

Department of the Army
Headquarters, United States Army
Installation Management Command
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IMCOM Regulation 385-10

Safety

SAFETY PROGRAM

Summary. This regulation prescribes policies, procedures, and responsibilities for the Installation Management Command (IMCOM) Safety Program. It defines programs for institutionalizing the IMCOM Safety Program to maintain and protect the workforce and conserve resources.

Applicability. This regulation applies to all IMCOM Military and Civilian personnel, contractors, organizations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, IMCOM (IMSO), 2405 Gun Shed Road, San Antonio, TX 78234-1223-3926. Supplementation resulting from Status of Forces Agreements (SOFA) or local requirements shall be staffed through the chain of command and approved by the Commander, IMCOM.

Suggested Improvements. The proponent for this regulation is the Headquarters, IMCOM Safety Office (IMSO). Users may send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) directly to Commander, IMCOM (IMSO), 2405 Gun Shed Road, San Antonio, TX 78234-1223-3926.

Distribution. This regulation is available only on the IMCOM Enterprise Publishing Portal (<https://www.us.army.mil/suite/page/580767>).

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for managing the IMCOM Safety Program. It provides IMCOM-specific requirements to supplement the Army Safety Program responsibilities defined in [AR 385-10](#) (The Army Safety Program) and [DA Pam 385-10](#) (Army Safety Program), and incorporates the requirements of the [Occupational Safety and Health Act of 1970](#). This regulation shall assist IMCOM leadership and military and civilian employees in protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The objective of the IMCOM Safety Program is to institutionalize safety and risk management processes in IMCOM installation operations, systems, doctrine, and training. The IMCOM Safety Program is based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management

Records created as a result of processes prescribed by this regulation shall be identified, maintained, and disposed of according to [AR 25-400-2](#) (The Army Records Information Management System (ARIMS)) and [DA Pam 25-403](#) (Guide to Recordkeeping in the Army). Record titles and descriptions are available on the ARIMS website (<https://www.arims.army.mil>).

Chapter 2

Responsibilities

2-1. Commanding General (CG) IMCOM shall—

- a. Direct and support an IMCOM Safety Program to reduce accidents, illnesses, and associated costs.
- b. Allocate resources to Regions and Garrisons to support proactive safety programs.

c. Review accident investigation and reporting program metrics for rate of accident occurrence, severity, and cost accident trend. Causation factors shall be analyzed and resolved with subordinate commanders, directors, and managers.

d. Establish safety training programs including analysis of the accident, injury, illness, and investigation requirements. These programs are not limited to accident reporting. Leaders at every level shall complete, within 90 days of assignment, the Composite Risk Management (CRM) course, the Commander's (or Manager's) Safety Course, and the Theories of Accident Prevention course.

e. Integrate safety into the Organizational Inspection Program (OIP) to identify best practices at Regions and Garrisons for IMCOM to adopt as overall programs.

f. Incorporate CRM into the planning, preparation, and execution of IMCOM operations.

2-2. Chief, Safety Office, HQ IMCOM shall—

a. Serve as principal SOH advisor to Commander, HQ IMCOM.

b. Advise on the integration of Army Safety Program policies and requirements into IMCOM policies, plans, and programs.

c. Provide technical advice and assistance to HQ IMCOM, IMCOM Regions, and Garrisons.

d. Submit required reports to Headquarters Department of the Army (HQDA), the U.S. Department of Labor, and the U.S. Nuclear Regulatory Commission.

e. Develop, coordinate, and audit safety policies. Leaders shall ensure a safe environment is established and maintained throughout IMCOM Garrison workplaces and communities to reduce accidents.

f. Direct and evaluate the IMCOM Safety Program by identifying, tracking, and assessing performance metrics throughout the command.

g. Provide planning guidance and programming resources for Regions and Garrisons to implement the IMCOM Safety Program.

h. Participate in Federal Employee's Compensation Act (FECA) claims case management activities, the Civilian Resource Conservation Program, and the Safety, Health, and Return to Employment (SHARE) initiative.

i. Review, staff, coordinate, and recommend approval or disapproval of Certificates of Risk Acceptance, deviations, exemptions to installation workplaces, explosives, explosive site plans, range safety standards, and final safety submissions requests.

j. Coordinate with HQDA, Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) to develop Army-wide IMCOM SOH common levels of support (CLS).

k. Oversee and support the execution of the Army Traffic Safety Training Program (ATSTP) and the implementation of the Army Radiation Protection Program throughout IMCOM.

l. Coordinate with the contracting officer to ensure incorporation of safety into contractor operations.

m. Review accident investigations and data. Identify trends and develop command-level countermeasures by monitoring findings and recommendations from completed investigation reports as needed.

n. Attend the Federal Employee Safety and Occupational Health Advisory Council (SOHAC) meetings.

o. Perform coordination to facilitate appropriate management of safety issues relating to ammunition, environment, fire protection, industrial hygiene (IH), and other loss control programs.

p. Develop an IMCOM Safety Awards Program to recognize superior safety performance by Regions and Garrisons.

q. Develop and field an IMCOM-wide Safety Lessons Learned Program.

r. Ensure safety reviews are performed on military construction (MILCON) and other construction projects, maintenance, and repair projects.

s. Plan, request resources, and evaluate the IMCOM Safety Program budget in support of IMCOM Safety Program initiatives.

t. Determine metrics and statistics to be collected and reported to the command.

2-3. Functional Staff, HQ IMCOM shall—

a. Plan, program, budget, direct, resource, and evaluate effectiveness of the IMCOM Safety Program throughout the command.

b. Publish safety policies that implement the philosophy of the CG, IMCOM.

c. Ensure a healthy working environment and safe equipment and operations.

2-4. Region Directors shall—

- a. Manage the Safety Program implementation in their area of responsibility, ensuring a proactive focus on the reduction of accidents, illnesses, and worker compensation costs.
- b. Assess performance and ensure compliance with statutory and Army-wide standards.
- c. Chair the Regional SOHAC.
- d. Implement the IMCOM Ammunition and Explosives Safety Program. Serve as the approval authority for mixed storage as described in Paragraph 7-3 of [DA Pam 385-64](#) (Ammunition and Explosives Safety Standards), unless this approval authority is specifically retained by the ACOM, ASCC, or DRU Commander.

2-5. Region Safety Managers (OCONUS) shall—

- a. Advise the Region director.
- b. Provide technical safety advice to Region and Garrison personnel and reports required by higher HQ, U.S. Department of Labor, and the U.S. Nuclear Regulatory Commission.
- c. Manage a centralized Regional safety program, ensuring a proactive focus on the reduction of accidents, illnesses, and worker compensation costs.
- d. Evaluate the Garrison Safety Program by identifying, tracking, and assessing performance metrics.
- e. Monitor, coordinate, and advocate resources for IMCOM Safety Program elements including hazard abatement and risk mitigation. Resources shall comply with regulatory and statutory requirements.
- f. Oversee and support execution of the ATSTP including applicable training courses. Provide quality assurance and communicate needs and issues affecting Garrison traffic safety programs.
- g. Facilitate Regional SOHAC meetings, review the minutes of Garrison SOHAC meetings, and provide guidance.
- h. Serve as a liaison to ACOMs, ASCCs, DRUs, and other tenant organizations, activities, and agencies on Garrison safety support services and mission-support issues.
- i. Attend ACOM, ASCC, and DRU SOHAC meetings.
- j. Evaluate Garrison SOH program management.

k. Coordinate SOH issues with non-Army organizations as required, i.e., Occupational Safety and Health Administration (OSHA), Office of Worker's Compensation Programs (OWCP), Department of Transportation (DOT), Nuclear Regulatory Commission (NRC), Environmental Protection Agency(EPA), and other agencies and services.

l. Review and analyze Garrison-level accident data to identify trends, countermeasures, and resource allocation.

m. Review, coordinate, and recommend approval or disapproval of waivers, exemptions, Certificates of Risk Acceptance (CoRA) to installation workplace, explosives and range safety standards, and explosive site plans or final safety submissions. Forward requests through HQ IMCOM for approval, when required.

n. Monitor the IMCOM Safety Program to ensure compliance and track renewal, changes, or updates.

o. Serve as the Region's Career Program (CP-12) manager for CP-12 careerists working in IMCOM activities. Assist careerists in individual development plans.

p. Assist Garrisons in developing, updating, and maintaining CLS for safety in support of installation tenants and customers.

q. Support the Human Resources Division, FECA case management by reviewing occupational injury and illness claims, identifying hazards, recommending countermeasures, and facilitating management activities to reduce or eliminate workplace hazards.

r. Ensure maximum support of the SHARE initiative through the Human Resources Division by retaining employment for injured personnel.

s. Review MILCON and construction, maintenance, and repair plans to ensure integration of safety requirements.

t. Support Region Emergency Operations Center (EOC) activities.

u. Monitor IMCOM-Region execution of radiation safety responsibilities according to AR policies, and NRC and Army licensing requirements in the Army Radiation Authorizations (ARAs) and Army Radiation Permits (ARPs).

v. Monitor and encourage interagency coordination for occupational health services.

2-6. Garrison Commanders or Managers shall—

a. Oversee the implementation of the IMCOM Safety Program and incorporate functions defined in Table 1-1, [AR 385-10](#) (Army Safety Program).

- b. Ensure the Garrison Safety Program is adequately funded to meet program requirements.
- c. Support the implementation of the OSHA Voluntary Protection Program (VPP) initiatives and ensure support in their Garrisons.
- d. Incorporate accident prevention performance standards in rating elements for military and civilian subordinates.
- e. Ensure Class A, B, C, and D accidents involving Garrison personnel (Appropriated funds personnel, NAF personnel, and USAG Soldiers) or equipment are reported and processed using ReportIt! which is available at <https://safety.army.mil>.
- f. Provide an accident briefing to the CG IMCOM on Class A accidents and other accidents involving Garrison personnel, operations, or facilities as directed by HQ IMCOM.
- g. Ensure workplace accidents involving Garrison personnel, operations, or facilities are reported to the Garrison Safety Office for investigation and a follow-up.
- h. Implement a safety action plan to correct identified deficiencies.
- i. Chair the Garrison SOHAC.
- j. Serve as the chair of the Garrison Radiation Safety Committee or appoint a designee.
- k. Promote Garrison safety by ensuring—
 - (1) Coordinate with the IMCOM Region Safety Managers for integration of Army, IMCOM, and applicable host nation safety requirements into all operations, including contractor operations.
 - (2) Review of proposed purchases of hazardous materials or personal protective equipment (PPE) by designated SOH, IH, or trained and qualified additional duty (military) or collateral duty (civilian) safety personnel. Respirators and individual water treatment devices shall be included. A list of locally-approved items may be developed to minimize repeated SOH review of the same items.
 - (3) Integrate CRM into Garrison activities ([FM 5-19](#), Composite Risk Management).
 - (4) Identify and monitor local traffic safety hazards and development of countermeasures to ensure safe operation of tactical and non-tactical vehicles on roads, ranges, and training areas.
 - (5) Conduct a systematic review of after-action, accident-investigation, and near-miss reports and publication of lessons learned.

(6) Submit nominations for safety awards for outstanding individuals and Garrisons according to chapter 8, [AR 385-10](#) and chapter 6, [DA Pam 385-10](#) (Army Safety Program). Award packets shall be submitted to higher NLT 30 Nov each year.

l. Ensure the following installation workers' compensation functions are effectively implemented:

(1) Advice to employees of rights and responsibilities under the Injury Compensation Program. Compensation claim forms shall be available for employees.

(2) Support of the SHARE initiative.

(3) Restructure positions for employees who have been permanently or partially disabled because of a job-related injury or illness. The reasonable accommodation provisions of [29 CFR 1614.203](#) (Federal Sector Equal Employment Opportunity) apply to the Injury Compensation Program.

m. Ensure coordination of safety participation with the Installation Medical Activity or other designated support organizations in the following occupational health functions and programs:

(1) Ergonomics, Hearing Conservation, or IH Programs.

(2) Integration of cross-functional processes between SOH, IH, and workers' compensation programs.

n. Execute the Sustainable Range Program (SRP) core programs according to:

(1) [AR 350-19](#) (The Army Sustainable Range Program)

(2) Deputy Chief of Staff (DCS), G-3/5/7 SRP Guidance

(3) Assistant Chief of Staff for Installation Management, Director of Army Safety, and DCS G-4 guidance.

2-7. Garrison Safety Manager shall:

a. Advise the Garrison commander on technical safety issues.

b. Assist the installation staff and Garrison and tenant activities. Reports shall be submitted to higher HQ.

c. Manage the Garrison IMCOM Safety Program. Collect and brief safety metrics to the command including goals, milestones, and trends as a function of safety performance. Monitor compliance and track renewal, changes, or updates to the IMCOM Safety Program.

- d. Plan, develop, and submit a budget for the IMCOM Safety Program in support of the IMCOM CLS for safety.
- e. Train Garrison managers and supervisors, additional or collateral duty safety officers and managers, and workers on practical applications of the Army and IMCOM Safety Programs in accordance with applicable regulations and directives.
- f. Develop and implement a standard safety inspection process that tracks corrective actions, trends, lessons learned, and following-up actions.
- g. Provide input as requested for performance appraisals and position descriptions to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and workers.
- h. Advise contracting officers and civilian personnel of the integration of SOH requirements into contracts. Review contracts as applicable.
- i. Review and provide recommendations on the purchase of safety equipment.
- j. Implement, manage, review, and improve applicable Accident Prevention Programs for the Garrison personnel.
- k. Manage the ATSTP including motorcycle safety rider courses in coordination with the IMCOM Region. The Europe ATSTP is centrally-managed by IMCOM-Europe. Garrison Safety Managers shall provide logistical support and implement the program.
- l. Facilitate the Garrison SOHAC.
- m. Coordinate with the installation compensation program administrator and provide assistance regarding workers' compensation program issues.
- n. Design, implement, and evaluate a safety inspection program for Garrison facilities, operations, and personnel.
- o. Ensure that all Army Accidents are reported via ReportIt! (<https://safety.army.mil>) and review reports submitted by supervisors and investigate accidents according to chapter 3, [AR 385-10](#) and [DA Pam 385-40](#) (Army Accident Investigations and Reporting). Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.
- p. Evaluate effectiveness of safety training for Garrison personnel.
- q. Train, monitor, and professionally develop additional duty safety offices, noncommissioned officers, and collateral duty civilian personnel.

r. Oversee the Army Radiation Safety Program, IAW DA Pam 385-24 and AR 385-10, Chapter 7, to ensure proper procurement, licensing, receipt, inventory, maintenance, and/or disposal radiation-producing sources or equipment as applicable.

s. Manage the Garrison Workplace Safety Program.

t. Coordinate with the aviation safety officers in organizations with assigned aviation activities.

u. Manage, oversee, and coordinate safety support related to range facilities including design, maintenance, and compatibility.

v. Review, staff, coordinate, and recommend concurrence for the following requests to be forwarded through the Region Safety Manager and HQ IMCOM Safety Office for endorsement or approval:

(1) Deviations, exemptions, accuracy, and CoRAs to Garrison workplace, explosives, and explosive site plans.

(2) Deviations to range safety standards required by [AR 385-63](#) (Range Safety) and [DA Pam 385-63](#) (Range Safety).

w. Prepare, review, approve, and ensure compliance for explosive storage licenses, subject to command limitations.

x. Review MILCON and other construction projects, maintenance, repair projects, Garrison service, and procurement contracts.

y. Assist with the preparation and submission of explosives site plans and unexploded ordnance, chemical agent, and biological material remediation programs, as applicable.

2-8. Supervisors shall:

a. Implement the Army Safety Program.

b. Ensure employees follow SOH rules and regulations, including the use of personal protective clothing and equipment.

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

d. Review and document job hazard analyses for work operations performed by assigned Garrison employees IAW DA Pam 385-30.

e. Use the ReportIt! system to report Army accidents. ReportIt! is available on the U.S. Army Combat Readiness Center Website at <https://safety.army.mil>. Garrison Safety Managers shall serve as reviewers for accident reports and assist supervisors in the proper use of the reporting tool. Accidents involving local nationals shall be reported according to local requirements in Outside Continental United States (OCONUS) locations.

f. Report injuries and illnesses according to subpart I, [29 CFR 1960](#) (Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters); [DODI 6055.07](#) (Accident Investigation, Reporting and Recordkeeping); [AR 385-10](#); and [DA Pam 385-40](#). Status of Forces Agreement (SOFA) requires OCONUS U.S. Armed Forces to comply with host-country law that prescribes stricter safety standards or procedures. Therefore, the stricter laws shall take precedence. Army requirements apply if host-country law or procedures are less strict or nonexistent.

g. Evaluate and take actions to correct hazards reported by employees.

h. Support the Accident Investigation Program. All accidents shall be reported via ReportIt!.

i. Request SOH review of purchased items such as PPE, tools, machinery, and office furniture unless reviews have already been performed.

2-9. Contractors shall comply with OSHA standards and Federal, state, DoD, Army, and local SOH requirements or host-nation requirements.

2-10. Contracting Officers shall:

a. Ensure the contract requirements of chapter 4, [AR 385-10](#) are included in the following:

(1) Service and supply contracts

(2) Construction contracts

(3) Explosives and chemical facilities construction, work, and services

(4) Biological research, development, test, and evaluation facilities construction, work, and services

(5) Radiographic facilities construction, work, and services

b. Coordinate with the safety manager for the command or activity to evaluate and ensure contractor compliance with the SOH requirements in contracts.

c. Notify contractors verbally requesting corrective action when noncompliance of requirements or conditions poses serious or imminent danger to the individuals' health or safety. Notify contractors in writing if problem persists.

d. Appoint quality assurance representative points of contact (POCs) at Region and Garrison levels to execute safety responsibilities.

Chapter 3 Overview

3-1. Objectives

a. The IMCOM Safety Program shall ensure safe work practices and operations, reduce costs associated with accidents and incidents, and increase operational efficiencies. IMCOM personnel shall integrate safety into work processes by management and worker involvement with planned and authorized work activity.

b. Implement the required safety program and mission-essential program elements according to Table 1-1, [AR 385-10](#), and chapter 3 and appendix J, [DA Pam 385-10](#).

c. Incorporate DoD and Army CRM processes, elements of the OSHA VPP, and other industry best practices into the IMCOM Safety Program.

d. The core functions of the IMCOM Safety Program include—

(1) SOH program management

(2) Inspections and assessments

(3) Mishap and near-miss investigations and reporting

(4) Education, training and promotion

(5) Hazard analysis and countermeasures as outlined in Figure 3-1, [DA Pam 385-10](#)

e. Standard core safety structure shown in Figure 3-1 (below) lists the safety program elements applicable to IMCOM Garrisons.

f. IMCOM personnel (military and civilian) shall take appropriate actions to keep themselves, fellow employees, and third-party personnel safe and healthy. Perform duties and work activities according to applicable safety and occupational health standards.

3.2 DP-91

a. Policy. This Vice Chief of Staff of the Army-approved decision point specifies the implementation and guidance of Decision Point 91, Army Safety Organization Implementation Plan throughout IMCOM.

- b. IMCOM supports DP 91 in order to facilitate the collaboration and synchronization of safety programs that identifies gaps with applicable tenants and safety programs. These gaps shall be addressed by each Garrison through a Memorandum of Agreement.
- c. Region Directors and Garrison Commanders shall insure their input is provided to the Senior Commander in selection of an Installation Senior Safety Director/Manager IAW DP91.
- d. Garrison Safety Offices can be co-located with the Senior Commander's safety offices.
- e. Garrison safety personnel shall be managed, supervised, and rated by an IMCOM Garrison Safety Manager.
- f. Garrison safety programs shall be managed and supervised by the IMCOM Garrison Safety Office.
- g. Garrison safety personnel and resources remain separate under the control of the Garrison Safety Manager and the Garrison Commander. Garrison safety monetary resources are for the Garrison, unless otherwise directed by the Garrison Commander.
- h. A designated Installation Senior Safety Director/Manager should only collaborate and synchronize safety issues and gaps with mission units. Similarly, tenant safety personnel, safety programs, and resources remain separate under the control of the tenant Safety Manager, and not under the control of the designated Installation Senior Safety Director/Manager.
- i. DP 91 is solely to be used for collaboration and synchronization of safety issues and gaps with applicable units. Collaborative and synchronized safety efforts shall be supported by a Memorandum of Agreement.

3-3. Organizational Alignment, Reporting, and Functions

- a. The Garrison Safety Office is an installation support office. The Garrison Safety Manager shall report directly to the Garrison Commander. The reporting chain does not include safety assets belonging to tenant/mission units or installation staff.
- b. The Senior Commander may elect to co-locate the Garrison and Mission safety offices. The Senior Commander shall designate a senior safety director. The reporting chains for the Garrison and Mission safety offices shall remain separate.
- c. The objective of maintaining a proper reporting chain is to ensure the Commander is informed and involved with safety initiatives affecting employee safety and mission readiness. Areas to be coordinated are related to safety procurement requirements, mishap reporting, and other programmatic issues. The IMCOM Safety Director coordinates safety issues with the HQ IMCOM Command Group.

d. Garrison Safety Managers are required to manage and direct core safety programs identified below (Figure 3-1), [AR 385-10](#), [DA Pam 385-10](#), and related documents.

3-4. Army Safety Program Functions and Key Mission Areas

a. The Garrison Safety Program shall focus on key Garrison-mission areas such as Garrison safety program management, supporting the force, and supporting Garrison and industrial bases.

b. Figure 3-1 outlines the safety program elements, which are aligned with key Garrison safety mission areas that involve activities requiring specific technical safety focus to ensure safe operations. The mission-essential program elements incorporate the required technical scope for an IMCOM Garrison safety program. The level of core functions and program elements for implementation may vary and can be tailored to Garrison needs. Range safety is a mission-essential program element of the IMCOM Safety Program.

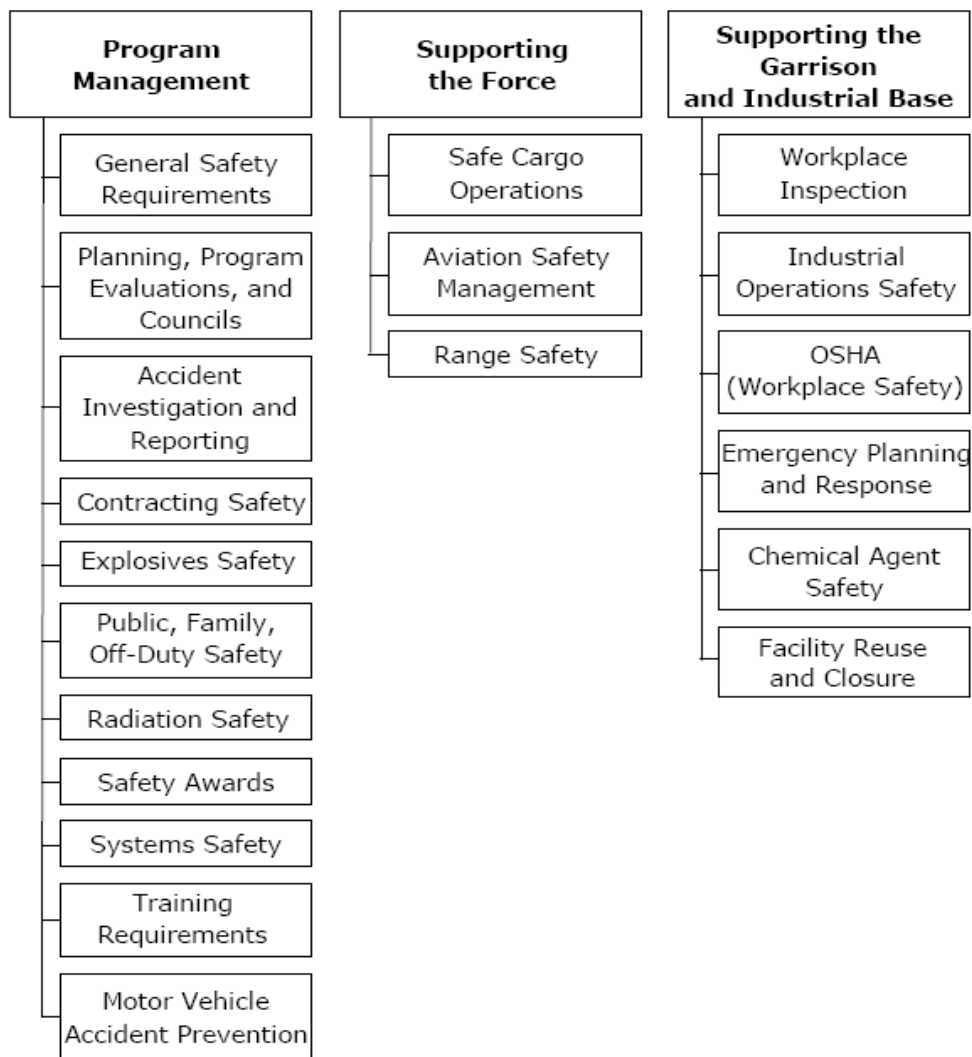


Figure 3-1. IMCOM Safety Program Mission-Essential Program Elements

Chapter 4 Administrative Procedures

4-1. Composite Risk Management (CRM) Policy

a. The concepts and principles in FM 5-19 (Composite Risk Management) shall be embraced at every level within IMCOM. CRM is applied to training and operations at all levels of the command. Commanders shall not accept unnecessary risk. Directorates shall perform risk assessments and provide copies to the Garrison Safety Office prior to scheduled events.

b. Commanders are required to establish local approval authority for acceptance of residual risk. However, this local policy must not be less stringent than:

- | | |
|---------------------|-------------------|
| (1) Extremely High: | First GO or SES |
| (2) High: | First O6 or GS-15 |
| (3) Moderate: | First O5 or GS-14 |
| (4) Low: | First O4 or GS-13 |

4-2. Operational Procedures and Standards

a. Operational Standards.

(1) Garrison commanders shall ensure that their local safety policies comply with [AR 385-10](#).

(2) Standards established by the Department of Labor pursuant to sections 6 and 19, [Public Law 91-596](#) and the OSH Act of 1970 are adopted as Army safety standards and shall be complied within applicable Army workplaces.

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

(4) Commanders shall apply OSHA and other non-DA regulatory or consensus SOH standards to military equipment, systems, operations, or workplaces.

(5) Special operations, such as munitions facilities, are subject to mandatory safety standards and rules that derive from different regulatory agencies. The application of special functional standards does not exempt workplaces from other safety criteria. Compliance with publications describing job safety requirements is mandatory for this type of workplace.

(6) SOFA requires U.S. Armed Forces in workplaces overseas comply with the safety standards of the host country. Follow Army requirements and guidelines if the host country law is less strict or nonexistent. Garrison commanders shall—

(a) Advocate establishment of SOH requirements common for U.S. and host nation employees in SOFA.

(b) Comply with Army safety standards applicable to operations and missions in the U.S. and the U.S. territories unless it is impracticable or would violate SOFA, supplements, or protocols.

b. Operational Procedures

(1) The Senior Commander shall resolve safety standard conflicts. However, unresolved issues shall be referred to the next higher command level for adjudication.

(2) The Senior Commander or Garrison commander shall resolve conflicts between Garrison and mission safety functions concerning safety standards/policies in [DoDI 6055.1](#) (DoD Safety and Occupational Health (SOH) Program), [AR 385-10](#).

4-3. Occupational Safety and Health Administration Voluntary Protection Program Requirements

a. The program elements shall conform to the requirements of the OSHA VPP, as applicable to the specific program elements. Formal VPP participation is encouraged but not required. General requirements are provided in [AR 385-10](#). Detailed guidance for implementing each of the program elements is provided in [AR 385-10](#) and [DA Pam 385-10](#).

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

a. IMCOM personnel shall implement the IMCOM Safety Program IAW [AR 385-10](#).

b. Planning. IMCOM HQ, Region, and Garrison levels shall develop written plans and objectives to guide the execution of the safety programs.

(1) The IMCOM Safety Director shall develop FY objectives annually to target top-loss areas and support the objectives of the Army Safety Office. The IMCOM safety objectives shall be distributed to IMCOM Regions and Garrisons for incorporation into their planning,

(2) IMCOM Regions and Garrison safety offices shall develop annual safety action plans that include key safety objectives, metrics, performance targets, and resource requirements. Garrison safety action plans shall target top-loss areas affecting the Garrison or installation and support higher-level safety objectives. The Garrison commander or Region Director shall review their safety program(s) on a periodic basis sufficient to effect changes, implement updates, and/or .

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

(1) The IMCOM Safety Director shall ensure subordinate IMCOM Garrison SOH programs are evaluated annually using approved checklists. Appendix B (IMCOM Form 7 – Organizational Inspection Program Checklist) contains an example of a program-evaluation checklist. Regions and Garrisons may develop local checklists to address specific concerns.

(2) The annual evaluation program schedule is published by the IMCO at the beginning of the FY. The Garrison commander or Chief of Staff involved shall submit potential mission conflicts or requests for changes to a scheduled evaluation through the Region Director to the Commander, HQ IMCOM in writing.

(3) The U.S. Army Public Health Command Center may evaluate occupational and environmental health elements during the annual evaluation. Garrison commanders shall receive a single report containing consolidated findings and recommendations.

(4) The Region Safety Manager shall provide a written report of the findings after each evaluation to the Garrison commander. The Garrison commander shall provide a written response to the Commander, HQ IMCOM. Responses shall be specific and shall specify the corrective actions taken, including the personnel responsible for the corrective action toward the deficiencies and the date of completion.

d. Garrison commanders shall establish a SOHAC IAW AR 385-10, Paragraph 2-24. . e. Prepare and maintain records according to Army and OSHA requirements. Provide copies of the minutes to the IMCOM Region Safety Manager. Post for employee awareness.

4-5. Common Levels of Support (CLS)

a. CLS guidelines and performance metrics ensure the delivery of required safety services to personnel, and promote the equitable distribution of safety resources throughout IMCOM. These guidelines and metrics are currently being reviewed and updated by HQ IMCOM with suspected publication date of FY14.

4-6. Safety Awards

a. IMCOM organizations shall submit, through HQ IMCOM, recommendations for Army safety awards IAW [DA Pam 385-10](#). The IMCOM Safety Director shall establish a multidisciplinary award review panel comprised of IMCOM military and civilian personnel. The panel shall review award nominations and submit approved nominations to the CG, IMCOM for endorsement. CG, IMCOM shall forward nominations and endorsements to HQDA.

b. Garrisons and Regions shall develop safety awards at the local level to readily recognize individual and Garrison safety accomplishments.

Chapter 5

Safety Requirements

5-1. Aviation (Airfield) Safety Management

a. The Garrison safety office's responsibilities are limited to airfield and ground safety issues. Aviation units using the facilities are responsible for safety requirements associated with operational and flight activities. IMCOM airfield safety management shall follow guidelines in AR 95-2, AR 385-10, and DA Pam 385-90.

b. The IMCOM Safety Director, in conjunction with the IMCOM G-3 Airfield Safety Program Manager, will-

(1) Develop and implement a written IMCOM Airfield/Heliport Safety Program that complies with the requirements in AR 95-2, AR 385-10, and DA Pam 385-90.

(2) Develop and disseminate airfield safety lessons learned and "Best Practices" for the airfield/heliport safety community.

(3) Assess the adequacy of airfield safety program standards and develop countermeasures.

(4) Analyze all aspects of the airfield safety program through airfield Quality Assurance Evaluations (QAE).

(5) Assist Airfield Safety Program Managers by providing technical and administrative guidance regarding all functions of airfield/heliport safety.

c. Garrison Commanders (with IMCOM airfields) will-

(1) Maintain one current authorized full-time GS-0018 position for qualified Airfield Safety Program Manager assigned as a primary duty at the airfield and rated by the airfield manager. An assistant airfield safety program manager may be authorized at auxiliary/satellite airfields/heliports based on duties, responsibilities, location and level of effort.

(2) Effectively manage risk to minimize the accidental loss of airfield/heliport personnel and equipment.

(3) Ensure coordination with tenant aviation units concerning airfield and aviation safety responsibilities, functions, and funding.

(4) Comply with applicable policies regarding airfield and ground safety per, AR 95-2, AR 385-10, and DA Pam 385-90.

(5) Establish funding to support training for the Airfield Safety Program Manager.

(6) Provide funding for promotional items to the Airfield/Heliport Safety Office.

(7) Incorporate accident prevention performance standards in rating elements for civilian subordinates at the airfield/heliport.

(8) Follow the IMCOM Regulation 385-10 on the responsibilities of the garrison commander on accident reporting when using the Loss Reporting Automation System (LRAS).

d. The Airfield Safety Officer will-

(1) As their primary duty, advise and assist the Airfield Manager and staff on all airfield/heliport safety matters, including-

(a) Developing airfield/heliport safety programs and policies IAW AR 95-2, AR 385-10, and DA Pam 385-90.

(b) Developing safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probable and severe types of accidents expected and the most likely reasons (hazards) for these accidents.

(c) Developing corrective actions/control options for command selection.

(d) Developing a Newcomer's Safety Briefing where all hazards of the workplace are identified and discussed. Training airfield personnel on flight-line driving and airfield safety awareness.

(e) Ensuring the airfield safety functional files are maintained IAW AR 25-400-2.

(2) Advise the Airfield Manager when a below-standard status that affects airfield/heliport safety is detected in any functional area.

(3) Advise and assist in developing the Airfield Manager's training assessment based upon a safety assessment of airfield/heliport functional areas using diagnostic tools and programs administered or monitored by the Airfield Safety Program Manager.

(4) Lead or assist (as appropriate) in the response to any ground or aviation accidents and incidents occurring on the airfield/heliport.

5-2. Range Safety

a. Range safety ensures range facilities, lands, and associated infrastructure on IMCOM installations provide a safe environment for military training.

b. The IMCOM Safety Director shall—

(1) Develop and implement a written Range Safety Program that complies with the requirements in AR 385-10, AR 385-63, DA Pam 385-10, and DA Pam 385-63.

(2) Develop and disseminate range safety lessons learned.

(3) Assess the adequacy of range-safety standards and develop countermeasures.

(4) Assist the Range Safety Program by using units and agencies for risk management of range and live-fire operations.

c. Garrison commanders shall—

(1) Execute the safety responsibilities IAW [AR 75-1](#), [AR 350-19](#), [AR 385-10](#), [AR 385-63](#), [DA Pam 385-63](#), and [DA Pam 385-64](#).

(2) Designate a Range Control Officer (RCO) and require CRM implementation and documentation for all range operations and training.

(3) Serve as the approval authority on requests for deviations to range safety standards, unless this is a Senior Command responsibility.

d. RCOs shall—

(1) Be responsible for the operation of the Range Operations organization during the implementation of the Range Safety Program. Execute responsibilities assigned in [AR 385-63](#) and [DA Pam 385-63](#).

(2) Maintain coordination with the Garrison Safety Manager and tenants safety matters relating to range and live-fire operations.

(3) Develop a range-safety directive and ensure ranges have safety SOPs.

(4) Develop and implement an on- and off-post range safety educational program in coordination with the Garrison Safety Manager, public affairs officer (PAO), Quality Assurance Specialist Ammunition Surveillance (QASAS), provost marshal, and local explosive ordnance disposal (EOD) unit commander.

(5) Ensure selected Range Operations personnel receive range safety training. A member of the Range Operations Organization shall be a graduate of the Army Range Safety Course (intermediate level). A member of the Range Operations Organization and personnel shall be unexploded ordnance (UXO)-recognition qualified through EOD training when the recognition training program is implemented.

(6) Initiate or review requests for deviations to range safety standards. Requests shall be forwarded to the Garrison Safety Manager for review and comment.

e. The IMCOM Garrison Safety Manager shall—

(1) Execute responsibilities in [AR 385-63](#) and [DA Pam 385-63](#).

(2) Provide range safety and staff oversight on integrating safety and safe weapons handling into the local range program.

(3) Monitor training to ensure instructors are informed of current information in range hazards before teaching students or operating ranges.

(4) Ensure Garrison safety professionals receive range safety training. A member of the Garrison safety office shall be a graduate of the Army Range Safety Course (intermediate level). A member of the Garrison safety office shall be UXO-recognition qualified through EOD training

(5) Review new and revised installation range safety directives and SOPs.

(6) Monitor UXO training developed and conducted by the local EOD unit commander in coordination with staff such as the range manager, provost marshal, or director of public works.

(7) Participate in planning, review and design of ranges for new construction, modification rehabilitation on any other changes.

(8) Assist the RCO and PAO in developing and implementing an on- and off-post range safety educational program of the dangers of trespassing on ranges and training areas, and handling UXO. The program shall include kindergarten through 12th-grade school children.

(9) Review, recommend approval, coordinate, and staff range safety standard deviations. Risk assessments for deviation requests shall be included.

(10) Ensure copies of locally-approved deviations are forwarded through the Garrison safety office to Commander, HQ IMCOM, ATTN: IMSO, 2405 Gun Shed Road, San Antonio, TX 78234-1223 within 30 days of approval.

(11) Inspect range facilities and live-fire training areas semi-annually to identify hazards, including hazards affecting the safe operation of tactical or non-tactical vehicles.

(12) Recommend the implementation of countermeasures and closure of ranges and training areas when warranted by safety considerations.

f. Procedures for granting deviations of range-safety criteria are located in chapter 3, [AR 385-63](#) and chapter 1, [DA Pam 385-63](#).

g. Unit commanders, OICs, and RCOs shall execute responsibilities in [AR 385-63](#), [DA Pam 385-63](#), and local range regulations and SOPs.

5-3. Explosives Safety

a. Explosives safety is governed by chapter 5 of [AR 385-10](#) and DA Pam 385-64.

b. Commander or Deputy Commander, HQ IMCOM shall approve Certificates of Risk Acceptance involving risk levels of *high* or *extremely high*.

c. The IMCOM Safety Director shall:

(1) Establish and manage an explosives and ammunition safety program according to applicable regulations and pamphlets.

(2) Review and provide recommendations to the Commander or Deputy Commander, HQ IMCOM regarding CoRAs with high or extremely high residual risk.

d. Region Directors shall:

(1) Approve explosives Certificates of Risk Acceptance involving risk levels of moderate or lower.

(2) Approve Category Z (mixed) ammunition storage, unless this authority has been specifically retained by the ACOM, DRU, or ASCC Commander.

e. IMCOM Region Safety Manager (OCONUS) shall:

(1) Include explosive safety program requirements in evaluations and inspection checklists used to evaluate Garrison safety programs.

(2) Review and provide recommendations on Certificates of Risk Acceptance involving risk levels of *high* or *extremely high*, and forward to the Region director or the IMCOM Safety Director for final staffing.

f. Garrison Commanders shall:

(1) Establish a comprehensive written explosives safety program to ensure compliance with [AR 385-10](#) and [DA Pam 385-64](#).

(2) Ensure coordination with QASAS personnel regarding explosives safety.

(3) Implement ammunition and explosives amnesty program and provide amnesty containers at each ammunition supply point.

g. Garrison Safety Managers shall:

(1) Issue, review, renew, or cancel explosives licenses IAW [DA Pam 385-64](#).

(2) Monitor operations involving explosives and ammunition to ensure compliance with explosives safety program requirements.

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

(4) Assist mission units and Garrison organizations in determining quantity distance requirements with assistance from QASAS.

(5) Coordinate with and assist public works personnel, users, and QASAS in determining requirements, siting, and layout preparation of new and revised storage facilities for ammunition and explosives.

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

(7) Develop, coordinate, and submit explosive safety site plans according to [AR 385-10](#), [DA Pam 385-61](#) (Toxic Chemical Agent Safety Standards), and [DA Pam 385-64](#). Units or organizations responsible for the explosives site shall initiate the site plan or request assistance from Garrison safety to aid in site plan development and coordination with Garrison and installation organizations as specified in [AR 385-10](#). Mission units or tenants may assume site plan development responsibilities if valid local agreements are established. The Garrison commander shall forward complete site plans through the Region Director and the IMCOM Safety Director to the Director, U.S. Army Technical Center for Explosive Safety (USATCES). Safety managers in the HQ IMCOM Safety Office and IMCOM Region safety offices shall perform reviews of the site plans and provide comments and recommendations to USATCES.

(8) Initiate or assist in the completion of [DA Form 7632](#) (Certificate of Risk Acceptance) for any situation currently violating or shall violate explosives safety standards. Guidance for completing the DA Form 7632 is provided in [DA Pam 385-30](#). DA Form 7319-R (Explosive Waiver/Exemption Request) was rescinded and no longer used. Garrison Safety Managers shall perform preliminary reviews of documents submitted by Garrison organizations or mission units, and forward the requests to the Region Safety Office for approval or final staffing.

(9) Ensure responses to findings from DoD Explosives Safety Board (DDESB) surveys or Ammunition Review and Technical Assistance visits from the U.S. Army Defense Ammunition Center (DAC) are developed, reviewed, and submitted to meet time requirements. Garrison Safety Managers shall provide reports through the safety chain of command to ensure HQ IMCOM and Region safety offices are aware of any adverse finding. The IMCOM Safety Director and responsible Region Safety Manager shall monitor the status of corrective actions in response to DDESB or DAC findings.

(10) Ensure safety personnel involved in inspections of ammunition or explosive sites have received the appropriate training to perform duties in a competent manner. Maintain training records for these individuals at the Garrison Safety Office.

h. Unit commanders shall ensure subordinate personnel comply with Army and IMCOM ammunition and explosives safety requirements, to include limitations and requirements contained in licenses and site plans. Unit commanders shall contact the QASAS and the Garrison Safety Office before changing procedures or performing activities that could potentially violate the requirements.

i. Contracting officer representatives (CORs) shall ensure contractors working with explosives or ammunition comply with the [DoD 4145.26-M](#) (DoD Contractor's Safety Manual For Ammunition and Explosives), [DA Pam 385-64](#), [DA Pam 385-65](#) (Explosive and Chemical Site Plan Development and Submission), and IMCOM safety requirements. Contractors shall provide detailed information about the nature of proposed operations to allow required evaluations and approvals.

5-4. Radiation Safety

a. Soldiers, the general public, and the environment shall be protected from ionizing and non-ionizing radiation hazards as low as reasonably achievable and equal to that required by [10 CFR 20](#) (Standards for Protection against Radiation), [10 CFR 51](#) (Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions) and Army policies such as chapter 7, [AR 385-10](#) and DA Pam 385-24. IMCOM organizations shall implement radiation protection programs in compliance with Federal requirements.

b. The IMCOM Safety Director shall—

(1) Develop written policies and procedures to ensure compliance with applicable Federal, DoD, and Army radiation safety regulations and directives.

(2) Ensure IMCOM installations handle, use, or have radioactive commodities to implement an effective Radiation Safety Program that complies with the requirements of Federal standards and Army policies.

(3) Ensure that the Garrison Commander appoints an IMCOM radiation safety staff officer (RSSO) and alternate RSSO to manage IMCOM Garrison radiation safety programs addressing ionizing and non-ionizing radiation hazards.

(4) Provide safety support for investigations of alleged radiation exposures or incidents.

c. The IMCOM RSSO shall—

(1) Manage the implementation of IMCOM Garrison radiation safety programs and provide required guidance and technical support.

(2) Review and forward applications for NRC licenses or license renewals to the NRC. Review and recommend approval of requests for ARA according to [AR 385-10](#).

(3) Monitor and report recordable IMCOM radiological incidents to the Chief of Staff, IMCOM and the commodities licensee or NRC. Maintain copies of correspondence involving IMCOM radiological incidents and accidents.

(4) Review and forward written radiological incident investigation reports to the licensee.

(5) Ensure regulatory guidance applicable to radiation safety is current and incorporated in IMCOM OIP checklists.

(6) Audit subordinate command and unit radiation safety programs, and report results to the Commander, IMCOM and audited Garrison commander.

(7) Respond to reports of radiation incidents or accidents and conduct investigations.

(8) Serve as the IMCOM POC with Federal, DoD, DA, IMCOM Garrisons, and agencies for ionizing radiation issues.

(9) Provide radiation safety consultation and assistance to the Commander, IMCOM, HQ functional staff, Region staff, and Garrison commanders.

(10) Review purchase requests for equipment containing or producing radiation. Provide advice and assistance in meeting equipment storage, use, and training requirements.

(11) Represent IMCOM as a member of the Army Radiation Safety Council.

d. Region Safety Manager shall—

(1) Include Radiation Safety Program requirements in safety program evaluations and inspection checklists used to evaluate Garrison safety programs.

(2) Maintain oversight of radiation safety issues and coordinate assistance at IMCOM Garrisons.

(3) Review and forward applications for NRC licenses and renewals to the IMCOM RSSO. Review and recommend approval of requests for ARA according to [AR 385-10](#).

e. Garrison Commanders shall—

(1) Implement a written Radiation Safety Program, to include procedures for emergency response and reporting procedures for radiation incidents and over-exposures.

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

(3) Appoint a RSO and alternate RSO to manage and execute the Garrison Radiation Safety Program.

(4) Provide equipment, facilities, resources, support staff, and training to implement the Radiation Safety Program according to NRC license requirements, DoD guidance, and Army policies.

(5) Implement a Garrison Radiation Safety Committee according to DA Pam 385-24, 1-8.

f. Garrison Safety Managers shall—

(1) Oversee the IMCOM Garrison Radiation Safety Program and provide recommendations on safety and health issues related to radiological incidents.

(2) Review applications for ARAs for accuracy and completeness. ARAs shall be forwarded through the responsible Region Safety Manager to the Commander, IMCOM.

g. Garrison RSOs shall:

(1) Manage the Garrison Radiation Safety Program.

(2) Instruct Garrison personnel who work with radiation sources regarding safe working conditions and operating procedures according to applicable Federal, DoD, and Army regulations and directives and applicable state and local requirements.

(3) Ensure non-Army agencies and contractors have valid Army Radiation Permit (ARP) according to [AR 385-10](#) before radioactive materials are allowed onto the installation (see AR 385-24, Fig 2-2 for sample).

(4) Obtain and maintain copies of tenant ARAs, and NRC licenses.

(5) Provide appropriate radiation safety training to Garrison personnel who work with radioactive material or radiation producing equipment.

(6) Maintain a current inventory of all ionizing and non-ionizing equipment on the installation. Obtain needed information from tenant RSOs as necessary.

h. Garrison Managers and Supervisors shall ensure SOPs for operations using radioactive materials or radiation sources are published and enforced. Forward copies of SOPs to the Garrison RSO. SOPs shall include—

(1) Description of safe working techniques

(2) Description of proper use of protective equipment and devices

(3) Procedures for responding to and reporting of accidents or incidents

(4) Procedures for appropriate daily pre-operational, operational, and post-operational instrument checks to ensure proper operation.

(5) Description of proper markings for controlled areas according to [AR 385-10](#), [TB Med 521](#), and Chapter 5-1, [DA Pam 385-24](#)

(6) Requirements for and location of PPE as applicable

i. IMCOM Radiation Safety Program requirements include the following:

(1) Audits and Inspections. Conduct audits according to NRC License requirements and Army policies. Report results of audits and inspections to the Garrison commander. Maintain copies on file according to ARIMS. Complete audits annually.

(2) Inventory of Equipment.

(a) Maintain unit inventories of ionizing and non-ionizing equipment containing radioactive material or capable of producing radiation. The inventory shall include the national stock number, nomenclature, quantity, location (building and room), and unit POC. Items covered under the Army IMCOM license shall include serial and cell numbers.

(b) Garrisons shall provide inventories of radioactive sources or materials described in (a) above to the IMCOM RSSO. Update inventories annually, 30 days after the beginning of the fiscal year.

(3) Ionizing Radiation Safety Training. RSOs at the Garrison level shall complete radiation safety training as described in [DA Pam 385-24](#). Document training in writing and make it available for review.

(4) Commercial-off-the-Shelf (COTS) Purchases of Radioactive Equipment. Radioactive material purchased COTS or directly from manufacture may carry NRC or state licensing requirements that IMCOM shall become legally responsible for upon purchase. For example, IMCOM shall be held responsible for the training and leak test requirements of the SABRE 4000 explosive detector. The IMCOM RSSO shall be notified when equipment containing radioactive material is purchased to ensure requirements are met.

(5) Radioactive Material Licensing. Radioactive material or items containing radioactive material not licensed by the NRC or an Agreement State License with a current [NRC Form 241](#) (Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters) and ARP are prohibited from being accepted, stored, or used. Unauthorized radioactive materials or items containing radioactive material discovered on the installation shall be reported to the IMCOM RSSO immediately by telephone or e-mail message. Secure unauthorized radioactive materials until instructions for corrective action are received.

(6) Radiation Incident and Accident Reporting. Report radiation incident or accident immediately, by telephone, to the Garrison RSO and IMCOM RSSO. The handler or user shall secure the area and ensure the item is not disturbed until the RSO arrives or instructions are received from the RSO when defective or broken radiological devices are discovered. Send a written report within 10 days after completing a full investigation through the Commander, IMCOM to the commodity licensee.

(7) Radioactive Material Transportation. Equipment containing Army licensed radioactive materials shall not be transported in privately-owned vehicles. An equipment leak test, if required, shall be current before transportation.

(8) Procurement.

(a) Radioisotopes and ionizing radiation-producing equipment procurement requests shall be forwarded to the RSO for review. Materials shall not be procured until the required NRC license is received.

(b) Submit an SOP for each project or operation involving ionizing radiation to the RSO before procurement of equipment or source-material producing radiation. Include the subject, a brief description of the proposal, area, building, room number, source of ionizing radiation and activity, type of operation, and general safety precautions.

(9) Shipment of Radioactive Equipment.

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

(b) The Garrison RSO shall brief vehicle operators and escorts on potential hazards, methods to minimize hazards, and emergency procedures when transporting radioactive equipment. Passengers are not allowed in the same area of the vehicle (body of the truck or

backseat) that radioactive material is stored. Lock radioactive equipment left in an unattended vehicle inside or attached to the vehicle.

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

(10) Transfer or Loan.

(a) The RSO shall survey and approve areas properly for prospective transfers of radioactive material from one location to another.

(b) The CG of the organization owning the material shall approve the material for transfer or loan outside the immediate command. Submit requests through the RSO and include the type or model of equipment, serial number, NRC license number, and justification for proposed transfer. Shipment documents and the [NRC Form 314](#) (Certificate of Disposition of Materials) shall be prepared by the owning installation.

(11) Storage of Radioactive Materials.

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

(b) Lock and control access to storage facilities.

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

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

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

(a) *Caution-Radioactive Material* sign

(b) Emergency contact name and phone number

(c) [NRC Form 3](#) (Notice to Employees)

(d) Location of a copy of [10 CFR 19](#) (Notices, Instructions and Reports to Workers: Inspection and Investigations), [10 CFR 20](#) (Standards for Protection Against Radiation), and section 206 of the Energy Reorganization Act of 1974 as described in [10 CFR 21](#) (Reporting of Defects and Noncompliance).

(e) *No Eating, Drinking, Smoking, Chewing Gum, or Applying Cosmetics* sign

(f) Location of NRC license for commodities being stored

(g) Local SOPs

(h) Notice of violation relating to the storage area

(13) Incidents or Losses. Report radioactive material incidents or losses immediately to the Garrison RSO or alternate RSO. The RSO shall notify the responsible Region Safety Manager and the IMCOM RSSO. Conduct a formal investigation for lost equipment by the unit responsible. The report shall be provided to the RSO within 10 days.

(14) Disposal. Coordinate disposal of radioactive materials and equipment through the Army Low Level Radiological Waste Office of the U.S. Army Joint Munitions Command.

(15) Laser Range Operations.

(a) Conduct laser-hazard briefings and training prior to range operations. Units shall conduct laser-range operations according to [JP 3-09.1](#) (Joint Tactics, Techniques, and Procedures of Laser Designation Procedures), [Military Handbook \(MIL-HDBK\) 828A](#) (Laser Safety on Ranges and Other Outdoor Areas), chapter 16, [DA Pam 385-63](#), TB 385-4, and DA Pam 385-24. A trained laser safety officer shall be on the range and proper laser-safe eyewear shall be worn by personnel as required by [TB Med 524](#) (Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation), [MIL-HDBK 828A](#), or [DA Pam 385-63](#).

(b) Evacuate personnel suspected of experiencing potentially damaging eye exposure from laser radiation immediately to the nearest medical facility for an eye examination. Laser eye injuries require immediate specialized ophthalmologic care to minimize long-term visual acuity loss.

(c) The IMCOM RSSO shall be notified of laser-related deficiencies that cannot be resolved at Garrison level.

(16) Laser Safety Training.

(a) Personnel that utilize Class 3 and above laser systems are required to take laser-safety training.

(b) Personnel who shall employ the laser or be within the nominal ocular hazard distance shall be given a laser safety orientation brief as part of the range safety briefing prior to commencing operations.

(17) Storage of Lasing Devices. Remove batteries for Class 3 laser systems and above prior to storage, such as the arms room, to prevent inadvertent exposure of personnel. The CRM process shall address the hazards and controls for managing non-visible lasers (infrared) beams if inadvertently activated when stored in a field environment with the batteries installed in the system.

5-5. Chemical Agent Safety

a. Installation, unit, or activity commanders are the managers of the Chemical Agent Safety Program for the chemical agents they control and ensure safety requirements are enforced, IAW AR 385-61, 1-4, d.

b. The appointed safety manager should have direct access to the Commander regarding toxic chemical agent safety matters. IMCOM Garrison commanders and safety managers shall maintain coordination with organizations working with toxic chemical agents on IMCOM installations to ensure the communication of safety information to Garrison and tenant personnel.

5-6. System Safety

a. The requirements of system safety are described in chapter 9, [AR 385-10](#), and DA Pam 385-16. The effectiveness of the system safety program can be directly related to the aggressive and cooperative spirit of the participants. No program can be effective without aggressive pursuit of safety as a program goal, nor can it be effective without the active support and cooperation of those involved.

b. IMCOM personnel shall take the following actions to implement system safety:

(1) Garrison Safety Managers shall apply criteria and procedures contained in [DA Pam 385-16](#) (System Safety Management Guide) and [DA Pam 385-30](#) for the assessment and acceptance of facilities and related systems.

(2) Garrison managers and supervisors shall coordinate with the Garrison Safety Office for a SOH review prior to the purchase of COTS items such as PPE and hazardous materials.

5-7. Contracting Safety

a. IMCOM-specific guidance to supplement the Army Safety Program requirements defined in chapter 4, [AR 385-10](#) shall be provided for contracting safety. IMSO and Region Safety Managers shall review contracts to ensure appropriate requirements are included in contracts and to ensure contractor accidents are reported

b. CORs shall—

(1) Monitor the accomplishments of safety training.

(2) Ensure contractors develop a site-specific safety plan that includes activity hazard analyses of significant hazards and a plan to control identified hazards.

5-8. Garrison Industrial Operations Safety

a. Region Safety Managers shall provide written guidance, oversight, and assistance to ensure the implementation of industrial operational safety requirements at Garrisons within IMCOM Regions according to [AR 385-10](#), [DA Pam 385-10](#), and 29 CFR 1910 and 1926.

b. Garrison Safety Managers shall ensure supervisors develop an accident prevention and response plan for each activity under their direct control and administration.

c. Additionally, Garrison Safety Managers shall investigate accidents in these locations to identify causes and possible trends, provide oversight and assistance to ensure implementation of Garrison requirements for industrial operational safety, and develop and issue written policies requiring supervisors to:

(1) Develop an accident-prevention and response plan, and SOPs, including required safety guidance for hazardous operations.

(2) Ensure that employees understand the requirements in the SOP, and can execute the operation in an efficient, effective, and safe manner.

(3) Participate with employees and safety personnel in accident briefings to identify factors that contributed to an accident.

(4) Ensure and maintain records confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

(5) Ensure 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.

5-9. Occupational Safety and Health Program (Workplace Safety)

a. IMCOM workplaces and safety programs shall comply with OSHA requirements as outlined in 29 CFR 1910, 29 CFR 1960, chapter 16, [AR 385-10](#) and chapter 14, [DA Pam 385-10](#). Region and Garrison Safety Managers shall develop functions and written procedures as needed to ensure the implementation of the IMCOM Safety Program meet Army and OSHA requirements.

b. Region Safety Managers shall—

(1) Coordinate and issue written guidance to Garrison Safety Managers to support the IMCOM Safety Program and accomplishment of current Army and IMCOM safety objectives. Include safety action plans, performance measures, and targets to assess progress of the safety action plans and reporting requirements in the guidance.

(2) Evaluate Garrison safety performance and provide recommendations for improvement.

(3) Work with the Region Director to establish procedures that communicate and hold supervisors accountable for safety responsibilities.

c. Garrison Safety Managers shall—

(1) Develop written SOH policies required to implement the IMCOM Safety Program and ensure compliance with OSHA requirements.

(2) Establish and enforce procedures that ensure supervisors are aware of and held accountable for safety responsibilities.

(3) Collect and report safety performance data as required by the Region Safety Office.

5-11. Public, Family, Off-Duty, Recreational, and Seasonal Safety

a. Garrison commanders shall—

(1) Ensure the development and implementation of local regulations and procedures for the safety of personnel using indoor and outdoor swimming pools and natural swimming areas or beaches. Local regulations shall include the safety requirements contained in [AR 215-1](#) (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities).

(2) Ensure required risk assessments and safety inspections of swimming areas and pools are performed and deficiencies are promptly corrected.

(3) Ensure swimming area signs are displayed to list water safety rules and identify water hazards.

(4) Ensure lifeguards are on duty at Army Family and Morale, Welfare and Recreation (FMWR) water recreation areas during hours of operation. Lifeguards shall be trained and certified by the American Red Cross or an equivalent organization.

b. Garrison Safety Managers shall—

(1) Provide assistance to the FMWR Director. Garrison Safety Managers shall assist in performing a pre-season risk analysis to assess the specific risks associated with Army beaches and lake areas, and assist FMWR in identifying countermeasures to reduce risks to acceptable levels. The risk analysis shall specifically address natural hazards such as underwater obstructions, drop-offs, currents, or undertows. It shall be performed annually before the seasonal opening of the swimming area. Provide written reports of the risk analysis to the FMWR Director and Garrison commander.

(2) Provide an initial and annual safety inspection of pools and natural swimming areas before the season opening. Conduct monthly inspections while the areas are open. The

inspections shall include evaluations of the safety requirements contained in [AR 215-1](#) and assess the countermeasures implemented to address local hazards identified in the pre-season risk analysis. Provide written inspection reports to the FMWR Director and Garrison commander. The Director FMWR, in coordination with the Garrison safety office, shall ensure a risk analysis is conducted in accordance with AR 385-10 to determine the specific hazards for the beaches and lake areas. This applies in CONUS and OCONUS. Such hazards might include tide, current, undertow, drop-off, hidden underwater boulders. Appropriate controls shall be established to lower the risk to an acceptable level. Control measures shall provide for the protection of these personnel using recreational beaches and lake areas.

(3) Develop Garrison-specific written programs for family, sports, and recreational safety programs and ensure programs are implemented.

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

(5) Implement strategies to reduce associated risks. Recommend commanders implement policy and procedures to ensure Soldiers have applied Travel Risk Planning (TRiPs) to their leave, pass, TDY, or PCS travel plans, when driving out of the local area.

(6) Consider seasonal changes to risk levels for family, sports, and recreational activities.

c. Implement water safety measures for Army swimming programs, which may include learn-to-swim, lifeguard training, fitness programs, competitive swimming, water safety training, military survival training, and recreation.

Chapter 6

Prevention, Response, Investigation, and Reuse and Closure

6-1. Training Requirements

a. Garrison Safety Managers shall assess Garrison processes and operations to determine the safety training needed by employees and recommend processes for delivering the required training.

b. Safety personnel shall receive appropriate training in the respective technical areas. CP-12 careerists shall complete training according to the Army Civilian Training, Evaluation, and Development System.

6-2. Motor Vehicle Accident Prevention

a. Garrison Commanders shall strictly enforce the provisions of AR 385-10 with particular emphasis on vehicle restraint system usage.

b. Garrison Safety Managers shall use the [U.S. Army Traffic Safety Training Program Registration System](https://airs.lmi.org/Home.aspx) available at <https://airs.lmi.org/Home.aspx> to schedule and maintain records of IMCOM-sponsored traffic safety training.

c. Garrison Safety Managers shall monitor road-related safety hazards in containment areas and on ranges and training areas. Safety personnel shall recommend appropriate countermeasures (maintenance, engineering changes, and signage) to the Garrison commander when hazards are identified.

d. Garrison Safety Managers shall coordinate with the installation provost marshal to prescribe local procedures for the safe operation of motor vehicles. Garrison officials and safety managers shall develop local SOPs defining safety training requirements and operational restrictions associated with the use of non-registered electric vehicles on installation roadways.

6-3. Emergency Planning and Response

a. Emergency planning and response actions outline the procedures for reporting an emergency situation, immediate actions to be taken, and procedures for evacuation according to chapter 19, [AR 385-10](#). Pre-planned, coordinated and tested emergency action, disaster preparedness, and pre-incident plans are proven methods to minimize loss of life and property damage due to natural or man-made (terrorist) disasters or accidents. Emergency action plans shall be in writing, kept in the workplace, and available to employees for review.

b. An installation emergency preparedness officer is appointed by the Senior Commander to direct, coordinate, maintain, and test the development and publications of installation emergency action, disaster preparedness. Emergency responders shall have a current copy of each plan. The installation emergency preparedness officer shall ensure annual plan evaluations and testing are accomplished and coordination with civil agencies and government to effect mutual aid agreements.

c. Garrison officials and safety managers shall ensure emergency action and response plans are developed for Garrison operations and facilities as required by chapter 19, [AR 385-10](#). Garrison Safety Managers shall assist Garrison and installation officials in testing and evaluating emergency plans. Garrison emergency action and response plans shall be reviewed by Garrison Safety Managers annually or after changes in operations to ensure information is current.

d. The installation hazardous material response plan shall be developed, coordinated and published by the Fire and Emergency Services Chief.

e. The Fire and Emergency Services Chief shall assist the installation disaster preparedness officer in the development, coordination, and maintenance of emergency action and disaster preparedness plans. In addition, the Fire and Emergency Services Chief shall assist Commanders, organization leaders, and supervisors in developing and testing fire prevention and emergency evacuation plans.

f. Commanders, organization leaders, and supervisors shall ensure fire prevention and emergency evacuation plans are developed, published, and tested for buildings under their authority. Use a distinctive signal for each purpose in employee alarm system. Emergency action plans shall include the following procedures:

- (1) Reporting emergencies
- (2) Emergency evacuation, including type of evacuation and exit route assignments
- (3) Employees remaining to operate critical-facility operations during evacuations
- (4) Employee accountability after an evacuation
- (5) Employees performing rescue or medical duties

(6) Personnel who may be contacted by employees needing more information about the plan or an explanation of duties under the plan. Provide the name and job title of the personnel.

h. Supervisors shall designate and train employees to assist in safe and orderly employee evacuations. Supervisors shall review the emergency action plan with covered employees during the following events:

- (1) Development of the plan or the initial assignment of the employee to a job
- (2) Change of employee's responsibilities under the plan
- (3) Plan changes

i. Report all industrial chemical spills, radiation exposure, and other incidents immediately to HQ IMCOM.

6-4. Accident Investigation and Reporting

a. Accident investigation and reporting requirements are described in chapter 3, [AR 385-10](#). IMCOM is responsible only for the investigation and reporting of IMCOM accidents. Tenant units shall conduct their own investigation and report through their chain of command.

b. Accidents shall be submitted via ReportIt!. IMCOM personnel shall take the following actions for accident investigation and reporting:

(1) Garrison Safety Managers shall support the Civilian Personnel Office to reduce civilian injuries and illness for workers' compensation claims. Safety personnel shall be members of the SOHAC and FECA Working Group.

(2) Garrison Safety Managers shall implement a program to train individuals involved in accident reporting, accident investigation, and the analysis of accident, injury, and illness data.

(3) Supervisors shall report injuries and illnesses according to 29 CFR 1904 and [29 CFR 1960](#). U.S. Forces shall abide by host-country law prescribing stricter safety standards to comply with SOFA. Army requirements shall apply if host country law or procedures are less strict or nonexistent.

(4) Initial Notification (IN) and Reporting of Serious Accidents.

(a) The Garrison Safety Manager shall notify the Garrison Commander, IMCOM Region Safety Manager (OCONUS)/Region Safety POC, and Commander, USARC when a Class A or B accident involving IMCOM personnel, property, or contractors occurs on an IMCOM Garrison or activity. Use the on-line initial notification (IN) tool located on the USACRC Website at <https://safety.army.mil> to submit notifications to the USACRC. USACRC may be notified by telephone at commercial (334) 255-2660/3410, or direct support number 558-2260/3410.

(b) The Garrison commander experiencing a Class A or B accident shall notify other ACOMs involved. The Garrison commander shall notify OSHA, U.S. Department of Labor as detailed in chapter 3, [AR 385-10](#) for work-related accident resulting in the death of an IMCOM civilian employee or the in-patient hospitalization of three or more IMCOM Civilian employees. The Garrison Commander ensures that the IMCOM EOC is informed IAW IMCOM Reg 190-1.

(c) The Region Safety Manager (OCONUS) shall notify the IMCOM Safety Director.

(5) Garrison commanders shall conduct an accident investigation briefing for all Class A accidents to the CG IMCOM as required.

6-5. Workplace Inspections

a. Region Safety Manager (OCONUS) shall—

(1) Coordinate with IMCOM Safety Director to implement safety in the IMCOM OIP according to the IMCOM OIP SOP; chapter 17, [AR 385-10](#); and chapter 8, [DA Pam 385-10](#).

(2) Perform evaluations of Garrison safety programs as part of the OIP.

(3) Provide written guidance to Garrison safety offices for the implementation of the workplace inspection requirements according to references in *a(1)*, above.

b. Garrison Safety Managers shall—

(1) Participate in the IMCOM OIP process as detailed in the IMCOM OIP SOP.

(2) Develop written guidance for the conduct of Garrison workplace inspections by supervisors and employees according to references in a(1), above.

(3) Provide oversight and assistance to ensure proper conduct of workplace inspections by supervisors and employees.

6-6. Facility Reuse and Closure: Army Safety Program requirements for facility reuse and closure are defined in chapter 24, [AR 385-10](#), and chapter 13, [DA Pam 385-10](#). Implement requirements when Garrison facilities or properties are closed, remediated, or reused for new or different missions. The contamination or hazards found in these facilities or properties may include radiation sources, hazardous wastes, munitions and explosives of concern, or recovered chemical warfare materials. Follow the guidelines below when reuse and closure activities involve Garrison facilities or properties:

a. Garrison commanders shall —

(1) Ensure the development of Garrison-specific guidance to augment the requirements.


(2) Include the Garrison Safety Manager or other safety designees in planning and reviewing activities associated with reuse and closure.

b. Garrison Safety Managers shall —

(1) Provide historical safety reports, records, and available data. Support risk assessments for reuse and closure activities. Provide technical safety guidance to Garrison personnel during reuse and closure planning activities.

(2) Provide safety training to Garrison personnel exposed to hazards associated with reuse and closure activities. Assist the PAO in developing safety awareness materials for installation personnel and the surrounding community.

(3) Participate in planning and monitor execution of reuse and closure activities to ensure that Garrison personnel and the surrounding communities are protected from hazards related to the reuse and closure activities.


MICHAEL FERRITER
Lieutenant General, USA
Commanding

Appendix A
References

Required Publications

[10 CFR 19](#) — Notices, Instructions and Reports to Workers: Inspection and Investigations

[10 CFR 20](#) — Standards for Protection Against Radiation

[10 CFR 21](#) — Reporting of Defects and Noncompliance

[10 CFR 30](#) — Rules of General Applicability to Domestic Licensing of Byproduct Material

[10 CFR 51](#) — Environmental Protection Regulations for Domestic Licensing

[10 CFR 71](#) — Packaging and Transportation of Radioactive Material

[29 CFR 1926](#) — Safety and Health Regulations for Construction

[29 CFR 1960](#) — Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

[49 CFR 173](#) — Shippers-General Requirements for Shipments and Packaging

[DoD 4145.26-M](#) — DOD Contractors' Safety Manual For Ammunition And Explosives

[DoDI 6055.07](#) — Mishap Notification, Investigation, Reporting and Recordkeeping

[DoDI 6055.1](#) — DoD Safety and Occupational Health Program

[AR 11-35](#) — Deployment Occupational and Environmental Health Risk Management

[AR 25-400-2](#) — The Army Records Information Management System (ARIMS)

[AR 50-6](#) — Chemical Surety

[AR 75-1](#) — Malfunctions Involving Ammunition and Explosives

[AR 350-19](#) — The Army Sustainable Range Program

[AR 385-10](#) — Army Safety Program

[AR 385-63](#) — Range Safety

AR 600-55 – The Army Driver and Operator Standardization Program

AR 608-10 — Child Development Services

DA Pam 385-25 – Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation

DA Pam 385-10 — Army Safety Program

DA Pam 385-16 — System Safety Management Guide

DA Pam 385-24 — The Army Radiation Safety Program

DA Pam 385-30 — Mishap Risk Management

DA Pam 385-40 — Army Accident Investigations and Reporting

DA Pam 385-61 — Toxic Chemical Agent Safety Standards

DA Pam 385-63 — Range Safety

DA Pam 385-64 — Ammunition and Explosives Safety Standards

DA Pam 385-65 — Explosive and Chemical Site Plan Development and Submission

TB Med 524 — Control of Hazards to Health from Laser Radiation

EM 385-1-1 — Safety and Health Requirements Manual

FM 5-19 — Composite Risk Management

FM 10-67-1 — Concepts and Equipment of Petroleum Operations

Occupational Safety and Health Act of 1970 —

http://www.osha.gov/pls/oshaweb/http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=oshact

U.S. Army Traffic Safety Training Program Registration System —

<https://airs.lmi.org/Home.aspx>

NETCALL 2007-55 — FECA Program Implementation NETCALL

PL 91-596 — Occupational Health and Safety Act of 1970

Americans with Disabilities Act of 1990, Title I (42 U.S. Code 12111-12117) — Employment

[29 CFR 1904](#) — Recording and Reporting Occupational Injuries and Illness

[29 CFR 1910](#) — Occupational Health and Safety Standards

[DoD 1400.25-M](#) — Department of Defense Civilian Personnel Management (CPM)

[DoDI 6055.04](#) — DoD Traffic Safety Program

[DoD 6055.09-M](#) — DoD Ammunition and Explosives Safety Standards

[MIL-STD-882D](#) — DoD Standard Practice For System Safety

[AR 11-34](#) — The Army Respiratory Protection Program

[AR 40-13](#) — Radiological Advisory Medical Teams

[AR 55-162](#) — Permits for Oversize, Overweight, or other Special Military Movements on Public Highways in the United States

[AR 75-15](#) — Policy for Explosive Ordnance Disposal

[AR 420-1](#) — Army Facilities Management

[AR 600-100](#) — Army Leadership

[AR 690-400](#) — Total Army Performance Evaluation System (Chapter 4302)

[AR 672-20](#) — Incentive Awards

[AR 700-68](#) — Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders

[AR 740-1](#) — Storage and Supply Activity Operations

[DA Pam 40-8](#) — Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Nerve Agents GA, GB, GD, and VX

[DA Pam 40-173](#) — Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Shalldard Agents H, HD, and HT

[DA Pam 385-1](#) — Small Unit Safety Officer/NCO Guide

[DA Pam 385-90](#) — Army Aviation Accident Prevention Program

[TB Med 502](#) — Respiratory Protection Program

TB Med 522 — Control of Hazards from Protective Material Used in Self-Luminous Devices

TB Med 523 — Control of Hazards from Microwave and Radio Frequency Radiation and Ultrasound

TB Med 525 — Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department

Prescribed Forms

The following forms are available on the IMCOM Enterprise Publishing Portal (<https://www.us.army.mil/suite/page/580767>), unless otherwise stated.

IMCOM Form 7 — IMCOM Safety Program – Organizational Inspection Program Checklist

DA Form 285 — Technical Report of U.S. Army Ground Report

DA Form 285-AB — U.S. Army Abbreviated Ground Accident Report

DA Form 2028 — Recommended Changes to Publications and Blank Forms

DA Form 4753 — Notice of Unsafe or Unhealthful Working Condition

DA Form 4754 — Violation Inventory Log

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 — Installation Hazard Abatement Plan

DA Form 7632 — Certificate of Risk Acceptance

NRC Form 3 — Notice to Employees

NRC Form 241 — Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters

NRC Form 314 — Certificate of Disposition of Materials

OSHA Form 300 — OSHA Injury and Illness Log

OSHA Form 300-A — Summary of Work-Related Injuries and Illnesses

OSHA Form 301 — Injuries and Illnesses Incident Report



**APPENDIX B
SAFETY INSPECTION CHECKLIST
IMCOM FORM 7**



Dates: _____

Division: Safety
Branch: Safety Management

Inspection

Staff Assistance Visit

GARRISON: _____

GARRISON REPRESENTATIVE: _____

EVALUATOR(S): _____

Number of Total Sub-Functional Areas: 12

Commendable: _____ ; Satisfactory: _____ ; Unsatisfactory: _____

Rating Criteria

“C” Commendable

“S” Sustain

“I” Improve

(Major Areas: Items identified by an asterisk () on this checklist are considered critical during this evaluation.)*

NOTES:



APPENDIX B SAFETY INSPECTION CHECKLIST IMCOM FORM 7



NOTE: Evaluators using this checklist are encouraged to note areas not specifically covered but which may need future attention. Such notes shall not be used as a basis for determining the unit rating.

Code: A	Sub-Function : COMMAND SUPPORT	C	S	I	Administrative Procedures	Observations and Findings
A1	Has the CDR designated an OPM qualified (CP-12 fully trained) command SOH official to exercise staff supervision over SOH, risk management, and accident prevention activities?				REF: AR 385-10, 1-4y(2), Appendix C-4d	
*A2	Does the Safety Office have competent, CP-12 trained and experienced personnel of sufficient grade and rank to accomplish the mission?				REF: AR 385-10, 2-6b, Appendix C-4r, IMCOM OPOD 11-188 IDP's established for all safety personnel?	
A3	Is the safety manager a member of the Commander's special staff and report directly to or have immediate access to the Commander?				REF: AR 385-10, 1-4y(3), Appendix C-4e	
*A4	Has the Commander issued a garrison safety policy memorandum?				REF: AR 385-10, Appendix C-4c	
*A5	Is there a system in place that holds Commanders and Civilian managers accountable for safety through efficiency reports and performance appraisals, e.g. Safety Policy Memorandum requirement?				REF: AR 385-10, 1-5c(5), appendix C-4b Are all employees aware of policies?	



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A6	Does the garrison safety office prepare, manage, and execute their own budgets and does the Commander provide sufficient funds and other resources to ensure the effectiveness of all garrison safety programs?				REF: AR 385-10, 2-6c, Appendix C-4l. Does Safety attend the Garrison PBAC? What is the current FY budget? Verify current spend plan.	
A7	Are safety performance goals and objectives established by higher headquarters being met?				REF: Higher HQ goals and objectives directives	
A8	Are all safety functions and tasks prioritized based on regulatory requirements and strategic planning?				AR 385-10, 2-2 Verify that annual strategic plan is established and approved by CDR.	
A9	Are all safety and tasks identified as not being met, or completed, evaluated to identify the potential risk to the organization?				AR 385-10, 2-2a	
A10	Is the CDR provided the complete ranking of all safety functions and tasks along with the risk assessment for review and approval?				REF: AR 385-10, 2-2b Ensure that listing is included and filed as an attachment to the annual strategic plan	
A11	Is the Garrison in compliance with established safety policies and procedures, e.g. Policy letters, goals and objectives, safety inspection plans, safety training plans, etc?				REF: AR 385-10, Appendix C-4a Are policies current & aligned with DA/IMCOM guidance?	
Code: B	Sub-Function: OPERATING PROCEDURES/PLANS	E	S	I	Administrative Procedures	Comments
B1	Is there an emergency action plan to protect life/health/property and to restore normal operations available?				REF: AR 385-10, 19-7a	



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B2	Are SOP's developed for all hazardous operations, and posted in explosive and chemical operations workplaces? Are supervisors and operators knowledgeable of their SOP's? Are SOP's posted and/or available to all workers in the workplace?				REF: AR 385-10, 18-5a Is process for developing, updating/revising SOP's documented?	
*B3	Does the Garrison have an SOP or policy letter that includes command levels authorized to accept each level of risk (low, medium, high, and extremely high)?				REF: FM 5-19, DA Pam 385-30, 4-11b, Table 4-2	
*B4	Are specific safety service responsibilities for tenant safety support established by host-tenant agreement?				REF: AR 385-10, 2-5e, Appendix C-4h Are agreements current? Does RM forward host\tenant agreements to the Safety Office for review? Are agreements IAW specific services listed?	
B5	Are there specific support agreements in place between garrison and mission units that define risk management and safety and occupational health functions in support of mobilization?				REF: AR 385-10, appendix C-4s	
B6	Are written Fire Prevention and Emergency Egress Program established for each workplace?				REF: NFPA Life Safety Code 101, 29 CFR 1910	
Code: C	Sub-Function: SAFETY PROGRAM MGT /ADMINISTRATION	C	S	I	Administrative Procedures	Observations and Findings
C1	Have strategic goals, objectives and planning been executed and a business plan developed to implement them?				REF: AR 385-10, 2-1a, Appendix C-4g Is strategic plan aligned with Army/IMCOM goals? Is plan reviewed / adjusted quarterly?	



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C2	Have both quantitative and qualitative metrics been developed and are they being used to measure safety program effectiveness (e.g. accident trend analysis) IAW ISR 112 - Safety?				REF: AR 385-10, 2-10, Appendix C-4j Are metrics being used to track progress in meeting higher level goals? Is progress reported to Garrison CDR and/or reviewed at the SOHAC?	
*C3	Does the Safety Office conduct and document annual programmatic audits of their safety program execution using their performance indicators, approved, ISR, and other matrices?				REF: AR 385-10, 2-11a, Appendix C-4m Are internal and external audits conducted?	
*C4	Has the safety manager established and implemented a Garrison Safety Awards Program?				REF: DA Pam 385-10, chapter 6, Appendix J, Table J-2F Provide evidence of award presentations.	
C5	Are practices and procedures that minimize accident risk incorporated into local regulations, directives, SOPs, special orders, training plans, and operations plans?				REF: AR 385-10, Appendix C-4q What is the process? Can it be verified? Is it documented? Are organization and tenants aware of it?	
*C6	Is a risk management program in place to ensure Composite Risk Assessments, Workplace Hazard Assessments, and Job Hazard Analysis are initiated for workplaces and community activities?				REF: AR 385-10, 1-5c(7) and 6-9, Appendix C-4i What is the process? Can process be verified? It is documented? Is the workforce aware of requirement and understands the process?	



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C7	Does safety review new construction and existing building renovation plans, safety submissions, and facility designs?				REF: DA Pam 385-10, Appendix J, Table J-2A Reviews / comments documented with safety?	
C8	Does the Safety Office review construction contracts to ensure safety compliance?				REF: EM 385-1-1; AR 385-10, 4-4 ^a Are reviews / comments documented and filed?	
C9	Does the Safety Office review contractor's written accident prevention plans and/or advise the contracting office on the required contents of the written plan?				REF: EM 385 -1-1, 01.A.11; AR 385-10, 4-4, DA Pam 385-10 Appendix J Table J-2A Are reviews documented and filed in the safety office?	
Code: D	Sub-Function SURVEYS	E	S	I	Administrative Procedures	Observations and Findings
*D1	Does the Safety Office SASOHI of garrison workplaces to ensure compliance with all pertinent safety statutes and regulations?				REF: AR 385-10, 17-6a, Appendix C-4o,u Is/Are hazards prioritized for inspection and follow up?	
D2	Are special hazard operations and facilities inspected more often than annually?				REF: AR 385-10, 17-6b Are reviews/comments documented and filed in the safety office?	
D3	Are all designated high and medium hazard workplaces and facilities inspected by competent/qualified inspectors?				REF: AR 385- 10, 17-6a	



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D4	Are identified hazards risk assessed in terms of severity and probability?				REF: AR 385-10, 17-7 Are follow-up inspections performed? Are repeat / reoccurring hazards annotated on inspection reports?	
D5	Are SASOHI inspection reports provided to the unit Commander/activity supervisor of the inspected unit?				REF: AR 385-10, 17-8	
D6	Are qualified collateral duty safety personnel used to inspect administrative/low risk areas? If so, does a qualified safety person conduct an annual “over the shoulder” evaluation?				REF: AR 385-10, 17-6g Are CDSO inspections forwarded to the Safety office and maintained on file? Is there a system in place to train Garrison CDSOs.	
D7	Are copies of previous safety surveys maintained on file for 5 years?				REF: AR 25-400-2, 1-7b; https://www.arims.army.mil/	
D8	Does the Safety Office monitor the safety of CYS facilities as a special hazard area priority, and conduct required semi-annual inspections?				REF: AR 608-10, 2-3e (2)	
D9	Does the Safety Office conduct initial and annual inspections of FCC homes?				REF: AR 608-10, 2-3e (3)	
D10	Does the Safety Office participate in the annual ICYET unannounced evaluation of CDC programs?				REF: AR 608-10, 2-32a (1)	



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Code: E	Sub-Function HAZARD ANALYSIS AND TRACKING	C	S	I	Administrative Procedures	Observations and Findings
E1	Does the Safety Office maintain a file/log of DA Form 4753, or equivalent, to track hazards, control-options, implementation, and effectiveness?				DA Pam 385-10, D-4f	
E2	Does the Safety Office enter all hazards found during SASOHI, accident prevention surveys, and other sources on the org's hazard tracking system (DA 4754 or equivalent)?				REF: DA Pam 385-10, D-4g, 8-5h	
E3	Are follow-up actions taken to verify correction of noted deficiencies?				REF: DA Pam 385-10, D-4h, AR 385-10, C-4p	
E4	Does the Safety Office maintain a log of RAC 1 and 2 violations for hazards.				REF: DA Pam 385-10, D-4e	
E5	Does the Safety Office record RAC1 or RAC 2 violations of standards that cannot be corrected within 30 days on DA Form 4756 (Installation Hazard Abatement Plan)?				REF: DA Pam 385-10, D-4e Are violations/worksites posted with DA Form 4753?	
E6	Does the Safety Office maintain hazards tracking records on file for 5 years?				REF: DA Pam 385-10, D-4e	
E7	Are safety related work orders evaluated assigned risk assessment codes and endorsed to Public Works?				REF: AR 385-10, 17-5d What is the process for identifying safety work orders and verifying completion?	
E8	Are operational hazards assigned Risk Assessment Codes (RAC) commensurate with the level of risk assessed, and eliminated on a "worst-first" basis?				REF: AR 385-10, 17-3d	
E9	Does the garrison Safety Supervisor attend the FECA working group?					



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Code: F	Sub-Function COUNCILS	C	S	I	Administrative Procedures	Observations and Findings
*F1	Has the Garrison Commander established a safety and occupational health advisory council (SOHAC) in writing?				REF: AR 385-10, 2-24, Appendix C-4f	
F2	Is the SOHAC chaired by the Commander or designee?				REF: AR 385-10, 2-24a	
F3	Does the Safety Manager facilitate the conduct of the SOHAC?				REF: DA Pam 385-10, Table J2-A	
F4	Does the SOHAC include appropriate membership?				REF: 29 CFR 1960.37(b), AR 385-10, 2-24	
F5	Does the garrison SOHAC meet at least semi-annually?				REF: 29 CFR 1960.37(e); AR 385-10, 2-24b	
F6	Are minutes of the SOHAC meetings published with action officers and suspense assigned?				REF: AR 385-10, 2-24b	
F7	Does the Garrison Commander approve and sign the council minutes?				REF: AR 385-10, 2-24	
F8	Has the Garrison Commander established a Radiation Safety Committee?				REF: DA Pam 385-24, 1-4l(2), AR 385-10, Appendix C-4f	
F9	Does Garrison RSO administer the annual Garrison Radiation Safety Committee?				REF: DA Pam 385-24, 1-4p(6)	



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Code: G	Sub-Function SAFETY TRAINING	C	S	I	Administrative Procedures	Comments
G1	Are safety training requirements and implementation plans in place (i.e. based on JHAs, WHAs, CRM, and/or other required training)?				REF: AR 385-10, chapter 10. Are training needs and events published in the strategic plan?	
G2	Are CDSOs and ADSOs appointed and retained in position to ensure stability of the safety program?				REF: AR 385-10, 2-7g	
*G3	Is adequate safety training provided for collateral duty safety officers?				REF: AR 385-10, 10-8, 2-7g(4), h(2) Is site-specific training provided to ensure CDSO's are adequately trained to perform workplace inspections?	
G4	Is SOH training of the work force accomplished and documented?				REF: AR 385-10, 10-4	
G5	Are Safety Office personnel current on safety requirements and practices?				REF: 29 CFR1960.56; AR 385-10, 10-7c	
G6	Does the Safety Office provide training to CYS management personnel on safety related matters?				REF: AR 608-10, 2-3 e(5)	
G7	Have first responders conducted and documented an actual or simulated confined space extraction within the past 12 months?				REF: 29CFR1910.146 k(2)(iv) and DA Pam 385-10, 14-4d(2) (d)	



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G8	Is HAZCOM training conducted and documented? Has a hazardous materials inventory been developed?				REF: 29 CFR 1910.1200(h) & Appendix E 3, DA Pam 385-10, 14-2d Is the inventory maintained and readily available? Has the inventory been provided to the Garrison FD?	
G9	Does the Safety Office provide OSHA training and operational guidance to supervisors and employees?				REF: 29 CFR 1960.55 and 59 Training of Supervisors; Training of Employees	
G10	Has the Garrison established a Drivers' Education Program? (ATSTP)?				REF: AR 385-10, 11-7a	
G11	Does the Garrison fully support the Army Traffic Safety Training Program through media campaigns and support facilities IAW Army guidance?				REF: DA Pam 385-10, 3-3c(4) Describe support facilities.	
G12	Are Army Motor Vehicle Operators required to complete the Accident Avoidance Course, initially and every 4yrs)?				REF: , AR 385-10, 11-7a(4)	



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G13	Has the Garrison Safety Office designated someone as the Alternate Contracting Officer Representative (ACOR) to provide oversight over the Army Traffic Safety Training Program (ATSTP) Contract and completed all required training?				IMCOM Operations Order 10-375.	
G14	Does the Army Traffic Safety Training Program (ATSTP) Alternate Contracting Officer Representative (ACOR) have appointment orders from the Mission and Installation Contracting Command?				IMCOM Operations Order 10-375.	
Code: H	Sub-Function REPORTS AND INVESTIGATIONS	C	S	I	Administrative Procedures	Observations and Findings
H1	Does the Commander report all accountable mishaps in a timely manner?				REF: AR 385-10, 3-8a	
H2	Are all accidents/injuries reported, submitted using the CRC's online accident reporting tool (required) – ReportIt! ?				REF: AR 385-10, 3-8b	
H3	Are appropriate DA Form 285 series forms completed, reviewed, filed, and forwarded for ground accidents via ReportIt! ?				REF: DA Pam 385-40, Chapter 4 Does the Garrison Safety Office review DA Form 285 for QA and completeness before forwarding?	
H4	Are file copies maintained for current FY and the previous 5 FYs on all accident reports?				REF: AR 385-10, 3-22	



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H5	Are accidents properly investigated, processed, and forwarded in a timely manner?				REF: AR 385-10, 3-2, Appendix C-4v Has the workforce been trained on the reporting process?	
H6	Are appropriate recommendations for corrective actions provided on accident investigations? Are supervisors conducting injury investigations, identifying and correcting root causes? Are results being reported at the SOHAC or FECA working group?				REF: AR 385-10, 3-17 Are supervisors knowledgeable and capable of conducting investigations and identifying root causes?	
H7	Is periodic analysis of data for accident cause factors and trends accomplished?				REF: AR 385-10, 3-31 through 3-32	
H10	Is the originator (if known) of the DA Form 4755 informed in writing of results within 10 days of submitting the hazard report?				REF: DA Pam 385-10, 8-4d	
H11	Does the Safety Office maintain the OSHA Form 300, OSHA Injury and Illness Log, and post the OSHA Form 300 A Summary in the workplace? Does Safety receive the OSHA Form 301, Injury and Illness Incident Record via EDI/SaFer?				REF: AR 385-10, 3-8 b(4)(b) OSHA Occupational Injury and Illness Recording and Reporting Requirements Guidelines	
Code: I	Sub-Function EXPLOSIVES AND RANGE SAFETY	C	S	I	Administrative Procedures	Observations and Findings
I1	Has the Garrison Commander published guidance for implementation of ammunition and explosives safety standards including responsibilities for tenant activity organizations?				REF: DA Pam 385-64, 1-5c(1)	



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I2	Does the Safety Office perform safety office responsibilities outlined in DA Pam 385-64?				REF: DA Pam 385-64, 1-6	
*I3	Has the garrison CDR appointed an SOH manager per AR 385-10 who is qualified under Office of Personnel Management standards as the point of contact for all aspects of the explosives safety program?				REF: DA PAM 385-64, 1-5c(2)	
I4	Are explosives and ammunition storage facilities inspected yearly? Have magazines and other buildings storing ammo and explosives been formally inspected at least annually?				REF: DA Pam 385-64, 1-9	
I5	Is a system in place to ensure garrison personnel who produce, handle, transport, store, inspect, test, maintain, use, demilitarize, or dispose of explosives are trained to conduct ammunition and explosives operations in a safe manner?				REF: DA Pam 385-64, 1-8a and Table 1 Is the process documented? Are users aware of the requirements?	
I6	Are ammunition and explosives storage facility Lightning Protection System and other grounding and bonding points available, marked, and tested properly?				REF: DA Pam 385-64, Appendix D Are tests results available?	
I7	Do all explosives storage facilities have an approved site plan/license or an approved CORA? Are explosives safety licenses and CORAs reviewed annually?				REF: DA Pam 385-64, 1-13 and 5-1, AR 385-10, 5-6	
*I8	Has existing explosives waivers/exemptions been replaced with CORA effective 1 Oct 2011?				REF: DA Pam 385-64, 1-13c	



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I9	Is a copy of the last Department of Defense Explosive Safety Board (DDESB) survey report on hand and corrective actions taken or planned forwarded to the US Army Technical Center for Explosives Safety (USATCES)?				REF: , AR 385-10, 5-8d	
I10	Are the correct storage fire/chemical symbols displayed?				REF: DA Pam 385-64, 6-13 and Figures 6-1 and 6-2	
I11	Are fire extinguishers inspected, to include hydrostatic test procedures?				REF: 29 CFR 1910.157 (e)(3),(f)(1)	
I12	Has the Garrison Commander published guidance for implementation of range safety standards including procedures on range clearing operations?				REF: DA Pam 385-63, 1-6a	
I13	Does the Safety Office perform semiannual range safety evaluations, or is it conducted by another Agency?				REF: DA Pam 385-63,	
I14	Are measures taken to notify the public of range hazards? Is the PAO involved? Are special programs offered at garrison and nearby schools to inform children of the hazards of UXO?				REF: DA Pam 385-63	
Code: J	Sub-Function RADIATION SAFETY	C	S	I	Administrative Procedures	Observations and Findings
*J1	Has the Garrison Commander designated in writing a trained Primary and Alternate Garrison Radiation Safety Officer (RSO)?				REF: DA Pam 385-24, 1-4l(1) & AR 385-10, 10-10, a. ,	
J2	Do tenant units have annual internal or external audits of their Radiation Safety Programs, and are the results provided to the Garrison RSO?				REF: DA Pam 385-24, 1-4k(2)(c)	



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J3	Do tenant activities provide current copies of annual radioactive materials inventories to the Garrison RSO?				REF: DA Pam 385-24, 1-4k(4)	
J4	Are NRC licenses, Army Radiation Authorization (ARA) and Army Radiation Permit (ARP) related radiological instruments/items used on the installation routinely calibrated?				REF: DA Pam 385-24, 1-4r(20)	
J5	Has training and equipment been provided the RSO and alternate, commensurate with the extent of their assigned responsibilities?				REF: DA Pam 385-24, 1-4k(2)(a), 7-1 (c) & 7-2. & AR 385-10, 10-10, a.	
J6	Does the GRISO provide radiation safety training support?				DA PAM 385-24, 1-4p(2)(a)	
J7	Are caution signs, posting, and labeling requirements posted at radioactive material storage facilities (NBC Room)?				DA Pam 385-24, 5-1j(3)	
J8	Are appropriate NRC licenses on hand for radioactive commodities within the garrison?				DA Pam 385-24, 2-1b(2)	
Code: K	Sub-Function WORK PLACE SAFETY	C	S	I	Administrative Procedures	Observations and Findings
K1	Are DD Forms 2272 or equivalent posters posted in all Garrison workplaces?				REF: AR 385-10, 16-2g DA Pam 385-10 Appendix E Figure E-1	
K2	Has an Ergonomics Program been initiated if required by a Workplace Hazard Assessment, JHA or established injury trend?				REF: DA Pam 385-10, 14-7	
K3	If required (see L2 above) has an ergonomics training program been established?				REF: DA Pam 385-10, 14-7	



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K4	Has the Garrison Safety Office, in conjunction with preventive medicine, inventoried all Garrison confined space possibilities to identify all permit required confined spaces, developed a confined space training program, and evaluated confined space work sites?				REF: , DA Pam 385-10,14-4d(1)	
K5	Has Garrison established a Public, Family, Off-Duty Recreation and Seasonal Safety Programs?				REF: AR 385-10, Chap 6, DA Pam 385-10, Chap 5	
K6	Has a respiratory protection program been established and maintained?				29 CFR 1910.134(a)(2)	
K7	Has a written LOTO Program consisting of energy control procedures, employee training and periodic inspections been implemented and maintained?				29 CFR 1910.147 (c) (1)	
K8	Has a written Bloodborne Exposure Control Plan designed to eliminate or minimize employee exposure been implemented?				29 CFR 1910.1030 (c) (1) (i)	
Code: L	Sub-Function SPECIAL INTEREST ITEMS	C	S	I	Administrative Procedures	Observations and Findings
L1	Are safety office files maintained IAW the ARIMS?				REF: AR 25-400-2, 1-7b; https://www.arims.army.mil/	
L2	Has the Garrison CDR enrolled in the ARAP within 60 days of assuming command? Has an Action Plan been developed and implemented based on the survey results within 30 days of the CRC/Safety debrief?				REF. AR 385-10 https://unitready.army.mil/default.aspx?AspxAutoDetectCookieSupport=1	

Primary Inspector's Position Title/Signature:

Remarks:

Glossary

AAC	Accident Avoidance Course
AAR	After Action Review
ACOM	Army Command
ACOR	Alternate Contracting Officer Representative
ADSO	Additional Duty Safety Officer
ADSW	Active Duty for Special Work
AE	Ammunition and Explosive
AGR	Active Guard Reserve
ALSE	Aviation Life Support Equipment
AMV	Army Motor Vehicle
ANSI	American National Standards Institute
AR	Army Regulation
ARA	Army Radiation Authorization
ARAP	Army Readiness Assessment Program
ARIMS	Army Records Information Management System
ARP	Army Radiation Permit
ARNG	Army National Guard
ASA(I&E)	Assistant Secretary of the Army for Installations and Environment
ASCC	Army Service Component Command
ASP	Associate Safety Professional
AT	Annual Training
ATSTP	Army Traffic Safety Training Program
ATV	All Terrain Vehicle
BRC	Basic Rider Course
BOQ	Bachelor's Officer Quarters
CDC	Child Development Center
CDSO	Collateral Duty Safety Officer
CDSR	Collateral Duty Safety Representative
CECOM	Communications and Electronics Command
CFR	Code of Federal Regulations
CG	Commanding General
CIP	Command Inspection Program
CLS	Common Levels of Support
CONUS	Continental United States
COR	Contracting Officer Representative

CoRA	Certificate of Risk Acceptance
COTS	Commercial Off–The–Shelf
CP	Career Program
CRM	Composite Risk Management
CSC	Commanders Safety Course
CSP	Certified Safety Professional
CYS	Chile Youth Services
DA	Department of the Army
DAC	Defense Ammunition Center
DCS	Deputy Chief of Staff
DDESB	Department of Defense Explosives Safety Board
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DOL	Department of Labor
DOT	Department of Transportation
DPTMS	Director of Plans, Mobilization, and Training
DPW	Department of Public Works
DRU	Direct Reporting Unit
ECOD	Estimated Cost of Damages
EDI	Electronic Data Interchange
EM	Electronic Manual
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
ERC	Experience Rider Course
ESMP	Explosives Safety Management Program
FCC	Family Care Center
FECA	Federal Employees Compensation Act
FEWR	Facilities Engineering Work Request
FM	Field Manual
FMWR	Family and Morale, Welfare and Recreation
FY	Fiscal Year
GPC	Government Purchase Card
GRSO	Garrison Radiation Safety Officer
HAZCOM	Hazard Communication
HAZMAT	Hazardous Materials
HMIS	Hazardous Material Information System
HQ	Headquarters

HQDA	Headquarters, Department of the Army
HRO	Human Resource Office
IAW	In Accordance With
ICPA	Injury Compensation Program Administrator
ICYET	Installation Child and Youth Education and Training
IDT	Inactive Duty for Training
IH	Industrial Hygiene
IMCOM	Installation Management Command
IMSO	Installation Management Safety Office
IN	Initial Notification
ISO	Installation Safety Office
JHA	Job Hazard Analysis
JP	Joint Chief of Staff Publication
LCMC	Life Cycle Management Command
LRAS	Loss Reporting Automation System
LRSO	Local Radiation Protection Officers
MC	Magnetic Compass
MDEP	Management Decision Evaluation Package
MILCON	Military Construction
MIL-HDBK	Military Handbook
MOS	Military Occupational Specialty
MSDS	Material Safety Data Sheet
MSF	Motorcycle Safety Foundation
MWO	Maintenance Work Order
NCO	Noncommissioned Officer
NDAA	National Defense Authorization Act
NDIs	Non-Developmental Item
NEC	National Electrical Code
NFPA	National Fire Protection Association
NGB	National Guard Bureau
NOK	Next of Kin
NRC	Nuclear Regulatory Commission
OCONUS	Outside Continental United States
OHN	Occupational Health Nurse
OHS	Occupational Health Specialist
OIC	Officer in Charge
OIP	Organizational Inspection Program
OPR	Office of Primary Responsibility

OSHA	Occupational Safety and Health Administration
OSH Act	Occupational Safety and Health Act
OSH	Occupational Safety and Health
OWCP	Office of Workers Compensation Program
PAM	Pamphlet
PAO	Public Affairs Officer
PBAC	Program Budget Advisory Committee
PCS	permanent change of station
PL	Public Law
POC	Point of Contact
POL	Petroleum, Oils, and Lubricants
POM	Privately Owned Motorcycles
POWER	Protecting Our Employees and Ensuring Reemployment
POV	Privately Owned Vehicle
PMCS	Preventative Maintenance Checks and Service
PPE	Personal Protective Equipment
QASAS	Quality Assurance Specialist Ammunition Surveillance
RAC	Risk Assessment Code
RAM	Radioactive Materials
RC	Range Control
RCAS	Reserve Component Automation System
RCO	Range Operations Officer
RM	Region Manager
RSC	Radiation Safety Council
RSM	Region Safety Manager
RSO	Radiation Safety Officer
RSSO	Radiation Safety Staff Officer
SASOHI	Standard Army Safety and Occupational Health Inspections
SHARE	Safety, Health, and Return to Employment
SOFA	Status of Forces Agreement
SIR	Serious Incident Reports
SOFA	Status of Forces Agreement
SOH	Safety and Occupational Health
SOHAC	Safety and Occupational Health Advisory Council
SOHC	Safety and Occupational Health Council
SOHM	Safety and Occupational Health Manager
SOHS	Safety and Occupational Health Specialist
SOP	Standard Operating Procedure

SOUM	Safety of Use Messages
SRP	Sustainable Range Program
SSP	Service Support Program
TB	Technical Bulletin
TB MED	Training Bulletin (Medical)
TC	Training Circular
TDY	Temporary Duty
TM	Training Manual
TRADOC	Training and Doctrine Command
USACHPPM	U.S. Army Center for Health Promotion and Preventive Medicine
USACRC	United States Army Combat Readiness/Safety Center
USC	United States Code
USPFO	United States Property and Fiscal Office
USATCES	United States Army Technical Center for Explosive Safety
UXO	Unexploded Ordnance
VPP	Voluntary Protection Program
WBGT	Wet Bulb Globe Temperature
WHA	Work Hazard Analysis
WP	White Phosphorus

Terms

Accident and injury rates — IMCOM Injury and accident rates are computed IAW AR 385-10.

Accident classification — IMCOM accidents are classified IAW AR 385-10.

Accident cost — IMCOM accidents are classified according to AR 385-10.

Additional duty (military) and collateral duty (Civilian) safety personnel — Personnel appointed on orders by organizations or activities not authorized full-time safety personnel by the table of organization and equipment or table of distribution and allowances. These personnel perform required safety and accident prevention functions in their organizations or activities.

Army CRM process — A continuous process, applied to Army training and operations, individual and collective day-to-day activities and events, and base operations functions to identify and assess hazards, develop and implement controls, and evaluate outcomes.

Composite Risk Management (CRM) — A decision-making process used to mitigate risks associated with all hazards that have the potential to injure or kill personnel, damage or destroy equipment, or impact mission effectiveness as detailed in [FM 5-19](#) (Composite Risk Management) and [DA Pam 385-30](#) (Mishap Risk Management).

Condition — The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

Controls — Actions taken to eliminate hazards or reduce risks.

Deficiency — A violation of a law, regulation, or an IMCOM policy.

Duty status determination — The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below. Paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

a. On duty. IMCOM personnel are on duty when they are:

(1) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.

(2) Being transported by Army or commercial conveyance to perform official work.

(3) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimbursable expenses are authorized.

(4) Participating in mandatory sports or physical training activities.

b. Off duty. Not in an on-duty status, whether on or off Army/IMCOM installations. Traveling from their home of record to military duty location and back to home of record.

c. Non duty. Member of the IMCOM, but not on orders for duty or performing any military duty related activities.

Explosives — All items of ammunition; propellants, liquid and solid; high and low yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material.

Explosives mishap — An unplanned explosion or functioning of explosive material or devices (except during combat). This includes inadvertent actuation, jettisoning, and releasing or launching explosives devices. It also includes mishaps that result from off-range impacts of ordnance. For mishap reporting purposes, dummy (inert) ordnance shall be considered as an explosive device any time it is used in training or test situations to simulate an actual item.

Fire accident — A fire, or an explosion followed by fire, incident to an ARNG operation or activity which results in:

a. The loss or damage to IMCOM property (including timber or grasslands (AR 420-1)).

b. Injury.

c. Occupational illness.

d. Proven cases of arson, incendiary fire, or dissident actions are excluded. Also excluded are fires resulting from properly fired ordnance in range impact areas. A fire resulting from a marine accident or an aircraft accident shall be termed a marine accident or an aircraft accident.

First aid — A one-time treatment for minor scratches, cuts, burns, and similar injuries that do not require medical attention, plus any follow-up visits for observation. Such one-time treatment and follow-up visits shall be considered first aid, even if provided by a physician. Multiple applications of first aid do not represent medical treatment. It is the nature of the treatment, not how many times applied, as to whether it qualifies as first aid or medical treatment.

Hazard — Any actual or potential condition that can cause injury, illness, or death of personnel or damage to or loss of equipment, property or mission degradation, or a condition or activity with potential to cause damage, loss, or mission degradation.

IMCOM accident - An unplanned event or a series of events which results in one or more of the following:

- a. Damage to IMCOM property.
- b. Injury to ARNG military members, on or off duty.
- c. Injury to on-duty IMCOM military and Civilian employees) or IMCOM contractor personnel.
- d. Occupational illness to IMCOM military or Civilian employees, or IMCOM contractor personnel.
- e. Injury or illness to non-IMCOM personnel or damage to non-IMCOM property as a result of IMCOM operations. **NOTE:** See AR 385-10, paragraph 3-7 for occurrences that do not constitute an Army/IMCOM accident.

IMCOM Army motor vehicle (AMV) — A motor vehicle:

- a. That is owned, leased (includes GSA vehicles that are under full operational control of the IMCOM) or that is on hand receipt or like document, or rented by the IMCOM for official business.
- b. That is primarily designed for over-the-road operations.
- c. Whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles. The following are not considered IMCOM motor vehicles for the purpose of this definition:

(1) Motor vehicle equipment designed primarily for off-the-highway operations; such as tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. These vehicles are termed combat vehicles or other IMCOM vehicles.

(2) Privately owned motor vehicle.

(3) Vehicles on hand receipt to, and operated by, non-IMCOM persons or non-IMCOM agencies and activities, such as the U.S. Postal Service or the American Red Cross.

d. On DA Form 285, those accidents involving motor vehicles operated but not owned by the ARNG (that is, those vehicles rented/leased by the IMCOM for official business) shall be classified as IMCOM-operated vehicles.

IMCOM combat vehicle accident — An accident involving the operation of combat vehicles or equipment; such as tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and similar equipment being operated as such at the time of the accident. Included are:

- a. Collisions with objects, pedestrians, or other vehicles.
- b. Personnel injury or property damage due to cargo shifting in a moving vehicle.
- c. Personnel injury in moving vehicles or by falling from moving vehicles.
- d. Towing or pushing accidents.
- e. Other injury or property damage as described in the term "ARNG accident."

f. The following accidents, although reportable and recordable, are not considered ARNG combat vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading, unloading, or mounting, dismounting a combat vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work.

(3) Collision with an ARNG motor vehicle, which shall be considered an AMV accident regardless of the vehicle deemed most responsible for the collision.

(4) Damage to a parked combat vehicle, unless it is damaged by another combat vehicle.

(5) Damage to a combat vehicle resulting solely from natural phenomena.

(6) Damage to a combat vehicle being handled as a commodity and not being operated under its own power.

- (7) Damage to a combat vehicle caused by objects thrown or propelled into it.
- (8) Damage to a combat vehicle by fire when no combat vehicle accident occurred.

IMCOM motor vehicle accident — An accident involving the operation of an IMCOM motor vehicle being operated as such at the time of the accident. Included are:

- a. Collisions with other vehicles, objects, or pedestrians.
- b. Personnel injury or property damage due to cargo shifting in a moving vehicle.
- c. Personnel injury in moving vehicles or by falling from vehicles.
- d. Towing or pushing accidents.
- e. Other injury and property damage as described in the term "IMCOM accident".
- f. The following accidents, although reportable and recordable, are not considered IMCOM motor vehicle accidents. They are reportable as other type accidents:
 - (1) Personnel injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.
 - (2) Death, injury, or property damage occurring solely from repair or service work. For example, vehicle falling off a jack, tire explosion from inflating, or a finger cut off by a fan belt.
 - (3) Damage to a properly parked IMCOM vehicle unless it is damaged by another IMCOM/Army vehicle.
 - (4) Cargo directly damaged by weather.
 - (5) Damage to an IMCOM motor vehicle resulting solely from natural phenomena.
 - (6) Damage to an IMCOM motor vehicle being handled as a commodity and not being operated under its own power.
 - (7) Damage to an IMCOM motor vehicle caused by object thrown or propelled into it.
 - (8) Damage to an IMCOM motor vehicle by fire when no motor vehicle accident occurred.

(9) Malfunction or failure of component parts as cited in AR 385-10.

IMCOM Personnel — This phrase includes, for purposes of this regulation IMCOM Personnel are:

- a. Federal Civilians employed by the Department of Defense.
- b. Active Guard Reserves (AGRs) who are in either a Title 10 or a Title 32 status.
- c. Military members who are not AGRs.
- d. Contractors who work for the Installation Management Command.

Injury — Traumatic bodily harm such as a cut, fracture, amputation, burn, poisoning, stress or strain caused by a single or short exposure to an external force, toxic substance, or physical agent resulting in one or more of the following:

- a. Fatality, regardless of the time between injury and death.
- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.

Lost workday case — Lost workday cases are subdivided into the following two categories:

a. Cases involving days away from work. There are cases in which an accident results in IMCOM military or Civilian employees or contractor personnel missing one or more workdays. Days away from work are those workdays (consecutive or not) on which these personnel would have worked but could not because of injury or occupational illness. Rearrangement of work schedules is not authorized to eliminate the requirement for reporting days away from work cases.

b. Cases involving days of restricted work activity. There are cases where IMCOM military or Civilian employees or contractor personnel may not have lost a workday, but because of an injury or occupational illness, the individual:

- (1) Was assigned to another job on a temporary basis, or:

(2) Worked at a permanent job less than full-time, or:

(3) Worked at a permanently assigned job but could not perform all duties normally connected with it. NOTE: Personnel must be present at their assigned duty station and performing duties in a restricted capacity as defined above to qualify as a restricted work activity case.

Non-duty — Non-duty is defined as one who is a member of the IMCOM but is not on orders for duty or performing military duty related tasks. Non-duty losses are not recordable IAW AR 385-10.

Nonfatal cases without lost workdays — Cases, other than lost workday cases, where IMCOM military or Civilian employees or contractor personnel, because of an injury or occupational illness:

a. Were permanently transferred to another job or terminated, or:

b. Required medical treatment greater than first aid or:

c. Lost consciousness, or:

d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case. This includes new occupational illnesses detected on routine physical examinations.

Observation and diagnostic procedure — Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case if:

a. No treatment or medication is given for the suspected injury or occupational illness, and:

b. Competent medical authority determines the individual could have returned to their normal job without impairment or disability. This classification applies when an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits.

Occupational illness — Any abnormal physical condition or disorder, other than one resulting from an injury caused by exposure to the occupational environment and resulting in any of the following:

a. Fatality, regardless of the length of the illness while on duty and employed by the Army.

- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.

Occupational injury — Any on-duty injury to IMCOM personnel caused by events or conditions in the occupational environment that requires more than first aid treatment.

On-post and off-post accidents — Accidents or aircraft mishaps occurring within the confines of Army or IMCOM-owned, leased, or DoD-controlled real estate are considered on-post accidents; all others are considered off-post.

Other IMCOM vehicle accident — An accident involving damage or personnel injury during the operation of other IMCOM vehicles; such as tugs, bulldozers, forklifts, road graders, and agricultural-type wheeled tractors.

Permanent disabilities — **NOTE:** The loss, or the loss of use, of both hands, feet, eyes, or any combination thereof as a result of a single accident is considered permanent total disability.

a. Permanent total disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment.

b. Permanent partial disability. Any injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss of permanent impairment of any part of the body. Exceptions are listed in AR 385-10, Glossary; Section 2/Terms. **NOTE:** Hearing loss cases meeting the criteria for reporting in the Army Occupational Health Report (per AR 40-5) are permanent partial disabilities for the purpose of this regulation.

Personnel classifications — The following classifications are used in reporting IMCOM accidents. Personnel classifications are selected on the basis of the status the individuals are in at the time of the accident.

- a. IMCOM federal civil service personnel and military employed under 32 USC 709.
- b. Inactive Duty Training (IDT). Those individuals who are:

(1) Traveling directly to or from authorized duties as a member of the IMCOM, consisting of assemblies and any special additional duties prescribed activities of the organization in which they are assigned.

(2) ROTC cadets performing professional enrichment training while under IMCOM supervision and directed by competent orders, regardless of the training site. Also included are cadets involved in rifle and pistol marksmanship training under IMCOM supervision on any range.

c. Annual Training (AT). ARNG members and ROTC cadets, while under IMCOM supervision, who are performing duties under 32 USC 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.

d. Active Duty for Special Work (ADSW). Those members of the ARNG who are under competent orders, performing short term special missions, with or without pay, for periods of less than 179 days.

e. Active Duty Guard/Reserve (AGR). Those individuals serving on AGR under any of several ARNG programs (for example, Army Full Time Manning, AGR-C, Full Time Recruiting Force, SIDPERS, DAS-3, etc...).

f. IMCOM Contractor. A contractor employed in an IMCOM activity or operation, or on an IMCOM installation, including employees and technical representatives, which are performing work under Federal contract. An accident is not reported if such an employee is on the contractor's premises working on material for the IMCOM. Indicate Army contractor on DA Form 285 (block 17) when reporting IMCOM contractor accidents.

h. Other. This category includes all persons not specifically covered in paragraphs a through f above, as follows:

(1) Employees of other Federal agencies.

(2) Other U.S. Civilians.

(3) Off-duty IMCOM military personnel.

(4) Visitors and contractor employees injured on the installation in non-duty activities.

(5) Federally reimbursed State employees.

Personnel injury, Other — Injury to personnel not covered by any other accident type.

Privately owned motor vehicle (POV) accident — A traffic accident, regardless of the operator, that does not involve IMCOM motor vehicles but result in:

- a. A fatality or lost workday case injury to IMCOM military members.
- b. Injury to IMCOM military or Civilian employees or contractor personnel.
- c. Damage to IMCOM property of \$1,000 or greater.

Property damage — Includes real property (facilities or real estate), equipment or material where there is a cost to repair or replace.

Property damage, Other — Property damage not covered by another accident type.

Reasonable accommodation — The three categories of *reasonable accommodations* under Title I of the Americans with Disabilities Act of 1990 include—

- a. Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires.
- b. Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position.
- c. Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of other similarly-situated employees without disabilities.

Risk — An expression of possible loss in terms of hazard severity and probability. Risk can be expressed as the expected monetary value of loss associated with a hazard. The risk associated with a specific hazard can be derived by multiplying the probability of the occurrence by the probable dollar loss.

Risk decision — The decision to accept or not accept the risks associated with an action, which is made by the Commander, leader, or individual responsible for performing that action and having the appropriate resources to control or eliminate the risk's associated hazard.

Safety culture — The assembly of characteristics and attitudes in organizations and individuals, which establishes that safety issues receive the attention warranted by their significance.