

**DEPARTMENT OF THE ARMY  
United States Army Garrison, Hawaii  
Installation Safety Office  
851 Wright Ave., Bldg. 106  
Wheeler AAF, Hawaii 96857**

20 March 2018

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

**Summary.** This SOP prescribes policies, procedures, responsibilities and serves as a Safety Program SOP for the United States Army Garrison, Hawaii (USAG-HI). It defines programs which are developed to assist leaders, directors, supervisors, Soldiers and civilians in maintaining a safe working environment and 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 and/or more stringent policies.

Note that the USAG-HI Garrison Safety Office (GSO) is an interchangeable term for the Installation Safety Office (ISO), and is used throughout this SOP.

**Applicability.** This SOP applies to all military and civilian personnel, contractors and tenant organizations (USARHAW) under the command and/or control of USAG-HI located on all USAG-HI installations.

**Suggested Improvements.** The proponent for this SOP is the USAG-HI, Installation Safety Office (ISO). Users may send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to the ISO, 851 Wright Ave., Building 106, Wheeler AAF, HI 96857.

**Distribution.** This SOP is available through the ISO.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This SOP supplements AR 385-10 and establishes the USAG-HI Safety and Occupational Health (SOH) Program. It assigns responsibilities and prescribes policies and procedures for implementing safety programs throughout USAG-HI. This SOP shall assist supervisors, managers, military and civilian employees in protecting against accidental loss, conserving resources, and establishing a proactive safety culture. 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 leadership, management commitment, employee involvement, risk management (RM) as the Army's principal risk reduction methodology and ensures regulatory and statutory compliance.

**1-2. References.** Required and related publications are listed in appendix A.

**1-3. Explanation of Abbreviations.** Abbreviations used in this regulation are explained in the glossary.

## **Chapter 2**

### **2-1. Responsibilities/Duties**

a. The Garrison Commander (GC) is responsible for the safety of all personnel, equipment, and property under his/her command.

b. The Deputy Garrison Commander (DGC) is responsible for providing overall staff supervision of the USAG-HI Garrison Safety programs and will:

(1) Provide guidance and assist implementation of the Safety Program across the command and staff.

(2) Supervise the integration of risk management across the command and staff.

a. Garrison Safety Manager will:

(1) The Garrison Safety Manager is often referenced as the Director of Installation Safety Office (ISO) for easier identification purposes in this SOP.

(2) Serve as a member of the commander's personal staff and report directly to the commander (AR 385-10, Ch.2-6.e)

(3) Advise the Garrison Commander on technical safety issues.

(4) The designated safety professional or director will exercise staff supervision over an organization's safety program, RM, and accident prevention activities.

(5) Assist garrison staff and tenant activities on safety and occupational health issues.

(6) Manage the Garrison Commander's safety program. Collect and brief safety metrics to the command including goals, milestones, and trends as a function of safety performance. Monitor compliance and track renewal, changes, or updates to the commander's safety program.

(7) Plan, develop, and submit a budget for the garrison safety program in support of the IMCOM, Common Levels of Support (CLS) for safety.

(8) Develop and implement a standard safety inspection process that tracks corrective actions, trends, lessons learned and follow-up actions.

(9) Provide input as requested for performance appraisals and position descriptions to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and employees.

(10) Advise contracting officers and civilian personnel of the integration of Safety and Occupation Health (SOH) requirements into contracts. Review contracts as applicable.

(11) Review and provide recommendations on the purchase of safety equipment.

(12) Manage the Army Traffic Safety Training Program (ATSTP) as the USAG-HI Contracting Officer's Representative (COR) in coordination with the IMCOM COR. Provide logistical support and implement the program.

(13) Facilitate the Commander's Safety Council according to AR 385-10. Provide copies of the minutes to the board members. Post for employee awareness.

(14) Develop and implement accident prevention initiatives regarding workers' compensation program issues as part of the Federal Employee Compensation Act (FECA).

(15) Design, implement, and evaluate a safety inspection program for garrison facilities and operations.

(16) Ensure that all Army accidents are reported via the Army Safety Center and review reports submitted by supervisors and investigate accidents. Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

(17) Evaluate effectiveness of safety training for all Garrison personnel and the civilian workforce.

(18) Develop, coordinate and train Garrison civilian Collateral Duty Safety Officers (CDSO) classroom training.

(19) Oversee the Army radiation safety program, IAW DA Pam 385-24 and AR 38510, Chapter 7.

(20) Prepare, review and issue Army Radiation Permits (ARP) prior to any contractor-owned radiological equipment enters the garrison.

(21) Oversee the Army explosives safety program IAW AR 385-10 and DA PAM 385-64 to ensure all ammunition and explosives safety standards are complied with on the installation.

(22) Review and issue arms room ammunition storage licenses and ensure compliance, subject to command limitations.

(23) Manage the garrison workplace safety program.

(24) Review military construction (MILCON) and other construction projects, maintenance, repair projects, garrison service and procurement contracts.

b. Safety Staff will:

(1) Perform safety program functions as assigned by the supervisor.

(2) Report all status of duties, issues and projects to the supervisor.

(3) Provide safety recommendations and course of action advice to the supervisor for his/her consideration.

(4) Assist Director of Safety in carrying out safety program management functions.

c. Directorate Directors will:

(1) Establish and maintain a comprehensive and aggressive accident prevention program.

(2) Implement standards that provide a safe and healthful working environment.

(3) Take appropriate action to expeditiously correct discrepancies with statutory requirements.

(4) Establish a formal, written safety Standing Operating Procedure (SOP) to reduce and eliminate occupational accidents, injuries, and illnesses. The SOP should be site-specific and compatible with the mission and functions of the organization.

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

(6) The SOP will be reviewed and concurred with by endorsement with the Garrison Safety Manager's signature.

(7) Select and appoint, in writing, a responsible individual to function as CDSO for directorates and execute an aggressive and proactive safety program.

(8) Ensure the CDSO completes training requirements IAW AR 385-10 and this SOP.

(9) Ensure safety accountability and support are part of the efficiency and performance appraisals/evaluation elements of all subordinates.

d. Supervisors will:

(1) Develop worksite-specific safety SOP addressing the hazardous working conditions and procedures. Ensure employees follow SOH rules, regulations, policies and procedures including the use of personal protective equipment (PPE).

(2) Implement and provide feedback on safety SOPs, training, and PPE requirements prior to performing work.

(3) Review and document job hazard analysis (JHA) and/or risk assessments for work operations performed by assigned garrison employees IAW DA Pam 385-30.

(4) Use the REPORTIT system to report Army accidents at the US Army Combat Readiness/Safety Center (USACR/SC) website. ISO shall serve as reviewers for accident reports and assist supervisors in the proper use of the reporting tool.

(5) Report injuries and illnesses according to AR 385-10; and DA Pam 385-40. Use the USAG-HI Preliminary Accident Reporting form to report all accidents and injuries through the directorate safety representative to Garrison Safety staff within 24 hours.

(6) Evaluate and take actions to correct hazards reported by employees.

(7) Request Garrison Safety review of purchased items such as PPE, tools, machinery, and office furniture, and all site-specific hazardous working procedure SOP unless reviews have already been performed.

(8) Counsel and take action as necessary with service personnel or DA civilians who fail to follow safety standards, rules and regulations (including use of PPE and clothing), and seatbelts as set forth in the OSH Act; and Federal, DoD, and Army regulations and pamphlets.

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

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

e. Additional Duty Safety Officers (ADSO)/Collateral Duty Safety Officers (CDSO).

(1) Assist the Commander/Directors in implementing the unit/ organization safety program IAW the Garrison Commander's Annual Safety Plan (CASP).

(2) Maintain information concerning accident trends, safety policies, and safety management procedures as prescribed by the unit/organization Commander/Directors and directives from higher headquarters.

(3) Conduct quarterly internal safety inspections of assigned buildings and workplaces IAW these instructions. Conduct follow up inspections to ensure deficiencies are corrected. Maintain the inspection and follow up inspection results on file.

(4) Report deviations of safety policy to your chain-of-command or immediate supervisor.

(5) Promote safety awareness and educational programs.

(6) Conduct accident investigations of incidents within the organization.

(7) Assist supervisors in submitting required initial accident reports to the ISO within 24 hours and final accident reports within ten working days of occurrence.



(8) Ensure risk assessment worksheets (DD Form 2977) have been conducted and reviewed to show all hazards and controls developed for operations, events, memorandum of instructions (MOIs) and SOPs.

(9) Establish and maintain an organizational safety and occupational health bulletin/information board.

(10) Notify the ISO when ADSO/CDSO appointment orders are expired/rescinded.

f. All Personnel, Military and Civilian will:

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

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

(3) Report any unsafe and unhealthful working conditions and accidents to their immediate supervisor **without fear of retaliation.**

## **2-2. Contractors:**

a. Contractors shall comply with OSHA standards and Federal, state, DoD, Army and local SOH requirements.

b. Contracting Officer Representatives (COR) shall:

(1) Ensure the contract requirements of AR 385-10, chapter 4 and EM 385-1-1 are included in the following:

(a) Service and supply contracts.

(b) Construction contracts.

(c) Explosives and chemical facilities construction, work, and services.

(d) Radiographic facilities construction, work, and services.

(2) Coordinate with the safety officials for the command or activity to evaluate and ensure contractor compliance with the SOH requirements in contracts.

(3) Notify contractors for corrective action implementation when noncompliance with requirements or conditions poses serious or imminent danger to the individuals' health or safety.

(4) Document all safety violations and provide to the documentation to the contracting officer for transmittal to the contractor, who will be required to initiate immediate corrective action.

**2-3. Authority to Halt Unsafe Operations.** All personnel are authorized to halt any operation that presents imminent danger as defined in Chapter 1, Section II of AR 38510, The Army Safety Program.

### **Chapter 3**

#### **Overview and Objectives of the Commander's Core Safety Programs**

**3-1. The objectives of the Commander's Safety Program.** To ensure that safe work practices and operations are conducted on a daily basis; to reduce costs associated with accidents and incidents and increase operational efficiencies. All personnel shall integrate safety into work processes by management commitment and worker involvement along with planned and authorized work activity.

**3-2. Implementation.** The required core safety programs will include, at a minimum:

- a. SOH Program Management.
- b. Planning, program evaluations, councils and committees.
- c. Accident investigation and reporting.
- d. Contracting safety.
- e. Explosives safety.
- f. Public, Family, Off-Duty safety.
- g. Radiation safety.
- h. Safety Awards.
- i. Safety training and education.
- j. Confined Space Safety.
- k. Hazard Communications (HAZCOM) Standard.
- l. Hazard analysis and risk management.
- m. Personal Protective Equipment.
- n. Motor Vehicle and pedestrian accident prevention.
- o. Facility Inspections.

- p. Workplace inspections.
- q. Industrial Operations.

## **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 Risk Management (RM). Managers and supervisors shall perform a risk assessment prior to any operation or activity. A copy shall be provided to the safety office for review prior to all scheduled events. Figure 4-1 below provides a sample of a completed deliberate risk assessment worksheet.

b. RM policy is based on the four principles outlined in ATP 5-19, chapter 1:

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

(2) Make risk decisions, after exhausting all mitigation efforts, at the appropriate level.

(3) Accept no unnecessary risk. Accept no level of risk unless the potential gain or benefit outweighs the potential loss. Acceptance of risk is based upon the residual level of risk.

(4) Apply RM cyclically and continuously.

c. Commanders, Directors, Managers and Supervisors will:

(1) Ensure RM is integrated into operations and training developed at every echelon in their area of responsibility.

(2) Conduct risk assessments at every stage and level of operations and training.

(3) Prolonged Training: DD Form 2977 (Deliberate Risk Assessment Worksheet) will be prepared (see figure 4-1). All phases of an operation or training event must be considered and addressed during the RM process.

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

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

(6) Recurring events: Directors responsible for recurring training or sporting events may accept the risk associated with the training event on an annual basis. The accepted risk is valid only with approved control measures in place for all identified hazards.

d. The designated safety official for the unit or organization will:

(1) Assist in implementation of RM integration into the unit command policy, procedures, and responsibilities for integration of RM in the unit commander's area of responsibility.

(2) Train supervisors, training developers and evaluators in the RM processes, principles, and procedures.

e. The level of risk is determined by the matrix that combines severity and probability. (See Figure 4-2.)

f. Decision Making. 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.

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

(2) 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.

(3) Risk can only be accepted by the commander or civilian leader with military equivalent grades (see Figure 4-3 and 4-4) with the resources and/or authority necessary to control, eliminate, or correct the hazard in an appropriate timeframe.

DELIBERATE RISK ASSESSMENT WORKSHEET					
1. MISSION/TASK DESCRIPTION Relocate and Conduct Jump FARP Ops. (04/09/20XX)			2. DATE (DD/MM/YYYY) 03/09/20XX		
3. PREPARED BY					
a. Name (Last, First, Middle Initial) Public / Robert / W		b. Rank/Grade 1LT / O-2	c. Duty Title/Position 3/5 Platoon Leader		
d. Unit F Company, 1-3 CAB (Atk)		e. Work Email robert.w.public.mil@mail.mil	f. Telephone (DSN/Commercial (Include Area Code)) 000-5451 / (555) 000-5451		
g. UIC/CIN (as required) W3YTAA		h. Training Support/Lesson Plan or OPORD (as required) OPORD XX-001	i. Signature of Preparer <b>DIGITAL SIGNATURE 12345678</b>		
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make 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
Movement, emplacement and teardown	Aircraft loading, air movement, and aircraft unloading	H	Detailed mission briefing, crew oversight of loading, detailed pax briefings.	How: SOP and Rehearsal Who: Air Mission Commander	M
N/A	Limited visibility - Night - Dust/brownout	H	Ensure use of prevailing winds. Ensure NVGs are issued and used. Inverted Y used.	How: SOP and Rehearsal Who: Platoon Leader	M
FARP operations	Enemy ground attack	EH	Security team attached to platoon. Construct hasty fighting positions upon arrival. Attack aircraft contact information on hand.	How: OPORD tasking and Rehearsal Who: Company Commander	M
N/A	Inexperienced, under-trained, and undisciplined Soldiers	H	Team more experienced Soldiers with less experienced Soldiers.	How: Team roster and Rehearsal Who: Platoon Sergeant	M
N/A	Enemy artillery threat	H	Rehearse react to artillery fires. Ensure chemical detection and ID equipment is on hand. Silent FARP procedures. No white light use.	How: PCI and Rehearsal Who: Platoon Sergeant	M
Additional entries for items 5 through 9 are provided on page 2.					
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented): <input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> LOW					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION The addition of a small security force is critical to the operation. Brigade S-3 has coordinated the addition. Rehearsal and communications is critical to mission success. Recommend approval based upon S-2 assessment of threat level to future aviation operations in the area.					
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					
a. Name (Last, First, Middle Initial) Smith / John / A		b. Rank/Grade LTC / O-5	c. Duty Title/Position Battalion Commander	d. Signature of Approval Authority <b>DIGITAL SIGNATURE 12345678</b>	
e. Additional Guidance: Mission will not depart without approved security team integrated, all members briefed, and rehearsal completed. Battalion Commander or S-3 will oversee the rehearsal.					
DD FORM 2977, JAN 2014			Page 1 of 2 Pages Adobe Professional X		

Figure 4-1. Sample DD Form 2977

**Figure 4-2. Standardized Army risk matrix**

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

**Figure 4-3. Risk acceptance authority for safety standards deviation**

<p><b>Risk acceptance matrix<sup>2, 3, 4, 5</sup></b></p> <p><b>Duration of risk</b></p>
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Category of risk	Event waiver	Waiver		Exemption
	1 month or less	1 month to 1 year	1 year to 5 years	Permanent or greater than 5 years
<b>Extremely high risk</b>	General officer (GO)	Army Headquarters Commanding General (CG)	Army HQ CG	Army HQ CG
<b>High risk</b>	BDE CO or responsible O-6	GO	GO	GO
<b>Medium risk</b>	Battalion CO <sup>1</sup> or responsible O-5	Brigade CO <sup>1</sup> or responsible O-6	GO <sup>1</sup>	GO <sup>1</sup>
<b>Low risk</b>	Company CO or responsible O-3	Battalion CO <sup>1</sup> or responsible O-5	Brigade CO <sup>1</sup> or responsible O-6	Brigade CO <sup>1</sup> or responsible O-6

Legend for Figure 4-3.:

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:

<sup>1</sup> May delegate in writing authority to accept at the next lower command level.

<sup>2</sup> 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*.

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

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

<sup>5</sup> Deviations from range standards and procedures are addressed in AR 385-63.

**Figure 3-4. Military–Army civilian equivalent grades**

Military rank	O-7 though O-10	O-6	O-5	O-4	O-3
Army civilian grade	<b>Senior executive service (SES)-1 through SES-6</b>	<b>General Schedule (GS)-15 or equivalent</b>	<b>GS-13 and GS-14 or equivalent</b>	<b>GS-12 or equivalent</b>	<b>GS-10 and GS-11 or equivalent</b>

## 4-2. Operational Standards.

a. Garrison Commander will ensure local safety policies comply with AR 385-10.

b. Standards established by the Department of Labor pursuant to sections 6,19 of Public Law 91-596 and the OSH Act of 1970 are adopted as Army safety standards and shall be complied with in applicable Army workplaces.

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

d. Special operations, such as ammunition storage in arms rooms or radiological material/equipment storages, are subject to mandatory safety standards and rules that derive from different guidelines; however:

(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 this type of workplaces.

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

a. Planning. The Garrison Safety Manager will develop Commander's Annual Safety Plan (CASP) in a collaborative effort that includes key safety objectives, metrics, performance targets, and resource requirements.

b. The Garrison Commander shall review CASP on a periodic basis to effect required changes and updates.

c. Commanders/Directors will initiate the Army Readiness Assessment Program (ARAP) within ninety (90) days after assumption of command and again, mid-point during assignment. Access to ARAP is available on the USACR/SC website at <https://arap.safety.army.mil>.

d. Program Evaluations. Safety program evaluations provide the command 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.

(1) The Garrison Safety Manager will ensure that SOH programs are evaluated annually or at the call of higher HQ using the organizational inspection program (OIP) checklists provided by IMCOM. A written report of the findings will be provided to the Garrison Commander and will specify the corrective actions planned and the date of scheduled completion.

(2) The ISO staff will evaluate the Garrison directorates/organizations annually. A written report of the findings will be provided to the Garrison Directors and will specify the findings. The organization's safety representative will maintain a copy of the inspection results on file.

e. The Commander, USAG-HI will establish, chair and conduct semi-annual Safety Council meetings in coordination with the guidance contained in AR 385-10, Para. 2-23.



The records of the meeting minutes will be provided to committee members, and posted for employee awareness.

f. The council members consist of all directorate directors and chiefs.

g. The garrison radiation safety officer is appointed as the Installation Radiation Safety Officer (IRSO), and shall conduct a radiation safety committee (RSC) meeting once a year or at the call of the designated committee chairperson. All directorates and tenant organizations that maintain, store and use radiation-producing sources or equipment shall assign a representative in writing to this committee.

#### **4-4. Safety Awards.**

a. All directors, supervisors and leadership are encouraged to submit nominations for Army safety awards for outstanding individuals or units IAW DA Pam 385-10, Chapter 6 and AR 385-10, chapter 8.

b. Award submission packets will be forwarded through the supporting safety office to higher headquarters for review and approval.

c. Safety awards that recognize outstanding individual and organizational performance are strongly encouraged and may be submitted by supervisors to their supporting safety office for endorsement, review and approval of the commander.

**4-5. Army Accident Prevention Award of Accomplishment.** Garrison directorates or activities that have completed 12 consecutive months without experiencing a Class A, Class B, or Class C accident are eligible for this award. Consult with the ISO on how to proceed. Approving authority is the Garrison Commander.

**4-6. Other individual and organizational awards.** Recognition of safe performance of individuals and subordinate organizations.

a. Leaders are encouraged to recognize outstanding individual contributions to the activity's accident prevention accomplishments within their sphere of activity, interest, or operation.

b. Nominate in writing, with justification through the ISO, to the Garrison Commander for approval.

c. The award for civilians may be a monetary award, civilian achievement medal or a combination of both.

#### **4-7. Army Safety Excellence Streamer.**

a. Recipients. Table of organization and equipment (TOE) or TDA detachments; company-sized units, battalions, or equivalent; installations are the recipients.

b. Eligibility Requirements.

(1) Detachments/company-sized units that have completed 12 consecutive months without experiencing a Soldier/unit at fault Class A or B accident and have 100 percent completion of RM training within the last 24 months at time of submission.

(2) Each level of command must endorse the request and ISO verifies that the unit is eligible for the streamer.

(3) The Garrison Commander approves the award.

## Chapter 5

### Safety Requirements

#### 5-1. Explosives Safety.

a. Explosives safety is governed by chapter 5 of AR 385-10 and DA Pam 385-64.

b. At no time will the cumulative total of all ammunition stored in the arms room exceed authorized net explosive weight (NEW).

c. Storage of ammunition and operational loads in unit arms room must be approved in writing by the Garrison Commander or his/her representative.

d. The Garrison Safety Manager will:

(1) Oversee all elements of the Garrison Commander's explosives safety management program (ESMP).

(2) Appoint and supervise garrison explosives safety manager in performance of his/her delegated program management responsibilities.

(3) Approve ammunition and explosives (AE) storage license.

e. The garrison explosives safety manager will:

(1) Reports to Garrison Safety Manager.

(2) Review explosive safety risk assessments on all AE storage locations submitted by the units/organizations.

(3) Monitor operations involving AE to ensure compliance with explosives safety program requirements.

(4) Provide guidance and monitor the use and storage of non-standard ammunition items, including paintball or marking rounds.

(5) Monitor activities involving the upload, transportation, and storage of ammunition outside of licensed and authorized storage areas to ensure that safety requirements are met.

(6) Ensure safety personnel involved in inspections of AE sites have received the appropriate training to perform their duties in a competent manner.

(7) Maintain documents on all AE storage sites that store 1.1 or 1.2 explosives and munitions to validate current storage siting documentations (DARAD or Site Plan).

(8) Conduct announced or unannounced inspections on all Garrison-managed arms rooms annually to validate that they are in compliance with all safety standards.

(9) Coordinate and conduct semi-annual explosives safety council meetings.

(10) Inform Garrison Safety Manager on any AE related issues of concern, events or projects.

f. Tenant Units and the Director of Emergency Services will:

(1) Ensure subordinate personnel comply with Army and IMCOM safety requirements, to include training on handling, transporting and storage of ammunition and explosives.

(2) Maintain training records for all personnel who are assigned to handle, transport and store ammunition.

(3) Commanders shall store only the limited quantity of ammunition required for operational necessity.

(4) Training ammunition shall not be stored with the operational AE in the arms room.

(5) All requests shall be routed through the requestor's servicing safety office to the garrison Explosives Safety Manager and will include the following documentation:

(a) Explosive Storage License.

(b) Justification memorandum from 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.

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

## **5-2. Radiation Safety.**

a. In order to protect Service personnel, the general public, and the environment from ionizing and non-ionizing radiation hazards, the garrison shall implement a radiation protection program to execute the “as low as reasonably achievable” (ALARA) concept.

b. Garrison Commander will:

(1) Implement a written radiation safety program, to include procedures for emergency response and reporting procedures for radiation incidents and overexposures.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and as low as reasonably achievable criteria.

(3) Appoint a radiation safety officer (RSO) and alternate RSO to manage and execute the radiation safety program.

(4) Provide equipment, facilities, resources, support staff, and training to implement the radiation safety program according to NRC license requirements, DOD guidance, and Army policies.

(5) Implement a radiation safety committee according to DA Pam 385-24, 1-8.

c. Garrison Safety Manager will:

(1) Oversee the radiation safety program and provide recommendations on safety and health issues related to radiological incidents.

(2) Review applications for Army radiation authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the responsible HQ, IMCOM safety RSSO to the Commander, IMCOM.

(3) Review applications for Army radiation permit (ARP) for accuracy and completeness. Approve and issue ARP to the requesting non-Army agencies and contractors.

(4) Implement the commanders written radiation safety program, to include procedures for emergency response and reporting procedures for radiation incidents and over-exposures.

(5) Coordinate with the USAG-HI Fire Department (FD) to conduct one emergency response exercise annually to deal with a radiological hazard.

(6) Ensure that personnel who work with radioactive material (RAM) sources are performing in safe working conditions and following standard operating procedures developed according to applicable Federal, DOD, and Army regulations and directives and applicable state and local requirements.

(7) Chair garrison/installation periodic radiation safety working group.

d. The Garrison RSO will:

(1) Provide recommendations on safety and health issues related to radiological incidents.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and are as low as reasonably achievable (ALARA).

(3) Review applications for Army Radiation Authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the Garrison Commander to the Senior Commander.

(4) Ensure non-Army agencies and contractors have a valid Army radiation permit (ARP) before radioactive materials are allowed on the installation (see AR 385-24, Fig 2-2).

(5) Review ARP requests for accuracy, and provide technical guidance when necessary to ARP requesting organization/activity prior to submitting ARP for approval by the Installation Safety Director.

(6) Obtain and maintain copies of tenant ARA, ARP and NRC licenses.

(7) Provide or coordinate appropriate radiation safety training to garrison and tenant organization personnel who work with radioactive material or radiation-producing equipment.

(8) Maintain a current inventory of all ionizing and non-ionizing equipment on the installation. Obtain needed information from tenant RSOs as necessary. Provide a copy to the USAG-HI FD and DES for emergency response purpose.

e. Commanders and supervisors will ensure SOPs for operations using Radioactive

Material (RAM) or radiological sources are published and enforced. Ensure copies of all RAM SOPs are submitted to the Garrison RSO. SOPs will include:

- (1) Description of safe working techniques.
- (2) Description of proper use of protective equipment and devices.
- (3) Procedures for responding to, and reporting of, accidents or incidents.
- (4) Procedures for appropriate daily pre-operational, operational, and post-operational instrument checks to ensure proper operation.
- (5) Descriptions of proper markings for controlled areas according to AR 385-10, TB Med 522, 525 and chapter 5-1, DA Pam 385-24.
- (6) Requirements for, and location of, PPE as applicable.

f. Radiation safety program requirements include the following:

- (1) Audits and Inspections. Conduct audits according to NRC License requirements and Army policies. Report results of audits and inspections to the Installation Safety Director.

- (2) Commercial-off-the-Shelf (COTS) purchases of radioactive equipment.

- (a) Radioactive material purchased COTS or directly from manufacture may carry NRC or state licensing requirements.

- (b) The Garrison RSO shall be notified when equipment containing radioactive material is purchased.

- (3) Radioactive material licensing. Radioactive material or items containing radioactive material not licensed by the NRC or an Agreement State License with a current NRC Form 241 or approved ARP are prohibited from being accepted, stored, or used.

- (4) Radiation incident and accident reporting.

- (a) Call USAG-HI Garrison Safety to report radiation incidents or accidents immediately.

- (b) The Garrison RSO shall report the incident to the IMCOM radiation safety staff officer (RSSO) immediately by telephone or email.

- (c) The handler or user shall secure the area and ensure the item is not disturbed until the RSO arrives.

(5) Radioactive material transportation.

(a) Equipment containing Army licensed radioactive materials shall not be transported in privately-owned vehicles.

(b) An equipment leak test, if required, shall be current before transportation.

(6) Procurement.

(a) Radioisotopes and ionizing radiation-producing equipment procurement requests shall be forwarded to the IMCOM RSSO for review.

(b) Materials shall not be procured until the required NRC license is received.

(c) Submit an SOP for each project or operation involving ionizing radiation to the IMCOM RSSO before procurement of equipment or source-material producing radiation.

(7) Shipment of radioactive equipment.

(a) Transport outgoing equipment and materials according to 10 CFR 71 (Packaging and Transportation of Radioactive Material) or 49 CFR 173 (Transportation).

(b) The Garrison RSO shall brief vehicle operators and escorts on potential hazards, methods to minimize hazards, and emergency procedures when transporting radioactive equipment.

(c) Report incoming radioactive equipment and materials to the Garrison RSO within 3 hours of receipt during duty hours or 18 hours if received after duty hours.

(8) Storage of radioactive materials.

(a) Store radioactive materials in a fire-resistant building or enclosure.

(b) Lock and control access to storage facilities.

(c) Only authorized personnel are allowed storage area access.

(d) Individual users of radioactive material in temporary storage are responsible for the manner it is stored.

(9) Storage Area Sign Requirements. Radioactive material storage areas shall post or have available the following items and information:

(a) Caution-radioactive material sign.

- (b) Emergency contact name and phone number.
- (c) NRC Form 3 (Notice to Employees).
- (d) 10 CFR 19 (Notices, Instructions and Reports to Workers: Inspection and Investigations),
- (e) 10 CFR 20 (Standards for Protection against Radiation), and
- (f) Section 206 of the Energy Reorganization Act of 1974.
- (g) “No eating, drinking, smoking, chewing gum or applying cosmetics” sign.
- (h) Location of NRC license for commodities being stored.
- (i) Local SOPs.
- (j) Notice of violation (NOV) relating to the storage area, if relevant.

(10) Incidents or losses. Report radioactive material losses immediately to the IRSO. The responsible unit shall conduct a formal investigation for lost equipment. The result shall be provided to the IRSO within 10 days.

### **5-3. Respiratory Protection Program (RPP).**

a. Policy. It is the policy of this command to protect employees from exposure to harmful dust, smoke, fog, mist, fumes, fibers, gases, sprays or vapors in the workplace.

b. Responsibilities.

(1) The Garrison Safety Manager will:

(a) Select a qualified individual to perform the duties as the Garrison Respiratory Protection Coordinator (RPC).

(b) Provide oversight and supervision to the Garrison RPC's responsibility in performance of the Garrison RPP.

(c) Ensure that respiratory equipment which meets National Institute of Occupational Safety and Health (NIOSH) standards is provided, equipment is properly maintained, and users are trained in the proper use/limitations of respirators.

(d) Provide direction to the Garrison RPC to plan and annually evaluate the installation's respiratory protection program.



(2) Garrison RPC will:

- (a) Develop a written respiratory protection program SOP.
- (b) Review and approve of all unit/activity/directorate SOPs prepared for respirator use before it is implemented.
- (c) Provide training and guidance to the Respiratory Protection Specialist on the requirements of 29 CFR 1910.134.
- (d) Conduct or coordinate for annual evaluations of the RPP (which may include work site inspections) to ensure respirators are being used properly.
- (e) Advise supervisors on the type of Respiratory Protection Equipment to be purchased or used.
- (f) Provide guidance or assessments on developing respirator cartridge change schedules for respirators not equipped with an end-of-service-life indicator (ESLI).
- (g) Coordinate with the medical/occupational health nurse (OHN) to perform medical evaluations to determine if Army personnel are physically and psychologically fit to perform work while wearing prescribed respiratory protection.
- (h) Review workers' medical qualification status annually.

(3) Managers and supervisors who have employees requiring respiratory protection will:

- (a) Ensure employee is provided with an annual medical evaluation.
- (b) Establish a RPP IAW AR 11-34, Garrison RPP and 29 CFR 1910.134.
- (c) Provide sufficient funds, facilities, and qualified personnel to effectively and efficiently perform all duties required by the RPP.
- (d) Request support from the RPC to survey the work site to determine the type of respiratory protection best suited for the tasks involved.
- (e) Plan, program, and evaluate the RPP at the organizational level.
- (f) Function as the control point for the maintenance of records for the organization.
- (g) Maintain necessary inventory levels of respirators, and accessories.

(h) Prepare a written job site SOP. The SOP will be approved by the GRPC prior to publishing.

(i) Prohibit workers to perform tasks requiring respiratory protection when a respirator is not being worn or an effective fit cannot be obtained.

(j) Ensure workers perform proper respirator maintenance and appropriately store them when not in use.

(k) Include a statement in the civilian employee's job description that the use of respiratory protection equipment (RPE) is a requirement of employment.

(4) The organization's respiratory protection specialist (RPS) will:

(a) Provide required training for each individual entered into the RPP.

(b) Establish procedures for monitoring the breathing air quality for air supplied respirators and perform quality assurance evaluation.

(c) Function as the central focal point for the maintenance of records for the organization/activity employees.

(d) Conduct inspections and evaluations of the RPP IAW AR 11-34.

(e) Conduct random inspections to determine if RPEs are properly selected, used, cleaned, maintained, stored, and disposed of in the prescribed manner.

(f) Maintain emergency stocks of respiratory equipment.

(g) Issue respirators after determining that all requirements for medical evaluation, training, and fit testing are met.

(5) Respirator users will:

(a) Be medically qualified, and annually thereafter, to use respirator.

(b) Be familiar with the local RPP, the procedures in their job site SOP, and the available respirators.

(c) Use respirators according to instructions and training.

(d) Perform positive and negative pressure tests, ensuring satisfactory fitting and valve function each time respirators are used.

(e) Perform primary maintenance and cleaning of assigned respirators.

(f) Notify their supervisor of an inadequate respirator or if it is suspected that respiratory protection is needed.

(g) Store RPE in a clean and sanitary location within the work center to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

(h) RPEs will be packed or stored so the face piece and exhalation valves will not be damaged or subjected to crushing or cramming.

(i) Undergo prescribed medical surveillance when scheduled by the medical clinic.

#### c. Selection of Respirators.

(1) All RPEs and replacement parts will be matched according to the guidance of ANSI Z88.2 and will be NIOSH approved.

(2) Respirators will be selected with consideration of the following factors:

(a) Nature of the hazard.

(b) Extent of the hazard.

(c) Work requirements and conditions.

(d) Respirator limitations.

(3) The correct respirator will be specified for each applicable job by the supervisor and in written work procedures.

#### d. Training and Fit Testing.

(1) Training will be conducted IAW 29 CFR 1910.134 standards.

(2) Supervisors and workers will receive respirator training and instruction given by the ISO or other qualified individual. Such training will include:

(a) How to maintain/store a respirator.

(b) How to clean a respirator.

(c) The conditions requiring the use of respirators.

(d) How to fit the respirator.

(3) A qualitative face-fit test will be performed by RPS on each person required to wear a respirator and is required annually for regular users of respirators.

e. Authority to purchase respiratory protective equipment. DoD Civilian employees' RPE will be furnished at no cost to the employee.

f. Maintenance and care of respirators.

(1) Respirator inspection.

(a) The supervisor will periodically conduct complete inspections of respirators and component parts.

(b) Respirator users must inspect their individual respirators daily, both before and after use to identify defects, tightness of the connections, cleanliness, and obvious damage.

(c) The IRPC will conduct random inspections of the unit/directorate RPP.

(2) Cleaning respirators. Complete cleaning and sanitizing of respirators will be accomplished IAW the local established SOP.

(a) Respirator users will wipe off all grease or other contaminants on respirator and respirator accessories with a clean rag daily.

(b) Solvents will not be applied to any part on the respirator.

(3) Maintenance and repair of all respirators should utilize parts made expressly for the respirator make and model being repaired.

g. Storing respirators.

(1) After inspection, cleaning, and necessary repair, respirators will be stored in a clean plastic bag, carton, or carrying case, as appropriate.

(2) Respirators will not be stored in personal lockers or tool boxes unless they are in carrying cases or cartons.

(3) Respirators should be stored with face pieces and exhalation valves resting in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.

(4) A standard steel storage cabinet with sufficient shelves, and the shelves close enough together, that only a single layer of respirators will fit on a shelf is considered a suitable storage location.

(5) The location of storage cabinets should not be subject to direct sunlight, heat, extreme cold, excessive moisture, dust, damaging chemicals, or in a location where they would be subject to puncture.

h. Restrictions.

(1) The wearing of contact lenses with a respirator in contaminated atmospheres is prohibited.

(2) Respirators will not be worn when conditions such as a growth of beard, sideburns, a skull cap that projects under the face piece, or temple frame of glasses would prevent a good face seal.

(3) Each area and operation requiring RPE will be marked to inform personnel of the work hazards or health risks involved and the type of respirator needed.

i. Recordkeeping.

(1) Unit RPS will maintain local records of respirator training and fit and leak testing for at least the duration of employment or assignment, or as specified due to a specific contaminant exposure.

(2) The IRPC will oversee the maintenance of records and the written RPP.

#### **5-4. Contracting Safety.**

a. Army SOH responsibilities in contractor operations on Army property are generally limited to helping to ensure the safety of government-owned equipment, protection of the production base, protection of government property and on-site Army personnel from accidental losses, and the protection of the public.

b. Contractors are responsible for the SOH of their employees and protection of the public at contractor work sites.

c. ISO will review the safety provisions of contractors' work plans to ensure they are in compliance with all safety standards.

d. Clauses outlining contractor safety requirements and responsibilities will be included in solicitations and contracts. (See DA Pam 385-10, chapter 4, for specific information on construction safety requirements.)

e. In addition to clauses as required by FAR, DFARS, and EFARS, activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements and responsibilities based on a risk assessment of the work to be performed and activity/command unique requirements.

f. Contracting officer representatives (CORs), the requiring activity, or Mission Installation Contracting Command (MICC), in consultation with local SOH SMEs, will develop additional and necessary clauses to mitigate risk.

Note: The only means for imposing SOH requirements on a contractor or subcontractor is by incorporating the requirement as a contractual requirement. (For example, a contract clause, special clause, statement of work, guide specification, or contract modification).

#### **5-5. Industrial Operation Safety.**

a. The Directors will ensure supervisors develop an SOP for each activity under their direct control and administration. They will also ensure the SOP is reviewed by the ISO for completeness and accuracy.

b. Supervisors will ensure that:

(1) A job hazard analysis (JHA) is conducted for each area classified as an industrial worksite.

(2) SOP is written based on the completed JHA, hazardous working conditions and working procedures, and is reviewed by the ISO prior to publishing.

(3) Each employee is provided a copy of the published SOP and briefed on the requirements so that they can execute the operation in an efficient, effective, and safe manner.

(4) Records are maintained confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

(5) 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.

**5-6. Occupational Safety and Health Program (Workplace Safety).** Directors, managers and supervisors will:

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

b. Establish and enforce procedures that ensure supervisors are aware of, and held accountable for, safety responsibilities.

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

- d. Conduct formal workplace safety inspections quarterly by using the checklist in the appendix of this SOP, and submit the inspection reports to the Garrison Safety Office.
- e. If corrective action is required that cannot be corrected on site, submit the DMO or FEWR request to DPW. Ensure annotating the appropriate Risk Assessment Code (RAC) and maintain the documentation for corrective actions completed or on plan.
- f. All requested FEWR or DMO with RAC are identified as safety-related requests. DPW will furnish copies to the ISO for review of RACs for accuracy and relevancy.
- g. Commanders/Directors/managers will develop a written abatement plan to isolate the hazard, or prevent employee exposure to the hazard, if corrective action cannot be accomplished in a reasonable amount of time (30 days). Notify the ISO for technical assistance as necessary.

#### **5-7. Public, Family, Off-Duty, Sports, Recreational and Seasonal Safety.**

a. Garrison Safety Manager will:

(1) Audit/review written programs for family, off-duty, sports, and recreational safety programs, and ensure audited programs are implemented.

(2) Analyze off-duty and recreational accidents to identify activities associated with significant loss or injury rates.

(3) Implement strategies to reduce associated risks (e.g. Safety Grams, Holiday Safety Messages, Safety Alerts, etc.)

(4) Consider seasonal changes to risk levels for family, off-duty, sports and recreational activities.

(5) Advise all Soldiers, civilians, family members using recreational facilities and areas to comply with the DFMWR provided training and information.

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

(1) Draft and maintain copies of completed risk assessments and DFMWR safety SOP for reference, training and safety briefings.

(2) Conduct an annual risk assessment, DD Form 2977, for all intramural sports activities and Outdoor Recreational program activities. (See guidance established in AR 385-10, Chapter 6 and DA Pam 385-10, chapter 5.)

(3) Ensure DFMWR Sports Office coordinates and provides training and information on a wide variety of intramural, inter-service, and All Army Sports Programs throughout the year to all customers

c. Safety Promotion.

(1) The Garrison Safety Office will assist developing or drafting of promotional messages to increase public awareness of the specific hazards associated with the change of seasons, celebration of holidays and use of risk management.

(2) Supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize risk management and hazard reduction.

**5-8. Water-related activities.**

a. Learning to swim, wearing a life jacket/personal flotation device and avoiding alcohol while participating in water-related activities significantly decrease the risk of drowning. Be cognizant of local water hazards and weather along with understanding and obeying federal and state laws for watercraft operation.

b. A variety of water-related activity training and informational resources are available at the Army Safety Center website at <https://safety.army.mil/offduty#watersafety/>.

c. Boating, sailing, water-craft, fishing activities and related training, information and rules are located at USAG-HI DFMWR website, Outdoor Recreation to all customers (USARHAW) of these activities at <https://hawaii.armymwr.com/programs/outdoor-recreation-center>

**5-9. Airfield Safety.** An airfield safety affects anyone traveling on Wheeler Army Airfield (WAAF) whether they work on the airfield or not. Some of the public safety factors are:

a. Do not park or stop on the sections of roads running along the airfield. This creates hazards to an incoming/descending aircraft.

b. Pedestrians are restricted from walking or running on the airfield. Many of the grass areas are still within "Controlled Movement Areas" and cannot be traversed as a short-cut across airfield.

c. Anyone driving on the airfield (POVs are not allowed) must complete the WAAF driver's class and receive an airfield driving license. This program is administered by the Airfield Safety Manager. (Base Operations - Bldg. 207, phone 656-1282)

## Chapter 6

### Emergency Preparedness

**6-1. Planning.** An Emergency Preparedness Officer is appointed by the Garrison Commander to direct, coordinate, maintain, and evaluate the development and publication of an installation protection plan. The goal of emergency planning is to



protect life, health, property, and to restore normal operations as soon as possible. Ensure all garrison organizations have a current copy of the plan.

**6-2. Evaluation.** The Emergency Preparedness Officer shall ensure that annual plan exercises and evaluations are accomplished in coordination with civil agencies and local government to develop an effective response and recovery capability. Evaluations will include:

- a. Reporting emergencies.
- b. Emergency evacuation, including type of evacuation and exit route assignments.
- c. A list of employees remaining to operate critical-facility operations during evacuations.
- d. Employee accountability after an evacuation.
- e. A list of employees performing rescue or medical duties.

**6-3. Emergency Response Plan/SOP.** Refer to the Emergency Management All Hazards Plan (EMAHP) maintained by DPTMS.

**6-4. Emergency Action Plan/SOP.** Refer to annex D in this SOP.

## **Chapter 7**

### **Accident Investigation and Reporting**

#### **7-1. Investigation.**

- a. Garrison activities will investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40. Directorates shall initially report accidents utilizing the preliminary accident worksheet provided in the current Safety Action Plan.
- b. Any accident resulting in a fatality, permanent total disability, permanent partial disability or hospitalization of three or more personnel must be reported telephonically to the ISO within 30 minutes of the accident at 656-1173//1166/1168.
- c. All accidents will be investigated and reported by the first-line supervisor. Directors and managers are required to conduct a review of accident reports submitted by their first-line supervisors for concurrence/non-concurrence.
- d. The ISO will provide support and guidance to the Garrison civilian workforce for accident investigation.

- e. All accidents, incidents or near-misses will be reported to the ISO by the responsible supervisor utilizing the Preliminary Accident Report Form within 24 hours of occurrence.
- f. All civilian on-duty accidents meeting the Army Accident criteria, the supervisors will submit the accident report online at the Army Safety Center, "Report It" website.

## **7-2. Contractor Accident Reporting**

- a. Contracting Officer Representatives (COR) shall immediately report to the Garrison Safety Office any accident which results in contract personnel requiring emergency medical treatment or which results in a fatality.
- b. The same preliminary accident worksheet or equivalent contractor's form shall be used to report contract employee injuries.

## **Chapter 8**

### **Safety and Occupational Health Training**

#### **8-1. Training Requirements.**

- a. Safety training is a mandatory requirement, and supervisors are directly responsible for ensuring required training is completed. The ISO will assess processes and operations to determine the safety training needed by employees and recommend processes for delivering the required training.
- b. The Garrison Safety Manager will develop a safety training matrix in the Commander's Annual Safety Plan (CASP). The matrix contains quarterly scheduled training and "as required" training. Directors, managers and supervisors of staff shall coordinate with the ISO to schedule "as required" training.

#### **8-2. CP-12 SOH Specialists, ADSO, and CDSO.**

- a. SOH Specialists (CP-12, 0018, careerists) will complete training IAW the Army Civilian Training, Evaluation, and Development System (ACTEDS). Level 1 Certification is a mandatory requirement for all SOH Specialists within the first two years of assignment.
- b. ADSO/CDSO will:
  - (1) Complete local ADSO/CDSO Courses within 90 days of appointment and the online ADSC/CDSO Course within 30 days of appointment. The online ADSC/CDSO Course is available at the USACR/SC) at <https://safety.army.mil>. Proof of completion will be furnished to the ISO.

(2) ADSO/CDSO will receive appropriate locally-provided additional training to adequately perform their duties.

## **Chapter 9**

### **Motor Vehicle, Bicycle and Pedestrian Accident Prevention**

#### **9-1. Motor Vehicle Accident Prevention.**

a. Vehicle operators on DoD installations and operators of government-owned vehicles, on or off the installation, will not use cellular phones or other hand-held electronic devices unless the vehicle is safely parked, or they are using a hands-free device.

Note: The only exceptions are for medical, fire and law enforcement personnel in response to emergency calls and rescue operations when other communications devices are not available (i.e. radio).

b. All persons, military or civilian, are prohibited from using cellular phones while operating a privately owned vehicle (POV) while on or off the installation.

c. Roller skating, in-line skating, rollerblading, and skateboarding are prohibited on any roadway.

(1) These activities are permissible in parking areas after duty hours, unless otherwise designated, and require the proper wear and use of safety helmet, kneepads, and elbow pads at all times.

(2) During hours of reduced visibility, individuals must wear reflective gear that is visible from the front and rear.

d. Wearing/use of portable headphones, earphones, or other listening devices is prohibited on roadways/sidewalks while operating a motor vehicle, walking, jogging, running, bicycling, roller skating, rollerblading, in-line skating, or skateboarding.

e. Leaving motor vehicles unattended with engine running is prohibited, unless an emergency exists.

f. All Terrain Vehicles (ATV) must not be driven off the area which ATV operates in.

g. Motor vehicle operators shall limit their speed to no more than 10 MPH when passing troop formations.

h. Drivers and all passengers will use seatbelts. Additionally:

(1) Children who are under the age of 8 must be secured in a car seat or booster seat in the back seat of a motor vehicle.

(2) Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

(3) Children 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.

i. All traffic shall stop and pulled 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.

## **9-2. Motorcycle Requirements.**

a. Motorcycle (MC) safety training is required for all active duty Service Members prior to operation of a motorcycle on or off the installation. Motorcycle Safety Training (MST), basic rider's course (BRC) or progressive training within 12 months of BRC completion, is coordinated through ISO and is provided by a designated contractor at no cost to active duty Service Members.

b. Service Members shall receive a MST completion card upon completion of motorcycle training. This card can be presented to the security guard at any access control point (ACP) to validate safety training has been completed.

c. Motorcycle licensing requirements and progressive training, IAW AR 385-10, paragraph 11-9 and this SOP.

d. The following motorcycle PPE will be worn by service personnel at all times, on or off the installation:

(1) Helmets. Helmets will be certified to meet Department of Transportation (DOT) Safety Standard No. 218. All helmets must be properly fastened under the chin.

(2) Eye protection. Designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(3) Foot protection. Any sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles or equivalent combat boots, may be worn).

(4) Protective clothing. A long-sleeved shirt or jacket, long trousers and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Riders are

required to wear fluorescent colors and retro-reflective material outer garment at **all times**.

- e. All PPE requirements applicable to motorcycles are also applicable to three-wheeled variants.
- f. All DoD Civilians, Family members and passengers are required to comply with PPE requirements when operating or riding a motorcycle on or off DoD installations.
- g. Each unit will identify a primary/alternate motorcycle safety representative (MSR) to oversee the unit motorcycle mentorship program.

(1) MSR's will forward a quarterly update of unit riders in their organization to unit commander in order to identify '**at risk**' or '**high risk**' riders in their organizations and track completion of progressive training.

(2) MSR's will brief the commander or designated representative periodically on training status. Discrepancies will require follow up by leadership to ensure accuracy.

### **9-3. Bicyclist Safety Requirements.**

a. Bicyclists shall wear helmets and a brightly colored reflective outer garment visible from the front and rear. Bicyclists shall use bike lanes, where they are available and will ride in the same direction as the automobile traffic flow.

b. Bicyclists must observe basic speed laws and yield the right-of-way to pedestrians.

c. During hours of reduced visibility, riders must ensure their bicycle is equipped with a lamp emitting a white light that, while the bicycle is in motion, illuminates the highway, sidewalk, or bikeway in front of the bicyclist and is visible from a distance of 300 feet in front and from the sides of the bicycle.

d. Bicycles shall be equipped with the following:

(1) A white or yellow reflector on each pedal visible from the front and rear of the bicycle from a distance of 200 feet.

(2) A white or yellow reflector on each side forward of the center of the bicycle.

(3) A white or red reflector on each side to the rear of the center of the bicycle.

(4) Bicycles equipped with reflectorized tires on the front and the rear need not be equipped with side reflectors.

### **9-4. Pedestrian Safety.**

- a. Use of personal electronic devices, including, but not limited to, mobile/cellular/smart phones, etc., is prohibited while crossing the streets.
- b. Troop formations and road guards will use reflective equipment that is visible 360 degrees. Troop formations will use flashlights during periods of reduced visibility.
- c. Motorists will yield the right-of-way to all pedestrians crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection.

Note: This does not relieve a pedestrian from the duty of using due care for his or her own safety. No pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard.

- d. Pedestrians who are on a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles. This does not relieve the driver of a vehicle from the duty to exercise due care for the safety of any pedestrian in a roadway.
- e. Pedestrians, both military and civilian will use designated paths for walking, jogging, or running.

(1) If there is no sidewalk, pedestrians or runners shall walk/run facing traffic to see any motorized vehicle as it approaches.

(2) 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.

#### **9-5. Troop Safety.**

- a. Road guards will use reflective equipment such as reflective vest.
- b. Troop formation will use lights flashlights/chemical sticks during periods of reduced visibility.
- c. Commanders will ensure organized physical fitness training is conducted only on currently authorized roads. Additionally:
  - (1) Formations will not exceed 3 files.
  - (2) Formations will not cross over the centerline of the road.
  - (3) When emergency vehicles with flashing lights approach, formations will move off the road.
  - (4) Road guards at front and rear will use reflective equipment.

(5) Safety personnel/road guards will carry flashlights or light batons.

d. Control of stragglers.

(1) Personnel unable to remain with the formation (i.e., stragglers) will immediately go to the extreme right side/shoulder of the road and, if possible, continue in the direction of the formation.

(2) Safeguard stragglers by one or both of the following methods:

(a) Use cadre, with appropriate safety equipment (e.g., reflective vests) to follow stragglers.

(b) Use a trail vehicle with flashing/hazard lights to pick up/follow stragglers.

(3) Stragglers will not remain in the roadway, thereby placing themselves in danger of being struck by vehicles.

#### **9-6. Directorate of Emergency Services Enforcement.**

a. The security guards conduct checks to ensure all personnel attempting to access the installation are complying with all training, licensing and PPE requirements specified in this chapter.

b. Personnel identified by security guards as not meeting the provisions of this chapter will be denied access to the installation until such time as they can prove they meet the requirements specified in paragraph a. above.

## **Chapter 10**

### **Workplace Inspections**

#### **10-1. Standard Army Safety and Occupational Health Inspection (SASOHI).**

a. The ISO shall conduct an annual SASOHI on all garrison directorates for their internal safety program management.

b. ADSO and/or CDSO shall accompany the garrison safety specialist during the inspection.

c. The ISO will randomly select low hazard work places to validate directorates internal work-place inspection results are accurate and up-to-date.

d. Inspection results will be provided to the inspected organization POC. All deficiencies found are required to contain the findings, references, RAC and the recommendation for corrective actions.

e. Directorates shall provide ISO when the corrections are made to the findings.

### **10-2. Low Hazard workplace Inspections.**

a. ADSO and/or CDSO will conduct quarterly workplace inspections using the low hazard facility or IMCOM OIP inspection checklist provided by ISO.

b. Directorates will furnish a copy of completed low hazard workplace inspection checklist to ISO quarterly.

c. Inspection reports will be submitted to ISO no later than the 10<sup>th</sup> day of each quarter (October, January, April, and July).

### **10-3. Medium and High Hazard workplace Inspections.**

a. The ISO will conduct all medium hazard work place inspections annually.

b. The ISO will conduct all high hazard work place inspections semi-annually.

c. The ISO may combine workplace inspections (medium and high hazard) with SASOHI.

## **Chapter 11**

### **Hazard Communication (HAZCOM) Standard**

#### **11-1. General.**

a. HAZCOM is a safety program designed to protect personnel with safety standards, but the entire Hazardous Material Management Program (HMMP) is governed by the DPW Environmental Division. (See USAG-HI Regulation 200-4, the Installation Hazardous Waste Management Plan for HMMP procedures.)

b. Personnel who work with or who are exposed to hazardous chemicals at worksites:

(1) Must be informed and trained about the hazardous chemicals present, the location where the written hazard evaluation procedures, hazardous chemicals and the required Material Safety Data Sheets (MSDS)/ Safety Data Sheets (SDS) can be found in their workplace.

(2) They must also be informed about what action or equipment is necessary to avoid or reduce the potential dangers.

(3) All employees must be trained on the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.



c. Training requirements.

(1) All new employees will receive training that meets the requirements of 29 CFR 1910.1200.

(2) Training on the Hazard Communication Standard is provided by the ISO upon request.

d. Directorates and tenant organizations which store and utilize hazardous chemicals must develop an SOP and must include, as a minimum, the following:

(1) An explanation of the types of operations and hazardous chemicals used in an individual's workplace.

(2) An explanation of how personnel can use and obtain chemical hazard information.

(3) The methods used to recognize and evaluate work and chemical exposure(s).

(4) An explanation of the potential physical and health hazards for chemicals used in the work area.

(5) PPE requirements.

(6) Administrative and engineering controls.

(7) Safe work practice guidelines.

(8) Protective clothing and equipment.

(9) The meaning of work area hazardous chemical warning labels.

(10) Emergency evacuation and notification procedures.

(11) How to interpret and understand the hazard information on an MSDS/SDS.

**11-2. Inventory.**

a. Supervisory personnel must prepare, maintain, and update a written hazardous chemical inventory.

b. The inventory must match the MSDS/SDS.

c. Employees must have access to the MSDS/SDS. Access will allow employees to gain information concerning their potential exposures.

d. Excess or unused solvents, paints, oil, flammable liquids or expended batteries must be turned in to the hazardous waste (HAZWASTE) management office, for recycling or safe disposal.

### **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 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 of the hazard warning label where appropriate.

**11-4. Hazardous Material-Waste.** Contact the USAG-HI, DPW Environmental Division for turn-in of accumulated used hazardous materials as HAZWASTE.

## **Chapter 12**

### **Permit Required Confined Space (PRCS) Entry**

**12-1. Purpose.** This chapter outlines the policies, responsibilities and procedures to be used for the safe entry into confined spaces on USAG-HI.

**12-2. Scope.** This chapter applies to all USAG-HI employees, contractors and tenant organizations.

**12-3. Definition.** "Permit Required Confined Space" - Is a space which, by virtue of itself or an operation that results in having limited means of entry or exit, has unfavorable ventilation (natural or mechanical) which could contain or produce dangerous air contaminants, and is not intended for continuous human occupancy.

### **12-4. Responsibilities.**

a. The Garrison Safety Manager will:

- (1) Assist all organizations in the identification and inventory of confined spaces.
- (2) Review and approve all PRCS permits.
- (3) Provide guidance and sources for PRCS training.
- (4) Review new or unique operations that potentially qualify as confined space entry.

b. The Garrison Respiratory Protection specialist will:

- (1) Provide respiratory device selection support.
- (2) Coordinate appropriate medical surveillance of employees.
- (3) Provide technical guidance for air monitoring and sampling.

c. Supervisors of Army employees or contractors performing PRCS operations will:

(1) Ensure all Army employees/contract employees performing PRCS operations are provided initial and annual training.

(2) Maintain records of training and all PRCS entries made by employees.

(3) Ensure all PRCS permits are reviewed with employees involved in PRCS entry.

(4) Ensure all PRCS operations are conducted in compliance with the applicable regulations and standards.

(5) Ensure all safety equipment to be utilized is approved, in proper working order, and calibrated prior to each use.

(6) Implement appropriate lockout/tag out procedures.

(7) Ensure that the air in the confined space is tested and monitored prior to and during all operations.

(8) Have rescue equipment and personnel onsite during PRCS operations.

**12-4. Procedures.** The organization or contractor conducting confined space entry shall coordinate with the ISO for reviews of specific plans, SOPs, and the issuance of entry permits prior to the start any operations/programs.

#### **12-5. Training and Occupational Health Requirements.**

a. All Army employees involved in PRCS operations will have initial and annual training coordinated through the ISO. Contractors will provide documentation of appropriate training and certification to conduct confined space entry operations.

b. Initial and annual cardiopulmonary resuscitation (CPR) and first aid training must be completed for rescue teams. Contractors must provide their own rescue team and documentation of rescue training.

c. All Army employees who may be required to conduct PRCS entries must be enrolled in an occupation health medical surveillance program.

d. A list of Army employees eligible to conduct PRCS operations will be kept by the supervisor.

e. Army employees and contractors not meeting the above requirements are not qualified to conduct PRCS operations.

## **Chapter 13**

### **Hazard Reporting**

#### **13-1. Employee Hazard Reporting.**

a. Follow the procedures for employee reports of hazards located in 29 CFR 1960.28, 29, CFR 1960.46, and DA Pam 385–10.

b. Complete reports under these procedures on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) according to DA Pam 385–10.

c. Submit the report to the ISO.

d. Employees shall submit the report(s) **without a fear of retaliation** on all safety related concerns and/or presence of hazards.

e. The ISO will ensure all received DA Form 4755s will be treated with confidentiality with PII as restricted information.

## **Chapter 14**

### **Bloodborn Pathogen**

#### **14-1. Reporting Procedures.**

a. Bloodborne Pathogen Exposure Control Program (BBPECP) is established and controlled by MEDCOM.

b. This program is intended to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens (BBP) that employees may encounter in their workplace.

c. The primary proponent for BBPECP program is Tripler Army Medical Center, Safety Office, phone number: 808-433-5620.

## **Chapter 15**

## Facility Reuse and Closure

### 15-1. Applicability.

Due to changing unit missions and ongoing transformation, USAG-HI and USARHAW units may be required to close or reutilize several bases, camps, or facilities. This chapter covers the basic policy for safely executing these events for facilities where explosive or radioactive commodities may have been stored.

### 15-2. Policy.

a. AR 385-10, Chapter 24 and DA Pam 385-10, Chapter 13 detail the policies and procedures associated with base, camp, and facility closures. USAG-HI and USARHAW units shall adhere to all policies and guidelines defined in these references when closing bases, camps, and facilities.

b. All mission/tenant organizations shall comply with the facility turn-in requirements of USAG-HI.

c. Detailed plans shall be developed for each closure. Plans shall specifically address the following:

- (1) Closure requirements.
- (2) Munitions and explosives of concern.
- (3) Contaminated structures.

d. A copy of the facility closure plan and any supporting documentation (spill report, cleanup sampling results, etc.) shall be provided to the USAG-HI ISO and DPW for archival storage at turn-in of the building/facility. Copies of all documentation shall be provided to the USAG-HI ISO.

**15-3. Ammunition and/or Explosives (AE) Storage Facility.** Any time a building is due to have a change in purpose, be demolished or leave Army control, DPW will notify the USAG-HI Director of Installation Safety. When an AE storage facility is no longer needed to store AE:

a. The room will be inspected by a Quality Assurance Ammunition Surveillance Specialist (QASAS) or Installation Safety Office representative (in the case of arms rooms) to ensure no AE or AE residues remain within the room.

b. Recordkeeping. Once inspected, a signed memorandum will be kept on file certifying:

- (1) The room is free of AE or residue.
- (2) The room will no longer be used to store AE.
- (3) All fire symbols, if any, will be taken down or turned around to indicate the facility or the room does not pose AE related hazards.

**15-4. Radiation Storage Facility.** Any time a building is due to have a change in purpose, be demolished or leave Army control, DPW will notify the USAG-HI Director of Installation Safety. When an ionizing radiation storage facility is no longer needed to store sources:

a. The USAG-HI Radiation Safety Officer (RSO) will –

(1) Review available records and determine whether or not ionizing radiation sources were stored or utilized in the building.

(2) In the event it is determined that ionizing radiation sources were stored or utilized, the USAG-HI RSO will ensure routine release surveys are conducted of 30 random measurement locations per survey unit for building surfaces, and 30 locations for the furniture and equipment in each survey unit. NUREG 1757, volume 2, “simplified survey procedures” will apply.

(3) The ionizing radiation storage area will remain classified as “restricted” until routine release survey results demonstrate compliance with “unrestricted area” contamination levels.

(4) Notify the IMCOM RSSO when a building or area that currently or formerly contained ionizing radiation sources is scheduled for demolition or will no longer contain the sources.

b. Recordkeeping. The USAG-HI Safety Office will maintain decommissioning records of ionizing radiation storage locations, leakage and contamination incidents, and routine survey results as required by ARIMS.

This SOP remains in effect until rescinded or superseded in writing. The Point of contact for this SOP is Mr. Kiman (James) Kang, Director of Safety at 656-1173.

FOR THE COMMANDER:

OFFICIAL:

STEPHEN R. DAWSON  
COL, SC  
Commanding



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ROBERT M. STEPHENS, PhD  
Garrison Director of Human Resources

DISTRIBUTION  
Electronic Media

## Appendix A

### References

#### Required Publications

10 CFR 19 — Notices, Instructions and Reports to Workers: Inspection and Investigations

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part019/>

10 CFR 20 — Standards for Protection Against Radiation <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>

10 CFR 21 — Reporting of Defects and Noncompliance <http://www.nrc.gov/reading-rm/doc-collections/cfr/part021/>

10 CFR 30 — Rules of General Applicability to Domestic Licensing of Byproduct Material

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part030/>

10 CFR 51 — Environmental Protection Regulations for Domestic Licensing

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part051/>

10 CFR 71 — Packaging and Transportation of Radioactive Material

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part071/>

29 CFR 1910 — General Industry Standards <https://www.osha.gov/law-regs.html>

29 CFR 1926 — Safety and Health Regulations for Construction

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=Construction](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=Construction)

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

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=1960](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1960)

29 CFR 1904 — Recording and Reporting Occupational Injuries and Illness

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=1904](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1904)

49 CFR 173 — Shippers-General Requirements for Shipments and Packaging

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr173\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr173_main_02.tpl)

DOD 4145.26-M — DOD Contractors' Safety Manual for Ammunition and Explosives,



20 Jun 15. <http://www.dtic.mil/whs/directives/corres/pdf/414526mp.pdf>

DODI 6055.04 — DOD Traffic Safety Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>

DODI 6055.1 — DOD Safety and Occupational Health (SOH) Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605501p.pdf>

DOD 6055.05 — Occupational and Environmental Health (SOH)  
<http://www.dtic.mil/whs/directives/corres/pdf/605505p.pdf>

DODI 6055.07 — Mishap Notification, Investigation, Reporting and Recordkeeping  
<http://www.dtic.mil/whs/directives/corres/pdf/605507p.pdf>

DOD 6055.16 — Explosives Safety Management Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605516p.pdf>

ARs, DA pamphlets, and DA forms are available at <http://www.apd.army.mil>.

AR 11-34 — The Army Respiratory Protection Program  
[http://armypubs.army.mil/epubs/pdf/r11\\_34.pdf](http://armypubs.army.mil/epubs/pdf/r11_34.pdf)

AR 25-400-2 — The Army Records Information Management System (ARIMS)  
[http://www.apd.army.mil/pdf/r25\\_400\\_2.pdf](http://www.apd.army.mil/pdf/r25_400_2.pdf)

AR 75-1 — Malfunctions Involving Ammunition and Explosives  
[http://www.apd.army.mil/pdf/r75\\_1.pdf](http://www.apd.army.mil/pdf/r75_1.pdf)

AR 190-5 — Motor Vehicle Traffic Supervision [http://www.apd.army.mil/pdf/r190\\_5.pdf](http://www.apd.army.mil/pdf/r190_5.pdf)

AR 190-11 — Physical Security of Arms, Ammunition and Explosives  
[https://armypubs.us.army.mil/epubs/DR\\_pubs/DR\\_B/pdf/r190\\_11.pdf](https://armypubs.us.army.mil/epubs/DR_pubs/DR_B/pdf/r190_11.pdf)

AR 385-10 — Army Safety Program [http://armypubs.army.mil/epubs/pdf/r385\\_10.pdf](http://armypubs.army.mil/epubs/pdf/r385_10.pdf)

AR 420-1 — Army Facilities Management [http://www.apd.army.mil/pdf/r420\\_1.pdf](http://www.apd.army.mil/pdf/r420_1.pdf)

AR 672-20 – Incentive Awards  
[http://www.apd.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r672\\_20.pdf](http://www.apd.army.mil/epubs/DR_pubs/DR_a/pdf/web/r672_20.pdf)

AR 600-22 — Army Command Policy  
[http://armypubs.army.mil/epubs/pdf/r600\\_20.pdf](http://armypubs.army.mil/epubs/pdf/r600_20.pdf)

AR 600-55 – The Army Driver and Operator Standardization Program  
[http://armypubs.army.mil/epubs/pdf/r600\\_55.pdf](http://armypubs.army.mil/epubs/pdf/r600_55.pdf)

AR 608-10 — Child Development Services  
[http://www.apd.army.mil/pdf/r608\\_10.pdf](http://www.apd.army.mil/pdf/r608_10.pdf)

AR 690-950 — Career Management [http://www.apd.army.mil/pdf/r690\\_950.pdf](http://www.apd.army.mil/pdf/r690_950.pdf)

ATP 5-19 — Risk Management [http://armypubs.army.mil/doctrine/ATP\\_1.html](http://armypubs.army.mil/doctrine/ATP_1.html)

DA Pam 385-10 — Army Safety Program  
[http://armypubs.army.mil/epubs/pdf/p385\\_10.pdf](http://armypubs.army.mil/epubs/pdf/p385_10.pdf)

DA Pam 385-16 — System Safety Management Guide  
[http://www.apd.army.mil/pdf/p385\\_16.pdf](http://www.apd.army.mil/pdf/p385_16.pdf)

DA Pam 385-24 — The Army Radiation Safety Program  
[http://www.apd.army.mil/pdf/p385\\_24.pdf](http://www.apd.army.mil/pdf/p385_24.pdf)

DA Pam 385-25 – Occupational Dosimeter and Dose Recording for Exposure to Ionizing Radiation  
[http://www.apd.army.mil/pdf/p385\\_25.pdf](http://www.apd.army.mil/pdf/p385_25.pdf)

DA Pam 385-30 — Mishap Risk Management  
[http://armypubs.army.mil/epubs/pdf/p385\\_30.pdf](http://armypubs.army.mil/epubs/pdf/p385_30.pdf)

DA Pam 385-40 — Army Accident Investigations and Reporting  
[http://armypubs.army.mil/epubs/pdf/p385\\_40.pdf](http://armypubs.army.mil/epubs/pdf/p385_40.pdf)

DA Pam 385-64 — Ammunition and Explosives Safety Standards  
[http://www.apd.army.mil/pdf/p385\\_64.pdf](http://www.apd.army.mil/pdf/p385_64.pdf)

EM 385-1-1 — Army Corps of Engineers Safety and Health Requirements Manual

MIL-STD-882D — DoD Standard Practice For System Safety

TB Med 522 — Control of Hazards from Protective Material Used in Self-Luminous Devices  
[http://armypubs.army.mil/med/DR\\_pubs/dr\\_a/pdf/tbmed522.pdf](http://armypubs.army.mil/med/DR_pubs/dr_a/pdf/tbmed522.pdf)

TB Med 525 — Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department  
[http://armypubs.army.mil/med/DR\\_pubs/dr\\_a/pdf/tbmed522.pdf](http://armypubs.army.mil/med/DR_pubs/dr_a/pdf/tbmed522.pdf)

## Appendix B:

### Glossary

ADSO	additional duty safety officer (military)
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
ATP	Army Techniques Publication
ATSTP	Army Traffic Safety Training Program
CDSO	collateral duty safety officer (civilian)
CFR	Code of Federal Regulations
CG	commanding general
CLS	Common Levels of Support
COR	contracting officer representative
COTS	commercial off-the-shelf
CP	career program
CRM	composite risk management
DA	Department of the Army
DOD	Department of Defense
DOL	Department of Labor
DOT	department of transportation

DPW	Department of Public Works
ESLI	end of service life indicator
ERC	emergency response coordinator
FAR	Federal Acquisition Regulations
FD	fire department
FECA	Federal Employees Compensation Act
DFMWR	Directorate of Family, Morale, Welfare and Recreation
HAZCOM	hazard communication
HAZMAT	hazardous materials
ICPA	injury compensation program administrator
IAW	in accordance with
IH	industrial hygiene
ISO	Installation Safety Office
IRPC	installation respiratory protection coordinator
IMCOM	Installation Management Command
JHA	job hazard analysis
MILCON	military construction
MSDS	material safety data sheet
NRC	Nuclear Regulatory Commission
OHN	Occupational Health Nurse
OSHA	Occupational Safety and Health Administration
OSH	Occupational Safety and Health

PAM	pamphlet
PD	police department
POM	privately owned motorcycles
POV	privately owned vehicle
PPE	personal protective equipment
RAC	risk assessment code
RAM	radioactive material
RPS	respiratory protection specialist
RM	risk management
RSO	radiation safety officer
RSSO	Radiation Safety Staff Officer
SASOHI	Standard Army Safety and Occupational Health Inspections
SATCOM	Satellite Communication
SOH	safety and occupational health
SOHAC	Safety and Occupational Health Advisory Council
SOP	standard operating procedure
SSP	strategic safety plan
TB	technical bulletin
TB MED	technical bulletin medical
USACR/SC	United States Army Combat Readiness/Safety Center

## Appendix C:

### Forms

The following forms are available on Army Publishing Directorate at <http://www.apd.army.mil/> unless otherwise stated.

DA Form 285-ab — U.S. Army Abbreviated Ground Accident Report  
[http://www.apd.army.mil/pub/eforms/pdf/a285\\_ab.pdf](http://www.apd.army.mil/pub/eforms/pdf/a285_ab.pdf)

DA Form 2028 — Recommended Changes to Publications and Blank Forms  
<http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf>

DA Form 2806, Physical Security Survey Report  
<http://www.apd.army.mil/pub/eforms/pdf/a2806.pdf>

DA Form 4753 — Notice of Unsafe or Unhealthful Working Condition  
<http://www.apd.army.mil/pub/eforms/pdf/a4753.pdf>

DA Form 4754 — Violation Inventory Log  
<http://www.apd.army.mil/pub/eforms/pdf/a4754.pdf>

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions  
<http://www.apd.army.mil/pub/eforms/pdf/a4755.pdf>

DA Form 4756 — Installation Hazard Abatement Plan  
<http://www.apd.army.mil/pub/eforms/pdf/a4756.pdf>

DA Form 4604, Security Construction Statement  
<http://www.apd.army.mil/pub/eforms/pdf/a4604.pdf>

DD Form 2977 — Deliberate Risk Assessment Worksheet  
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>

NRC Form 3 — Notice to Employees (available in AR 385-24)

NRC Form 314 — Certificate of Disposition of Materials (available in AR 385-24)

OSHA Form 300 — OSHA Injury and Illness Log ([www.osha.gov](http://www.osha.gov))

OSHA Form 301 — Injuries and Illnesses Incident Report ([www.osha.gov](http://www.osha.gov))

## Appendix D:

### Emergency Action Plan / SOP's

#### D-1: Earthquake drill SOP

a. Immediate Action. Once personnel feel the ground, floor or building begin to shake, immediately take the following actions:

- (1) Get underneath your desk so that you are protected from falling debris.
- (2) If you cannot get under a desk, Get on your hands and knees and cover your head and neck. Try to protect your back by getting under something sturdy.
- (3) Do not attempt to leave the building while the earthquake is occurring.

b. Once the earthquake is over:

- (1) Check yourself for injury.
- (2) Check others in your office for injury.
- (3) Give immediate first aid, if required. The Emergency Preparedness Kits on each floor contain first aid items.
- (4) Evacuate the building. (Execute Evacuation Drill SOP.)

c. Return to Building Authority.

(1) Small earthquake with localized damage. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.

(2) Large earthquake with damage to a large area [first responders (police, fire and EMS) may not arrive for some time.]

- (a) Building chain of command must take charge of the situation.
- (b) Treat and stabilize any injuries.
- (c) Determine if the building can be reoccupied.
- (d) Check the outside of the building for visible structural damage.
- (e) Check the inside of the building for visible structural damage.

(f) Check for downed power lines or sparking lines in the building.

(g) Follow Installation Earthquake Response Plan.

## **D-2: Evacuation drill SOP**

a. Notification. The call to evacuate a building is usually in response to a threat (i.e. bomb, contamination, etc.) and may come from a number of sources (i.e. threatening phone call, fire alarm, suspicious package, etc.). Anyone receiving a call from PD/FD or the IOC with instructions to evacuate the building has the authority to evacuate the building. If someone is notified by an unknown source of a situation that threatens the occupants of a building, a competent authority determines the legitimacy of the threat and immediately initiates the evacuation drill and activates the building fire alarm. This will get everyone out of the building in an orderly fashion and alert the first responders of the threat.

b. Procedures. Once the evacuation order is given or the fire alarm is activated, all personnel are to calmly depart the building using the nearest exit, go directly to the pre-established assembly area, and report to your immediate chain of command for accountability. The Emergency Response Coordinator (ERC) and Emergency Response Assistants are responsible for securing the building Emergency Response Kits and taking them to the designated Assembly Area.

c. Accountability. Individuals are to report their presence to the section leader and stay in close proximity to the assembly area to provide assistance as needed and for accountability. Section leaders will account for their personnel and provide updated accountability status to the ERC. If personnel are unaccounted for, no one will reenter the building to look for them. First responders must be notified upon arrival the names and last known location of those not accounted for.

d. Responsibilities. The building ERC will designate three Emergency Response Assistants to provide assistance with responding to the threat. The *Accountability Assistant* will compile the accountability status from sections, another *First Responder Assistant* will call 911 and provide pertinent details (i.e. location, injuries, POC, etc.) to first responders, and the *OPREP Assistant* will contact the Installation Operations Center to provide pertinent details regarding the emergency and assist with the development of the OPREP.

e. Return to Building Authority. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.



### **D-3: Lockdown drill SOP**

a. Notification. The call to lockdown any building may come from a number of sources. First responders and the IOC staff may direct lockdown based on a specific threat. Lockdown can also be initiated by someone who hears gunshots in the building or in the immediate area, or sees someone with a deadly weapon in the building or in the immediate area.

(1) If IOC is not operational. PD/FD will notify the Garrison Commander, and Senior Commander, DPTMS or IOC of the need to lockdown a building. If speed is critical based on the threat, PD/FD may direct lockdown using a mass notification system (Dialer or Pop-up Messaging) or use Bullhorns to issue building lock-down directive.

(2) If IOC is operational. PD/FD will notify the IOC either through the Liaison or the DES representative in the IOC. Again, if speed is critical based on the threat, PD/FD may direct lockdown using a mass notification system (Dialer or Pop-up Messaging) or use Bullhorns to direct building lockdown.

b. Activation Authority. Anyone who receives the call from PMO FD/PD, hears gunshots, or observes someone with a deadly weapon has the authority to initiate lockdown procedures. GC, DGC, DPTMS or DES has authority to unilaterally direct lockdown procedures from the IOC.

c. All Clear Authority. The Incident Commander (First Responder) has the authority to direct personnel to come out of lockdown. Personnel may come out from behind locked doors once they receive the "ALL CLEAR" from a competent authority (i.e. AdHoc Computer Messaging, Giant Voice, Law Enforcement personnel, etc).

d. Actions.

(1) Immediately lock all entrance doors to the room you are in. Leaders should quickly check the hallways and bathrooms to get all personnel behind a locked door as quickly as possible. Lock all windows from the inside and cover (drapes or blinds) so that no one can see inside.

(2) Place cell phones on vibrate so ringing cannot be heard from outside the room. Noise coming from a room may alert an intruder to your presence. Do not answer ringing phones. Phone calls can be made as long as your voice cannot be heard from outside of the room.

e. Accountability Procedure. Report accountability of personnel immediately after the "ALL CLEAR" signal is given by competent authority and report through their chain of command. DPTMS will compile all accountability reports from Garrison Activities.

#### D-4: Fire drill SOP

- a. Notification. The building fire alarm is the most common notification system to tell all building occupants to evacuate a building; however, anyone that sees a fire, or smells smoke or gas can initiate the order. If the building fire alarm has not been activated, anyone hearing the evacuation order should activate the building fire alarm system. This will inform FD/PPD of the building emergency.
- b. Procedures. Once the evacuation order is given or the fire alarm is activated, all personnel are to calmly depart the building using the nearest exit, go directly to the pre-established assembly area, and report to your immediate chain of command for accountability. The Emergency Response Coordinator (ERC) and Emergency Response Assistants are responsible for securing the building Emergency Response Kits and taking them to the designated Assembly Area.
- c. Accountability. Report your presence to the section leader and stay in close proximity to the assembly area to provide assistance as needed and for accountability. Section leaders will account for their personnel and provide updated accountability status to the ERC. If personnel are unaccounted for, no one will reenter the building to look for them. First responders must be notified upon arrival the names and last known location of those not accounted for.
- d. Responsibilities. The building ERC will designate three Emergency Response Assistants to provide assistance with responding to the fire. The *Accountability Assistant* will compile the accountability status from sections, another *First Responder Assistant* will call 911 and provide pertinent details (i.e. location, injuries, POC, etc.) to first responders, and the *OPREP Assistant* will contact the Installation Operations Center to provide pertinent details regarding the emergency and assist with the development of the OPREP.
- e. Return to Building Authority. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.