DEPARTMENT OF THE ARMY
U. S. Army Installation Management Command-Pacific
United States Army Garrison, Hawaii
Garrison Safety Office
851 Wright Ave., Bldg. 106 Wheeler AAF, Hawaii 96857

Safety
STANDING OPERATING PROCEDURES (SOP)
SOP NO. IMHW-SO-385-2

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 that are developed to assist leaders, directors, supervisors, Soldiers and Civilians in maintaining a safe working environment and with conservation of military resources. For those programs not covered in this SOP, directors/commanders will use Army Regulation (AR) 385-10 to promulgate other applicable and/or more stringent policies.

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, Garrison Safety Office (GSO). Users may send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to the GSO, 851 Wright Ave., Building 106, Wheeler AAF, HI 96857.

Summary of Changes. This is a complete revision of USAG-HI safety SOP NO. IMHW-SO-385-1 and is intended to bring this SOP into compliance with current Army and federal regulatory standards. A compete review of this SOP is required to ensure directorate and outlying station compliance.

Distribution. This SOP is available electronically through the GSO.

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Chapter 1
General

1-1. Purpose.

a. This SOP supplements AR 385-10 and establishes the USAG-HI Safety and Occupational Health (SOH) Program. It assigns responsibilities and prescribes policies and procedures for implementing safety programs throughout USAG-HI.

b. The primary objective of the Commander's Safety Program is to provide a safe and healthful working environment, free from recognized hazards. This program is based on the key elements of:

(1) Leadership and management commitment;

(2) Employee involvement; and

(3) The utilization of risk management (RM), which is the Garrisons' principal risk reduction methodology that ensures regulatory and statutory compliance.

c. This SOP is designed to assist supervisors, managers, military and civilian employees in mitigating accidental loss, conserving resources, and establishing a proactive safety culture.

1-2. References.

Required and related publications are listed in appendix D.

1-3. Explanation of Abbreviations.

Abbreviations and uncommon terms used in this regulation are explained in the glossary at appendix C.

Chapter 2
Responsibilities for the Commanders' Safety Plan

2-1. Responsibilities/Duties.

a. The Garrison Commander (GC) will:

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

(2) Revoke the installation driving privileges of any government owned vehicle (GOV) operator that fails to attend or complete an approved Driver Improvement/ Remedial Drivers Training course due to conviction for a moving traffic violation or determination of an at fault status in a traffic mishap while operating a GOV; to include single vehicle damage to a GOV.

b. The Deputy Garrison Commander (DGC) will:

(1) Be responsible for providing overall staff supervision of the USAG-HI Garrison Safety programs.

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

(3) Supervise the integration of RM across the command and staff.

c. The Garrison Safety Manager will:

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

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

(a) Facilitate the Commanders' Safety Council according to AR 385-10. Collect and brief safety metrics to the command, including goals, milestones, and trends as a function of safety performance. Provide copies of minutes to board members and publish for employee awareness.

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

(c) Exercise staff supervision over the USAG-HI safety program, to include RM and accident prevention activities.

(d) Assist garrison staff with, and advise tenant activities on, safety and occupational health (SOH) issues.

(e) Develop metrics to evaluate the effectiveness of safety training for all Garrison personnel and the civilian workforce. Develop, coordinate and train Garrison civilian Collateral Duty Safety Officers (CDSO).

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

(g) Oversee the Army radiation safety program at USAG-HI, in accordance with (IAW) DA Pam 385-24 and AR 385-10, Chapter 7. Prepare Army Radiation Permit (ARP) requests for GC review and approval prior to any non-Army radiological equipment entering garrison property.

(h) Oversee the Army explosives safety management program (ESMP) for USAG-HI, IAW AR 385-10 and DA PAM 385-64, to ensure all ammunition and explosives safety standards are complied with at the garrison level.

(i) The Garrison Safety Manager is hereby delegated signature authority to approve and rescind ammunition storage licenses.

(ii) The Garrison Safety Manager will review and issue ammunition storage licenses; ensure compliance, subject to command limitations; and rescind licenses for storage locations that fail to comply with regulatory requirements.

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

(4) Manage the Army Traffic Safety Training Program (ATSTP) as the USAG-HI Contracting Officer's Representative (COR) in coordination with the IMCOM COR.

(a) Provide logistical support and implement the ATSTP.

(b) Assist directorates in obtaining approved Driver Improvement/Remedial Drivers Training courses for government owned vehicle (GOV) operators. This applies to anyone who is convicted of a moving traffic violation or determined to be at fault in a traffic mishap while operating a GOV.

(5) Ensure that all Army accidents are reported to the Army Safety Center via the Army Safety Management Information System (ASMIS) 2.0. Review and investigate accident reports submitted by supervisors. Ensure reports are accurate and complete. Analyze accident data to identify trends in order to develop and recommend countermeasures.

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

(7) Provide input as requested for performance appraisals and position descriptions to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and employees (AR 385-10, Ch.1-5.b.12).

(8) Advise contracting officers and civilian personnel on the integration of SOH requirements into contracts. Review contracts as applicable.

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

d. GSO Staff will:

(1) Assist the Garrison Safety Manager in the management of the Garrison Commanders' Safety Program.

(a) Perform safety program functions as assigned by the safety manager.

(b) Provide timely reporting on the status of duties and projects to the safety manager. Notify the safety manager of any issues within assigned areas or tasks as soon as practical.

(c) Provide on-the-spot corrections and safety training during workplace inspections of garrison directorates.

(2) Provide risk mitigation recommendations and course of action advice to the workplace supervisor for their consideration.

(3) Provide annual workplace inspection refresher training to directorate Collateral Duty Safety Officer (CDSO).

e. Directorate Directors, Chiefs and Office Managers will:

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

(2) Ensure that government owned vehicle (GOV) operators are required to attend an approved Driver Improvement/Remedial Drivers Training, or lose installation driving privileges, if they have been:

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

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

(3) Large directorates will select and appoint, in writing, a responsible individual to function as CDSO for the directorate charged with executing the directorate level safety program. Ensure the CDSO completes training requirements IAW AR 385-10 and this SOP.

(4) All directorates will implement standards that provide a safe and healthful working environment.

(5) Directorates with hazardous operations will establish a formal, written directorate-level safety Standing Operating Procedure (SOP) IAW AR 385-10, Ch.18-5 in order to reduce and eliminate occupational accidents, injuries, and illnesses.

(a) Directorate workplaces with hazardous operations will ensure site-specific safety SOPs, compatible with the mission and functions of the organization, are developed.

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

(c) The SOP will be reviewed and concurred with by subject matter experts (SMEs) within the directorate and GSO.

(6) Directorates with hazardous operations will evaluate the need for cardiopulmonary resuscitation (CPR) and first aid trained personnel, to include automatic external defibrillators (AED) and first aid kits per 29 CFR 1910. First aid kit and AED replenishment and replacement is the responsibility of the directorate or staff office.

(7) Ensure safety accountability and support are part of the efficiency and performance appraisals/evaluation elements of all subordinates (AR 385-10, Ch.1-5.b.12).

f. Supervisors will:

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

(a) Ensure employees follow SOH rules, regulations, policies and procedures, including the use of personal protective equipment (PPE).

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

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

(3) Supervisors of hazardous operations will evaluate the need for first aid kits and AEDs, and ensure personnel receive appropriate training per 29 CFR 1910. AEDs and first aid kits within workplaces will be properly maintained, stocked, and contain no items past their expiration date.

(4) 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.

(5) Report injuries and illnesses according to AR 385-10, and DA Pam 385-40.

(a) Use the USAG-HI Preliminary Accident/Incident Reporting Form to report all accidents and injuries through the directorate safety representative to GSO within 24 hours.

(b) Utilize ASMIS 2.0 to report Army accidents to the US Army Combat Readiness/Safety Center (USACR/SC) website. GSO will serve as reviewers for accident reports and assist supervisors in the proper use of the reporting tool.

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

(7) Request Garrison Safety review of purchased items such as:

(a) PPE, tools, machinery, office furniture;

(b) All site-specific hazardous working procedure SOPs, unless reviews have already been performed.

(8) Make on-the-spot corrections and provide workplace-specific safety training for any service members or DA civilians who fail to follow safety standards, rules and regulations, including the use of prescribed PPE/clothing and seatbelts, as set forth in Federal Regulation, Army regulations and other applicable directives.

(9) Report to the director any government owned vehicle (GOV) operators who have been:

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

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

(10) Establish accountability for SOH through the performance evaluation system and performance counseling sessions (AR 385-10, Ch.1-5.b.12).

g. Collateral Duty Safety Officer (CDSO), Additional Duty Safety Officer (ADSO).

(1) Assists the Commander/Director in implementing the directorate safety program IAW the Garrison Commanders' Annual Safety Plan (CASP).

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

(3) Conducts workplace follow up of GSO inspections to ensure deficiencies are mitigated or corrected. Maintain the GSO inspection reports and follow up inspection results on file.

(4) Reports deviations of safety policy to your chain-of-command or immediate supervisor. Deviations should be documented on DD Form 2977, the Deliberate Risk Assessment Worksheet, with the associated risk accepted at the appropriate level of risk acceptance authority.

(5) Ensures DD Form 2977 have been conducted and reviewed to show all hazards and controls developed for operations, events, memorandum of instructions (MOIs) and SOPs.

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

(7) Assists supervisors with:

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

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

(8) Establishes and maintains an organizational safety and occupational health bulletin/information board containing, at a minimum, the USAG-HI Federal Safety Poster.

(9) Notifies the GSO when ADSO/CDSO appointment orders are expired/rescinded.

h. All Personnel, Military and Civilian, will:

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

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

(3) Use DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) as necessary.

(a) Report any unsafe and unhealthful working conditions and accidents either to their immediate supervisor or GSO without fear of retaliation. Staff are encouraged to utilize DA Form 4755 to make reports of alleged unsafe or unhealthful working conditions.

(b) DA Form 4755 is processed according to DA Pam 385-10, para 8-4. The form may be delivered to GSO at Bldg 106 on WAAF or via email to usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil; or provide to your Supervisor.

(c) Personnel submitting signed reports who request anonymity will not be revealed by the safety office to anyone other than necessary members of their staff or other appropriate garrison-level staff.

2-2. Contractor and Contracting Officer Representative Responsibilities/Duties.

a. Contractors will comply with OSHA standards and Federal, state, Department of Defense (DoD), Army and local SOH requirements.

b. Contracting Officer Representatives (COR) will:

(1) Ensure the contract requirements of AR 385-10, Chapter 4, Engineer Manual (EM) 385-1-1, and DA Pam 385-24, Chapter 2-7 regarding Army Radiation Permits, 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 the documentation to the Contracting Officer for transmittal to the contractor in order to initiate 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 385-10, The Army Safety Program.

Chapter 3
Overview and Objectives of the Commanders' Core Safety Programs

3-1. Commanders' Safety Program Objective.

(1) The objective of the GCs safety program is to ensure that safe work practices and operations are conducted on a daily basis in order to prevent injury to personnel, reduce costs associated with accidents and incidents, and increase operational effectiveness.

(2) All personnel will integrate safety into work processes through:

(a) Management commitment.

(b) Worker involvement.

(c) Only conducting planned and authorized work activities.

(d) Utilizing risk management (RM) as the Garrisons' principal risk reduction methodology and ensuring regulatory and statutory compliance.

3-2. Implementation.

The required core safety programs will include, at a minimum:

Accident investigation and reporting	Confined Space Safety
Contracting safety	Electrical Safety
Emergency Planning and Response	Explosives safety
Facility Inspections	Facility Reuse and Closure
Hazard analysis / risk management	Hazard Communications (HAZCOM) Standard
Industrial Operations	Motor Vehicle and pedestrian accident prevention
Personal Protective Equipment	Planning, program evaluations, councils / committees
Public, Family, Off-Duty safety	Radiation safety
Safety Awards	Safety training and education
SOH Program Management	Workplace inspections

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).

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

(2) A copy will be provided to the GSO for review prior to all scheduled events. (Appendix B-3 provides a sample of a completed Deliberate Risk Assessment Worksheet, DD Form 2977.)

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

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

(2) Make risk decisions, 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 and can only be made by the appropriate level of risk acceptance authority.

(4) Apply RM cyclically and continuously.

c. Commanders, Directors, Managers and Supervisors will:

(1) Ensure personnel have completed the Risk Management Civilian Basic Course. The course is typically completed during USAG-HI Team Member Orientation (TMO). Per AR 350-1, Army Training and Leader Development, Table F-2, Risk Management courses will be completed within 60 days of arrival at the first operational assignment or their first Army civilian employment.

(2) Ensure RM is integrated into operations and training developed at every echelon in their area of responsibility. Per AR 350-1, Table F-2, RM training will be integrated into all courses. The RM training will be progressive and sequential and tied closely to the education level and individual responsibility of the target audience.

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

(4) Prolonged Training: DD Form 2977 will be prepared for all prolonged training events (see figure 4-1). All phases of an operation or training event must be considered and addressed during the RM process.

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

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

(7) 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 CDSO will:

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

(2) Guide supervisors, training developers and evaluators in where to find training for implementing the RM processes, principles, and procedures within their areas of responsibility.

e. The level of risk is determined using the Standard Army Risk Matrix which combines severity and probability. (Refer to appendix B-4.)

f. Decision Making.

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

(2) The decision to select controls can often be made at the lowest echelons, by the immediate leader, 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.

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

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

4-2. Operational Standards.

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

b. Standards established by the Department of Labor (DOL) pursuant to Public Law 91–596, Section 6 (Occupational Safety and Health (OSH) Standards) and Section 19

(Federal Agency Safety Programs and Responsibilities), and the OSH Act of 1970 are adopted as Army safety standards and will be complied with in applicable Army workplaces.

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

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

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

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

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

a. Planning.

(1) In compliance with IMCOM Regulation 385-10, section 4-4, the Garrison Safety Manager will develop the Commanders' Annual Safety Plan (CASP) through a collaborative effort that includes key safety objectives, metrics, performance targets, and resource requirements. The CASP will target top-loss areas affecting the Garrison and support higher-level safety objectives.

(2) The GC review the CASP periodically to effect required changes and updates.

b. The Garrison Safety Manager, at the direction of the GC, will initiate the Army Readiness Assessment Program (ARAP) within 90-days after assumption of command. Access to ARAP is available on the USACR/SC website at https://arap.safety.army.mil.

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

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

(2) GSO will evaluate the Garrison directorates and staff offices following the Standard Army Safety and Occupational Health Inspection (SASOHI) process prescribed by AR 385-10, Chapter 17-6. A written report of the findings will be provided to the Director or Staff Office Chief and briefed at the Garrison Safety and Occupational Health Advisory Council (SOHAC). The directorate/staff office CDSO will maintain a copy of the inspection results on file.

d. The GC or designee will establish and chair the semi-annual Garrison SOHAC IAW AR 385-10, Chapter 2-23.

(1) The council members consist of all directors and managers.

(2) Meeting minutes will be provided to committee members and posted for employee awareness.

4-4. Safety Awards.

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

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

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

b. Army Accident Prevention Award of Accomplishment.

(1) 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 GSO on how to proceed.

(2) Approving authority is the GC.

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

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

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

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

d. Army Safety Excellence Streamer.

(1) This streamer is presented to organizations that have met prescribed eligibility criteria:

(a) Completing 12 consecutive months without experiencing a Soldier or unit at fault Class A or Class B accident;

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

(c) Completing ARAP within the last 24 months.

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

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

Chapter 5
Safety Requirements

5-1. Contracting Safety.

a. 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.

b. Army SOH responsibilities in contractor operations on Army property are generally limited to helping 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.

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

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

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

f. In addition to clauses as required by Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements and responsibilities based on a risk assessment of the work to be performed and activity/command-unique requirements.

g. For contractors requiring the use of radioactive equipment on Army lands, ensure the Scope of Work (SOW) and/or Performance Work Statement (PWS) contains the following provisions:

(1) The contractor must agree to abide by DA Pam 385-24 and this SOP.

(2) The contractor must provide a written request for an Army Radiation Permit (ARP), per section 20-14 of this SOP, a minimum of 30 days prior to their expected start date in accordance with Title 32 Code of Federal Regulations, part 655, section 10 (32 CFR 655.10), Radiation Sources on Army Land. An ARP signed by the GC is required prior to bringing the equipment onto garrison property.

h. The Contracting Officer Representative (COR), the requiring activity, or Mission Installation Contracting Command (MICC), in consultation with local SOH SMEs, will develop additional and necessary clauses to mitigate risk.

5-2. Industrial Operation Safety.

a. Directors will ensure supervisors develop an SOP for each hazardous activity under their direct control and administration. They will also ensure the SOP is reviewed by the GSO 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) An SOP is written based on the completed JHA, hazardous working conditions and working procedures, and is reviewed by the GSO prior to publishing.

(3) Each employee is provided access to the published SOP and trained 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) Only licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, material handling equipment, and other machinery that presents hazards to the operators or others in the immediate vicinity.

5-3. Occupational Safety and Health Program (Workplace Safety).

a. Directors/Managers will:

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

(2) Establish and enforce procedures that ensure supervisors are aware of, and held accountable for safety responsibilities in their work environment.

(3) Ensure a written abatement plan is developed 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 GSO for technical assistance as necessary.

b. Supervisors will:

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

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

(b) When on-the-spot corrections cannot be completed, submit a Demand

Maintenance Order (DMO) or Facilities Engineering Work Request (FEWR), DA Form 4283, to the Directorate of Public Works (DPW). It is the responsibility of the workplace supervisor to follow-up on DMO/FEWR through to completion.

(c) All safety-related FEWR or DMO must have a Risk Assessment Code (RAC), based on the Standardized Army Risk Matrix at appendix B-4, validated by GSO. DPW will coordinate with GSO for review of assigned RACs for accuracy and relevancy.

(2) The GSO strongly encourages conducting formal workplace safety inspections quarterly by using the checklist provided by the GSO; this should be off-set from the workplace inspections conducted by the GSO. Submit completed inspection reports to the GSO.

5-4. Public, Family, Off-Duty, Sports, Recreational and Seasonal Safety.

a. The 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 Bulletins, 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 and family members using recreational facilities and areas to comply with the Directorate of Family Morale, Welfare and Recreation (DFMWR) provided training and information.

b. DFMWR will:

(1) Draft and maintain copies of completed risk assessments and DFMWR safety SOPs 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. Refer to the guidance established in AR 385-10, Chapter 6 and DA Pam 385-10, Chapter 5.

(3) Ensure the 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 with development or drafting of promotional messages to increase public awareness of the specific hazards associated with the climate in Hawaii, celebration of holidays, and use of risk management.

(2) CDSOs will promote safety awareness and educational programs within their directorate.

5-5. Water-related activities.

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

(1) Be cognizant of local water hazards and weather along with understanding and obeying federal and state laws for watercraft operation.

(2) There are 33 beaches on Oahu; only 29 beaches have City and County of Honolulu Lifeguards assigned. For ocean and beach conditions, visit the Ocean Safety and Lifeguard Services website at Honolulu.gov/esdosls.html.

(3) Obey posted warning signs/flags and lifeguard directions.

(4) Do not over estimate your swimming ability within Hawaii's oceans. Currents can be much stronger than anticipated. Waves and shore breaks can be very dangerous even for experienced swimmers. If in doubt, don't go out!

b. Contact DFMWR Outdoor Recreation (ODR) for training, rules, and other information related to water activities such as boating, sailing, watercraft, fishing, etc.

c. A variety of water-related activity training and informational resources are available at the Army Safety Center website at https://safety.army.mil/OFF-DUTY/Sports-and-Recreation/Water-Safety.

5-6. Airfield Safety.

a. Airfield safety is prescribed by DA Pam 385-90, Army Aviation Accident Prevention Program. The Directorate of Plans, Training, Mobilization, & Security (DPTMS) controls airfield safety for USAG-HI.

b. Airfield safety affects anyone traveling on Army airfields, whether they work on the airfield or not. Some of the public safety factors include:

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

(2) 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 shortcut across the airfield.

(3) Anyone driving on the airfield (POVs are prohibited) must complete the WAAF driver's class and receive an airfield driving license. This program is administered by the Airfield Safety Manager at Base Operations, Bldg. 207; phone 808-656-1282.

5-7. Electrical Safety Program.

a. Overview.

(1) This section prescribes policy for integrating Army electrical safety standards, as well as electrical safety consensus standards, techniques, and procedures, into USAG-HI workplaces and operations in order to mitigate risk of electrical related injuries and deaths.

(2) More specific electrical safety guidance, procedures, and techniques to protect Army personnel, facilities, and equipment against electrical hazards are addressed in DA Pam 385–26, The Army Electrical Safety Program; National Fire Protection Association (NFPA) 70E, Standard for Electrical Safety in the Workplace; and NFPA 70, the National Electric Code.

(a) Electrical hazards will be mitigated to the lowest possible risk level in all operations, including at all Army work sites, recreational areas, office areas, training areas, construction zones, contingency operations, range facilities, vehicle operations, storage facilities, and so forth.

(b) Evaluation of elements of electrical risk will be included in risk assessments, job safety analyses, standard Army SOH inspections, safety audits, and command inspections, as appropriate.

b. Responsibilities

(1) The Garrison Commander appoints the DPW Director (or designee) as the Authority Having Jurisdiction for the USAG-HI electrical safety program in accordance with DA Pam 385-26, Chapter 1-7.

(2) The Garrison Safety Manager will:

(a) Implement appropriate and/or applicable provisions of DA PAM 385-26 for garrison operations.

(b) Integrate electrical safety requirements into the local standard Army SOH Inspection (SASOHI), abatement, promotion and awareness, risk management, and safety training programs in accordance with this SOP and DA Pam 385–10.

(3) The DPW Director (or designee) is the Authority Having Jurisdiction (AHJ) for

the USAG-HI electrical safety program. The AHJ is responsible for approving equipment, materials, installation, or procedures and will:

(a) Provide technical expertise and knowledge about local electrical systems, codes, and standards.

(b) Determine and establish the requirements of the code or standard to be used for approving equipment, material, installation, and/or procedures.

(c) Assist all leaders in developing, identifying, and providing the appropriate electrical safety training.

(4) Leaders at every level are expected to:

(a) Enforce electrical safety standards.

(b) Ensure that risk management processes to all electrical work is in accordance this SOP and appropriate regulations.

(c) Ensure that risks associated with electrical work is accepted at the appropriate level of risk acceptance authority; refer to appendix B-1.

c. Electrical Safety Training

Refer to Chapter 9 of this SOP.

Chapter 6
Emergency Preparedness

6-1. Emergency Preparedness Planning.

a. The goal of emergency planning is to protect life, health, property, and to restore normal operations as soon as possible. Emergency management is defined in DA Pam 525-27, Army Emergency Management Program. The Directorate of Plans, Training, Mobilization, & Security (DPTMS) controls emergency management for USAG-HI.

b. An Emergency Preparedness Officer is appointed by the Garrison Commander to direct, coordinate, maintain, and evaluate the development and publication of a protection plan.

c. The Emergency Preparedness Officer should ensure all garrison organizations have access to the Garrison Emergency Management All Hazards Plan (EMAHP) maintained by DPTMS.

6-2. Plan Evaluations.

a. The Emergency Preparedness Officer will 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.

b. Evaluations will include:

(1) Reporting emergencies.

(2) Emergency evacuation, including type of evacuation and exit route assignments.

(3) A list of employees remaining to operate critical-facility operations during evacuations.

(4) Employee accountability after an evacuation.

(5) A list of employees performing rescue or medical duties.

6-3. Directorate Emergency Action Plan/SOP.

a. Directorates should ensure that the facilities under their control have an emergency action plan specific to that location.

b. Facility plans should include information such as, but not limited to, emergency egress routes, rally point locations, emergency phone contacts relevant to the facility location, etc.

c. Refer to appendix A in this SOP for a template to develop the facility-specific emergency action plan SOP.

Chapter 7
Accident/Injury Investigation and Reporting

7-1. Accident/Injury Investigations.

a. Garrison activities will investigate accidents and injuries according to AR 385-10, Chapter 3 and DA Pam 385-40. Directorates will initially report injuries utilizing the USAG-HI Preliminary Accident/Incident Reporting Form.

b. All accidents and injuries will be investigated and reported by the first-line supervisor. Directors and managers are required to conduct a review of accident/injury reports submitted by their first-line supervisors for concurrence/non-concurrence.

c. The GSO will provide support and guidance to the Garrison civilian workforce for accident/injury investigation upon request by the director.

d. Directorates will ensure that government owned vehicle (GOV) operators are required to attend an approved Driver Improvement/Remedial Drivers Training, or lose installation driving privileges, if operators have been:

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

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

7-2. Accident/Injury Reporting.

a. Any accident resulting in a fatality, permanent total disability, permanent partial disability or hospitalization of one (1) or more personnel will be reported:

(1) Immediately notify the Installation Operations Center (IOC) and the garrison command staff per the procedures outlined in Policy Memorandum USAG-HI-40, Garrison Commander's Critical Information Requirement (CCIR) and Serious Incident Report (SIR) Requirements; and

(2) Telephonically contact the GSO in order to comply with Occupational Safety and Health Administration (OSHA) requirements of 29CFR1904.39 for reporting an employee death within 8 hours and in-patient hospitalization, amputation, or eye loss within 24 hour hours.

(a) During duty hours notify the GSO at 808-656-1173, -1166, -1167, or -1168.

(b) After duty hours and during weekends or holidays, notify the Installation Operations Center (IOC) at 808-656-3272.

(3) The Garrison Safety Manager is the Garrison Commanders' designee for reporting fatality, hospitalization, amputation, or loss of an eye as a result of a work-

related incident to OSHA per AR 385-10, Chapter 3-8a(3).

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

c. All Army accidents will be reported to the GSO by the supervisor of the responsible directorate or staff office utilizing the USAG-HI Preliminary Accident/Incident Reporting Form within 24 hours of occurrence. The form can be found on the GSO SharePoint site at: https://army.deps.mil/army/cmds/imcom_pac-usag/hawaii/safety/SitePages/USAG-HISafety.aspx.

d. For ALL civilian on-duty accidents meeting Army Accident criteria, the supervisors will submit an accident report online to the Army Safety Center utilizing the Army Safety Management Information System (ASMIS) 2.0 at https://mishap.safety.army.mil/.

7-3. Contractor Accident/Injury Reporting.

a. Any accident to contractor personnel assigned or employed by USAG-HI resulting in death or serious injury involving loss of life, limb, or sight will be reported immediately to the Installation Operations Center (IOC) and the garrison command staff per the procedures outlined in Policy Memorandum USAG-HI-40.

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

c. The USAG-HI Preliminary Accident/Incident Reporting Form or equivalent contractor’s form will be used to report contract employee injuries.

Chapter 8
Hazard Reporting

8-1. Employees' Right to Report Hazards.

Although personnel have the right to report hazards directly to OSHA at the Department of Labor (DOL), they are encouraged to follow the procedures outlined in DA Pam 385–10, Chapter 8-4.

8-2. Employee Hazard Reporting Procedures.

a. Submit reports on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions).

b. Report any unsafe and unhealthful working conditions and accidents either to their immediate supervisor or GSO without fear of retaliation. Staff are encouraged to utilize DA Form 4755 to make reports of alleged unsafe or unhealthful working conditions.

c. The form may be delivered to GSO at Bldg 106 on WAAF or via email to usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil; or provide to your Supervisor.

d. Personnel submitting signed reports who request anonymity will not be revealed by GSO to anyone other than necessary members of their staff or other appropriate garrison-level staff.

8-3. Investigation of Hazard Reports.

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

8-4. Hazard Reporting Record Retention.

Copies of reports submitted under the Army employee hazard reporting system will be maintained as required by AR 25-400-2, The Army Records Information Management System (ARIMS); with copies retained locally at GSO for at least 5 years following the end of the calendar year to which they relate.

Chapter 9
Safety and Occupational Health Training

9-1. Safety Training Requirements.

a. Safety training is a mandatory requirement. Supervisors are directly responsible for ensuring required training is completed. The GSO will assess operations and processes to determine the safety training needed by employees and recommend methods for delivering the required training.

b. The Garrison Safety Manager will develop a safety training matrix in the Commanders' Annual Safety Plan (CASP). The matrix contains scheduled and "as required" training. Directors, managers and supervisors will coordinate with GSO to schedule "as required" training.

c. Leaders Safety Course.

All newly assigned garrison supervisors and managers are required to complete the Leaders Safety and Occupational Health Course (LSC) via ALMS; register through ATRRS.

d. All newly hired garrison employees are required to complete the following training:

(1) Local Area Hazard Training. A briefing on driving hazards, as well as other hazards unique to Hawaii is accessible on the USAG-HI SharePoint site. The briefing can be reviewed by navigating to the GSO public facing webpage at https://home.army.mil/hawaii/index.php/garrison/safety. There is no documentation required for this briefing.

(2) The Employee Safety Course via the Army Learning Management System (ALMS) at https://www.lms.army.mil/.

(3) Risk Management Civilian Basic Course via ALMS; register through the Army Training Requirements and Resources System (ATRRS) https://www.atrrs.army.mil/Default.aspx.

(4) Hazard Communication (HAZCOM):

(a) View the Global Harmonized System (GHS) of Classification and Labeling of Chemicals at https://www.milsuite.mil/video/watch/video/22492.

(b) The Supervisor will provide an understanding of the written HAZCOM program and evaluation procedures for their assigned workplace, where hazardous chemicals are used and stored, and where to locate the Safety Data Sheets (SDS) in the event of an emergency.

e. Electrical Safety Training.

(For specific electrical safety procedures, refer to Chapter 5-7 of this SOP.)

(1) Electrical safety awareness and promotion.

(a) All personnel will be made aware of electrical hazards in their environment and how to recognize electrical hazards and further protect themselves from the identified electrical hazards annually, per AR 385-10, par 25-4d.

(b) Supervisors will include electrical safety awareness in their organization's safety training program. Electrical safety awareness will include the following, as appropriate to their workplace, in order to mitigate the risk of potential local electrical safety hazards:

(i) Basic elements of electricity,

(ii) General electrical hazards,

(iii) Recognition of faulty wiring and equipment defects,

(iv) Injury causation factors,

(v) Control measures, including the location of circuit de-energizing equipment, and

(vi) Emergency response procedures.

(2) Electrical safety training requirements. Employee and supervisor training will be tailored to the hazards of the employee's work environment.

(a) A work environment where the employee is close to exposed electric circuits operating at 50 volts or more to ground poses a hazard. 29 CFR 1910.332 lists occupations typically considered as requiring "qualified personnel" training.

(b) Employees and supervisors of those employees must be qualified persons (that is, receive training specific to the work) if they work on or near exposed energized parts.

f. Bloodborne Pathogen Training for Personnel with Occupational Exposure.

For specific bloodborne pathogen safety procedures, refer to Chapter 10 of this SOP.

(1) Directors will ensure all personnel with occupational exposure receive appropriate training. Organizations are responsible for procuring, funding, and presenting training which meets OSHA requirements. Assistance in identifying appropriate training is available from the GSO.

(2) Training will be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.

(3) Additional training must be provided when changes such as modification of tasks or procedures or institution of new tasks or procedures affect occupational exposure. The additional training may be limited to addressing the new exposures created.

(4) Training records will be maintained by the organization and will include the training dates, names and qualifications of trainers, contents of training, names and job titles of all persons attending the training. The training records will be maintained for 3 years from the date the training occurred.

(5) Safety or medical professionals evaluating the BBP will be provided on request a copy of 29 CFR 1910.1030, paragraph 14-6 of DA Pam 385-10, the workplace-specific ECP, and employee training records.

g. Training and Licensing of Commercial off the Shelf (COTS) Operators.

Directorates that procure COTS must develop internal training and certification programs to promote safety and operator proficiency. For specific COTS safety procedures, refer to section 12-3 of this SOP. Training programs will be developed using the equipment operating instructions and the manufacturer's operator manual. Training programs for COTS items will include:

(1) Introduction to equipment characteristics, limitations, operation, safety, and operator manual instructions.

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

(3) Successful completion of written exam prior to issuance of a learner permit; pending a road test and licensing as outlined below.

(4) Hands-on training to include maintenance and operation in a range of conditions. Risk assessments will be reviewed and mitigation strategies implemented prior to execution of any operations involving COTS.

(5) Training validation/performance road test that includes hands-on test, vehicle control test, and training validation/performance road test.

(6) Specialty Vehicle Training and Licensing.

(a) Performance all-terrain vehicles include the lightweight tactical all-terrain vehicles such as the side-by-side RZR. Recreational Off-Highway Vehicles (ROV's) also include similar commercially available models such as the Polaris. Directorates that possess ROV type vehicles must ensure operators complete a ROV course covering the version/model of vehicle their employees will operate; such as from the Recreational Off-Highway Vehicle Association (ROHVA).

(b) All-terrain vehicles (ATV's) include four-wheeled vehicles that are controlled by handlebars and a seat that is straddled. Directorates that possess ATV type vehicles must ensure operators complete a course covering the version/model of vehicle their employees will operate; such as from the Specialty Vehicle Institute of America (SVIA).

(c) Directorates that possess tactical off-road motorcycles are required to ensure operators are trained in accordance with AR 385–10 for motorcycle safety and operation, and focus training on off-road riding techniques and safety.

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

h. Respiratory Protection Training.

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

(1) Initial and refresher respiratory protection training is to be completed during fit testing with IH (SB or TAMC). Refresher training is conducted annually as long as employees are assigned respirators. If an organization chooses to use an outside contractor/local vendor for respirator training, it is the responsibility of the organization to ensure compliance and obtain documentation of training completion.

(2) Training covers, at a minimum, the following topics:

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

(b) Respirator capabilities and limitations.

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

(d) Maintenance, shelf life and storage of RPE.

(e) General requirements of a Respiratory Protection Program.

(3) All training will be documented and retained per ARIMS.

i. Radiation Safety Program Training.

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

(1) The Garrison RSO will be trained in radiation safety procedures as per DA Pam 385-24.

(a) Annual Refresher. The IMCOM RSSO typically provides an annual refresher training document. The Unit RSO training available from the Communications and Electronics Command (CECOM), is also acceptable for annual refresher.

(b) Five (5) Year Refresher. Five year refresher training can be accomplished by completing the AMMO-66 Radiation Safety course. Register for the course through the Army Training Requirements and Resources System (ATTRS).

(2) Worker/Employee Training.

(a) The Garrison RSO will coordinate or conduct user-level training for garrison personnel in the radiation safety aspects of radioactive commodity use, laser safety, or EMR sources.

(b) Ensure appropriate radiation safety training is provided to all personnel who enter a Radiation Control Area.

(3) Entry and exit training for a Radiation Control Area (RCA).

For specific RCA procedures, refer to Chapter 21 of this SOP.

(a) Personnel requiring entry into an RCA will receive initial and annual Depleted Uranium (DU) Awareness training at a level commensurate with their activities in the RCA. (Refer to the Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium for specific training requirements.)

(b) Authorized visitors requiring entry into the RCA will be briefed on the presence of DU in the RCA.

(c) Personnel designated to perform exit monitoring by instrument scanning will receive initial and annual training. (Refer to the Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium for specific training requirements.)

9-2. CDSO Training Requirements.

The CDSO will complete training as follows:

(1) Complete CDSO course on ALMS within 30-days of appointment.

(2) Local Safety Office Additional Training. The CDSO completion certificate is required to attend this training.

(3) Accompanied by the GSO, inspect a workplace in the assigned directorate. This is repeated annually to assure quality inspections are being conducted.

9-3. CP-12 SOH Specialists Training Requirements.

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.

Chapter 10
Bloodborne Pathogen Program

10-1. Purpose.

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

10-2. Scope.

This BBP Exposure Control Plan (ECP) applies to all USAG-HI Soldiers, Civilians and contractors and complies with the requirements set forth in DA Pam 385-10.

10-3. Responsibilities.

a. The GSO will:

(1) Ensure overall development of the USAG-HI BPP ECP.

(2) Assist directorates and staff offices with implementation of their workplace-specific BPP ECP.

(3) Monitor compliance during Standard Army Safety and Occupational Health Inspections (SASOHI) and spot check during workplace inspections.

b. Supervisor's will-

(1) Identify employees who are required to be in the BBP.

(2) Develop a workplace-specific BBP ECP covering job tasks with potential exposure. Ensure personnel are familiar with and adhere to the ECP.

(3) Ensure that employees receive initial and refresher BPP training as required.

(4) Periodically monitor employee(s) to ensure they are following the workplace-specific ECP.

c. Employee's will:

(1) Review their workplace BBP ECP and be familiar with the procedures specific to their workplace.

(2) Receive initial and refresher training.

(3) If issued respiratory protective equipment, ensure proper use, maintenance, storage, cleaning and care of assigned personal protective respiratory equipment. If

respiratory protection is required, for example the use of N95 masks in the workplace, the employee will need to first be placed on the respiratory protection program; which will require additional training and respiratory fit testing prior to respirator use. Refer to Chapter 15 of this SOP.

(4) Notify management of unusual or changing job circumstances where BBP might need to be reviewed.

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

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

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

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

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

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

(1) Identify the tasks and procedures as well as the job classifications where occupational exposure to BBP occurs without regard to personal protective equipment.

(2) Outline the mechanisms for implementing this regulation and specify procedure for evaluating circumstances surrounding exposure incidents.

(3) Be accessible to employees. Employers must review and update the plan annually (and more often if necessary) to accommodate workplace changes.

(4) Provide guidance and requirements for engineering and workplace controls in accordance with 29 CFR 1910.1030(d)(2).

b. Record Retention.

(1) Training records will be maintained for three years and will include the following information: dates, contents of the training program or a summary, trainer's name and qualifications, and names and job titles of all persons attending the sessions.

(2) Medical records for each employee with an occupational exposure will be kept for the duration of employment plus 30 years following termination of employment. The treating medical clinic is the office of primary responsibility for retaining medical records.

10-5. Personal Protective Equipment (PPE).

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

b. Directors and Staff Office Chiefs will ensure that appropriate PPE, in the appropriate sizes, is readily available at the worksite. Organizations whose personnel do not work in a fixed location (e.g., DPW, DFMWR) will provide an emergency kit issued to individuals or be maintained in a work vehicle. Assistance in determining kit contents is available from the GSO.

c. All PPE will be removed prior to leaving the work area.

d. When the PPE is removed it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

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

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

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

10-6. Laundering Requirements.

a. Personnel will, under no circumstances, take contaminated garments home to launder. The organization is responsible for ensuring proper cleaning of all contaminated clothing whether it be personally owned or government issued.

b. Contaminated laundry will be handled as little as possible. Laundry will be bagged or containerized at the location until sent off for cleaning or disposal.

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

d. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak through of, or leakage from, the bag or container, the laundry will be placed and transported in bags or containers which prevent soak through or leakage.

10-7. Disposal of Waste.

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

b. Disposable equipment will be similarly bagged and marked.

c. Contact DPW to obtain a contractor for transportation and disposal of BBP-affected waste.

10-8. BBP Hazard Communication to Personnel.

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

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

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

10-9. Training of Personnel with Occupational Exposure.

Refer to Chapter 9 of this SOP.

10-10. Investigation of Exposure Incidents.

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

Chapter 11
Hazard Communication (HAZCOM) 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, 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 Safety Data Sheets (SDS) can be found in their workplace.

(2) Must be informed about what action or equipment is necessary to avoid or reduce potential dangers.

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

c. Directorates that store and utilize hazardous chemicals must develop a workplace-specific HAZCOM SOP that includes, 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 (GHS Pictograph and SDS).

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

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

(5) An explanation of the administrative and engineering controls.

(6) An explanation of safe work practice guidelines.

(7) PPE, other protective clothing and equipment.

(8) The meaning of work area hazardous chemical warning labels (NFPA labels and GHS Pictographs).

(9) Emergency evacuation and notification procedures.

(10) How to interpret and understand the hazard information on an SDS.

11-2. Inventory.

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

b. The AUL/inventory and SDS must match.

c. Employees must have easy and uninhibited access to the 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 as per Chapter 11-4 of this SOP.

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 at 808-656-0867 to schedule pick-ups for turn-in of accumulated used hazardous materials (HAZMAT) as hazardous waste (HAZWASTE) including fire extinguishers.

11-5. HAZCOM Training requirements.

Refer to Chapter 9 of this SOP.

Chapter 12
Motor Vehicle, Bicycle and Pedestrian Accident Prevention

12-1. Motor Vehicle Accident Prevention.

a. The U.S. Army Hawaii (USARHAW) Regulation (Reg) 190-5, the Traffic Code, establishes policy, responsibilities, and procedures for motor vehicle traffic supervision on USAG-HI installations and sites. Any conflicts between the Traffic Code and this SOP will defer to USARHAW Reg 190-5.

b. Directorates and Staff Offices will ensure that government owned vehicle (GOV) operators are required to attend an approved Driver Improvement/Remedial Drivers Training, or lose installation driving privileges, if they have been:

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

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

c. All PMV-4 (Private Motor Vehicle-4; cars, trucks) and PMV-2 (motorcycle) operators on DoD installations, to include operators of government-owned vehicles whether on or off the installation, are prohibited from using cellular phones or other hand-held electronic devices unless the vehicle is safely parked, or they are using a hands-free device. 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 (e.g., radio).

d. The wearing of any portable headphones, earphones or other listening devices while operating a motor vehicle is prohibited with the exception of hands free cellular phones IAW USARHAW Reg 190-5, Prohibition Against Using Cellular Phones While Operating Motor Vehicles on U.S. Army Installations in Hawaii. PMV-2 operators may wear motorcycle helmets equipped with operator-passenger intercom systems.

e. The use of roller skates, in-line skates, rollerblades and skateboards is outlined in USARHAW Reg 190-5.

f. Leaving motor vehicles unattended with the engine running presents a struck by hazard to personnel and is prohibited as per USARHAW Reg 190-5, unless an emergency exists.

g. All Terrain Vehicles (ATV) will not be driven off the areas in which ATVs operate.

h. Drivers and all passengers will use seatbelts and/or child restraint systems. As outlined by USARHAW Reg 190-5.

i. All traffic will stop and pull to the side when an emergency vehicle with flashing/ hazard warning lights approaches. All traffic will stop if any bus is flashing the hazard warning lights. Traffic will resume only upon cancellation of flashing lights.

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

a. Motorcycle (PMV-2) safety training is required for all active duty Service Members prior to operation of a motorcycle on or off the installation. The training is provided as part of the Army Traffic Safety Training Program (ATSTP). GSO is the proponent for ATSTP at USAG-HI. Service members can enroll in courses at https://imc.army.mil/airs/usg_disclaimer.aspx.

b. Specific procedures and requirements for motorcycle operation on Army installations in Hawaii can be found within 25th Infantry Division and United States Army Hawaii Policy Letter #29 - Motorcycle Safety. This policy can be found at: https://home.army.mil/hawaii/index.php/about/command-pubs.

12-3. Commercial off the Shelf Vehicle Operations and Licensing.

a. A listing of common Commercial off the Shelf (COTS) equipment is found at AR 600-55, The Army Driver and Operator Standardization Program. COTS vehicles are not to be confused with non-tactical administrative DOD motor vehicles or forklifts. COTS include but are not limited to:

(1) Construction equipment or off-road equipment, all sizes and capacities (including but not limited to tractors, wheeled or tracked);

(2) Cranes, wheeled or tracked;

(3) Front loaders;

(4) Small emplacement excavators;

(5) Riding lawn mowers;

(6) All-terrain support vehicles (including but not limited to the M-Gator or Mule utility vehicles, Polaris, etc.)

b. Responsibilities.

(1) Directorates and Staff Offices with COTS will:

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

(b) Ensure COTS operators are properly licensed and trained according to this SOP and other local requirements.

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

(2) Supervisors of COTS Operators will:

(a) Ensure personnel are trained in operator preventive maintenance checks and services (PMCS), safe driving practices, and correct loading techniques.

(b) Ensure required check rides are accomplished for all operators. Supervisors that are licensed operators may conduct check rides.

(c) Continually spot check and supervise COTS operators.

(3) COTS Operators will:

(a) Operate COTS in a safe and prudent manner according to manufacturer-specified operating instructions and report unsafe operating conditions.

(b) Wear installed restraint systems.

(c) Report all accidents to supervisor.

(d) Comply with all municipal, state, and military motor vehicle or equipment regulations, as required.

(e) Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport.

(f) Ensure vehicles or equipment and their contents are properly secured when left unattended.

(g) Inform supervisor if using medication that may adversely affect vision or coordination, or cause drowsiness.

(h) Comply with all vehicle safety requirements as defined in AR 385–10.

c. COTS Vehicle Operations.

(1) All COTS vehicles will be operated in the manner in which they were designed and in accordance with the manufacturer's guidelines.

(2) All manufacturer installed safety equipment will be maintained in working order.

(3) Occupant protective devices will be worn by operators and passengers of COTS vehicles where installed by the manufacturer.

(4) Operators will not exceed the recommended load carrying capacity, personnel capacity, or maximum safe vehicle speed. Cargo items will be secured as necessary to prevent tipping.

(5) PPE will be worn by all operators and passengers in accordance with the operator's manual for each specific piece of equipment. PPE will be provided by the owning directorate at no cost to the employee.

(6) Maintenance records for COTS vehicles will be maintained by the owning directorate or staff office for the life of the vehicle. Preventive Maintenance for all COTS vehicles will be performed in accordance with the manufacturer's recommendations.

d. Training and Licensing.

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

e. Sustainment Training and Check Rides.

(1) Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits.

(a) Sustainment training must be conducted at least annually for any driver with a valid OF 346 or DA Form 5984 – E.

(b) Sustainment training will focus on individual weaknesses as well as other topics identified by the supervisor based on local seasonal conditions, mission, equipment, and recent mishap trends.

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

(a) Annual check rides will be conducted for each variant of COTS for which an operator is licensed. This check ride is valid for all other vehicles within that specific variant or fleet of COTS.

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

(c) Annual check rides will incorporate on and off-road driving to determine driver/operator proficiency in extreme or unusual conditions as defined in the operator technical manual.

(d) Targeted training to focus on high risk maneuvers is encouraged when

possible, such as water fording, low visibility driving, or self-recovery procedures.

(3) COTS specific special capabilities should be practiced at least annually to ensure proficiency on items such as a winch, crane, and other capabilities besides the actual driving of a vehicle.

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

(5) Risk assessments will be reviewed and mitigation strategies implemented prior to execution.

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

f. Recordkeeping.

(1) Training records will be maintained for three years and include the following information: dates, content of the training program or a summary, trainer's name and qualifications, and names and job titles of all persons attending the sessions.

(2) Risk assessments will be reviewed and updated at least annually.

12-4. Bicyclist Safety Requirements.

Bicycle safety is an integral part of the USAG-HI traffic safety program. Specific requirements for bicycle operation on Army installations in Hawaii, along with other non-PMV-2 and non-PMV-4 personal transportation equipment can be found within:

a. USARHAW Reg 190-5 can be found under the "U.S. Army Hawaii Publications" tab at: https://home.army.mil/hawaii/index.php/about/command-pubs.

b. USARHAW Reg 1, USARHAW Standards and Discipline, can be found under the "U.S. Army Hawaii Publications" tab at: https://home.army.mil/hawaii/index.php/about/command-pubs.

12-5. Pedestrian Safety.

a. Use of Headphones. While wearing headphones, pedestrians will limit their activities to the sidewalks, running tracks, and/or designated fitness trails; use caution while crossing existing roads.

b. 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.

(1) This does not relieve a pedestrian from the duty of using due care for his or her own safety.

(2) 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.

c. Pedestrians who are on a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection will 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.

d. Pedestrians will use designated paths for walking, jogging, or running.

(1) If there is no sidewalk, pedestrians or runners will 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.

Chapter 13
Safety and Occupational Health Inspections

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

a. The annual SASOHI is typically scheduled separately from periodic workplace/facility inspections. While the SASOHI includes some workplaces in the review, this inspection is geared toward assessing how well the directorate is implementing the Garrison Commanders' Safety Plan within their operations.

(1) The SASOHI is conducted using a specific checklist designed to capture failure points from year to year.

(2) The SASOHI is applicable to garrison directorates and staff offices with 10 or more employees, or with a large patron presence.

(3) SASOHI results are reported to the GC and DGC; and briefed at the Garrison SOHAC.

(4) The CDSO is required to accompany GSO during the SASOHI in order to validate their inspection procedures and results.

b. Directorates will have 45 calendar days after the SASOHI is completed to correct any deficiencies; after which, the inspection grade will be finalized for that inspection cycle.

c. The schedule for the SASOHI is published in the CASP.

13-2. Workplace Inspections.

a. Workplace Inspections.

(1) Garrison workplace/facility inspections are conducted to ensure identification and mitigation of identified hazards and to ensure compliance with Federal and Army Safety standards.

(2) Depending on the hazard determination of the workplace, this can be conducted annually (low hazard), semi-annually (medium hazard), and quarterly (high hazard). This is above and beyond the daily and monthly inspections that supervisors are expected to conduct; and serves to assist the supervisors with ensuring they have identified all hazards, both existing and new.

(3) Follow-up inspections of high, medium and low hazard facilities will normally occur within 30 days of findings but no later than 60 days.

b. Operations Involving Special Hazards.

(1) Special hazards include, but are not limited to: respiratory protection; confined space entry, especially permitted spaces; specialty vehicle driver training, to include forklifts; bloodborne pathogen; etc.

(2) These operations will be inspected in conjunction with the workplace involved and will also be validated during the directorate SASOHI.

c. Low Hazard Facilities

(1) Directorates with only Low Hazard facilities include: Garrison HQ, DES, DHR, EEO, GSO, IMO, IRO, PAIO, PAO, RMO, and RSO.

(2) Low Hazard facilities are inspected by the GSO annually. It is recommended that the directorate or staff office CDSO conduct further inspections on a semi-annual basis, with the results submitted to GSO.

(a) CDSOs will be instructed on workplace inspect practices upon initial assignment and are required to demonstrate these capabilities during the annual inspection conducted by the GSO.

(b) The SASOHI will include a random sampling of Low Hazard facilities in order to validate the CDSO's inspection results; which allows for refresher training.

Chapter 14
Facility Reuse and Closure

14-1. Applicability.

Due to changing unit missions and ongoing transformations, to include USARHAW and tenant units, USAG-HI 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.

14-2. Policy.

a. Any time a building is due to have a change in purpose, be demolished or leave Army control, DPW will notify the Garrison Safety Manager.

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

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

d. Detailed plans will be developed for each closure. Plans will specifically address the following:

(1) Closure requirements.

(2) Munitions, explosives and radioactive commodities of concern.

(3) Contaminated structures.

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

14-3. Ammunition and/or Explosives (AE) Storage Facility Policy.

a. When an AE storage facility is no longer needed to store AE, it will be inspected by a Quality Assurance Ammunition Surveillance Specialist (QASAS) or Garrison 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.

14-4. Radiation Storage Facility.

a. Army radioactive commodities do not cause contamination during normal use. Unless contamination is known to exist, or found during surveys, facilities that contained only radioactive commodities are considered as Group1, a sealed source facility that has not experienced any leakage, per U.S. Nuclear Regulatory Commission Regulation (NUREG) 1757, Consolidated Decommissioning Guidance.

b. When an ionizing radiation storage facility is no longer needed to store sources the Garrison RSO will ensure the procedures in DA Pam 385-24, Chapter 9, Decommissioning of Facilities, are followed.

c. 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.

d. Recordkeeping. The GSO will maintain decommissioning records of ionizing radiation storage locations, leakage and contamination incidents, and routine survey results as required by ARIMS.

Chapter 15
Respiratory Protection Program.

15-1. Respiratory Protection Program (RPP) Policy.

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

15-2. Responsibilities.

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

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

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

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

b. Supervisors will:

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

(2) Identify potential respiratory hazards and request review of these hazards by Industrial Hygiene (IH) - Schofield Barracks (SB) or Tripler Army Medical Center (TAMC).

(3) Include respirator use in their SOPs for a particular job task and ensure their personnel are familiar with the SOP.

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

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

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

c. Employees/Respirator users will:

(1) Receive an annual medical evaluation, fit testing and respirator training as required.

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

(3) Wear ONLY the respirator assigned, based off work duties and/or conditions. Only wear respirators for which a medical clearance, fit testing and training have been received.

15-3. Administrative Procedures.

a. Respirator Program Evaluation.

(1) The GSO evaluates the RPP for effectiveness by performing the following:

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

(b) Interviewing employees who wear respirators during scheduled shop walkthroughs.

(2) Check employee job duties for changes in chemical exposure, maintenance and storage of their respirators, and how employees use their respirators while in normal operations.

b. Record Keeping.

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

(a) Employee's most current fit testing records.

(b) Employee's and supervisor's training records.

(c) Employee's medical evaluation records.

(d) Air purifying cartridge/canister/filter change schedules.

(e) Other pertinent records as necessary.

15-4. Respirator Selection.

a. Voluntary Use of Respirators.

(1) Voluntary use of respirators is allowed, provided it is determined that the use of the respirator does not in itself create a hazard.

(2) Voluntary users must follow all requirements of this program with the following exception; voluntary users who only use dust masks or cloth face coverings are not required to participate in RPP.

b. Selection of Respirators.

(1) Evaluation of chemical use at USAG-HI facilities is completed by supervisors with support from IH, Directorate of Public Works (DPW) Environmental Division, and the GSO.

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

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

a. Medical Evaluation.

(1) Every USAG-HI employee who wears a respirator is provided a medical evaluation before they are allowed to use a respirator. Medical evaluations are conducted at least annually by Occupational Health (OH).

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

b. Fit Testing.

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

(2) Fit testing is provided by the IH at SB or TAMC and is repeated on an annual basis. If an organization chooses to use an outside contractor for fit testing, it is the responsibility of the organization to fund the training and ensure the training meets AR 11-34 and 29 CFR 1910.134 standards.

15-6. Maintenance, Storage and Inspection.

a. Respirators used by single employees must be cleaned, sanitized and disinfected per manufacturer's guidelines.

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

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

d. Ensure that all filters, cartridges, and canisters used in the workplace are labeled and color coded with the National Institute for Occupational Safety and Health (NIOSH) approval label and that the label is not removed and remains legible.

e. Ensure respirator cartridge/filter change-out complies with manufacturer recommendations for RPE not equipped with an end-of-service-life indicator (ESLI).

15-7. Training.

Refer to Chapter 9 of this SOP.

Chapter 16
Permit Required Confined Space (PRCS)

16-1. Purpose.

a. This chapter outlines the policies, responsibilities and procedures to be used for the safe entry into confined spaces on USAG-HI. In order to prevent injury, illness and possible death, personnel will not enter a PRCS without an approved permit, personal protective clothing, monitoring equipment, and/or use of isolation/lockout/tagout procedures.

b. DA Pam 385-10, Chapter 14-4, covers detailed procedures for working in Confined Spaces (CS) and PRCS. This chapter identifies additional USAG-HI requirements for implementing a local CS/PRCS program.

16-2. Scope.

This chapter applies to all USAG-HI military personnel, Civilian employees and contractors.

16-3. Definitions.

a. A Confined Space (CS) is a space in which **all four conditions** listed below exists:

(1) It is large enough and configured for an individual to enter and perform work;

(2) Has limited or restricted means to enter and perform work;

(3) Has limited or restricted means for entry or exit, and;

(4) Is not designed for continuous employee occupancy.

b. A PRCS is a confined space that has **any one of the following** characteristics:

(1) Contains or has the potential to contain, a hazardous atmosphere.

(2) Contains a material which has a potential for engulfing an entrant.

(3) Is internally configured such that an entrant could be trapped or asphyxiated.

(4) Contains any other recognized serious safety or health hazard.

c. Confined spaces include, but are not limited to, enclosures similar to:

Boilers	Pipelines	Silos
Cells	Pits	Storage Tanks
Cupolas	Pumping Stations	Tunnels
Degreasers	Septic Tanks	Utility
Ducts	Sewage Digesters	Vats
Furnaces	Sewers	Vaults
Manholes		

16-4. Responsibilities.

a. The Garrison Safety Manager will:

(1) Assign a GSO Confined Space Manager (CSM).

(2) Oversee the Garrison PRCS program, with assistance from the TAMC or SB IH Department and DPW.

b. The GSO CSM will:

(1) Review the workplace-specific CS/PRCS Entry SOP during workplace and program inspections to ensure it meets current requirements.

(2) Assist DPW, IH, and the Federal Fire Department in the identification and inventory of CS and PRCS locations.

(3) Ensure each CS/PRCS entry location has a risk assessment (JHA or DD-2977) completed. A general JHA is acceptable for like spaces; more complex entry operations may need a separate DD-2977 to discuss and mitigate additional hazards.

(4) Periodically review entry permits into PRCS to ensure all PRCS actions are being addressed and implemented.

(5) Review new operations that could potentially qualify as a CS/PRCS.

c. Directorates or Staff Offices that conduct and or authorize CS/PRCS operations will:

(1) Designate a CS Coordinator/Manager (CSC/CSM) to manage the CS program activities.

(2) Ensure a list of both permit required and non-permit required CSs under the control of the organization is forward to the GSO CSM for record keeping.

(3) Ensure the Supervisors charged with conducting CS/PRCS entry have developed a workplace-specific SOP based on DA Pam 385-10, Chapter 14-4, 29 CFR 1910.146, and this SOP.

(4) Inform the GSO CSM of construction, maintenance, or service contracts that will involve entry into PRCSs. Include CS requirements into supporting contracts.

(5) Ensure employees requiring entry into CS/PRCS are properly trained. Maintain training completion documentation for periodic review by GSO CSM.

(6) Ensure PPE, tools and other equipment used in PRCS atmospheres are designed for that purpose; are properly maintained and calibrated (as required).

d. The CS Coordinator/Manager/Supervisor (CSC/CSM/CSS) will:

(1) Assist Supervisors charged with conducting CS/PRCS entry with developing a workplace-specific SOP based on DA Pam 385-10, Chapter 14-4, 29 CFR 1910.146, and this SOP.

(2) Ensure the CS/PRCS Entry Supervisor has completed a JHA/RA (DD-2977 or similar) for each entry location. JHA/RA will be validated prior to each entry and reviewed with the entry team.

(3) Prior to authorizing entry of a CS, verify Attendant, Entrant, and Supervisor training requirements are up-to-date for CS entry.

(4) Ensures employees qualified and trained in CS entry procedures, know the hazards that are faced during the CS operation, and perform CS monitoring.

(5) Prior to entry into a PRCS notify the Federal Fire Department Regional Dispatch Center (RDC) at (808) 474-2222, and provide the following information:

(a) CS location and Bldg. number,

(b) Point of contact (POC) on site, company, and phone number, and

(c) Type of work

(6) Due to the wait time involved for a rescue call-out to arrive, the CSC/CSM/CSS will conduct:

(a) Rescue and training drills designed to maintain proficiency initially to new employees, and thereafter at least annually or at lesser intervals as determined necessary by the supervisor. Simulated rescue operations with the use of dummies, mannequins, or personnel through representative openings and portals whose size, configuration, and accessibility closely approximate those of the permit spaces from which rescues may be required.

(b) A rescue Table Top Exercise (TTX) should also be conducted semi-annually, whenever:

(i) New team members are added, and

(ii) Team members have not previously worked in the designated entry location.

e. Entry Supervisor, Authorized Entrants, and Authorized Attendants performance will be IAW DA Pam 385-10, Chapter 14-4, 29 CFR 1910.146 (General Industry) or 29 CFR 1926.21 (Construction Industry), USACE Safety and Health Requirements Manual EM 385-1-1, and this SOP.

16-5. Procedures.

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

16-6. Training and Occupational Health Requirements.

a. Training will comply with the requirements in DA Pam 385-10, Chapter 14-4, at a minimum.

b. Documentation of training:

(1) All CS/PRCS training for entry supervisors, entrants, attendants, testers and monitors, and rescue team members will be documented. Training must remain current IAW 29 CFR 1910.146 and this SOP.

(2) The certification should contain each individual's name, dates of training or annual refresher training, and either the initials or signature of the instructor.

(3) Document the training for safety related items such as First Aid, CPR, and respirator use.

(4) Keep training records on file in a centralized location that is available upon request for annual review of the organizations CSP.

c. First Aid and CPR.

Initial and annual cardiopulmonary resuscitation (CPR) and first aid training is recommended. Contractors must provide their own rescue team and documentation of rescue training or coordinate with FED Fire to provide CS rescue operations.

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

Chapter 17
Lockout/Tagout – The Control of Hazardous Energy

17-1. Purpose.

DA Pam 385-10, Chapter 14-3, covers detailed procedures for the control of hazardous energy. This chapter identifies additional USAG-HI requirements for implementing a local Lockout/Tagout (LOTO) program IN ORDER TO protect USAG-HI employees.

17-2. Scope.

This chapter applies to all USAG-HI employees and contractors involved with the servicing and maintenance of machines and equipment where the unexpected energization or startup of the machines or equipment that may release stored energy that could cause injury to employees.

17-3. Responsibilities.

a. Garrison Safety Office will:

(1) Assist directorates with implementation of a LOTO program.

(2) Monitor compliance during SASOHI and spot check during workplace inspections.

b. Supervisor's will:

(1) Develop a workplace-specific LOTO SOP including the procedures found in DA Pam 385-10 and this SOP.

(2) Conduct LOTO training for all employees to include certificate, documentation and record retention per ARIMS.

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

(4) Inform contractors involved in servicing and maintenance of machines to comply with 29 CFR 1910.147.

(5) Ensure that contractors performing LOTO, inform any affected personnel in the work area of all hazards.

c. Employees will:

(1) Annually review their workplace/directorate LOTO program and be familiar with the procedures specific to their workplace.

(2) Receive initial and refresher LOTO training.

17-4. Lockout/Tagout.

a. If an energy generating device is capable of being locked out, lockout will be used, unless it can be demonstrated that the utilization of a tagout system will provide full employee protection.

b. Whenever replacement, repair, renovation or modification of a machine or equipment designed to accept a LOTO device is performed, LOTO will be utilized.

17-5. Energy Control Procedures.

a. Supervisors will ensure that each machine or piece of equipment which is subject to LOTO is addressed in a written procedure. Equipment/machines which require similar LOTO procedures may be addressed in one document, such as a job hazard analysis.

b. The procedures will specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, to include the enforcement of compliance with LOTO.

17-6. Protective Materials and Hardware.

a. Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided by the supervisors for isolating, securing, or blocking of machines or equipment from energy sources.

b. All lockout and tagout devices will be singularly identified. These devices will only be used for controlling energy, not for any other purpose or use.

c. Locks will be durable, standardized, substantial, and easily identifiable by employees.

d. Tagout devices will warn against hazardous conditions if the machine or equipment is energized and will include a legend such as: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

17-7. Periodic Inspections.

a. Supervisors will conduct a periodic inspection of the energy control procedures at least annually to ensure that the procedures and the requirements of this program are followed.

b. Supervisors will certify that the periodic inspections have been performed. The certification will identify the machine or equipment on which the energy control procedure was utilized. The information must include the date of inspection, the employees being audited and the person evaluating the LOTO program for compliance.

17-8. Training and Communication.

a. Supervisors will provide initial and reoccurring documented training. The training will illustrate the purpose and function of the energy control program for employees. The training will include the following:

(1) Each authorized employee will receive training in the recognition of applicable hazardous energy sources. Training will include the type and magnitude of the energy available in the workplace, the methods necessary for energy isolation and control.

(2) Each affected employee will be instructed in the purpose and use of the energy control procedure. The authorized employee performing the lockout/tagout procedure will provide this training to all affected personnel.

(3) All other employees with work operations in an area where energy control procedures may be utilized, will be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

b. When tagout systems are used, employees will also be trained in the following limitations of tags:

(1) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

(2) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, or ignored.

(3) Tags must be legible and understandable by all authorized employees and all other employees whose work operations are or may be in the area.

(4) The method of attachment for Tags must be made of materials which will withstand the environmental conditions encountered in the workplace.

(5) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

c. Employee retraining.

(1) Retraining will be provided for all authorized and affected employees when there is a change in job assignments, machines, equipment or processes that may present a new hazard.

(2) Additional retraining will also be conducted when a supervisor has reason to believe that there are deviations or inadequacies in the employee's knowledge or use of energy control devices or procedures.

(3) The retraining will reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

d. Supervisors will certify that employees have completed all required training by keeping a signed record of training on file per ARIMS.

17-9. Application of Control.

The application of energy control (LOTO procedures) for specific equipment and machinery will follow manufacturers established procedures. In the absence of manufacturer's instructions, the procedures in DA Pam 385-10 and 29 CFR 1910.147 will be followed.

17-10. Lockout or Tagout Device Removal/Pre-release Checks.

The removal of energy control (LOTO procedures) for specific equipment/machinery will follow manufacturers established procedures. In the absence of manufacturer's instructions, the procedures in DA Pam 385-10 and/or 29 CFR 1910.147 will be followed.

17-11. Outside Personnel (contractors, etc.).

a. When outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the Contracting Officers Representative (COR) and the contractor will inform each other of their respective lockout or tagout procedures.

b. The contractor will ensure their employees understand and comply with the restrictions and prohibitions of the contractor's energy control program.

17-12. Group Lockout or Tagout.

a. When servicing or maintenance is performed by a group, they will utilize a procedure which affords each employee a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

b. Group lockout or tagout devices will be used in accordance with the approved workplace standard operating procedures.

Chapter 18
Fall Protection Program

18-1. Purpose.

DA Pam 385-10, Chapter 14-5, covers detailed policies, procedures, and responsibilities for protecting personnel working in operations that involve the risk of an accidental fall of four feet or more. This chapter identifies additional USAG-HI requirements for implementing a local fall protection program in order to protect USAG-HI employees.

18-2. Policy.

All supervisors and employees will ensure appropriate use and maintenance of fall protection equipment in accordance with this SOP, DA Pam 385-10, and 29 CFR 1910.140 or 29 CFR 1926.500 as applicable.

18-3. Responsibilities.

a. The Garrison Safety Office will:

(1) Conduct Fall Protection program audits during workplace inspections.

(2) Monitor compliance during the SASOHI.

b. Supervisors or the designated Competent Person will:

(1) Develop a workplace-specific fall protection SOP, including the procedures found in DA Pam 385-10 and this SOP.

(2) Ensure that all fall protection procedures and practices are being adhered to by all workers.

(3) Ensure that all workers affected by the fall protection procedures/practices are adequately trained and provided the appropriate fall protection equipment.

(4) Respond immediately to all identified substandard conditions, hazards, defects or non-compliance involving heights.

c. Employees will:

(1) Abide by all fall protection practices/procedures.

(2) Inspect all pieces of equipment as required.

(3) Immediately report to the supervisor any identified defects, hazards, substandard condition or noncompliance items associated with fall protection procedures and practices.

18-4. Controlling Fall Hazards and Exposure.

Whenever possible, attempts should be made to change the nature of the task to eliminate the fall hazard (Hierarchy of Controls).

a. Elimination or substitution. For example, lowering the work surface to ground level, moving the process, or use of extension tools that allows work to be done from the ground level, etc.

b. Engineering controls. Isolate or separate the fall hazards from work areas by erecting same level barriers such as guardrails, walls, or covers.

c. Work platforms (movable or stationary): use scaffolds, scissor lifts, work stands or aerial lift equipment to facilitate access to work location and to protect workers from falling when performing work at high locations.

d. Administrative controls. Use work practices that reduce the risk of falling from heights, or to warn a person to avoid approaching a fall hazard (i.e., warning systems, warning lines, audible alarms, signs or training of workers to recognize specific fall hazards).

e. Fall protection equipment. Fall protection equipment is used in conjunction with the other controls.

(1) Fall restraint – to keep the worker away from the fall hazard.

(2) Fall arrest – to prevent injury if the worker does fall from an elevation.

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

18-5. Inspection of Fall Protection Systems.

a. To maintain their service life and high performance, fall protection components must be inspected.

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

(2) Frequent inspections by a competent person should also be accomplished.

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

18-6. Fall Protection Training.

a. Supervisors will train personnel on proper fall protection procedures and requirements in accordance with the workplace-specific fall protection plan and 29 CFR 1910.30.

b. All required training must be documented and kept of file in the workplace.

Chapter 19
Explosives Safety Management Program

19-1. Explosives Safety.

a. Explosives safety is governed by Chapter 5 of AR 385-10, DA Pam 385-64 and the USARHAW Explosives Safety Management Program (ESMP).

b. Storage of ammunition and operational loads must be approved in writing by the Garrison Commander, or their representative, for the specific storage locations.

c. At no time will the cumulative total of all ammunition stored in the approved storage location exceed authorized net explosive weight (NEW).

19-2. Responsibilities.

a. The Garrison Safety Manager will:

(1) Oversee all elements of the Garrison Commanders' ESMP.

(2) Appoint and supervise a garrison Explosives Safety Officer (ESO) in the performance of his/her delegated program management responsibilities.

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

(4) Coordinate and conduct semi-annual explosives safety council meeting.

b. The Garrison ESO will:

(1) Report 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) Maintain documents on all AE storage sites that store Hazard Division (HD) 1.1 (mass-detonation/mass-explosion) or HD 1.2 (fragmentation) explosives and munitions to validate current storage siting documentations (Site Plan or DA Form 7632 – Deviation Approval and Risk Acceptance Document (DARAD)).

(6) Conduct announced or unannounced inspections on all Garrison-managed AE storage locations annually to validate that they are in compliance with all safety standards.

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

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

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

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

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

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

(5) All AE storage requests and license renewals will be routed through the respective unit safety office. The Unit Safety Officer will review the package for accuracy and completeness prior to routing to the Garrison ESO and will include the following documentation:

(a) Explosives Storage License.

(b) Justification memorandum from commander.

(c) Deliberate Risk Assessment Worksheet.

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

(e) Physical Security inspection report and memorandum.

(f) Security Construction Statement, DA Form 4604.

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

(h) Current inspection conducted by the Unit Safety Officer validating that the storage location is in compliance with all safety standards.

19-3. AE Storage Facility Reuse and Closure.

AE Storage Facility Reuse and Closure. When an AE storage facility is no longer needed to store AE, refer to Chapter 14 of this SOP.

Chapter 20
Radiation Safety Program

20-1. Introduction.

This section establishes and implements the Radiation Safety Program (RSP) for USAG-HI. This policy complies with the requirements set forth in AR 385-10 and DA Pam 385-24.

20-2. General.

This RSP prescribes specific procedures and responsibilities to ensure safe handling, use, and disposition of both ionizing and nonionizing radioactive sources in USAG-HI custody.

20-3. Policy.

Minimizing personnel exposure to radiation is the concept of as low as reasonably achievable (ALARA). USAG-HI directorates will ensure that exposure to ionizing radiation and radioactive material follows the ALARA philosophy.

20-4. Responsibilities.

a. The USAG-HI GC will:

(1) Designate in writing a trained Garrison Radiation Safety Officer (RSO). The Garrison RSO will also perform the duties of Laser Safety Officer (LSO) and Radiofrequency Safety Officer (RFSO) as required.

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

(3) Approve Army Radiation Permits (ARP).

b. The Garrison Safety Manager will:

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

(2) Review applications for ARPs on garrison real property for accuracy and completeness prior to GC approval.

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

(4) Ensure that garrison personnel who work with radioactive material sources are performing in ALARA safe working conditions.

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

c. DPW will:

(1) Notify the Garrison RSO when a contract has been issued which may involve the use of equipment containing radioactive sources on property controlled by USAG-HI or USAG-PTA.

(2) Ensure the Scope of Work (SOW) and/or Performance Work Statement (PWS) are reviewed by the GSO for the purpose of ensuring all contracts issued to contractors who may bring equipment containing radioactive sources onto property controlled by USAG-HI or USAG-PTA (such as for construction or pipeline/sewer contracts) contain the following provisions:

(a) The contractor must agree to abide by DA Pam 385-24 and this SOP.

(b) The contractor must provide a written request for an Army Radiation Permit (ARP) per Chapter 20-14 of this SOP a minimum of 30 days prior to their expected start date in accordance with 32 CFR 655.10, Oversight of radiation sources brought on Army land by non-Army entities (AR 385-10). An ARP signed by the GC is required prior to bringing the equipment onto garrison property.

(3) Notify the Garrison RSO any time a building or area that currently or formerly contained radioactive commodities is scheduled for demolition, leave Army control, or will no longer contain radioactive commodities so decommissioning actions can be taken as necessary.

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

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

(2) Annual Inventory Requirements. Provide a copy of the directorate radioactive, laser and/or RF energy material inventory to the Garrison RSO annually and when called for. Changes in inventory will be reported to the Garrison RSO within 30 days of the change.

e. The Garrison RSO will:

(1) Audits. Ensure audits of the USAG-HI RSP are conducted. Report results of audits to the Garrison Safety Manager.

(2) ARP. Utilizing DA Pam 385-24, para 2-7, review ARP requests for accuracy and approval by the GC via the Garrison Safety Manager. Ensure non-Army agencies

and contractors have a valid ARP before radioactive materials are allowed on USAG-HI real property.

(3) Inventory. Maintain a current inventory of all ionizing and non-ionizing equipment within USAG-HI for installation radioactive materials history records. Directly coordinate with tenants to obtain inventory information about the storage and use locations of their radioactive materials for the GC; as well as Class 3b, Class 4 and military-exempt Lasers.

(4) Accidents/Injuries. Direct Liaison Authority is granted for the Garrison RSO to coordinate accident/injury investigation and reporting for equipment pertaining to the USAG-HI RSP. Reporting of Laser or RFR incidents will follow guidance and procedures found in DA Pam 385-24 and DA Pam 385-40.

(5) Minimum Detectable Concentration (MDC) Quality Check (QC). Upon completion of calibration by TMDE, perform MDC QC procedures on equipment used for hotline exit surveys at the closest point to the Radiation Control Area (RCA) without violating Multi-Purpose Range Complex (MPRC) access.

20-5. Radiation Safety Committee (RSC).

An RSC is an advisory committee for the Garrison Commander to assess the adequacy of the USAG-HI RSP. An RSC is required at USAG-HI in accordance with the Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium (DU), hereafter referred to as the DU RSP. USAG-HI conducts an RSC annually, typically in conjunction with the Garrison SOHAC.

20-6. Records Retention.

a. Relevant ionizing and nonionizing radiation records will be maintained as required by AR 25-400-2, The Army Records Information Management System (ARIMS).

b. The Directorate of Human Resources (DHR) Administrative Services Division (ASD) is the proponent for submitting records to ARIMS. Specific records retention requirements are as follows:

(1) Instrument and source calibration records are replaced upon next calibration; with the exception of DU monitoring equipment, which are retained locally for 3 years as shown below.

(2) Records to be maintained for three (3) years IAW the IMCOM Depleted Uranium (DU) Radiation Safety Plan (RSP) include those listed below. Retain the following documents locally for 3 years for inspection purposes then transfer to ARIMS:

(a) Calibration and Minimum Detectable Concentration Quality Checks for radiation equipment used to detect DU.

(b) Records of audits and other reviews of the DU RSP for USAG-HI.

(c) Records of radiological surveys / evaluations (Exit Monitor Records).

(3) Records to be maintained for six (6) years include those listed below. Retain the following documents locally for 3 years for inspection purposes then transfer to ARIMS:

(a) Personnel dosimetry (if relevant).

(b) Radiation program related inspection reports.

(c) Radiation safety training rosters.

(d) Army Radiation Permit (ARP) packages.

(4) Records to be maintained for 75 years include those listed below. Retain the following documents locally for 3 years for inspection purposes then transfer to ARIMS:

(a) Facilities guidance and analysis regarding ionizing radiation sources.

(b) Radiation user lists.

(c) Low Level Radioactive Waste (LLRW) information.

(d) Declared pregnancy records.

(e) Bioassays related to DU.

(f) DU decontamination records.

20-7. Declared Pregnancies.

a. Pregnant personnel working in a NRC licensed area should notify the Garrison RSO.

b. The Garrison RSO will maintain the records of dose to an embryo/fetus with the records of dose to the declared pregnant woman. The declaration of pregnancy will also be kept on file, but may be maintained separately from the dose records.

20-8. Ionizing and Non-Ionizing Equipment.

a. Ionizing Radiation

(1) Directorates that possesses ionizing radiation sources, to include radiation generating devices (RGD) such as x-ray machines, will operate a safety program according to this SOP.

(2) Notify the Garrison RSO within 24 hours of radiation incidents, including the loss, destruction, or leakage of radioactive material. During duty hours call (808) 656-1167 or 1169; after hours email usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil.

(3) The Garrison RSO will coordinate incident investigation/reporting for equipment pertaining to the USAG-HI RSP. Reporting of incidents will follow guidance and procedures found in DA Pam 385-24 and DA Pam 385-40.

b. Lasers

(1) Directorates that possesses Class 3B, Class 4, or military-exempt lasers will operate a safety program as per DA Pam 385-24 and this SOP.

(2) LASER pointers used throughout USAG-HI will be properly labeled and will be Class 3E, 2M, 2, 1M or 1.

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

(4) Notify the Garrison RSO within 24 hours of all suspected laser accidents and incidents, regardless of injury. During duty hours call (808) 656-1167 or 1169; after hours email usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil.

(5) The Garrison RSO will coordinate incident investigation/reporting for equipment pertaining to the USAG-HI RSP. Reporting of incidents will follow guidance and procedures found in DA Pam 385-24 and DA Pam 385-40.

c. Radiofrequency Electromagnetic Radiation

(1) The directorate RFSO is responsible for safety oversight of all radio frequency electromagnetic radiation sources.

(2) Users will adopt no practice and conduct no operation involving planned exposure of personnel to RF levels in excess of the applicable maximum permissible exposures.

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

(4) Notify the Garrison RSO within 24 hours of exposure incidents. During duty hours call (808) 656-1167 or 1169; after hours email usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil.

(5) The Garrison RSO will coordinate incident investigation/reporting for equipment pertaining to the USAG-HI RSP. Reporting of incidents will follow guidance and procedures found in DA Pam 385-24 and DA Pam 385-40.

20-9. Procurement of Radioactive Equipment.

a. Directorates will make every effort to avoid procuring radioactive items if non-radioactive items are available. The Garrison RSO will be notified prior to equipment containing radioactive materials being purchased.

b. Radioisotopes and ionizing radiation-producing equipment procurement requests will be forwarded to the Garrison Safety Manager for review. Radioactive material purchased Commercial-off-the-Shelf (COTS) or directly from a manufacturer may carry NRC or state licensing requirements that may unduly burden the U.S. Army.

c. Radioactive material licensing. Materials will not be procured until the required NRC license is received.

d. Directorates will submit a SOP for each project or operation involving ionizing radiation to the Garrison Safety Manager before procurement of equipment or source-material producing radiation.

e. Radioactive material transportation. No special training, qualification, or vehicle markings are required for items identified as “Excepted Quantity” or “Excepted Instruments and Articles.”

20-10. Shipment of Radioactive Equipment.

a. Directorates intending to transport outgoing equipment and materials are expected to coordinate with and obtain instructions from the Garrison RSO.

b. Use of privately owned vehicles for transporting hazardous materials or hazardous waste is prohibited.

c. Rental vehicles are prohibited from the transport of hazardous materials unless prior approval, in writing, is obtained from the Headquarters Military Services/Agencies and the corporate headquarters of the rental company.

d. Commercial air shipments are permitted. The shipper will complete a Shipper’s Declaration for Dangerous Goods for Hazardous Materials moving by commercial airlift. Refer to the Defense Transportation Regulation for more information.

20-11. Storage of Radioactive Materials/Equipment.

a. Store radioactive materials in a fire-resistant building or enclosure. Lock and control access to storage facilities. Only authorized personnel are allowed access to storage areas.

b. Storage Area Sign Requirements. Storage areas do not require a sign provided the radiation level 12 inches from the surface of the source container or housing does not exceed 5 millirem per hour. Equipment stored within USAG-HI directorates do not meet posting requirements; with the exception of the DU RCA.

20-12. Lost, Stolen, or Damaged Materials/Equipment.

a. When any equipment containing a radioactive commodity is lost, stolen, or damaged it must be immediately reported to law enforcement authorities and the Garrison Safety Office.

b. The Garrison Safety Manager or appointed RSO will report the incident to the IMCOM RSO immediately by telephone or email.

20-13. Ionizing Radiation Storage Facility Reuse and Closure.

Refer to Chapter 14 of this SOP.

20-14. Army Radiation Permits (ARP).

a. An ARP is an authorization granted on behalf of the GC to non-Army agencies and contractors to use ionizing radiation sources on USAG-HI real property. ARPs are granted for no longer than one (1) year.

b. Ionizing radiation sources under an ARP are not allowed to be stored on USAG-HI property.

c. If a contractor does not have a valid ARP on Army lands, contact the Garrison RSO and the contracting officer. Work should be discontinued until a permit is obtained.

d. ARP requesting and processing will follow the procedures in DA Pam 385-24. The Garrison RSO will coordinate with the requesting entity to ensure a complete ARP package is submitted for review. The Garrison Safety Manager will ensure ARP accuracy prior to submitting for approval by the GC.

20-15. Radiation Safety Program Training.

Refer to Chapter 9 of this SOP.

Chapter 21
Depleted Uranium Radiation Safety Program

21-1. Depleted Uranium (DU) on IMCOM Real Property.

a. The U.S. Army has designated parts of the MPRC at Schofield Barracks and the impact area of the range at USAG-PTA as a RCA for radiation safety purposes due to potential DU contamination. Range Control at both locations is the office of primary responsibility for authorizing access onto the range, and therefore into the RCA.

b. The IMCOM Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium (DU), locally referred to as the DU RSP, provides guidance and instructions for personnel who enter, work in, and leave the RCA.

21-2. Responsibilities Specific to the DU RSP.

a. The Garrison Safety Manager will:

(1) Manage the DU RSP for USAG-HI.

(2) Notify the IMCOM RSO as soon as possible when a new Garrison RSO is appointed and provide documentation to demonstrate compliance with the required training qualifications.

b. The Garrison RSO will:

(1) Represent the Garrison Safety Manager and coordinate with IMCOM RSO in the day-to-day radiation safety operations and oversight of the DU RSP at USAG-HI.

(2) Maintain records of radiation safety activities related to the RCA.

(3) Annually report DU related activities during the Garrison SOHAC.

(4) Ensure audits are conducted as necessary to verify compliance with provisions of the IMCOM DU RSP.

(5) Ensure appropriate radiation safety training is provided to all personnel who enter an RCA. Provide updated listings of trained entrants to Range Control for use in controlling access to the RCA.

(6) Maintain a log of all M101 DU found on the installation. The log will show the location of each find, an estimate of the amount of DU (for example, two mostly intact rounds, three fragments, evidence of soil contamination, and so on) and whether the DU was left in place or removed for proper disposal.

c. Personnel entering the RCA are not occupationally exposed to ionizing radiation. However, personnel in the RCA will:

(1) Receive DU Awareness training at a level commensurate with their activities in the RCA.

(2) Understand and abide by the policies and procedures specified in the DU RSP and request clarification for those areas where understanding is incomplete.

(3) PPE. Normal work clothing provides adequate protection for radiation safety purposes; however, personnel will wear disposable gloves at all times when handling materials potentially relating to DU.

d. Authorized visitors requiring entry into the RCA will:

(1) Be briefed on the presence of DU in the RCA.

(2) Be escorted by DU trained personnel at all times in the RCA.

(3) Unauthorized visitors, and visitors not meeting the specified qualifications, will be denied entry to the RCA. Range Control is the office of primary responsibility for authorizing access onto the range, and therefore into the RCA.

21-3. Activities within the RCA.

a. Unintended discovery of M101 DU debris in an RCA and its location will be reported immediately to the Garrison RSO.

b. Deliberate searches for and removal of DU are not authorized within an RCA except for IMCOM RSO-approved activities.

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

d. Drinking water to maintain hydration and health is allowable in an RCA, but water bottles, cups, and glasses must be clean of any apparent dirt or soil prior to use.

e. Excavations and building construction within an RCA are not authorized. However, upon request, the Garrison RSO will coordinate with the IMCOM RSO for case-by-case exemptions to allow construction of new targets, access roads, and other projects related to the normal use of the RCA for training.

f. Authorized range activities are specified in the DU RSP. Range personnel will keep records of these activities in appropriate range logs that will be accessible to NRC inspectors.

21-4. Exemptions for Training within the MPRC.

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

21-5. RCA Exit Monitoring.

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

(1) Personnel and equipment departing the RCA will submit to radiation survey monitoring, locally referred to as “frisking”, at the designated exit points.

(2) Directorates and units will designate personnel to conduct the surveys of personnel and equipment under their cognizance. The Garrison RSO will provide and document the annual training required for staff to perform this function. (Refer to section 9-1i of this SOP for exit monitor training requirements.)

b. Action level procedures.

(1) Should the exit monitor readings exceed the action level annotated on the instrument exit monitoring record, the frisker operator will reset the instrument then rescan the equipment to verify whether action levels are exceeded.

(2) Upon second verification that action levels are exceeded, the frisker operator will follow procedures outlined in the Exit Monitoring SOP, located in their hot line binder.

(3) All instances where action levels have been exceeded will be reported to the Garrison RSO as soon as practical.

c. Hotline Exit Monitoring Records should be provided to the Garrison RSO at least quarterly.

21-6. Calibration Procedures for DU Radiation Survey Monitoring Equipment.

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

(1) Scanning instruments will not be used past the scheduled calibration due date.

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

b. Minimum Detectable Concentration (MDC) Quality Check (QC). Upon completion of calibration by TMDE, the Garrison RSO will perform MDC QC procedures on

equipment used for hotline exit surveys. Background measurements for the MDC are to be conducted outside of, but nearby the RCA.

c. The Garrison RSO will update the Exit Monitoring Record for the specific monitor with the current data from the MDC QC, then return the equipment and updated documentation to the using office for future Exit Monitoring surveys.

This SOP supersedes SOP NO. IMHW-SO-385-1 dated 19 December 2018, and remains in effect until rescinded or superseded in writing. The Point of contact for this SOP is the Garrison Safety Manager at 808-656-1173.

FOR THE COMMANDER:

OFFICIAL: DANIEL MISIGOY
COL, LG
Commanding

STEPHENS.ROBERT.M.1011322863 Digitally signed by STEPHENS.ROBERT.M.1011322863 Date: 2021.05.06 13:45:54 -10'00'

ROBERT M. STEPHENS, PhD
Garrison Director of Human Resources

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Appendix A
Emergency Action Plan / SOP

A-1: Emergency Action Plan (EAP) Requirements.

Directorates should ensure that the facilities under their control have an emergency action plan specific to that location. Facility plans should include information such as, but not limited to: emergency egress routes, rally point locations, emergency phone contacts relevant to the facility location; etc. Directorates are encouraged to use the following as a template for developing facility specific SOPs.

A-2: Earthquake 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 the facility evacuation 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.

A-3: Evacuation 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.

A-4: Lockdown 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 the 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) When the 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 observers 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.

A-5: Facility Fire 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/PD 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.

Appendix B
Risk Management Forms and Tables

B-1. Risk Acceptance Authority for Safety Standards Deviation within USAG-HI

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

Legend for Table ...

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

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

Notes:

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

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

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

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

[5] Deviations from range standards and procedures are addressed in AR 385–63.

B-2. Military–Army Civilian Equivalent Grades

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

B-3. Sample Deliberate Risk Assessment Worksheet, DD Form 2977

DELIBERATE RISK ASSESSMENT WORKSHEET

1. MISSION/TASK DESCRIPTION	2. DATE (DD/MM/YYYY)
Relocate and Conduct Jump FARP Ops. (04/09/20XX)	03/09/20XX

3. PREPARED BY

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position
Public / Robert / W	1LT / O-2	3/5 Platoon Leader

d. Unit	e. Work Email	f. Telephone (DSN/Commercial (Include Area Code))
F Company, 1-3 CAB (Atk)	robert.w.public.mil@mail.mil	000-5451 / (555) 000-5451

g. UIC/CIN (as required)	h. Training Support/Lesson Plan or OPORD (as required)	i. Signature of Preparer
W3YTAA	OPORD XX-001	DIGITAL SIGNATURE 12345678

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)*:

☐ EXTREMELY HIGH ☐ HIGH ☒ MEDIUM ☐ 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 ☒ APPROVE ☐ DISAPPROVE

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position	d. Signature of Approval Authority
Smith / John / A	LTC / O-5	Battalion Commander	DIGITAL SIGNATURE 12345678

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.

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Adobe Professional X

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

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

Legend for Table
EH – extremely high risk
H – high risk
L – low risk
M – medium risk

Appendix C
Glossary and Uncommon Terms

ADSO — Additional Duty Safety Officer (military personnel designation)

AE — Ammunition and Explosives

ALARA — as low as reasonably achievable

AR — Army Regulation

ARA — Army Radiation Authorization

ARIMS — Army Records Information Management System

ARP — Army Radiation Permit

ASMIS — Army Safety Management Information System

ATP — Army Techniques Publication

ATSTP — Army Traffic Safety Training Program

CASP — Commanders' Annual Safety Plan

CDSO — Collateral Duty Safety Officer (civilian personnel designation)

CFR — Code of Federal Regulations

CG — Commanding General

CIP — Command Inspection Program

CLS — Common Levels of Support

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

COR — Contracting Officer Representative

COTS — Commercial Off–The–Shelf

CP — Career Program

DA — Department of the Army

DARAD — Deviation Approval and Risk Acceptance Document

DFARS — Defense Federal Acquisition Regulation Supplement

DFMWR — Directorate of Family, Morale, Welfare and Recreation

DMO — Demand Maintenance Order (DMO)

DOD — Department of Defense

DOL — Department of Labor

DOT — Department of Transportation

DPW — Department of Public Works

DU — Depleted Uranium

ESLI — End of Service Life Indicator

ERC — Emergency Response Coordinator

FAR — Federal Acquisition Regulations

FD — fire department

FECA — Federal Employees Compensation Act

FEWR— Facilities Engineering Work Request (FEWR), DA Form 4283

GSO — Garrison Safety Office

HAZCOM — Hazard Communication

HAZMAT — Hazardous Materials

HAZWASTE — Hazardous Waste

ICPA — Injury Compensation Program Administrator

IAW — In Accordance With

IH — Industrial Hygiene

IRPC — Installation Respiratory Protection Coordinator

IMCOM — Installation Management Command

JHA — Job Hazard Analysis

MILCON — Military Construction

NIOSH — National Institute for Occupational Safety and Health

NRC — Nuclear Regulatory Commission

OHN — Occupational Health Nurse

OIP — Organizational Inspection Program

OSHA — Occupational Safety and Health Administration

OSH — Occupational Safety and Health

PAM — Pamphlet

PD — Police Department

POV-2 — Privately Owned Motorcycles

POV-4 — Privately Owned Vehicle

PPE — Personal Protective Equipment

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

RAC — Risk Assessment Code

RAM — Radioactive Material

RM — Risk Management

RPS — Respiratory Protection Specialist

RM — Risk Management

RSO — Radiation Safety Officer

RSSO — Radiation Safety Staff Officer

SASOHI — Standard Army Safety and Occupational Health Inspections

SATCOM — Satellite Communication

SDS — safety data sheet

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

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

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

Appendix D
References

Referenced Publications and Standards

25th Infantry Division and United States Army Hawaii Policy Letter #29 - Motorcycle Safety, 14 May 20, https://home.army.mil/hawaii/index.php/about/command-pubs.

29 CFR 1904 — Recording and Reporting Occupational Injuries and Illnesses, https://www.osha.gov/law-regs.html.

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/law-regs.html.

32 CFR 655.10 — Oversight of radiation sources brought on Army land by non-Army entities (AR 385-10), https://ecfr.io/Title-32/Section-655.10.

(ARs, DA pamphlets, DA forms, and TB Med are available electronically at http://www.apd.army.mil, unless otherwise stated.)

AR 11-34 — The Army Respiratory Protection Program, 25 Jul 13.

AR 25-400-2 — The Army Records Information Management System (ARIMS), 02 Oct 07.

AR 350-1 — Army Training and Leader Development, 10 Dec 17.

AR 385-10 — Army Safety Program, 24 Feb 17.

AR 600-55 — The Army Driver and Operator Standardization Program, 17 Sep 19.

DA Pam 385-10 — Army Safety Program, 23 May 08.

DA Pam 385-24 — The Army Radiation Safety Program, 30 Nov 15.

DA Pam 385-26 — The Army Electrical Safety Program, 01 Feb 13.

DA Pam 385-30 — Mishap Risk Management, 02 Dec 14.

DA Pam 385-40 — Army Accident Investigations and Reporting, 18 Mar 15.

DA Pam 385-64 — Ammunition and Explosives Safety Standards, 24 May 11.

DA Pam 385-90 — Army Aviation Accident Prevention Program, 28 Aug 07.

DA Pam 525-27 — Army Emergency Management Program, 17 Jul 20.

Defense Federal Acquisition Regulation Supplement (DFARS), https://www.acquisition.gov/dfars.

DU RSP — Radiation Safety Plan for IMCOM Ranges Affected by M101 Davy Crockett Spotting Round Depleted Uranium, 06 Dec 19.

EM 385-1-1 — Army Corps of Engineers Safety and Health Requirements Manual, 30 Nov 14. https://www.publications.usace.army.mil/USACE-Publications/Engineer-Manuals/.

Exit Monitoring Standard Operating Procedure, 29 Nov 17.

Federal Acquisition Regulations (FAR), https://www.acquisition.gov/browse/index/far.

IMCOM Regulation 385-10 — Safety Program, 05 APR 13.

NFPA 70E — Standard for Electrical Safety in the Workplace, 2021 Edition. https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/List-of-Codes-and-Standards.

NFPA 70 — The National Electric Code, 2020 Edition. https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/List-of-Codes-and-Standards.

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Occupational Safety and Health Act (OSH Act) of 1970, 01 Jan 04, https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=2743&p_table=OSHACT.

Policy Memorandum USAG-HI-8, Authorized Use List (AUL), 5 Oct 18, https://home.army.mil/hawaii/index.php/about/command-pubs.

Policy Memorandum USAG-HI-40, Garrison Commander's Critical Information Requirement (CCIR) and Serious Incident Report (SIR) Requirements, 15 Oct 18, https://home.army.mil/hawaii/index.php/about/command-pubs.

Public Law 91–596, Section 6, Occupational Safety and Health (OSH) Standards, 01 Jan 04, https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=2743&p_table=OSHACT.

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USAG-HI Regulation 200-4, Installation Hazardous Waste Management Plan (HMMP), 19 Mar 18, https://army.deps.mil/army/cmds/imcom_pac-usag/hawaii/dhr/Regulations/Forms/AllItems.aspx.

U.S. Army Hawaii Regulation 190-5, U.S. Army Hawaii Traffic Code, 09 May 19, https://home.army.mil/hawaii/index.php/about/command-pubs.

U.S. Army Hawaii Regulation 1, U.S. Army Hawaii Regulation Standards and Discipline, 01 Sep 20, https://home.army.mil/hawaii/index.php/about/command-pubs.

Appendix E
Forms

Referenced Forms

(The following forms are available on the Army Publishing Directorate website at http://www.apd.army.mil/, unless otherwise stated.)

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

DA Form 2028 — Recommended Changes to Publications and Blank Forms, 01 Jul 18.

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

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

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

DA Form 5984–E — Operator’s Permit Record (Generated electronically through GCSS-Army), 01 Mar 91.

DA Form 7632 — Deviation Approval and Risk Acceptance Document (DARAD), 01 Apr 15.

DD Form 2977 — Deliberate Risk Assessment Worksheet, 30 Nov 20. https://www.esd.whs.mil/Directives/forms/dd2500_2999/.

Optional Form (OF) 346 — U.S. Government Motor Vehicle Operator's Identification Card, 01 Jun 20. (Obtain from DHR ASD or via General Services Administration (GSA).)

USAG-HI Preliminary Accident/Incident Reporting Form, 29 Oct 20, https://army.deps.mil/army/cmds/imcom_pac-usag/hawaii/safety/SAFETY%20Shared%20Documents/Forms/AllItems.aspx.