



**Fort Gregg-Adams, Virginia
Garrison Safety
Standard Operating Procedures**



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT GREGG-ADAMS
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG), Fort Gregg-Adams, Garrison Safety Standard Operating Procedures (SOP)

1. References:

- a. AR 385-10, (The Army Safety Program).
- b. DA PAM 385-10, (Army Safety Program).
- c. (IMCOM Safety Program), 20 July 2022.

2. The USAG Fort Gregg-Adams, Garrison Safety SOP is enclosed. The purpose is to provide guidance to assigned government and contractor personnel on Fort Gregg-Adams regarding all safety matters IAW Army and IMCOM Safety regulations listed in paragraph 1f this memorandum.

3. The POC for this action is Robert Sloan, Garrison Safety Specialist, at (804) 479-7283 or robert.e.sloan12.civ@army.mil.

Encl
USAG Fort Gregg-Adams, Garrison
Standard Operation Procedures

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Distribution:
All USAG Fort Gregg-Adams, Garrison Employees

Fort Gregg-Adams

SAFETY

Summary. This Standard Operating Procedure (SOP) prescribes policies, procedures, and responsibilities for the United States Army Garrison (USAG) Fort Gregg-Adams and the Gillem Enclave Garrison Safety Program. It defines programs for institutionalizing the Safety Program to maintain and protect the workforce and conserve resources.

Applicability. This SOP applies to Active Military, National Guard, Reserve, Department of Defense Civilians and Contractors working in the Ft. Gregg-Adams personnel unless otherwise stated.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Garrison Commander, Fort Gregg-Adams, Virginia, 3312 Adams Avenue, Fort Gregg-Adams, Virginia, 23801.

Proponent and exception authority. The proponent of this SOP is the Garrison Safety Director (GSD). Garrison Commander has the authority to approve exceptions or waivers that are consistent with controlling law and regulations. Activities may request a waiver by providing justification that includes a full analysis. Waiver requests will be endorsed by the director of the requesting activity and forwarded thru the GSD, the Garrison Command Sergeant Major, and the Deputy Garrison Commander to the Garrison Commander for approval.

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Chapter 1

Garrison Safety Program

1-1. Purpose

Safety is a Commander's responsibility.

This regulation prescribes policies, procedures, and responsibilities for managing the Ft. Gregg-Adams Garrison Safety Program (GSP). It provides specific requirements to supplement the Installation Management Command (IMCOM) and the Army Safety Program responsibilities. The objectives are to protect the force against accidental loss, establish a safety culture, and to institutionalize Risk Management (RM) processes.

The foundation of the GSP rests on the six principles of the Army's Safety and Occupational Health Management System (ASOHMS):

- Enthusiastic leadership engagement and employee participation
- Timely and thorough mishap investigations
- Targeted safety and occupational health (SOH) training
- Systematic workplace inspections
- Effective hazard analysis and countermeasures
- Complete health protection and readiness

1-2. References

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

1-3. Explanation of Abbreviations and Terms - see glossary

1-4. Responsibilities

a. Garrison Commander (GC) and Deputy Garrison Commander (DGC) will:

- (1) Execute directed requirements of 29CFR 1910, 1926, and 1960.
- (2) Direct and support the GSP.
- (3) Allocate resources to support effective, proactive safety programs.
- (4) Provide for implementation of the ASOHMS.
- (5) Establish safety training programs.
- (6) Integrate SOH into the Command Inspection Program (CIP).
- (7) Incorporate Risk Management into garrison operations.
- (8) Ensure the establishment of a written Safety Policy that ensures all Public Law, DoD Directives / Instructions, Army Safety Regulations, and ASOHMS Capability

Objectives and sub-elements are integrated into a signed, local, mission specific, overarching safety and health plan.

b. Directors, and leaders at all levels will:

- (1) Demonstrate effective, visible leadership with respect to the SOH program.
- (2) Establish and document a process to ensure clear two-way line of communication between senior leaders and personnel for SOH issues.

(3) Work with Public Health Command towards effective occupational health and medical surveillance programs.

(4) Ensure leaders are held accountable for meeting SOH responsibilities and SOH is a rated element in annual evaluations for all leaders.

(5) Ensure Garrison personnel are aware of their rights under the Occupational Safety and Health (OSH) Act.

c. Supervisors and employees will comply with Public Law, DoD Directives/Instructions, Army Safety policy, and this publication.

d. Soldiers and Civilians will

(1) Comply with Public Law, DoD Directives/Instructions, Army Safety policy, and this publication.

(2) Participate in their Command's SOH Management System.

(3) Participate in their Command SOH Management System by conducting safety inspections, reporting hazards/near misses, attending safety training, providing safety suggestions, and, if required, being appointed as Unit Safety Officer (USO).

Chapter 2. Safety Program Management

2-1. Commander's Annual Safety Plan and Goals/Objectives

a. Overview: The planning and executing of the Commander's Annual Safety Plan (CASP) requires detailed planning, budgeting, and resourcing. It is imperative that the GSD with the GC and DGC develop an annual, prioritized work plan, addressing all required, specified, and implied safety tasks and responsibilities.

b. Commander's Annual Safety Plan (CASP):

(1) The GC, DGC and GSD reviews and approves the CASP on a semiannual basis.

(2) GSD will base the CASP on Tables 2-1 of DA Pam 385-10. The level of core functions and program elements for implementation may vary and be tailored to Garrison needs.

(a) The CASP will be rank-ordered into a "1-to-n" listing.

(b) The GSD will review the CASP quarterly and adjust as priorities warrant.

(c) The CASP will include all requirements from applicable Public Laws, DoD Directives/ Instructions, Army Regulation/ Pamphlets, Commander I Manager guidance/priorities, and the GC and DGC guidance/priorities.

(d) The GSD will determine what items can and cannot be executed. Those items which cannot be executed will be assessed and assigned a residual risk and presented to the GC and DGC for acceptance.

(3) The CASP is a 'living document' with priorities that are influenced by budget, resources, manning, Memorandums of Agreement (MOA), Memorandums of Understandings (MOU), Installation Support Agreement (ISA), GC guidance.

c. Safety Program Goals and Objectives are based on the annual goals and objectives published by AMC. Leaders at all levels will establish an effective method of communicating goals, objectives, and policies to their employees.

d. Responsibilities

(1) GC and DGC will: Ensure that appropriate funding and resource levels are available to execute the CASP.

(2) The GSD will:

(a) Ensure that appropriate funding and resources are available.

(b) Review and accept the residual risk for items that cannot be addressed.

(c) Develop and implement/execute the CASP.

(d) Review/adjust the items in the CASP and their relative rankings quarterly.

(e) Assign a residual risk code to those line items that cannot be addressed.

(f) Ensure efficient usage of resources for maximum task execution.

(g) Measure progress toward achievement of SOH goals and objectives throughout the year.

(h) Conduct a self-evaluation of the SOH Program each year producing recommendations for improvements with an assigned action officer.

(i) Assess Garrison workplaces to determine if hazards are present or are likely to be present which necessitate the use of PPE.

2-2. Reporting and Evaluation

a. Installation Status Report (ISR) overview.

(1) See the Command's Unified Service Package (USP) details in ISR.

(2) Service 112 considered that no two Garrisons and no two Installations are alike. The metrics align with the Core Functions of the Army Safety Program.

(3) AR 600-20 and AR 210-14 lists the Senior Commander and Garrison Commander responsibilities.

(4) GC and DGC will prioritize services based on Public Law, SOFA agreements, Army Regulation, resources, budget, and staffing.

b. Metrics. ISR metrics measure what the Garrison does for the Installation. The USP lists Service 112 metrics.

c. Collection of Installation level metrics from mission/tenant units can be supported by AR 210-14, Paragraph 1-4, e.

2-3. Enhanced Army Readiness Assessment Program (eARAP)

a. The eARAP is a web-based tool that provides commanders with an in-depth look into the Garrison's safety posture. This program samples unit safety climate and culture in six categories:

(1) Common Core,

(2) Organizational Processes,

(3) Organizational Climate

(4) Resources

(5) Supervision

(6) Safety Program

b. eARAP compiles the perceptions of the Command Climate and Safety with an emphasis on safety concerns through an anonymous, online survey. Commanders are provided a candid look at their unit's safety culture and risk management.

a. The GC is required to conduct an eARAP within 90 days of assignment to USAG.

b. The GC shall use and review eARAP survey results to drive continuous improvement.

2-4. Councils and Committees

a. Garrison SOHAC

(1) GC will establish a Garrison SOHAC.

(2) Topics that should be discussed include, but are not limited to:

(a) Mishap trends by Directorate

(b) Mitigation plans/programs by Directorate

(c) Best practices

(d) USO reports

d. Employee Safety Committee

(1) The GC will establish an Employee Safety Committee. This can be combined with the Garrison SOHAC.

2-5. Standards and Procedures

a. Policy: Garrison operations are subject to Federal and DoD safety standards. Garrison operations are not exempt from OSHA standards.

b. The Garrison has a documented process to evaluate progress throughout the fiscal year to gauge status of achieving Goals and Objectives in the SOH Strategic Plan.

c. Risk Management (RM). The concepts and principles of RM (AR 385-10, DA Pam 385-30, and ATP 5-19) will be implemented and integrated at every level within IMCOM. Leaders at all levels will not accept unnecessary risk. Supervisors/Managers/ OICs / NCOICs will perform risk assessments as part of the planning process. Provide copies to the Garrison Safety Office prior to scheduled events.

(1) GC, DGC will establish a written risk acceptance authority policy. This policy should follow residual risk acceptance addressed in DA Pam 385-30, table 4-1.

(2) Records Management: Records created as a result of processes prescribed by this regulation will be identified, maintained, and disposed of according to AR 25-400-2 and DA Pam 25-403.

Chapter 3

Mishap Investigation and Reporting

3-1. Overview

- a. This chapter provides GC, DGC guidance for initial notification, investigating, and reporting of Army mishaps involving IMCOM personnel and/or equipment.
- b. IMCOM policy is to investigate and report all mishaps to prevent like occurrences. All mishaps will be investigated, reported, and analyzed according to the requirements of this regulation, AR 385-10, DA Pam 385-40, and U.S. Army Combat Readiness Center (USACRC) guidelines.

3-2. Responsibilities

- a. Garrison Commander:
 - (1) For this regulation, "mishap" is defined as an incident that either causes a workers' compensation report to be filed and/or results in damage to Army property.
 - (2) Ensure that all garrison mishaps are investigated IAW AR 385-10 and DA Pam 385-40 and, if required, reported via the USACRC's reporting program and recorded on applicable federal OSHA Logs/Forms.
 - (3) Ensure root cause analysis is completed to effectively abate hazards with appropriate corrective actions.
 - (4) Ensure that the HQ IMCOM is informed of all Class A and B Mishaps.
- b. First-line supervisor of the injured/ill employee:
 - (1) Promptly notifies GSO of mishaps and near misses.
 - (2) Initiates the mishap reporting and investigation process.
 - (3) Ensures personnel understand importance of reporting to guarantee proper recordkeeping and that mishap data is used to eliminate future occurrences.
 - (4) Develop control measures to prevent future injuries.
- c. Garrison Safety Director:
 - (1) Ensures that the investigation and the associated mitigation plan is completed.
 - (2) Ensures that lessons learned, and positive and negative trends are communicated to appropriate audiences.
 - (3) Implements program to train Garrison employees in mishap reporting/investigation.
 - (4) Ensures that mishap investigations use the Army Safety Management Information System (ASMIS) 2.0 submission mode.
 - (5) Ensures that the Initial Notification of Class A or B Mishaps IAW DA Pam 385-40 is followed.
 - (6) Notifies the GC when a Class A or B mishap involving IMCOM personnel, property, or contractors occurs.
- b. Employees
 - (1) Report work related injuries and illnesses to their supervisor as soon as possible.
 - (2) Cooperate with the mishap investigation process.

Chapter4

Contracting

Safety

4-1. Policy: This chapter prescribes the garrison policy for integrating safety into the contracting process.

- a. AR 385-10, and DA Pam 385-10 contain technical requirements and processes for contract safety management, oversight, and control processes.
- b. Contractors will comply with Federal, State, local, and if necessary, host nation safety standards.
- c. Contracts will require contractors to provide a work site mishap prevention plan to the Garrison Safety Office prior to the start of work.
- d. Contracts will require contractors to comply with 32 CFR Part 655 which requires Army radiation permits (DA FORM 3337) for use, storage, and possession of radiation sources on Army installations.

4-2. Responsibilities

- a. Garrison Commander:
 - (1) Ensure contractor safety programs comply with federal, state, and local standards.
 - (2) Ensure that RM is used when purchasing materials, equipment, or implementing new processes to determine impact on SOH.
 - (3) Ensure standards established by the Department of Labor (DOL) Section 6 and 19 of Public Law 91-596 and the OSH Act of 1970 are adopted and implemented.
 - (4) Ensures the Corps of Engineer policy EM 385-1-1 (Safety and Health Requirements Manual) and 29 CFR 1926 (Safety and Health Regulations for Construction) are applied where applicable.
 - (5) Ensure contractors maintain effective safety and health programs.
 - (6) Ensure contractors report their TCIR and DART rates annually or as required by terms of contract through COR.
 - (7) Ensure the COR conduct inspections or reviews reports to verify contractors are identifying, tracking, and abating or controlling hazards in their work areas.
- b. Contracting officer representatives (CORs):
 - (1) As applicable, ensure contractors working with ammunition and explosives (AE) comply with the DoD 4145.26-M (DoD Contractor's Safety Manual For A&E), AR 385-10, AR 700-28, DA Pam 385-64, AMC Regulation 350-4 and local requirements.
 - (2) As applicable, ensure contractor complies with the appropriate Explosives Safety Management Program (ESMP).
 - (3) Inform contractors of potential hazards associated with worksite (i.e. asbestos, UXO, etc...).
 - (4) Ensure contractors executing USAG IMCOM contracts comply with their mishap prevention/safety plan.

- (5) Ensure contractors comply with OSHA, and, if applicable, host nation standards.
- c. The Garrison Safety Director reviews enterprise level contracts.
- d. The Garrison Safety Office (GSO) reviews Garrison contracts (APF and NAF) to ensure inclusion of safety requirements.

Chapter 5

Explosives Safety Management

5-1. Explosives Safety. Explosives safety requirements are found in DESR 6055.9, AR 385-10, AR 385-63, DA PAM 385-30, DA PAM 385-63, and DA Pam 385-64.

a. Responsibilities

(1) SC approves DA Form 7632 (Deviation Approval and Risk Acceptance Document - DARAD) for *high* or *extremely high-risk* garrison Explosives Operations.

(2) The Garrison Safety Director establishes and manages requirements for an AE safety program.

(3) GSD establishes a comprehensive, written ESMP that supports the Senior Commander's ESMP.

(4) The Garrison Commander:

(a) Approves Garrison explosive DARADs involving low risk levels, unless authority has been specifically retained by the ACOM, DRU, ASCC Commander, or Senior Commander.

(b) Approves Category Z (mixed) AE storage, unless authority has been specifically retained by the ACOM, DRU, ASCC Commander, or Senior Commander.

(c) Approves AE storage.

(d) Approves Ammo storage licenses (can be approved by Commander's representative IAW DA Pam 385-64, 5-2).

(e) Annually approves the ammunition and explosives routes and sites map.

(5) Garrison Safety Director:

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

(b) Review and provide recommendations on DARAD's to the IMSO when residual risk levels are high or extremely high.

(6) GSD with an Explosives Safety Mission will:

(a) Comply with specified requirements in DA Pam 385-64, paragraph 1-6.

(b) Review and staff explosives license requests.

(c) Monitor IMCOM Garrison operations involving AE.

(d) Monitor the use and storage of Garrison non-standard ammunition items.

(e) Assist organizations in determining quantity distance requirements with assistance from Quality Assurance Specialist Ammunition Surveillance (QASAS).

(f) Coordinate with and assist organizations, DPW, and QASAS in determining requirements, site selection, and layout of new and revised storage facilities.

(g) Assist in developing, coordinating, and submitting ESSP.s.

(h) Review unit ESSPs to ensure ESQD, DPW, Environmental, FES, and other Garrison stakeholder awareness and assessment.

(i) Verify DPW integrates ESSP information into the Installation Master Plan.

(j) Ensure proper Garrison staff review for submitted DARADs providing appropriate Garrison endorsement and routing through mission command channels once Master Planning requirements are met.

(k) Initiate or assist in the completion of DA Form 7632 (DARAD) for any situation currently violating or expected to violate AE safety standards.

(l) Perform preliminary reviews of documents submitted, ensure coordination with, DES, DPW Master Planning, and Environmental, and recommend Garrison Commander concurrence/non-concurrence. Routing may be through the Mission Command structure, once Master Planning and explosives safety standards are met, depending on the risk owner.

(m) Ensure responses are provided to Garrison findings from DoD Explosives Safety Board (DDESB) surveys, Worldwide Ammunition Review, or Ammunition Review and Technical Assistance visits from the Defense Ammunition Center (DAC). Provide reports via the organization's chain of command.

(n) Coordinate proper routing of DARADs, ESPs, ESSPs through the USAG staffing process, ISO Mission Organization requirements, then to the Senior Commander, IAW ACOM, ASCC, or DRU routing requirements. Routing for IMCOM specific DARADs, ESPs, and ESSPs will be from the Garrison, through the Senior Commander, through the ID, through HQ IMCOM Safety (IMSO) to USATCES and DDESB.

Chapter&

Family Morale, Welfare, and Recreation (DFMWR) and Seasonal Safety

6-1. Water, Public, Family, Off-Duty, Recreational, and Seasonal Safety

a. Overview

(1) Public, Family, child and youth, and recreational safety programs are an essential part of the Army Safety Program.

(2) As part of the Army Safety Program, a strategy will be established to provide safe recreational activities. This strategy will be publicized in a manner appropriate to the geographic area.

b. Responsibilities

(1) Garrison Commander:

(a) Approves safety process and procedures used in DFMWR activities.

(b) Approves risk assessments developed by DFMWR for children and teen installation activities.

(2) Garrison Safety Directors:

- (a) Implement requirements of AR 215-1, AR 385-10, and TB MED 575.
- (b) Review/approve safety procedures developed by DDFMWR for personnel using DFMWR facilities.
- (c) Provide special attention to swimming pools and natural swimming areas or beaches as required. Local regulations will include the safety requirements contained in AR 215-1. Assist in performing a pre-season risk analysis to assess the specific risks associated with beaches/lake areas and assist DFMWR in identifying countermeasures to reduce risks to acceptable levels. Provide an initial and annual safety inspection of pools and natural swimming areas before the season opening.
- (d) Review DFMWR sports policies to ensure safety considerations developed.
- (e) Develop seasonal safety campaigns that support SC and Army safety efforts.
- (f) Assist in the development of safety process and procedures used in all DFMWR shops, including automotive, crafts, wood, framing, food service, etc...
- (g) Ensure policies and procedures associated with recreational boating safety are included in local MWR policy.

6-2. Child and Youth School Service (CYSS) Safety

- a. CYSS offers a unique and challenging aspect to safety. This chapter provides instructions on safety inspections of child and youth facilities.
- b. Inspections
 - (1) Each CYS facility will be inspected in accordance with AR 608-10, 2-32.
 - (2) Playgrounds will be inspected (based on frequency of use) by a certified inspector (National Program for Playground Safety) or a Certified Playground Safety Inspector (CPSI).
 - (3) Family Child Care (FCC) homes will be inspected IAW AR 608-10.
- c. The Garrison Safety Director will:
 - (1) Conduct the required CYS inspections (3 per year).
 - (2) Maintain inspection records in accordance with Chapter 13 of this regulation.
 - (3) Assist CYS in assessing mishaps involving children.
 - (4) Provide workplace specific training for USO at each CYS facility.

Chapter 7

Radiation Safety Management

7-1. General

- a. AR 385-10 lists all radiation safety responsibilities for the garrison and Garrison Radiation Safety Officers (RSOs).
- b. The HQ IMCOM health physicist is the source for guidance on Federal, DOD, and Army radiation safety policies and procedures.
- c. Provide garrison Real Property office and Fire Prevention with a consolidated facility listing, derived from the annual inventory, of where ionizing radiation commodities are stored and/or used.

7-2. Qualification of Garrison RSOs

- a. Garrison RSOs and alternate RSOs must be graduates of the Advanced Radiation Safety Course (Chemical, Biological, Radiological and Nuclear School at Fort Leonard Wood) or IMCOM Garrison RSO course before appointments.
- b. The HQ IMCOM health physicist will provide required garrison RSO annual refresher training to Garrison RSOs and Garrison Alternate RSOs.

Chapter 8 Safety Awards Program

8-1. Overview: Safety awards enhance operations and improve safety awareness by recognizing and promoting individual and organizational safety successes. Intent: To recognize Garrisons, IDs, AEC, and individuals for outstanding safety performance.

Award nomination and submission will be in accordance with AR 385-10, Chapter 5.

8-2. Responsibilities

- a. Garrison Commander:
 - (1) Develop safety awards to recognize individual and Garrison accomplishments.
 - (2) Approve Army Safety Excellence Streamer Award.
 - (3) Develop a safety incentive award program for their Garrison/ASA.
 - (4) Self-nominate their USAG, IAW AR 385-10, Chapter 5, for Army Safety Awards.
 - (5) Evaluate individual safety efforts and submit for Army-level safety award.
- b. Garrison Safety Director:
 - (1) Establish an award review panel comprised of garrison personnel. The panel will review nominations and submit to CG IMCOM for endorsement.
 - (2) Specifically:
 - (a) Review and forward Garrison packets to IMCOM for review.
 - (b) Recommend general officer recognition for those packets not selected at DA level.

Chapter 9 System Safety

9-1. Overview

- a. The requirements of system safety are described in chapter 19, AR 385-10 and DA Pam 385-16. No program can be effective without aggressive pursuit of safety as a program goal, nor can it be effective without the active support of those involved.
- b. This chapter prescribes policies and procedures to ensure hazards in garrison systems and facilities are identified, and the risks associated with these hazards are properly mitigated. It applies to all garrison materiel systems, facilities, and equipment.

9-2. Purpose of Facility System Safety

a. Construction operations and maintenance activities on garrison property range from self-help projects performed by unit/organization personnel and housing residents to major construction projects performed by civilian contractors.

b. The objectives of the facility system safety (FASS) management program are:

(1) Conducting system safety to minimize facility system life cycle risks.

(2) Conducting hazard identification, FASS risk management, and hazard tracking procedures during facility development, construction, operation, and disposal.

(3) Maximizing operational readiness and mission protection by ensuring that cost-effective hazard controls are efficiently designed and constructed.

(4) Ensuring that hazards inherent to the design, equipment, and intended use of the facility are eliminated, or the residual risks are controlled to an acceptable degree.

9-3. System Safety Management Plan

a. This plan establishes management policies, objectives, and responsibilities for execution of a system safety program for the life cycle of a Garrison system.

b. It includes procedures for hazard identification, tracking, and elimination and it defines the decision authority for hazard action/inaction and residual risk acceptance.

9-4. Responsibilities

a. The GSD will comply with applicable sections of DA Pam 385-16, System Safety Management Guide. Specifically:

(1) Ensure safety, consistent with mission requirements, is designed into the system in a timely, cost-effective manner.

(2) Identify, evaluate, and eliminate hazards and loss-producing conditions to a level acceptable to the managing activity.

(3) Use historical safety data, including lessons learned from other systems, in development of the System Safety Management Plan.

(4) Ensure minimum risk for new designs, materials, and test techniques.

(5) Document actions taken to eliminate or reduce risk to a level acceptable.

(6) Document and submit significant safety data as "lessons learned" to data banks, design handbooks, or specifications.

(7) Review hazard assessments for all tasks, duty positions, moderate and high-risk workplaces, and/or events with identified hazards.

(8) Ensure that RM is performed for all non-routine tasks or when modifying processes to determine SOH impact.

b. Managers will coordinate with GSO for an SOH review prior to the purchase of Commercial Off-the-Shelf (COTS) items such as PPE and hazardous materials.

Chapter 10 Safety Training

10-1. Overview: All garrison personnel will complete Army, ASOHMS and OSHA safety training according to their job requirements.

10-2. Responsibilities

- a. The GC shall ensure that:
 - (1) Employees are properly trained to execute their job and provided/use appropriate PPE for known and suspected hazards.
 - (2) Garrison personnel are trained in local emergency preparedness.
 - (3) A written Emergency Action Plan (EAP) is developed and located where all personnel have access.
 - (4) Supervisors and managers are trained to recognize hazards and understand their responsibilities.
 - (5) The Garrison formally identified hazards within the workplace and developed related hazard control programs as required by regulatory guidance.
 - (6) Employees understand the fundamentals of SOHMS and each individual's responsibility in the system.
 - (7) SOH training is incorporated into planning, scheduling, resourcing, and records management processes.
 - (8) First-aid supplies are provided in all work areas and an adequate amount of personnel are trained as first aid responders.
- b. Supervisors shall ensure that:
 - (1) Employees understand job safety requirements.
 - (2) Employee safety training is tracked, and copies maintained in Section/Directorate and reported to the Garrison Safety Director.
 - (3) Employees are provided time and support to complete required safety training.
 - (4) Supply managers are properly trained in hazard communication standards.
 - (5) Personnel understand and use hazard controls (**RM**) or specific tasks such as OSHA's Hierarchy of Controls (Engineering, Administrative, Work Practices, and **PPE**) to control hazards.
- c. The Garrison Safety Director shall support safety training across the Garrison.

10-3. Required Training

- a. Garrison Military and Civilian personnel require safety training. The table below provides a list of common, required safety training.
- b. Specialized training (hazard communication, forklift, confined space, blood-borne pathogen, PPE, occupational noise, etc.) is required for those individuals who work with, near, or have occupational exposure to specific hazards.
- c. The GC and GSD will ensure that SOH personnel are appropriately trained and/or certified in order to accomplish their mission and that there is a process to evaluate safety training to ensure delivery by a competent person and provides the relevant content related to the training requirements.

Course Name	Who	Requirement and Time Period
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Leader's Safety and Occupational Health Course (LSC)	Commander, CSM, Deputy Garrison Commander	Course is a pre-requisite to the Pre-Command Course for Military.
Risk Management Civilian Basic Course	All IMCOM Civilians	Completed w/in 30 days of assignment. Course 2G-F104-DL
Risk Management Basic Course	All IMCOM Military	Completed w/in 30 days of assignment. Course 2G-F97 DL
Employee's Safety Course	All IMCOM employees	Completed within first 30 days of assignment/employment
LSC	All IMCOM supervisors	Completed within first 30 days of assumption of duties/promotion
LSC	All IMCOM managers	Completed prior to assumption of duties.
USO Course	All IMCOM USO	Within 30 days of being appointed.
Garrison Radiation Safety Officer Course	Garrison RSO	Prior to assumption of duties
Ergonomics and Safe Lifting	All IMCOM employees	Upon initial hire and annually thereafter.
Mishap Reporting	All IMCOM employees	Upon initial hire
Job Specific Hazards	If the position has inherent, identified hazards, provide specific training.	Upon initial hire

Chapter 11

Motor Vehicle Mishap Prevention

11-1. Overview

a. This chapter provides guidance for traffic safety, loss prevention, and motor vehicle mishap prevention on Installations, and supplements public traffic safety law.

b. It applies to IMCOM personnel who operate an Army Motor Vehicle (AMV).

11-2. Responsibilities

a. Garrison Commander will:

(1) Strictly enforce the provisions of AR 385-10 and AR 600-55 with particular emphasis on vehicle restraint system usage.

(2) Ensure local driver policy includes seatbelt usage requirement.

b. Garrison Safety Director will:

(1) Technical Monitors oversee the Army Traffic Safety Training Program (ATSTP) contract implementation and will use the ATSTP Registration System to schedule and maintain records of IMCOM-sponsored traffic safety training.

(2) Will coordinate with the DES to prescribe local procedures for the safe operation of motor vehicles. GSD, in conjunction with mission/tenant safety, will develop local SOPs defining training requirements and operational restrictions on Installation roadways.

11-3. Licensing

- a. Only properly licensed personnel will operate IMCOM AMVs.
- b. GC and GSD will:
 - (1) Ensure supervisors conduct annual check rides IAW AR 600-55.
 - (2) Establish licensing program for special equipment including material handling equipment, lawn care equipment, and other specialty equipment.
- c. Operators will operate equipment only if properly licensed.

Chapter 12

Unit Safety Officer (USO)

(Formerly known as Additional Duty Safety Officer and/or Collateral Duty Safety Officer)

12-1. Program Overview

- a. USO are trusted employees who are assigned safety duties to support the Safety Program within their directorates/staff sections. GC and the GSD have the option to develop a USO program.
- b. The USO should be a conscientious and experienced individual.
- c. Appoint, in writing, selected USO personnel.

12-2. Training Requirements

- a. The on-line USO training in accordance with AR-385-10, Chapter 5.
- b. Job/workplace-specific training.
- c. An inspection with a Garrison Safety Specialist.
- d. Supplemental training through the GSO appropriate to the workplace hazards associated with the workplace(s) to be inspected.

12-3. Responsibilities

- a. Directors and Supervisors will:
 - (1) Ensure that the USO has at least one year of retainability, is of the appropriate grade (IAW DA Pam 385-10), and provided the time and resources to complete training.
 - (2) Ensure that personnel with SOH responsibilities are adequately trained to perform their respective tasks.
- b. The USO will:
 - (1) Complete on-line training (or equivalent) IAW AR 385-10, para 5-5.
 - (2) Submit the appointment memo to the GSO with copy of the certificate of training.
 - (3) Manage assigned safety program elements.
- c. Garrison Safety Director will:
 - (1) Integrate the USO into the Garrison Safety Program.

- (2) Develop continuation training programs for USO.

Chapter 13

Recordkeeping

13-1. Safety Training Records

- a. All safety training for Garrison personnel will be documented.

- (1) The official record of completed training is the Defense Civilian Personnel Data System. However, equivalent databases are acceptable.

- (2) Managers, activity training coordinators, and Civilian Personnel Advisory Center Human Resource Development advisors share responsibility to ensure proper documentation of all training.

13-2. Safety Inspection Records.

- a. All safety inspections for Garrison workplaces will be documented and retained for 5 years.

- b. After assessing the residual risk of inspection findings those with a RAC 1, 2, or 3 will be documented on the Violation Inventory Log.

- c. Garrison Safety Director will develop inspection checklists specific to Garrison mission(s).

13-3. Responsibilities

- a. Supervisors of employees requiring safety training will:

- (1) Ensure training documentation for their employees is maintained at their office.

- (2) Maintain copies of safety training records for five years.

- (3) Ensure Garrison Safety Director is updated on status of training progress.

- (4) Notify personnel of their rights to access workplace inspection results,

Safety Data Sheets, and mishap investigation summaries.

- b. USOs conducting workplace inspections will:

- (1) Ensure inspection results are forwarded to GSO within five days of completion.

- (2) Immediately report to the Garrison Safety Director any conditions that, in their opinion, change the risk level in the workplace.

- c. Garrison Safety Director will:

- (1) Ensure safety training is documented in the master tracking log.

- (2) Maintain workplace inspection records for five years.

- (3) Periodically report to the GC results of workplace inspections.

- (4) Post Notices of Violations IAW AR 385-10, 8-4.

Chapter 14

Safe Cargo Operations

14-1. Overview

- a. The GSO will ensure that any Garrison personnel involved in cargo operations are properly trained in compatibility rules and packaging procedures/markings/labeling.

b. Commanders and other leaders who are planning or conducting these operations will use the information in DA Pam 385-30 and ATP 5-19 to help them assess hazards/risks and to develop and implement safety standards and policies.

c. Supervisors will ensure employees involved in cargo operations complete training appropriate for the equipment, and cargo operations conducted.

Chapter 15

Aviation Safety Management

15-1. Overview

a. The Garrison Commander responsibilities are limited to oversight of airfield safety.

b. Aviation units using Garrison facilities are responsible for safety requirements associated with operational and flight activities.

15-2. Responsibilities.

a. Program requirements are in AR 95-2 and AR 385-10.

b. Garrison Commander will:

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

c. The Airfield Safety Manager will:

(1) Effectively manage risk to minimize loss of personnel and equipment.

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

(3) ASMIS 2.0 for mishap reporting.

d. Aviation Safety Officer will ensure aviation safety programs are implemented, reviewed and appropriate for the IMCOM Aviation mission.

e. HQ IMCOM Aviation Safety Manager will provide over-sight of the IMCOM Aviation Safety program and assess compliance with appropriate aviation safety regulations, policies, and procedures.

Chapter 16

Occupational Safety and Health Program Management (Workplace Safety)

16-1. Overview

a. Garrison workplace loss prevention programs will comply with applicable OSHA requirements as outlined in 29 CFR 1910, 29 CFR 1926, 29 CFR 1960, EO 12196, DODI 6055.1, AR 385-10 and DA Pam 385-10.

b. This chapter prescribes policy and responsibilities for implementing the OSHA program mandated by Federal regulations and to reduce the risk of workplace mishaps.

c. Applicable OSHA programs, i.e. Bloodborne Pathogen, Confined Space,

Electrical, Lockout/Tagout, Hazard Communication, Fall Protection, Respiratory Protections, and Hearing Conservation, will be written and implemented in all IMCOM operations (CONUS and OCONUS), with the exception of military-unique operations.

d. Leaders will promote strong safety programs, safe working conditions, and safe performance to prevent mishaps, injuries, and occupational illnesses.

16-2. Responsibilities

a. Garrison Commander will:

- (1) Coordinate and issue written policy to Garrison Safety Director to support the Garrison Safety Program and the accomplishment of current safety objectives.
- (2) Establish procedures to hold GSD accountable for safety responsibilities.
- (3) Enforce SOH policies
- (4) Ensure supervisors are held accountable for safety responsibilities.
- (5) Ensure establishment and implementation of applicable OSHA programs as specified in 29 CFR 1910 and 29 CFR 1926.
- (6) Incorporate IH components identified in DA PAM 40-503 (Army Industrial Hygiene Program) as applicable to Garrison operations.
- (7) Facilitate required clinical examinations of affected employees.

b. Garrison Safety Directors will:

- (1) Develop written procedures to meet Army and OSHA requirements.
- (2) Collect and report safety performance data as required.

Chapter 17

Workplace Inspections

17-1. Overview

a. Under the OSH Act, employers are required to furnish each employee a place of employment that is free from recognized hazards that are causing or likely to cause death or physical harm. Workplace inspections are one method to identify hazards.

b. This chapter provides policy on hazard recognition and workplace inspections. It implements the requirements of the OSH Act and prescribes DA policy to protect and preserve IMCOM personnel and property against loss, provides for safe and healthful workplaces, and assures regulatory compliance.

17-2. Responsibilities

a. The Garrison Commander will:

- (1) Ensure implementation of applicable sections of OSHA regulations (particularly 29 CFR 1910, 1926, and 1960) to Garrison operations.
- (2) Ensure that the Garrison has a reliable and effective system for personnel to notify appropriate leaders about SOH concerns in writing.
- (3) Develop a policy that addresses methods personnel use to report hazards (including anonymously and those not in their AOR or work area), report near misses, or submit suggestions to leadership.

b. The Garrison Safety Director will:

(1) Evaluate every Garrison workplace to identify hazards and assign a risk level (high, medium, low). (Note: High hazard area means an area inside a workplace in which operations include high hazard materials, processes, or contents.)

(2) Ensure that Garrison workplaces with high risk are inspected 2x/yr.

(3) Properly train supervisor and USOs to effectively inspect and identify hazards in Garrison low risk workplaces. The Garrison Safety Director will spot check the results of the inspection(s).

a. Supervisors or facility managers will:

(1) Conduct periodic, documented inspections of their work areas.

(2) Evaluate and track identified hazards,

(3) Ensure prompt action is taken to eliminate or mitigate risk.

(4) Ensure chemical containers are properly labeled.

(5) Ensure Garrison workplaces are kept clean, orderly, and in a sanitary condition.

(6) Ensure where required a hazardous materials inventory and Safety Data Sheets are current, available, and complete.

(7) Ensure where required machine guards are in place, to standard, and used.

(8) Ensure there is sufficient space and clearances where mechanical handling equipment is used.

17-3. Frequency

a. Frequency of workplace inspections is based on the assigned risk.

b. Annex 1 provides a list of common Garrison workplaces and their assigned risk. The GSD may change the assigned risk as deemed necessary.

c. Inspect special risk workplaces in accordance with GC requirements. Inspect high risk workplaces two times per year. Inspect moderate and low risk workplaces once per year.

Chapter 18

Industrial Operations

18-1. Industrial Operations

a. Industrial operations include, but are not limited to, warehouse operations, wastewater treatment, and electrical generation/distribution.

b. Garrison Safety Directors will provide written guidance, oversight, and assistance to ensure implementation of industrial safety requirements at Garrison workplaces according to AR 385-10, DA Pam 385-10, and 29 CFR 1910 and 1926.

18-2. Job Hazard Analysis

a. A JHA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

- b. At a minimum, all routine operations and activities will have an effective hazard analysis system in place.
- c. All medium and high hazard operations will have a JHA and SOP completed.

18-3. Responsibilities

- a. The supervisor of employees operating in medium and/or high hazard areas will:
 - (1) Ensure that a JHA and SOP is completed for each hazardous operation and reviewed annually and upon change of process, equipment, and/or material.
 - (2) Maintain a JHA file that is available to every employee.
 - (3) Report, on an annual basis, to their Directorate the status of their JHA program.
- b. Directors of Directorates with high or medium hazard workplaces will:
 - (1) Ensure that Supervisors complete the JHA process for each hazardous operation/condition.
 - (2) Report, annually, to the Garrison Safety Director, the JHA program status.
- c. Garrison Safety Director with high or medium hazard workplaces will:
 - (8) Provide training to supervisors on the execution of JHAs.
 - (9) Review, annually, the status of the Commander's JHA and SOP program.

Chapter 19

Emergency Planning and Response

19-1. Emergency Planning and Response - AR 420-1, AR 420-5.

- a. This chapter prescribes the garrison safety policy for planning emergency response to save lives; protect the public, responders, and recovery workers; and to exchange information (see AR 525-27). It is essential that hazardous materials are accurately identified to ensure safe storage, handling, and disposal, and should be incorporated into any emergency response plan.
- b. RM and SOH requirements will be applied to all emergency response plans and scenarios to identify required, appropriate equipment and response procedures.
- c. Emergency Action Plans (EAP)
 - (1) An EAP is a written document required by 29 CFR 1910.38(a).
 - (2) The purpose of an EAP is to facilitate and organize organization and employee actions during workplace emergencies.
 - (3) Emergency action plans will include the following procedures:
 - (a) Reporting emergencies
 - (b) Emergency evacuation, including type of evacuation and exit route assignments.
 - (c) Employees remaining to operate critical-facility operations during evacuations.
 - (d) Employee accountability after an evacuation.
 - (e) Employees performing rescue or medical duties.
 - (f) Personnel who may be contacted by employees needing more information about the plan or an explanation of duties under the plan.

19-2. Responsibilities

- a. Garrison Commander will:

- (1) Ensure EAPs are developed for all workplaces.
- (2) Ensure fire prevention and emergency evacuation plans are developed, published, and tested for buildings under their authority.
- (3) Ensure a Hot Work Program for welding/cutting/brazing is established.
- b. Director of DES will:
 - (1) Assist the Installation disaster preparedness officer in the development, coordination, and maintenance of emergency action and disaster preparedness plans.
 - (2) Assist Commanders, organization leaders, and supervisors in developing and testing fire prevention and emergency evacuation plans.
 - (3) Assist in the development/coordination of the Installation Hazardous Materials Response Plan.
 - (4) Ensure that EAPs are in writing, kept in the workplace, and available to employees for review.
- c. Garrison Safety Director will:
 - (1) Comply with applicable elements of 29 CFR 1910.
 - (2) Assist in testing and evaluating emergency action plans.
 - (3) Participate in the annual review.
- d. Directors and Supervisors will:
 - (1) Designate and train employees to assist in safe and orderly evacuations.
 - (2) Review the EAP with covered employees during the following events:
 - (a) Development of the plan or the initial assignment of the employee to a job
 - (b) Change of employee's responsibilities under the plan

Chapter 20

Infectious Agents and Toxins

20-1. Overview

- a. Hospital Safety will comply with, and implement the Joint Commission standards and procedures, and MEDCOM appropriate policies.
- b. Regulated medical waste (as defined by the Army Medical Command Regulation 40-35) and its management, disposal, and transport is regulated by state, U.S. Department of Transportation hazardous substance transport regulations (49 CFR 100- 185), DOD regulation (DLA 1997), and medical treatment facility regulations.

Chapter 21

Chemical Agent Safety Management

21-1. Overview

- a. The GC is the manager of the Chemical Agent Safety Program for the chemical agents they control and ensure safety requirements are enforced.

b. The garrison will comply with AR 50-6 as appropriate and maintain coordination with units with chemical agents on the Installation to ensure communication of safety information to Garrison and tenant personnel.

Chapter 22

Maritime Activities

22-1. Overview

a. Leaders and managers will use the RM process to establish and operate an effective marine activities safety program to include water operations, water activities, and civil work marine activities.

b. Operators will follow U.S. Coast Guard (USCG), applicable sections of 29 CFR 1917 and 1918 and/or the USACE guidance to safely operate non-tactical vessels and watercraft and.

c. Operators of non-tactical Army vessels will be licensed according to AR 56-9 and, where applicable, by the USCG and/or USACE EM 385-1-1 for the specific type of vessel or equipment.

22-2. Responsibilities

a. The GC may impose more restrictive licensing requirements, as needed.

b. Garrison Safety Directors will ensure that qualified personnel will inspect all garrison owned/operated vessels and floating plants at least annually for seaworthiness and safe operating condition. Periodic inspections and tests will assure that a safe operating condition is maintained.

Chapter 23

Range Safety Management

23-1. Overview

a. This chapter prescribes garrison range safety policies and responsibilities for range safety programs in support of range operations.

b. Garrison Commander will:

(1) Establish Range Safety programs for all ranges in accordance with AR 350-19, AR 385-63, DA Pam 385-63, and must:

(2) Enhance safe and realistic live-fire training.

(3) Protect personnel and property while improving readiness training and helping prevent fratricide.

(4) Protect civilian and military populations who live and work near live-fire operational ranges.

(5) Minimize, to the extent practical through the design and management of ranges, both potential explosive hazards and harmful environmental impacts.

(6) Prevent injuries and property damage by inserting RM into the range operations.

(7) Enhance the sustainability of operational ranges through the implementation of effective range clearance programs, per DoDI 3200.16.

23-2. Responsibilities

Garrison Commander will:

- a. Execute responsibilities in AR 385-63 and DA Pam 385-63.
- b. Maintain coordination with Mission Commanders ref. range/live-fire operations.
- c. Develop a range-safety directive and ensure ranges have safety SOPs.
- d. Ensure selected Range Operations personnel receive range safety training, specifically the Army Range Safety Course (intermediate level).
- e. Initiate or review requests for deviations to range safety standards. Requests will be forwarded to the Garrison Safety Director for review and comment.
- f. Ensure that range facilities, lands, and infrastructure provide a safe environment.

Garrison Safety Director:

- a. Ensures the development and implementation of a written Range Safety Program that complies with AR 385-10, AR 385-63, DA Pam 385-10, and DA Pam 385-63.
- b. Executes the safety responsibilities IAW AR 75-1, AR 350-19, AR 385-10, AR 385-63, DA Pam 385-63, and DA Pam 385-64.
- c. Provides oversight to the Range Safety Office.
- d. Monitors training to ensure instructors are informed of current information in range hazards before teaching students or operating ranges.
- e. Reviews new and revised range safety directives and SOPs.
- f. Participates in planning, review and design of ranges for new construction, modification rehabilitation on any other changes.
- g. Reviews and recommends approval/disapproval of range safety standard deviations. Risk assessments for deviation requests will be included.
- h. Ensures copies of locally approved deviations are forwarded through the GSO to Commander, HQ IMCOM for review.
- i. Inspects range facilities and live-fire training areas semi-annually to identify hazards, including hazards affecting safe operation of tactical or non-tactical vehicles.

Installation Range Control Officer

- a. Performs duties in accordance with AR 385-63.
- b. Implements requirement in DA Pam 385-63.

Mission/tenant commanders, OICs, and RSOs are responsible for requirements in AR 385-63, DA Pam 385-63, local range regulations, and unit SOPs.

Chapter 24

Facility Reuse and Closure

24-1. Overview: Army Safety Program requirements for facility reuse and closure are defined in AR 385-10, DA Pam 385-10, and DA Pam 385-64. Implement requirements when Garrison facilities or properties are closed, remediated, or reused for new or different missions. Follow the guidelines below when reuse and closure activities involve Garrison facilities or properties:

24-2. Responsibilities

Garrison Commander will:

- a. Develop Garrison-specific guidance to augment the requirements.
- b. Include Garrison Safety Director in reuse and closure activities.

Garrison Safety Director:

- a. Provide historical safety reports, records, and available data.
- b. Support risk assessments for reuse and closure activities.
- c. Provide technical safety guidance during reuse and closure planning activities.
- d. Provide safety training to Garrison personnel exposed to reuse and closure activities hazards.
- e. Assist the PAO in developing safety awareness materials for Installation personnel and the surrounding community.
- f. Monitor execution of reuse and closure activities to ensure that Garrison personnel and the surrounding communities are protected from associated hazards.

Chapter 25 Electrical Safety Program

25-1. Overview: This chapter prescribes policy for integrating Federal electrical safety standards as well as worldwide electrical safety consensus standards, techniques, and procedures into garrison workplaces and operations to mitigate risk of electrical related injuries and deaths.

25-2. Responsibilities

- a. If required to do so by the SC, the Garrison Commander will appoint a Garrison Authority having Jurisdiction for electrical matters.
- b. Garrison Safety Director will ensure all electrical operations are in compliance with applicable OSHA and Army regulations.

Chapter 26 OSHA Notices and Visits

26-1. Overview: The Occupational Health and Safety Administration (OSHA) falls under the United States Department of Labor and is charged with investigating complaints of unsafe workplaces and has the authority under public law to enforce compliance, levy fines and citations. It is the enforcement agency of the Department of Labor. All federal agencies are subject to and fall under the enforcement of OSHA and therefore will comply with request for responses to complaints or official visits without fail in the timeline defined by the request.

26-2. Responsibilities

a. Garrison Commander will:

(1) Attend the in-brief that will be held in the Garrison Conference Room upon notice by the Garrison Safety Director.

(2) Will stop all activities, meetings or other events to attend the OSHA in-brief.

b. Garrison Safety Director:

(1) Immediately notify the Garrison Commander and Deputy to the Garrison Commander in person and email and include a copy of the complaint and then notify the director of the garrison agency the complaint was filed against.

(2) Immediately in writing through email and follow up phone call acknowledge receipt of the written complaint to the OSHA Point of Contact provided on the complaint and maintain all correspondence both digitally and hard copy.

(3) Create a Hard Copy folder and Electronic Folder in the ASMIS 2.0 system and copy all correspondence into both folders for record retention.

(4) Coordinate with the director of the agency to conduct a formal investigation into the allegations. The investigation will consist of the following:

(a) Conduct formal interviews with all personnel to include leadership and if known the person making the complaint for the response to OSHA.

(b) Take photos of all sites listed in the complaint and include the photos in the response as exhibits. NOTE: If the complaint contains workplace hazards the photos will be of the specific workplace areas, to include facility number, room number and outside areas, such as parking lots, break areas, walk paths and such.

(5) Prepare the formal response to include photos, interviews and corrective action for review by the Staff Judge Advocate and brief the Garrison Commander and/or the Deputy on status prior to sending the response to the OSHA Action Officer.

(6) If necessary, conduct a follow up investigation or provide additional information and brief the GC or Deputy as needed.

(7) Include in the semiannual GC SOHAC and make it part of the Supervisor Safety Training.

(8) Coordinate with the Director of Emergency Services and Gate Guard Commander to develop specific training for gate guards on how to respond to OSHA personnel entering Ft. Gregg-Adams. The training at a minimum will contain the following:

(a) Directing OSHA personnel to go to the Gregg gate Visitor Control Center (VCC) parking lot to wait for the Garrison Safety Director to escort them to the Garrison Headquarters. NOTE: At no time will any OSHA Personnel be granted un-escorted access to the Ft. Gregg-Adams. If an OSHA employee attempts to use a retired military or other form of identification to access the installations for official OSHA Visits, the gate guard will refuse access and have the individual(s) park at the Gregg Gate VCC. The gate guard will contact the DES Gate Guard OIC who will then contact the Garrison Safety Director immediately.

(b) Immediately contacting the Garrison Safety Director at 804-765-3132 or 804-479-7143 and inform them of personnel from OSHA are on post.

c. In the event of an OSHA Site Visit the GSO will personally escort the OSHA team to the garrison safety office and will immediately notify the Garrison Commander, Command Sergeant Major and Deputy they must cease any activities and be present for the OSHA In-Briefing by the team. At no time will the OSHA team be kept waiting, unless it is for the garrison command group to travel to the garrison headquarters conference room. The

garrison safety Director will escort the OSHA team to the garrison conference room and be present for the In-Brief.

d. The GSD will escort and assist the OSHA team on any site visits and contact the director of the agency that is being visited.

e. The GSD will coordinate and provide any and all requested information by the OSHA team and will coordinate gathering any information not available and send to the team in the requested time.

f. The GSD and director will ensure all personnel the OSHA team wish to interview are present and available.

g. The GSD will prepare the written response for review by SJA and back brief the GC, CSM and DGC on the response and corrective actions response.

Annex 1: High, Moderate, and Low Risk Workplace List

The table below provides a partial list of Garrison workplaces, their associated, default risk level, and, by extension, the inspection frequency. All High-Risk workplaces will be inspected 2x.yr. Not listed are CVS. They have their own inspection frequency.

Workplace	Special	High	Moderate	Low
Ammunition Supply Points		X		
Arms Rooms			X	
Chapel				X
DES - Entry Control Points			X	
DES - Fire Station			X	
DES - Police Station			X	
DPTMS - Low Water Crossings			X	
DPTMS - Obstacle Courses		X		
DPTMS - Ranges			X	
DPW - Chemical Storage/Disposal			X	
DPW - Mechanic Shop		X		
DPW - Paint Shop			X	
DPW - Welding Shop			X	
DPW - Wood Shop			X	
DFMWR - Auto Shop		X		
DFMWR - Outdoor Basketball Facilities			X	
DFMWR - Bowling Center - Mechanic Shop		X		
DFMWR - Bowling Center - Pin Setting Area		X		
DFMWR - Bowling Center - Pro Shop			X	
DFMWR - Bowling Center - Public Area				X
DFMWR - Bowling Center - Restaurant/Cafe			X	
DFMWR - Child Development Centers	X			
DFMWR- Child Youth Centers	X			
DFMWR - FCC Homes	X			
DFMWR - Craft Shop			X	
DFMWR - Outdoor Cross Fit Facilities			X	
DFMWR - Football Facilities			X	
DFMWR - Golf Course - Greens Keeper Facility		X		
DFMWR - Golf Course - Pro Shop				X
DFMWR - Golf Course - Restaurant/Cafe			X	
DFMWR-Gyms			X	
DFMWR - Indoor Pools		X		
DFMWR - Library				X
DFMWR - Outdoor Pools		X		

Workplace	Special	High	Moderate	Low
DFMWR - Running Trails			X	
DFMWR - Skate Parks			X	
DFMWR - Softball/Baseball Facilities			X	
DFMWR- Tennis Courts			X	
DFMWR - Water Recreation Facilities		X		
DFMWR - Wilderness Trails			X	
DFMWR - Wood Shoo		X		
Other - SJA Facilities used by Soldiers/Civ				X
Other - Welcome Centers / ID Card Offices	I			X
Other - Resiliency Centers				x
Other - Education Center				X
Other - Military In-Processing Center				X
Other – Museums				X
Offices - Break Rooms				X
Offices - Electrical Rooms			X	
Offices - Elevator Rooms/Shafts			X	
Offices - Office Spaces				x

References

Required Publications

10 CFR 19 - Notices, Instructions and Reports to Workers:

Inspection and Investigations

10 CFR 20 - Standards for Protection against Radiation

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

29 CFR 1904 - Recording and Reporting Occupational Injuries and Illness

29 CFR 1910 - Occupational Safety and Health Standards

29 CFR 1917 - Marine Terminals

29 CFR 1925 - Safety and Health Standards for Federal Service Contracts

29 CFR 1926 - Safety and Health Regulations for Construction

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

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

DoD 1400.25-M - Department of Defense Civilian Personnel

Management (CPM) **DoDI 6055.04** - DoD Traffic Safety Program

Defense Explosives Safety Regulation 6055.09 Edition 1 ~ *DESR*
6055.09, Edition 1

DoD 4145.26-M - DOD Contractors' Safety Manual for Ammunition
and Explosives **DoDI 6055.07** - Mishap Notification, Investigation,
Reporting and Recordkeeping **DoDI 6055.1** - DoD Safety and
Occupational Health Program

AMC Reg 385-10- AMC Safety Program

AR 11-34 - The Army Respiratory Protection Program

AR 11-35 - Occupational and Environmental Health Risk Management

AR 25-400-2 - The Army Records Information Management System
(ARIMS)

AR 40-13 - Radiological Advisory Medical Teams

AR 190-17 - Biological Select Agents and Toxins Security Program

AR 50-5 - Nuclear Surety

AR 50-6 - Chemical Surety

AR 75-1 - Malfunctions Involving Ammunition and Explosives

AR 350-19 - The Army Sustainable Range Program

AR 385-10 - The Army Safety Program

AR 385-63 - Range Safety

AR 420-1 - Army Facilities
Management

AR 420-5 - Army Fire and Emergency
Services

AR 608-10 - Child

Development Services **AR**

672-20 - Incentive Awards

AR 700-68 - Storage and Handling of Liquefied and Gaseous
Compressed Gasses and Cylinders

AR 740-1 - Storage and Supply Activity Operations
DA Pam 40-8 - Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Nerve Agents GA, GB, GD, and VX
DA Pam 40-173 - Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Mustard Agents H, HD, and HT
DA Pam 385-10 - Army Safety Program
DA Pam 385-16 - System Safety Management Guide
DA Pam 385-25 - Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation
DA Pam 385-30 - Risk Management
DA Pam 385-40 - Army Mishap Investigations and Reporting
DA Pam 385-61 - Toxic Chemical Agent Safety Standards
DA Pam 385-63 - Range Safety
DA Pam 385-64 - Ammunition and Explosives Safety Standards
TB Med 522 - Control of Hazards from Protective Material Used in Self-Luminous Devices
TB Med 523 - Control of Hazards from Microwave and Radio Frequency Radiation and Ultrasound
TB Med 525 - Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department
TB Med 524 - Control of Hazards to Health from Laser Radiation
EM 385-1-1 - Safety and Health Requirements Manual
U.S. Army Traffic Safety Training Program Registration System - <https://airs.safety.army.mil>
PL 91-596 - Occupational Health and Safety Act of 1970
Americans with Disabilities Act of 1990, Title I (42 U.S. Code 12111-12117) - Employment
MIL-STD-882D - DoD Standard Practice for System Safety
Prescribed Forms: These are available on the Army Publishing Directorate Portal unless otherwise stated.
DA Form 2028 - Recommended Changes to Publications and Blank Forms
DA Form 4753 - Notice of Unsafe or Unhealthful Working Condition
DA Form 4754 – Violation Inventory Log
DA Form 4755 - Employee Report of Alleged Unsafe or Unhealthful Working Conditions
DA Form 4756 - Installation Hazard Abatement Plan
DA Form 7632 - Deviation Approval and Risk Acceptance Document (DARAD)
These forms are available at: <https://www.osha.gov>
OSHA Form 300 - Log of Work-Related Injuries and Illnesses
OSHA Form 300-A - Summary of Work-Related Injuries and Illnesses
OSHA Form 301 - Injuries and Illnesses Incident Report