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**Safety & Occupational Health**

**U.S. ARMY TRAINING CENTER COMMAND SAFETY PROGRAM**

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FOR THE COMMANDER:

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**History.** This publication is a major revision.

**Summary.** This regulation implements requirements of the Occupational Safety and Health Act of 1970 as implemented in Executive Order 12196; Title 29, Code of Federal Regulation 1960; and Department of Defense Instructions 6055.1, 6055.04, and 6055.07. It provides new policy on Army safety management procedures with special emphasis on responsibilities and organizational concepts.

**Applicability.**

a. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilian employees and the U.S. Army Corps of Engineers and Civil Works activities and tenants and volunteers in accordance with Section 1588, Title 10, United States Code and AR 608–1. During mobilization or national emergency, this regulation remains in effect without change.

b. This regulation is punitive. A violation of any of these paragraphs is separately punishable as a violation of a lawful general regulation under Article 92, Uniform Code of Military Justice. Penalties for violating any of these paragraphs include the full range of statutory and regulatory sanctions, both criminal and administrative.

**Proponent and exception authority.** The proponent of this regulation is the Director, Ft Jackson Safety Office. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30

for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11-2 and identifies key internal controls that must be evaluated (see appendix B)

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Director, Fort Jackson Safety Office (ATZJ-CSS), 3240 Sumter Road, Building 3240, Fort Jackson, SC 29207.

**Suggested improvements.** Users send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, Fort Jackson Safety Office (ATZJ-CSS), 3240 Sumter Avenue, Building 3240, Fort Jackson, SC 29207.

**Distribution.** This publication is available in electronic media only and intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes Ft Jackson Regulation 385-10, dated 09 April 2012, FJ 385-11, FJ 385-12, FJ 385-13, FJ 385-55, FJ 385-134, & FJ 40-501. This is a complete re-write of Ft Jackson Safety Program Guidance.

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

This revision implements changes to Ft Jackson Regulation 385-10, dated 09 April 2012, this is a re-write of Ft Jackson Safety Program Guidance.

- o Establishes matrix support methodology for Installation safety program management (Chapters 1&2)
- o Adds Hierarchy when designing/selecting hazard controls (Chapters 1 & 2)
- o Adds detailed function responsibilities related to safety organization functions (Chapters 1&2)
- o Establishes requirement for Battalion Commanders to enroll in the Army Readiness Assessment Program within 90 days of assuming command (Chapter 1)
- o Establishes the requirement for unit surveys of subordinate organizations (Chapter 2)
- o Adds requirement for commanders to establish safety council or committees that meet quarterly (Chapter 2)
- o Aligns updates in DOD 6055.1&4 related to Motorcycle safety (Chapter 11)
- o Adds requirements related to electrical and range safety programs
- o Makes additional administrative changes (throughout)

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## **Part One**

### **Ft Jackson Safety Program Management Functions**

Part one of this regulation addresses general safety program functions necessary for sustaining all operations on Ft Jackson related to the Installation Safety and Occupational Health Program (SOH). Throughout this regulation, the term 'Installation' includes Ft Jackson as a community, where the Senior Commander is the Safety Officer and is responsible for all people and equipment residing on Ft Jackson, while 'Garrison' includes USAG Command responsibilities as the Safety Officer (Garrison Commander) for IMCOM operations, employees, and equipment. The USAG Commander and safety staff provides matrix support for safety and occupational health program elements related to the Installation Safety Program. For the purposes of this document, the definition of Matrix Support is as a Direct Support relationship where the USAG safety staff supports the Senior Commander. The supporting staff answers directly to the supported unit's requests. The USAG Safety Staff has a command relationship with its parent organization, but the supported unit has positioning authority and establishes the priorities of support. The Senior Commander retains all authority and responsibilities for safety program management at the Installation level, and appoints the Senior Safety Director to direct and synchronize efforts of the mission and garrison safety staffs in accordance with Decision Point (DP) 91 and AR 385-10, The Army Safety Program.

#### **Chapter 1**

### **Ft Jackson Safety Program**

#### **Section I: Introduction**

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

This regulation prescribes policy, responsibilities, and procedures to safeguard and preserve resources (to include Soldiers, DA Civilians, and Army property) against accidental loss. It establishes risk management (RM) as the principal risk reduction methodology and ensures regulatory and statutory compliance. It provides for public safety incident to Army operations and activities.

##### **1-2. Scope**

a. The standards and policies in this regulation are based on regulatory mandates established by Federal, DOD, and Army programs.

b. All government employees on Ft Jackson will follow the mandates promulgated in this regulation.

c. Commanders/directors will develop unit specific Standard Operating Procedures (SOP) that reflect the minimum standards in this regulation. Unit SOPs will not include processes that conflict with policy in this regulation. In cases where tenant organization policy is in conflict with this regulation, the unit commander/director will submit an exception-to-policy through the Senior Safety Director for Senior Commander for approval.

d. For the purposes of this regulation, the term 'installation' does not include the area licensed to the South Carolina Army National Guard, known as McCrady Training Center (MTC). The MTC Commander is responsible for the Safety Program in the MTC in accordance with NGR 5-3 and NGR 385-10. Notwithstanding that responsibility, the Senior Commander has overall responsibility for the entire Fort Jackson installation and just as with environmental compliance; the Senior Commander has shared responsibility for safety in the MTC.

##### **1-3. References**

Related publications listed in appendix A.

## **Section II: Responsibilities, Specific and General.**

### **1-4. Specific Safety Program Responsibilities**

a. Senior Commander, Ft Jackson will:

(1) Establish, resource, evaluate, and ensure a compliant, installation-wide safety program, while establishing a culture where Commanders/directors are responsible for the safety of their workforce. (see figure 1-1)

(2) Oversee a safety program consisting of the specific safety program elements listed in table 1-1, AR 385-10, as requirements.

(3) Designate a qualified safety professional as the Senior Safety Director and the primary point of contact (POC) for all aspects of the Ft Jackson Safety and Occupational Health program including the Army Training Center safety program.

(4) Ensure that the Senior Safety Director has direct reporting responsibility to the commander and designation as a member of the special staff.

(5) Chair the Installation Safety and Occupational Health Board.

(6) Be responsible for effective explosive safety management, ensuring a single Explosives Safety Management Program (ESMP) is established and that required tasks and responsibilities are clearly defined and understood by all organizations.

(7) Approve the use of nonstandard ammunition on Ft Jackson.

(8) Ensure that all policy and risk decisions mandate that systems are used according to safety and health guidance published in technical, field, and training manuals; Ground Safety Notification System; Safety of Flight; bulletins; circulars; and Army and Federal regulations.

(9) Ensure that subordinate organizations develop, coordinate, and exercise aviation and ground emergency plans annually (see DA Pam 385-10 and DA Pam 385-40).

(10) Ensure that commanders and directors appoint additional duty safety personnel to perform required safety and accident prevention functions at the lowest operational level. This includes company-level or equivalent organizational components.

(11) Enforce a system requiring all tenant organizations maintain an effective safety program consisting of the specific safety program elements listed in table 1-1 AR 385-10, based on their operational and mission requirements.

b. Commanders/directors of all organizations will:

(1) Establish, resource, evaluate, and ensure a compliant, organization-wide safety program, while establishing a culture where supervisors are responsible for the safety of their workforce. (see figure 1-1)

(2) Ensure that commanders and directors appoint additional duty safety personnel to perform required safety and accident prevention functions at the lowest operational level. This includes company-level or equivalent organizational components.

(3) Use all equipment according to safety and health guidance published in technical, field, and training manuals, Ground Safety Notification System, bulletins, circulars, and Army/DoD/Federal regulations, in accordance with this regulation.

(4) Ensure that subordinate organizations maintain an effective safety program consisting of the specific safety program elements listed in table 1-1, AR 385-10 based on operational and mission requirements.

(5) Establish site specific SOP's focused on safe operations, and detailing responsibilities for each member of the organization, in relation to safe operations.

(6) Report all accidents to their higher headquarters and provide a copy of that report to the Ft Jackson Safety Office within 24 hours. Each tenant organization will generate and sign their annual OSHA 300A then forward for review by the Senior Commander in accordance with 29 CFR 1904. (see figure 1-1)

(7) Attend and provide unit accident experience information during the Ft Jackson Command Safety Board.

(8) Develop a unit Explosive Safety Management Program (ESMP), which will be in accordance with and attached as an annex to the master installation ESMP.

(9) Include safety elements in all employee evaluations and document when accidents occur during operations that employees are charged to supervise and execute. Establish accountability for safety and occupational health through the performance evaluation system and performance-counseling sessions, in accordance with AR 385-10 paragraph 1-5, b (12).

(10) Commanders or their representatives will ensure that all battalion and battalion-equivalent organizations initiate enrollment into the Army Readiness Assessment Program (ARAP) within 90 days of assumption of command. ARAP is a battalion level program used to address the root causes of accidental loss by focusing on organizational safety climate and culture.

(11) Provide safety training at least quarterly: summer safety and winter safety training, heat/cold injury/illness prevention. Provide command safety briefings before all 3-day and 4-day weekends. Maintain training records for 1 year.

(12) Ensure that first line supervisors inspect POVs belonging to Soldiers before holiday weekends, TDY travel, PCS moves, and vacation trips. Ensure that POV inspections are made available to all DA Civilian employees. Maintain the last record of inspection on file. Ensure all Soldiers approved for ground travel by POV complete TRiPS before departure.

(13) Battalion and equivalent-level commanders and CSMs, schedule and attend a safety program in brief with the Ft Jackson Safety Office within 30 days of assignment.

c. Directors and commanders of organizations that are primarily administrative in nature with no extremely high, high, or moderate risk activities may:

(1) Request an exemption for classification as an administrative workplace (memorandum for record with a risk assessment).

(2) Use this regulation as their safety SOP.

(3) Appoint a Safety Officer/NCO in writing.

(4) Not be required to comply with hazard communication requirements (e.g. SOP, posting of SDSs/MSDS, etc.). Office workers who only encounter hazardous chemicals in isolated instances are considered exempt from hazard communication standard. OSHA has found most office products to be exempt ([www.osha.gov](http://www.osha.gov)).

(5) Not be required to have a quarterly unit/directorate safety council. However, they are required to participate in the Ft Jackson Command Safety Board.

(6) Meet with the Ft Jackson Safety Director at least annually.

(7) Inspect work areas semiannually. Since these are low-risk work areas, quarterly inspections are not required. Maintain inspection results for 1 year.

(8) Not be required to have a radiation SOP.

(9) Not be required to have tactical safety plans.

(10) Provide safety training at least semi-annually: summer safety and winter safety training. Provide command safety briefings before all 3-day and 4-day weekends. Maintain training records for 1 year.

(11) Inspect privately owned vehicles (POV) belonging to Soldiers before all holiday weekends, TDY travel, PCS moves, and vacation trips. Make POV inspections available to all DA Civilian employees. File and retain the last record of inspection.

d. Senior Safety Director will:

(1) Serve as principal advisor to the Senior Commander in all safety and occupational health (SOH) related matters of mission execution pertaining to this regulation, regulatory, and statutory requirements.

(2) Execute a safety program consisting of the specific safety program elements listed in table 1-1, AR 385-10, as core requirements. (see figure 1-1)

(3) Implement the program elements of this regulation and share best practices as applicable.

(4) Establish and execute an ESMP in compliance with DA Pam 385-64.

(5) Designate a radiation safety staff officer to support subordinate organizations and ensure compliance with prescribed radiation safety programs.

(6) Provide civilian and military personnel safety training as required by Army policy and standards. All explosives safety training will include risk management training for those responsible for development, review of deviations, and associated risk.

(7) Ensure annual audits and reviews of deviations to explosives safety standards to ensure that assessments are current and that all exposures, risks, and mitigating actions have been identified. Develop a business plan executing the strategic plan.

(8) Ensure periodic inspections and/or audits of A&E activities are conducted to ensure compliance with the installation and/or activity ESMP, this regulation, and DA Pam 385-64, including compliance with the hazards of electromagnetic radiation to ordnance (HERO) program requirements.

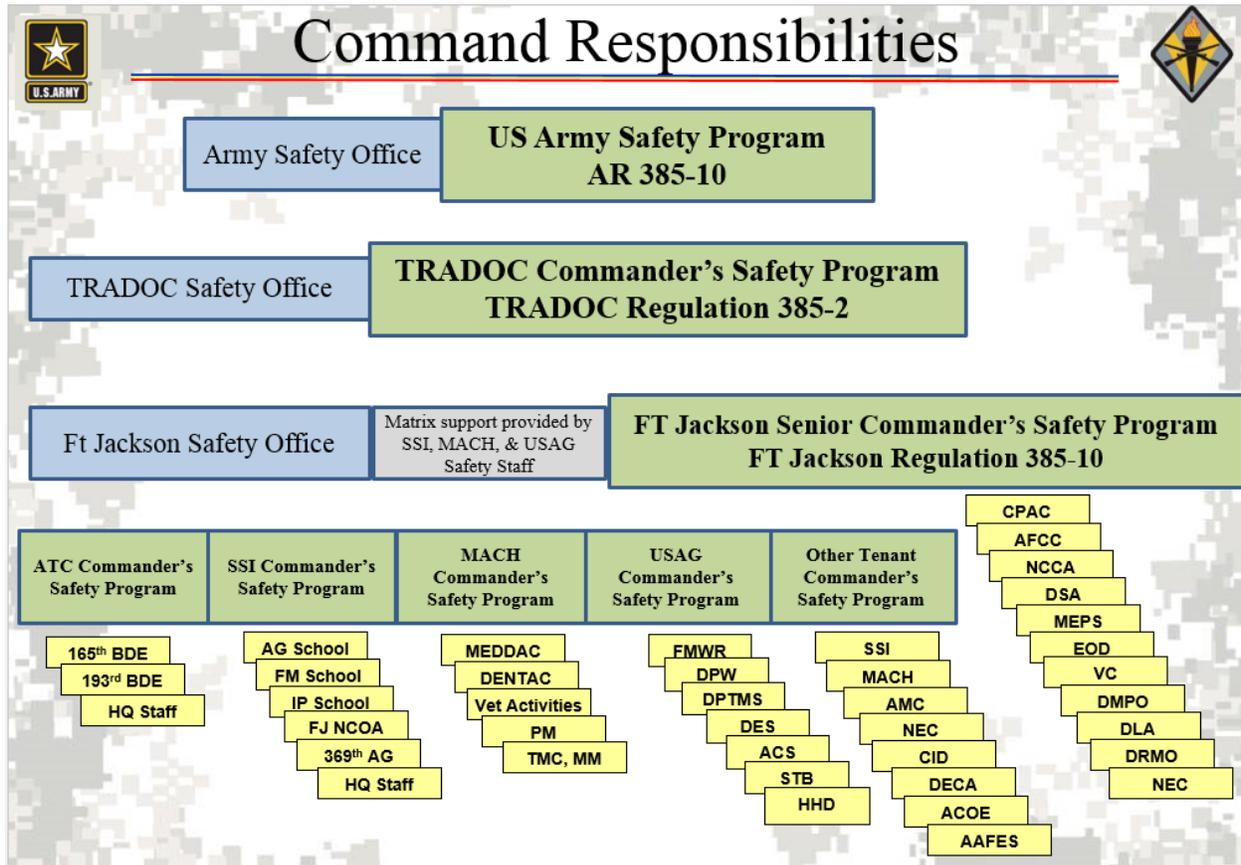


Figure 1-1

**1-5. General Safety Program Responsibilities**

a. Supervisory and operating personnel who direct or affect the actions of others will:

(1) Maintain a safe and healthful workplace. Ensure written safety SOPs are established as prescribed in AR 385-10 and DA Pam 385-10 in all areas of responsibility.

(2) Inspect the work area for hazards every work shift.

(3) Promptly evaluate and take action as required to correct hazards.

(4) Be responsible for use of risk management (RM) during planning, preparation, and execution of all operations.

(5) Be responsible for accident prevention to the same extent that they are responsible for production, service, and mission accomplishment.

(6) Be held accountable for accidents and property damage occurring in operations under their direct supervision and control.

(7) Ensure that Soldiers and DA Civilians are trained and competent to perform their work safely.

(8) Counsel and take action as necessary with Soldiers or DA Civilians who fail to follow safety standards, rules and regulations (including the use of personal protective clothing and PPE), and seatbelts as set forth in OSHA; and Federal, DOD, and Army regulations and pamphlets.

(9) Conduct and document weekly safety meetings (such as safety awareness, training, and procedures review) with the Soldiers and DA Civilians they supervise.

(10) Protect Soldiers and DA Civilians who identify hazards, raise safety and health concerns, or engage in authorized safety and occupational health activities against reprisal.

(11) Initiate the necessary actions to facilitate mishap notification, investigation, and reporting as soon as they become aware of the occurrence of a mishap.

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

(13) Consult with their servicing civilian personnel office or legal office prior to implementing any rules, policies, procedures, or SOPs that could change the conditions of employment of DA Civilian employees.

(14) Report Army mishaps, near misses, and hazards in their workplace within 24 hours to their supervisor or leader.

(15) Appoint, on orders, an additional duty staff to manage their safety program.

b. Additional Duty Staff will:

(1) Assist the commander with safety responsibilities, while working closely with the Ft Jackson Safety Office.

(2) Complete the required ADSO/CDSO training on line along with the Ft Jackson local training within 30 days of appointment.

(3) Conduct inspections, surveys, hazard analyses, and prioritize hazards identified during the survey by probability and severity, recommend controls or corrective action, track hazards on a hazards control log, track abatement of the identified hazards, while advising the commander and unit leaders as appropriate.

(4) Participate in unit-level mission planning, preparation, execution, and recovery to ensure that hazard identification, risk assessment, and integration of controls are addressed by the commander and other mission planners (such as platoon leader, operations officer, supply officer) prior to and during unit operations.

(5) Observe unit operations to detect and correct unsafe practices.

(6) Advise the commander on the status and adequacy of the unit safety program and the status of the hazards control log on a regular basis, not less than quarterly.

(7) Advise the commander on all safety matters which degrade or inhibit mission accomplishment and recommend effective courses of action.

(8) Ensure all personnel attached or assigned are trained in RM and other safety-related subjects.

(9) Ensure unit mishaps are reported and investigated in accordance with AR 385–10 and DA Pam 385-40 and coordinated with the Ft Jackson Safety Office. Review reports for accuracy, completeness, and timeliness.

(10) Assist in developing and reviewing unit standard operating procedures (SOPs) to ensure safety and RM are integrated and controls are established for identified hazards.

(11) Monitor tests of the unit's pre-accident plan, conduct after action reviews, and recommend improvements to the plan, as necessary.

(12) Survey the condition of unit property (organizational equipment) and facilities (ammunition storage areas, arms rooms, motor pools, and field training sites, including bivouac sites). When safety deficiencies are found, advise the commander and recommend corrective action. Follow up to ensure the corrective action is taken.

(13) Maintain a unit safety book for continuity.

(14) Provide safety oversight to unit operations involving the transport or storing of arms, ammunition, explosives, petroleum products, radioactive materials and other hazardous material.

(15) Monitor unit Hazard Communication Program to ensure that personnel working with or around hazardous materials are informed of the hazards and trained in the Hazard Communication Program.

(16) Manage unit accident prevention/safety awards program (see AR 385-10 & DA Pam 385-10).

(17) Consult the Ft Jackson Safety Office for help identifying required safety records and files and setting up a system for their maintenance.

(18) Participate in after action reviews to ensure that lessons learned are captured and disseminated for use in planning and executing the next iteration of the same mission or similar missions.

(19) Perform other actions to enhance and promote the unit safety program and individual Soldier involvement in preventing accidents. For example, conduct a periodic safety awareness day.

(20) Assist the commander in promoting POV safety (see DA Pam 385-1 para 7-2), including motorcycle safety.

(21) Participate in all command/installation required safety training and any necessary unique training required to support the unit safety program.

c. Soldiers and DA Civilians at all levels will:

(1) Stop unsafe acts detrimental to Army operations.

(2) Be responsible for accident prevention by applying RM to all operations on and off duty.

(3) Comply with this regulation, the OSH Act, safety regulations, the Army Occupational Health Program, work practices, and standing operating procedures (SOPs).

(4) Use all personal protective equipment (PPE) and protective clothing provided, including seatbelts, according to training, hazard analyses, work instructions, and as required by the task.

(5) Report Army accidents, near misses, and hazards in their workplace within 24 hours to their supervisor or leader.

(6) Employ RM as the primary risk reduction process.

## **1-6. Policy and Principles**

a. It is Ft Jackson policy:

(1) To eliminate mishaps, deaths, and occupational illnesses by applying RM strategies towards achieving a significant annual reduction in all mishaps and occupational injuries and illnesses, with the ultimate goal of zero mishaps, no occupational injuries or illnesses, and compliance with DOD, Army, TRADOC, and Ft Jackson SOH standards and policies.

(2) To hold commanders responsible for SOH program performance. Managers, supervisors, military personnel, and civilian workers are accountable for preventing mishaps and workplace illness, but

the ultimate safety of human and material resources is a command responsibility.

b. The following principles will be effectively integrated into all Ft Jackson plans, programs, decision processes, operations, and activities:

(1) Implement the standards promulgated by the OSH Act as implemented in EO 12196; 29 CFR 1960; DODI 6055.1; DODI 6055.04; and DODI 6055.07 to provide a safe and healthful environment.

(2) All installation workplaces will comply with OSHA-mandated minimum safety standards in all operations and workplaces, regardless of whether work is performed by military, DA Civilian personnel, or contracted workforces. Where conflicting standards exist, apply the more protective or stringent standard.

(3) Ensure that the safety and health of Soldiers, DA Civilian employees, and the public is a primary concern in the acquisition, use, and disposal of equipment, facilities, and materials.

(4) Ensure that the Army Risk Reduction Program and Army Safety Program operate as mutually reinforcing programs.

## **Chapter 2 Strategic Planning, Safety Program Structure, Safety Program Evaluation, Councils, and Committees**

### **Section I Safety Program Goals and Strategic Planning**

#### **2-1. Ft Jackson Safety Program Goals**

a. The following safety goals will be incorporated in unit safety SOPs; focus will be in developing site specific unit goals that are observable and have measurable end results:

(1) Train 100% of the workforce about hazards and prevention of workplace mishaps, focused on the Army Risk Management Program.

(2) Train 100% of the workforce about hazards encountered during driving.

(3) Conduct 100% of scheduled safety program auditing for all organizations.

(4) Report, investigate, and trend 100% of mishaps, while determining prevention measures.

(5) Identify and remove 100% of workplace hazards preventing the next mishap.

b. Progress in meeting these goals is reviewed during scheduled safety boards.

#### **2-2. Safety Program Planning**

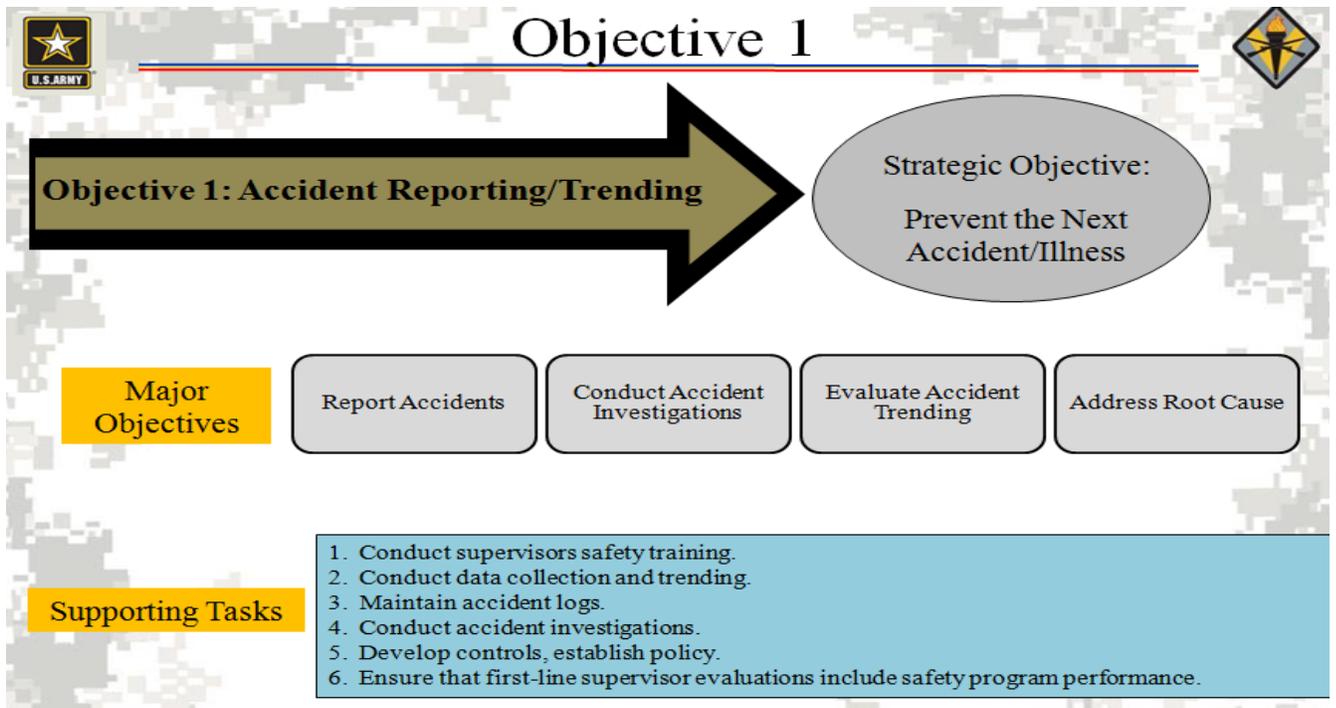
a. The Ft Jackson safety strategic plan determines the organizational direction. The Ft Jackson Senior Safety Director is responsible for completing strategic planning at least annually in preparation for the coming fiscal year.

(1) The Fort Jackson Safety Office executes a proactive Safety & Occupational Health Program, focused on risk reduction through the development of actionable policy and procedure, based on mishap analysis and trending.

(2) The vision of the Ft Jackson safety program is to establish a safety culture where teamwork is the enabler of readiness and safe operations.

b. The following objectives will be incorporated into all unit SOPs for safety program management:

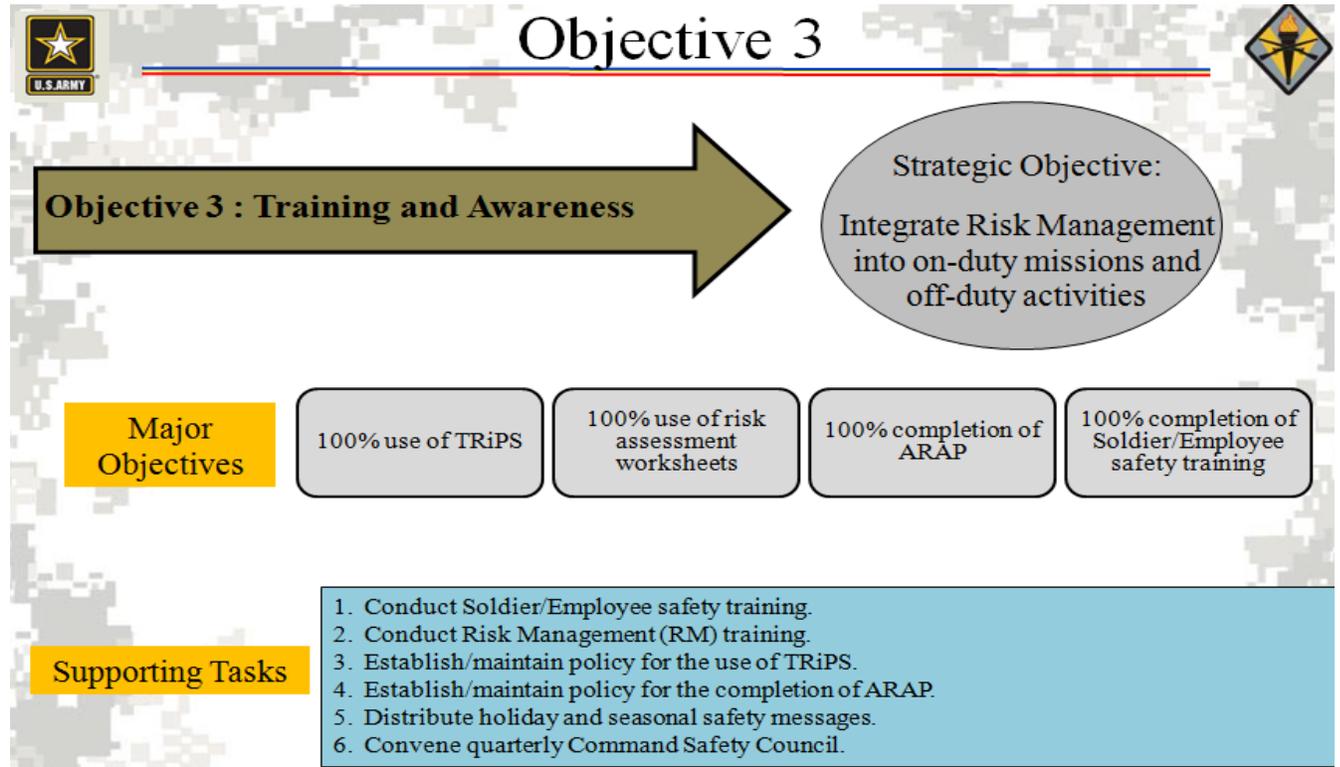
(1) Objective 1: Conduct mishap investigations and trending focused on preventing the next accident, and report all mishaps to the Ft Jackson Safety Office.



(2) Objective 2: Establish and execute an additional duty safety program for each organization on Ft Jackson.



(3) Objective 3: Conduct training and awareness events related to high-risk operations and off-duty activities.



c. Progress in implementing the plan is reviewed during the safety board. The Senior Commander approves the safety strategic plan annually.

**2-3. Prioritization**

a. Safety functions and tasks are prioritized based on regulatory requirements and strategic planning in accordance with DA Pam 385-10 and Senior Commander priorities.

b. Ft Jackson has established training, leader development, quality of life, and community outreach as installation lines of effort. The following safety feeders support the lines of effort:

- (1) Training:
  - (a) Major Objective 1.3: Align training environment with anticipated operational environment.
  - (b) Supporting Tasks: Ensure safety program training materiel aligns with regulatory standards and commander intent. (ADSO training, supervisors safety training, risk management training)
  - (c) Major Objective 1.4: Improve training support and resource management processes.
  - (d) Supporting Tasks: Execute safety boards focused on accident trends, where commanders make decisions related to risk mitigation and use of resources.
  
- (2) Leader Development:
  - (a) Major Objective 2.3: Develop leaders who possess the critical 21<sup>st</sup> century leader skills identified in the Army Leader Requirements Model.
  - (b) Supporting Tasks: Establish a leader development training program to educate all leaders on Army Leader Requirements of Command Safety Program Management, IAW AR 385-10 (supervisors safety training, risk management training).
  
- (3) Quality of Life:
  - (a) Major Objective 3.1: Improve and optimize infrastructure and facilities.
  - (b) Supporting Tasks: Execute a compliant Safety and Occupational Health Inspection program to identify and mitigate identified hazards within workplaces and living quarters.

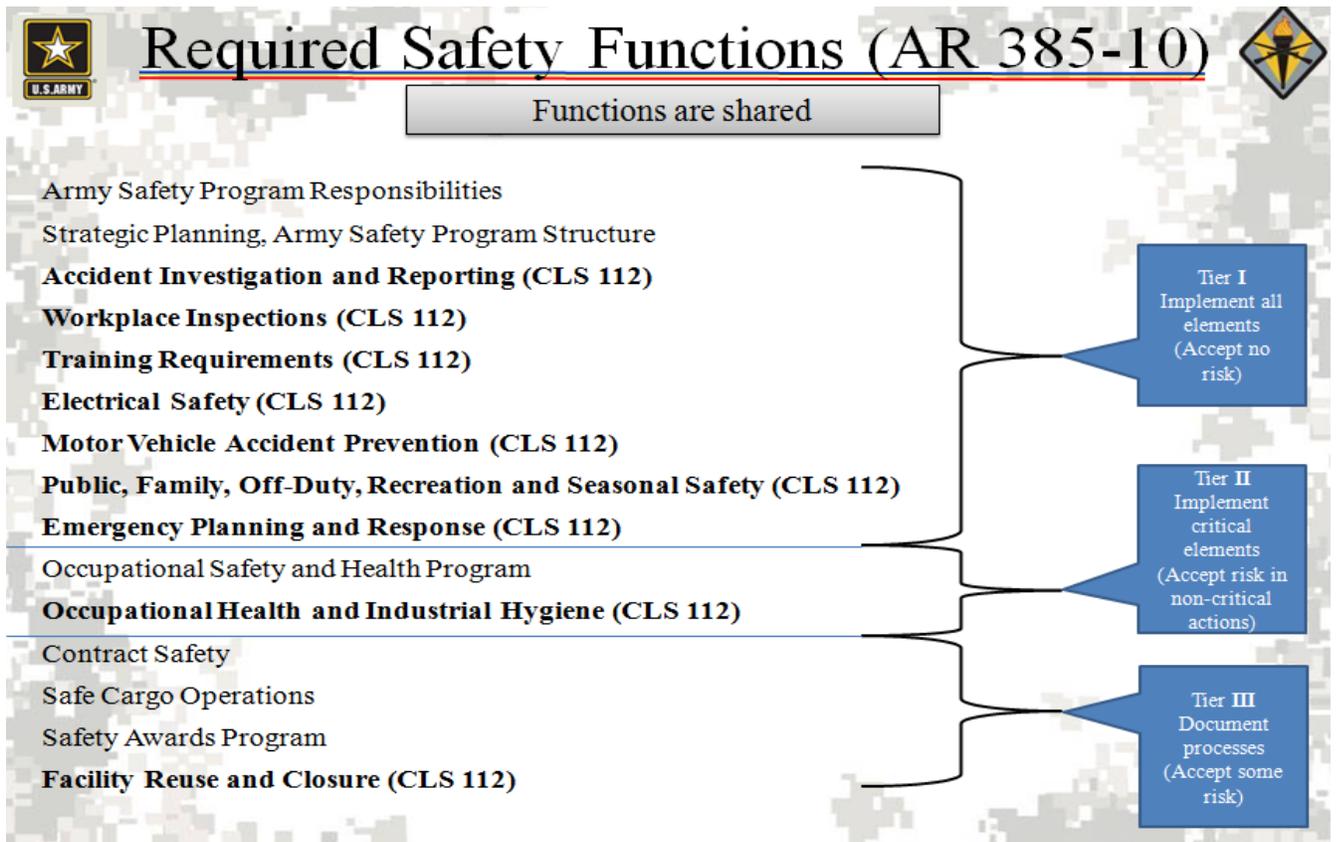
- (4) Community Outreach:
  - (a) Major Objective 4.3: Increase effectiveness of mutually beneficial partnerships with local and regional organizations.
  - (b) Supporting Tasks: Partner with South Carolina / Federal OSHA office and local businesses as a member of the regional general industry safety council.

c. Functions from Table 1-1, AR 385-10 are aligned in 3 tiers based on risk:

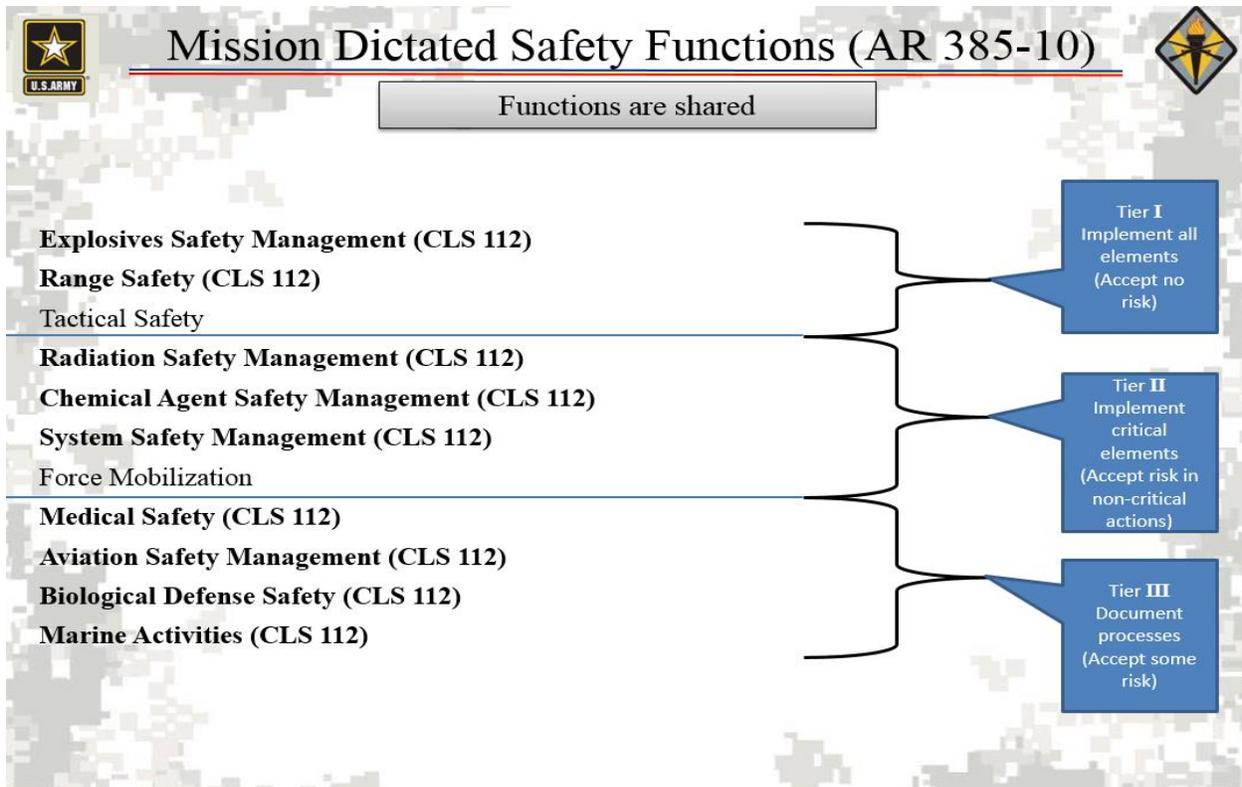
- (1) Tier I: Complete all processes in the function. Take no risk.
- (2) Tier II: Complete all policy development for processes in the function. Complete only critical processes in the function deferring completion of non-critical processes until risk level indicates action or safety program is fully funded. Take limited risk.
- (3) Tier III: Complete all policy development for the processes in the function and defer completion until risk level indicates action or safety program is fully funded. Take some risk.

d. Function priority:

- (1) Required Safety Functions:



(2) Mission Dictated Safety Functions:



e. Safety functions and tasks identified as not being met or completed will be evaluated to identify the potential risk.

f. The Senior Commander will be provided annually with the complete ranking of all safety functions and tasks along with the risk assessment for review and approval.

g. The Installation priority task are:

- (1) Heat Illness Prevention Program
- (2) Unit Safety Survey Program (Spot Checks)
- (3) Explosives Safety Program
- (4) Accident Reporting/Investigation
- (5) ADSO Program
- (6) Occupational Health Program
- (7) Supervisor Safety Training
- (8) Industrial Base Safety Training
- (9) Motorcycle Mentorship Program

## **Section II Safety Management System**

### **2-4. Introduction**

a. The Ft Jackson Safety Management System is 5 core interrelated/interacting functions performing as 1 coherent structure to integrate the safety program elements listed in table 1-1, AR 385-10, to maximize SOH performance, and focused on protecting Army personnel, equipment, and facilities. Goals and objectives align to execute the Ft Jackson Safety Management System.

b. The 5 core functions are synchronized with safety functions listed in table 1-1, AR 385-10:

#### **(1) Program Management**

- (a) General Safety Requirements
- (b) Strategic Planning
- (c) Explosives Safety Management
- (d) Contract Safety
- (e) Radiation Safety Management
- (f) Workplace Safety
- (g) Electrical Safety
- (h) Range Safety
- (i) Tactical Safety
- (j) Aviation Safety Operations
- (k) Biological Safety
- (l) Chemical Agent Safety
- (m) Marine Safety
- (n) Medical Safety
- (o) Industrial Operational Safety

#### **(2) Training and Promotion**

- (a) Public, Family, Off-duty Recreation & Seasonal
- (b) Training Requirements
- (c) Motor Vehicle Accident Prevention
- (d) Safety Award Program
- (e) Safe Cargo Operations

**(3) Inspections/Assessments:** Workplace Inspections, Safety Program Evaluations

**(4) Mishap Investigation Reporting and Analysis:** Accident Investigations & Reporting

#### **(5) Hazard Analysis and Countermeasures**

- (a) Systems Safety Management
- (b) Emergency Planning & Response
- (c) Facility Reuse & Closure
- (d) Force Mobilization

### **2-5. Ft Jackson Safety Office Functions**

a. The Ft Jackson Safety Office is structured in accordance with DP 91, Army Safety Organization Implementation Plan, and based upon Ft Jackson mission, goals, and objectives. USAG provides matrix support safety staff under the direction of the Senior Safety Director for execution of the Installation Safety Program. The safety office will:

(1) Conduct the core safety functions to support efforts in development of military and DA Civilian safety expertise through training, career development, and management procedures.

(2) Provide safety and related loss control services to all tenant and satellite commanders in support of their statutory and regulatory responsibilities. AR 40-5 provides / identifies the medical

components of the SOH Programs.

(3) The Safety Office will execute tasks and functions that address all aspects of safety-on the job; off the job; military and DA Civilian operations; integration of RM; and be consistent with other functions contained in table 1-1, AR 385-10.

(4) Safety Office outputs related to functions contained in table 1-1:

(a) Policy for safety program management:

- Ft Jackson Safety Program (Ft Jackson Regulation 385-10)
- Ft Jackson Explosives Safety Program (Ft Jackson Regulation 385-64)

(b) Range/Training/Base operations unit surveys (spot-checks) & Analysis

(c) Accident reporting & investigations

(d) Installation ADSO/CDSO program

(e) Safety training:

- ADSO / CDSO
- REPORTiT / AGAR / Accident Reporting
- Supervisor Safety
- Risk Management
- Heat Illness / Cold Injury Prevention
- Accident Investigation Board Presidents Course
- Off Duty safety Awareness Class (local hazards)

(f) Facilitate safety board:

- Command Safety Council
- Live Fire Incident Review Board
- Explosives Safety Board
- Fatality Review Board

(g) Organize safety stand down events

(h) Develop holiday safety messages

(i) Develop repository of comprehensive job hazard analysis for all civilian workplaces

(j) Conduct/document high/moderate risk workplaces/operations

(k) Develop and review risk assessments for all installation special event activities

(l) Identify operational/facility hazards for command prioritization/resolution

(m) Generate responses for TRADOC, AMC, and IMCOM

(5) The Senior Commander is responsible for the safety of people, the environment, and the public on Ft Jackson. Unless formal agreements exist all persons on Ft Jackson will comply with guidance in this local regulation.

## **2-6. Safety Office Organizational Structure**

a. The Ft Jackson safety office is structured and staffed to administer a proactive and compliant Safety Management System through the chain of command based upon the Ft Jackson mission, and in accordance with DP 91.

b. The Ft Jackson safety staff is collocated in an Installation Safety Office in accordance with DP 91, where safety specialists are task organized in support of assigned units (see figure 2-6).

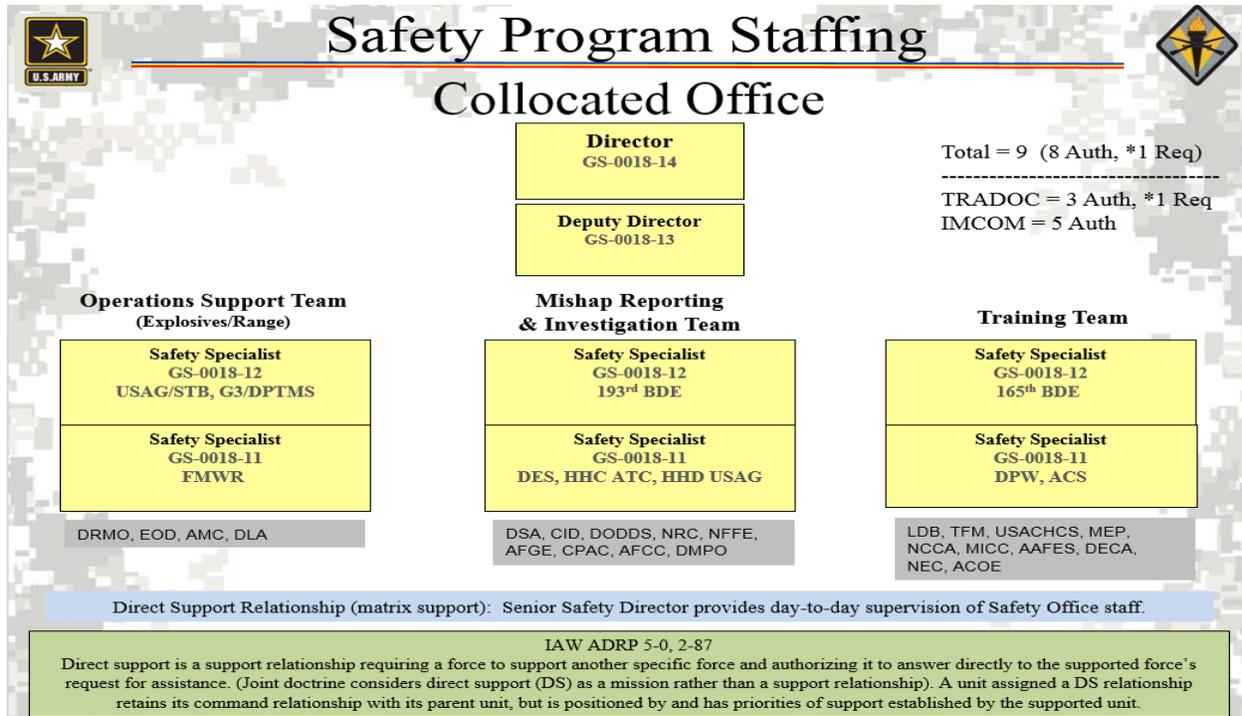


Figure 2-6

## 2-7. Ft Jackson Safety and Occupational Health Program Structure

a. The Senior Commander is the responsible official for SOH. The Senior Safety Director is the advisor to the Senior Commander on safety issues, supports leaders at every level, oversees execution of the Installation Safety Program, synchronizes RM integration efforts across the installation and serves as the RM advocate to senior leadership.

b. The Senior Safety Director exercises staff supervision over the Installation's safety program, RM, and accident prevention activities. Duties performed by the Senior Safety Director include the full range of program management responsibilities. The Senior Safety Director is a member of the Senior Commander's special staff and reports directly to the commander.

c. Unit commanders/directors are the safety officers for their organizations, and the responsible official for their SOH program. Unit commanders/directors synchronize their safety management efforts based on this regulation and Senior Commander priorities.

d. Unit safety managers exercise staff supervision over their unit safety program, RM, and accident prevention activities. Duties performed by unit safety managers include the full range of program management responsibilities related to their units, while providing matrix support under the direction of the Senior Safety Director related to the installation safety program. The safety manager is a member of the commander's special staff and reports directly to the commander. (see figure 2-7)

e. For units without safety professionals, additional duty (military) or collateral duty (DA Civilian) safety personnel will be appointed and trained to perform required safety and accident prevention functions at every organizational level. Additional safety personnel will:

- (1) Be appointed by the commander on written orders.
- (2) Be a commissioned officer (or GS-11) at battalion and higher unit levels.

- (3) Be in the rank of staff sergeant or higher (or GS-07) at the company level.
- (4) Complete the on-line ADSO Course and attend the local ADSO/CDSO class.
- (5) Have 1 year or more retainability in the unit upon duty appointment.

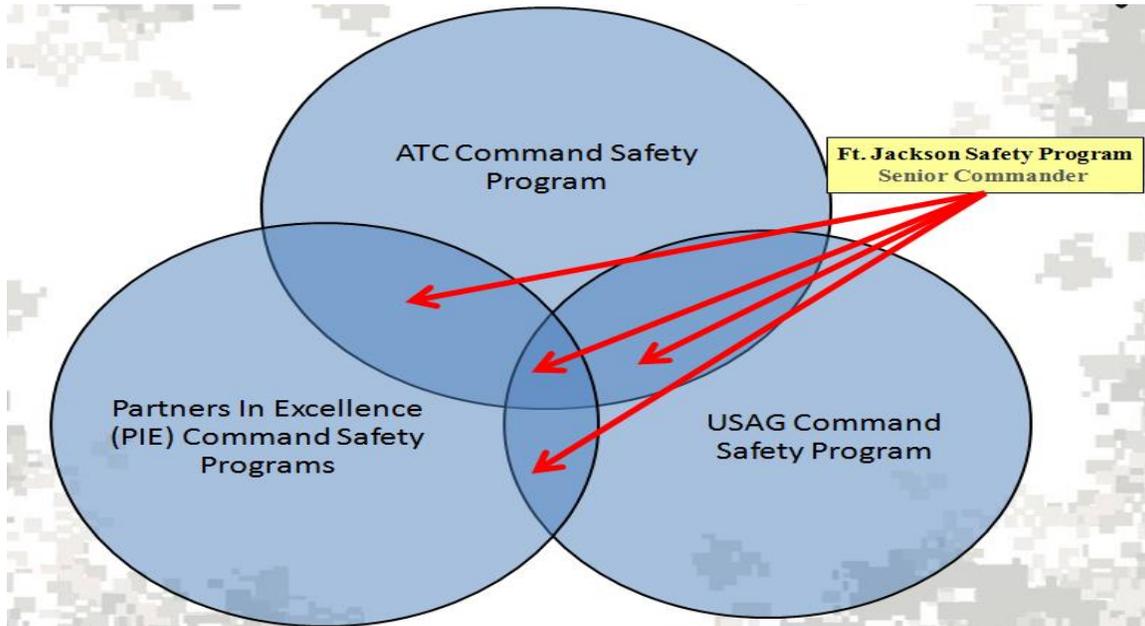


Figure 2-7

### Section III Safety Program Evaluation

#### 2-8. Performance Indicators

a. Performance indicators are the criteria by which organizations assess aspects of the commands' safety program and identify areas where improvement is required to reduce risk.

b. Performance indicators are developed based on strategic goals, strategic plan, mission, and regulatory guidance to measure how effectively their organization's safety program is performing.

c. Each unit will document performance related to their safety program focused on the following performance indicators:

- (1) Training in risk management in accordance with DA Pam 385-30.
- (2) Awareness sessions focused on hazards encountered during driving (local hazards class).
- (3) Required safety program audits scheduled.
- (4) Required workplace safety inspections scheduled.
- (5) Workplace near-miss accidents recorded, investigated, and controls established as prevention measures.
- (6) Army accidents reported, investigated, and controls established as prevention measures.
- (7) Workplace hazards reported, investigated, and controls established as prevention measures.

## **2-9. Metrics**

- a. Metrics measure an organization's activities and performance.
- b. Each unit will document performance related to their safety program focused on the following metrics:
  - (1) Percent of workforce trained in risk management.
  - (2) Percent of workforce attended awareness sessions focused on hazards encountered during driving (local hazards class).
  - (3) Percent of required safety program audits conducted.
  - (4) Percent of required workplace safety inspections conducted.
  - (5) Percent of workplace near-miss accidents recorded, investigated, and controls established as prevention measures.
  - (6) Percent of Army accidents recorded, investigated, and controls established as prevention measures.
  - (7) Percent of workplace hazards recorded, investigated, and controls established as prevention measures.
- c. Data for each metric is included in the unit quarterly safety council and must be recorded and reviewed with the commander as part of the commander's regular oversight process.

## **2-10. Program Audit and Evaluation**

- a. Safety programs will be evaluated for integration of the Army Safety Program into the organization's mission and for effectiveness of execution, both internally and by higher command, on a periodic basis according to guidance in DA Pam 385-10.
- b. These evaluations will not be compliance audits, but rather programmatic assessments to measure the overall effectiveness of management controls for integrating the Army Safety Program into Ft Jackson organizational business process and missions. Compliance issues may be used as a measure of effectiveness but will not be the primary focus of the audit.
- c. Each organization will conduct and document an annual self-evaluation of their program execution using organizational goals, objectives, and performance indicators.
- d. Each level of command will develop and implement a program documented in their unit SOP that ensures each subordinate organization safety program is formally evaluated by the parent command every 12 months at the minimum by trained additional duty safety staff.
- e. The Ft Jackson Safety Office will conduct annual evaluations of each brigade during the annual Organizational Inspection Program (OIP). Organizations will conduct an internal evaluation (self-assessment) of their safety programs midway between OIPs (for example, 3 to 6 months following each OIP safety program evaluation).

## **2-11. Installation Safety Survey Program**

- a. In accordance with the provisions of DA Pam 385-1, Small Unit Safety Officer/Noncommissioned Officer Guide, and AR 385-10, Army Safety Program, unit readiness starts with safe operations. This program establishes policies and procedures related to the Ft Jackson Safety Survey Program to assess unit performance related to safe operations.

b. Organizational surveys:

- (1) Conduct daily surveys and hazard analyses during all operations, documenting on DD Form 2977 (Deliberate Risk Assessment Worksheet).
- (2) Observe operations to detect and correct unsafe practices.
- (3) Prioritize hazards identified during the survey by accident probability and severity.
- (4) Develop and implement controls or corrective action.
- (5) Track abatement of the identified hazards.
- (6) Organization reports uncorrected hazards to the brigade additional duty safety staff, when the organization is not able to abate hazards at organizational level.
- (7) Include site-specific processes in the organizational SOPs for conducting surveys and reporting results to their next higher headquarters.

c. Brigade surveys:

- (1) Conduct periodic surveys (schedule based on risk) and hazard analyses during operations, documenting on FJSO Form 5C, 7 May 2014 (Unit Safety Survey).
- (2) Observe operations to detect and correct unsafe practices.
- (3) Prioritize hazards identified during the survey by accident probability and severity.
- (4) Develop and implement controls or corrective action.
- (5) Track abatement of the identified hazards.
- (6) Brigade staff reports uncorrected hazards to the Installation Safety Staff, when the organization/brigade is not able to abate hazards at organizational/brigade level.
- (7) Participate in after action reviews (AARs) documenting lessons learned.
- (8) Include site-specific processes in the brigade SOP for conducting surveys and reporting results to the Installation Safety Office.

d. Installation safety office surveys:

- (1) Conduct periodic surveys (schedule based on risk) and hazard analyses during operations, documenting on FJSO Form 5C, 7 May 2014 (Unit Safety Survey).
- (2) Observe operations to detect and correct unsafe practices.
- (3) Prioritize hazards identified during the survey by accident probability and severity.
- (4) Develop and implement controls or corrective action.
- (5) Track abatement of the identified hazards.
- (6) Coordinate actions for uncorrected hazards with DPW and other USAG supporting activities.
- (7) Participate in AARs documenting lessons learned.

## **2-12. Occupational Safety and Health Administration Inspections**

a. In accordance with the provisions of EO 12196, DODI 6055.1, and within the scope of the OSH Act, OSHA officials and National Institute for OSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of all DA Civilian workplaces except those identified as military-unique workplaces.

b. OSHA officials will not be delayed in the execution of their duties on Ft Jackson. When supervisors become aware that an OSHA official is in their area the safety office will be notified.

## **2-13. Safety and Occupational Health Safety Boards**

a. Councils and review boards are established to coordinate activities and functions between organizations. A safety board, chaired by the Senior Commander or the Deputy Commander, will have representation from organizations/units throughout the command. Tenant organizations and the Army community should also be represented. A Safety and Occupational Health Board is convened quarterly where organizations on Ft Jackson synchronize their efforts in reducing risk to Government employees, facilities, and equipment. The Safety and Occupational Health Board will include the following councils and review boards:

- (1) Safety and Occupational Health Advisory Council
- (2) Explosives Safety Council
- (3) Radiation Safety Council
- (4) Live Fire Incident Review Board

b. The Ft Jackson Safety and Health Committee assists in the planning, coordination, prioritization, and implementation of SOH Programs. The focus is to aid the Senior Commander in developing strategic policy and programs. The council will include additional duty safety staff from across the Installation. The Ft Jackson safety committee will meet as needed but not less than quarterly to address issues as determined by the Senior Safety Director.

c. Boards and committees will meet at least quarterly and will publish minutes of the meetings.

## **Chapter 3 Mishap Investigation and Reporting**

### **3-1. Introduction**

This chapter provides policies and procedures for initial notification, investigating, and reporting of mishaps on Ft Jackson.

### **3-2. Policy**

a. Ft Jackson policy is to investigate and report mishaps to prevent like occurrences, using the "Report an Accident" tab on the Ft Jackson SharePoint site.

b. All Army mishaps will be investigated, reported (to include immediate notification as specified in this regulation), and analyzed according to the requirements of this regulation, AR 385-10, and DA Pam 385-40.

### **3-3. Definitions**

a. A mishap (Army Accident) is defined as an unplanned event, or series of events, which results in one or more of the following:

- (1) Occupational illness to Army military or DA Civilian personnel.
- (2) Injury to on-duty DA Civilian personnel.
- (3) Injury to Army military on duty or off duty.
- (4) Damage to Army property.

(5) Damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the mishap).

b. An injury is a traumatic wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected, and caused by a specific event, incident, or series of events or incidents within a single day or work shift.

c. An occupational illness is non-traumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes; or other continued and repeated exposures to conditions of the work environment over a long period of time. This includes any abnormal physical or psychological condition or disorder resulting from an injury, caused by long or short-term exposure to chemical, biological, or physical agents associated with the occupational environment. For practical purposes, an occupational illness is any reported condition that does not meet the definition of an injury.

d. Occupational injury is a wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of the occurrence and a member or function of the body affected, and caused by a specific event, incident, or series of events or incidents within a single day or work shift.

e. A recordable mishap is an accident that meets the minimum criteria stated in Army Regulation 385-10 for aviation and ground Class A through F accidents.

f. A reportable mishap is all occurrences that cause injury, occupational illness, or property damage of any kind and must be reported to the Soldier's/employees/unit's servicing/supporting installation safety office.

g. A near-miss is a potentially serious mishap or incident that could have resulted in personal injury, death, or property damage, damage to the environment and/or illness but did not occur due to one or more factors.

### **3-4. Mishap and Incident Classes**

a. Mishap classes are used to determine the appropriate investigative and reporting procedures. Classes are as follows:

(1) Class A. A mishap in which:

- (a) The resulting total cost of property damage is \$2 million or more;
- (b) An Army aircraft is destroyed, missing, or abandoned; or
- (c) An injury and/or occupational illness results in a fatality or permanent total disability.

(2) Class B. A mishap in which:

- (a) The resulting total cost of property damage is \$500,000 or more but less than \$2 million;
- (b) An injury and/or occupational illness results in permanent partial disability; or when 3 or more personnel are hospitalized as inpatients as the result of a single occurrence.

(3) Class C. A mishap in which:

- (a) The resulting total cost of property damage is \$50,000 or more but less than \$500,000;
- (b) A nonfatal injury or occupational illness that causes 1 or more days away from work or training

beyond the day or shift on which it occurred; or

(c) Disability at any time (that does not meet the definition of Class A or Class B and is a day(s)-away-from-work case).

(4) Class D. A mishap in which:

(a) The resulting total cost of property damage is \$20,000 or more but less than \$50,000;

(b) A nonfatal injury or illness results in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries, and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss; or

(c) A work-related tuberculosis case.

(5) Class E Ground. An Army ground mishap which the resulting total cost of property damage is \$5,000 or more but less than \$20,000.

(6) Class E Aviation. An Army aviation mishap in which the resulting total cost of property damage is \$5,000 or more but less than \$20,000.

(7) Class F Aviation incident. Recordable incidents confined to aircraft turbine engine damage because of unavoidable internal or external foreign object damage, where that is the only damage (does not include installed aircraft auxiliary power units). These incidents will be reported using DA Form 2397-AB (Abbreviated Aviation Accident Report (AAAR) for All Class C, D, E, F, Combat A and B, and All Aircraft Ground); check "F" in the "Accident Classification" block.

(8) If a Soldier in training suffers a heat illness incident and a preventative measure IV, not a medically required IV is administered; the incident is considered first aid. If the Soldier is diagnosed with heat stroke, hyponatremia, or rhabdomyolysis, as a result of blood test the incident is beyond first aid.

### **3-5. Near-miss Reporting**

a. From a risk management perspective, knowledge of near misses is critical in preventing future mishaps. Reporting near misses may result in an investigation by the Installation Safety Office to determine the root cause of the near miss in an effort to prevent a future accident.

b. Employees can report near misses through their chain of command, directly to the Installation Safety Office, or by submission of DA Form 4755, Employee Report of Alleged Unsafe and Unhealthy Working Conditions. Employees can report all mishaps by using the SharePoint home page and clicking on the "Report an Accident" tab. Select the "Respond to this Survey" tab and answer the questions, then submit by selecting the "Finish" Tab.

### **3-6. What to Report**

a. Commanders and/or supervisors will investigate and report to the Installation Safety Office any unplanned events that result in one or more of the following:

(1) Injuries and occupational illnesses.

(2) Injury or occupational illness (fatal or nonfatal) to on-duty or off-duty military personnel.

(3) Injury or occupational illness (fatal or nonfatal) to on-duty DA Civilian personnel, including non-appropriated fund employees and foreign nationals employed by the Army, when the mishap occurred while performing work-related duties.

(4) Injury or illness to non-Army personnel as a result of Army operations.

(5) Soldier training related deaths not covered in subparagraphs (1) through (3), above (see glossary for definition of a training related death).

(6) Report persons who are missing and/or presumed dead as the result of a potential accident as

fatalities until proven otherwise.

(7) Occupational injuries and illnesses reported by a contractor or subcontractor where mishap reporting to the Army is contractually required.

(8) Injury or occupational illness to volunteers or on-duty contractors supervised by Army personnel on a day-to-day basis.

(9) Fatal mishaps involving members of the visiting public when involved in authorized recreational activities on Army facilities, installations, and properties, to include all Title 36 USACE properties.

(10) Incidents involving DA Civilian personnel injured as a result of violence in the work environment will be reported to the U.S. Department of Labor according to 29 CFR 1904.5.

(11) Near-misses where a potentially serious mishap or incident could have resulted in personal injury, death, or property damage, damage to the environment and/or illness but did not occur due to one or more factors.

b. Damage to Army property. This includes Government-furnished material, or furnished property, or government furnished equipment (GFE) provided to a contractor.

c. Damage to public or private property. Damage to public or private property caused by Army operations (the Army had a causal or contributing role in the mishap) will be reported.

### **3-7. Notification and Reporting of Mishaps**

a. Persons involved in, or aware of, an Army mishap will report it immediately to the commander or supervisor directly responsible for the operation, materiel, or persons involved.

b. The commander or supervisor who first becomes aware of any mishap will, through their chain of command, immediately notify-

(1) The immediate commander or supervisor of all personnel involved.

(2) The Ft Jackson Safety Office at (803) 751-7553 or (803) 429-0758 after duty hours.

c. Notification will include the information on DA Form 7306 (Worksheet for Telephonic Notification of Ground Accident).

d. The Ft Jackson Safety Office will notify the U.S. Department of Labor within 8 hours after the death of any DA Civilian employee from a work-related incident or the inpatient hospitalization of 3 or more civilian employees as a result of a work-related incident (1-800-321-6742).

e. The Senior Safety Director will certify and sign the OSHA Form 300 annually. Units will submit their completed OSHA Form 300 not later than 30 January annually. These records will be retained in the Ft Jackson Safety Office for 5 years in accordance with OSHA.

### **3-8. Privileged Information**

a. For a safety investigation, privileged safety information includes:

(1) Information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

(2) Products of deliberative processes of safety investigators, including:

(a) Draft and final findings, evaluations, opinions, preliminary discussions, conclusions, accident causes, recommendations, analyses, and other material that would reveal the deliberations of safety

investigators.

(b) Draft and final diagrams and exhibits if they contain information that depicts the analysis of safety investigators.

(c) Animations that incorporate privileged safety information.

(d) Photographs, films, and videotapes that are staged, reconstructed, or simulated reenactments of possible or probable scenarios developed by or for the analysis of the safety investigator.

(e) Life sciences material that contains analysis by a safety investigator.

(f) Notes taken by safety investigators in the course of their investigation, whether or not they are incorporated, either directly or by reference, in the final safety investigation report.

(g) Reviews and endorsements of safety investigation reports.

### **3-9. Mishap Investigation Board Appointing Authority**

a. The Ft Jackson Senior Commander is the mishap investigation board appointing authority for all mishaps occurring on Ft Jackson. Appointing authority for mishaps involving National Guard personnel at McCrady Training Center will default to the NGB Commander.

b. The appointing authority will:

(1) Appoint on orders, for Class A and Class B mishaps, the president and other members of the board from other battalion or battalion-equivalent organizations than the accountable organization. Units are encouraged to appoint individuals from the accountable organization (as advisers) (nonvoting) to enhance the investigation and reporting of the mishap.

(2) Request support from higher headquarters when investigation requirements are beyond the unit's capability. However, the US Army Combat Readiness Center (CRC) is the sole authority for requesting outside Army, Government, and public or private agency assistance.

(3) Give priority to mishap investigation and reporting duties to ensure prompt completion of accident reports. Ensure that appointed board members have no other duties until the report is completed.

(4) Ensure that no member of the board has a personal interest in the outcome of the mishap investigation.

### **3-10. Mishap Investigation Boards**

a. The following mishaps will be investigated according to DA Pam 385-40 by a board consisting of a minimum of 3 members:

(1) All on-duty Class A and Class B

(2) Any mishap, regardless of class, that the appointing authority believes may involve a potential hazard serious enough to warrant investigation by a multimember board

b. While the following mishaps do not require formal board appointment orders, they will be investigated by one or more officers, warrant officers, safety officers or noncommissioned officers (NCOs), or supervisors, in the grade of GS-09 or higher-

(1) All off-duty military mishaps

(2) Class C, Class D, and Class E ground

(3) All aviation Class D, Class E, and Class F

c. When a mishap involves Army property and another Service's property, a single joint board may be convened. Board members may be from the two services involved.

### **3-11. Processing Mishap Reports**

a. Commanders of units that created the accident are responsible for processing all mishap reports within 30 working days.

b. Commanders or their additional duty safety staff will use ReportIt as the primary method for processing reports (<https://reportit.safety.army.mil/>), although when not available manual forms will be forwarded to the Ft Jackson Safety Office for processing.

c. The Ft Jackson Safety Office will review and forward reports to: Commander, U.S. Army Combat Readiness Center (CSSC-O), Data Quality Control Division, Fort Rucker, AL 36362-5363, and electronic copies to [usarmy.rucker.hqda-secarmy.mbx.safe-accident-information@mail.mil](mailto:usarmy.rucker.hqda-secarmy.mbx.safe-accident-information@mail.mil).

### **3-12. Maintaining Accident Records**

According to AR 25-400-2, all report records required by this regulation and maintained by the CRC will be retained at least 10 years. For other organizations, retain records of accident investigations, to include the current fiscal year and the previous 5 fiscal years.

## **Chapter 4 Contract Safety**

### **4-1. Introduction**

a. Contract safety is the analysis and management of risk to Government employees, equipment, facilities or the general public due to contracted operations. The objective of contract safety is to prevent Army exposure to contractor accidents, by considering safety elements during planning and execution of contracted services. The goal is that contracted work is performed using procedures and risk controls that protect Government resources, the public, and the environment. Risk Management (RM), as defined and described in ATP 5-19 and DA Pam 385-30 is a critical component of contract safety.

b. Contractors are responsible for the safety and occupational health of their workforce, while preventing exposure to Government employees, facilities, equipment, and the general public. This chapter includes guidance for implementing AR 385-10 Army Safety Program, DODI 6055.01, DoD Safety and Occupational Health (SOH) Program, and safety standards promulgated by the Occupational Safety and Health Administration (OSHA) in Title 29, Code of Federal Regulations.

c. Contractors are responsible for following OSHA and Nuclear Regulatory Commission (NRC) standards regardless of whether expressly stated in contractual agreements. Department of Labor (DOL) provides the administration and enforces OSHA standards for Government contractors in accordance with Federal Acquisition Regulation (FAR) 22.102-2 (c).

d. Contractors are required to establish and maintain a safety and occupational health program tailored to meet applicable OSHA and NRC standards and safety elements included in that contract. The focus of OSHA Standards is on employee safety, while specific contract safety requirements safeguard Government resources.

### **4-2. Scope**

Contract safety management occurs at the requiring activity-level and focuses on communicating the roles and responsibilities of the contractor. The processes in this chapter relate to contract safety roles and responsibilities and assist activities managing risk associated with contract operations.

### **4-3. Policy**

a. The government does not assume responsibility for protecting contract workers. In accordance with DoDI 6055.1, contracts will not include any language that establishes a requirement for the government to provide safety or occupational health services to contractors except, in the case of

personal services contracts, where Government representatives control the day to day activities of the employee, and provide all safety elements as if Government employees.

b. In accordance with FAR subpart 1.602, Government personnel that are not authorized to obligate Government funds will avoid taking actions that would put them, or appear to put them, in direct control of a worksite owned or controlled by a contractor or contracted workers.

c. Contracts will include safety elements that establish contractual requirements for contractors to comply with appropriate national consensus standards and other controls addressing site-specific hazards and high-risk operations where a controlling employer is clearly identified in accordance with the OSHA multi-employer citation policy (CPL 2-0.124).

d. Requiring activities that have a contractual requirement to provide facilities or equipment will not expose contracted employees to known hazards. Requiring activities will establish a process for the contractor to report hazards along with a reliable process to correct or control reported hazards. The contractor must protect the safety of the public and the life and health of project personnel.

#### **4-4. Strategic Planning**

a. Commanders will incorporate contracted operations in strategic plans for safety and address progress for meeting goals during Command Safety Councils. Requiring activities will forward all statements of work (SOW) and performance work statements (PWS) to the Ft Jackson Safety Office for review before submitting request packet to the Mission & Installation Contracting Center. Organizational goals for contract safety will include establishing and maintaining-

(1) Processes for considering safety elements in contract requirement documents during the planning phase found in DA Pam 385-10.

(2) Processes for including safety elements in the Pre/Post Award Conference.

(3) Safety roles in surveillance plans.

(4) Processes for reporting mishaps through Contracting Officer's Representatives (COR) to Contracting Officers (KO).

#### **4-5. Government Purchase Cards (GPC)**

a. Services: When micro-purchase or simplified purchases for services (i.e. landscaping, janitorial) are being considered, the requiring activity will complete a risk assessment to determine and control risk level, to government personnel, facilities, or equipment while accepting risk at the appropriate command levels.

b. Supplies (Classified as Hazardous Materials): When purchasing materials (i.e. paint, hazardous materials, for use by the requiring activity, the request shall be staffed through the supporting safety office for review of unit risk assessment and compatibility, to include review of the safety data sheets (SDS), in the Hazardous Material Information System (HMIS). All units will coordinate with the Environmental Office when the purchase of hazardous materials is considered.

c. Construction (small projects): When making simplified purchase for small construction projects, the requiring activity will complete a risk assessment to determine and control risk level, to government personnel, facilities or equipment while accepting risk at the appropriate command levels. Utility systems and facilities will be designed, operated, and maintained so as to protect the health and safety of the military, family members, civilian work force, and contractors in accordance with AR 385-10. The requiring activity will generate a work order and contact Directorate of Public Works (DPW) for approval before modifying government facilities.

d. For additional information regarding the use of the Government Purchase Card (GPC) refer to Department of the Army Government Purchase Card Operating Procedures, February 23, 2012 and

Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs, January 20, 2006.

#### **4-6. Contractual Requirements for Radiation**

a. Radioactive Materials and Radiation Emitting Items. Contracts will include a radiation clause:

(1) "The contractor shall not use any radioactive materials or radiation emitting items without the approval of the government."

(2) "When the contractor chooses to furnish any items under the contract that will contain any source material identified in Title 10 Code of Federal Regulations Part 40, the contractor shall provide a list to the government for approval."

(3) The NRC license or Agreement State license and if applicable NRC Form 241 must be in place before contractor integration, possession, manufacturing, distribution, and storage of the radioactive component or item. A copy of the contractor's National Radiation Commission (NRC) license or Agreement State license application (if applicable NRC Form 241) and eventual NRC License or Agreement State License must be provided to the supporting safety office in order to review the application and license, and to assure government requirements, as provided in AR 385-10 and NRC 10 CFR, are met. The contractor during its application for NRC or Agreement State License shall immediately notify the government of their requirement for NRC licensing. The contractor under their License shall account for, possession, system integration, distribution, storage, maintain records and document transfer of the radiation component or item to include documenting transfer to another approved organization. The contractor shall provide information on the radiation emitting items so that the Army Command (ACOM) can review the information, and ensure that the radiation emitting item and program supporting the item meets government requirements.

b. Verification of Authorization to Receive Radioactive Material and Radiation Emitting Items. "The government shall not issue direction to the contractor to receive or ship commodities, items or end items that contain radioactive materials without prior written verification from the supporting ACOM Radiation Safety Officer. The government and contractor shall not issue direction to receive or ship commodities, items or end item that emit radiation without prior verification of the supporting ACOM and Contractor Radiation Safety Officer.

#### **4-7. Occupational Safety and Health Administration Inspections of Contract Activities**

See DODI 6055.1 for procedures applicable to OSHA inspections of contract activities.

#### **4-8. Multi-employer Worksites (OSHA CPL-2-0.124)**

a. Under the OSH Act, all employers have a statutory duty to comply with OSHA standards and to exercise reasonable diligence to determine whether violations of those standards exist.

b. On multi-employer worksites, more than one employer may be citable for a hazardous condition that violates an OSHA standard. OSHA follows a two-step process in determining responsibility.

(1) OSHA determines whether the employer is a creating, exposing, correcting, or controlling employer, (defined below). An employer may have multiple roles.

(2) Once the role of the employer has been defined, OSHA determines if the employer's actions were sufficient to meet its obligations. (Only exposing employers can be cited for General Duty Clause violations)

c. Definitions

(1) Creating Employer: The employer that caused a hazardous condition that violates an OSHA standard. An employer that does so is citable even if the only employees exposed are those of other employers at the site.

(2) Exposing Employer: An employer whose own employees are exposed to the hazard. If the exposing employer created the violation, it is citable for the violation as a creating employer. If the violation was created by another employer, the exposing employer is citable if it knew of the hazardous condition or failed to exercise reasonable diligence to discover the condition, and failed to take steps consistent with its authority to protect its employees. If the exposing employer has authority to correct the hazard, it must do so. If the exposing employer lacks the authority to correct the hazard, it is citable if it fails to do each of the following-

- (a) Ask the creating and/or controlling employer to correct the hazard; and
- (b) Inform its employees of the hazard; and

(c) Take reasonable alternative protective measures. In extreme circumstances (e.g., imminent danger situations), the exposing employer is citable for failing to remove its employees from the job to avoid the hazard.

(3) Correcting Employer: An employer who is engaged in a common undertaking, on the same worksite, as the exposing employer and is responsible for correcting a hazard is considered a correcting employer. This usually occurs where an employer is given the responsibility of installing and/or maintaining particular safety/health equipment or devices. The correcting employer must exercise reasonable care in preventing and discovering violations and meet its obligations of correcting the hazard.

(4) Controlling Employer: An employer who has general supervisory authority over the worksite, including the power to correct safety and health violations itself or require others to correct them is considered a controlling employer. Control can be established by contract or, in the absence of explicit contractual provisions, by the exercise of control in practice. Descriptions of different kinds of controlling employers are given below. A controlling employer must exercise reasonable care to prevent and detect violations on the site. The extent of the measures that a controlling employer must implement to satisfy this duty of reasonable care is less than what is required of an employer with respect to protecting its own employees. This means that the controlling employer is not normally required to inspect for hazards as frequently or to have the same level of knowledge of the applicable standards or of trade expertise as the employer it has hired. There are several types of Controlling Employers:

(a) Control Established by Contract: In this case, the employer has a specific contract right to control safety. To be a controlling employer, the employer must itself be able to prevent or correct a violation or to require another employer to prevent or correct the violation. One source of this ability is explicit contract authority. This can take the form of a specific contract right to require another employer to adhere to safety and health requirements and to correct violations the controlling employer discovers.

(b) Control Established by a Combination of Other Contract Rights: Where there is no explicit contract provision granting the right to control safety, or where the contract says the employer does not have such a right, an employer may still be a controlling employer. The ability of an employer to control safety in this circumstance can result from a combination of contractual rights that together give it broad responsibility at the site involving almost all aspects of the job. The authority to resolve disputes between subcontractors, set schedules, and determine construction sequencing are particularly significant because they are likely to affect safety.

(c) Architects and Engineers: Architects, engineers, and other entities are controlling employers only if the breadth of their involvement in a construction project is sufficient to bring them within the parameters discussed above.

(d) Control Without Explicit Contractual Authority: Even where an employer has no explicit contract rights with respect to safety, an employer can still be a controlling employer if, in actual practice, it exercises broad control over subcontractors at the site.

(5) Multiple Roles.

- (a) A creating, correcting or controlling employer can also be an exposing employer.

(b) An exposing, creating, and controlling employer can also be a correcting employer if they are authorized to correct the hazard

## **Chapter 5 Explosives Safety Management**

### **5-1. Introduction**

a. This chapter provides explosives safety policy for organizations on Ft Jackson with ammunition and explosives (A&E) missions and functions.

b. The Senior Commander is the Explosives Safety Officer for Ft Jackson. The Senior Safety Director is the point of contact for the explosive safety management program.

c. The explosives safety standards and site specific processes are prescribed in Ft Jackson Regulation 385-64, and will be used together with this chapter.

### **5-2. Policy**

a. Consistent with training environment requirements and corresponding DOD military munitions requirements, it is Ft Jackson and Army policy to:

(1) Provide the maximum possible protection to people and property from the potential damaging effects of DOD military munitions.

(2) Comply with DA Pam 385-64.

(3) Utilize quantitative risk-based explosives safety assessment tools and criteria as decision-making aids.

(4) Minimize exposures consistent with safe and efficient operations (that is, expose the minimum number of people for the minimum time to the minimum amount of explosives).

(5) Hold Commanders/directors directly responsible for the implementation and maintenance of their command explosives safety management Plan (ESMP), through the development of a site specific Standard Operating Procedure (SOP).

(6) LRC ASP Operations manager will provide updated maps to the Ft Jackson Fire Department annually or when any changes occur; also included in the annual ammunition and explosive review. ASP manager will provide maps, inventory sheets, and the net explosive weight of each magazine during emergency response drills.

(7) Range Operations conducts UXO awareness for the two elementary schools located on Ft Jackson during the month April and again during the month September annually; play UXO videos on the lunchroom monitors, while providing information to teaching staff for all students.

(8) Safety office staff will provide UXO Flyers to the Family Housing Office and include information in welcome packets for new residents. Information for UXOs will also be provided to the Richland County School Board annually.

### **5-3. Explosives Safety Management Program (ESMP)**

a. Organizational ESMPs will implement and comply with this chapter and Ft Jackson Regulation 385-64. The ESMPs will:

(1) Address organization and staffing, site planning, facilities conformance, emergency response, tenants, master planning, ranges, contractors, accident prevention program, facility maintenance, demilitarization/destruction, RM, explosives safety issuances, records management,

inspections/evaluations/audits, and training.

(2) Specify how additional duty safety staff has direct access to the commander and established lines of communication and reporting between the Ft Jackson safety Office and other organizations with an explosives mission.

(3) Prescribe responsibilities and procedures for knowledgeable and qualified personnel to execute the ESMP as part of the Ft Jackson Explosives Safety Board.

#### **5-4. Deviation from Standards**

a. The consequence of failing to properly manage A&E risk can be catastrophic, resulting in death or serious injury, mission failure, loss of mission-critical equipment, waste of limited resources, loss of combat effectiveness, and unacceptable collateral damage.

b. The RM process outlined in DA Pam 385-30 enables Army leaders to make informed risk management and acceptance decisions in the non-operational environment, where ATP 5-19 provides detailed techniques for risk management in an operational environment.

c. Deviations fall into the below categories:

(1) Waivers:

(a) A written authority that permits a temporary deviation from standards for strategic or compelling operational requirements. Exceptional situations may require a waiver to be reissued, in such cases, the next higher approval authority will reissue the waiver.

(b) Event waivers are a special subcategory for use when conditions or circumstances causing the waiver arise unexpectedly and there is insufficient time to comply with formal waiver submission and documentation procedures. Event waivers are for 1-time emergencies, not to exceed 1 month.

(2) Exemptions: A written authority permitting long-term noncompliance with standards for strategic or compelling operational requirements. Exemptions are granted for periods of not more than 5 years, to include permanent situations.

(3) Secretarial Certifications: A written authority authorizing construction or major modification of a facility or structure in violation of explosives safety standards.

d. Deviations are documented on DA Form 7632, Deviation Approval and Risk Acceptance Document.

e. Personnel responsible for the development and review of A&E risk assessments and deviation documentation must receive A&E related risk management training. In addition to local and command required training, AMMO 54 course (Risk Management for and Preparation of SOPs for A&E Operations) is required.

f. The Senior Commander accepts the risks associated with a deviation from Army standards that remain after implementation of feasible mitigation measures.

g. The Ft Jackson Safety Office will review deviations involving A&E annually to ensure the risk assessments are current, each exposure and the associated risk and mitigating actions are identified, and the need for continuing the deviation remains valid.

h. Senior Commander will review all deviations annually or upon a change of command, the incoming leadership must be informed of each existing deviation and accept each risk that requires acceptance at the commander's level.

i. The Ft Jackson Safety Office will forward copies of deviations involving A&E, to include

documentation of periodic reviews to the TRADOC Safety office annually. Additionally, copies of each deviation and documentation of periodic reviews must be forwarded to the US Army Technical Center for Explosives Safety (USATCES) for data collection and analysis.

j. Deviations are intended as temporary measures until the non-conformance can be corrected: they are not a substitute for correcting the non-conformance. In the event a waiver must be reissued, the next higher approval authority must reissue the waiver.

#### **5-5. Explosives Safety Site Plans**

a. All locations with A&E on Fort Jackson must have an approved Explosive Safety Site Plan (ESSP) as required by DA Pam 385-64 and DA Pam 385-65 and the Ft Jackson ESMP (Ft Jackson Regulation 385-64, chapter 6). All Fort Jackson site plans will have the concurrence of the Senior Commander or Senior Safety Director.

(1) The point of contact for explosives site plans is the Fort Jackson explosive safety specialist.

(2) The explosives safety specialist is responsible for submission of explosives/toxic chemical safety site plans IAW DA Pam 385-64 and DA Pam 385-65.

(3) The explosives safety specialist in coordination with installation master planning and/or facility engineering, operations, logistics, quality assurance specialist, ammunition surveillance (QASAS), fire, security, and environmental agencies will develop explosives/chemical safety site plans.

b. All potential explosives sites on Fort Jackson must have an explosives license as required by the DA Pam 385-64. Each tenant will complete an explosives license request and submit to the explosives safety specialist for processing; explosives safety specialist will maintain a signed copy in the safety office. DPTM-S Master Planners will review and maintain a copy of the explosives license. Each tenant must maintain a copy, annually review the license against their site plan, and provide DPTM-S Master Planners a memorandum stating verification of review. The safety staff with affected organizations will address technical issues.

c. The Fort Jackson Safety Office, after review, forwards the completed package to the Senior Commander for approval and signature prior to submission to the TRADOC Safety Office.

d. The following ammunition and explosive areas of operation require safety site plans:

(1) Range support facilities (e.g., ammunition holding areas, storage pads, re-supply points, ammunition transfer points, loading docks, burn pads, and handling areas) that are designed, constructed, and used for recurring ammunition operations and that are located on or near ranges that require ammunition explosives safety plans (except 1.4S).

(2) Areas used repeatedly for tactical field training in ammunition support operations (e.g., a grid square within a range) used for training units in the establishment of Field Ammunition Supply Points (FASPs), or Tactical Training Bases (TTBs) require an explosives safety site plan.

(3) All unit arms rooms that store ammunition for other than training requirements.

#### **5-6. Explosives Licensing Policy**

a. All explosives facilities will be operated according to the requirements of DODD 6055.9E and DA Pam 385-64 or contract safety requirements.

b. Facilities that cannot meet A&E safety standards will not be licensed unless covered by an approved deviation.

c. Organizational commander/director generates the license, approving the license for storage of explosives.

d. Commander/director forwards the license to the Ft Jackson Safety Office for review and staffing with the master planner and fire department, for approval by the Senior Safety Director. Quantities will not exceed the amounts authorized on the license.

e. The explosives license format will, as a minimum, contain the following information:

- (1) Ammunition or explosives area name.
- (2) Ammunition or explosives facility location.
- (3) Date of issue.
- (4) Analysis of risk.
- (5) Authorized limits of each HD (expressed in pounds net explosives weight (NEW) or net explosive quantity (NEQ)).
- (6) The limiting exposed site for each HD with the distance to that exposed site (excluding arms rooms).
- (7) The greatest level of risk associated with the facility when an approved site plan does not exist.
- (8) Any notes pertinent to the facility.
- (9) The name and title of the signing official and date of issuance.
- (10) The name of the individual conducting the periodic inspection to assure compliance and the date of the inspection.

f. Explosives licenses are generated for all facilities storing ammunition or explosives and have no expiration date, although licenses must be reviewed and validated at 12-month intervals. Explosives licenses will be developed and formatted according to DA Pam 385-64.

#### **5-7. Ammunition and Explosives (A&E) Amnesty Program**

a. The purpose of this chapter is to establish policy for the installation's A&E amnesty program processes in order to ensure accountability, discipline, and safety. Intent is to provide all personnel an amnesty opportunity to return ammunition or explosives originally issued through military channels without penalty or reprisal, while ensuring maximum recovery of military A&E items found outside the supply system. It is not a process to circumvent normal turn-in procedures. In addition, it provides an opportunity for individuals to return A&E found, stolen, or misplaced without fear of prosecution (AR 710-2).

b. This policy applies to all personnel assigned or attached to the Army Training Center and/or Ft Jackson IAW Ft Jackson Regulation 385-64.

c. Responsibilities

- (1) Senior Safety Director:
  - (a) Appoint an individual within the Ft Jackson Safety Office as the Installation A&E Amnesty Program Coordinator.
  - (b) Oversee the Installation A&E amnesty Program.
- (2) Ammunition & Explosives Amnesty Program Coordinator:
  - (a) Coordinate with the Senior Safety Director, G-3, and Public Affairs Office (PAO) to synchronize

and execute the annual A&E amnesty Day.

(b) Establish an Installation A&E amnesty program policy.

(c) Responsible for the implementation and execution of the program.

(3) Logistics Readiness Center (LRC)-

(a) Assist and advise subordinate elements with the development and implementation of unit's A&E Amnesty Program.

(b) Conduct compliance inspections to ensure installation policies and procedures are enforced.

(c) Coordinate with installation E911 to establish a 24-hour "Amnesty Hotline" that provides direction, information, and procedures to anyone (military or civilian) who requires turn in of A&E amnesty items.

(d) Review and approve installation amnesty box locations at the Battalion/Company/academy/directorate levels.

(e) The Quality Assurance Specialist/Ammunition Surveillance (QASAS) will accept all ammunition turned in under the provisions of the A&E amnesty Program. Individuals turning in A&E under the amnesty program are not required to have a turn-in document and are exempt from the 24-hour advance turn-in notification to the Ft Jackson Ammunition Supply Point.

(f) The QASAS will coordinate with Explosive Ordnance Detachment (EOD) when responding to calls to investigate A&E found on Ft Jackson. All A&E found, excluding small arms ammunition (up to and including .50 caliber), are considered hazardous and will not be moved by untrained personnel. Supporting EOD personnel will respond upon request to recover A&E found on the installation.

(g) The QASAS will ensure that ammunition supply point personnel are trained to coordinate and de-conflict reported A&E. Annual A&E program principle training and new employee integration will be completed within 30 days of employment.

(4) Ft Jackson subordinate commands, directorates, tenant units, and organizations/agencies:

(a) Battalion/company commanders will establish an A&E amnesty program consisting of a written policy, RM worksheet, annual briefings, and a responsible POC that can be reached during both duty and non-duty hours of operation.

(b) Organizations who do not have assigned weapons or arms rooms, and do not qualify with a weapon(s) are not required to have an Amnesty Program.

(c) Commanders/directors will maintain physical security of their amnesty containers. They must integrate their A&E amnesty box keys into their key control program. Limited or restricted access will be enforced, monitored, and inspected on a regular basis.

(d) Commanders/directors will ensure that all assigned or attached Soldiers are familiar with the unit's amnesty program. They will include the amnesty program and procedures into their orientation or newcomer's safety briefings, risk analysis, and training or activities that require the use of ammunition or explosives.

(e) Commanders/directors will ensure that the amnesty program is not used as a substitute to bypass established turn-in procedures, but are directed towards gaining control of ammunition which may have unintentionally been removed from training sites and is no longer under military control. Advise personnel of the 3 R's (recognize, retreat, report) when missions include opportunities for personnel encountering munitions.

(f) Transportation of loose ammunition and explosives on the installation will not occur. Ammunition of military origin, excluding small arms ammunition (.50 caliber rounds and below) found on or off the federal property, which appear to be lost, abandoned, or not under the control of any individual or organization will be reported to E911. All personnel will leave these more hazardous materials at the site of discovery pending law enforcement arrival and control of the site.

(g) The amnesty box will be designed to receive .50 caliber and smaller ammunition only. The drop box will be designed and locked so that no ammunition can be removed except by authorized QASAS, EOD, or personnel authorized by the commander/director. An approved amnesty container will be a M2A1 or M19A1 metal ammunition box and have a single hole, not to exceed 7/8 inch in diameter (the size of a .50 caliber round), in the side of the box and painted a brilliant red in color and stenciled in capital white 3 inch letters "AMNESTY". The box must be secured to the facility with a low security padlock and a hardened steel chain.

(h) All amnesty box locations (with associated building number/range, latitude and longitude, or 10-digit MGRS) and unit POCs will be documented and reported to the Ammunition & Explosives Amnesty Program Coordinator annually.

## **Chapter 6**

### **Public, Family, Child, and Youth, Off-Duty Recreation, and Seasonal Safety**

#### **6-1. Introduction**

a. Public, Family, and recreational safety programs are an essential part of the Ft Jackson Safety Program. The loss of personnel to an accident during recreational activities influences unit readiness as much as the loss during military operations. Public, Family, and recreational safety contribute to unit readiness.

b. Consult the U.S. Consumer Product Safety Commission (CPSC) for product alerts and voluntary standards for a wide range of consumer products. See <http://www.cpsc.gov/> for current consumer safety information.

#### **6-2. Policy**

a. Risk Management (RM) applies to all aspects of military planning and operations, and off-duty recreational activities. Commanders/directors remind Soldiers and Army civilians that injuries and fatalities occurring during off-duty time are detrimental to mission completion; therefore, Soldiers when planning their off-duty activities will use RM. It is highly recommended that Army civilians do the same.

b. Commanders/directors responsible for programs and spaces that support the public, and/or off-duty activities will establish a safety SOP integrating RM in all non-duty community operations and activities to reduce risk of mishaps, RM worksheets will be approved at the appropriate level, as mandated.

c. Commanders/directors will conduct weekly safety briefs (documented on unit training schedule) that include the hazards associated with off-duty recreational activities. Safety messages will include appropriate topics for the season and upcoming holidays.

#### **6-3. Preparation for Leave and Temporary Duty**

a. Procedures will be developed and implemented at all Ft Jackson organizations to ensure Soldiers driving outside of the local area (300 miles) apply RM to their leave, or pass travel plans. As a minimum, such procedures will include:

(1) Immediate supervisors will require the use of the automated Travel Risk Planning System (TRiPS) at <https://trips.safety.army.mil/> prior to leave, TDY or pass.

(2) Immediate supervisors will review their Soldiers' planning, (TRiPS) worksheet, and consult with them on their plans, working with each Soldier to reduce any unacceptable risk prior to commander's

approval of leave or pass request.

(3) First line supervisors will complete a vehicle inspection of the Soldiers vehicle to assure proper licensing, insurance coverage and vehicle roadworthiness before approval for pass, leave and TDY. Supervisors will use the vehicle checklist found in the POV Tool Box at <https://crc.army.mil>. Another goal of this inspection is to generate a positive conversation with the Soldier to gain situational awareness into the plans and attitude of the Soldier. This is the best time to talk to the Soldier about checking the weather along the planed route and if the Soldier has allotted adequate time to travel without driving above posted speed limits.

b. Procedures will be developed and implemented at all Ft Jackson organizations to ensure that Army civilians have access to vehicle inspections provided to Soldiers and have considered applying RM to their leave and off-duty plans.

#### **6-4. Safety Promotion**

a. Commanders will develop promotional programs and procedures centered on the local area to increase awareness of the specific hazards associated with the change of seasons and celebration of holidays. These programs and procedures will emphasize the application of RM in planning for Family outings, parties and celebrations, especially addressing the use of alcohol and motor vehicles.

b. Immediate supervisors will conduct safety briefings for all personnel prior to holidays and long weekends to emphasize the need for RM and hazard reduction.

#### **6-5. Headphones**

Using portable headphones, earphones, or other listening devices while walking, jogging, running, skating, skateboarding, bicycling, or riding a motorcycle, or moped, on DOD installation roads and streets, or adjacent to roadways or roadway intersections, is prohibited.

#### **6-6. Water Safety**

a. Ft Jackson organizations will establish SOPs related to water hazards to provide safe water operations and water recreational activities which mandate the use of approved personal flotation devices. This strategy will be publicized in a manner appropriate to the geographic area and will incorporate the requirements contained in DA Pam 385-10.

b. All recreational equipment will be used or operated in accordance with manufacturers safety recommendations found in the manufacturers operators manuals.

#### **6-7. Installation Recreation Areas**

a. Commanders/directors will develop, post, and enforce SOPs to ensure public and military personnel safety at all recreational facilities and areas (that is, camping, hunting, and picnic areas; baseball; multi-recreational sport facilities; equestrian center; automotive shops; arts and craft centers; and so forth).

b. SOPs will include all rules pertaining to the facility, training required, emergency reporting, and any other pertinent information necessary to maintain a safe and healthful environment.

#### **6-8. Public Activities on Military Installations**

a. Use of military installations for public activities introduces a new set of risks that must be identified and either controlled or eliminated. Organizations sponsoring public activities will include processes for managing risk in unit SOPs.

b. Organizers of public activities will use the RM process to identify all hazards and risks associated with setting up the event, operation of the event, and clean up following the event.

c. Emergency response plans will be developed by the organizer to cover medical and other emergencies identified by the RM process.

#### **6-9. Volunteer Safety**

a. Volunteers are valuable assets, which provide beneficial human resources to the installation. Guidelines for volunteers are addressed in DA Pam 385-10.

b. Volunteers provide needed support to many installation activities both recreationally and work related. The safety of all volunteers should be assured in activities conducted on Ft Jackson, either directly for Government-sponsored activities, or through appropriate agreements for private organizations. Existing Army safety rules and procedures will be applied to volunteer positions that are utilized in lieu of an equivalent paid government position.

#### **6-10. Sporting Events**

a. Commanders/directors will ensure development and publishing of safety information for all sporting activities where Ft Jackson personnel are involved.

b. Activities will develop safety requirements and disseminate details to all attending personnel for all supported activities.

#### **6-11. Child, Youth, and School Services Program and Facilities**

a. Ft Jackson Safety Office will:

(1) Conduct pre-certification and annual inspections of Family childcare homes.

(2) Verify compliance with CYS services safety standards on designated CYS services safety inspection format annually.

(3) Monitor the safety of CYS services facilities as a special hazard area and conduct required annual and other inspections.

(4) Provide training to CYS services personnel on safety-related matters, especially special risks and concerns of populations served.

(5) Serve as a member of the USAG CYS services inspection team.

(6) Ensure CYS services facilities and Family childcare homes are entered into installation hazard abatement programs as necessary.

(7) Consult on SOPs developed by the installation CYS services coordinator to ensure that CYS services staff apply RM to their daily planning and all field trip events and activities.

b. Safety structural requirements. CYS services facilities will meet the requirements of this regulation, AR 40-5, and CYS services safety related standards.

c. Safety operational requirements. Safety staff will assist the CYS services coordinator in the development of daily safety monitoring checklists for CYS services facilities and playgrounds, Family childcare homes, sports fields, equipment, and toys.

### **Chapter 7 Radiation Safety Management**

#### **7-1. Introduction**

a. Ft Jackson is committed to the operating philosophy of maintaining occupational radiation exposure

as low as is reasonably achievable; and to maintaining effective control of radioactive items to ensure exposure to ionizing radiation and the possible release of airborne radioactive contaminants is as low as is reasonably achievable.

b. The Installation Radiation Safety Officer (IRSO) will provide overall coordination, advice, and assistance for radiological safety, including synchronization of medical sources, which will be managed by the assigned medical Radiation Protection Officer (RPO) per paragraph 7-3c below.

## **7-2. Applicability**

This chapter applies to activities and organizations on Ft Jackson with a mission involving ionizing and non-ionizing sources and applies during all operations on Ft Jackson.

## **7-3. Responsibilities**

a. Senior Commander will:

(1) Ensure that there are adequate resources to support the Radiation Protection Program to include, but not limited to, the presence of an IRSO or an Alternate RSO (ARSO) for duty during all normal duty hours.

(2) Ensure that measures are established to control health and safety hazards from ionizing radiation sources, devices, commodities, and radioactive materials.

(3) Ensure that occupational exposures do not exceed regulatory limits and comply with the as low as reasonably achievable (ALARA) principle.

(4) Designate in writing an IRSO and an ARSO.

(5) Designate members for the Installation Radiation Control Committee (IRCC).

b. Commanders (except MACH), directors, and activity chiefs possessing ionizing radiation sources will:

(1) Designate in writing a Unit Radiation Safety Officer (URSO).

(2) Use items containing radioactive material solely as intended by pertinent tech bulletins, tech manuals, operator manuals, and all other written guidance.

(3) Establish procedures and provide a unit SOP to delineate responsibilities for the safe storage, use, identification, control, and disposal of ionizing radiation sources and material under their command/control.

(4) Maintain inventories of active and disposable radioactive materials, sources, commodities, and ionizing radiation-producing devices.

(5) Ensure storage areas comply with AR 40-5, 25 May 2007, Preventive Medicine (PM); AR 11-9; and applicable technical publications.

(6) Submit inventories of ionizing radiation sources to the IRSO annually (31 Jan and 31 Jul).

(7) Ensure that URSO has the training, time, and resources necessary to perform their duties.

c. Commander, MACH will:

(1) Maintain policies and procedures necessary to ensure that use of radiation and radioactive material is per Federal and Army regulations and any licenses or authorizations specific to the MACH operations.

(2) When requested, provide medical support (i.e., Bioassay) advice and technical consultation on radiation issues.

(3) Conducts annual training for fire department, military police and other first responders on medical effects of radiation.

(4) Maintain an inventory of radioactive materials and devices and provide copies to the IRSO.

(5) Provide copies of the MACH Radiation Safety Committee meeting minutes to the IRSO.

(6) Submit the results of organizational evaluations (internal and external) related to ionizing radiation protection to the IRSO.

d. Logistics Readiness Center (LRC) will:

(1) Refer requests for ionizing radiation sources to the IRSO for review.

(2) Obtain IRSO guidance and approval for all off-post shipments of radioactive material, commodities, and devices.

(3) Notify the IRSO immediately upon receipt of all shipments containing radioactive materials.

(4) Not release vehicles (military or commercial) unloading radioactive materials at Ft Jackson until released by the IRSO or the IRSO's representative.

(5) Ensure that end items and components identified in TB 43-0116, 1 April 1998, Identification of Radioactive Items in the Army, and TB 43-0216, 8 October 1990, Safety and Hazard Warnings for Operation and Maintenance of TACOM Equipment, as containing radioactive material are screened and proper disposal actions taken.

(7) Provide for storage space and consolidate radioactive waste. Coordinate disposal actions with the IRSO.

(8) Ensure technical advice and consultation on proper fire control techniques is provided to radioactive material storage providers by the fire department. The IRSO will provide information regarding the radiation hazards in particular areas and what special precautions may be necessary in regards to the material stored there.

(9) Ensure that contractors have completed and forwarded DA Form 3337, Application for DA Radiation Authorization (DARA) or Permit (DARP), to the IRSO 45 days before transporting radioactive material onto the installation.

e. Director, Mission & Installation Contracting Command (MICC) Ft Jackson will:

(1) Ensure that contracts include the requirement for transporters of radioactive materials onto or off Ft Jackson are knowledgeable concerning the accident reporting requirements of AR 385-40, 25 Feb 2010, Accident Reporting and Records, and other Federal regulations.

(2) Ensure that a requirement for contractors to complete and forward required documentation to the IRSO (DA Form 3337, Application for DA Radiation Authorization (DARA) or Permit (DARP)), 45 days before transporting radioactive material/instruments onto the installation.

(3) Ensure a requirement related to license holders and license applicants (i.e. contractors or subcontractors) not impose conditions in settlement agreements or in other agreements affecting employment that would prohibit, restrict, or discourage an employee from providing information on potential safety violations or hazards.

(4) Ensure that contracts with a radioactive material element include subpart 52.2223-7, Notice of

Radioactive Material (As prescribed in 23.601(d) / 23.602) and FAR 52.247-68 Report of Shipment (REPSHIP) (As prescribed in 47.208-2).

f. Commanders disposing/transferring radioactive waste will:

- (1) Notify the IRSO and coordinate pickup.
- (2) Prepare all necessary paperwork for the transfer of items to LRC.
- (3) Establish handling and control procedures to preclude the unauthorized removal or salvage of radioactive material.

g. The IRSO will be designated in writing and will provide matrix support under the direction of the Senior Safety Director. The IRSO will:

(1) Establish procedures, which will ensure that the Senior Safety Director is advised of any anticipated use of radiation sources or operations other than scheduled calibration of radiac instruments or X-ray equipment used by MEDDAC.

(2) Ensure that personnel have been instructed in safe working practices, emergency procedures, harmful biological effects of ionizing radiation, reports of defects and noncompliance, and other topics as required by Title 10, Code of Federal Regulations (CFR), Part 19 and appropriate Army regulations.

(3) Evaluate all operations involving the use or storage of radioactive materials annually to determine the need for restricted areas, dosimetry, or other control measures. This evaluation will include, as needed, physical measurement.

(4) Review all operations involving the use or storage of radiation sources to ensure that dose rates to personnel comply with the ALARA principle.

(5) Ensure that leak tests are conducted and that radioisotope leak tests and inventory reports are submitted on all individually controlled items.

(6) Submit Radiation Incident/Accident reports as necessary per AR 385-40.

(7) Ensure notices to workers, warning signs, instructions, and other notices required by Title 10, CFR and local SOPs are posted.

(8) Determine that all shipping arrangements for radioactive materials are per Department of Transportation (DOT) Regulations in Title 49, CFR, and Title 10, CFR, Part 71. This includes, but is not limited to, packaging mode of transport, destination, location of transport vehicle, information supplied on shipping documents, labeling of packages for interim storage in warehouses, and placarding of vehicles.

(9) Monitor each outgoing shipment and provide information and/or readings for shipping papers as required by Title 10, CFR, Part 71 and Title 49, CFR, Part 173, or appropriate tariffs.

(10) Inspect/monitor each incoming package (in excess of Type A limits) received on Ft Jackson containing radioactive material (except hospital packages) within 3 hours, if received during duty hours, or within 18 hours, if received after duty hours, as required by this regulation and local SOP.

(11) Monitor every vehicle or aircraft (military or commercial) that has transported radioactive materials (in excess of type A limits) on Ft Jackson when required by this regulation and unit SOPs.

(12) Approve, if necessary, requests to procure radiation sources.

(13) Suspend any operation that represents a serious radiation hazard or violates applicable regulations.

(14) Monitor and advise URSO's

(15) Schedule and organize the semi-annual IRCC meeting; generate minutes.

h. Unit Radiation Protection Officer. The URSO will:

(1) Develop and implement a unit SOP for the Radiation Protection Program in their unit to ensure personnel safety and regulatory compliance.

(2) Provide the commander/director and radiation workers with advice and assistance on all matters pertaining to radiation protection.

(3) Provide training and instruction to users and visitors in the safe use of protective equipment, radioactive material, radiation-producing devices, etc. All training will be documented with the trainee's signature and should be conducted annually as a minimum.

(4) Review radiological operations to determine compliance with regulations and SOPS.

(5) Ensure proper personnel monitoring devices are being utilized.

(6) Maintain dosimetry records on file per AR 11-9.

(7) Perform radiation surveys and leak tests or ensure that such surveys and leak tests are performed.

(8) Assist in the investigation of radiation accidents, incidents, and overexposure.

(9) Prepare documentation for all radioactive items being transferred to LRC or other using organizations.

(10) Attend the semi-annual IRCC meeting.

i. Supervisors of Radioactive Material. Supervisors of radioactive material or radiation-producing devices will:

(1) Maintain an inventory of radiation sources for which they are responsible. Copies will be forwarded to the URSO/ARSO.

(2) Post appropriate warning signs.

(3) Ensure personnel receive annual training and the training is documented.

(4) Comply with the ALARA principle by minimizing radioactive exposure and contamination.

(5) Secure radioactive sources from unauthorized use.

(6) Prepare, before the start of any operation involving radioactive material or possible exposure to radiation, an SOP for review by the IRSO. The SOP will contain as a minimum:

(a) Responsibilities

(b) Maximum levels of radiation (exposure and activity of source)

(c) Storage

(d) Dosimetry

(e) Fire protection

- (f) Security
- (g) Decontamination procedures
- (h) Emergency procedures
- (7) Enforce SOPs, rules, and special precautions.

(8) Report to the IRSO/URSO any radiologic accident, unsafe incident, suspected overexposure or contamination, or any incident involving lost or found radiation-containing material.

#### **7-4. Control of Ionizing Radiation Sources**

a. No radioactive material (except hospital material) may be brought onto the installation unless it is:

(1) Incorporated in a standard issue item such as is defined in TB 43-0116, Identification of Radioactive Items in the Army Supply System.

(2) Covered by a specific or general license issued by the Nuclear Regulatory Commission (NRC) to an activity on the installation or,

(3) Authorized by a Department of the Army Radioactive Material Authorization (DARA) for Army-owned quantities exempt from NRC licensing or,

(4) Included in a DA radiation permit granted for the use, storage, possession, or disposal of any source by non-Army agencies or,

(5) Authorized by the Senior Commander (temporary use or storage only) for a maximum of 15 calendar days.

b. Radiation-producing devices (i.e., industrial machines etc.) must be reported to the IRSO within 5 days of arrival on the installation.

c. Inventories of all ionizing sources will be prepared by the URSO of the owning activities and forwarded to the IRSO semiannually by 31 Jan and 31 Jul.

d. Areas where ionizing radiation sources are stored or used must be properly secured and marked. Areas must be surveyed with a properly calibrated radiation meter. This survey must be accomplished semiannually or whenever major changes are made in the quantity or type of radioactive source, the building or shielding in the area, or procedural changes for the use of the source. The IRSO will conduct and document results of surveys.

e. If warning signs are required, other documents may be required to provide information to workers, visitors, emergency rescue personnel, investigative authorities, etc. This includes, though may not be limited to:

- (1) "No eating, drinking, smoking, or applying of cosmetics is permitted in this area".
- (2) CAUTION – RADIOACTIVE MATERIAL
- (3) Notice to employees: NRC Form 3.
- (4) NRC Notice of Violations (NOV) – if any.
- (5) Energy Reorganization Act of 974: Section 206.
- (6) Applicable licenses\*

(7) Emergency procedures and SOPs\*

(8) Title 10 CFR Parts 19, 20, and 21\*

\*If posting these documents is not practical, a notice may be posted with NRC Form 3 that describes the documents and states where they may be examined.

f. Standard issue items (see TB 43-0116) containing radioactive material must be removed immediately from service when found to be broken, leaking, or unserviceable. Contact the IRSO or ARSO for removal action. Unauthorized personnel must not take apart or attempt to repair such items. Standard issue items must be used only for their intended propose and only under proper supervision.

g. Any proposed transfer of radioactive material, sources, devices, or commodities outside the Army must be approved by the IRSO/ARSO.

#### **7-5. Transportation of Radioactive Materials**

a. Upon receipt of a package containing radioactive material (in excess of Type A limits) the transportation officer will contact the IRSO/ARSO. The vehicle (military or commercial) must be held until it is monitored and released by the IRSO/ARSO should that be determined as necessary by local SOP. Packages will be monitored within 3 hours of receipt (in excess of Type A limits) during normal duty hours and within 18 hours if received after normal duty hours. The IRSO/ARSO will monitor the package visually and with an appropriate survey meter to determine if any further action is necessary.

b. Off-post shipments must comply with regulations established by the Department of Transportation (DOT), the Nuclear Regulatory Commission (NRC), affected states, and Army regulations. Packages will be monitored/wipe tested by the IRSO/ARSO to ensure appropriate information is placed on the shipping documents.

c. Radioactive materials may be temporarily stored in connection with movement (transportation using standard procedures) as long as the following guidelines are followed:

(1) They will not be stored in the same warehouse section with explosives, flammable materials, photographic film, or unsealed food products.

(2) Packages labeled with Radioactive White I, Yellow II, or Yellow III labels will be placed in a controlled area of the warehouse.

(3) The IRSO/ARSO will be made aware of the location of any package labeled with Radioactive White I, Yellow II, or Yellow III label.

d. Standard issue items containing radioactive materials (except individual controlled items) may be moved and used anywhere on the installation, consistent with the owning activity's mission and the items intended purpose as specified in the applicable technical publications.

e. Unsealed or leaking "sealed sources" will be moved only under the direction of the IRSO or ARSO.

f. Drivers of vehicles carrying radioactive materials will adhere to the procedures governing transportation of hazardous materials.

#### **7-6. Disposal of Radioactive Waste**

a. When material has been determined (by detection device, life cycle replacement, or published TB) to be radioactive waste, the IRSO/ARSO will be notified. The following information must be provided:

(1) NSN.

(2) Number of items.

- (3) Nomenclature.
- (4) Other identifying information.
- (5) Whether or not the device is leaking or suspected of leaking.
- (6) Serial numbers (if applicable).
- (7) Radioactive isotope.
- (8) Activity in millicuries or microcuries (mCi or uCi).

b. Arrangements must be made by the owning activity to drop the items from accountability so that disposal actions can be accomplished.

c. The IPRO or AIRSO will provide instructions to the owning activity. Leaking sources will be picked up and moved only by the IRSO or AIRSO.

d. When sufficient material has been accumulated to make disposal desirable, the IRSO will request disposal instructions from the applicable license holder.

### **7-7. Emergencies**

a. When any abnormal or emergency situation involving radioactive materials develops at Ft Jackson dial 911 or (803) 751-9111 (cell phone), and notify the IRSO or AIRSO immediately. A roster will be maintained in the staff duty officer's instruction book. The first few minutes after the discovery of a radiological accident can be the most critical if there are injuries involved. During this period, personnel present at the site must take immediate action (based on an assessment of the degree and nature of the hazard) to ensure appropriate lifesaving, control, and containment procedures are initiated.

b. Take these actions:

- (1) Administer lifesaving first aid.
- (2) Remove injured personnel from radiation area.
- (3) Immediately notify the MACH that personnel have been contaminated.
- (4) Keep all unnecessary personnel out of the area.
- (5) Administer first aid for lesser injuries.
- (6) In case of fire, clear the downwind area as far as feasible, at least to a distance free from direct smoke inhalation.
- (7) Decontaminate injured personnel as soon as possible.
- (8) Do not allow any personnel, equipment etc., thought to be contaminated out of the area.
- (9) Identify and record names of affected personnel.
- (10) Any action which increases the chance of radioactive materials entering the body must be prevented. Open wounds must be cleaned (decontaminated) thoroughly. Smoking, eating, and drinking will not be permitted in any area thought to be contaminated.
- (11) Every attempt should be made to decontaminate individuals before they are transported to receive medical treatment.

c. The following paragraphs provide some guidance for accomplishment of the actions above. Accurate assessments and good judgment must be exercised.

d. Normal first aid procedures may be used with the following exceptions, modifications, and considerations.

(1) Only those personnel with severe (i.e., life or limb endangering injuries) should be treated before removal from the immediate site of the accident. Once lifesaving procedures have been accomplished, the dangers of moving personnel from the site must be weighed against the danger of continuing radiation exposure from remaining at the site. Decontamination of injured personnel should begin as soon as possible with emphasis on removal of gross amounts of radioactive contaminants, especially from the vicinity of wounds.

(2) Personnel with minor injuries should be removed from the immediate site of the accident and decontaminated before treatment is given.

e. The priority of radiation exposure control is second only to the preservation and safety of human life and limb. Therefore, after emergency first aid has been given, all efforts will be directed towards the reduction of exposure of personnel to radiation. Thus, it should be remembered that any unnecessary radiation exposure is considered excessive. The following guidance is provided-

(1) Radiation exposure is reduced by minimizing exposure time by increasing the distance between the source of radiation and personnel and by shielding (dense materials, e.g., lead, cement, sand, plastics) between the radioactive source and personnel.

(2) All but the most severely injured personnel will be removed from the site of an accident at the earliest possible time. First aid for minor injuries should be delayed until the patient is decontaminated (if injury permits).

f. Medical personnel at the hospital/clinic and ambulance personnel must be informed ASAP of the possibility of contamination to injured personnel. Information given should be as detailed and complete as can be provided.

g. Prompt decontamination (removal of contaminants) can be accomplished in various ways. Methods selected will depend on the circumstances encountered at the site, i.e., location and concentration of contaminant on personnel, number involved, etc.

h. Actions taken to decontaminate personnel can include:

(1) Removal of clothing (most contaminants are usually on clothing and shoes).

(2) Thorough washing with nonabrasive soap and lukewarm water. Avoid the use of organic solvents; they increase the probability of radioactive materials penetrating through the pores of the skin.

(3) Localized contaminated areas should be marked off and cleansed with swabs to minimize the danger of spreading contaminants by general washing.

(4) Showering under tepid water using a mild soap solution in the event contamination is not localized or several individuals have been contaminated.

i. All materials used in the decontamination of personnel will be treated, handled, and disposed of as low-level radioactive waste under the supervision of the IRSO/AIRSO/MACH RPO.

j. If there has been a fire or if airborne release of radioactive contaminants is suspected, nose wipes will be taken from all personnel in the immediate vicinity of the accident before they are released from the site. Wipes will be protected from cross contamination and will be identified, as a minimum, with the name, SSN, unit, and telephone number of the individual.

k. In any case, the name, SSN, address, unit, and telephone number (as applicable) will be obtained from each individual involved.

l. Proper control and containment of radioactive contamination assists in minimizing personnel exposure and in the eventual task of area decontamination.

(1) Take all possible steps to isolate and close off the accident site to include sealing all windows and doorways, shutting down ventilation systems, and limiting access to authorized personnel only (i.e., emergency response team members, fire fighters, military police, medical personnel).

(2) If fire is involved, extinguish (if possible) as quickly as possible. Take precautions to prevent water run-off from leaving the area.

(3) Contain and isolate all contaminated or possibly contaminated personnel and equipment until decontamination and monitoring operations are complete.

(4) If it is essential (loss of life or limb) to remove any individual or piece of equipment from the scene before decontamination is complete, take all prudent precautions to prevent the cross-contamination of otherwise uncontaminated personnel, areas, equipment, and vehicles.

(5) Suspect that everyone and everything involved with the accident is contaminated (worst-case scenario) until it is shown by monitoring to be otherwise.

m. The Installation RSO will advise the fire department of areas used to store radioactive material and the particular hazards associated with each area:

(1) Radioactive materials will be stored strictly per published technical data to ensure prevention of any significant external dose under any conditions. Fire fighters should wear self-contained breathing apparatus and protective clothing while fighting fires that possibly involve radioactive materials.

(2) The IPRO will be informed of any fire involving an area where radioactive material is stored.

#### **7-8. Procedures for Control of Storage Areas**

Radioactive storage areas must be approved by the IRSO/AIRSO. The IRSO will evaluate/wipe test all storage areas quarterly per local SOP.

#### **7-9. Report of Safety Hazards**

a. Code of Federal Regulations (CFR) Title 10, Part 21 requires that any manufacturing defect involving any device licensed by the NRC must be reported within 2 days following receipt of the information. Failure to comply may result in civil penalties assessed in the amount provided by Section 234 of the Atomic Energy Act of 1954, as amended. DA personnel are NOT exempt from this requirement.

b. Any individual discovering or having knowledge of an ionizing radiation safety hazard must report such knowledge to the IRSO or AIRSO in an expeditious and timely manner. Possible safety hazards include, but are not limited to:

(1) Release of unauthorized amounts of radioactivity to an unrestricted area (the environment). Action such as incinerating, crushing, throwing in dumpsters, etc., of radioactive material (with some minor exceptions) is strictly prohibited by law.

(2) Unauthorized disassembly of a radioactive component.

(3) Leaking "sealed" source.

(4) Overexposure or suspected overexposure of personnel.

(5) Loss of control of radioactive items.

(6) Dose rates in unrestricted areas in excess of 0.5 millirem per hour.

(7) Failure to use individually controlled radioactive items strictly per applicable technical publications.

c. The IRSO will evaluate the information, investigate if necessary, and determine if the accident/incident should be reported as a "Substantial Safety Hazard" IAW Title 10 CFR, Part 21.

## **Chapter 8 Safety Awards Program**

### **8-1. General**

a. The Secretary of the Army established the Army Accident Prevention Awards Program to personally recognize organizations and individuals that have demonstrated exceptional operational excellence by sustained mission success with simultaneous exemplary safety performance. Safety awards are recognized as an essential part of an effective safety program.

b. The objective of this awards program is to promote excellence through accident and hazard reduction. An active safety awards program will recognize effective safety programs, integration of RM principles, and foster a sound safety culture.

c. For category, measure, and goals, See TRADOC Regulation 385-2 on table 5-1.

d. Nominations packets must be received annually in September.

### **8-2. Responsibilities**

a. Commanders/directors will:

(1) Establish and implement a unit safety awards program.

(2) Establish funding requirements to support safety awards/promotional programs.

(3) Forward nominations to the Ft Jackson Safety Office for processing. The Ft Jackson Safety Office will not be available for writing or generating nominations.

### **8-3. Safety Awards**

a. Impact awards. Commanders, leaders, and supervisors at all levels may present impact awards recognizing or promoting safety and risk management efforts.

(1) The Ft Jackson Safety Office will support this effort with plaques and other promotional items, as available.

(2) A memorandum, outlining the safety program or risk management accomplishment, signed by the commander will be submitted through the Ft Jackson Safety Office.

b. Certificate of Achievement in Safety:

(1) The Fort Jackson Certificate of Achievement in is Safety reserved for individuals or organizations that make valid contributions to the accident prevention effort.

(2) The certificate may be presented to detachments, company-size units, battalions, or equivalent; brigades or equivalent; U.S. Army military personnel, DA Civilian employees, or personnel working with and under Ft Jackson operational control.

(3) A memorandum, outlining the safety program or risk management accomplishment, signed by the commander will be submitted through the Ft Jackson Safety Office.

c. Army Accident Prevention Award of Excellence in Safety. A unit that completes 36 consecutive months without experiencing a Class A, B, C, or D accident may qualify for this award. See AR 672-74 for award criteria or contact Ft Jackson Safety Office for assistance.

d. Army Accident Prevention Award of Honor in Safety; A unit that completes 24 consecutive months without experiencing a Class A, B, C, or D accident may qualify for this award. See AR 672-74 for award criteria or contact Ft Jackson Safety Office for assistance.

e. Additional Duty Safety Officer Award Of Excellence:

(1) An Additional Duty Ft Jackson Safety Officer will be selected annually for recognition for their excellence in performance of safety duties. This will normally include one awardee from a military workplace and one awardee from a civilian workplace.

(2) Brigade commanders and directors may submit nominations annually to the Ft Jackson Safety Office by 30 September.

(3) Personnel nominated must have been assigned as an Additional Duty Safety Officer or NCO for at least 6 months.

(4) Submissions must address the Additional Duty Safety Officer or NCO involvement in the following-

(a) A unit safety inspection program to eliminate unsafe conditions and unsafe acts.

(b) A safety education and promotion program centered on identified problems.

(c) Unit safety council meetings.

(d) Investigation and reporting of accidents.

(e) Analysis of unit accident experience to determine problems and implementation of countermeasures.

## **Chapter 9 System Safety Management**

### **9-1. Intent**

This chapter prescribes policy and procedure to ensure identification of hazards in Army systems, and facilities, while managing the risks associated with these hazards. It applies to all Army materiel systems, facilities, and equipment, including Non-Developmental Items (NDI) and Commercial Off-The-Shelf (COTS) items. It applies during all phases of the life cycle of systems, facilities, and equipment. These concepts apply to all levels of procurement and acquisition programs including purchases of materials for non-standard organizational use.

### **9-2. Policy**

a. Equipment with uncontrolled residual hazards will not be operated without executing the RM process. All COTS equipment will have a third party RM assessment conducted by subject matter experts before organizational use. Safety lessons learned will be a key consideration in selecting the best solution when analyzing alternatives.

b. System safety will be applied early (for example, during mission concept planning) and tailored

according to MIL–STD–882E for all Army systems and equipment, regardless of the acquisition process utilized (that is, evolutionary acquisition or spiral development), throughout their respective life cycles.

c. Hazards discovered in fielded systems, facilities, and materiel will be accessed and communicated in a timely manner.

### **9-3. Objectives**

a. The primary objective of system safety is to maximize operational readiness and mission effectiveness through accident prevention by ensuring that-

(1) Hazards are identified, managed, and associated risks for each system throughout its life cycle and all mission variations.

(2) Hazards eliminated through design or controlled to acceptable levels and risk associated with residual hazards and formally identified, accepted by the appropriate management decision level, and documented.

(3) Identify hazards associated with new technology or operations for consideration in later applications.

### **9-4. System safety standards**

The system safety standards prescribed in DA Pam 385-16 are mandatory and will be used together with the requirements of RM processes in this regulation.

### **9-5. Commercial Off-the-shelf, Non-developmental Items and local Purchases**

a. COTS, NDI, and local purchases can pose potential problems concerning operational support and maintenance. These problems result because the item was built to commercial standards. As a result, the product may introduce hazards in the military environment. The purchaser must compare the commercial application with the tactical battlefield environment. Prior to purchasing, consider the following:

(1) Has the system been designed and built to meet applicable and/or any safety standards?

(2) Has a hazard analysis been performed?

(3) What is the accident history for the system?

(4) Are any protective equipment or actions needed during operation, maintenance, storage, or transport of the system?

(5) Does the system contain or use any HAZMAT (including radioactive substances), have potentially hazardous emissions (for example, laser), or generate hazardous waste and/or materials?

(6) Are special licenses or certificates required to own, store, or use the system?

(7) Is the system similar to previous military systems? Is there a history of accidents involving a similar system?

(8) Is the purchase attempting to resolve problems with previous equipment? Does it create new hazards?

(9) Will it interfere with operating or using other military equipment?

(10) Are there any interoperability and/or connectivity issues that cause safety hazards with the equipment?

(11) Is COTS electrical equipment used in Army workplaces “listed” or “labeled” by a nationally recognized testing laboratory such as Underwriters Laboratories? Military equipment released to the field under the auspices of AR 700-142 will be considered as equivalent to “listed”.

b. All COTS equipment will have a third party risk management assessment conducted by subject matter experts before organizational use.

#### **9-6. Facility System Safety (FASS)**

a. Army facilities with uncontrolled residual hazards will not be used without executing the formal RM process. Place emphasis on engineering out hazards in Army facilities. Training, administrative procedures, and labels will be used as a last option.

b. Commanders/directors will establish, maintain, and use FASS engineering, management, and health analysis procedures for the design, construction, operation, and disposition of facilities, ensuring a coordinated effort between all organizations.

c. Facility users will report any accidents, deficiencies, malfunctions, failures, or other situations related to facility design hazards.

d. A hazard tracking system to provide a total life cycle record of hazards associated with the facility and equipment will be maintained.

#### **9-7. Objectives**

a. The primary objective of FASS is to maximize operational readiness and mission effectiveness through accident prevention by ensuring:

(1) A FASS effort is established and documented during the life cycle of a facility.

(2) A coordinated FASS effort from involved organizations is achieved.

(3) Hazards and associated risks for facilities and equipment identified and managed.

(4) Hazards are eliminated by engineering out or controlling acceptable risk levels and formally identifying risk associated with residual hazards is; accepted by the appropriate management level, and documented.

(5) Hazards are tracked through the facility life cycle.

b. The secondary objective is to prevent injuries through unit SOP establishing a sustainable program.

#### **9-8. Facility System Safety (FASS) Standards**

The FASS standards prescribed in DA Pam 385–16 are mandatory and will be used together with the requirements of this regulation.

#### **9-9. FASS Training requirements**

Facility and/or project managers, safety professionals, and FASS POCs will be trained according to DA Pam 385-16.

## **Chapter 10 Training Requirements**

### **10-1. Introduction**

This chapter establishes the safety training requirements for personnel during Ft Jackson operations focus is on reduction of risk during training and in the workplace while preventing damage to equipment, thus providing for mission accomplishment.

### **10-2. Policy**

a. All Army personnel will be provided training in those areas needed to safely and efficiently execute their task. This training will specifically address:

- (1) The PPE required
- (2) General safety requirements particular to the operation
- (3) Risk mitigation techniques and controls
- (4) Special safety requirements
- (5) Lessons learned from previous operations
- (6) Procedures for reporting and responding to accidents
- (7) Identification of all known and perceived hazards

b. Training may be necessary when employees are reassigned; whenever new equipment, procedures, or chemicals are introduced; or to improve current employee work habits.

c. Employees will receive appropriate training at the time of initial job assignment and periodically as needed or required. Maintain a record of all training.

**10-3. Military Personnel Training.** Military personnel are required to complete the following courses as appropriate to their rank and position:

a. **Accident Avoidance Course:** All personnel: via distance learning within 30 days of arrival at Ft Jackson. Certification is good for 4 years. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

b. **Army Traffic Safety Training:** All personnel: local class within 30 days of arrival at Ft Jackson. Provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

c. **Cold Injury Prevention:** All personnel: cold injury prevention training NLT 01 November annually. Train-the-trainer (ADSO), provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

d. **Heat Injury Prevention:** All personnel: heat illness prevention training NLT 01 April annually. Train-the-trainer (ADSO), provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

e. **Risk Management Basic Course:** All personnel: course via distance learning within 30 days of arrival at Ft Jackson. No expiration, one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

f. **Commanders Safety Course:** First Sergeants, Command Sergeants Major, and Commanders must complete the Commanders Safety Course prior to assuming duties at Ft Jackson. No expiration,

one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

g. **Hazard Communication Training:** All personnel who use, transport, store, or dispose of hazardous chemicals, to include cleaning chemicals, must receive hazard communication training. Train-the-trainer (ADSO), provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

h. **Supervisor Safety Course:** Civilian or military supervisors of civilian personnel must complete this course via distance learning within 30 days of appointment to a supervisory position. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

i. **Local Supervisor Safety Course:** All supervisors must complete this course within 30 days of appointment to a supervisory position. Provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

**10-4. Civilian Personnel Training.** Civilian personnel are required to complete the following courses as appropriate to their rank and position:

a. **Accident Avoidance Course:** All personnel driving a government owned vehicle: via distance learning within 30 days of arrival at Ft Jackson. Certification is good for 4 years. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

b. **Army Traffic Safety Training:** All personnel driving a government owned vehicle. Local class within 30 days of arrival at Ft Jackson. Provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

c. **Risk Management Basic Course for Civilians:** All personnel must complete this course via distance learning within 30 days of arrival at Ft Jackson. Via distance learning within 30 days of arrival at Ft Jackson. No expiration, one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

d. **Employee Safety Course:** All personnel must complete this course via distance learning within 30 days of arrival at Ft Jackson. Via distance learning within 30 days of arrival at Ft Jackson. No expiration, one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

e. **Hazard Communication Training:** All personnel who use, transport, store, or dispose of hazardous chemicals, to include cleaning chemicals must receive hazard communication training. Train-the-trainer (ADSO), provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

f. **Supervisor Safety Course:** Civilian or military supervisors of civilian personnel must complete this course via distance learning within 30 days of appointment to a supervisory position. Via distance learning within 30 days of arrival at Fort Jackson. No expiration, one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

g. **Manager Safety Course:** Senior civilian managers (Deputy Director and above) must complete this course via distance learning within 30 days of appointment. Via distance learning within 30 days of arrival at Ft Jackson. No expiration, one time completion. Course availability: Army Knowledge Online <https://www.lms.army.mil>.

h. **Local Supervisor Safety Course:** Civilian or military supervisors of civilian personnel must complete this course within 30 days of appointment to a supervisory position. Provided by the Ft Jackson Safety Office. Contact (803) 751-6004 for scheduling information.

#### **10-5. Additional Duty Safety Officers Training**

a. Personnel appointed as Additional Duty Safety Officers must receive additional training. This training has two requirements:

(1) The on-line Additional Duty Safety Officers Course provided at <https://www.lms.army.mil>.

(2) The Ft Jackson ADSO Course provided by the Ft Jackson Safety Office.

b. Both phases completed within 30 days of appointment. Call 751-6004 for scheduling information.

**10-6. Specialized Training**

a. Specialized training may be required for a particular job or specific operational process (specific examples include operating chainsaws, driving forklifts, or confined space entry, etc.).

b. Supervisors will ensure that a job hazard analysis (JHA) for that workplace or activity is completed and documented for all required work.

c. Do not permit personnel to perform any tasks prior to meeting any/all applicable training, testing, and/or licensing requirements.

d. Contact the Ft Jackson Safety Office for assistance.

e. Table 10-2 (below) is a list of the most common training according to 29 CFR 1904 and 1910 OSHA general industry standards; not an all-inclusive list.

<i>Topic</i>	<i>Instructor</i>	<i>Applicable Employees</i>	<i>Reference</i>	<i>When Required</i>
Accident Prevention Signs & Tags	Supervisor	All	29 CFR 1910.145(c)	Initial
Bloodborne Pathogens	Supervisor	All	29 CFR 1910.1030(g)(2)	Initial & Annually
Confined Space	Supervisor	Employees exposed to confined space hazards	29 CFR 1910.146(g)	Initial & Prior to entry
Electrical Safety	Supervisor	Employees exposed to electrical hazards	29 CFR 1910.332(b)(1)	Initial
Explosive Agents	Supervisor	Drivers & Operators	29 CFR 1910.109	Initial
Fire Extinguishers (Portable)	Supervisor or Fire Marshal	All	29 CFR 1910.157(g)	Initial & Annually
Hazardous Communications	Occupational Health Tech & Supervisor	All employees exposed to hazardous chemicals	29 CFR 1910.1200 29 CFR 1960.59 DODI 6055.1 AR 700-41	Initial, Annually, & when hazardous chemicals change
Hazardous Waste Operations	Supervisor	Worksite Employees	29 CFR 1910.120	Initial & Annually
Hazardous Chemical Spill Response Teams	Spill Response Coordinator	Designated Employees	29 CFR 1910.120	Initial & Annually
Hearing Conservation	Supervisor	Employees exposed to noise levels over 85 Db	29 CFR 1910.95(k)(i)	Initial & Annually
Liquefied Petroleum Gas	Supervisor	Operators	29 CFR 1910.110	Initial
Lockout / Tagout	Supervisor	Employees controlling engaged energy	29 CFR 1910.147(a)(3)	Initial & Periodically
Means of Egress (Emergency)	Supervisor	All Employees	29 CFR 1910.38(a)(5)	Initial & Annually
Medical Services and First Aid	OH Manager /	Designated Responders	29 CFR 1910.151(a) & (b)	Initial

requirements	Supervisor			
Multiple & Single Piece Rim Wheels	Supervisor	Employees servicing wheels	29 CFR 1910.177(c) & (f)	Initial
OSHA Compliance Management	Safety & OH Manager	First Line Supervisors	29 CFR 1960.55 DODI 6055.1 EO 12196	
OSHA Programs	Safety & OH Manager	Senior Supervisors	29 CFR 1960.54 DODI 6055.1 EO 12196	Initial
Personal Protective Equipment (PPE)	Supervisor	Worksite Employees	29 CFR 1910.132 thru 138	Initial
Powered Industrial Trucks (Tugs & Forklifts)	Supervisor	Operators	29 CFR 1910.178	Initial
Respiratory Protection	Supervisor	Required Employees	29 CFR 1910.134	Initial
Safety & Occupational Health Training	Supervisor	All & Employee Representatives	29 CFR 1910.59	Initial
Welding	Supervisor	Operators	29 CFR 1910.253(a)(1)(4) 29 CFR 1910.254(a)(3)	Initial

Table 10-2. Training Requirements

**10-7. Risk Management in Training**

a. Risk management provides commanders with the ability to balance risk levels with other desired outcomes in terms of impact to mission, cost, performance, and schedules. Risk management does not give the Army the authority to violate or deliberately disobey local, state, national, or host nation law. Commanders cannot use the process to justify ignoring regulatory restrictions, such as occupational safety and health regulations, life safety, and fire protection codes, physical security requirements, or to alter or bypass legislative intent.

b. Every commander, leader, and manager is responsible for protecting the force and persons affected by training conducted on Ft Jackson. Risk management is the Army’s principal risk reduction process to assist leaders in identifying and controlling hazards and making informed decisions. Risk management and accident prevention are inherent command functions. Refer to DA Pam 385-30 for detailed risk management guidance.

c. Risk management serves as the most effective tool in protecting the force by providing a systematic framework for identifying and controlling risk in all environments and operations. The process is continuous and cyclic in nature and applies from initial planning through after-action review. Commanders will accept no risk unless the benefit outweighs the potential loss and will ensure that the risk decisions are made at the appropriate level.

d. The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards or accept risks. In those circumstances where local resources are not available to control residual risks, leaders will make conscious decisions to either accept the risk or elevate the risk decision to the next higher level of leadership. The risk management process supplements, but does not supersede, the compliance requirements of federally mandated standards, this regulation, or any other regulation. A risk assessment will be performed for all events that expose personnel to potential risk.

**10-8. Risk Management Process**

a. Risk management is the process of identifying and controlling hazards to protect the force and is a continuous process applicable to any situation and environment. The 5-step process is the commander’s

principal risk reduction process to identify and control hazards and make informed decisions.

(1) **Identify hazards to the force:** Consider all aspects of current and future situations, environments, and known historical problem areas.

(2) **Assess hazards to determine risks:** Assess the impact of each hazard in terms of potential loss and cost based on probability and severity.

(3) **Develop controls and make risk decisions:** Develop control measures that eliminate the hazard or reduce its risk. As control measures are developed, risks are re-evaluated until the residual risk is at a level where the benefits outweigh the cost. The appropriate decision authority then makes the decision.

(4) **Implement Controls:** Implement controls that eliminate the hazards or reduce their risks: ensure the controls are communicated to all involved.

(5) **Supervise and evaluate:** Enforce standards and controls. Evaluate the effectiveness of controls and adjust/update as necessary. Ensure lessons learned are fed back into the system for future planning.

b. The five steps represent a logical and systematic thought process from which users develop tools, techniques and procedures for applying risk management in their areas of responsibility.

#### 10-9. Daily Risk Assessments

a. Baseline risk assessments for standardized range activities are acceptable for use, but a daily risk assessment must be conducted in order to account for current or changed conditions.

b. Baseline risk assessments will be reviewed annually.

c. Daily risk assessments are developed by considering METT-TC factors and evaluating existing conditions against the baseline risk assessment for that particular range/activity.

d. If a baseline risk assessment is in use, the daily risk assessment may be added to the baseline document. Care must be taken to ensure that all personnel are aware of the applicable changes.

e. Commanders will develop and use daily risk assessments that address such factors as environment, weather, Leader to Led ratios, cumulative effect factors over the last three training days, and other factors that may have changed from the original risk assessment.

f. If the application of the daily risk assessment demonstrates a significant change to the overall risk, the unit Commander will notify the command level authorized to approve the new level of risk.

g. The unit conducting training is responsible for the safety and effectiveness of that training. All personnel must understand the hazards and countermeasures applicable to a particular training event; risk management worksheets will be briefed to trainees prior to events.

h. Training will not be conducted without a completed risk assessment that has been signed by the appropriate risk decision authority.

i. The risk assessment must be present at the training site.

**10-10. Risk Decision Authority.** Risk decision authority is based upon the residual risk of an activity after application of control measures. The Commanding General, USATC & Fort Jackson has established risk acceptance authority as follows:

- a. Extremely High Risk:
  - (1) Commanding General, USATC & Fort Jackson
  - (2) Deputy Commanding Officer, USATC & Fort Jackson
- b. High Risk:
  - (1) Deputy Commanding Officer, USATC & Fort Jackson
  - (2) Chief of Staff, USATC & Fort Jackson
  - (3) Brigade Commander
  - (4) USAG Commander
- c. Medium Risk:
  - (1) Battalion Commander
  - (2) Commandants in the rank of Lieutenant Colonel
  - (3) Command Sergeant Major (CSM) serving as Drill Sergeant Academy Commandant
- d. Low Risk:
  - (1) Company Commander
  - (2) Course directors in the rank of Captain
  - (3) Individuals as designated by the Battalion Commander

**10-11. Assigned Risk Levels for Recurring Training**

a. The risk level for the following recurring ranges and training events has been pre-established. Daily conditions change by the hour; address on the site-specific daily risk assessment. Commanders must make every effort to reduce the risks associated with these events. The risk decision authority will be IAW section a-d. above.

- b. High risk Ranges:
  - (1) Convoy Live Fire
  - (2) Live hand grenades
  - (3) Urban Assault Course (live fire)
  - (4) Night Infiltration Course
- c. Moderate risk:
  - (1) Squad Defense (Anzio)
  - (2) US Weapons (Bastogne)
  - (3) Rappelling/Rope bridges (Victory Tower)
  - (4) Bayonet Assault Course (BAC, Pugil)
  - (5) Confidence Obstacle Course (COC)
  - (6) NIC Event Trail
  - (7) March and Shoot
  - (8) Static night fires
  - (9) Reflex fire
  - (10) CBRN training and operations
  - (11) Advanced Rifle Marksmanship training (ARM)
  - (12) Combatives
- d. Low risk:
  - (1) Teamwork Development Course (TDC)
  - (2) Fit To Win Endurance Obstacle Course (FTW)
  - (3) Chip-Yong-Ni (CHIP)
  - (4) First Aid
  - (5) Map Reading
  - (6) MOUT (dry/blank fire only)

- (7) BRM Ranges
- (8) Urban Assault Course (blank fire)
- (9) Basic Rifle Marksmanship (BRM)

## **Chapter 11**

### **Motor Vehicle Accident Prevention**

#### **11-1. Introduction**

a. This chapter establishes requirements for traffic safety and loss prevention to reduce the risk of death or injury to Army personnel from Army motor vehicle (AMV), Army combat vehicle (ACV), and private motor vehicle (PMV) accidents. It also establishes requirements for motor vehicle accident prevention on Ft Jackson and supplements public traffic safety law.

b. This chapter applies to all active duty military personnel at any time. This chapter also applies to Army National Guard (ARNG) and USAR personnel while in a military duty status, and all Army civilian personnel in a duty status operating a DOD-owned motor vehicle (vehicles under a rental agreement are DOD owned).

#### **11-2. Motor Vehicle Accident Prevention Policy**

a. Accident prevention approaches will be used to develop safety procedures that address all critical risk categories and the potential for accidents associated with each. The goal will be to eliminate or at least mitigate the possibility of serious accidents.

b. To facilitate accident prevention efforts, Army personnel listed below will accomplish the following listed tasks:

(1) Commanders/directors at all levels will:

(a) Brief all fatal and other Class A vehicle-related accidents (on-duty or off-duty Soldiers and on-duty DA Civilians, personal services contractors and visitors) to the Senior Commander within 14 days after of occurrence of the accident.

(b) Ensure completion of Army vehicle maintenance and required before, during, and after operation checks, according to ARs, technical manuals (TMs), and operator's manuals.

(c) Ensure processes that collect, analyze, and evaluate motor vehicle operator behavior and accident data are in place to identify where accident prevention efforts must be focused.

(d) Ensure that AMV operators are selected, trained, tested, and licensed according to Army regulations.

(e) Ensure that AMV driver candidates meet state driver licensing requirements.

(f) Ensure that senior occupants of vehicles are familiar with their authority and responsibilities. Enforce that head protection (combat vehicle crew (CVC), or advanced combat helmet (ACH)) will be worn by all personnel operating or riding as a passenger in Army tactical vehicles on Ft Jackson.

(g) Provide training, education, and motivation programs to prevent motor vehicle accidents. These programs will encompass the on-duty and off-duty operation of motor vehicles and recreational vehicles.

(h) Develop procedures to respond to traffic accidents, to include first aid, evacuation of injured, and the safe removal of disabled vehicles.

(i) Ensure formal recognition of vehicle operators and organizations with outstanding safe driving records.

(j) Ensure that personnel riding in vehicles are trained in rollover procedures and other emergency procedures.

(k) Prevent drivers who appear fatigued or who are physically, emotionally, or mentally impaired from operating a vehicle.

(2) Supervisors of Army motor vehicle and Army combat vehicle operations will:

(a) Enforce standards of performance to ensure safety and consistency of Army Soldiers' vehicle operations.

(b) Ensure that an assistant driver is assigned when required.

(c) Verify that Army vehicle drivers meet rest, duty time, and the alcohol restriction requirements.

(d) Verify whether Soldiers are taking prescription or nonprescription medication that may impair driving or alertness.

(e) Assess driver performance periodically and use incentives to reward drivers with good driving records.

(f) Incorporate the principles of the RM process into all motor vehicle related duties and responsibilities.

(g) Report hazardous operating conditions of Army vehicles to the vehicle dispatcher.

(h) Ensure that personnel operating or riding in tactical or combat vehicles have trained and rehearsed crew evacuation or rollover and fire drills.

(3) The senior occupant of an AMV or ACV is the senior ranking individual present or, in the case of a combat vehicle, the vehicle commander (VC), and is responsible for the overall safety of the occupants. The senior occupant or VC will:

(a) Ensure that the requirements of this regulation and AR 600-55 are met.

(b) Ensure that the vehicle is operated in a safe manner and according to applicable AMV standards and traffic safety laws.

(c) Ensure that the driver is licensed on the vehicle to be operated.

(d) Prevent drivers who appear fatigued or who are physically, emotionally, or mentally impaired from operating a vehicle.

(e) Ensure that drivers obey headphone and listening devices, operator distraction, and alcohol consumption restrictions.

(f) Ensure that vehicle occupants use occupant restraint devices at all times. If the senior occupant cannot be ascertained, the driver will be responsible for enforcement.

(g) Ensure that the authorized seating capacity of the vehicle is not exceeded.

(h) Assist the driver in identifying unsafe mechanical conditions of the vehicle.

(i) Report hazardous operating conditions of vehicles according to the organization's maintenance SOPs.

(j) Identify road and/or other driving hazards.

(k) Supervise all preventive maintenance checks and services (PMCS) as required.

(4) Motor vehicle operators will:

(a) Operate vehicles in a safe and prudent manner. This includes complying with local speed limits, vehicle speed limits, operating limits, municipal and state laws, and military vehicle regulations.

(b) Report use of prescription or nonprescription medication that could reasonably impair driving or alertness to the immediate supervisor.

(c) Report hazardous operating conditions of the vehicles to the vehicle dispatcher.

(d) After seeking emergency aid, report accidents immediately to the supervisor and to the vehicle dispatcher.

(e) Ensure that the cargo has been properly loaded and secured prior to and during transport.

(f) Wear installed restraint systems and enforce the requirement for passengers to wear occupant restraint devices at all times.

(g) Ensure that vehicles and their contents are properly secured when left unattended, to include setting the emergency brake and adequately blocking and chocking the wheels.

(h) Safely ensure that highway-warning devices are properly displayed when the vehicle stops on or beside the traveled portion of the roadway.

(i) Post personnel and warning triangles to warn approaching traffic when the vehicle is disabled or halted in a location that obstructs traffic.

(j) Use ground guides according to FM 21-60, and TC 21-305-20.

(k) Ensure that personnel riding in tactical or combat vehicles have been trained and have rehearsed crew evacuation or rollover and fire drills.

(l) Complete all preventive maintenance checks and services (PMCS) as required.

### **11-3. Motor Vehicle Safety Standards**

a. General Army motor vehicle safety standards.

(1) AMVs will be maintained in a safe and serviceable condition according to AR 750-1, DA Pam 750-8, TM 38-600, appropriate maintenance manuals and vehicle TMs.

(2) Operators are responsible for bringing any vehicle deficiency to the supervisor's attention. Fault status instructions of DA Pam 750-8 will be followed to ensure that no "status symbol X" faults are changed to "circle X status" (that is, allowing for one-time operation or mission) if it will endanger the operator and/or crew and/or cause further damage to the equipment.

(3) Operators will ensure that all required safety equipment is present, current, and functional according to the standards outlined in the appropriate operator's manual.

b. All Army vehicles, including non-appropriated fund vehicles and Government-owned and contractor-operated vehicles, will be required to pass a safety inspection at least annually. This inspection is described in AR 58-1 and DODI 6055.4 and is in addition to the dispatch inspections. The inspection will evaluate systems and components for vehicle performance (such as, occupant restraint devices, lighting, glazing, exhaust system, wipers, horn, brake systems, steering systems, suspension, tires, and wheel assemblies).

#### 11-4. Safe Motor Vehicle Operations

a. Occupant protection (HSPG Number 20):

(1) Occupant protective devices will be worn by all persons in or on an Army-owned motor vehicle whether on or off the installation.

(2) All personnel, to include Family members, guests, and visitors, will wear occupant protective devices at all times on an Army installation.

(3) Occupant protective devices will be worn by all Soldiers driving or riding in a PMV whether on or off the installation.

(4) Individuals will not ride in seats from which manufacturer-installed occupant restraints, including airbags, have been removed or rendered inoperative.

(5) Child safety seats will be used on Ft Jackson. Ft Jackson traffic safety programs are consistent with SC State and local child seat laws and with AR 190-5:

(a) Children under the age of six will be restrained by an approved child safety seat.

(b) Children under 1 year old or weighing less than 20 lbs must be in a rear-facing child safety seat.

(c) Children 1 through 5 years old, weighing between 20 to 40 lbs., must be in a forward-facing child safety seat.

(d) Children over 1 through 5 years old, weighing 40 to 80 lbs., must be in a belt-positioning booster seat.

(e) Regardless of age, children weighing over 80 lbs. or those who can sit erect against the car seat and bend their legs over the seat's edge are not required to be in a booster seat.

(f) Children under 6 years old cannot ride in the front seat. This stipulation is waived if the vehicle doesn't have a back seat, or if the back seat is occupied by other children under 6 years old.

b. Soldiers will complete a Travel Risk Planning System (TRiPS), PMV risk assessment while on leave, pass, or TDY out of the immediate local area (300 miles) and operating a motor vehicle. The risk assessment tool is on the USACRC Web site (<https://safety.army.mil>).

c. Eye protection (ANSI Safety Code Z87.1 approved safety goggles or spectacles with side shields) will be worn by VCs, drivers, and assistant drivers of combat or tactical vehicles when exposed to hazards outside the vehicle except when protected by a windshield.

d. Head protection CVC, or ACH) will be worn by all personnel operating or riding as a passenger in Army tactical vehicles on Ft Jackson.

e. All trailers will be equipped with safety chains or similar devices and properly connected to the prime mover to prevent breakaway trailer accidents.

f. Trailer brake lights, tail lights, and turn signals will be in operating condition.

g. AMVs, except non-tactical vehicles, will be equipped with properly sized chock blocks for use when parked on sloped terrain, while maintenance is being performed, or when a vehicle is parked and a trailer is attached.

h. All AMVs operating over public roads will be equipped with highway warning triangles. Vehicles

carrying flammable or explosive materials will not use or carry flares.

i. Emergency, repair, and utility servicing vehicles; truck tractors designed to haul oversized slow-moving loads; truck wreckers; and other vehicles that frequently deviate from or obstruct normal traffic patterns will be equipped with rotating or flashing warning signal lamps. Lights will be red and white for ambulance and firefighting vehicles, blue or red and blue for law enforcement vehicles; and amber for all others. These devices will be used by emergency response vehicles only when responding to emergency calls, when required to warn traffic of emergency vehicles stopped at the scene of an accident or breakdown, or when military vehicles are used in the pursuit of offenders.

j. Rotating or flashing amber lights will be used for cranes (wreckers), oversized or overweight vehicles, snow removal equipment, and other roadway maintenance vehicles.

k. Rotating or flashing lights will not be used when their operation is a hazard to other traffic.

l. Ground guides. Ground guides are required when wheeled and tracked vehicles are backed or when moved within an assembly area or motor pool. Ground guides will be properly trained according to FM 21-60, TC 21-305-20, and TC 21-306.

m. When backing or maneuvering in controlled access sites, a ground guide will be used when the point of operation is not in full view of the vehicle, machine, or equipment operator; when vehicles are backed more than 100 feet; when terrain is hazardous; or when two or more vehicles are backing in the same area.

n. Carbon monoxide poisoning precautions.

(1) Vehicle engines will not be operated in a maintenance facility longer than needed to move the vehicle in or out. If vehicles must be operated in a maintenance facility, an exhaust ventilation system that adequately exhausts vehicle engine gases will be used.

(2) Maintenance facilities and other enclosed areas used for vehicles will be ventilated adequately at all times to prevent overexposure to exhaust gases from vehicle engines or space heaters.

(3) Sleeping in parked vehicles with the engine heater or externally mounted generator running is prohibited. Carbon monoxide poisoning may result from exhaust gases entering the vehicle.

o. Commanders/directors of organizations that use COTS, utility vehicles (referred to as specialty vehicles-such as Segway HT, M-Gators, Gators, "Mule" utility vehicle, aircraft tugs, and low speed vehicles (golf carts and so forth)) will establish the following:

(1) An SOP that includes at a minimum, the safe operations, limits of operational work areas, PPE, and vehicle safety equipment requirements according to manufactures recommendations.

(2) A driver qualification and training program.

(3) Operators must possess a military operator's permit, Optional Form (OF) 346 (U.S. Government Operators Motor Vehicle Operator's Identification Card), with vehicle qualifications annotated on the face of the form.

(4) Commanders/directors will establish "operational work areas" to limit the travel of non-tactical specialty vehicles routinely used on Ft Jackson. An operational work area is that area in which a specialty vehicle can travel that is not on a public or installation roadway.

(5) Manufacturer installed safety equipment will be maintained in working order.

(6) Tactical specialty vehicles such as the M-Gator will not be driven on installation or public roads except to cross the roadway, and will only be driven on a public roadway at designated crossing points or with a road guard.

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

(8) Occupant protective devices will be worn by operators and passengers of specialty vehicles when installed by the manufacturer.

(9) Adequate head protection is required for operators and passengers operating or riding in tactical specialty vehicles and for operators and passengers of non-tactical vehicles operated outside of the designated operational work areas.

(10) For Segway HT, the minimum head protection standard for operations is an approved bicycle helmet.

(11) Operators of tactical specialty vehicles will wear approved head protection (helmet) that at a minimum conforms to DOT Safety Standard No. 218 or equivalent, protective goggles or face shield, full-fingered gloves, long-sleeved shirt or jacket, long trousers, and over-the-ankle boots.

(12) Operators and passengers of non-tactical vehicles that are not equipped with manufacturer installed rollover protection will wear approved head protection (helmet) that at a minimum conforms to DOT Safety Standard No. 218 MC safety standards or equivalent when operated on installation or public roads that are outside the designated operational work area.

(13) Non-tactical specialty vehicles that are allowed to operate outside a controlled work area and on installation streets, roads, and highways will meet the minimum vehicle safety standards according to 49 CFR 571.5, to include rollover protection, occupant protective devices, and placement of "Slow Moving Vehicle" emblems where required.

#### **11-5. Safe Movement of Personnel**

a. General movement of personnel. The following safety precaution must be in place before transporting troops in vehicles:

(1) Fixed seating is installed and passengers are seated wholly within the body of the truck.

(2) The body is equipped with stakes or sideboards, rear safety strap or tailgate protection, and a tailgate step or ladder.

(3) Before starting the engine, operators transporting passengers in trucks must ensure that the tailgate, safety device, or safety strap is in place and determine that all passengers are in a safe position.

(4) Operators will follow passenger carrying capacities for tactical and administrative vehicles per TB 9-639 or the appropriate vehicle TM.

(5) Passengers may be transported without fixed seating for short distances on the installation if each passenger remains seated and wholly within the body of the vehicle.

(6) Personnel will not be transported in the bed of an Army truck, off post, unless the truck is specifically designed to carry troops.

(7) When transporting passengers in cargo trucks in which cargo is loaded, ensure that they are seated in fixed seats and the cargo is adequately secured. Transportation to and from troop training or maneuver areas may be done with cargo trucks provided such transportation is part of training and the vehicle is equipped with fixed seating.

(8) When transporting personnel in cargo truck convoys, the last vehicle in the convoy will not be used to carry passengers.

(9) Transportation in 15-passenger vans. 15-passenger vans do not meet the Federally mandated safety standards required for school buses and cannot be used to transport pre-primary, primary, or secondary school age children to and from school. Never use 15-passenger vans to transport children to and from childcare facilities and youth service centers.

b. Commanders will ensure that personnel who operate 15-passenger vans:

(1) Are experienced drivers with good driving records.

(2) Are trained on the hazards and handling characteristics associated with 15-passenger vans.

c. Because of increased risks posed by the passenger vans, drivers need to be properly trained to operate these types of vehicles. In addition, the application of safety rules along with driver experience is essential to safely operating passenger vans. Using 15-passenger vans is restricted to driving within the boundaries of the installation and only operated during daylight hours.

**11-6. Tactical Vehicle Safety.** The following safety requirements apply to tactical vehicles operated on Ft Jackson:

a. Before starting a vehicle in an assembly area, a crewmember will walk completely around the vehicle to ensure that no one is in danger and that the area is free of obstructions or material that could be impacted by the vehicle.

b. Enforce that all personnel operating or riding as a passenger in Army tactical vehicles on Ft Jackson wear head protection CVC, or ACH.

c. Tactical vehicle operators will keep service drive lights on at all times when the vehicle is moving.

d. All safety standards (including speed limits, passenger transportation standards, and vehicle maintenance) apply during tactical operations. Any deviation from the standard will be properly assessed utilizing RM process.

e. Tactical vehicles operated on public highways will not exceed posted speed limits or speed restrictions addressed in the vehicle's operator manual, whichever is less. Additionally, tactical vehicles will be operated at speeds appropriate for the environmental conditions.

f. Personnel will not expose more than their head and shoulders (nametag defilade) while riding in tactical vehicles that have hatches, except when actively engaging targets with the vehicle mounted weapons systems.

g. Convoy operations. Convoy operations will comply with FM 55-30 and FM 4-01.45.

#### **11-7. Army Combat Vehicle (ACV) Safety**

a. Army combat and track vehicle commanders. Each ACV will have a track commander or VC who will occupy the commander's position within the vehicle. The track commander or VC will receive vehicle specific training on the vehicle's capabilities and limitations.

b. Operator and crew safety.

(1) Operators will not start ACVs unless the portable and fixed fire extinguishers are present and in operating condition.

(2) The intercom must be operational and in use. Moving an ACV without a track commander or VC and a working intercom or dismounted ground guide is prohibited.

(3) The positive safety-locking pin will be used to fasten open hatches to avoid accidental closing during movement of the vehicle.

(4) Crew will not wear rings or bracelets while conducting vehicle operational duties or when performing vehicle maintenance.

(5) Personnel in ACVs will wear protective headgear. The crew will wear operational CVC or ACH with the chinstrap fastened.

(6) Personnel exposed to eye hazards will wear appropriate eye protection.

(7) Personnel will not position themselves between an ACV and another vehicle or fixed object while the vehicle is moving or being slaved (started with jumper cables).

(8) Personnel in hatches will not expose more than their head and shoulders (nametag defilade). When nametag defilade is not observed, commanders must establish clear guidance and implement controls to mitigate or eliminate the added risk. All other personnel will ride with their bodies completely inside the vehicle.

(9) Riding on the exterior of ACVs is prohibited except where outlined as an accepted practice in an Army TM or FM.

(10) Seated personnel will wear occupant restraints, unless specifically exempted in the unit SOP or by the commander after completing RM for the mission.

c. Rollover drills and emergency procedures.

(1) Personnel riding in ACVs will be trained in crew rollover, fire, and emergency egress drills. The drills will be conducted prior to field training exercises or training missions.

(2) Rollover drills will be conducted prior to every tactical training cycle.

d. Bivouac and assembly areas.

(1) Commanders will ensure that sleeping area perimeters are designated and marked. They should select sleeping areas protected by natural obstacles when possible.

(2) Where access to bivouac or an assembly area is restricted to road entry, a guard will be posted to warn vehicle crews that there are troops on the ground.

(3) Prior to leaving a motor pool or assembly area in tactical environments, the track commander or VC will walk completely around the vehicle to check for personnel clearance and/or other hazards in the vicinity of the vehicle.

(4) Operators will move ACVs in motor pools, parking areas, cantonments, assembly, and sleeping areas only when a dismounted ground guide assists. When visibility is reduced, guides will use flashlights to direct vehicles. The track commander or VC, driver, and dismounted ground guide will maintain visual contact at all times.

#### **11-8. Driver Education (HSPG Number 4)**

a. The Army Traffic Safety Training Program is required training for all Army personnel.

(1) Introductory Training Course I. During initial entry training, all Soldiers will be given traffic safety training (advanced individual training, basic officer leader's course, and so forth). The course will establish and reinforce a positive attitude toward driving, individual responsibility, and correct response to routine and emergency driving situations.

(2) Local Area Hazard Training Course II. All Army personnel who are newly assigned to an Army installation or theater will receive a briefing on the local driving hazards they may encounter while serving

at that location. The required training can be scheduled through the Army IMCOM Registration System at <https://imc.army.mil/airs/Home.aspx>.

(3) Intermediate Traffic Safety Training Course IIIA. All newly assigned Soldiers less than 26 years of age will receive intermediate traffic safety training that reinforces the initial traffic safety training course.

(4) Accident Avoidance Course. Anyone operating an AMV will have first completed the online accident avoidance course as part of licensing procedures. The training includes RM, personal responsibility, driving hazard awareness, defensive driving techniques, accident avoidance, and MC safety. The course is located on the Army Learning Management System at <https://www.lms.army.mil>. Tactical vehicle drivers are required to complete additional vehicle-specific training, as required by AR 600-55. The online Accident Avoidance Course will be repeated every 4 years in accordance with AR 600-55.

(5) Driver improvement/remedial drivers training. To reinforce positive driving behaviors commanders:

(a) Will provide Army-approved driver improvement courses to military or civilian personnel who, while operating a Government motor vehicle, have been convicted of a moving traffic violation, or have been determined to be at fault in a traffic mishap. The required training can be scheduled through the Army IMCOM Registration System at <https://imc.army.mil/airs/Home.aspx>.

(b) Will require personnel as described in paragraph (a) inside or outside normal duty hours, to attend the courses or lose installation-driving privileges. State-approved driver improvement programs may be used to fulfill the requirement where an Army standardized course is not provided.

(c) Will refer Soldiers to attend remedial drivers training due to high-risk driving activity. Examples of high-risk driving activities include:

- The accumulation of five or more traffic points over a 12-month period (AR 190-5);
- Warning traffic citation(s) for moving and non-moving infraction(s);
- Letter(s) of counseling or reprimand for driving; or
- Confirmed witness statements of driving infraction(s).

b. Each progressive traffic safety training course builds on the previous module to reinforce the Army's expectations for a safe Army driver.

#### **11-9. Unit Private Motor Vehicle (PMV) Safety Inspections**

a. Commanders/directors will ensure unit PMV safety inspections are conducted. At a minimum, motor vehicle inspections are required every 6 months.

(1) First line supervisors will complete a vehicle inspection of the Soldier's vehicle. Supervisors will use the vehicle checklist found in the POV Tool Box at <https://crc.army.mil>.

(2) Another goal of this inspection is to generate a positive conversation with the Soldier to gain situational awareness into the plans and attitude of the Soldier. This is the best time to talk to the Soldier about checking the weather along the planned route and if the Soldier has allotted adequate time to travel without driving above posted speed limits.

b. Procedures will be developed and implemented at all Ft Jackson organizations to ensure that Army Civilians have access to vehicle inspections provided to Soldiers and have considered applying RM to their leave and off-duty plans.

c. Re-inspections will occur when identified unsafe conditions and/or findings have been corrected.

d. Privately owned MC inspections will include verification of MC rider training, licensing, and PPE.

e. Vehicle inspections will include verification of driver license, insurance, and registration.

### **11-10. Motorcycle Safety**

a. Purpose. The Army continues to lose Soldiers to motorcycle accidents at an alarming rate. Trends analysis indicates excessive speed, reckless operation, and operator inexperience as common causal factors. The Fort Jackson Motorcycle Safety Program is designed to include the full spectrum of motorcycle safety, including training (initial, progressive, and refresher), leadership, mentorship, and responsibilities.

b. Policy. The Army Progressive Motorcycle Program (PMP) requires all Soldiers who own or operate a motorcycle to complete four separate training events at specific time intervals defined in Army Regulation 385-10: the Motorcycle Safety Foundation Basic Rider Course (BRC), Basic Rider Course 2 (formerly Experienced Rider Course) or Military Sport Bike Rider Course, motorcycle refresher training, and sustainment training. Required follow-on training must be completed within 90 days of completing the BRC, and sustainment training is required every five years. Refresher training is only required if a rider has been deployed more than 180 days.

(1) Motorcycle Safety policies and procedures apply to:

(a) All Soldiers at all times, on or off-duty.

(b) All civilians while on the installation.

(c) DA Civilian employees while on official government business.

(2) Motorcycle safety policies and procedures apply to all types of motorized equipment with two and three wheels. When used within this document, the term motorcycle will be construed to mean any of these vehicle types. This includes motorcycles, ATV, Can-Am Spyders, scooters, and mopeds.

(3) Minibikes, pocket bikes, and similar vehicles do not meet federal highway safety standards and, therefore, will not be operated on Ft Jackson.

c. Responsibilities.

(1) Commanders/directors:

(a) Identify unit motorcycle riders and ensure face-to-face counseling between first-line supervisors and Soldiers who ride.

(b) Support and promote motorcycle safety activities that reinforce positive training, mentorship and riding within regulatory limits.

(c) Establish unit mentorship programs and select suitable unit mentors to coach unit motorcycle riders.

(d) Ensure all Soldiers have a completed motorcycle operator checklist on file.

(e) Ensure all Soldiers who own or operate a motorcycle have a completed motorcycle agreement on file.

(2) Soldiers/DA Civilians who operate motorcycles:

(a) Comply with motorcycle training, licensing and operating requirements.

(b) Apply the principles of risk management.

(c) Properly wear and maintain the appropriate personal protective equipment (PPE).

(d) Recognize the inherently dangerous nature of motorcycle operations and demonstrate self-discipline and accident avoidance while riding.

(3) Directorate of Emergency Services:

(a) Require verification of motorcycle licensure and training prior to any Soldier entering on the installation.

(b) Ensure security personnel and military police officers are aware of, and are enforcing, the provisions of this policy. Soldiers who are found to be in violation will not be denied entrance to the Installation, but will be halted in a safe area at the gate and the chain of command will be notified to recover the Soldier.

d. General Requirements.

(1) Motorcycles must have two rear view mirrors, one on each side.

(2) Motorcycles must have headlights illuminated at all times.

(3) Motorcycles must be equipped with operational front and rear brakes.

(4) Protective Equipment.

(a) All motorcycle operators and passengers must wear the following personal protective equipment when operating a motorcycle (or while riding as a passenger):

(1) A properly fastened helmet that meets the Department of Transportation Safety standard No. 218, United Nations Economic Commission, for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 according to DODI 6055.4, 20 April 2009, Change 2, references (w), (x), (y), and (z). Novelty helmets do not meet this requirement. The helmet will be securely fastened under the chin.

(2) Impact or shatter resistant goggles, wrap-around goggles, or full-face shield (attached to helmet) that meet or exceed ANSI Standard Z 87.1. Windshields or eyeglasses alone do not constitute eye protection.

(3) Long pants.

(4) Long sleeved shirt or jacket.

(5) Full fingered gloves or mittens made from leather or other abrasion-resistant material.

(6) Sturdy, over-the-ankle, leather or ballistic-type cloth athletic boots or shoes.

(7) Commanders will encourage motorcycle riders (Soldiers) to select PPE designed with abrasion resistant materials and impact absorbing padding that incorporates florescent colors and retro reflective material and employ other visibility-enhancing equipment such as headlight modulators, braking alerts, etc.

(b) The PPE for Government-owned and recreational ATV operators during off-road operations should also include knee and shin guards and padded gloves.

(c) Unit commanders may authorize using combat helmets for operating tactical vehicles (for example, ATVs, motorcycles, and recreational off-highway vehicles) during operations and training based on an operational risk assessment.

e. Training.

(1) Minimum Training:

(a) All Soldiers are required to successfully complete the Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) before operating a motorcycle. The required motorcycle training can be scheduled through the Army IMCOM Registration System at <https://imc.army.mil/airs/Home.aspx>.

(b) Commanders may not waive or defer the training requirement.

(c) Training is provided at no cost to military personnel or DoD Civilian employees who operate motorcycles in the performance of their duties. Personnel will not be charged pass or leave to attend the course.

(d) Military retirees, DoD civilians, and military family members/dependents are not permitted to attend Army sponsored training.

(e) Motorcycles will be provided for the Basic Riders Course.

(f) Motorcycle operators must have their motorcycle safety card in their possession at all times while operating a motorcycle.

(g) This training does not license individuals to operate a motorcycle. Individuals must seek licensing through the appropriate State Department of Motor Vehicles.

(h) Currently, a modified BRC curriculum is not available for Can-Am Spyders and three-wheeled motorcycles on Fort Jackson. Novice operators are allowed to complete the following: the BRC (using a two-wheeled trainer motorcycle) or a state-sponsored Sidecar and Trike Education Program Course.

(2) Progressive Training. Soldiers will complete either the Experienced Riders Course (ERC) or the Military Sport Bike Riders Course (MSRC), within 12 months of completing the BRC. Course selection depends on type motorcycle owned; both courses are one day in duration and students must provide their own motorcycle. Progressive training courses can be scheduled through the Army IMCOM Registration System at <https://imc.army.mil/airs/Home.aspx>.

(3) Refresher Training. Motorcycle refresher training (MRT) will be provided for Soldiers (motorcycle-licensed and endorsed) deployed for more than 180 days. A soldier must attend MRT prior to operating his or her motorcycle on a public or private street or highway. Motorcycle riders must provide their own motorcycle for MRT. Refresher training is given at the unit level utilizing the USACRC MRT digital video disk, which is available online at <https://safety.army.mil/povmotorcyclesafety/MOTORCYCLE/MotorcycleRefresherTrainingVideo/tabid/627/Default.aspx>. Commanders can refer motorcycle riders back to motorcycle courses for retraining if they question the operator's safe riding skills.

(4) Sustainment Training. Motorcycle riders are required to take sustainment training within 5 years following completion of the ERC/BRC II or the MSRC after a 5-year period of inactivity, or the acquisition of a new or change in motorcycle(s). Soldiers are encouraged to take sustainment training after a major geographic relocation. Commanders are not authorized to waive or defer sustainment training. Training can be scheduled through the Army IMCOM Registration System at <https://imc.army.mil/airs/Home.aspx>.

f. Motorcycle Mentorship Programs. Each organization is required to implement a Motorcycle Mentorship Program. Mentorship programs are a cost/labor effective means to act as an information conduit for motorcycle safety education and awareness and promote command objectives related to motorcycle safety. Unit motorcycle mentors must:

(1) Be an experienced (5 or more years) motorcycle rider in good standing. Maturity, experience, and leadership skills are key requirements for any mentor.

(2) Set the example for responsible motorcycle riding.

(3) Mentor Soldiers in purchasing, riding and maintaining motorcycles.

(4) Organize and promote activities for motorcycle safety in support of the Commanders Safety Program.

g. Licensing.

(1) Operators of Government-owned and privately owned MCs (both street and off-highway versions) on Ft Jackson must be appropriately licensed to operate on public highways.

(2) A valid OF 346 or DA Form 5984-E (Operator's Permit Record) fulfills the licensing requirement for operators of tactical MCs on Ft Jackson.

(3) Where state or local laws applicable to the installation require special licenses to operate privately owned MCs, mopeds, motor scooters, ATVs or recreational off-road vehicles such license requirements, at a minimum, will be required for operating those vehicles on Army installations.

### **11-11. Pedestrian and Bicycle Safety**

a. Pedestrian safety will be an integral part of the installation traffic safety program. The following policies apply when walking or running on Ft Jackson:

(1) A responsible person will accompany children under the age of 10 years old, while walking outside the housing area. Place special emphasis on protecting children walking to and from school, entering and leaving school buses, and playing in housing areas.

(2) While navigating Ft Jackson, all pedestrians will use paths or sidewalks along roadways and wear reflective outer garments during periods of reduced visibility.

(3) Commanders/directors will enforce use of Ft Jackson's designated run routes established in Ft Jackson 350-1. Commanders will establish internal designated routes for organized physical training formations that will limit exposure of troops to motor vehicle traffic. Troop formations moving on roadways during periods of darkness will be provided flashlights with wand or luminescent chemical lights.

(4) Units will run only 3 abreast for safety purpose (large length units will be broken into small groups). Personnel running left of formation (i.e., cadence callers, unit leaders, platoon sergeant, executive officer, commander, etc.) will wear a road guard vest.

(5) All persons using installation roadways for recreational walking and jogging during hours of darkness (30 minutes after sunset to 30 minutes before sunrise) will display a minimum of 20 square inches (at least 8 square inches front and rear) of reflective material (i.e., high visibility vest, arm bands, or leg bands). Additionally, walkers or joggers will comply with the following at all times-

(a) When jogging with others on the roadway, run in single file.

(b) Utilize sidewalks where available and practical.

(c) Always walk and jog facing traffic.

(d) Use extreme caution when crossing streets and at intersections. Obey all traffic signs and signals.

(e) Individual walkers and runners or informal groups of walkers or runners must yield the right of way to all vehicular traffic. Walkers or runners have right of way over vehicles only at marked crosswalks.

(f) Use of headphones is prohibited while walking/jogging on Ft Jackson.

(g) Personnel will not walk, run, or jog on range roads or in the training complex.

b. Bicycle safety is an integral part of the installation traffic safety program. All personnel, who ride bicycles on Ft Jackson, will wear bicycle helmets approved by the Consumer Product Safety Commission. Personnel who operate bicycles on Ft Jackson roadways will:

- (1) Obey all traffic laws and traffic control devices.
- (2) Not wear headphones or earphones while riding a bicycle.
- (3) Not ride in the training complex or on range roads without approval of DPTMS, Range Division.
- (4) Comply with the following during the hours of darkness:
  - (a) Bicycles will be equipped with one light in front, which will clearly reveal objects at least 50 feet ahead.
  - (b) Bicycles will be equipped with one red light or red reflector in the rear.
  - (c) Bicyclists will wear a high-visibility vest or other reflective gear, at all times.

## **Part Two**

### **Sustaining the Soldier**

This part addresses Safety Program management functions that are appropriate to sustaining the Soldier during training, mobilization, tactical, and field operations. Sustaining the Soldier presents unique challenges due to the duties, the intensity of training, and the fact that they are Soldiers 24 hours a day, 7 days a week. The principles and concepts stated in this part are imbedded in DA Civilians positions descriptions.

#### **Chapter 12**

##### **Force Mobilization**

##### **12-1. Intent**

a. Ft Jackson Soldiers and DA Civilians must be prepared to deploy as part of the operational force. This includes special assignments and operations as part of working groups focused on improving training.

b. This chapter establishes the minimum safety requirements for projecting combined Active Army and Reserve Component (RC) Soldiers into any environment during hostilities and contingency operations including special assignments.

##### **12-2. Application of Risk Management (RM)**

Operational conditions often impose significant risks to our workforces' lives. When applying RM, use mission, enemy, terrain and weather, troops, time available, and civil considerations to systematically identify hazards IAW ADRP 3-0.

##### **12-3. Standards**

a. Safe operations come from enforcing standards during training and then applying them during actual operations. Therefore, commanders/directors will train to the standards and hold the workforce accountable to follow them during all operations.

b. A common deployment concern is that individuals abandon safety in an effort to establish "combat posture." Therefore, supervisors are to ensure that the RM process is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans to minimize accident risk, and that SOPs are developed for all operations entailing risk of death, serious injury, occupational illness or property loss.

c. Supervisors will establish a command climate from the outset that promotes safety and takes every measure and precaution to keep our workforce healthy and maintain their morale. This will be initiated by establishing a safety network and designating safety personnel at all levels.

d. Personnel will enforce standards and require their peers perform to standard in all operations.

##### **12-4. Operational Deployment Areas of Consideration**

The actions that take place prior to deployment are crucial to a successful deployment. Safe deployment operations demands a commitment of commanders and leaders at every level to ensure personnel execute to standard throughout the operation (for example, strategies and procedures will be developed to address rail operations, convoy operations, aviation operations, port operations (sea and air), and so forth).

##### **12-5. Health Issues**

a. Pre-deployment medical/dental screening and appropriate pre-deployment prophylaxis (measures designed to preserve health) are vital and will be instituted prior to deployment.

b. Medical and environmental health threat briefings will be provided to all personnel so they are aware of and prepared for the risks in the theater of operations.

c. Proper education and pre-deployment medical/dental screening will be used to prevent unnecessary loss during all phases of deployment.

d. Commanders/directors will ensure the occupational and environmental health surveillance requirements as delineated in DODI 6490.03 are implemented.

**12-6. Post-mobilization.** Personnel returning from deployments must be reintroduced into their non-deployment roles as husbands, wives, mothers, fathers, and citizens so that they readjust to the new stressors and different demands. Therefore, strategies and procedures will be developed to:

a. Complete DD Form 2796 (Post–Deployment Health Assessment).

b. Assess, treat, and document adverse or potentially adverse exposures or negative health related behaviors during mobilization and demobilization.

c. Provide health threat briefings to educate spouses on health related symptoms and myths, to include information on identifying potential signs and symptoms of distress and treatment options.

d. Provide briefing and education on changes in relationships, single Soldier parent issues, and child behaviors.

e. Provide training in suicide awareness and prevention, individual and family communication, and a medical threat brief.

**12-7. Reintegration.** With continued deployments and redeployments of the workforce, all supervisors will mitigate risks by ensuring every person knows his or her role and that they remain focused on the inherent dangers:

a. Before a member of the workforce leaves the theater, supervisors will adopt a program that includes training sessions, redeployment surveys, and medical screening.

b. Upon return, the process continues during a set number of days, offering classes, additional medical screening, and information prior to taking leave. This helps smooth the reunion process, to help participants recognize and establish realistic expectations about the reunion. They will learn to spot symptoms of stress, learn about sources of assistance, and the importance of communication.

c. Privately owned vehicle safety will be included and highly emphasized in reintegration training before and after deployment.

**12-8. Risk Re-familiarization, Post-deployment, and Reconstitution.** Leaders are responsible to reduce the likelihood of at-risk behavior during post-deployment and reconstitution. A primary consideration should be to reset each individual's risk acceptance threshold. The following will be developed and used to expedite the process:

a. Returning personnel may not have driven on congested U.S. highways or been involved in social drinking situations for several weeks or months. Therefore, briefings will include seatbelt safety; safe driving factors such as speed limits, rest stops, and focus of attention; alcohol consumption and driving, swimming, boating, and operating other recreational vehicles; alcohol use and domestic violence; Army substance abuse policy (zero tolerance for illicit use); and motorcycle safety.

b. Review the last risk reduction quarterly statistics received prior to deployment for indications of at-risk behaviors and the interventions needed to reduce the likelihood of reoccurrence. Plan to incorporate those interventions during reconstitution.

- c. Each commander/director will develop and use an individual risk assessment, which should begin during redeployment and continue through reconstitution.
- d. Schedule a unit risk inventory within 90 days of arriving at home station.

## **Chapter 13 Tactical Safety**

### **13-1. General**

a. This chapter establishes the requirements for safety during tactical training operations. Unless otherwise specified the provisions of this regulation apply to all training operations on Ft Jackson. The intent of tactical safety elements are to increase training experiences thus reduce risk of injury or illness during training.

b. RM will be integrated into all tactical and contingency operations IAW DA Pam 385-30 and imbedded in all operations orders (OPORD). Analyze all expected tactical threat-based and accidental hazard-based vulnerabilities to determine associated risk. Implement, enforce and review appropriate control measures. Eliminate all hazards on a greatest risk first basis.

### **13-2. Preparation for Tactical Operations**

Complete preparation for tactical operations, as far ahead of time as possible before deployment to ensure complete, accurate, efficient and safe procedures and policies are in place.

### **13-3. Tactical Order**

All plans and orders will address RM and safety management specific issues IAW AR 385-10, ADP 5-0, and applicable operational specific procedures. Integrate the results of the risk assessment and countermeasures throughout the order as applicable.

**13-4. Safety Personnel Planning.** Prior to tactical operations, all unit additional duty safety staff (ADSO/CDSO) will:

- a. Meet to review the operations order, its safety implications, and coordinate responsibilities.
- b. Meet periodically during the training of tactical operations to meet and share experiences and lessons learned.
- c. Ensure that means of contacting each safety individual is in place.

### **13-5. Safety Training**

a. All participants will be provided safety training in those areas needed for safe and efficient execution of tactical training. This training will specifically address-

- (1) The PPE required.
- (2) General safety requirements peculiar to the contingency and tactical operations.
- (3) Lessons learned from previous contingency and tactical operations.
- (4) Procedures for reporting and responding to accidents.

b. The Ft Jackson safety office will review training records during annual organizational inspection processes.

### **13-6. Tactical Water Safety Operations**

a. Commanders of units conducting water operations or conducting operations in or around water hazards will develop and implement standard operating procedures (SOPs) to identify visually weak and non-swimmers and provide water survival training appropriate to their mission on the most likely water hazards that personnel may encounter.

b. Commanders of units conducting water operations will develop and implement SOPs and advanced training for vehicle swimming, fording operations, and stream crossings. Commanders in the grade of Colonel and above may approve deviations from the SOP.

### **13-7. Environmental Hazards (Cold/Heat)**

a. Ft Jackson policy is to control preventable injury and illnesses through command-oriented occupational, environmental, and personal protection programs. All personnel are responsible for maintaining their own health and fitness.

b. Preventable personnel losses from heat, cold, diseases or other environmental factors are important. While mission requirements will dictate unit policies, commanders must evaluate the effects of environmental hazards on their ability to complete the mission.

### **13-8. Prevention of Cold Weather Injuries**

#### a. Responsibilities

##### (1) Commanders/directors:

(a) Will coordinate with medical planners, medical officers, PM personnel, medics, and field sanitation team (FST) personnel to conduct educational and training programs.

(b) Annually review all training and operations to make sure adequate planning for emergency medical support and cold injury assessment and management is up to date and processes are included in each unit level SOP.

(c) Include checks on cold weather injury prevention training and RM measures in the command inspection program (CIP).

(d) Establish written procedures for the prevention of cold weather injury specific to the type and intensity of particular training activities. Implement procedures in the unit safety program and the risk assessment specific to every training activity.

(e) Ensure all cadre receive training in cold injury prevention NLT 20 October of each year. Ensure that newly arrived personnel receive cold weather injury training as soon as possible after their arrival. Cold weather training will be available at the Ft Jackson safety office starting the first week of Oct annually.

(f) Provide adequate clothing, shelter, heaters, warming areas, food, and warm beverages for cold-weather operations.

(g) Ensure that only Army approved heaters are used and those operators receive training/license in the use of the heaters.

(h) Lead the RM process for all operations to ensure adequate and effective controls, while assuming residual risk.

##### (2) Commander, Moncrief Army Community Hospital (MACH):

(a) Understand the Senior Commander's intent and goals; advise the commander on the potential adverse effects of cold weather. Propose practical options for control of cold, wetness and wind exposure under difficult circumstances.

(b) Coordinate with the Ft Jackson Safety Office in the assessment of each component of cold exposure (environmental factors, condition of the Soldier, work load and mission requirements) to plan for the primary prevention of cold injuries.

(c) Coordinate with the Ft Jackson Safety Office in the development and execution of training focused on Ft Jackson cadre in recognizing the signs of impending cold weather injury and the basics of buddy aid.

(d) Communicate to field commanders and the Ft Jackson Safety Office immediately upon recognition of cold weather injury events and clusters.

(3) Directorate of Plans, Training, and Mobilization: Disseminate local area cold category information via Range Operations and the Ft Jackson AtHoc notification system.

b. Prevention

(1) Classroom training on cold injuries and avoidance is not sufficient to prepare troops for operating in cold weather. Therefore, opportunities to learn through experience in a controlled situation are invaluable. Gradually increasing exposure and training time in the cold for troops will give them the confidence and ability to recognize potential areas of risk early enough to employ countermeasures and will enable them to work successfully in the environmental conditions with little impact on the mission.

(2) Soldiers will not sleep with footwear on. Feet need to dry out overnight to maintain the skin integrity and prevent nonfreezing cold injuries.

(3) Clothing becomes ineffective if it becomes dirty. Dirt compresses the insulation in the fleece and clogs the pores in breathable fabrics. Soldiers must clean their clothing according to the manufacturer's recommendations.

(4) Cold weather injury surveillance (tracking and observation) of troops is one of the most effective means to prevent frostbite. Troops must be taught to check on their buddies every few hours by looking for blanched skin on the fingers, ears, cheeks, nose, and toes.

(5) Face camouflage paint will not be used when the air temperature goes below 32 °F, because the paint conceals any changes in skin color, which signal the early development of frostbite. Spreading petroleum jelly or other emollients onto the skin (except the lips) does not lower the risk of frostbite and in fact increases risk by giving a false sense of security because the skin is perceived to be warmer than it is. These products will not be used in cold weather.

c. Risk management (RM)

(1) RM is the process of identifying potential hazards before conducting cold-weather operations/training and taking the steps necessary to control these hazards. An important aspect of this is recognizing changes in weather conditions so that troops can be alerted to potential modifications that may be necessary to reduce exposure and susceptibility to cold injuries. Therefore, the RM process must continually be reevaluated as input changes. Finally, being alert to signs of Soldier distress in the cold is critical so that management procedures and interventions can be adjusted accordingly.

(2) Leaders will follow a systematic risk assessment before conducting cold weather operations to identify potential hazards and plan accordingly. At high cold-injury risk levels, the benefit of training may be outweighed by the logistical impact of casualty evacuation and ability to complete the mission.

d. Warming Operations

(1) Heaters and stoves are for warming operations only.

(2) Only Army-approved heaters will be used.

(3) Personnel will not sleep in warming tents, or where heaters and stoves are operational, unless a fireguard is posted, and that fireguard is trained in the use of fire extinguishers and or water source provided.

(4) The use of personally owned, electrical, or non-vented combustion type heaters is prohibited.

(5) Government issue tent stoves will not be used in buildings.

(6) Before use of any portable heater, commanders will ensure that the following are accomplished:

(a) A written SOP is present.

(b) Each heater is set up and operated by trained and licensed personnel only.

(c) Each heater is fueled, used, and maintained per applicable TM.

(d) No ammunition residue or dunnage of any kind will be used as fuel.

(e) Pallets will not be used as fuel.

(f) Heaters are vented to the outside of the tent, structure, or shelter using the vent pipes provided with the heater.

(g) Tent flaps are left open to ensure adequate ventilation and prevent carbon monoxide buildup.

(h) Stovepipe must extend one standard pipe length above the tent and be fitted with a spark arrestor.

(i) Heaters are set up on a firm and level fireproof base located in a marked area free of clothing or combustible material.

(j) A 4-foot area around the heater and vent pipe will be maintained clear of combustible material.

(k) Heaters are not operated while unattended and a fireguard will be on duty anytime heaters are in use.

(l) The fireguard will be briefed on early recognition of signs of carbon monoxide poisoning.

(m) The fireguard has immediate access to serviceable Class ABC fire extinguishers or water barrels, and is properly trained.

(7) Carbon monoxide (CO) detectors are not to be used in a field environment. CO detectors are not designed or proven for outdoor use and do not have a means for calibration. CO detectors used in an outdoor environment provide a false sense of safety and early warning.

e. Vehicles for Warming: Vehicles may be used for emergency heating, however:

(1) Vehicles will be used for emergency heating only; they will not be designated as the primary means of warming.

(2) No personnel will sleep in vehicles.

(3) While being used for emergency heating, windows will remain cracked to prevent buildup of carbon monoxide.

f. Carbon monoxide (CO) poisoning

(1) CO is a poisonous gas that cannot be seen or smelled. CO binds to red blood cells more readily than oxygen so less oxygen is available to vital organs and tissues. It is contained in the exhaust from stoves and vehicles. CO can build up in closed spaces that are poorly ventilated. Early signs of CO poisoning are headache, confusion, dizziness, and drowsiness. Persons found unconscious in a closed tent or vehicle may be victims of CO poisoning, especially if the lips and skin are bright red.

(2) CO poisoning can be prevented by maintaining adequate ventilation. Tents must not be airtight. Soldiers must not remain stationary in idling vehicles for long periods. Under no circumstances will anyone sleep in an idling vehicle. Only U.S. Army-approved heaters will be used.

g. Fires

(1) Personnel will not attempt to fight a fire involving a warming tent or building, unless the fire is small and in the incipient stage.

(2) Portable fire extinguishers have two functions; to control or extinguish small or incipient stage fires and to protect evacuation routes that a fire may block directly or indirectly with smoke or burning/smoldering materials.

(3) To extinguish a fire with a portable extinguisher, a person must have immediate access to the extinguisher, know how to actuate the unit, and know how to apply the agent effectively. Attempting to extinguish even a small fire carries some risk. Fires can increase in size and intensity in seconds, blocking the exit path of the fire fighter and creating a hazardous atmosphere. In addition, portable fire extinguishers contain a limited amount of extinguishing agent and can be discharged in a matter of seconds. Therefore, individuals should attempt to fight only very small or incipient stage fires.

(4) Prior to fighting any fire with a portable fire extinguisher, you must perform a hasty risk assessment that evaluates the fire size, the fire fighters evacuation path, and the atmosphere in the vicinity of the fire.

(5) All personnel will evacuate the area to an upwind location and contact the Fort Jackson Fire Department via range Control or E911 (803) 751-9111.

**13-9. Prevention of Hot Weather Illnesses**

a. Introduction

(1) Leaders prevent heat related illnesses. Leaders must identify hazards and conduct risk assessments to mitigate the risk of heat illnesses, and must understand that heat illnesses can occur during any time of year.

(2) Education of all personnel, especially leaders, on the causes of heat related injuries and preventive measures are vital to prevent heat related mishaps.

(3) All personnel, must know heat illness symptoms and emergency treatment procedures.

b. Responsibilities

(1) Commanders/directors:

(a) Unit commanders will coordinate with medical planners, medical officers, PM personnel, medics, and field sanitation team personnel to conduct educational and training programs.

(b) Identify and assess training/mission hazards, develop countermeasures and controls, and ensure those controls are effectively implemented. Conduct a safety briefing before each training event/activity and the control measures to mitigate those risks.

(c) Annually review all training and operations to make sure adequate planning for emergency medical support and heat illness assessment and management is up to date and processes are included in each unit level SOP.

(d) Include checks on heat illness prevention training and RM measures in the CIP.

(e) Establish written procedures for the prevention of heat illnesses specific to the type and intensity of particular training activities. These procedures will be implemented in the unit safety program and the risk assessment specific to a particular training activity.

(f) Ensure all cadre receive training in heat illness prevention NLT 1 April of each year. Ensure that all cadre and newly arrived personnel receive heat illness prevention training as soon as possible after their arrival. Heat Illness Prevention training will be available from the Ft Jackson safety office starting the first week of Mar and continuing through the end of Sep annually.

(g) Review all training and operations to ensure that adequate RM is conducted and effective controls have been identified and implemented.

(h) Ensure that adequate acclimatization (3 weeks, when feasible) is included in training schedules for newly arrived personnel.

(i) Require units engaged in training during heat hazard periods to have a reliable means of communication readily available to accomplish rapid evacuation of heat casualties. Coordinate, as needed, sufficient back up or replacement evacuation to support existing evacuation capability to ensure that any additional heat casualties can be promptly moved to a medical treatment facility.

(j) Ensure each company-sized unit has a WBGT kit to perform monitoring from 01 April to 30 September. Units also perform monitoring when the ambient air temperature is above 75 deg. F. Unit readings will be compared with the Range Control reading and the higher will be used to determine the heat category. Inspect WBGTs for serviceability prior to use and calibrate annually (March) through TMDE.

(k) Review all training and operations (including personnel on detail) to ensure that adequate RM is being conducted and effective controls have been identified and implemented. Ensure that rest periods are scheduled and enforced.

(l) Ensure every unit deploys ice sheets at a minimum rate of 1 cooler w/4 sheets per platoon from 01 April to 30 September and outside those dates when the ambient air temperature is above 75 deg. F. Ice sheets are required for all operations (recreation activities, details, organizational days, etc.).

(m) Ensure ice sheets are positioned along designated PT routes within area of responsibility IAW Ft Jackson Regulation 350-1.

(n) Ensure that cadre members are in the same uniform as Soldiers conducting training and exposed to conditions that replicate those experienced by the Soldiers conducting training.

(o) Ensure that all personnel have ample quantities of drinking water available during hot weather. Require all personnel to drink water during each rest period. Never exceed more than 1 ½ quarts per hour. The water should be potable and cool, not cold.

(2) Commander, Moncrief Army Community Hospital (MACH):

(a) Provide subject matter expertise concerning heat illness prevention.

- (b) Report all occurrences of heat stroke to the Ft Jackson Safety Office immediately.
- (c) Track other heat related mishaps and report them to the Ft Jackson Safety Office weekly.
- (d) Ensure that all medications that increase the risk heat related illnesses are clearly marked.
- (3) Directorate of Plans, Training, and Mobilization-Security (DPTMS)
  - (a) Maintain a WBGT at Range control and obtain hourly readings.

(b) Disseminate local area heat category information via Range Operations and the Ft Jackson AdHoc notification system.

c. Initial Entry Soldiers:

(1) Initial Entry Soldiers are particularly susceptible to heat illness (not acclimatized) because many are not accustomed to vigorous exercise.

(2) 3 weeks of exposure to heat combined with aerobic physical exertion is needed to accomplish acclimatization. Follow the below Work/Rest and Water Consumption Table during the acclimatization period-

### Work/Rest and Water Consumption Table

*Applies to average sized, heat-acclimated soldier wearing BDU, hot weather. (See TB MED 507 for further guidance.)*

Easy Work		Moderate Work				Hard Work	
<ul style="list-style-type: none"> <li>• Weapon Maintenance</li> <li>• Walking Hard Surface at 2.5 mph, &lt; 30 lb Load</li> <li>• Marksmanship Training</li> <li>• Drill and Ceremony</li> <li>• Manual of Arms</li> </ul>		<ul style="list-style-type: none"> <li>• Walking Loose Sand at 2.5 mph, No Load</li> <li>• Walking Hard Surface at 3.5 mph, &lt; 40 lb Load</li> <li>• Calisthenics</li> <li>• Patrolling</li> <li>• Individual Movement Techniques, i.e., Low Crawl or High Crawl</li> <li>• Defensive Position Construction</li> </ul>				<ul style="list-style-type: none"> <li>• Walking Hard Surface at 3.5 mph, ≥ 40 lb Load</li> <li>• Walking Loose Sand at 2.5 mph with Load</li> <li>• Field Assaults</li> </ul>	
Heat Category	WBGT Index, F°	Easy Work		Moderate Work		Hard Work	
		Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)
1	78° - 81.9°	NL	½	NL	¾	40/20 min	¾
2 (GREEN)	82° - 84.9°	NL	½	50/10 min	¾	30/30 min	1
3 (YELLOW)	85° - 87.9°	NL	¾	40/20 min	¾	30/30 min	1
4 (RED)	88° - 89.9°	NL	¾	30/30 min	¾	20/40 min	1
5 (BLACK)	> 90°	50/10 min	1	20/40 min	1	10/50 min	1

- The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hrs of work in the specified heat category. Fluid needs can vary based on individual differences (± ¼ qt/hr) and exposure to full sun or full shade (± ¼ qt/hr).
- NL = no limit to work time per hr.
- Rest = minimal physical activity (sitting or standing) accomplished in shade if possible.
- CAUTION: Hourly fluid intake should not exceed 1½ qts. Daily fluid intake should not exceed 12 qts.
- If wearing body armor, add 5°F to WBGT index in humid climates.
- If doing Easy Work and wearing NBC (MOPP 4) clothing, add 10°F to WBGT index.
- If doing Moderate or Hard Work and wearing NBC (MOPP 4) clothing, add 20°F to WBGT index.

For additional copies, contact U.S. Army Center for Health Promotion and Preventive Medicine Health Information Operations Division at (800) 222-9698 or CHPPM - Health Information Operations@apg.amedd.army.mil. For electronic versions, see <http://chppm-www.apgea.army.mil/heat>. Local reproduction is authorized. June 2004



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d. Heat Illness Identification

(1) Leader and Soldier knowledge of the signs and symptoms of heat illness are critical factors in heat illness prevention and identification. All Soldiers will be briefed on heat illness prevention, identification, and response during safety briefings on warm days.

(2) Mental status changes when training in hot weather will be treated as heat stroke until medical authorities assume responsibility for the Soldier.

(3) Anyone can do a mental status assessment by asking some simple questions.

- (a) What is your name? (Does not know their name)
- (b) What month is it? What year is it? (Does not know the month or year)
- (c) Where are we/you? (Does not know where they are)

(d) What were you doing before you became ill? (Does not know the events that led to the present situation).

(4) The immediate "Battle Drill" for any real or suspected heat illness is calling for emergency services and the application of ice sheets: **911 and Ice**.

(5) Anytime a Soldier is determined, or suspected, to have a heat illness, a cadre member will be assigned to monitor that person.

(6) The same cadre member will monitor the Soldier until relieved by EMS personnel.

(7) At no time, and under no conditions, will a real or suspected heat illness casualty be left alone.

e. Ice Sheets

(1) Rapid cooling is the most important treatment for a heat illness victim and must be applied as soon as possible.

(2) Leader familiarization with the signs and symptoms of heat illness and their ability to assess mental status changes is a critical component of heat illness prevention.

(3) Ice sheets will be stored in a waterproof container, immersed in ice and water. Ice sheets will not be kept in plastic bags. The human body cools by evaporation and it is important that the ice sheets be wet as well as cold.

(4) Ice sheets will be kept as near as possible to the operation, this also applies to DA Civilian personal when exposed to working conditions in outdoor environments. During foot marches and when separated from the company main body, platoons will have at least 1 set of ice sheets available.

(a) Once applied, ice sheets will remain in place until emergency service providers arrive or the Soldier begins uncontrollable shivering. As ice sheets become warm or dry, immerse the sheet in ice water to recharge or apply a fresh sheet.

(b) When in doubt, call 911 / (803) 751-9111 and apply ice sheets.

f. Evacuation Protocol. Transport heat casualties to the hospital via emergency medical services if **any** of the following factors exists:

(1) Signs or symptoms consistent with heat exhaustion or heat stroke.

(2) Change of mental status (such as, unconsciousness, confusion, disorientation, combative behavior).

(3) When in doubt, call 911 / (803) 751-9111 and apply ice sheets.

g. Heat Category Surveillance

(1) DPTMS will determine and distribute heat categories.

(2) Range Operations will monitor and report the general post heat condition to the FJ/EOC from 01 April through 30 September, or at any time during the remainder of the year that the ambient air temperature exceeds 75 deg. F.

(3) Units disseminate heat alert notification through the Heat Alert Warning System to the lowest level within their command and/or control, as soon as possible after receiving notification.

(4) The highest heat category during the day will remain in effect until 0300 hrs.

(5) This system is not a substitute for on-site monitoring of the WBGT index.

(6) The Heat Alert Warning System is a uniform system for dissemination of warnings of adverse hot weather conditions that are conducive to heat illness. It alerts commanders of the increased risk of heat related mishaps. The Heat Alert Warning System is meant to supplement on-site WBGT readings.

h. Heat categories and WBGT Indexes-

Heat Category	WBGT Index F
I	78.0-81.9
II	82.0-84.9
III	85.0-87.9
IV	88.0-89.9
V	90.0 & above

i. Actions by Subordinate Units:

(1) Subordinate unit commanders will, upon receipt of information that a heat alert is in effect, will modify such activities as marches, physical training, drill, field problems, fatigue details, and outside work in which personnel are exposed to direct sunlight and high relative humidity.

(2) Actions will be in accordance with the work/rest guidelines.

(3) A sign indicating the heat category will be prominently displayed at all ranges, training locations, and battalion headquarters.

(4) Wearing of NBC clothing (MOPP) adds 10 deg. F for easy work but 20 deg. F for moderate/hard work.

(5) Wearing body armor adds 5 deg. F to WBGT index in humid climates. Adjust guidance appropriately. Body armor will be removed at Category 3 except as required for conduct of ranges. The wear of body armor will be specifically addressed in the daily risk assessment.

(6) Activity Restrictions:

(a) Commanders/directors of personnel working in heat will not ignore indications that physical activity of individuals or groups of personnel should be restricted merely because notice of a change in the heat category has not been received.

(b) Many heat casualties have occurred before heat category 1 is reached. Personnel who are allowed to dress too warmly on "mild" days can overheat and become casualties.

(c) Units will have a portable WBGT Kit on hand when ambient air temperature is above 75 deg. F.

(d) Physical activity, including all operations and training, will be modified in successive stages of "Heat Categories" according to the WBGT Index as determined by the unit's WBGT Kit:

- When the WBGT index reaches 78 deg. F (heat cat 1), hard physical work may precipitate heat illness or injury; therefore, limit hard physical work and emphasize fluid replacement.

- When the WBGT index reaches 82 deg. F (heat cat 2), limit moderate and hard physical work and emphasize fluid replacement.

- When the WBGT index value reaches 85 deg. F (heat cat 3 & 4), employ increased rest periods for moderate and hard work and emphasize fluid replacement. Avoid outdoor classes in the sun.

- When the WBGT index value reaches 90 deg. F (heat cat 5), limit easy, moderate and hard work and emphasize fluid replacement. Suspend physical training and hard work for all personnel (excluding

essential operational commitments not for training purposes, where the risk of heat illness/injury may be warranted).

(e) No Soldier will be administered an APFT or APRT within 36 hours of return from field training or other strenuous activity.

(f) High-risk physical training activities may be defined as organized vigorous physical training involving large muscle groups with duration of 15 minutes or greater without a rest cycle and frequently performed under timed conditions. Examples include: running, navigation courses, road marches, "grass drills" involving push-ups, sit-ups, running in place and pull-ups.

(g) Physical fitness periods that target cardiovascular conditioning will not be conducted outside once temperatures reach heat category IV. This does not prevent strength training, corrective training or other physical related events. It specifically pertains to running related events only.

(h) High-risk training activities, such as running and road marches, will be performed in the early mornings.

(i) Conduct runs in formation at a double arm interval to allow air movement within the formation. Significant temperature increases are observed in the center of normal interval formations while running.

j. Clothing and Equipment

(1) Clothing and equipment should be worn so as to permit free circulation of air between the uniform and the body surface, such as loose fitting garments, especially at the neck, wrists, and legs.

(2) Under heat alert conditions, commanders may direct adjustments in the uniform for personnel engaged in fatigue details, training activities, and/or parade functions. Uniform adjustments include-

(a) Heat category 1-2: no restriction;

(b) Heat category 3: un-blouse trouser legs and unbuckle over garments. Remove body armor except as required for conduct of high-risk ranges. The wear of body armor will be specifically addressed in the daily risk assessment.

(c) Heat category 4-5: un-blouse trouser legs and unbuckle the web belt, remove helmets unless there are specific safety reasons to keep them on.

k. Heat Illness Risk Management Matrix

This tool was designed to assist leaders identify risk factors while operating/training during high heat periods. The card provides a quick reference for leaders to assess risk associated with activities in heat.

Risk Factors	Level of risk (For each factor, circle the appropriate condition)			
	0	1	2	3
Risk Management Worksheet	All control measures implemented			Not all control measures implemented
Heat (WBGT at site)	Less than Category 1	Category 1	Category 2 - 3	Category 4 - 5
Number of Sequential Days Heat Category 5	0	1	2-3	>4
Any Heat Injuries in the Past Two Days	None	Heat Cramps	Heat Exhaustion	Heat Stroke
Work in Past Two Days (see below)	Easy	Easy or Moderate	Moderate or Hard	Hard
Projected Work for the Present	Easy	Easy or Moderate	Moderate or Hard	Hard
Heat Acclimatization Days	>13	7-13	3-6	<3
Leader/Cadre Presence	Full Time	Substantial	Minimal	None
Length of Duty Time of Cadre	18 Months	7-18 Months	1-6 Months	< 1 Month
Communication System	Radio and Phone		Only one means of communication	None
Rest in Previous 24 Hours	> 7 Hours	5-7 Hours	2-4 Hours	< 2 Hours

Scores assigned to different conditions based on risk for developing a heat illness (0= Low risk; 1=Medium risk, 2=High risk; 3=Extreme risk). A cumulative score of 25-33 means extreme risk, 16-24 means high risk, 7-15 means medium risk, and 0-7 means low risk. A cumulative score greater than 11 requires that a medic or Combat Lifesaver be present for the training event.

Easy Work	Moderate Work	Hard Work
Weapon maintenance. Walking hard surface at 2.5 mph, > 30 lb load. Marksmanship training. Drill and Ceremony.	Walking loose sand at 2.5 mph, no load. Walking hard surface at 3.5 mph, > 40 lb load. Calisthenics. Patrolling. Individual movement techniques, i.e., low crawl, high crawl, etc.	Walking hard surface at 3.5 mph, > 40 lb load. Walking loose sand at 2.5 mph, with load. Field assaults.

**13-10. Method of Marking Prior Heat and Cold Injuries**

a. Fort Jackson will use the Ogden cord to mark Soldiers with previous heat or cold injuries and to identify those Soldiers with allergies. There will be six beads per Ogden cord.

b. Prior heat injuries will have red beads, prior cold weather injuries will wear blue beads, and Soldiers that are not prior injuries or non-allergic will have black beads. The marking of prior cold weather related injuries will be marked only from 1 October to 1 April of each year.

c. Each Soldier will receive two Ogden cords; one for the uniform and one for the FLC/IBA/LBV. When wearing the FLC/IBA/LBV, the Soldier will wear his/her Ogden cord on the top left side of the item of equipment.



- d. Soldiers with allergies will have one yellow bead at the top of the Ogden cord.
- e. Soldiers that have allergies, prior hot and cold weather injuries will place one yellow bead at the top, with red and blue beads alternating for a total of six beads.
- f. Soldiers that are prior hot and cold weather injuries will have 3 red beads and 3 blue beads alternating with the red bead being the first bead.
- g. The left side running shoe will also be marked. The beads will be worn on the first lace of the shoe. Soldiers will wear the color(s) that represent the injury or allergy.

### 13-11. Foot Marches

#### a. Introduction

- (1) The majority of heat illnesses and fatalities at Ft Jackson are associated with foot marches. Leaders at all levels must take this into consideration when managing risk. The cumulative effects of heat and exertion from the preceding 72 hours must be considered.
- (2) Leaders must understand and consider the myriad of demands placed on the physical capabilities of Soldiers. Duration and intensity of the foot march influenced by factors such as Soldier's load, rate of march, terrain and environment, directly impact foot march performance.
- (3) Place Soldiers in order of height (shortest to tallest) in running and marching formations. Complete foot marches as prescribed in the appropriate TSP.
- (4) A successful foot march is accomplished when Soldiers arrive at their destination, at the prescribed time, physically able to execute their tactical mission.

#### b. General Requirements

- (1) Units will provide range operations with a route overlay of all foot marches in excess of 2 miles, and will contact range control via radio at start and finish points.
- (2) Troop movements have priority on the roadway in all cases excepting emergency response.
- (3) Formations while marching will utilize no more than one lane, to include cadre members marching to the left of the column. Ensure march paces do not exceed five kilometers per hour.
- (4) Units must establish 2 government owned vehicle (GOV) road guard blocks to provide safe crossing of roads. During daylight operations, cadre-driven GOVs will position themselves at least twenty feet on the left and right flanks of passage (facing on-coming traffic). During low light conditions, drivers will position GOVs at least 50 feet on the flanks of the crossing point, position the GOV to face on-coming traffic and ensure the headlights and hazard lights are on. Drivers will wear road guard vests, dismount and use a flashlight to signal oncoming. Units are encouraged to request military police support when crossing major roads, particularly during hours of limited visibility.

(5) Before crossing public roadways, formations will consolidate at the near side, cadre will post road guards and the formation will move to the far side of the road as quickly as possible.

(6) Tactical formations will not be used to cross public roadways within the cantonment area.

(7) Combat lifesaver bags and means of communication will be available throughout the formation at a rate of no less than 1 per platoon.

(8) Units conducting foot marches will maintain continuous radio communication with range operations.

(9) During summer months, ice sheets will be available throughout the formation at a rate of no less than one set per Platoon.

(10) Unit cadre must be especially attentive to heat stress while conducting foot marches. During the hot weather season, marches will start during early morning or late afternoon/early evening in order to take advantage of cool periods of the day.

c. Road Guards

(1) Road guards will be provided at the head and tail of each column of marching troops.

(2) Road guards will be 30 meters to the front and rear of the column.

(3) Sufficient road guards will be provided to ensure adequate guarding of cross streets while maintaining adequate front and rear marking.

(4) Road guards will wear serviceable reflective vests and be equipped with operational cone flashlights.

d. Straggler Control

(1) Personnel unable to remain with the formation (i.e., stragglers) will immediately go to the extreme right side/shoulder of the road and, if possible, continue in the direction of the formation. Stragglers will not remain in the roadway.

(2) A cadre member, with appropriate safety equipment and communication, will be assigned to consolidate and care for stragglers. Under no circumstances will a straggler be left without supervision.

(3) When marching on, in, or around a roadway, a trail vehicle will be assigned to follow the formation. The trail vehicle will operate hazard lights as a warning to other motorists.

(4) Stragglers will be assessed for injury prior to loading. Soldiers with chest pains, difficulty breathing, or suspicion of a heat illness will be transported for medical evaluation. Under no conditions will Soldiers with an injury of illness be placed in the cargo area of any vehicle; call 911.

(5) For activities within protected running routes, organizations will develop internal policies for straggler control and emergency response procedures.

**13-12. Bivouac Areas**

a. Many accidents occur in bivouac areas (especially at night) and most are due to violation of existing standards and complacency. Commanders must enforce discipline in bivouac areas to minimize accidents and provide procedures for-

(1) Site selection, tent placement

(2) Camouflage

- (3) Field sanitation
- (4) Generators
- (5) Field mess operations
- (6) Storage of flammable
- (7) Fire extinguishers
- (8) Grounding of equipment
- (9) Restriction/control of motor vehicles

### **13-13. After Action Reports**

Commanders will document hazards encountered and controls used to mitigate them, while identifying planning processes to reduce risk during the mission. Lessons learned will be addressed in the quarterly safety council meetings.

### **13-14. Civilian Visitors Operating Military Equipment**

a. The Secretary of Defense has directed in a memorandum dated 22 February 2001, a moratorium on civilian visitors operating military vessels, aircraft, vehicles, and crew-served weapon systems when such operation could cause, or reasonably be perceived as causing, an increased safety risk. This moratorium is effective regardless of how closely civilian visitors are supervised.

b. In addition to the DA moratorium, civilian visitors to Ft Jackson operations are precluded from the following:

(1) Driving military track or wheel vehicles and operating mechanical or ground support equipment such as winches, turrets, and ammunition doors.

(2) Setting up, throwing or firing military demolitions, pyrotechnics, grenades, rockets, and lasers.

(3) Negotiating or using any Confidence/Obstacle Course, Teamwork Development Course, or rappel towers.

c. Civilian operation of other types of equipment, including small arms, must be done safely under the direct supervision of DOD civilian or military personnel per prescribed policies and regulations; military commanders/directors at the LTC level can approve these events. Approval must be in writing and based upon a thorough risk assessment and detailed written description of activities to be conducted.

d. In instances where established policies or regulations do not cover the situation, approval authority is with the first general officer in the chain of command. Requests for approval will be submitted through the Ft Jackson Safety Office for review.

e. Civilian contractors and DOD civilians who must operate military equipment as part of their duties are not considered civilian visitors for the purpose of this memorandum and therefore not affected by this policy. Contracting officer representatives and supervisors of civilian contractors will enforce compliance with this directive.

f. This moratorium is not intended to restrict civilian visitors from observing Army training, demonstrations, static displays, and like activities. The intent is to ensure civilian visitors are protected from the hazards associated with high-risk operations.

## **Chapter 14**

### **Safe Cargo Operations**

#### **14-1. General**

This chapter establishes safety requirements for cargo operations by all transport modes during routine cargo operations.

#### **14-2. Maximizing Safety in Cargo Transport Operations**

- a. All operators will be trained in material compatibility rules, packaging procedures, and package marking and labeling appropriate to the material and transport mode.
- b. Operators will be trained in-
  - (1) Controlling transport unit weight and balance.
  - (2) Cargo securing techniques appropriate to the material, packaging configuration, transport unit being loaded, and the transport mode. Materials appropriate to the job shall be provided.
- c. Personnel handling cargo that qualifies as HAZMAT will also-
  - (1) Receive general safety training concerning properties and hazards of HAZMAT, the procedures to take in event of a leak or spill, and specific details of their duties IAW the transportation modes to be used.
  - (2) Be assigned duties only for which they are specifically trained.
  - (3) Perform duties IAW the applicable national or international transportation mode regulations for the journey. Within the CONUS, 49 CFR applies. Commanders must ensure that individuals assigned hazardous materials tasks have ready access to current regulations required to perform their duties. Generally, the governing regulations are-
    - (a) 49 CFR for CONUS transports.
    - (b) Air Force Joint Manual 24-204 (TM 38-250) for military air transport.
- d. Package, mark, label, load, and placard the transport unit IAW the applicable mode regulation.
- e. Commanders do not have the authority to risk assess statutory requirements concerning vehicle loads, especially concerning hazardous materials. An exemption or competent authority approval must be obtained prior to using alternative procedures.
- f. A vehicle driver has the authority to refuse a load that he believes violates any safety provision for which he may be held liable during the journey.

#### **14-3. Ammunition and explosives transport**

- a. Vehicles must either be a completely enclosed van type or be equipped with side stakes with the cargo protected by a tarpaulin or canvas top that completely covers the load.
- b. Cargo must be secured against movement in any direction.
- c. Army vehicles transporting ammunition or explosives will be equipped with at least two 10lb class ABC or equivalent fire extinguishers.
- d. Vehicle brakes will be set and at least 1 wheel chocked during all loading, unloading, and tie-down operations.

e. DA Pam 385–64 and Ft Jackson Regulation 385-64 provide guidance in transporting ammunition and explosives on Ft Jackson.

f. Emergency response information for ammunition or explosives will follow instructions on DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles), in the event of an accident involving HAZMAT. Emergency contact phone numbers for transportation information will be indicated on the shipping papers.

## **Chapter 15**

### **Aviation Accident Prevention**

#### **15-1. General**

Aviation safety is a sub-element of the Senior Commander's safety program. All activities and operations, whether on the ground or in the air, have the element of risk. This chapter establishes the risk management process as the primary component of protecting the force as an integral part of all aviation operations on Ft Jackson.

#### **15-2. Responsibilities**

a. Senior Safety Director will:

- (1) Maintain safety oversight of aviation operations.
- (2) Provide safety training, education, and promotion when required.
- (3) Coordinate safety elements of aviation safety with units training on Ft Jackson.

b. DPTMS will:

- (1) Integrate aviation accident prevention in range operations functional areas related to aviation operations.
- (2) Participate in the planning stage of demonstrations, exhibits, exercises, etc.; related to aviation operations.
- (3) Participate in range operations Risk Assessment/Management Program functional areas related to aviation operations.

c. Units Conducting Aviation Operations will:

- (1) Plan and organize unit safety program per established directives.
- (2) Support the Ft Jackson Safety Office in all areas of aviation safety, and ensure unit requirements are enforced.
- (3) Maintain a close working relationship with the Ft Jackson Safety Office concerning aviation safety requirements.
- (4) Furnish the Ft Jackson Safety Office copies of accident and incident investigations, inspections, safety meetings and hazard reports concerning operations. Furnish action taken on selected Safety-of-Use Messages.
- (5) Coordinate all planned high-risk operations, (i.e., hot refueling, field training exercises) with the Ft Jackson Safety Office.

### **15-3. Foreign Object Damage (FOD) Prevention**

- a. Supporting unit will maintain a positive FOD program. Inspections of operational areas will be conducted before execution of mission.
- b. Rings/watches will not be worn while inspecting or maintaining aircraft. Tools will be inventoried and monitored to ensure positive control.
- c. All personnel visiting the training site, personnel boarding (leaving or approaching) operating aircraft will be cautioned to remove and secure any "loose items" (hats, scarves, etc.) which could be ingested by the engines.
- d. Kites, model aircraft, model rockets, etc., will not be flown in close proximity to the operational areas or where their presence could pose a danger to operating aircraft.

### **15-4. Main Post Landing Areas**

Any requests for helicopter landings in the cantonment area shall be coordinated with the Ft Jackson G3/DPTMS.

### **15-5. Range Operations**

All flights into the airspace over the Ft Jackson require coordination with G3/DPTMS, Range Operations. Pilots will thoroughly familiarize themselves with the range and impact area status and the proposed route of flight before flights into the training complex. No aircraft will enter impact area airspace without approval from range operations. All aircraft operating in the training complex will establish and maintain communications with range operations.

### **15-6. Refueling Operations**

All aircraft refueling will be accomplished per FM 10-67-1. Under no circumstances will any vehicle be refueled while passengers are in the vehicle.

### **15-7. Munitions**

Upload/download of aircraft munitions will be coordinated with the Ft Jackson Safety Office.

## **Part Three Supporting the Garrison and Industrial Base**

Part III addresses those special safety program management functions that are appropriate to sustaining the Soldier and the DA Civilian in garrison and industrial operations. The principles and concepts stated in this part apply to the Soldiers and DA Civilians performing their missions during training and in field operations.

## **Chapter 16 Occupational Safety and Health Program (Workplace Safety)**

### **16-1. Introduction**

- a. This chapter prescribes policy for implementation of the OSHA program mandated by Federal regulations and to reduce risk of accidental losses, injuries and occupational illness to the military and DA Civilian workforce as required by EO 12196, 29 CFR 1960, and DODI 6055.1.
- b. OSHA programs will be implemented in all Ft Jackson operations, with the exception of military unique operations as defined in paragraph 16-3.

## **16-2. Policy**

- a. OSHA programs and national consensus standards shall be applicable to and integrated into all equipment, systems, operations, and workplaces.
- b. Military design, specifications, and deployment requirements will comply with OSHA standards where feasible. When no standard exists for military application or the application is not feasible, commanders will apply the mishap risk management component of RM, IAW DA Pam 385-30 (Risk Management).
- c. Military and DA Civilian officials at each management level shall promote strong safety programs, safe working conditions, and safe performance to prevent accidents, injuries, and occupational illnesses.
- d. The preventative medicine chief will work with the senior safety director in maintaining the installation with a comprehensive safety and occupational health program that includes, but is not limited to, ergonomics, injury prevention and control, respiratory protection, industrial hygiene, hearing conservation, vision conservation and readiness, hazard communication, laboratory safety, and occupational health surveillance IAW AR 40-5.
- e. Safety and Occupational Health Programs will be adequately funded to ensure effective implementation to reduce accidental losses in all workplace operations.
- f. All personnel shall be trained on all aspects of Army Safety Program and the Army Occupational Health Program at every level of the activity that affects their workplace.
- g. DD Form 2272 (Department of Defense Safety and Occupational Health Protection Program) or equivalent poster will be posted in all workplaces, in places of easy access by employees.
- h. All workplace hazards shall be addressed IAW the hazard control guidance in DA Pam 385-10.

## **16-3. Military Unique**

- a. Title 29 CFR 1960.2(i) defines military unique: The term uniquely military equipment, systems, and operations excludes from the scope of the order the design of DOD equipment and systems that are unique to the national defense mission, such as military aircraft, ships, submarines, missiles, and missile sites, early warning systems, military space systems, artillery, tanks, and tactical vehicles; and excludes operations that are uniquely military such as field maneuvers, naval operations, military flight operations, associated research test and development activities, and actions required under emergency conditions.
- b. The term includes, within the scope of the Order, Department of Defense, workplaces and operations comparable to those of industry in the private sector such as: Vessel, aircraft, and vehicle repair, overhaul, and modification (except for equipment trials); construction; supply services; civil engineering or public works; medical services; and office work.

## **16-4. Installation Level Processes**

- a. The Senior Commander is the Installation Safety Officer. The following processes support functions in AR 385-10, Table 1-1, and are executed at the installation level:
  - (1) Reduce risk of accidents, injuries, and occupational illness in installation operations. The accident reporting and investigation program focuses on trends and analysis that provides the Senior Commander with predictable information allowing informed decisions related to establishing priorities related to resource management.
  - (2) The Ft Jackson Safety Office is structured IAW DP91. IMCOM and TRADOC safety staffs are collocated under the direction of the senior safety director, in order to resource the installation safety program, to support all functions required to plan, develop, coordinate, evaluate, and implement Army SOH Programs according to Federal and State statutes, DODI 6055.1, and this regulation.

(3) Evaluation of installation SOH Programs annually.

(4) Implementation of DA and OSHA policies and programs in the workplace to protect personnel, equipment, and facilities.

(5) Training of installation personnel so they sufficiently and fully understand the purpose, policy, procedures, and responsibilities of the Army Safety Program and the Army Occupational Safety Program designed for the office or facility in which they work. Focus is on training and management of the Installation Additional Duty Safety Program.

(6) Supervisors are maintaining workplaces that are free from recognized hazards, which are causing or are likely to cause death or serious physical harm.

(7) Processes that document safety deficiency that are likely to cause an accident, injury, or occupational illness. Integrate safety priorities for hazard correction into the work control process.

b. The Senior Commander has appointed the senior safety director to execute the Ft Jackson Safety and SOH program.

#### **16-5. Ergonomics**

a. The Ergonomics Program is an integral part of the Occupational Safety and Health Program, as required in AR 385-10, AR 40-5, DA Pam 40-11, and HQDA Ltr 40-02-1. The Ergonomics Program is a requirement by law for all Department of Defense personnel.

b. The program establishes policies, responsibilities, and procedures for identifying, evaluating and controlling specific ergonomic problems.

c. The intent of this program is to eliminate or reduce worker exposure to conditions that lead to cumulative trauma disorders (CTDs), or work-related musculoskeletal disorders (WMSD) through engineering controls and changes in work practices, whenever feasible, thereby complying with the provisions of DODI 6055.1, "DoD Occupational Safety and Health Program."

d. Goals:

(1) Prevent injuries and illnesses by eliminating or reducing worker exposure to WMSD risk factors during Ft Jackson operations.

(2) Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to workers' capabilities and limitations.

(3) Increase the overall productivity of the workforce.

(4) Reduce workers' compensation claims and associated costs.

(5) Improve overall unit readiness.

e. Responsibilities. The following organizations are responsible to ensure the ergonomics program is successful:

(1) The Ft Jackson Safety Office:

(a) Appoint qualified safety professionals who received at least 40 hours of formal ergonomics training IAW requirements in DA Pam 40-21, para. 6-3.

(b) Develop and implement the command ergonomics policy and plan, with the assistance of the MACH Preventative Medicine Office.

(c) Identify existing and potential WMSDs and associated risk factors through workplace analyses that involves both active and passive surveillance.

(d) Set priorities for abatement of identified WMSDs.

(e) Identify and implement corrective actions.

(f) Ensure accurate program recordkeeping (documentation) of the ergonomics program.

(g) Coordinate with installation ergonomic subcommittees to assist in abating WMSD hazards within Ft Jackson workplaces or operations.

(h) Assess the program on an annual basis per Chapter 7, DA Pam 40-21, ensuring the goals and objectives are met.

(i) Ensure Additional Duty Safety Officers (ADSO/CDSO) are trained and take action to identify, assess, control, and prevent WMSDs.

(j) Train employees in ergonomic principles, signs and symptoms of musculoskeletal disorders, office work station setup, and proper lifting techniques.

(k) Assist commanders and ADSOs in choosing and procuring equipment for office workstations, mission use, and special-purpose requirements.

(l) Identify existing and potential WMSDs and associated risk factors through workplace analyses that involves both active and passive surveillance.

(2) The MACH Preventative Medicine Office will be the primary proponent for the Ft Jackson Ergonomics Program and will:

(a) Establish an installation-level ergonomics subcommittee, in support of the Ft Jackson Installation Safety Program.

(b) Develop written occupational health procedures with appropriate metrics for the early recognition, evaluation, treatment, and follow up of WMSDs among military and civilian personnel working on Ft Jackson.

(c) Provide guidance and direction in identifying and controlling recognized ergonomic problems.

(d) Administer screening health surveys as appropriate.

(e) Coordinate the use of engineering controls, administrative controls, and personal protective equipment (PPE) with the Ft Jackson Safety Office and workplace supervisors to reduce ergonomic risks.

(f) Lead the installation ergonomic subcommittee to assist in abating WMSD hazards within Ft Jackson workplaces or operations.

(3) Supervisors will:

(a) Support the ergonomics program, demonstrate commitment, and provide necessary resources based on the magnitude of the WMSD problem and local command priorities.

(b) Designate the ADSO/CDSO as the command ergonomics officer and provide with appropriate level of training.

(c) Appoint the ADSO/CDSO as a representative on the installation's ergonomics subcommittee.

(d) Coordinate with the installation ergonomics subcommittee to identify and correct potential

WMSD hazards.

(4) ADSO/CDSO:

(a) Assist commanders in choosing and procuring equipment for office workstations, mission use, and special-purpose requirements.

(b) Identify existing and potential WMSDs and associated risk factors through workplace analyses that involves both active and passive surveillance.

(c) Investigate and record all ergonomics complaints.

(d) Identify and implement corrective actions.

(e) Report all ergonomic injuries and potential WMSD hazards to the Ft Jackson Safety Office and the installation ergonomics subcommittee.

(f) Train employees in ergonomic principles, signs and symptoms of musculoskeletal disorders, office work station setup, and proper lifting techniques.

(g) Act as the unit representative on the installation's ergonomics subcommittee.

f. Procedures.

(1) Organizational involvement. A collaborative partnership among all levels of the command is essential in achieving the goals of the Ergonomics Program. Command emphasis and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound ergonomics policy. All levels of personnel (managers, supervisors, civilians, and Soldiers) are responsible for injury prevention and the identification and resolutions of WMSDs.

(2) Critical Elements. The ADSO/CDSO will perform active surveillance, through observation, during day-to-day activities and use the 5 critical elements (as listed below) of ergonomic intervention to reduce ergonomic risks:

(a) Workplace Analysis. Identify all jobs that indicate a potential for musculoskeletal disorders and injuries through the use of injury and illness reports, FECA claims, medical and safety records, and worker complaints. Evaluate all task/jobs with ergonomic risks in order to reduce or eliminate the risk.

(b) Hazard Prevention and Control. Effective design or redesign of a task or workstation is the preferred method of preventing or controlling the ergonomic risk. The methods of controlling ergonomic risks (in order of precedence) are:

- Process Elimination. Eliminating the human side of a task immediately solves the ergonomic problem. This may be a costly solution up front but often increases productivity and saves money over time.

- Engineering Controls. Redesign the task to reduce or eliminate a workers exposure to tasks involving excessive force and exertion, awkward postures, and repetitive motions.

- Substitution. Substituting a tool or work process for one that does not contain ergonomic risk factors. Replace hand tools that require awkward hand positions with those that allow a neutral wrist position. Replace tools that do not have anti-vibration properties.

- Administrative Controls. Put management dictated work practices and policies that reduce or prevent the exposure to ergonomic hazards. Allow only 40 lbs. or less be lifted without assistance. Rotate workers through jobs that are physically demanding, while providing rest breaks.

(c) Health Care Management. Units will develop and implement written guidelines (SOPs) for early

recognition, evaluation, treatment, light or restricted duty and follow-up for employees with work-related musculoskeletal disorders.

(d) Education and Training

- The ADSO/CDSO will attend the installation ADSO/CDSO class provided by the Ft Jackson Safety Office.

- The ADSO/CDSO will train employees about ergonomic principles, signs and symptoms of musculoskeletal disorders, office workstation setup, and proper lifting techniques.

(e) Reporting

- Whenever an employee thinks there is an ergonomic issue that needs to be addressed, he/she will contact the unit ADSO/CDSO.

- The ADSO/CDSO will report all ergonomic injuries and complaints to the Ft Jackson Safety Office with a plan of action to correct the hazard.

g. Union Notifications: Work site analysis conducted on union employees are required to have the supervisor contact the respective union prior to analysis. A union representative may be in attendance during the evaluation if required by the employee.

**16-6. Respiratory Protection Program**

a. General

(1) This is a mandatory program. All personnel must comply with the respiratory protection program.

(2) Respirators are considered an acceptable method of protecting the health of Department of Army personnel when the Safety Director, Industrial Hygienist, or Occupational Health Nurse determine that the following conditions exist-

(a) Routine operations in which there are no feasible engineering controls and/or work practices that would adequately eliminate exposure to the hazard if used.

(b) Intermittent, non-routine operations when there are no feasible engineering controls and/or work practices available that would adequately control exposure to the hazard.

(c) Interim periods when engineering controls are being designed and installed.

(d) Emergencies.

(e) Federal regulation or operating license requires use of respirators.

(3) Where economically feasible and the technology exists for eliminating or reducing the cause of an environmental respirator hazard, the following engineering control methods will be implemented-

(a) Substitution of less toxic substances.

(b) Installation of local exhaust systems.

(c) Natural or mechanical ventilation.

(d) Segregation or isolation of processes or operations.

(4) Respiratory protection will be furnished at no cost to the employee and will be used as a

condition of employment when required by the job.

b. Responsibilities. The following organizations are responsible to ensure the respiratory protection program is successful:

(1) The Ft Jackson Safety Office will:

(a) Have primary responsibility for administration and management of the Ft Jackson respiratory protection program.

(b) Appoint individuals as the Installation Respiratory Program Director (IRPD) /Installation Respirator Specialist (IRS), and Alternate Installation Respirator Specialist (AIRS).

(c) Establish and annually evaluate the Ft Jackson Respiratory Protection Program per AR 11-34.

(d) Conduct random worksite inspections to ensure that all respirators are approved, and that these respirators are properly used, stored, cleaned, maintained and disposed of.

(e) Provide guidance and supervision in establishing SOPs for respirator use.

(f) Designate, in coordination with the MACH Preventative Medicine Office, the type of respiratory protection equipment (RPE) to be purchased and used.

(g) Function as the central focal point for records of training/fit testing.

(h) Ensure that required initial fit testing is completed and that annual testing is scheduled and completed as defined in AR 11-34, para 3-5b.

(i) Review all SOPS prepared for respirator use before publication.

(j) Coordinate with supervisors regarding the type of RPE purchased or used.

(k) Initiate prompt corrective action on any deficiencies detected in the RPP.

(l) Coordinate with supervisors to insure a monthly inspection of emergency-use respirators and self-contained breathing apparatus (SCBA) is conducted.

(m) Train or ensure that the training of supervisors and workers meet requirements of AR 11-34, para 3-5a (3), and 29 CFR 1910.134.

(n) Issue respirator user documentation after determining that all requirements for medical evaluations training and fit testing are met.

(2) Civilian Personnel Advisory Center (CPAC) will:

(a) Provide administrative support as required to all individuals responsible for ensuring/enforcing the respiratory protection program at Ft Jackson.

(b) Ensure requirement for respirator use is included in job descriptions.

(c) Refer personnel being considered for employment in areas of operations requiring the use of RPE to the occupational health clinic for a pre-employment physical.

(d) Reassign employees presently working in areas requiring RPE that are unable to wear the required protection as determined by the Occupational Health Clinic as required.

(3) MACH PM Office will:

(a) Perform worksite evaluations to determine areas/locations where respiratory protection is required, and provide copies of evaluations with recommendations to Ft Jackson Safety Office. Ensure proper documentation to show breathing air systems have been tested for quality.

(b) Prescribe and disseminate instructions to worksite supervisors as to the type of approved respirator required for the task involved.

(c) Provide technical guidance to the administrator of the installation respiratory protection program.

(d) Maintain an inventory of hazardous areas in which respiratory protection is required. Provide a copy of updated listing to Ft Jackson Safety Office by 31 Jan and 31 Jul annually.

(e) Provide a pre-placement medical examination and periodic medical evaluation per established directives for individuals requiring respiratory protection.

(f) The Industrial Hygienist and Occupational Health Nurse will conduct pulmonary functions check (PFC) and document assessment, when required.

(g) Perform fitting for corrective lenses inside full-face-piece respirator to ensure proper vision and good fit. Occupational Health will refer employees for lens fitting.

(4) Fire Department will:

(a) Provide training for fire fighters on the proper cleaning and disinfecting methods.

(b) Inspect emergency-use respirators and SCBA equipment monthly.

(c) Be available for emergencies where an SCBA would be required to enter a contaminated atmosphere.

(d) Nominate an Alternate Installation Respirator Specialist (AIRS) to represent the fire de.

(5) Supervisors will:

(a) Complete request for respiratory protection assessment on all personnel identified to be in the respiratory program in accordance with job hazard analysis.

(b) Develop an SOP on respirator use for their operation. Ensure SOP is approved by the Ft Jackson Safety Office and employees are familiar with the SOP.

(c) Indicate job requirement to use respiratory equipment on the Standard Form (SF) 52, Request for Personnel Action, when it is submitted to CPAC for recruitment to fill a position. Supervisor will ensure that selected personnel for vacancies requiring respiratory protection are advised of this requirement before acceptance of the position.

(d) Conduct and document monthly inspections of self-contained breathing apparatus and emergency escape equipment.

(e) Post warnings signs in areas where respiratory protection is required.

(f) Conduct routine inspections to insure that proper RPE is used by employees where required and that employees adhere to the instructions relative to the proper use and maintenance requirements of the RPE. Consider user compliance in performance appraisals.

(g) Ensure employees receive periodic medical examinations.

- (h) Provide facilities for cleaning, maintenance, and proper storage of equipment.
- (i) Ensure workers are individually fit tested by respirator specialists before work assignment.
- (j) Ensure users are supplied and trained in the use and care of appropriate RPE as specified by ABSO/PMS and maintenance of this equipment meets requirements outlined in this document.
- (k) Ensure individual to be fit tested on tight fitting respirators is clean shaven per AR 11-9, Appendix A, paragraph 9 which states: "The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface".
- (l) Ensure training for personnel on RPE is documented and kept current by the respirator POC.
- (m) Ensure respirators are maintained per manufacturer instructions. Respirators used by more than 1 person shall be thoroughly cleaned and disinfected after each use.
- (n) Ensure procedures for rescue and standby personnel in immediately dangerous to life or health (IDLH) situations are incorporated into unit SOP.
- (o) Maintain necessary inventory levels of respirators, accessories, and spare parts as needed for instructional purpose.
- (p) Install and maintain breathing air systems capable of providing Grade "D" breathing air where required, to include the use of only "oil-free" compressors designed for breathing air systems.
- (q) Maintain compressed air breathing system alarms in an operable manner.
- (r) Implement a schedule of routine maintenance for servicing and quality assurance evaluations of line purification and changing filters and cartridges as necessary.
- (s) Install/inspect line couplings that are incompatible with outlets for other gas systems.
- (t) Ensure a pre-placement medical examination and periodic medical evaluation per established directives for individuals requiring respiratory protection before job assignment.
- (6) Respiratory equipment users will:
  - (a) Report to the occupational health when scheduled for periodic medical evaluations.
  - (b) Use respirators according to the manufacturer's instructions and local SOP; provide training before use.
  - (c) Inspect the respirator before each use. The inspection will include a visual parts check of headbands, mask, and valves for deterioration. Ensure the respirator has no holes, cracks, leaks, or other obvious defects.
  - (d) Perform positive and negative pressure test to ensure respirator is performing properly.
  - (e) Notify immediate supervisor if it is suspected that RPE is needed or that the respirator is defective.
  - (f) Adhere to instructions governing the proper use, maintenance, and storage practices of the respirator.
  - (g) Store respirators under conditions which will protect against dust, sunlight, deformation, and the concentration of contaminants and environmental conditions.

c. Procedures

(1) Selection of respiratory protection equipment.

(a) All respirators procured for use will be approved respirators (tested and listed as satisfactory jointly by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA)). Any modification that is not authorized by these agencies voids the approval of a respirator. Component replacement, adjustments, or repair will follow the manufacturer's recommendations only. A respirator is approved as a whole unit with specific components.

(b) The correct respirator for each job will be specified by the Preventative Medicine Office based on environmental evaluations and requirements contained in OSHA 29 CFR 1910, Subpart Z.

(c) Industrial respirators (negative pressure types) are not to be used in confined spaces or where concentrations of contaminants are IDLH, or in any atmosphere containing less than 19.5 percent oxygen. For entry into confined space or IDLH atmospheres, only self-contained breathing apparatus or supplied airline respirators will be used, and then only where specific controls and requirements are applied, where experts have been consulted, and written procedures developed to ensure safe operation. Regulations require anyone planning any confined space entry to contact the Ft Jackson Safety Office.

(d) In the event an employee desires not to wear a facial respirator, the unit/activity will negotiate with the union possible optional respiratory equipment. This applies only for employees in which respirator use is not a condition of employment.

(2) Use of respiratory protection equipment:

(a) Where practical, a respirator will be assigned to an employee for their exclusive use.

(b) Supervisors will ensure that permanently assigned respirators are marked to indicate to whom it is assigned. The mark will not affect the respirator performance in any way. The issue date will be recorded on inventory maintained by the supervisor.

d. Initial and annual respiratory protection training and respiratory fit testing will be conducted by Ft Jackson Safety Office, and/or unit respirator specialist.

e. Each area and operation requiring respirators will be marked to inform personnel of the work hazards or health risks involved and the type of respirator required.

f. Testing for fit.

(1) Fit testing will be conducted annually. In addition, fit testing will be repeated whenever there is physical changes that could affect respirator fit, i.e., facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

(2) Before entering an area containing a hazardous atmosphere, the respirator wearer should conduct an inspection of the mask and test the tightness of the seal by performing positive and negative pressure tests.

g. After inspection and cleaning, respirators will be stored to protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators placed at stations and work areas for emergency use will be stored in compartments built for the purpose. The compartments must be clearly marked to indicate their content and must be quickly accessible at all times. Routinely used respirators may be stored in plastic bags; however, respirators will not be stored in such places as lockers or toolboxes unless they are in containers or cartons. Respirators will be placed or stored so that the face piece and exhalation valve will rest in a normal position in order not to impair the respirator function by affecting its physical configuration.

## 16-7. Hearing Conservation Program

a. The hearing conservation program (HCP) is required to protect the workforce from occupational noise hazards and ensures compliance with AR 40-5 and DA Pam 40-501. Personnel exposed to steady state noise with a time-weighted average (TWA) of 85 dBA or greater or impulse noise of 140 decibels or greater must be enrolled in the Hearing Conservation Program.

b. Responsibilities. The following organizations are responsible to ensure the hearing conservation program is successful:

(1) The Ft Jackson Safety Office will:

(a) Have primary responsibility for administration and management of the Ft Jackson HCP.

(b) Appoint an individual as the Installation HCP Director.

(c) Establish and annually evaluate the Ft Jackson HCP per AR 40-5 and DA Pam 40-501.

(d) Conduct random worksite inspections to ensure that all HCP elements are effective and that these programs are included in unit SOPs.

(e) Coordinate with supervisors regarding the type of hearing protection purchased or used.

(f) Initiate prompt corrective action on any deficiencies detected in the HCP.

(2) Civilian Personnel Advisory Center (CPAC) will:

(a) Provide administrative support as required to all individuals responsible for ensuring/enforcing the HCP at Ft Jackson.

(b) Ensure requirement for hearing protection use is included in job descriptions.

(c) Refer personnel considered for employment in areas of operations requiring enrolment in HCP to the occupational health clinic for a pre-employment physical.

(d) Reassign employees requiring consideration due to hearing loss as determined by the occupational health clinic as required.

(3) MACH PM Office will:

(a) Perform worksite evaluations to determine areas/locations where hearing protection is required, and provide copies of evaluations with recommendations to Ft Jackson Safety Office. Ensure proper documentation is maintained to show noise levels have been assessed.

(b) Conduct personal noise monitoring to establish an 8-hour TWA sound level for employees. Determine if a piece of equipment or operation is a noise hazard and will require hearing protection.

(c) Prescribe and disseminate instructions to worksite supervisors as to the type of approved hearing protection is required for the task involved.

(d) Provide technical guidance to the administrator of the installation HCP.

(e) Maintain an inventory of hazardous areas in which hearing protection is required. Provide a copy of updated listing to Ft Jackson Safety Office by 31 Jan and 31 Jul annually.

(f) Provide a pre-placement medical examination and periodic medical evaluation per established directives for individuals requiring hearing protection, before job assignment.

(4) Supervisors of noise-exposed personnel will:

(a) Designate a hearing conservation officer/NCO at the brigade level to administer the program in conjunction/cooperation with the ADSO/CDSO and the Ft Jackson Safety Office.

(b) Ensure appropriate hearing protection is provided to employees free of charge to include helmets, noise muffs, and earplugs.

(c) Prepare a site specific SOP detailing the HCP for that operation.

(d) Purchase new equipment that generates the lowest noise levels if feasible.

(e) Notify the Ft Jackson Safety Office of any suspected hazardous noise levels as a result of a new or change in operation or equipment.

(f) Endorse the installation command emphasis highlighting the importance of hearing conservation.

(g) Ensure that noise-hazardous areas, vehicles, and equipment are marked with proper danger and caution signs and decals.

(5) Noise-exposed personnel will:

(a) Correctly wear approved hearing protection when exposed to hazardous noise.

(b) Report to all scheduled hearing conservation medical examinations and briefings.

(c) Report any hearing or hearing protection problems to their supervisors.

(d) Maintain hearing protection in a sanitary and serviceable condition.

(e) Wear noise dosimeters to evaluate noise exposure as requested.

c. Procedures

(1) Organizational involvement. A collaborative partnership among all levels of the command is essential in achieving the goals of the hearing conservation program. Command emphasis and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound hearing conservation policy. All levels of personnel (managers, supervisors, civilians, and Soldiers) are responsible for injury prevention and the identification and resolutions of hazards.

(2) Critical Elements. The ADSO/CDSO will perform active surveillance, through observation, during day-to-day activities and use the 4 critical elements (as listed below) of risks:

(a) Workplace Analysis. Identify all jobs that indicate a potential for injuries through the use evaluation of all task/jobs with risks in order to reduce or eliminate the risk.

(b) Hazard Prevention and Control. Effective design or redesign of a task or workplace is the preferred method of preventing or controlling the risk.

(c) Education and Training

(d) Reporting

d. Union Notifications: Work site analysis conducted on union employees are required to have the supervisor contact the respective union prior to analysis. A union representative may be in attendance during the evaluation if required by the employee.

## 16-8. Vision Conservation and Readiness Program

a. This chapter establishes and defines a comprehensive vision conservation and readiness program (VCRP) for Fort Jackson, IAW DA Pam 40-506, chapters 1-6 and appendixes B-H. The vision conservation program is required to protect the workforce from occupational noise hazards and ensures compliance with AR 385-10.

b. Responsibilities and Procedures. The following organizations are responsible to ensure the VCRP is successful:

(1) The Ft Jackson Safety Office will:

(a) Have primary responsibility for oversight of the Ft Jackson VCRP as an element of the Safety and Occupational Health Program.

(b) Annually evaluate the Ft Jackson VCRP, IAW DA Pam 40-506, chapters 1-6 and appendixes B-H.

(c) Appoint a qualified safety professional as the safety office Vision Conservation and Readiness Team (VCRT) member.

(d) Conduct random worksite inspections to ensure that all VCRP elements are effective and that these programs are included in unit SOPs.

(e) Initiate prompt corrective action on any deficiencies detected in the VCRP.

(f) Coordinate with the VCRT, the procurement system and respective supervisors to ensure the proper type, quality, and quantity of safety eyewear provided to employees.

(g) Monitor compliance with wear of vision safety equipment and use of safe practices. Provide posters and signs, make applicable recommendations, and use rewards when possible.

(h) Assist the VCRT in characterization surveys of the workplace and field sites in relation to vision hazards and vision demands in the work environment.

(2) Civilian Personnel Advisory Center (CPAC) will:

(a) Provide administrative support as required to all individuals responsible for ensuring/enforcing the VCRP at Ft Jackson.

(b) Ensure that eye safety compliance is included in job descriptions of new employees and in the revised position descriptions of incumbents.

(c) Refer new employees to MACH PM Office for vision screening prior to job placement, if required by the position description. Coordinate scheduling of required periodic vision screenings with MACH PM Office.

(d) Refer personnel being considered for employment in areas of operations requiring enrolment in VCRP to the MACH PM Office for a pre-employment physical.

(e) Reassign employees requiring consideration due to vision loss as determined by the occupational health clinic as required.

(3) MACH PM Office will:

(a) Coordinate as the primary proponent for the Ft Jackson VCRP.

(b) Establish an installation-level VCRT, in support of the Ft Jackson Installation Safety and

Occupational Health Program.

(c) Develop written occupational health procedures with appropriate metrics for the early recognition, evaluation, treatment, and follow up of hazards among military and civilian personnel working on Ft Jackson.

(d) Provide guidance and direction in identifying and controlling recognized vision problems.

(e) Administer screening health surveys as appropriate.

(f) Coordinate the use of engineering controls, administrative controls, and PPE with the Ft Jackson Safety Office and workplace supervisors to reduce risks.

(4) Supervisors will:

(a) Support the VCRP, demonstrate commitment, and provide necessary resources based on the magnitude of identified hazards and local command priorities.

(b) Designate the ADSO/CDSO as a command vision conservation and readiness team member and provide with appropriate level of training.

(c) Enforce the wearing of safety eye protection and the use of proper safety procedures.

(d) Coordinate scheduling of required periodic vision screenings with PM.

(e) Ensure that individuals are not allowed in an eye-hazardous area or job without proper eye protection. When workers do not have serviceable safety eyewear, provide temporary safety eye protection, and if necessary, temporarily place the worker in non-eye-hazardous work.

(5) ADSO/CDSO will:

(a) Assist commanders in choosing and procuring vision protection for mission use and special-purpose requirements.

(b) Identify existing and potential risk factors through workplace analyses that involves both active and passive surveillance.

(c) Act as the unit representative on the installation VCRT when required.

(d) Acquire, post, and maintain signs and posters stressing eye safety.

(6) All employees will:

(a) Correctly wear approved eye protection when exposed to hazards.

(b) Report to all scheduled vision conservation medical examinations and briefings.

(c) Report any hazards related to vision to their supervisors.

c. Procedures

(1) Organizational involvement. A collaborative partnership among all levels of the command is essential in achieving the goals of the VCRP. Command emphasis and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound vision conservation policy. All levels of personnel (managers, supervisors, civilians, and Soldiers) are responsible for injury prevention and the identification and resolutions of hazards.

(2) Critical Elements. The ADSO/CDSO will perform active surveillance, through observation,

during day-to-day activities and use the 4 critical elements (as listed below) of risks-

(a) Workplace Analysis. Identify all jobs that indicate a potential for injuries through the use evaluation of all task/jobs with risks in order to reduce or eliminate the risk.

(b) Hazard Prevention and Control. Effective design or redesign of a task or workplace is the preferred method of preventing or controlling the risk.

(c) Education and Training.

(d) Reporting.

d. Union Notifications: Work site analysis conducted on union employees are required to have the supervisor contact the respective union prior to analysis. A union representative may be in attendance during the evaluation if required by the employee.

#### **16-9. Health Promotion Program**

##### a. General

(1) The aspects of physical health and wellness have direct implications on readiness, training environments, and work performance.

(2) The physical dimension encompasses the areas of physical fitness and health, injury prevention, oral health, nutrition, weight control, and ergonomics.

##### b. Fitness and Health Program

(1) Physical fitness. Physical fitness is defined as a set of attributes that one must have or achieve that relates to the ability to perform physical activity. Guidance on Soldier physical fitness is provided in AR 350-1.

(2) The Physical Fitness Training Program includes the Army Reconditioning Program and guidance for the Army Pregnancy/Postpartum Physical Training Program.

c. Physical fitness and performance. Critical components of physical fitness related to performance are muscular strength and endurance; aerobic and anaerobic conditioning and endurance; mobility (agility, balance, coordination, flexibility, posture, power, speed, and stability); body composition; and a healthy lifestyle.

##### d. Army Civilians.

(1) Ft Jackson civilians are encouraged to engage in a regular program of exercise and in other positive health habits.

(2) For employees in occupations that require physical strength and stamina for satisfactory performance (such as a firefighter), a physical exercise program is part of their jobs and is conducted during duty hours.

(3) Ft Jackson is committed to a total fitness program and subsidizes the cost of providing physical fitness facilities, and opportunities for wellness programs to support the workforce.

(a) Commanders/supervisors may approve up to 3 hours administrative leave per week to allow employees to participate in command sponsored physical exercise training, monitoring, and/or education, provided these activities are an integral part of a total fitness program and are time-limited to 6 months in duration.

(b) While formal physical fitness training may recur in an organization's schedule, employees will not be given administrative leave for physical exercise training once they have already received such training. This excused absence is limited to 1 time only and does not apply to other types of training or professional development. (See Employee Wellness Program, Civilian Personnel On-line, <http://cpol.army.mil/library/permis/593.html>.)

(4) Beyond the situations described above, supervisors are encouraged to adjust work schedules to permit training and exercise where possible and when it is consistent with the workload and mission.

e. Use of physical fitness and recreation facilities.

(1) Fitness Extension Services. Commanders may use appropriated fund contracts for organizational memberships in local commercial or municipal fitness facilities only as prescribed in AR 215-1, paragraph 8-10.

(2) Army Civilians who are not subject to mandatory physical fitness standards may use physical fitness and other recreational facilities to the maximum extent possible consistent with AR 215-1, chapter 7, on a space-available basis at no cost to the Government.

f. Fitness and health promotion programs. Integration of fitness and health promotion programs through collaborative efforts enhances the effectiveness and efficiency of physical fitness programs. The Community Health Promotion Council will encourage and assist health professionals and fitness/sport personnel in the integration of programming efforts to alleviate duplication and broaden physical fitness opportunities for community personnel.

#### **16-10. Injury Prevention Program**

a. Accidental and overuse injuries to the musculoskeletal system are the single leading cause of lost workdays and physical profiles in the Army and as such, have a significant impact on the readiness and deployability of the force.

b. The Ft Jackson Safety Office will:

(1) Conduct local RM classes IAW DA Pam 385-10.

(2) Conduct trending and analysis of all musculoskeletal injuries and develop controls to reduce risk.

(3) Determine when to retrain entire organizations in RM, based on mishap experience.

c. The unit commander is the critical agent for injury prevention and is responsible for establishing interventions and monitoring their effect. Commanders/directors will:

(1) Foster a culture of injury risk reduction in all aspects of physical work, physical and military training, and unit mission essential task accomplishment.

(2) Coordinate with the PM in determining controls that will reduce the risk of injury during training.

(3) Retrain cadre in RM: Based on injury rates the Senior Safety Director will determine when the entire organization attends refresher training in risk management.

(4) Identify and assess training/mission hazards of physical and occupational training as they relate to musculoskeletal injury, develop and implement prevention interventions, and evaluate their effectiveness in accordance with the risk management process of DA Pam 385-30.

(5) Ensure Soldiers receive physical training appropriate to their levels of physical conditioning, and follow a gradual progression of physical training as outlined in FM 21-20 and in the standardized physical training (SPT) Program (for initial entry training (IET)) in order to avoid unnecessary injury.

Although the SPT program is specific to IET, the principles are applicable to cadre conducting physical training.

(6) Assume responsibility for outcomes of physical training programs by monitoring unit injury profiles as well as unit physical fitness.

(7) Focus on achieving greater unit physical readiness by emphasizing improvements in the unit Army Physical Fitness Test (APFT) pass rate rather than the average unit APFT.

(8) Monitor physical profiles and enforce activity restrictions imposed.

(8) Monitor Soldiers at high risk for injuries. Ensure those with musculoskeletal complaints or exhibiting signs of injury receive prompt medical attention and have access to resources that will enable directed or self-treatment of injuries.

d. MACH PM Office will:

(1) Understand the commander's mission goals relevant to physical performance, and advise the commander on practical alternatives to current physical training practices when they place Soldiers at increased risk for musculoskeletal injury.

(2) Educate unit commanders and other leaders on injury risk factors, potential interventions to reduce them, how to recognize the early signs and symptoms of musculoskeletal injuries, and self-treatment techniques.

(3) Assist commanders in analyzing sick call and profile rates, injury incidence, and trends, and advise commanders of changes in the health status of the command and interventions to reduce injury rates.

(4) Provide liaison services between command and medical personnel to interpret or clarify any health care treatment ambiguities and coordinate with health providers issuing physical profiles when uncertainties arise.

(5) Provide direct medical oversight and consultation to unit officers responsible for physical training in accordance with FM 21-20 and SPT.

#### **16-11. Industrial Hygiene Program (IHP)**

a. General

(1) The focus of the IHP is on the conservation of resources, enhancement of readiness, and preservation health by anticipating, recognizing, evaluating, and controlling health hazards where military and civilian personnel work and serve.

(2) This chapter establishes and defines a comprehensive IHP for Fort Jackson, IAW DA Pam 40-503, chapter 1-7 and appendixes B-D. The IHP is required to protect the workforce from occupational hazards and ensures compliance with AR 385-10.

b. Responsibilities and Procedures. The following organizations are responsible to ensure the IHP is successful:

(1) The Ft Jackson Safety Office will:

(a) Have primary responsibility for oversight of the Ft Jackson IHP when related to an element of the Safety and Occupational Health Program.

(b) Annually evaluate the Ft Jackson IHP, IAW DA Pam 40-503, chapters 1-7 and appendixes B-D.

(c) Conduct random worksite inspections to ensure that all IHP elements are effective and that

these programs are included in unit SOPs.

(d) Initiate prompt corrective action on any deficiencies detected in the IHP.

(e) Monitor compliance with wear of safety equipment and use of safe practices. Provide posters and signs, make applicable recommendations, and use rewards when possible.

(f) Assist the supervisors and in characterization surveys of the workplace and field sites in relation to industrial hygiene hazards and demands in the work environment.

(2) Civilian Personnel Advisory Center (CPAC) will:

(a) Provide administrative support as required to all individuals responsible for ensuring/enforcing the IHP at Ft Jackson.

(b) Ensure that protective equipment requirements are included in job descriptions of new employees and in the revised position descriptions of incumbents.

(c) Refer new employees to MACH PM Office for screening prior to job placement, if required by the position description.

(3) MACH PM Office will:

(a) Coordinate as the primary proponent for the Ft Jackson industrial hygiene program.

(b) Establish an installation-level industrial hygiene program, in support of the Ft Jackson Installation SOH Program.

(c) Develop written industrial hygiene program procedures with appropriate metrics for the early recognition, evaluation, treatment, and follow up of hazards among military and civilian personnel working on Ft Jackson.

(d) Use the master schedule in DOEHRS–IH to schedule IH survey and workplace monitoring tasks to reflect IH priorities and resources, and provide results to the Ft Jackson Safety Office monthly.

(e) Provide quarterly documentation of DA-required activities and IHP support activities not available in DOEHRS–IH (for example, mandatory training, meetings, design reviews, and command requests).

(f) Provide written reports of sampling results, survey information, and recommendations to customers and the Ft Jackson Safety Office (for example, safety, OH, and installation management program managers).

(g) Use DA Form 7693 (Industrial Hygiene Program Evaluation) to perform annual assessment of the industrial hygiene program and participate in external audits to document program effectiveness and make improvements to the industrial hygiene program.

(h) Develop, review, and revise the IHP action plan and submit the plan to the chief of PM, and the Ft Jackson Safety Office, for review as defined in paragraph DA Pam 40-503, 2–7.

(i) Ensure DOEHRS–IH data is fully and correctly entered in DOEHRS–IH. This is necessary for quality and completeness of the IH metric data extracted from DOEHRS–IH in support of the Assistant Chief of Staff for Installation Management (ACSIM) Installation Status Report (ISR) and the AMEDD Command Management System (CMS).

(j) When requested, perform workplace surveys in accordance with DA Pam 40-503, 2-4 (and other emergency or urgent situations as necessary) to ensure hazards are recognized, and evaluated using sampling protocols according to regulatory and/or authoritative standards.

(k) Provide guidance and direction in identifying and controlling recognized hazards.

(l) Administer screening health surveys as appropriate.

(m) Coordinate the use of engineering controls, administrative controls, and PPE with the Ft Jackson Safety Office and workplace supervisors to reduce risks.

(4) Supervisors will:

(a) Support the industrial hygiene program, demonstrate commitment, and provide necessary resources based on the magnitude of identified hazards and local command priorities.

(b) Ensure that individuals are not allowed in hazardous areas or execute a job without proper protection.

(5) ADSO/CDSO will:

(a) Assist commanders in monitoring workplace environments mission for hazards.

(b) Identify existing and potential risk factors through workplace analyses that involves both active and passive surveillance.

(c) Act as the unit representative on the installations IHP when required.

(6) All employees will:

(a) Report to all scheduled medical examinations and briefings.

(b) Report any hazards related to industrial hygiene hazards to their supervisors.

c. Procedures

(1) Organizational involvement. A collaborative partnership among all levels of the command is essential in achieving the goals of the IHP. Command emphasis and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound IHP. All levels of personnel (managers, supervisors, civilians, and Soldiers) are responsible for injury prevention and the identification and resolutions of hazards.

(2) Critical Elements. The ADSO/CDSO will perform active surveillance, through observation, during day-to-day activities and use the 4 critical elements (as listed below) of risks-

(a) Workplace Analysis. Identify all jobs that indicate a potential for injuries through the use evaluation of all task/jobs with risks in order to reduce or eliminate the risk.

(b) Hazard Prevention and Control. Effective design or redesign of a task or workplace is the preferred method of preventing or controlling the risk.

(c) Education and Training.

(d) Reporting.

g. Union Notifications: Work site analysis conducted on union employees are required to have the supervisor contact the respective union prior to analysis. A union representative may be in attendance during the evaluation if required by the employee.

## **Chapter 17 Workplace Inspections**

### **17-1. Purpose**

Safety inspections help identify hazards, evaluate compliance with safety program requirements, and determine effectiveness of accident prevention programs. This chapter establishes the inspection requirements and procedures related to SOH. The inspection program encompasses a broad range of operations and missions.

### **17-2. Execution**

a. Organizations with assigned safety staff will conduct Standard Army Safety and Occupational Health Inspections (SASOHI) for high, and medium risk facilities on Ft Jackson in accordance with the requirements established in DA Pam 385-10, document findings and following up with abatement in accordance with AR 385-10. Supervisors and the organization additional duty staff will inspect low risk facilities.

b. The Ft Jackson Safety Office will develop an installation inspection schedule, not later than 15 August annually, identifying the inspections to be conducted for the next FY.

c. The Ft Jackson Safety Staff, upon request from organizations without assigned safety staffs, will include unit inspections in the annual inspection schedule and will accompany the ADSO/CDSO staff, although the unit is responsible for documenting findings and following up with abatement in accordance with AR 385-10.

d. Other inspections include requests for staff assistance, complaint requests, and situational circumstances due to emergencies or accidents.

e. Organizations will complete Inspections in accordance with AR 385-10 and DA Pam 385-10 and associated regulatory requirements.

### **17-3. Policy**

a. Supervisors are responsible for conducting weekly safety inspections, while documenting and reporting all hazards. When employees report hazards, or when identified through accident investigations or safety inspections, units forward reports through the chain of command to the Ft Jackson Safety Office.

b. Employees, are responsible for complying with safety rules, regulations, and standards; using and maintaining the personal protective clothing and equipment that has been provided for their safety; and reporting any unsafe or unhealthful working conditions and accidents to their immediate supervisor.

c. Management and employees will work together to identify and correct hazardous conditions (based on RAC; on a worst-risk-first basis), IAW DA Pam 385-10.

d. Employees have the right to request that an OSHA representative conduct an inspection if they believe hazardous conditions are present in the workplace, although employees are encouraged to contact the Ft Jackson Safety Office to resolve any safety hazards prior to contacting OSHA, but they are not required to do so.

e. Copies of reports submitted under the Army employee hazard reporting system will be retained at the Ft Jackson Safety Office and a Federal Record Retention Center for at least 5 years following the end of the calendar year to which they relate.

### **17-4. Safety Inspections**

a. Each time a supervisor or an employee enters the workplace, he or she will conduct a visual safety inspection. Conducting inspections of this type will help integrate safety into the daily routine.

- b. Formal documented inspections (for example, using a checklist) will be completed quarterly by the organization's additional duty safety staff (ADSO/CDSO) to ensure a complete and total evaluation of the workplace based upon the type and nature of the work as well as determining the PPE required.
- c. Whenever possible, recognized hazards will be corrected on the spot.
- d. Work orders or service orders for hazards that cannot be corrected on the spot are submitted to the safety office. All work orders for significant risk hazards will go through the Ft Jackson Safety Office for addition to the hazard tracking system.

#### **17-5. Standard Army Safety and Occupational Health Inspections Requirements**

- a. Qualified safety professionals will conduct annual inspections, using the procedures outlined in DA Pam 385-10. Facilities and operations involving special hazards will be inspected more frequently as determined by the Ft Jackson workplace inspection schedule developed annually.
- b. Additional Duty Safety staff (ADSO/CDSO) will be appointed according to procedures in DA Pam 385-10, will conduct inspections for work sites.
- c. According to the installation schedule, safety office staff will accompany ADSO/CDSOs on at least 1 inspection per year to assure quality inspections are being conducted.
- d. SASOHI's will not be conducted in conjunction with any other visit or inspection.

#### **17-6. Hazard Tracking System**

- a. Results from inspections will be used as input to a database that will track deficiencies and the corrective action(s) associated with each deficiency. Conduct an analysis of all hazards to determine the degree of risk using Army approved RM techniques. Follow the procedures below in analyses of safety hazards. Assign each hazard a priority for correction, based on the criticality of the system:
  - (1) Assess hazards (terms of hazard severity and accident probability) and assigned a RAC. Consider cost of correction, future intended use of the facility, and availability of desirable alternative methods of control.
  - (2) Eliminate hazards on a worst first basis. Prepare an abatement plan for each RAC 1 or 2 hazard whose correction will exceed 30 days. Group individual deficiencies of an identical character together into a single abatement plan or into an associated abatement project. Keep the plans current by adding new projects and by placing completed projects in a completed projects section of the abatement plan. Corrections of violations that have a high dollar cost can be included in the abatement. The commander/director of the owning organization will approve abatement plans, while developing controls and accepting the risk until completion.
- b. Commander/directors document procedures such as spot checking or sampling to ensure that interim control measures are being implemented.
- c. Copies of abatement plans will be posted on all employee safety boards in the organization.
- d. The Ft Jackson Safety Director will brief the Senior Commander annually for a review of installation abatement plans to ensure adequate resource allocation and ensure non-resource intensive corrective actions are accomplished.

e. The Ft Jackson tracking system database incorporates the inspection team's findings and corrective action status from the abatement plan. The database includes the following data elements:

- (1) Finding number (or other identification method).
- (2) Priority of finding.
- (3) Risk level.
- (4) Description of finding.
- (5) Risk consequence.
- (6) Person(s) responsible for corrective action.
- (7) Corrective action description.
- (8) Corrective action status.

(9) Remarks. (Note: If required, the remarks block will be used to expand on corrective actions status. Information may include detail on how development of the process is progressing, reasons for delays (both in developing and implementing), and actions that are being taken to expedite development and implementation of the corrective action).

(10) Date of last update briefing to commander (when corrective action has been implemented and briefed to the commander this block will be closed).

f. The status of the abatement plan/corrective actions will be briefed to the commander upon completion of the inspection and on a regular basis thereafter until all high priority corrective actions have been implemented. The DA Form 4754 (Violation Inventory Log) will be used to provide ready access to violation abatement status.

g. The commander has the responsibility of ensuring that corrective actions are implemented in a timely fashion to reduce risk from hazards identified during the inspection.

h. Hazard abatement funding will follow these procedures:

(1) Operating plans and budgets will include appropriate planning, programming, and resources to correct RAC 1 and 2 hazards from the abatement plan according to abatement priority numbers and any supplemental DA program guidance.

(2) All construction and modernization projects are required to incorporate life safety, explosives safety, fire prevention and other SOH standards. Many existing hazards are abated as a by-product of new construction that has been justified for other reasons.

(3) The Ft Jackson Safety Office in coordination with commanders/directors will track hazard abatement projects through the additional duty safety programs.

#### **17-7. Notices of Violations**

a. Notices of violations for RAC 1 and RAC 2 hazards detected during standard Army SOH inspections will be recorded on DA Form 4753 (Notice of Unsafe or Unhealthful Working Condition) or equivalent. All posted notices will describe the nature and severity, probability, and associated risk of the violation, the substance of the RM plan, and interim protective measures.

b. Copies of each notice of unsafe or unhealthful conditions will be given to each level of the organizational leadership in charge of the workplace and any participating employee representative.

c. The official in charge of the workplace where the condition was discovered will post notices. Where it is not practical to post the notice at or near the hazard, it will be posted in a prominent place where all affected personnel will readily see it.

d. Delivery and posting will take place within 15 days of detection for safety violations and 30 days for health violations.

e. The notices will remain posted for 3 working days or until correction, whichever is later.

### **17-8. Written Reports of Violations**

Written reports of violations resulting from standard Army SOH inspections will be provided to the head of the activity or the commander/director of the unit inspected. These reports will cite hazards and safety management deficiencies and will recommend corrective actions.

## **Chapter 18**

### **Industrial Operational Safety**

#### **18-1. Introduction**

a. An effective safety program will improve operational readiness and reduce costs. TRADOC depends on Ft Jackson to maintain an excellent training environment through early recognition of hazards and implementation of RM techniques.

b. Ft Jackson safety programs are organized to enhance training capabilities. Safety program goals do not exist separate from, but are tied directly to Ft Jackson mission goals. Industrial operations compose those activities that contribute to the development of the best-trained Solders in the world.

#### **18-2. Policy**

Whenever possible use engineering controls to eliminate hazards, only use administrative controls whenever engineering controls are not feasible.

#### **18-3. Acquisition of Materials**

The acquisition of materials, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary residual risk and control residual risks using design changes.

#### **18-4. Pre-operational Planning**

a. Pre-operational planning will be developed as part of planning for operations. Pre-operational plans will identify hazards that impact employee safety and mission execution, including the measures used to eliminate or control them.

b. RM worksheets will be used to identify, mitigate hazards, and manage the associated risk with that activity. This requires that risk assessment, risk decision making and implementation of effective risk controls be part of the pre-operational safety plan. Operational plans will incorporate pre-operation safety briefings and training requirements as part of the plan. Operational briefings and training will identify hazards and will discuss the impact of hazards on operations.

#### **18-5. Standing Operating Procedures (SOPs)**

a. SOPs will be developed for all operations providing the level of detail necessary to execute the task or operation in an efficient, effective and safe manner. Written standards (e.g. work plans, internal operating plans, operating manuals, work instructions, etc.) may be substituted for SOPs when they provide the level of detail necessary to execute the task or operation in an efficient, effective and safe manner.

b. A JHA will be developed for all positions in the DA Civilian workforce. The JHA will be covered in

the employee orientation process or when duties change, and will be conducted by the first line supervisor.

c. SOPs will be based on the results of a complete risk assessment of all phases of the task or operation and including recommended controls.

d. SOPs will be reviewed and concurred with by subject matter experts within the executing organization and supporting organizations. SOPs will address emergency response procedures, required PPE, and equipment required to execute the operation safely. Supervisors will train, observe and enforce all requirements of the SOPs.

#### **18-6. Accident Prevention Plans**

a. Commanders/directors/managers will develop an accident prevention and response plan for each activity under their direct control and administration. Accident prevention plans shall be-

(1) Site specific.

(2) Available to all personnel, in a common area accessible at all times, all shifts.

(3) Current, reflecting up to date procedures, work instruction(s), and emergency procedures.

(4) Trained and practiced with documentary evidence on file identifying trainer, trainee, date trained, and date practiced.

(5) Include detailed emergency procedures including alert and notification, evacuation and response, personnel accountability, and medical response.

(6) Identify known or suspected hazards associated with each particular work instruction, work practice, and operating activity (e.g., physical, chemical, biological, and ergonomic); Identify required administrative, engineering, and personal protective equipment controls associated with each particular work practice, work instruction, and operating activity; and

(7) Assign a primary and alternate point of contact for training and provision of documented work instruction, procedure, and, or exposure control equipment.

#### **18-7. Training, Licensing, Qualification**

Supervisors will ensure and document training, licensure, qualification, and experience prior to assigning any employee to a particular job or activity. Only licensed, trained personnel are authorized to operate machinery, motor vehicles, and material handling equipment.

#### **18-8. Hazardous Material.**

Hazardous material will be stored IAW 29 CFR 1910 Subpart H - Hazardous Materials and National Fire Protection Association (NFPA) Code 30, Flammable and Combustible Liquids Code. Employees using or exposed to hazardous materials will be trained IAW 29 CFR 1910.1200, Hazard Communication.

#### **18-9. Personal Protective Equipment (PPE)**

a. Appropriate PPE shall be provided at no cost to the employee. PPE provides for the protection of work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

b. RM and the employees JHA will be used to identify the type of PPE required based on the materials and processes being used.

c. Employees are required to use personal protection equipment IAW 29 CFR 1910 Subpart I -

Personal Protective Equipment.

### **18-10. Machinery and Machine Guarding**

a. Supervisors will analyze all equipment to identify point-of-operation hazards and other hazards associated with moving belts and equipment and will provide guards or other means to protect operators and other personnel.

b. No modifications will be made to equipment without the manufactures safety release or a certified third party safety survey.

c. Rings and other jewelry, loose clothing, and unbound hair will not be worn when working around moving machinery, during vehicle maintenance, or during other hazardous industrial operations.

d. Supervisors will ensure that all portable, power-driven circular saws having a blade diameter greater than 2 in. will be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to covering position.

### **18-11. Hand and Portable Powered Tools**

a. Hand and power tools are a common part of our everyday lives and are present in nearly every operation. These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. Special attention toward hand and power tool safety is necessary in order to reduce or eliminate these hazards.

b. Supervisors will be responsible for the safe condition of tools and equipment used by their employee, including tools and equipment which may be furnished by employees.

c. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

### **18-12. Exits and Egress**

Exits and egress will meet the requirements of 29 CFR 1910.33 through 29 CFR 1910.39, Subpart E; fire prevention plans; and The Life Safety Code (NFPA 101).

### **18-13. Lockout/Tagout of Hazardous Energy Sources**

#### **a. Responsibilities**

(1) Commander/directors will:

(a) Ensure a lockout/tagout program is established and implemented for the protection of personnel from accidental energization or start-up of equipment during maintenance/repair

(b) Enforce all standards related to the lockout/tagout program

(2) Ft Jackson Safety Office will:

(a) Monitor the effectiveness of this program during scheduled inspections and spot checks of work sites.

(b) Provide materials necessary to train employees on lockout/tagout procedures.

(3) Supervisors will:

(a) Ensure employees required to use lockout/tagout devices are trained in the purpose and use of the lockout/tagout procedure.

(b) Provide locks and tags necessary to lockout/tagout energy sources during maintenance or repair of equipment. These locks and tags shall not be used for any purpose other than to lockout and tagout energy sources. Tags should be attached with non-reusable nylon cable ties.

(c) Ensure all employees required to work on hazardous energy source equipment have been trained in all aspects of lockout/tagout procedures.

(d) Conduct periodic inspections to ensure all elements of this regulation are being followed by employees.

(e) Be responsible for removing lockout/tagout devices in the event the employee who installed the device is unable to remove them.

(4) Employees will:

(a) Comply with all procedures herein to prevent accidental start-up of equipment/systems while performing maintenance or repair.

(b) Be knowledgeable of the equipment being serviced, the types of energy, and hazard, and how to isolate the equipment from all energy sources.

b. Lockout Procedures

(1) Individual(s) performing maintenance will notify all affected employees that a lockout is required and the reasons for the lockout.

(2) If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

(3) Operate the switch, valve, or other energy-isolating device so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment. Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc.

(4) After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the pushbutton or other normal operating controls to make certain the equipment will not operate. Return operating controls to neutral position after the test. The equipment is now locked out.

c. Restoring equipment to service; removal of lockout/tagout devices by persons other than the employee(s) who applied them is not authorized unless circumstances are such that the employee(s) who applied them is/are unable to remove them.

d. Procedure Involving More Than One Person

(1) Employees performing maintenance on the same equipment or machinery as other employees shall place their own personal lockout or tagout device on the energy isolating device(s).

(2) When employees no longer need to maintain their lockout protection, they will remove their lock from the energy isolating device(s).

e. Shift or Personnel Changes

(1) If work on equipment is required by the next shift, the employees shall affix their lock/tag to the equipment identifying them as the responsible party for locking or tagging out the energy sources to the equipment.

(2) The employee replacing the existing lock or tag should follow procedures in paragraph b.

f. Removal of Isolating Devices

(1) This procedure will only be applied to those situations where circumstances are such that the employee who applied the lockout or tagout is unavailable to remove them.

(2) The supervisor must verify that the employee who applied the device is unavailable to remove the lock or tag.

(3) Every reasonable effort will be made to contact employees to inform them that their lockout or tagout device has been removed.

(4) The supervisor will ensure that the employees have been informed that their tags have been removed before the employees resume work in the facility where the lockout or tagout device was removed.

(5) The reason for removal of an employee's energy isolating device shall be documented by the supervisor with a copy provided to the Ft Jackson Safety Office.

g. Training

(1) Training shall be provided to ensure the purpose, function, knowledge and skills of the lockout/tagout programs and procedures are understood by supervisors, operators, and qualified equipment maintenance. Training shall include the following:

(a) Each supervisor, operator, or any qualified equipment maintenance person shall receive initial job training on the type and magnitude of applicable energy sources, the methods and means necessary for energy isolation and control, and the use of the lockout/tagout procedures.

(b) All other personnel whose duties are, or may be in an area where lockout/tagout procedures may be utilized, shall be briefed on the lockout/tagout program during the initial job safety briefing.

(2) When lockout/tagout procedures are used, supervisors, operators, or any qualified equipment maintenance personnel shall receive initial job training on the use of locks and tags as follows-

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

(b) When a lock or tag is attached to an energy-isolating device, only the person, supervisor or the designated representative, who initially installed the lock or tag, can remove it, and it can never be bypassed, ignored, or otherwise defeated.

(c) Tags may cause a false sense of security, and their use and limitations need to be understood as part of the overall energy control program.

(d) Tags will be securely attached so that they cannot be inadvertently or accidentally detached during use.

(3) Retraining shall be provided for supervisors, operators, and qualified equipment maintenance personnel at least annually or when a change in their job assignments, a change in machines or equipment, processes that present a new hazard, or when there is a change in the lockout/tagout procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals that

there are deviations from, or inadequacies in, the supervisor, operator, or qualified equipment maintenance personnel's knowledge or use of the lockout/tagout procedures.

(4) All training shall be certified, documented, and kept up-to-date. The certification shall contain each individual's name and dates of training.

#### **18-14. Confined Space Entry Program**

##### a. Introduction

(1) In order to prevent injury and possible death, Army personnel will not enter a permit-required confined space without an approved permit, personal protective clothing, monitoring equipment, or use of isolation/lockout/tagout procedures.

(2) A confined space is a space that is large enough and configured for an individual to enter and perform work, has limited or restricted means to enter and perform work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

(3) Prior to conducting confined space operations, organizations must have a site specific SOP.

(4) All confined spaces at Ft Jackson are considered permit required unless otherwise directed.

(5) Contracted services will include a requirement in the SOW/PWS for contractors to execute their own independent Confined Entry Program IAW OSHA standards.

b. The Fort Jackson Fire Department will appoint a confined space rescue team.

##### c. General Requirements

(1) The following requirements will be followed in accordance with Part 1910.146, Title 29, Code of Federal regulations (29 CFR 1910.146):

(a) An entry supervisor will verify that appropriate entries have been made before entry into a permit-required confined space.

(b) Permits will be completed by first line supervisor and posted at entry of confined space.

(2) All personnel working with confined spaces will:

(a) Use protective equipment, respirators, safety line, and safety harness as required.

(b) Read posted confined space permits before entry into confined space.

(c) Not enter any permit-required confined space that does not have a confined space permit posted.

##### d. Supervisory Requirements

(1) Ensure that the Ft Jackson Safety Office and PM evaluate the confined space.

(2) Initiate and post confined space entry permit at each confined space that poses a hazardous condition where all personnel can read it.

(3) Know the hazards that may exist during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

(4) Verify that the appropriate entries have been made on the permit; that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place

before endorsing the permit and allowing entry to begin.

- (5) Terminate the entry and cancel the permit upon completion of job.
- (6) Verify that rescue services are available and that the means for summoning them are operable.
- (7) Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- (8) Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, which entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
- (9) Ensure safety precautions (proper respiratory equipment, protective equipment, safety line, safety harness) are taken in accordance with the PM and Fort Jackson Safety Office evaluation.
- (10) Establish confined space entry procedures and train employees on procedures.
- (11) Provide emergency procedures and training for personnel assigned to a confined space entry job.
- (12) Ensure confined space is monitored continuously in areas where authorized entrants are working to determine if acceptable entry conditions are being maintained during the course of the entry operations.

e. Authorized Entrant Responsibilities

- (1) Know the hazards that may be faced during entry, recognize the signs and symptoms of exposure to the hazards, and understand the consequences of exposure to a hazard.
- (2) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.
- (3) Exit the permit space, unless it is physically impossible to do so, when either the attendant orders evacuation, the automatic alarm is activated, or the entrants perceive that they are in danger.
- (4) Properly use the following equipment:
  - (a) Testing and monitoring equipment.
  - (b) Ventilating equipment needed to obtain acceptable entry conditions.
  - (c) Communications equipment.
  - (d) PPE (insofar as feasible engineering and work practice controls do not adequately protect employees).
  - (e) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  - (f) Barriers and shields as required.
  - (g) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants.

f. Attendants Responsibilities:

- (1) Continuously maintain an accurate count of all persons in the confined space.

- (2) Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
  - (3) Be aware of possible behavioral effects of hazard exposure in authorized entrants.
  - (4) Remain outside the permit space during entry operations until relieved by another attendant.
  - (5) Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
  - (6) Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space, and order the authorized entrants to evacuate the permit space immediately under any of the following conditions-
    - (a) The attendant detects a prohibited condition.
    - (b) The attendant detects the behavioral effects of hazard exposure in an authorized entrant.
    - (c) The attendant detects a situation outside the space that could endanger the authorized entrants.
    - (d) The attendant cannot effectively and safely perform all the duties.
  - (7) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
  - (8) Take the following actions when an unauthorized person approaches or enters a permit space while entry is under way-
    - (a) Warn the unauthorized person(s) that they must stay away from the permit space.
    - (b) Advise the unauthorized person(s) that they must exit immediately if they have entered the permit space.
    - (c) Inform the authorized entrant(s) and the entry supervisor if the unauthorized persons have entered the permit space.
  - (9) Perform non-entry rescues as specified by the activity's rescue procedure.
  - (10) Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrant(s).
- g. Confined Space Training
- (1) Personnel who are required to work in a permit-required confined space or in support of those working in a permit required confined space will have additional training in the following areas:
    - (a) Emergency entry and exit procedures.
    - (b) Use of respirators, as required.
    - (c) Current certification in basic first aid and cardiopulmonary resuscitation (CPR) skills for personnel performing rescue service.
    - (d) Lockout procedures are specific to the confined space in which they operate
    - (e) Safety equipment use.

(f) Rescue and training drills designed to maintain proficiency will be given initially to new employees, and thereafter at least annually or at lesser intervals as determined necessary by the supervisor.

(g) Permit system - what the permit says and what it means.

(h) Recommended work practices.

(2) Training will be provided to each affected employee-

(a) Before the employee is first assigned duties under this regulation.

(b) Before there is a change in assigned duties.

(c) Whenever there is a change in permit space operations that present a hazard for which an employee has not previously been trained.

(d) Whenever the employer has reason to believe that there are either deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge or use of these procedures.

h. Testing and monitoring will be performed in the following manner:

(1) Perform tests in the following order - oxygen content - flammability - toxic materials.

(2) These tests will include upper explosion limit (UEL) and lower explosion limit (LEL) readings.

(3) Entry into a confined space for any type of hot work will be prohibited when tests indicate the concentration of flammable gases in the atmosphere is greater than 10 percent of the lower flammability limit (LFL).

(4) Equipment for continuous monitoring of gases and vapors will be explosion-proof and equipped with an audible alarm or danger signaling device that will alert employees when a hazardous condition develops.

(5) The percentage of oxygen for entry into a confined space will be no less than 19.5 percent or greater than 23.5 percent at 760 mmHG.

i. Labeling and posting will be done in the following manner:

(1) Print all warning signs in both English and in the predominant language of the workers who do not read English.

(2) Post all entrances to any confined space; signs will include but not necessarily be limited to the following information - DANGER CONFINED SPACE ENTRY BY PERMIT ONLY.

(3) When a specific work practice is performed or specific safety equipment is necessary, an applicable statement will be added (for example, RESPIRATOR REQUIRED FOR ENTRY, LIFELINE REQUIRED FOR ENTRY, HOT WORK PERMITTED).

(4) Emergency procedures, including phone numbers of fire department and emergency medical services, will be posted conspicuously within the immediate area of the confined space, or by telephone from which help would be summoned.

j. Safety Equipment and Clothing:

(1) Safety equipment and clothing should take in consideration the following, in accordance with

the appropriate required regulations:

- (a) Eye and face protection.
- (b) Head protection.
- (c) Foot protection.
- (d) Body protection-gloves, aprons, and over-suits.
- (e) Hearing protection.
- (f) Respiratory protection-the use of respiratory protection will be determined by the supervisor.
- (g) Hand protection.
- (h) A safety belt with "D" rings for attaching a lifeline will be worn at all times.
- (2) The combination of a body harness with lifeline will be used when:
  - (a) An employee is required to enter to complete the gas analysis.
  - (b) An employee is working in an area where entry for the purpose of rescue would be contradicted.
  - (c) Any failure to ventilation would allow the build-up of toxic or explosive gases within the time necessary to evacuate the area.
  - (d) The atmosphere is immediately dangerous to life and health.
- (3) If the exit opening is less than 18 inches (45 centimeters) in diameter, a wrist type harness will be used.
- k. Purging and ventilating include:
  - (1) Blower controls will be a safe distance from the confined area, and audible alarm will be installed in all equipment to signal when there is a ventilation failure.
  - (2) Air flow measurements will be made before each work shift to ensure adequate ventilation is being maintained.
  - (3) Where continuous ventilation is not part of the operating procedure, the atmosphere will be tested until continuous acceptable levels of oxygen and contaminants are maintained for three tests at 5 minute intervals.
  - (4) Local exhaust will be provided when general ventilation is inadequate due to the restrictions in the confined space or when high concentrations of contaminants occur in the breathing zone of the worker.
- l. Isolation/lockout/tagging include:
  - (1) The isolation procedures will be specific for each type of confined space.
  - (2) Confined spaces will be completely isolated from all other systems by physical disconnection, double block, and/or blanking off all lines.
  - (3) Where complete isolation is not possible (sewers and utility tunnels), specific written safety procedures approved and enforced by the supervisor will be used.

(4) Shut-off valves serving the confined space will be locked in the closed position and tagged for identification.

(5) Electrical isolation of the confined space will be accomplished by locking circuit breakers and or disconnects in the open (off) position with a key-type padlock.

(6) Mechanical isolation can be achieved by disconnecting linkages or removing drive belts or chains.

m. Medical. Workers who enter a confined space will be provided physical examination by their own physicians at no expense to the employees. The physical examination will:

(1) Include a demonstration of the workers' ability to use negative and positive pressure respirators.

(2) Include a demonstration of the workers' ability to see and hear warnings (flashing lights, buzzers, or sirens).

(3) Place emphasis on several evaluations of the employees' ability to carry out their assigned duties and the detection of anything that may preclude confined space work.

n. Entry Procedures.

(1) The internal atmosphere will be tested prior to an employee entering the space.

(2) Testing will be conducted with a calibrated direct-reading instrument.

(3) Confined space entry permit will be completed.

(4) Adequate ventilation or protective equipment will be implemented to ensure atmosphere is free of hazard to entrants.

(5) Before workers enter the confined spaces, the fire department will be notified.

(6) There must be someone readily available in the area of the confined space who is currently trained in CPR and basic first aid procedures.

o. Rescue Procedures

(1) Rescue procedures will be specifically designed for each entry.

(2) A trained person with a fully charged, positive pressure, SCBA will be on standby during a confined space entry.

(3) The standby person will maintain unprotected lifelines and communications to all workers in the confined space.

(4) Under no circumstances will the standby person enter the confined space until the first person is relieved and is assured that adequate assistance is present.

Confined Space Entry Permit

Date and Time Issued: \_\_\_\_\_ Date and Time Expires: \_\_\_\_\_  
 Job site/Space I.D.: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_  
 Equipment to be worked on: \_\_\_\_\_ Work to be performed: \_\_\_\_\_

Stand-by personnel: \_\_\_\_\_

1. Atmospheric Checks: Time \_\_\_\_ Oxygen \_\_\_\_% Explosive \_\_\_\_% L.F.L. Toxic \_\_\_\_\_ PPM

2. Tester's signature: \_\_\_\_\_

3. Source isolation (No Entry): N/A Yes No  
 Pumps or lines blinded, ( ) ( ) ( )  
 Disconnected, or blocked ( ) ( ) ( )

4. Ventilation Modification: N/A Yes No  
 Mechanical ( ) ( ) ( )  
 Natural Ventilation only ( ) ( ) ( )

5. Atmospheric check after  
 Isolation and Ventilation:  
 Oxygen \_\_\_\_\_% > 19.5 %  
 Explosive \_\_\_\_\_% L.F.L. < 10 %  
 Toxic \_\_\_\_\_ PPM < 10 PPM H(2)S  
 Time \_\_\_\_\_  
 Testers signature: \_\_\_\_\_

6. Communication procedures: \_\_\_\_\_

7. Rescue procedures: \_\_\_\_\_

8. Entry, standby, and back up persons: Yes No  
 Successfully completed required training? Is it current? ( ) ( )

9. Equipment:	N/A	Yes	No
Direct reading gas monitor - tested	( )	( )	( )
Safety harnesses and lifelines for entry and standby persons	( )	( )	( )
Hoisting equipment	( )	( )	( )
Powered communications	( )	( )	( )
SCBA's for entry and standby persons	( )	( )	( )
Protective Clothing	( )	( )	( )
All electric equipment listed Class I, Division I, Group D and Non-sparking tools	( )	( )	( )

10. Periodic atmospheric tests:  
 Oxygen \_\_\_\_% Time \_\_\_\_ Oxygen \_\_\_\_% Time \_\_\_\_  
 Oxygen \_\_\_\_% Time \_\_\_\_ Oxygen \_\_\_\_% Time \_\_\_\_  
 Explosive \_\_\_\_% Time \_\_\_\_ Explosive \_\_\_\_% Time \_\_\_\_  
 Explosive \_\_\_\_% Time \_\_\_\_ Explosive \_\_\_\_% Time \_\_\_\_  
 Toxic \_\_\_\_% Time \_\_\_\_ Toxic \_\_\_\_% Time \_\_\_\_  
 Toxic \_\_\_\_% Time \_\_\_\_ Toxic \_\_\_\_% Time \_\_\_\_

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit Prepared By: (Supervisor) \_\_\_\_\_  
 Approved By: (Unit Supervisor) \_\_\_\_\_  
 Reviewed By (DES SME): \_\_\_\_\_  
(Printed name) (Signature)

This permit to be kept at job site.

## **CHAPTER 19**

### **Emergency Planning and Response**

#### **19-1. Introduction**

- a. This chapter prescribes safety policy for planning emergency response to save lives; protect the health and safety of the public, responders, and recovery workers; and to exchange information.
- b. All coordination and initiation of responses must be done in concert with the Ft Jackson Operations Center.

#### **19-2. Policy**

- a. Apply the RM process to all emergency response scenarios to identify required appropriate equipment and response procedures to increase efficiency and effectiveness. The focus is to eliminate adverse and risky conditions that will degrade emergency response operations, to the maximum extent possible.
- b. The National Response Plan and the National Incident Management System contain mechanisms for expedited and proactive Federal, state, local government support to ensure critical lifesaving assistance and incident containment capabilities are in place to respond quickly and efficiently to catastrophic incidents. The emergency preparedness standards prescribed in these sources as well as executive orders, presidential directives, National Incident Management System, and individual state/territory statutes will be used together with this regulation to formulate an organization's emergency response plan.
- c. In addition, comply with requirements of 29 CFR 1910.38 and 1910.39.

#### **19-3. Munitions Incidents and Munitions of Concern**

- a. Unexploded ordnance emergency response activities will be conducted to protect public and worker safety and health and the environment IAW DA Pam 385-10, AR 385-63, DA Pam 385-64, and DA Pam 385-40, applicable statutes and implementing regulations.
- b. Commanders or activity leaders first learning of an accident/incident requiring emergency response will immediately contact 911 and then notify the Ft Jackson Operations Center. Provide all information required in DA Pam 385-10 and DA Pam 385-40 that is known at the time.

#### **19-4. Concept of Operations**

- a. For those events that rise to the level of an Incident of National Significance, the Department of Homeland Security provides operational and/or resource coordination for Federal support to on-scene incident command structures. The National Response Plan outlines in the National Incident Management System how the Federal Government implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act (The Stafford Act). The Stafford Act outlines how the Federal Government will assist the local and state Governments when a disaster or emergency overwhelms their ability to respond effectively to save lives; protect public health, safety, and property; and restore their communities.
- b. The U.S. military is capable of rapidly responding to a broad spectrum of emergencies on short notice. Although the military is generally prohibited from domestic law enforcement, when properly authorized, the military may support Federal, state, and local law enforcement agencies in certain situations. Personnel and associated equipment, although organized to conduct combat operations, can apply many of their skills to support disaster or emergency assistance operations of short duration. The Command and Control (C2) system inherent in military units provides a significant advantage when deployed in an austere environment created by a catastrophic disaster.

c. All incidents are handled at the lowest possible organizational and jurisdictional level. Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at the local level. The National Incident Management System provides a consistent nationwide template to enable, Federal, state, local, and tribal Governments and private sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, and complexity to include acts of catastrophic terrorism.

#### **19-5. Severe Weather / Lighting**

a. Severe Weather Evacuation Plan is part of emergency planning and response. Given threat of severe weather (tornados, hurricanes, extreme thunderstorms...) all Ft Jackson organizations will develop plans to evacuate from field conditions and Relocatable buildings to fixed structures. Review these plans and SOPs as part of Evacuation and FTX planning IAW the Ft Jackson Emergency Action Plan.

##### b. Criteria and Procedures for Lighting

(1) Personnel Protection Plan: In preparing personnel protection against lightning, planning is essential. Personnel must be aware of the hazards from step potential and flashover and must know what to do if an electrical storm threatens.

(2) Before Field Deployment check the weather forecast for the geographical area of deployment. Include weather considerations in risk assessment on how probable lightning activity is. If lightning activity is reasonably probable plan for:

(a) Monitoring of lightning activity. Designate a responsible person for monitoring.

(b) A lightning shelter consisting of a permanent substantial structure or a shelter specifically designed for personnel protection against lightning.

(c) Stop low priority work efforts of outdoor activity. Curtailment of low priority activities will minimize personnel exposure to lightning hazards.

(d) Supervisors communicate the lightning hazard on-site.

(e) Protected location for operational (mission essential) personnel.

(f) Supervisors conduct awareness training of the lightning hazard. Awareness can be promulgated through a handout for personnel or more formal training.

(3) During Deployment – Activity Curtailment: If lightning activity threatens during the deployment, a number of incremental steps to minimize personnel exposure are necessary.

(a) Criteria: Lightning at 50 miles. Actions:

- Notify personnel of increased lightning hazard.
- Prepare to cease unnecessary outdoor activity.
- Have nonessential personnel find shelter.

(b) Criteria: Lightning at 15 miles; or thunder heard by personnel, but no lightning flash observed. Actions:

- Secure outdoor equipment.
- Cease outdoor activity other than securing equipment and critical tasks.
- Personnel not occupied due to activity curtailment should move to designated lightning shelter.

(c) Criteria: Lightning at 8 miles or lightning observed. Actions:

- Immediate cessation of outdoor activity. Abandon efforts to secure equipment if not completed.
- All personnel take cover in designated shelter. If no other shelter is available, personnel can move to hardtop automobiles for shelter. Personnel on foot should find low risk locations and disperse if no other options are available.

(d) Most periods of lightning activity move with a storm front and are often relatively brief. If sporadic lightning activity is present between 15 mile and 30 mile ranges, limited critical tasks may be undertaken outdoors but personnel must be informed of the hazard. Tasks that are especially hazardous during lightning storms, such as working with antenna masts or emplacing the grounding system, should not be performed at this time. In this circumstance, real time monitoring of lightning and fast personnel notification is crucial. Once lightning is observed within 8 miles, outdoor activity should again cease.

(4) During Deployment – Activity Reinstatement: Reinstatement of activities are in the reverse order of the above. If possible, delay resumption of outdoor activities (especially grounding and antenna mast work) until lightning moves out of the 30 mile range. If absolutely required, allow only critical tasks once lightning moves out of the 15 mile range.

c. Lightning Risk Minimization Procedures:

(1) Upon notification to take cover from lightning or upon hearing thunder, personnel outdoors can take actions to minimize their exposure to lightning. Personnel should:

(a) Move to a substantial building, a permanent structure, or a structure specifically designed as a lightning shelter. Small, unprotected shelters and huts (like golf or bus shelters) are not safe.

(b) Stay within metal vehicles.

(c) Move to a low-lying area.

(d) Minimize contact with electrical equipment and hard-wired phones during lightning activity, including tactical phones and associated equipment (wire, etc.)

(e) Secure electrically initiated munitions (blasting caps, TOW rounds, etc.) IAW TM instructions.

(2) Personnel should not:

(a) Remain in an open area.

(b) Move near tall objects such as trees or poles.

(c) Remain in water.

(d) Remain near metal fences, tracks, etc.

(e) Remain on hilltops or other high ground.

(f) Remain in tents.

(g) Work with signals or other electrical equipment. Antenna masts and similar equipment are dangerous to work with during lightning storms. Do not attempt to secure antenna equipment during lightning storms. Move personnel at least 50 feet away from antenna masts and poles during lightning storms.

(3) If unable to take shelter, personnel should move to as low a spot as possible and crouch with feet closely together. Any objects that may produce a metallic upward projection, such as a radio or rifle, should be removed and placed horizontally on the ground nearby. Any weapon placed on the ground nearby should be cleared IAW local procedures before placing it on the ground. Groups of personnel in the open or in forested areas should disperse to minimize the possibility of multiple injuries from a single lightning strike.

## **Chapter 20 Infectious Agents and Toxins (IAT)**

### **20-1. Introduction**

a. Ft Jackson currently has no Infectious Agents and Toxins (IAT) related missions. If an organization is assigned an IAT related mission. The unit will contact the Ft Jackson Safety Office for synchronization of safety programs.

b. DA Pam 385-69 contains minimum technical SOH requirements for developing management and control processes for biological operations involving IAT. Its implementation is mandatory.

### **20-2. General**

a. The transport, storage, handling, use, and disposal of IAT will occur in a manner that will not adversely affect the safety and health of employees, military personnel, visitors, the surrounding community, or the environment. The overarching principle for safety in biological activities is to minimize the potential exposure of personnel and the environment to IAT.

b. Biological activities will be conducted using facilities, equipment, and procedures commensurate to the level of risk of the activity. The minimum number of appropriately qualified and trained personnel will be engaged in the activity for the shortest period of time and with the minimum amount of material (consistent with program objectives and safe operations). All testing of protective equipment or detection devices employing IAT will be conducted in appropriate laboratories, chambers, or other facilities. Conduct testing using the least hazardous IAT consistent with mission objectives.

### **20-3. Biological Safety Programs**

Organizations conducting biological activities on Ft Jackson will include an IAT safety section in their written SOH Program prescribing responsibilities and procedures for implementing this chapter and DA Pam 385-69.

### **20-4. Mishap Risk Management**

The risks associated with biological activities will be assessed and documented and controls established (personnel training and qualification, procedures, containment equipment, and facility design) to contain IAT and to protect workers, support personnel, the environment, and laboratory products. DA Pam 385-30 can be used as a guide for mishap RM.

## **Chapter 21 Medical Safety**

### **21-1. Introduction**

The health care delivery industry requires strenuous activities to include lifting, pulling, sliding, turning patients, transferring patients, moving equipment, handling sharp instruments, working in awkward positions, and standing for long periods. Such requirements create environments conducive to accidents and injuries.

## **21-2. Policy**

An effective medical safety program must go beyond the minimum requirements found in the regulations, codes, and standards. Therefore, the requirements of Environment of Care Essentials for Health Care, published by The Joint Commission, are mandatory.

## **21-3. Army Medical Safety Program Management**

a. The MTFs and dental treatment facilities will comply with the Ft Jackson safety and occupational health program, and will develop and implement an independent SOP related to the hospital safety program.

b. Accident reporting and recordkeeping procedures and responsibilities for the MTF's safety managers are defined in 29 CFR 1904, chapter 3 of this regulation, and The Joint Commission environment of care standards. Report accidents through the parent command with a copy to the Ft Jackson Safety Office.

## **21-4. Hospital and Military Treatment Facility Safety**

a. The MACH Commander has overall responsibility for Hospital Safety.

b. A Soldier and DA Civilian Employee Safety Committee or an Environment of Care Committee will be organized with representation from the administration, Preventative Medicine personnel, medical staff, nursing staff, engineering and maintenance, emergency management, security, housekeeping, and nutritional care. Minutes will be available for all Ft Jackson employees.

c. Safety training. A safety orientation program will be provided for all new employees. The training should include worksite specific hazard recognition and control measures. Supervisors for all employees will provide ongoing safety education. Educational programs will be developed for specific areas and activities within the MTF.

d. All employees will be instructed by their supervisors as to the hazards inherent in their jobs and workplaces, and to the safety rules pertaining to their specific duties.

## **Chapter 22 Facility Reuse and Closure**

### **22-1. Introduction**

a. Due to changing unit missions and relocations, it is often necessary to close an installation or a portion of an installation, or reuse a portion of an installation to support new and different missions. This chapter establishes requirements that are necessary to-

(1) Document, identify, evaluate, and, where appropriate, remediate contamination resulting from past Army activities.

(2) Ensure immediate response to discoveries of biological warfare materiel RCWM, radioactive materials, and munitions and explosives of concern (MEC) from past operations on Ft Jackson.

b. This chapter applies when responding to planned and unplanned discoveries of biological warfare materiel, RCWM, and MEC on Ft Jackson-

(1) Comply with statutes, regulations, executive orders, and other legal requirements governing personnel and public safety.

(2) Transition no longer needed facilities quickly, cost-effectively and efficiently supporting community reinvestment initiatives.

(3) Provide protection for workers, the public, and the environment during biological warfare materiel, MEC, and RCWM response activities and the conduct of response activities IAW safety and environmental laws and regulations.

## **22-2. Policy**

### **a. Preparing for closure or reuse of land:**

(1) When closing portions of Ft Jackson or reusing, the prior use of the land must be considered to ensure that its use does not endanger future operations, personnel, or the public.

(2) When the decision is made to close a facility, a decommissioning program will be conducted. Organizations will not abandon a facility without developing a comprehensive program and documenting the program in a decommissioning plan that identifies any hazardous sites or waste, including chemical, explosives, radiological, or biological that may be present.

### **b. Recordkeeping of risks:**

(1) During operations, a process will be established to maintain records of location and information, such as but not limited to a material safety data sheet, hazard classifications, on all used and stored HAZMAT, such as explosives, radioactive materials, chemicals.

(2) When facilities or areas undergo remediation, complete records of the actions involving cleanup of HAZMAT will be added to the record files.

(3) For each facility closing, all risks associated with mitigation of identified hazards will be recorded and tracked until mitigated. An annual risk assessment report of progress and obstacles encountered will be provided to the Senior Commander for review. Any hazards discovered that were not included on the original decommissioning plan will be recorded and included in the tracking report. The decommissioning plan will be updated as required.

## **22-3. Closure Requirements**

a. Radiological or Radioactive Material Contamination tests. For sites where there is a possibility that radiological contamination may exist, testing IAW the standards of the Nuclear Regulatory Commission or other recognized authority will be conducted to confirm the presence (or absence) of such contamination. The results of these tests will be included in the decommissioning program plan. Each hazard will be included in the risk assessment report and tracked until resolved.

b. Environmental Protection Agency sampling. Sampling IAW the EPA standards will be conducted when suspected contamination exists for hazards normally associated with environmental pollution. The results of this sampling will be documented in the decommissioning program plan. The results of this sampling and risk analysis testing will be documented in the appropriate remedial documents. Identified risk will be recorded in the risk assessment report and tracked until mitigated.

## **22-4. Munitions and Explosives of Concern (MEC)**

a. Munitions and explosives of concern sites will be identified along with the type of ordnance or other explosives located within the boundaries of each site. The decommissioning program plan will include information on each site and the type of ammunition or explosives located thereon. All MEC will be handled and processed IAW DA Pam 385-64.

b. Disposition of ammunition, explosives, and propellants will be accomplished IAW a DDESB approved site plan or through an acceptable MDEH receiver.

c. The burying or dumping of ammunition, explosives, or propellants is not an approved method of disposal. Exceptions-the covering of military munitions with earth or other material to control fragments, blast, or noise during authorized destruction by detonation; and, the use of capping in-place-in-situations of MEC when implemented as an engineered remedy under an authorized response action.

d. Agencies executing munitions responses will submit an after action report through the Ft Jackson Safety Office to USATCES.

## **Chapter 23**

### **Electrical Safety Program**

**23-1. Introduction.** This chapter prescribes Ft Jackson policy for integrating Federal electrical safety standards as well as worldwide electrical safety consensus standards, techniques, and procedures in operations to mitigate risk of electrical related injuries and deaths. More specific electrical safety guidance, procedures, and techniques to protect Army personnel, facilities, and equipment against electrical hazards are addressed in DA Pam 385-26.

#### **23-2. Policy**

a. Electrical safety procedures prescribed in DA Pam 385-26 are appropriately integrated into all operations.

b. Electrical hazards will be mitigated to the lowest possible risk level in all operations.

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

d. Commanders/directors/Managers assigned will include electrical safety in SOH policies and training that emphasizes prevention of electrical related accidents in their organization.

e. All leaders will ensure that electrical safety requirements and RM are applied to mitigate electrical related hazards.

f. All supervisors of electrical related operations will ensure that standard electrical safety operating procedures are developed and included in site specific SOPs, and all personnel working in electrical related operations are appropriately trained.

g. Written standard operating procedures (SOPs) are required for those hazardous electrical operations identified through job safety analyses in accordance with Army Regulation (AR) 385-10 (see SOPs). Each initial SOP and any changes or updates will be coordinated and documented with the Ft Jackson Safety Office and the appropriate technical advisor.

h. The authority having jurisdiction (AHJ) is the Ft. Jackson Senior Safety Director. The AHJ is the individual responsible for the approval of electrical equipment, materials, or a procedure related to operations. Input for the approval process is a unit generated request (MFR) for new equipment, materials of procedure submitted to the AHJ with a complete risk assessment from the supervisor of the operation. The unit request will be staffed with the appropriate subject matter experts before authorized.

i. Only qualified personnel will conduct any electrical related work. Qualified personnel include employees (and their supervisors) working on or near exposed electrical circuits or unlisted equipment posing a shock or arc flash hazard who have received work specific training, and demonstrate knowledge and skills needed to control the hazards associated with the electrical work. A worker may be qualified for one kind of electrical work, but not for another. Unqualified personnel do not perform such work and have not received the required training and are not knowledgeable about the hazards associated with conducting electrical related work.

J. Commanders will ensure the procedures for requesting an "Energized Electrical Work Permit" (EEWP) from the Department of Public Works is included in SOPs and that employees are following controls established, related to electrical work conducted in the Limited Approach Boundary or Arc Flash Boundary of energized electrical conductors or on circuit parts  $\geq 50$  volts or higher or where an electrical hazard exists.

### **23-3. Electrical Safety Training**

a. All personnel will receive general electrical safety training as an element of their organization's SOH training program. Supervisors are responsible for ensuring this training is completed. Training will include, but not be limited to, basic properties of electricity; proper use of extension cords, power strips, surge protectors, and adapters; and personal protective equipment, appropriate response to electrical mishaps, electrical heaters, and other electrical equipment used in the workplace. The required training will be classroom or on-the-job, or a combination of the two.

b. Completion of the training, and completion of refresher training, will be documented and maintained on file at the unit level. Employees that change jobs, or are moved into new positions that include electrical hazards, will be trained before exposed to the hazards. Army personnel working in electrical related operations will be given initial electrical safety training upon assignment to the job and updated whenever equipment processes and/or hazards change.

c. Retention of training files for the duration of the personnel's duties involving exposure to electrical and/or electronic work is required. Supervisors will maintain records of training and ensure that training is updated annually.

d. Employee and supervisor training will be tailored to the hazards of the employee's work environment. A work environment where the employee is close to exposed electric circuits operating at 50 volts or more to ground poses a hazard. 29 CFR 1910.332 lists occupations typically considered as requiring such training. Employees and supervisors of those employees must be qualified (that is, receive training specific to the work) if they work on or near exposed energized parts.

e. Personnel will receive additional training or retraining under any of the following conditions or as determined by the supervisor-

- (1) Observation or indication of improper work practices.
- (2) Changes in technology, equipment, or working environment.
- (3) Introduction of new procedures.

### **23-4. Electrical Near Misses and Hazard Reporting**

a. Electrical near misses, to include power surge, repetitive circuit breaker activations (see note below), tripped ground fault circuit interrupter (GFCI), and observed electrical hazards such as downed wires, damaged fixtures, missing guards, and frayed wiring will be reported immediately to the immediate supervisor and the Ft Jackson safety office. Shocks and minor electrical burns are mishaps and must be reported immediately to the supervisor.

b. Incidents will be investigated supervisor to determine cause and will identify, at a minimum, any design or systemic problems or issues, personnel qualifications, equipment malfunctions, and if any procedures were missed or violated.

c. Report investigation results to the Ft Jackson Safety Office.

### 23-5. Electrical Safety Checklist

- a. Does the Commander ensure that all commanders, directors, and managers, at all levels, include electrical safety in Safety and Occupational Health (SOH) publications and documents? Ref. AR 385-10, Para 25-2d, DAP 385-26, Para 1-2
- b. Does the Commander emphasis in SOH publications and documents the importance of training that enforces the reporting and prevention of electrical related accidents/ incidents (electrocution, shock, “tingle”) in their organization. Ref. AR385-10, Para 25-2d, DAP 385-26, Para 1-6 and “Note”
- c. Has the Commander appointed a person to exercise “Authority Having Jurisdiction” who is able to provide technical knowledge/expertise on electrical systems, codes, and standards and be the determining authority to establish local code and standard requirements? Ref. AR 385-10, Para 25-3a, DAP 385-26, Para 1-7
- d. Does the unit SOH document include a requirement for SOPs focused on frequently-performed hazardous electrical operations that have been identified through job safety analyses IAW AR 385-10? Ref. AR 385-10, Para 25-3d(1) , DAP 385-26, Para 1-3,
- e. Does the unit conduct safety evaluations of subordinate units to ensure supervisors of electrical related operations develop standard electrical safety operating procedures? Ref. AR 385-10, Para 17-6, Para 25-2c, Para 25-3c(3), DAP 385-26, Para 1-8
- f. Are all personnel involved/working in electrical related operations trained to the appropriate level? Ref. AR 385-10, Para 25-4, DAP 385-26, Para 1-5
- g. Are training records maintained on the electrical safety training and reoccurring annual training? Ref. AR 385-10, Para 25-3d(2), DAP 385-26, Para 1-5
- h. Are all supervisors ensuring electrical safety requirements and risk management is applied to mitigate electrical safety hazards? Ref. AR 385-10, Para 25-3d, DAP 385-26, Para 1-9
- i. Are all training products reviewed to ensure they include electrical safety guidance? Ref. AR 385-10, Para 25-2d, 25-3dc(3), 25-4c
- j. Is an “Energized Electrical Work Permit”(EEWP) document required/completed for all electrical work conducted in the Limited Approach Boundary or Arc Flash Boundary of energized electrical conductors or on circuit parts  $\geq$  50 volts or higher or where an electrical hazard exists? Ref. DAP 385-26, Para 3-7
- k. Is risk accepted at the appropriate level? Ref. DAP 385-30, Para 4-11c
- l. Are training events tailored to the employee’s work environment? Ref. AR 385-10, Para 25-4b, DAP 385-26, Para 1-4 & 1-5
- m. Are all personnel made aware of electrical hazards in their environment? Ref. AR 385-10, Para 25-4a, DAP 385-26, Para 1-5b
- n. Have all personnel been trained to recognize and protect themselves from electrical hazards. Ref. AR 385-10, Para 25-4a , DAP 385-26, Para 1-5b
- o. Are all electrical related operations covered by an approved risk management worksheet and a JHA? Ref. AR 385-10, Para 25-3d(3), DAP 385-26, Para 1-9
- p. Are electrical hazard analysis conducted, by qualified supervisors, on facility electrical distribution systems or electrical equipment/devices within the Limited Approach boundary of **energized** conductors or circuit parts? Ref. DAP 385-26, Para 3-4

q. Are electrical hazard analysis conducted, by qualified supervisors, on working within the Arc Flash Boundary of electrical equipment, IAW NFPA 70E? Ref. DAP 385-26, Para 3-4

r. Are Lock Out, Tag Out (LOTO) procedures in place to safeguard employees when working on or near **de-energized** electrical circuits and equipment? Ref. AR 385-10, Para 18-16, DAP 385-26, Para 3-6

s. When working on **energized** electrical circuits/equipment, is a job safety briefing conducted by a **qualified** (see definition of qualified person) person-in-charge and does it cover, at a minimum, the basic requirements as listed in DAP 385-26, Para 3-5a?

t. Is there a policy in place that states that whenever it is feasibly possible, electrical circuits and equipment will be **de-energized** prior to conducting work? **Energized** work will not be conducted unless it has been determined by competent authority (see definition of competent authority) that de-energization is not possible and an EEWP is required. Ref. DAP 385-26, Para 3-2

u. Is all electrical equipment used, either listed by a National Recognized Testing Laboratory (NRTL) or approved by AHJ? Ref. DAP 385-26, Para 2-1b

## **Chapter 24 Range Safety**

### **24-1. General**

This chapter establishes safety requirements of range safety program in accordance with the provisions of AR 350-19, AR 385-10, and DA Pam 385-63.

### **24-2. Policy**

a. AR 350-19, The Army Sustainable Range Program and AR 385-63, Range Safety provide regulatory requirements for standard Army training and qualification ranges. DA Pam 385-63, Range Safety provides the implementation guidance, standards, and procedures for the Range Safety Program.

b. Apply AR 350-19, AR 385-63, and DA Pam 385-63 to develop, institute, and operate range safety programs providing for the safety of personnel, resources, and the public.

c. Apply the principles of range safety (in AR 350-19, AR 385-63, and DA Pam 385-63) to develop, institute, and operate RDT&E Site (range) safety programs providing for the safety of personnel, resources, and the public.

d. Leaders will ensure Risk Management is conducted for unique hazards with range and RDT&E site activities not specifically addressed in Army regulations and will include a documented informed decision at the appropriate level of authority.

e. Items not specifically assigned a Surface Danger Zone (SDZ) in DA Pam 385-63 will not be attributed an SDZ based on similarity to an item that is assigned an SDZ.

### **24-3. Responsibilities**

a. Commanders:

(1) Are the Safety Officer for their organization.

(2) Appoint a Range Safety Officer for all range operations.

(3) Complete the risk management process before occupying any range on Ft Jackson.

(4) Develop and implement an action plan for mishap management and rehearse action plan quarterly.

(5) Report mishaps caused by firing of weapons systems indicating inadequacy of the range safety provisions specified in AR 385-63 and DA Pam 385-63 to the Ft Jackson Safety Director.

b. The Ft Jackson Safety Office:

(1) Provide oversight as the proponent for all range safety policies, standards, and procedures.

(2) Serve as a subject matter expert for revisions or changes to range safety procedures.

(3) Review surface, weapons, and airspace danger zone policies for Ft Jackson range operations.

(4) The Ft Jackson Safety Director has oversight responsibility for all range safety matters.

(5) Provide staff oversight on integrating safety and safe weapons handling into range programs.

(6) Assess the adequacy of range safety standards and training safety criteria, and review developed countermeasures.

(7) Assist units with, and review risk management during planning and execution of range and live-fire operations.

(8) Inspect range facilities and live-fire training areas at least semiannually IAW AR 385-10, paragraph 17-6b, and DA Pam 385-63, paragraph 1-6b (3), and the Ft Jackson inspection schedule.

(9) Assist in planning and review of ranges designated for construction, modification, rehabilitation, or changes in use.

(10) Review, recommend approval, coordinate, and staff range safety standard deviations IAW AR 385-63 before submission to approving authority. Ensure each deviation contains a completed risk assessment.

(11) Develop and oversee Range Safety Working Group and provide SME knowledge on range safety and the training requirements pertinent to safe range operations. The Range Safety Working Group will-

(a) Develop and coordinate Ft Jackson range safety policy and procedures for operational ranges.

(b) Develop, coordinate, and execute Ft Jackson range safety training curricula.

(c) Coordinate changes and revisions to this regulation.

c. G-3/DPTMS

(1) Manage the overall operation of the ranges and implementation of the range safety program.

(2) Synchronize efforts with the Safety Director related to all safety matters for range and live-fire operations.

(3) Develop and publish a range safety plan and ensure all SOPs are current, address specific range operations, severe weather, and communications requirements. Develop a range-safety directive and ensure ranges have safety SOPs.

(4) Ensure range personnel receive range safety training. At least one member of G-3/DPTMS, Range organization will be a graduate of the Inter-Service Intermediate Range Safety Course.

(5) Develop and implement an on-and off-post range safety educational program in coordination with the Ft Jackson safety office, public affairs officer (PAO), Quality Assurance Specialist Ammunition Surveillance (QASAS), DES, and local explosive ordnance disposal (EOD) unit commander.

(6) Initiate or review requests for deviations to range safety standards. Requests will be forwarded to the Ft Jackson Safety Director for review and comment.

(7) Maintain current maps and overlays of training complex impact area boundaries, danger zone diagrams, and ground hazards for dissemination of information to installation training complex users.

## **Chapter 25**

### **Procedures for Inspecting/Maintaining Bleachers**

#### **25-1. General**

This chapter establishes the policy and procedures to be followed by organizations for safety inspection and maintenance of bleachers located on Ft Jackson.

#### **25-2. Responsibilities**

a. Ft Jackson Safety Office will:

- (1) Be the installation proponent for bleacher inspection policy.
- (2) Provide training and assistance to subordinate units.
- (3) Conduct an inspection of newly purchased bleachers in conjunction with the units' inspection.
- (4) Maintain an updated list of bleacher locations submitted by units/activities.

b. Unit ADSO/CDSO will:

- (1) Maintain a current list of bleacher locations for which they are responsible.
- (2) Conduct an inspection of all bleachers assigned to the unit or activity prior to use, using a Bleacher Inspection Checklist.
- (3) Conduct an inspection of newly purchased bleachers in conjunction with an Ft Jackson Safety Office representative.

#### **25-3. Procedures**

a. All bleachers located on Ft Jackson, (including schools, gyms, and field houses), fixed or real property, will be inspected semi-annually by the safety officer of that unit or activity having jurisdiction and property accountability. Checklist will be utilized by inspectors.

b. Bleachers will be visually inspected to ensure that they are level, that there are no broken or missing cross braces, loose bolts, nuts, rotted, broken or splintered seat-boards or foot-boards, and all end caps are in place and riveted.

c. All loose bolts will be tightened.

d. Bleachers will be numbered with unit designation and bleacher number, i.e., 171st BDE bleachers - FJ171-1, FJ171-2, etc. (use medal tag)

e. Bleachers identified unsafe will be tagged as such and immediately placed "off limits" to all personnel until repairs are accomplished and bleachers inspected and certified safe.

f. Installation of new bleachers will be accomplished by the users per the manufacturer's assembly instructions. Newly purchased bleachers will not be used until a safety inspection has been conducted and bleachers are date-stamped.

g. Bleachers moved or relocated to another area will not be used until a safety inspection has been conducted by the using unit or activity.

## **Chapter 26**

### **Mask Confidence Training (MCT) Operations**

#### **26-1. General**

a. The objective of MCT is to instill confidence in the user that the mask is capable of protecting against CS exposure and thus is capable of protecting the Soldier in an NBC battlefield environment. To reinforce the protective capability of the military mask, training involves exposing the Soldier to a concentration of CS that intentionally causes the Soldier discomfort, such as eye irritation, respiratory irritation, runny nose, and skin irritation.

b. The purpose of MCT is to give Soldiers confidence in the effectiveness of their masks while in a nuclear, biological, chemical (NBC) environment. Soldiers perform exercises while wearing their masks in the CS chamber. Typical exercises conducted during MCT include normal breathing, deep breathing, turning head from side to side, moving head up and down, rotating the chin, running in place, and clearing and resealing the mask in a contaminated environment.

c. MCT is designed to give Soldiers confidence in the protection provided by their assigned protective mask. The benefits of conducting a MCT cannot be replicated by the unit's typical mask fitting procedures using the M41 Protection Assessment Test System (PATS) (or similar system). The M41 PATS (or similar system) is designed to only validate that an individual's assigned protective mask fits properly and does not leak. The MCT on the other hand, builds Soldiers' confidence in the ability of their mask to protect them in a chemical environment.

#### **26-2. Policy**

a. Personnel will not enter a charged chamber without donning a properly fitted protective mask. Immediately remove anyone with a defective mask or an improper seal from the chamber and correct deficiencies prior to re-entry.

b. Instructors/leaders ensure that Trainees are not exposed more than 15 seconds while removing or breaking the seal on their protective mask.

c. Range cadre and Drill Sergeants will utilize respiratory protection for the duration of their time inside the CS training chamber. In addition, range cadre and Drill Sergeants will be enrolled in a respiratory protection program, in accordance with Army Regulation 11-34, The Army Respiratory Protection Program.

d. Hazard Communication (HAZCOM): All personnel, including cadre, Drill Sergeants, and training Soldiers, will receive CS HAZCOM training prior to entering the CS chamber. Drill Sergeants will instruct training Soldiers on the potential effects from CS that they may experience when removing their masks and what to do if the symptoms persist.

e. Reference DA PAM 385-63, Paragraph 13-2.a(4). Prior to scheduled MCT training, supervisors must conduct a readiness evaluation of all trainees and cadre before they are exposed to CS. Any personnel with respiratory ailments, recent eye surgery, or eye infections, open wounds, severe facial acne, or any active dermatitis, and pregnant personnel must be referred to a medical officer for evaluation. The medical officer will evaluate the health records of these individuals and, when necessary, examine the personnel to determine their readiness to undergo training without undue medical risk. The examination results (stating can/cannot participate in training with RCAs ONLY) will be documented in the personnel medical records.

### 26-3. Responsibilities

a. Range Cadre operating the chamber will:

1. Oversee the safety protocols of the chamber, charging the chamber with CS capsules, and maintaining the CS concentration within the chamber during MCT exercises.
  2. Implement periodic cleaning of the gas chamber to reduce residual CS build up using mechanical methods while wearing PPE.
  3. Request guidance from the local environmental office before any wet cleaning method occurs to avoid possible soil contamination during chamber cleaning.
  4. Post a sign on the building at the chamber entrance displaying the appropriate number of capsules to be used for charging the chamber and instructions for when more capsules are to be added, IAW ALARACT 051/2013: Safety Alert on Mask Confidence Training Procedures Using o-Chlorobenzylidene Malononitrile Capsules and U.S. Army Basic Combat Training Mask Confidence Training Procedures.
  5. Develop and provide Soldiers standardized hazard communication training before entering the CS chamber. Training should include reviewing the expected signs and symptoms of the 15-second CS exposure and explain needed actions if symptoms persist to include where to seek medical attention.
  6. Ensure that an eye wash station is readily available, that has the ability to flush CS contaminated eyes with a 1 percent solution of sodium bicarbonate (baking soda). The Portable Emergency Eyewash Station must meet Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.151 (c), and American National Standards Institute (ANSI)/ International Safety Equipment Association (ISEA) standard Z358.1-2009.
- b. When eyes are contaminated with a CS agent, treat them with a 1 percent solution of sodium bicarbonate (baking soda). If not available, hold the eyes open with fingers, flush with water for not fewer than 15 minutes, and then seek medical attention (DA PAM 385-63).
- c. Soldiers will not be ordered or required to enter a charged CS Chamber without donning a properly fitting protective mask. Soldiers with a defective mask or an improper sealing mask will be immediately removed from the chamber and will correct deficiencies prior to re-entry. (ALARACT 051/2013).
- d. Do not allow unprotected personnel to remain in the area during training. If they are MCT participants, then keep them upwind of the CS Chamber. If they are not MCT participants, remove them from the range.

### 26-4. Capsule Dispersal

- a. Use the following formula to establish an initial CS training concentration:  $\text{Number of capsules} = \frac{\text{room volume in cubic meters (m}^3\text{)} \times 0.0107}{\text{volume (m}^3\text{)}}$ . Round the answer down to nearest whole number (if answer is < 1 then use 1 capsule).
- b. Use the following formula to convert room volume measured in cubic feet to cubic meters:  $\text{Height (feet)} \times \text{width (feet)} \times \text{length (feet)} \times 0.02832 = \text{volume (m}^3\text{)}$ .
- c. Add one capsule for every 70 soldiers that exit the chamber to maintain the CS training concentration.
- d. CS capsules will be opened and the raw powder will be directly placed onto the dispersal platform. Do not place the CS encapsulating shell and packing paper on the dispersal device; dispose of properly. **DANGER! High temperature dispersion (greater than 700 Degrees Celsius) of CS may release hydrogen cyanide and hydrogen chloride.**

**Appendix A**  
**References**

**Section I**

**Required Publications**

[All publications are available at http://www.apd.army.mil/.](http://www.apd.army.mil/)

**AR 385-63**

Range Safety

**AR 525-27**

Army Emergency Management Program

**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 385-25**

Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation

**DA Pam 385-26**

Army Electrical 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 385-64**

Ammunition and Explosives Safety Standards

**DA Pam 385-65**

Explosives and Chemical Site Plan Development and Submission

**DA Pam 385-90**

Army Aviation Accident Prevention Program

**Appendix B  
Internal Control Evaluation Checklist**

**B-1. Function**

The function covered by this checklist is the Army Safety Program.

**B-2. Purpose**

The purpose of this checklist is to assist commanders in evaluating the key internal controls outlined below. It is not intended to cover all controls.

**B-3. Instruction**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

**B-4. Test questions**

Questions for key internal controls are as follows:

a. Has each responsible organization established policies and procedures to execute its responsibilities and is it in compliance with its policies and procedures?

Answer:

b. Have rating elements measuring application and use of RM and health and safety responsibilities been included in all DA Forms 67-9 (Officer Evaluation Report) and DA Forms 2166-8 (NCO Evaluation Report) for military leaders as well as DA Forms 7222 (Senior System Civilian Evaluation Report) for DA Civilian managers and supervisors?

Answer:

c. Has a written safety program, providing policy and procedures, been developed which incorporates the various elements based upon the organization's mission?

Answer:

d. Has a SOH manager or Additional Duty Safety Staff been designated in writing to exercise staff supervision over the SOH Program?

Answer:

e. Does the designated SOH manager or Additional Duty Safety Staff have direct access to the command or director?

Answer:

f. Are the various SOH safety councils, boards, and committees meeting as required?

Answer:

g. Have strategic goals, objectives, and planning been executed and a business plan developed to implement them?

Answer:

h. Have command integrating agents developed and implemented plans and programs to integrate RM into their functional area of responsibility?

Answer:

i. Have both quantitative and qualitative metrics been developed and are they being used to measure their safety program effectiveness?

Answer:

j. Do command safety and health managers meet Office of Personnel Management standards for the position of SOH manager or Additional Duty Safety Staff?

Answer:

k. Has the command requested, obtained, and designated sufficient funds and other resources to carry out all responsibilities designated in this regulation?

Answer:

l. Is each level of command auditing each of their subordinate organizations' safety program execution using their performance indicators and matrices at least once every 3 years?

Answer:

m. Are procedures in place and in operation to determine if facilities and equipment meet or exceed safety and health standards established in pertinent host Government, Federal, State, and local statutes and regulations and in Army regulations?

Answer:

n. Are deficiencies abated?

Answer:

o. Are practices and procedures that minimize accident risk incorporated into regulations, directives, SOPs, special orders, training plans, operations plans, and SOPs developed for all operations?

Answer:

p. Are commanders, supervisors, and SOH staff provided specialized training to enable them to properly execute their SOH leadership and staff responsibilities?

Answer:

q. Are there specific plans to ensure continuity of SOH and the RM process during tactical operations or mobilization?

Answer:

r. Is there a program or policy for reporting unsafe or unhealthful conditions?

Answer:

s. Are standard Army SOH inspections performed to evaluate the status of the SOH Program and RM integration?

Answer:

t. Are accidents being reported as required and correctly?

Answer: