (1) Lockout devices will be sturdy, to prevent removal without the use of excessive force or unusual techniques, such as use of bolt cutters or other metal cutting tools.
 - (2) Tagout devices and their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachments shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable.
 - (3) Tagout devices will be standardized and easily identifiable by employees and will warn against hazardous conditions if the machine or equipment is energized. Tags will include a legend such as: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

17-6. Training.

Refer to Chapter 9 of this SOP.

Chapter 18

Fall Protection Program

18-1. Purpose.

This section covers policies, procedures, and responsibilities for protecting personnel working in operations that involve falls of four feet or more. This chapter identifies additional USAG Hawaii requirements for implementing a local fall protection program.

18-2. Policy.

All supervisors and employees will adhere to fall protection requirements IAW 29 CFR 1910.28/29/30/140, 29 CFR 1926, Subpart M, AR 385-10, Chapter 10, EM 385-1-1, ANSI Z359.1, and this SOP.

18-3. Responsibilities.

a. The Garrison Safety Office (GSO) will:

- (1) Assist directorates with the implementation of a fall protection program.
- (2) Review workplace specific SOPs to ensure it meets current requirements.
- (3) Conduct annual fall protection program audits.

b. Supervisors or the designated Competent Person will:

- (1) Develop fall protection procedures and SOPs IAW references listed in policy above.
- (2) Ensure fall protection procedures and practices are being followed by all employees.
- (3) Ensure employees affected by fall protection procedures and practices are adequately trained and provided appropriate fall protection equipment.
- (4) Respond immediately to identified substandard conditions, hazards, defects, or non-compliance concerns involving heights.

c. Employees will:

- (1) Abide by all fall protection procedures and practices.
- (2) Inspect all fall protection equipment before and after each use.
- (3) Immediately report to the supervisor any identified defects, hazards, substandard conditions, or noncompliance items associated with fall protection equipment, procedures, and practices.

18-4. Controlling Fall Hazards and Exposure.

a. Attempts must be made to change the nature of tasks to eliminate or minimize the fall hazards utilizing the Hierarchy of Controls. Hierarchy of Controls is as follows:

(1) Hazard Elimination: Move the work to ground level or use extension tools to allow work to be done from the ground.

(2) Engineering Controls: Physical changes to reduce fall risks, utilize guardrail systems or safety nets.

(3) Administrative Controls: Change work procedures or practices. Train employees on changes to practices and procedures, and provide information and warnings related to fall prevention.

(4) PPE: Refer to Chapter 28 of this SOP.

b. Fall protection equipment used in conjunction with the other controls:

(1) Fall restraint prevents the worker from being able to reach the fall hazard.

(2) Fall arrest systems are designed to stop the fall and absorb the energy.

(3) Safety nets are used to safely catch the worker if a fall occurs.

18-5. Inspection of Fall Protection Systems.

a. Components of personal fall arrest, restraint, and positioning device systems must be inspected for damage and excessive wear before and after each use.

b. Competent/qualified persons will frequently inspect fall protection components.

c. Always follow the manufacturer's recommendations to determine service/shelf life and required inspection and cleaning intervals.

18-6. Fall Protection Training.

Refer to Chapter 9 of this SOP.

Chapter 19

Explosives Safety Management Program

19-1. Explosives Safety.

- a. Explosives safety is governed by AR 385-10, DA PAM 385-30, DA PAM 385-64, and the USARHAW Explosives Safety Management Program (ESMP).
- b. Storage of ammunition and operational loads must be approved in writing by the GC, or their representative, for the specific storage locations.
- c. At no time, will the cumulative total of all ammunition stored in the approved storage location exceed authorized net explosive weight (NEW).

19-2. Responsibilities.

- a. The Garrison Safety Manager (GSM) will:

- (1) Oversee all elements of the USARHAW Commanders' ESMP pertaining to licensing.
- (2) Appoint and supervise a Garrison Explosives Safety Officer (ESO).
- (3) Approve ammunition and explosives (AE) storage licenses.
- (4) Attend USARHAW semi-annual explosives safety council meetings.

- b. The Garrison ESO will:

- (1) Report to the GSM.
- (2) Review explosive safety risk assessments on all AE arms room storage locations.
- (3) Maintain documents on all AE storage sites storing Hazard Division (HD) 1.1 (mass-detonation/mass-explosion) or HD 1.2 (fragmentation) explosives and munitions, to validate current storage site documentation (Site Plan or DA Form 7632 – Deviation Approval and Risk Acceptance Document (DARAD)).
- (4) Annually conduct announced or unannounced inspections on all Garrison-managed AE storage locations to validate compliance with all safety standards.
- (5) Inform the GSM on any AE related issues, concerns, events, or projects.

- c. Tenant Units and the Director of Emergency Services (DES) will:

- (1) Ensure subordinate personnel comply with Army and USARHAW safety requirements, to include training on handling, transporting, and storage of AE.

(2) Commanders will store only the minimum quantity of ammunition required for operational necessity.

(3) Training ammunition will not be stored with operational AE.

(4) All AE storage request and license renewals will be routed through their respective safety office. The Safety Manager/Specialist will review the package for accuracy and completeness prior to routing to the Garrison ESO and will include the following documentation:

(a) Explosives Storage License.

(b) Justification memorandum from the commander.

(c) Deliberate Risk Assessment Worksheet.

(d) Quality Assurance Specialist Ammunition Surveillance (QASAS) inspection report and memorandum.

(e) Physical Security inspection report and memorandum.

(f) Security Construction Statement, DA Form 4604.

(g) Current and past 6 cycles of Lightning Protection System (LPS) documents, if relevant.

(h) Current inspection conducted by the Safety Manager/Specialist validating the storage location meets all safety standards.

19-3. AE Storage Facility Reuse and Closure.

When an AE storage facility is no longer needed to store AE, refer to Chapter 14 of this SOP for reuse and closure requirements.

Chapter 20

Radiation Safety Program

20-1. Purpose.

This section establishes and implements the Radiation Safety Program (RSP) for USAG Hawaii. This RSP prescribes specific procedures and responsibilities to ensure safe handling, use, and disposition of ionizing and nonionizing radioactive material (RAM) in USAG Hawaii custody.

20-2. Policy.

This policy complies with requirements set forth in AR 385-10 and DA PAM 385-10. Minimizing personnel exposure to radiation is the concept of as low as reasonably achievable (ALARA). USAG Hawaii directorates and staff offices will ensure exposure to ionizing radiation and nonionizing RAM, follow the ALARA philosophy.

20-3. Responsibilities.

a. The Garrison Commander (GC) will:

(1) Designate in writing a trained Garrison Radiation Safety Officer (GRSO). The GRSO will also perform duties as the Laser Safety Officer (LSO) and Radio Frequency Safety Officer (RFSO).

(2) Provide equipment, facilities, resources, support staff, and training, to implement this RSP according to Nuclear Regulatory Commission (NRC) license requirements, DOD guidance, and Army policies.

(3) Approve all Army Radiation Permits (ARP).

b. The Garrison Safety Manager (GSM) will:

(1) Ensure SOPs are developed according to applicable Federal, DOD, and Army regulations and directives, and applicable state and local requirements.

(2) Implement this RSP, to include emergency response and reporting procedures for radiation incidents and over-exposures.

(3) Oversee the RSP and provide recommendations on safety and health issues related to radiological incidents.

(4) Ensure USAG Hawaii personnel working with RAM are performing in ALARA safe working conditions.

c. The Garrison Radiation Safety Officer (GRSO) will:

(1) Ensure audits of the USAG Hawaii RSP are conducted. Report audit results to the GSM.

(2) Review ARP requests for accuracy prior to approval by the GC, via the GSM. Ensure non-Army agencies and contractors have a valid ARP before RAM is allowed on Army lands.

(3) Maintain a current inventory of all ionizing and non-ionizing equipment within USAG Hawaii, for installation RAM history records. Directly coordinate with tenant organizations to obtain RAM inventory information.

(4) Coordinate, manage, and oversee all USAG Hawaii radiation incident/mishap investigations and reporting.

d. Directorate of Public Works (DPW) and tenant organizations will:

(1) Notify the GRSO when a contract has been issued which may involve the use of equipment containing RAM on USAG Hawaii controlled property.

(2) Ensure the Scope of Work (SOW) and/or Performance Work Statement (PWS) are reviewed by the GRSO to ensure contractors who bring equipment containing RAM onto Army lands (such as for construction or pipeline/sewer contracts), contain the following provisions: The contractor must agree to abide by AR 385-10, DA PAM 385-10, and this SOP.

(3) Notify the GRSO any time a building or area that currently or formerly contained RAM is scheduled for demolition, leaves Army control, or will no longer contain RAM, so decommissioning actions can be taken.

e. Directorates with radioactive, laser, or radiofrequency (RF) commodities will:

(1) Develop a written radiation safety SOP covering all ionizing and nonionizing radioactive sources, class 3B, class 4, military-exempt lasers, or radiofrequency hazard generating devices/equipment within their organization. A copy of the SOP will be furnished to the GRSO. SOPs will contain emergency response plans and procedures for reporting and investigating incidents, mishaps, and overexposures.

(2) Provide a copy of the directorate radioactive, laser, and/or RF energy material inventory to the GRSO annually and upon request. Changes in inventory will be reported to the GRSO within 30 days.

20-4. Radiation Safety Committee (RSC).

RSC is an advisory committee for the GC to assess the adequacy of the USAG Hawaii RSP. An RSC is recommended at USAG Hawaii IAW the Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium (DU), referred to as the DU RSP. USAG Hawaii conducts an RSC as needed, administered by the GRSO and is typically in conjunction with the Garrison SOHAC.

20-5. Records Retention.

a. Records will be retained IAW AR 385-10, DA PAM 385-10, and the DU RSP.

- b. Instrument and source calibration records are replaced upon next calibration.
- c. The following documents will be retained locally for 3 years, then transferred to archive (ARIMS/RSS at <https://arims.army.mil>):

- (1) Calibration and Minimum Detectable Concentration Quality Checks for radiation equipment used to detect DU.
- (2) DU monitoring equipment records.
- (3) Records of audits and other reviews of the DU RSP.
- (4) Records of radiological surveys/evaluations (Exit Monitoring Records).
- (5) Radiation program related inspection reports.
- (6) Radiation safety training rosters.
- (7) Army Radiation Permit (ARP) packages.
- (8) Facilities guidance and analysis regarding ionizing radiation sources.
- (9) Radiation user lists.
- (10) Low Level Radioactive Waste (LLRW) information.
- (11) Declared pregnancy records.
- (12) Bioassays related to DU.
- (13) DU decontamination records.

20-6. Declaration of Pregnancy.

- a. Pregnant personnel working in an NRC licensed area such as the RCA, will notify the GRSO.
- b. GRSO will maintain the declaration of pregnancy letter for recordkeeping.

20-7. Ionizing and Non-Ionizing Equipment.

- a. Ionizing radiation.

(1) Directorates that possess ionizing RAM, to include radiation generating devices (RGD) such as x-ray machines, will implement a RSP per AR 385-10 and this SOP.

(2) Notify the GRSO/GSO within 24 hours of radiation incidents, including the loss, destruction, or leakage of RAM. During duty hours call (808) 787-1312 or 1166; after hours email: usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil or call (808) 347-0329.

b. Lasers.

(1) Directorates that possess Class 3B, Class 4, or military-exempt lasers will implement a RSP per AR 385-10 and this SOP.

(2) Laser pointers used throughout USAG Hawaii will be properly labeled and will be Class 3R, 2M, 2, 1M, or 1.

(3) Proper training is required for all Class 3B, Class 4, and military-exempt lasers.

(4) Notify the GRSO within 24 hours of all suspected laser incident or mishaps, regardless of injury.

c. Radiofrequency (RF) electromagnetic radiation.

(1) Supervisors are responsible for safety oversight of all RF electromagnetic radiation sources.

(2) Personnel will not engage in practices or operations which exposes them to RF levels exceeding the maximum permissible limit.

(3) Supervisors will establish training programs for personnel working in or frequenting any portion of a controlled area. Training will be conducted prior to personnel commencing work and annually thereafter. Supervisors and the directorate USO will maintain training records that include a brief outline of the instruction, and a list of employees trained.

(4) Notify the GRSO within 24 hours of exposure incidents or mishaps.

20-8. Procurement of Radioactive Equipment.

a. Directorates will make every effort to avoid procuring radioactive items if non-radioactive items are available. The GRSO or GSM will be notified prior to directorates purchasing equipment containing RAM.

b. All RAM equipment procurement requests will be reviewed by the GRSO or GSM. RAM purchased Commercial-off-the-Shelf (COTS) or directly from a manufacturer may carry NRC or state licensing requirements that may burden the Army.

c. RAM equipment and materials will not be procured until the required NRC license is received.

d. Directorates must submit an SOP for each operation involving the requested RAM equipment to the GRSO before procurement.

20-9. Shipment of Radioactive Equipment.

a. Directorates intending to transport radioactive equipment and materials are expected to coordinate with the GRSO.

- b. Use of privately owned vehicles (POVs) and rental vehicles for transporting RAM or hazardous waste is prohibited.
- c. Commercial air shipments are permitted. The shipper will complete a Shipper's Declaration for Dangerous Goods for hazardous materials, prior to using commercial airlift. Refer to the Defense Transportation Regulation for more information at <https://www.ustranscom.mil/dtr/>.
- d. No special training, qualification, or vehicle markings are required for items identified as "Excepted Quantity" or "Excepted Instruments and Articles".

20-10. Storage of RAM/Equipment.

- a. Store RAM in a fire-resistant space or enclosure. Lock and control access to storage facilities. Only authorized personnel are allowed access to storage areas.
- b. Storage areas do not require a sign if the source is sealed and/or the container or housing does not exceed 5 millirem per hour.

20-11. Lost, Stolen, or Damaged Materials/Equipment.

- a. When any equipment containing a radioactive commodity is lost, stolen, or damaged, it must be immediately reported to law enforcement authorities and the GRSO/GSO.
- b. The GRSO or GSM will report the incident to the IMCOM RSO immediately by telephone or email.

20-12. Ionizing Radiation Storage Facility Reuse and Closure.

Refer to Chapter 14 of this SOP for reuse and closure requirements.

20-13. Army Radiation Permits (ARP).

- a. An ARP is an authorization granted on behalf of the GC to non-Army agencies and contractors using ionizing radiation sources on Army lands.
- b. An ARP signed by the GC is required prior to bringing the equipment onto Army lands.
- c. The non-Army agency or contractor must provide a written request for an ARP, a minimum of 30 days prior to their expected start date.
- d. ARP requests and processing will follow the procedures in AR 385-10. The GRSO will coordinate with the requesting entity to ensure a complete ARP package is submitted for review.
- e. ARPs are granted for no longer than one (1) year.
- f. Ionizing radiation sources under an ARP are not allowed to be stored on Army lands overnight.
- g. If a non-Army agency or contractor does not have a valid ARP on Army lands, contact the

GRSO and the COR. Work must be discontinued until an ARP is obtained.

20-14. Training.

Refer to Chapter 9 of this SOP.

Chapter 21

Depleted Uranium (DU) Radiation Safety Program

21-1. General.

- a. The U.S. Army has designated portions of the Multi-Purpose Range Complex (MPRC) at Schofield Barracks and designated impact areas at Pohakuloa Training Area (PTA), as a Radiation Controlled Areas (RCA). This is due to potential DU contamination. Range Control at both locations is the office of primary responsibility for authorizing access onto the ranges and into the RCA.
- b. The IMCOM Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium (DU), locally referred to as the DU RSP, provides guidance and instructions for personnel who enter, work in, and exit the RCA.

21-2. Responsibilities Specific to the DU RSP.

- a. The Garrison Safety Manager (GSM) will:

- (1) Oversee the USAG Hawaii DU RSP.
- (2) Notify the Installation Management Command (IMCOM) Radiation Safety Officer (RSO) when a new Garrison RSO is appointed and provide the necessary documentation to confirm appointment and qualifications.

- b. The Garrison Radiation Safety Officer (GRSO) will:

- (1) Manage the USAG Hawaii DU RSP and coordinate and communicate with the IMCOM RSO on radiation safety operations.
- (2) Maintain records of radiation safety activities related to the RCA.
- (3) Annually report DU related activities during the Garrison SOHAC, as needed.
- (4) Ensure audits are conducted to verify compliance with the DU RSP.
- (5) Ensure appropriate radiation safety training is provided to all personnel who enter the RCA.
- (6) Provide updated lists of trained entrants to Range Control for controlling access into the RCA.

- c. Personnel entering the RCA will:

- (1) Receive DU Awareness training before entering the RCA and at least annually thereafter.
- (2) Understand and abide by the policies and procedures specified in the DU RSP.
- (3) Use PPE as required. Normal work clothing provides adequate protection for radiation

safety purposes. Personnel must wear disposable gloves when handling materials that are suspected of containing DU.

d. Authorized visitors requiring entry into the RCA will:

- (1) Receive briefing on the presence of DU in the RCA prior to entry.
- (2) Always be escorted by DU trained personnel in the RCA.

e. Unauthorized visitors and visitors not meeting the specified qualifications will be denied entry to the RCA.

21-3. Activities within the RCA.

a. Unintended discovery of DU debris and its location in the RCA must be reported to the GRISO immediately.

b. Deliberate searches for and removal of DU are not authorized within the RCA, except for approved activities by the IMCOM RSO.

c. Eating, smoking, and applying facial cosmetics (to include lip balm and sunscreen) are not allowed in the RCA.

d. Drinking water to maintain hydration is allowed in the RCA. Water bottles, cups, and containers must be clean of any apparent dirt or soil prior to use.

e. Excavations and building construction within the RCA is not authorized. Upon request, the GRISO will coordinate with the IMCOM RSO for case-by-case exemptions to allow construction of new targets, access roads, and other projects in the RCA for training purposes.

21-4. Training Exemptions.

All military personnel directly involved in MPRC training events at Schofield Barracks are exempt from the radiation safety requirements of this RSP. This exemption does not apply to routine activities listed in the DU RSP, such as target maintenance.

21-5. RCA Exit Monitoring.

a. Exit monitoring is required to meet NRC and DU RSP requirements for personnel, vehicles, and equipment exiting the RCA.

(1) Personnel and equipment departing the RCA are subject to exit monitoring, locally referred to as "Frisking", at the designated entry/exit control points also known as "Hotlines".

(2) Directorates, tenant organizations, and contractors will designate personnel to conduct frisking of personnel and equipment under their control. The GRISO will provide and document the annual training required to perform this function. Refer to Chapter 9 of this SOP for exit monitoring training requirements.

b. Action level procedures.

(1) Should the frisker readings consistently exceed the action level annotated on the exit monitoring record, the frisker operator will follow procedures outlined in the Exit Monitoring SOP located in their Hotline Book.

(2) All instances where action levels have been exceeded will be reported to the GRSO as soon as practical.

c. Completed exit monitoring records should be provided to the GRSO at least monthly.

21-6. Calibration Procedures for Frisking Equipment.

a. Scheduled and unscheduled calibration of frisking equipment is conducted by the U.S. Army Test, Measurement, and Diagnostic Equipment (TMDE) Hawaii.

(1) Frisking equipment will not be used past the scheduled calibration due date.

(2) Frisking equipment that fail preoperational checks or are suspected of failing to operate properly during use, will be turned in for unscheduled calibration at TMDE.

b. Minimum Detectable Concentration (MDC) Quality Check (QC). Upon completion of calibration by TMDE, the GRSO will perform MDC QC procedures on frisking equipment prior to being put in service. Background measurements for the MDC QC are to be conducted outside of, but near the RCA.

c. The GRSO will update the Exit Monitoring Record for each specific frisker with the current MDC QC data, then return the frisker and updated documentation to the responsible office.

Chapter 22 Excavation and Trenching

22-1. Policy.

a. This section covers policies, procedures, and responsibilities for protecting personnel working in operations that involve excavations and trenching from cave-ins, collapses, falls, and other hazardous situations. All worksites where excavation/trenching is required, will follow OSHA 29 CFR 1926, Subpart P, EM 385-1-1, Chapter 25, TM 3-34.62, and this SOP.

22-2. Responsibilities.

a. The Garrison Safety Office (GSO) will:

(1) Conduct evaluations/assessments of excavation/trenching worksites, to include, but not limited to, site inspections, review of training certificates, equipment operators' card, etc.

(2) Review directorate/shop SOPs and training programs.

b. Supervisors will:

(1) Establish a written excavation/trenching SOP.

(2) Ensure employees review and acknowledge the SOP annually.

(3) Ensure employees are properly trained in excavation/trenching requirements and proper rigging/lifting techniques.

(4) Ensure equipment operators are certified/qualified to operate equipment.

(5) Ensure the competent person meets requirements of EM 385-1-1, 25-2b.

(6) Identify potential onsite hazards and ensure corrective actions and/or mitigations are completed prior to starting or continuing work.

c. Competent Person will:

(1) Meet requirements of EM 385-1-1, 25-2b.

(2) Be identified in writing.

(3) Develop or assist in developing the excavation/trenching SOP and risk assessments.

(4) Be on site when work is being performed.

(5) Conduct documented daily inspections of excavation sites to identify and control any existing or potential hazards which would endanger employees and/or personnel in or around the site.

- (6) Identify and implement proper excavation protection measures.
- (7) Immediately stop work if the site is determined to be unsafe and take prompt corrective measures to mitigate the hazards.
- (8) Have knowledge and perform rock and soil classification testing.
- (9) Examine materials or equipment used for protective systems to evaluate its suitability.
- (10) Determine use of fall protection for personnel.
- (11) Evaluate the need for air monitoring.
- (12) Monitor water control equipment and operations.

d. Employees will:

- (1) Review and acknowledge the SOP.
- (2) Meet all training requirements and maintain current certifications.

22-3. Administrative Procedures.

a. Excavation/Trenching SOP must contain the following:

- (1) Assignments of personnel and their roles and responsibilities.
- (2) Procedures and processes for the excavation site, soil assessments, shoring, and personnel.
- (3) Planned method for shoring, sloping, or benching.
- (4) Protective systems for PPE, barricades, and signage.
- (5) Safe ingress and egress procedures.
- (6) Plan for excavated materials (soil, asphalt, etc.).
- (7) Emergency Action Plan (EAP) to include protocols for any mishaps, injuries, or incidents.
- (8) Procedures for unexploded ordinance (UXO) clearance and disposal.
- (9) Plan for atmospheric monitoring procedures.

b. Inspections will be conducted at the following frequencies:

- (1) Before each work shift and throughout the work shift as dictated by the work being done.
 - (2) After every significant weather change or event that could increase hazards (e.g. rainstorms, earthquakes).
 - (3) When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or similar conditions occur.
 - (4) When there is a change in size or location and a creation of a spoil pile.
 - (5) Where there is any indication of change in adjacent structures.
- c. The following records are to be maintained by the directorate:
- (1) Employee review and acknowledgment of SOP.
 - (2) Current training certificates and/or rosters.

22-4. Training.

Refer to Chapter 9 of this SOP.

Chapter 23

Hearing Conservation Program

23-1. Purpose.

This section establishes guidelines to protect USAG Hawaii soldiers and employees engaged in work activities that exposes them to noise hazards and provides procedures for implementing the Army Hearing Program (AHP), which serves as the Hearing Conservation Program (HCP) for USAG Hawaii. Directorates will follow the requirements of DA PAM 40-501.

23-2. Policy.

When employees' noise exposure equals or exceeds an 8-hour time-weighted average (TWA) sound level of 85 decibels or the ototoxin exceeds 50% of the occupational exposure limit, they shall be enrolled in the AHP.

23-3. Responsibilities.

a. The Garrison Safety Office (GSO) will:

- (1) Appoint a primary and alternate Garrison Hearing Protection Manager (HPM).
- (2) Record OSHA reportable hearing loss as an occupational illness on the OSHA 300 log.

b. The Garrison Hearing Protection Manager (HPM) will:

- (1) Ensure directorates with noise hazards have an appointed and trained Hearing Protection Coordinator (HPC).
- (2) Annually, evaluate the directorates' Hearing Protection Program. Document evaluations and conduct follow-ups to ensure deficiencies are corrected.

c. Directors and chiefs with occupational noise exposed workplaces will:

- (1) Appoint, in writing, an individual to serve as the directorate HPC.
- (2) Identify and annotate noise and ototoxin-hazardous positions on job descriptions. Ensure job descriptions include wearing hearing protection and noise dosimeters, as required.
- (3) Coordinate with Far East Directorate Indo Pacific Service Center to ensure audiometric evaluations are included on in-processing and out-processing checklists for new, transferring, or terminating personnel in noise exposed workplaces.

d. Hearing Protection Coordinator (HPC) will:

- (1) Complete the Hearing Protection Officer course provided by Tripler Army Medical Center (TAMC) audiology within 90 days of appointment.

(2) Notify the HPM of any suspected hazardous noise levels or changes in work areas.

(3) Coordinate with Industrial Hygiene (IH) and the HPM to perform surveys of all hazardous noise areas, equipment, and ototoxic exposures within 30 days of any change in operation.

(4) Ensure directorate personnel receive all required annual AHP services, such as hearing tests, hearing protection device (HPD) fittings, and hearing health education.

(5) Track directorate hearing readiness status and report compliance data to the HPM and supervisor.

e. Supervisors will:

(1) Ensure employees report for scheduled medical surveillance, including follow-ups.

(2) Ensure an adequate supply of approved HPD is available and maintained.

(3) Monitor the use of HPD and take appropriate corrective action for noncompliance.

(4) Ensure hazardous noise areas, vehicles, and equipment are marked with appropriate caution signs, and decals.

f. Employees will:

(1) Attend all scheduled hearing tests and hearing health education briefings.

(2) Keep HPDs readily available at their job sites and use, as required.

(3) Ensure HPD is properly maintained.

(4) Report any hearing or HPD problems to the supervisor.

(5) Wear noise and ototoxic chemical dosimeters to evaluate exposures, when requested.

Chapter 24

Emergency Action Plan (EAP)

24-1. Purpose

The purpose of an emergency action plan (EAP) is to facilitate and organize employees' actions during an emergency. Emergency planning establishes the procedures and processes that an organization will follow when responding to an emergency. The goal is to protect life, health, property, and to restore normal operations as soon as possible.

24-2. EAP Requirements.

a. Directorates must ensure all facilities under their control have an EAP specific to their location. EAPs must be in an area accessible to all personnel.

b. Facility plans should include information such as, but not limited to:

- (1) Emergency egress routes.
- (2) Rally point locations (map).
- (3) Emergency phone contacts relevant to the facility location.
- (4) First aid and CPR resources and emergency response times.

c. Directorates are encouraged to use the Garrison Safety Office (GSO) EAP as a sample for developing facility specific SOPs. See Appendix E, for an EAP sample.

Chapter 25 Airfield Safety

25-1. General.

Airfield safety is prescribed by AR 385-10, Chapter 18, Aviation Safety Program. The Directorate of Plans, Training, Mobilization & Security (DPTMS) controls airfield safety for USAG Hawaii. The program is administered by DPTMS, Airfield Safety Manager, Bldg. 207, WAAF, usarmy.wheeler.id-pacific.mbx.dptms-ops@army.mil, 808-787-0706.

Chapter 26 Electrical Safety

26-1. Purpose.

This Chapter prescribes requirements for integrating electrical safety standards, techniques, and procedures into USAG Hawaii safety management systems and operations to mitigate the risk of electrical hazards.

26-2. Applicability.

All USAG Hawaii employees working with or around electricity will follow requirements of OSHA 29 CFR Subpart S, OSHA 29 CFR 1910.137, NFPA 70 and 70E, EM 385-1-1, AR 385-10, Chapter 23, UFC 3-560-01, and this SOP.

26-3. General.

The electrical safety program will include the following elements:

- a. Policy and procedures for electrically safe work practices.
- b. Authority Having Jurisdiction (AHJ) and AHJ hierarchy of authorities for interpreting electrical safety requirements; approving equipment, assemblies, and materials; determining the acceptability of electrical installations; and approving risk assessments.

26-4. Responsibilities.

- a. The Garrison Safety Office (GSO) will:

- (1) Assist directorates with the implementation of an electrical safety program.
- (2) Review workplace specific SOPs.
- (3) Monitor compliance and conduct program audits.

- b. Directors and chiefs will:

- (1) Establish an electrical safety program.
- (2) Ensure supervisors, leaders, and employees adhere to the safety program.

- c. Supervisors will:

- (1) Establish a written electrical safety SOP.
- (2) Ensure all employees review and acknowledge the SOP annually.
- (3) Ensure all employees are properly trained and qualified.

- (4) Maintain training certifications and records.
- (5) Ensure safe electrical working conditions.
- (6) Resolve deficiencies noted in inspections and assessments.
- (7) Ensure employees have proper tools, PPE, and other required resources.
- (8) Appoint in writing a qualified electrical safety person and an electrical Subject Matter Expert (SME).

d. Qualified electrical safety person will:

- (1) Serves as the point of contact (POC) for inquiries, concerns, notices, etc.
- (2) Provide clarification and interpretations of electrical safety standards, codes, and requirements.
- (3) Approve alternate methods for implementing electrical safety standards and requirements.
- (4) Identify and communicate violations of electrical safety hazards and implement corrective actions.
- (5) Participate in investigations of electrical incidents/occurrences and recommend mitigation controls.
- (6) Establish training priorities and develop training criteria.

e. The electrical Subject Matter Expert (SME) will:

- (1) Clarify electrical codes, standards, and regulations.
- (2) Serve as a consultant for electrical safety within their area of expertise, including SOP development and safe work practices.
- (3) Assist in hazard identification and control.
- (4) Evaluate and approve unlisted electrical equipment. Unlisted equipment refers to devices or components that have not been certified, labeled, or listed by a Nationally Recognized Testing Laboratory (NRTL) and the equipment has not undergone the standard safety testing and certification process.
- (5) Provide electrical safety awareness and competency training.

f. Employees will:

- (1) Follow all safety controls, including proper use of PPE.

- (2) Maintain proper qualifications.
- (3) Attend pre-job briefings and onsite safety briefings.
- (4) Annually review their workplace/directorate electrical safety program and be familiar with the procedures specific to their workplace.
- (5) Stop work and report all unsafe conditions immediately.
- (6) Receive initial and refresher electrical and LOTO training.

26-5. General Safety Requirements.

Refer to AR 385-10, Chapter 23 for general safety requirements in the following areas:

- a. Extensions cords.
- b. Adapters.
- c. Electrical receptacles.
- d. Tools and equipment.
- e. Equipment inspected and approved by the AHJ.
- f. Equipment brought into Army facilities.
- g. Rental equipment.
- h. Requirements for Army facilities, installation, and infrastructure.
- i. Control of hazardous energy (lockout/tagout).
- j. Energized electrical work.
- k. Electrical signage and boundaries.
- l. Arc flash.
- m. Temporary and permanent wiring.
- n. Grounding and bonding.
- o. Power lines safety.
- p. Batteries and battery banks.

q. Electrical safety in contingency operations.

26-6. Training.

Refer to Chapter 9 of this SOP.

Chapter 27 Contract Safety

27-1. Policy.

- a. Contractors working on Army installations or involved in Army operations are responsible for the SOH of their workforce while preventing exposure to government personnel, facilities, equipment, and the general public. Contractors will follow OSHA and applicable federal agency regulations and standards, regardless of whether expressly stated in contractual agreements.
- b. Contractors are required to establish and maintain an SOH program tailored to meet OSHA and other applicable federal agency regulations and standards as well as contractual safety requirements.
- c. The contractor safety process is defined in DA-PAM 385-10, Chapter 15.
- d. Clauses outlining contractor safety requirements and responsibilities will be included in solicitations and contracts. Refer to DA PAM 385-10, Chapter 15 for specific information on construction safety requirements.
- e. In addition to clauses as required by Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements and responsibilities based on a risk analysis of the work to be performed and activity/command-unique requirements.
- f. For contractors requiring the use of radioactive equipment on Army lands, refer to Chapter 20 of this SOP.
- g. The Garrison Safety Office (GSO) will review the safety provisions of contractors' work plans to ensure they follow and meet safety standards and requirements of the EM 385-1-1.

Chapter 28

Personal Protective Equipment (PPE)

28-1. Purpose.

This policy establishes procedures for the implementation and execution of personal protective equipment (PPE) use in accordance with Title 29, Code of Federal Regulations (CFR); Subpart I, Personal Protective Equipment (PPE).

28-2. Applicability and Scope.

- a. This policy applies to all personnel, assigned, attached to and/or supervised by USAG Hawaii. Military Unique operations are excluded.
- b. All contractors and visiting personnel are required to comply with the requirements of this chapter. Contractors provide their personnel with the appropriate PPE.

28-3. Responsibilities.

- a. Directors, supervisors and managers will:

- (1) Provide PPE when there is a reasonable probability of injury that can be prevented by such protection.
- (2) Ensure PPE is maintained in a sanitary and serviceable condition.
- (3) Select PPE that is of safe design and construction for the work performed. Ensure PPE meets applicable specifications of the American National Standards Institute (ANSI).
- (4) Prohibit employees from using their own PPE while performing work at or for USAG Hawaii.
- (5) Ensure all employees comply with this chapter and hold employees accountable for non-compliance.
- (6) Ensure the hazard assessment and equipment selection is performed in compliance with 29 CFR 1910.132(d) and use a Job Hazard Analysis (JHA), or similar method for the assessment.
 - (a) Organize and analyze the data gathered from hazard surveys to estimate the potential for injury, IOT determine the type(s) of hazard(s) involved, the level of risk, and potential injury of each hazard.
 - (b) If such hazards are present, or likely to be present, and PPE is the appropriate control measure, the supervisor/manager must:
 - 1) Select, and have each affected employee use the type(s) of PPE that properly fits and protects the employee from the identified hazards.

2) Communicate selection decisions to each affected employee; and,

3) Develop a written SOP governing the use of the various types of PPE.

(7) Responsible for the procurement and accountability of PPE.

(a) Project annual PPE requirements in advance to ensure proper types and quantities are available to employees.

(b) Furnish PPE at no cost, to all employees exposed to hazards.

(c) Local purchase of commercial PPE, to include safety shoes is authorized. Costs of PPE is supported by the directorate/office.

(d) Ensure each employee has a bona fide need and replacement requirement based on serviceability. Re-issue PPE based on a "fair wear and tear" exchange system.

b. Employees will:

(1) Comply with the requirements of this chapter.

(2) Not use unserviceable PPE. Immediately stop the task/operation and turn in or dispose of the unserviceable PPE.

(3) Notify supervisor/manager or director of all hazards not previously identified and assessed.

28-4. General.

a. Eye and Face Protection. Occupational Health performs vision screening and eye exams to provide prescriptions for those employees requiring safety eyewear.

b. Hearing Protection. For specific hearing protection equipment and procedures, refer to Chapter 23 of this SOP.

c. Respiratory Protection. For specific respiratory protection equipment, refer to Chapter 15 of this SOP.

d. Head Protection.

(1) Affected employees must wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects.

(2) Affected employees must wear a protective helmet designed to reduce electrical shock hazard when near exposed electrical conductors, which could contact the head.

(3) Head protection shall meet the specification and criteria outlined in 29 CFR 1910.135.

e. Foot Protection.

(1) Affected employees must use protective footwear when working in areas with potential foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

(2) Specification and criteria for protective footwear are outlined in 29 CFR 1910.136.

f. Electrical Protective Equipment. For specific electrical protection equipment, refer to Chapter 26 of this SOP, 29 CFR 1910.137, and NFPA 70E.

g. Hand Protection.

(1) Affected employees must use appropriate hand protection when exposed to hazards such as harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

(2) Hand protection shall provide proper protection based on task(s) performed, conditions present, duration of use, and the hazards identified.

h. Fall Protection.

(1) Affected employees working at heights and/or exposed to fall hazards must use appropriate fall protection equipment.

(2) Personal fall arrest systems anchors, connectors, body harnesses, deceleration devices, and lifelines, shall meet the specifications of the OSHA Fall Protection Standard.

(a) Conduct visual inspections prior to each use and remove damaged or deteriorated components from service.

(b) Ensure D-rings and locking snap-hooks have a minimum tensile strength of 5,000 pounds and are proof-tested to a minimum tensile load of 3,600 pounds. The use of non-locking snap-hooks is prohibited.

(c) Verify anchor points can support at least 5,000 pounds for each employee attached.

28-5. Training.

Refer to Chapter 9 of this SOP.

This SOP supersedes SOP IMHW-SO-385-2 dated 6 May 2021 and remains in effect until rescinded or superseded in writing. The Point of contact for this SOP is the GSM at usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.

FOR THE COMMANDER

RACHEL D. SULLIVAN
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Mae Shouk
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USAG Hawaii Safety Office

DISTRIBUTION
Electronic Media

Appendix A Risk Management Forms and Tables

A-1. Risk Acceptance Authority for Safety Standards Deviation within USAG Hawaii

Risk acceptance authority for safety standards deviation				
Risk acceptance matrix ^{2, 3, 4, 5}				
Duration of risk				
	Event waiver	Waiver		Exemption
Category of risk	1 month or less	1 month to 1 year	1 year to 5 years	Permanent or greater than 5 years
Extremely high risk	General officer (GO)	Army Headquarters Commanding General (CG)	Army Headquarters CG	Army Headquarters CG
High risk	Brigade commanding officer (CO) or responsible O-6	GO	GO	GO
Medium risk	Battalion CO ¹ or responsible O-5	Brigade CO ¹ or responsible O-6	GO ¹	GO ¹
Low risk	Company CO or responsible O-3	Battalion CO ¹ or responsible O-5	Brigade CO ¹ or responsible O-6	Brigade CO ¹ or responsible O-6

Legend for Table ...

In organizations led by Army civilian leaders, equivalent civilian grades may be substituted for military ranks (see table 4-2).

The term "Army Headquarters CG" used in the table refers to Army commands (ACOMs), Army service component command (ASCCs) (including Joint Forces Land Component Commands (JFLCC) and GO level Joint Task Forces (JTFs)), direct reporting units (DRUs), and the Director, Army National Guard.

Notes:

¹ May delegate in writing authority to accept at the next lower command level.

² For deviations involving violations of AE or chemical agent safety standards during Joint operations planning, training, and execution, refer to CJCSI 4360.01 and Service risk acceptance guidance. See also paragraph 4-6*i*.

³ H risk (beyond 1 month) or EH risk will always be accepted by a GO or flag officer.

⁴ For hazards discovered in fielded acquisition programs, risk will be accepted per DA Pam 385-16.

⁵ Deviations from range standards and procedures are addressed in AR 385-63.

A-2. Military – Army Civilian Equivalent Grades

Military–Army civilian equivalent grades					
Military rank	O-7 through O-10	O-6	O-5	O-4	O-3
Army civilian grade	Senior executive service (SES)-1 through SES-6	General schedule (GS)-15 or equivalent	GS-13 and GS-14 or equivalent	GS-12 or equivalent	GS-10 and GS-11 or equivalent

A-3. Deliberate Risk Assessment Worksheet, DD Form 2977

DELIBERATE RISK ASSESSMENT WORKSHEET						
1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S)					2. DATE PREPARED	
3. PREPARED BY						
a. NAME (Last, First, Middle Initial)			b. RANK/GRADE		c. DUTY TITLE/POSITION	
d. UNIT		e. WORK EMAIL			f. TELEPHONE (DSN, Commercial (Include Area Code))	
g. UIC/CIN (as required)		h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)			i. SIGNATURE OF PREPARER	
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & makes decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)						
+	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
+					How:	
-					Who:	
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):						
<input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW						
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION						
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						
a. NAME (Last, First, Middle Initial)		b. RANK/GRADE		c. DUTY TITLE/POSITION		d. SIGNATURE OF APPROVAL AUTHORITY
e. ADDITIONAL GUIDANCE:						

A-4. Standardized Army Risk Matrix (Risk Assessment Codes)

		Probability (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EH	H	H	M	L
Moderate: Minor injury, illness, loss, or damage; degraded unit readiness or mission capability	III	H	M	M	L	L
Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	IV	M	L	L	L	L
Legend for Table EH – extremely high risk H – high risk L – low risk M – medium risk						

Risk matrix codes and descriptions		
Symbol	Risk Assessment Code (RAC)	Description
EH	1	Extremely High
H	2	High
M	3	Medium
L	4	Low

Appendix B Glossary and Uncommon Terms

AE — Ammunition and Explosives

ALARA — As Low As Reasonably Achievable

AR — Army Regulation

ARA — Army Radiation Authorization

ARIMS — Army Records Information Management System

ARP — Army Radiation Permit

ASMIS — Army Safety Management Information System

ATP — Army Techniques Publication

ATSTP — Army Traffic Safety Training Program

CASP — Commanders' Annual Safety Plan

CFR — Code of Federal Regulations

CG — Commanding General

CIP — Command Inspection Program

CLS — Common Levels of Support

Competent Person — By way of training and/or experience, a competent person is knowledgeable of applicable standards and is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.

COR — Contracting Officer Representative

COTS — Commercial Off-The-Shelf

CP — Career Program

DA — Department of the Army

DARAD — Deviation Approval and Risk Acceptance Document

DFARS — Defense Federal Acquisition Regulation Supplement

DFMWR — Directorate of Family, Morale, Welfare and Recreation

DMO — Demand Maintenance Order

DOD — Department of Defense

DOL — Department of Labor

DOT — Department of Transportation

DPW — Directorate of Public Works

DU — Depleted Uranium

ESLI — End of Service Life Indicator

ERC — Emergency Response Coordinator

FAR — Federal Acquisition Regulations

FD — Fire Department

FEWR— Facilities Engineering Work Request, DA Form 4283

GSM – Garrison Safety Manager

GSO — Garrison Safety Office

HAZCOM — Hazard Communication

HAZMAT — Hazardous Materials

HAZWASTE — Hazardous Waste

IAW — In Accordance With

IH — Industrial Hygiene

IMCOM — Installation Management Command

JHA — Job Hazard Analysis

MILCON — Military Construction

NIOSH — National Institute for Occupational Safety and Health

NRC — Nuclear Regulatory Commission

OHN — Occupational Health Nurse

OIP — Organizational Inspection Program

OSHA — Occupational Safety and Health Administration

OSH — Occupational Safety and Health

PAM — Pamphlet

PD — Police Department

POV-2 — Privately Owned Motorcycles

POV-4 — Privately Owned Vehicle

PPE — Personal Protective Equipment

Qualified Person — One who has skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to recognize and avoid the hazards involved.

RAC — Risk Assessment Code

RAM — Radioactive Material

RM — Risk Management

RPS — Respiratory Protection Specialist

RSO — Radiation Safety Officer

RSSO — Radiation Safety Staff Officer

SASOHI — Standard Army Safety and Occupational Health Inspections

SDS — Safety Data Sheet

SOH — Safety and Occupational Health

SOHAC — Safety and Occupational Health Advisory Council

TB — Technical Bulletin

TB MED — Technical Bulletin Medical

Unqualified Person — A person who is not a qualified person.

USACR/SC — United States Army Combat Readiness/Safety Center

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<https://www.osha.gov/laws-regs/regulations/standardnumber/1926>

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Chrome-

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Appendix D Forms

(The following forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>, unless otherwise stated.)

DA Form 348 — Equipment Operator's Qualification Record (Except Aircraft), 01 Aug 11.

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DA Form 4283 — Facilities Engineering Work Request, 01 Nov 18.

DA Form 4604 — Security Construction Statement, 01 Sep 06.

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions, 01 Oct 78.

DA Form 5984–E — Operator's Permit Record (EGA), 01 Mar 91.

DA Form 7632 — Deviation Approval and Risk Acceptance Document (DARAD), 01 Jul 23.

DD Form 2977 — Deliberate Risk Assessment Worksheet, 01 Nov 20.

https://www.esd.whs.mil/Directives/forms/dd2500_2999/

USAG Hawaii Preliminary Accident/Incident Reporting Form, 12 Dec 24.

https://armyeitaas.sharepoint-mil.us/:f:/r/sites/IMCOM-ID-P-USAG-Hawaii/GSORadiation_Library/Mishap%20Reporting?csf=1&web=1&e=zzyRhI

Appendix E
Emergency Action Plan (EAP) **Sample**

USAG Hawaii – Safety Office EMERGENCY ACTION PLAN

Safety Manager: Mae Shouk, (808) 787-1166
usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil

851 Wright Avenue
Building 106
Wheeler Army Airfield, Hawaii 96854



25 February 2025

ALL EMERGENCIES: DIAL 9-1-1



Purpose: This Emergency Action Plan (EAP) is in accordance with OSHA standard 29 CFR 1910.38. The purpose of this EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility. This plan addresses the following potential emergencies:

- Medical
- Fire
- Active Shooter Event/Threat
- Severe Weather and Natural Disaster
- Bomb Treat
- Chemical/Biological Hazard Event

Applicability:

Facility: USAG Hawaii Safety Building

Physical location: 851 Wright Ave
Building 106
Wheeler Army Airfield, HI 96854

Areas/Sections: Safety

Overview: This EAP deals with issues specific to this worksite and describes how employees will respond to different types of emergencies, consider the specific worksite layout, structural features, and emergency systems.

The facility considerations are:

Restricted/Limited Access -----	No	Full Time Occupants -----	<15
Hazardous Material Area -----	None	Maximum Occupation -----	UNK
Information Security -----	No	External Stairway Exit -----	Yes
Equipment Requirement -----	No	Number of Exits -----	4
Security Requirement -----	No		
Number of Floors -----	2 (Basement - GOC)		
Elevator -----	No		
Roof Top Exit -----	No		

ALL EMERGENCIES: DIAL 9-1-1

Coordination: It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understands that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or operations, if necessary.

Training: An EAP by itself is not enough to ensure the safety of employees. An evacuation requires responsible, trained individuals who can supervise and coordinate activities to ensure a safe and successful evacuation. An EAP is useful only if its content is up to date and employees are sufficiently educated and trained before an actual evacuation. The senior supervisor is the Designated Responsible Official who accepts responsibility for training all occupants and visitors. The following individuals will coordinate, inspect, and train employees.

Designated Official

Mae Shouk
(808) 787-1166

Emergency Coordinator (P)

Gerald Hilliard
(808) 787-1308

Emergency Coordinator (A)

Jonathan Markham
(808) 787-1312

The designated individuals will monitor emergency messages and messaging service alerts:

Emergency Message Monitor

Mae Shouk
(808) 787-1166

Emergency Message Monitor

Gerald Hilliard
(808) 787-1308

Signature: _____

Signature: _____

Prepared by: _____

Approved by: _____

Date: _____

Date: _____

ALL EMERGENCIES: DIAL 9-1-1

Emergency Service Phone Numbers

Federal Fire Department

North - (808) 473-5233

South - (808) 471-3303

Ambulance

On/Off Post - 9-1-1

Police

North - (808) 655-7114

South - (808) 438-9395

Maintenance Phone Numbers

Facilities

(808) 787-1275

After Hrs.- (808) 864-0855

Family Housing

(808) 457-4075

Hawaiian Electric

(855) 304-1212

Board of Water Supply

(808) 748-5000

Additional Service Phone Numbers

Report Suspicious Activity

Army CI

(808) 954-5567

Behavioral Health

(808) 433-3707

Chaplains Office

(808) 787-1551

(808) 787-1555

SHARP

Local Hotline

(808) 798-6934

Domestic Violence Advocacy

Local Hotline (SAFE)

(808) 624-7233

Suicide Prevention Lifeline

National Hotline

(800) 273-8255

Nurse Advice Line

Tricare

(800) 874-2273

National Domestic/Partner Violence

(800) 799-7233 / (800) 787-3224

National Teen Dating Abuse

(866) 331-9474 / (866) 331-8453

National Child Abuse

(800) 422-4453

Veterans Crisis Line

(800) 273-8255 Press #1

ALL EMERGENCIES: DIAL 9-1-1

Medical Emergency

Provide the following information:

1. Nature of medical emergency
2. Location of emergency
3. Your name and phone number

DO NOT move victim unless necessary

Call personnel trained in CPR and first aid to provide the required assistance prior to arrival of professional medical help.

If personnel trained in first aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (avoid contact with blood/other bodily fluids).
- Clear the air passages using the Heimlich maneuver in case of choking.

In rendering assistance to personnel exposed to hazardous materials, the Fire Department will serve as the lead agency. Consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment (PPE). Attempt first aid **ONLY** if trained and qualified, and the scene is safe.

ALL EMERGENCIES: DIAL 9-1-1

Fire Evacuation

Evacuation route maps must be posted in each work area with the following information:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull station locations
5. Fire evacuation assembly areas

There is a fire alarm pull station in Bldg. 106 (center hallway)

Primary Assembly Area: DPW GSA parking lot southeast of Bldg. 106

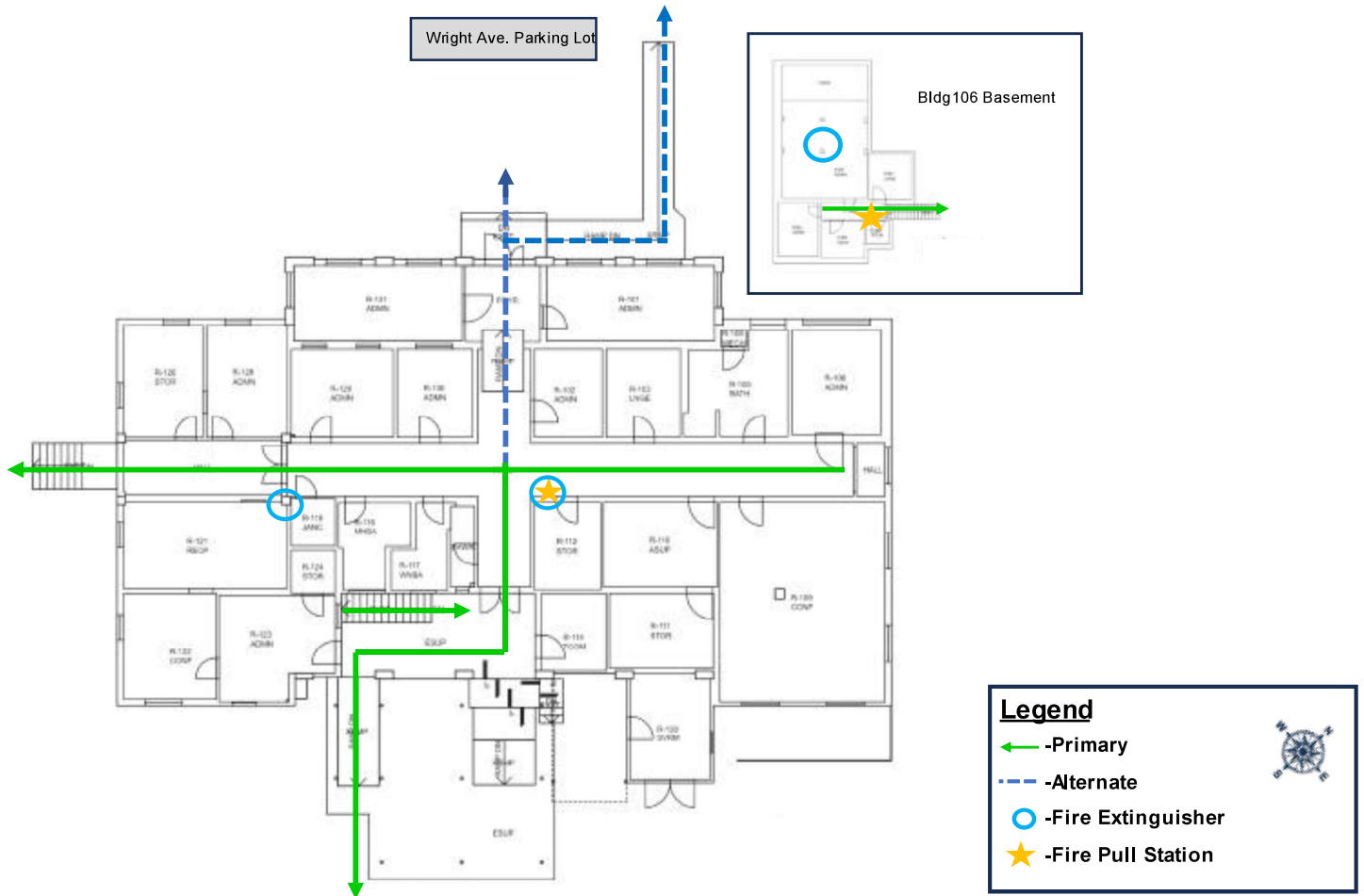
Alternate Location: DFMWR parking lot across from Bldg. 106 (Wright Ave)

NOTICE TO ALL PERSONNEL

Report fire hazards to the fire warden as soon as a hazard becomes known. If the Fire Warden is not available, report the hazard to the alternate Fire Warden. If you discover a fire, call the Federal Fire Department. **DO NOT** attempt to extinguish the fire unless it is a small and contained fire, such as in a waste basket or computer. Activate the building's fire alarm and leave the building quickly. In case of fire (other than a small and contained fire) all personnel must leave the building quickly – **DO NOT** unplug equipment or close doors and windows. If you have classified documents in your custody, take them with you and protect them from compromise until they are returned to the official designated custodian. Stay away from the building and out of the way of first responders until the all clear is given.

ALL EMERGENCIES: DIAL 9-1-1

FACILITY EVACUATION MAP



ALL EMERGENCIES: DIAL 9-1-1

Fire Emergency

When a fire is discovered:

- Activate the nearest fire alarm.
- Notify the local Fire Department by calling 9-1-1.
- If a fire alarm is not available, notify site personnel by voice communication.

Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area.
- Remain outside until the competent authority announces that it is safe to re-enter.

Designated Official, Emergency Coordinator, or Supervisors must:

- Disconnect utilities and equipment, unless doing so jeopardizes their safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel.
- Determine a rescue method to locate missing personnel.
- Provide Fire Department personnel with information about the facility.
- Perform assessment and coordinate office emergency closing procedures.

Area/Floor monitors must:

- Ensure all employees have evacuated the area (to include the basement).
- Report any problems to the Emergency Coordinator at the assembly area.

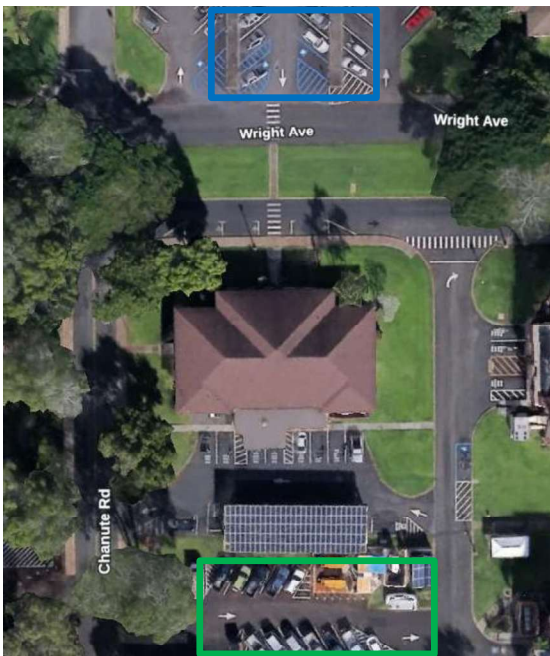
Any available personnel should assist physically challenged personnel during an evacuation.


ALL EMERGENCIES: DIAL 9-1-1


Active Shooter Evacuation Routes, Hide Locations, and Safe Rooms

Active shooter evacuation routes and assembly areas must be posted in each work area. Individual hide locations and safe rooms should **NOT** be posted. Designated Officials will ensure everyone is briefed and trained by the Emergency Coordinator or designated personnel.

1. Active shooter evacuation - primary and secondary evacuation sites - see diagram
2. Individual hide locations - identified by personnel - Not posted
3. Safe rooms - identified by Emergency Coordinator - Not posted
4. Assembly areas - See diagram for Building 106



 Alternate Assembly Area:
Located at the parking lot across Wright Ave.

 Primary Assembly Area:
Located at the DPW (GSA) back parking lot.

ONLY evacuate from the building when it is necessary to avoid confrontation. In the event of an Active Shooter situation that requires you to evacuate, remain calm and briskly assemble in the **Primary Assembly Area** and await further instructions from emergency personnel.

- If you cannot get to the assembly area safely, then go to the nearest safe building and report your status to your supervisor as soon as you are able.

When being directed by first responders **DO NOT** stop to ask officers for help or directions, just proceed in the direction from which officers are entering the premises and go directly to an assembly area as indicated by the green or blue highlighted areas.

ALL EMERGENCIES: DIAL 9-1-1

Lockdown and Shelter in Place

Move quickly to your identified safe room or a room that is easily lockable. Stay in that location until authorities inform you it is safe to exit your location.

- Lock all entrances to your location.
- Barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Silence communication devices.

Active Shooter Event

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. Keep in mind there could be more than one shooter involved. If you are near an area where a shooting or shooter is identified, take whatever actions are necessary to protect yourself. Maintain situational awareness if the shooter is in your area. Use any means necessary to get away from the incident area. If you are not hearing gun fire or seeing an assailant, lock down immediately.

Run: Evacuate to a safer location, if possible:

- Leave your belongings behind.
- Help others escape, if possible.
- Prevent persons from entering an area where the active shooter may be.
- Keep your hands visible and follow police instructions.
- **DO NOT** attempt to move injured personnel.
- **DO NOT** pull the fire alarm.
- Call 9-1-1 as soon as possible.

Hide: If escaping is not feasible, seek a well-hidden and protected location:

- Avoid locations that may trap you or restrict your movement.
- Lock and barricade doors; get on the floor; stay away from windows; turn off the lights.
- Call 9-1-1 if possible.

Fight: Should be considered a last resort:

- Use anything at your disposal to disable the shooter.
- Coordinate with others to develop an attack plan.

ALL EMERGENCIES: DIAL 9-1-1

In the event of an Active Shooter on the installation, the command will activate lockdown procedures. It is important to identify safe rooms in advance, move to the safe room, lockdown, and barricade inside until the authorities inform you that it is safe to exit your location.

Reporting an emergency: Calling 9-1-1 in an emergency or under stress will be difficult. Preprogram your phone for one-touch dialing.

Keep rosters of visitors: In an emergency, rosters may be used to identify who was in the building and for accountability purposes.

Have an evacuation route planned: Posted evacuation plans are at the entrance to each floor of a building. Become familiar with these routes. Evacuate to the nearest exit.

Know your destination: Identify two buildings you can flee to that are away from the danger zone.

Don't take personal property: Leave personal property behind, as carrying items with you can slow you down.

Do not stop: An evacuation takes seconds if you DO NOT stop. As you evacuate, tell others to evacuate but DO NOT engage in discussions or prolong the time it takes to exit away from the danger area.

Consider the windows: If you cannot make it to an exit, consider going through a window (on the 1st floor). Do the windows open? What floor are you on?

Stay together: Keep your group together until dismissed by police or emergency services.

ALL EMERGENCIES: DIAL 9-1-1

Individual Active Shooter Plan

Stay informed:

- I understand the messaging capabilities and can receive emergency messages.
- I have programmed my cell phone to dial 9-1-1 and I know how to place it on silent.
- I have implemented a plan to receive text alerts.

Evacuation:

- I have reviewed the building evacuation plans.
- I have identified my closest exit, and I routinely check the route to ensure it is not obstructed.
- I have identified two locations that will take visitors away from the danger area.

Locking Down:

- I know the rooms that lock, and I have the means to lock them.
- I have identified a way to barricade, tie, or secure the door in the absence of locks.
- I will **NOT** open the door once it is secured.

Prevention:

- I will **ONLY** use my CAC for entry: All personnel should individually check through the access control system even if multiple people are entering at the same time. This will assist in case of an event where we need to account for all occupants.
- I will **NOT** permit anyone to "coat tail" on entry to the building. Request individuals use their CAC or call the person/office they are visiting to be escorted.
- I will wear my CAC as an identification badge when not at my desk.
- I will **NOT** admit anyone I do not know. This includes people who may say they are at the building to see someone you know.

If I see an overt act or something suspicious, I will call 9-1-1. For Example:

- Person who refuses to leave the entrance after being refused access (and/or seeking access from multiple employees).
- Person carrying/wearing unusual baggage.
- Person who is dressed to hide their identity.

Awareness:

- I will share security concerns with my supervisor and teammates.
- I will identify acceptable and mitigated risks.

Printed Name:

Signature:

Date:

Severe Weather & Natural Disasters

Earthquake: Stay calm and await instructions from the Emergency Coordinator or Designated Official.

- Keep away from overhead fixtures, windows, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the Designated Official.

Tsunami: A local earthquake may generate tsunami waves that can reach shore in minutes. If you are on the beach or other low-lying areas close to the ocean or bay, immediately evacuate and get to higher ground if:

- Officials issue a tsunami warning and order evacuation.
- You hear the outdoor warning system.
- The earth shakes so much that you can't stand.
- Shaking lasts longer than 20 seconds; and/or
- You notice water receding from the shoreline.

Flood: (If indoors)

- Be ready to evacuate as directed by the Designated Official.
- Follow the recommended evacuation routes.

(If outdoors)

- Get to high ground and stay there.
- Avoid walking or driving through flood waters.
- If the vehicle stalls, abandon it immediately and climb to higher ground.

Hurricane: The nature of a hurricane provides for more warning than other natural or weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds reach **74 mph** or higher, or a combination of dangerously high water and rough seas are expected in the area within **24 hours**. Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Moor boats securely or move them to a safe place, if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, move all loose items indoors, and board up windows and openings.
- Collect drinking water in appropriate containers once a hurricane warning has been issued.

- Be ready to evacuate as directed by the Emergency Coordinator and/or the Designated Official.
- Leave areas that might be affected by storm surge or stream flooding.
- During a hurricane, remain indoors and consider the following protection:
 - Seek small interior rooms on the lowest floor and without windows or hallways on the lowest floor away from doors and windows.
 - Select rooms constructed with reinforced concrete, brick, or tile with no windows.

Tornado: When a warning is issued by sirens or other means, seek shelter inside.

Consider the following:

- Seek small interior rooms on the lowest floor and without windows or hallways on the lowest floor away from doors and windows.
- Select rooms constructed with reinforced concrete, brick, or tile with no windows.
 - Stay away from outside walls and windows.
 - Use arms to protect your head and neck.
 - Remain sheltered until the “All Clear” has been given.

Telephone Bomb Threat Checklist

Instructions: Be calm - Be courteous – Listen - **DO NOT** interrupt the caller.

Your Name: _____ **Time:** _____ **Date:** _____

Caller's Identity Sex: Male ___ Female ___ **Adult** ___ **Juvenile** ___ **Age:** ___

Origin of Call: Long Distance ___ Local ___ **Telephone:** _____

Voice Characteristics:

- Loud
- High Pitch
- Raspy
- Intoxicated
- Soft
- Deep
- Pleasant
- Other

Speech:

- Fast
- Distinct
- Stutter
- Slurred
- Slow
- Distorted
- Nasal
- Other

Language:

- Excellent
- Fair
- Foul
- Good
- Poor
- Other

Accent:

- Local
- High Pitch
- Raspy
- Intoxicated
- Nonlocal
- Region
- Other

Manner:

- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Incoherent
- Emotion
- Laughing

Background Noises:

- Factory
- Machines
- Music
- Office
- Street
- Party
- Traffic
- Trains
- Animals
- Quiet
- Voices
- Airplanes
- Atmosphere

Pretend you have difficulty hearing - Keep caller talking - If caller seems agreeable to continue conversation, ask questions like:

When will it go off: Certain Hour: _____ Time Remaining: _____
 Where is it located: Building: _____ Area: _____ What kind of bomb: _____
 What kind of package: _____
 How do you know so much about the bomb: _____ What is your name and address: _____

If building is occupied, inform caller the detonation could cause injury or death. Activate malicious call trace: Hang up phone & **DO NOT** answer another line. Choose same line & dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call security at 9-1-1 and relay information about call.

Did the caller appear familiar with worksite or building (by their description of the bomb location?). Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

Chemical / Biological Hazard Event

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to a place of business that it may be safer to remain indoors rather than to evacuate employees. Such releases may be either accidental or intentional. Example of situations that might result in a decision by an employer to institute "Shelter-in-Place" include an explosion in an ammonia refrigeration facility across the street or a derailed and leaking tank car of chlorine on the rail line behind your place of business.

"Shelter-in-Place" means selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.

- Select a small interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating, and air conditioning systems.
- Bring your disaster supply kit and ensure the radio is working.
- It is ideal to have a hard-wired telephone in the room you select (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for further instructions or updates.
- If you are in a vehicle, close windows and turn off vents and air conditioning.

Chemical Spill:

The following are the locations of:

- | | |
|--------------------------------------------|-----|
| • Spill Containment and Security Equipment | N/A |
| • Personal Protective Equipment (PPE) | N/A |
| • Safety Data Sheet (SDS) | N/A |

When a large chemical spill has occurred:

- Evacuate building as necessary.
- Immediately notify the Designated Official and Emergency Coordinator.
- Contain the spill with available equipment (pads, booms, absorbent powder etc.).
- Secure the area and alert other personnel.
- **DO NOT** attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call emergency services, if required.
- Call DPW's spill cleanup hotline (808-787-9911) or the Federal Fire department.

When a small chemical spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.

- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

ALL EMERGENCIES: DIAL 9-1-1

Critical Operations

During an emergency requiring evacuation, it may be necessary for certain assigned personnel to remain at the work areas to perform critical operations.

Assignments:

<u>Work Area</u>	<u>Job Title</u>	<u>Description of Assignment</u>
N/A		

Personnel involved in critical operations may remain on site with the permission of the site Designated Official or Emergency Coordinator.

- In case an emergency will not permit personnel to remain at the facility, the Designated Official or other assigned personnel will secure/destroy identified information and equipment.

ALL EMERGENCIES: DIAL 9-1-1

Record of Training: The individuals whose name and signature appears below have read and understand the Emergency Action Plan (EAP).

#	Print Name	Date	Signature
1.			
2.			
3.			
4.			
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