

## **Chapter 2**

### **Councils/Committees and Training Requirements**

#### **2-1. General**

Training of personnel at all levels in concepts of accident prevention and coordination among individuals and activities, for the purpose of devising means to prevent accidents, are key elements of the total safety effort. The Installation Safety and Occupational Health Advisory Council is established to enhance the accident prevention program, unit safety committees, and training programs for personnel at various levels.

#### **2-2. Safety and Occupational Health Advisory Council**

As required by AR 385-10, the Installation Safety and Occupational Health Advisory Council is established and will meet semi-annually to review the accident experience of the command and suggest countermeasures for implementation. The council meeting will be chaired by the Garrison Commander. Membership will consist of the Combined Arms Support Command (CASCOM) Chief of Staff; directors of CASCOM, Garrison and Defense Commissary Agency (DeCA); commander of Kenner Army Health Clinic (KAHC); Army Logistics University (ALU) President; commandants or their designated official; union representatives; the Industrial Hygienist; the Occupational Health Physician; and Tenant Directors. The Director of Safety is responsible for planning meetings and providing council members with appropriate information. Each member of the council will be notified of the time and date of the meeting. Special meetings will be called when critical and urgent safety problems arise. The Installation Safety Office will forward a copy of the minutes to all council members.

#### **2-3. Safety briefing**

Directors/commanders will report to the Installation Safety Office for orientation within 14 days of assignment. All reserve unit safety officers participating in annual training at Fort Lee will receive a briefing by Installation Safety Office personnel.

#### **2-4. Safety requirements**

a. Commanders/supervisors will present a safety briefing to all newly assigned personnel upon arrival. Material covered will include the individual's rights and responsibilities specified by the Installation Occupational Safety and Health Program and information on the hazards in the area to include traffic, fire, water, firearms, ranges, hearing conservation, and hot and cold weather injury prevention.

b. Specialized on-the-job safety training of employees will be performed by the supervisor. This training will include, but not be limited to, precautions to prevent injuries from hazardous machinery and equipment, dangerous chemicals, and hazardous operations.

c. Civilian and military supervisors of Civilian personnel will receive additional safety training provided by the Installation Safety Office. This training will include information concerning part 29 Code of Federal Regulation (CFR) 1960, Occupational Safety and Health for Federal Employees, the current Executive Order 12196 concerning safety, relevant Occupational Safety and Health Standards, hazard reporting, abatement, accident reporting, employee rights and responsibilities, and other appropriate topics. The Commanders/Supervisors Safety

Handbook is located in the Installation Safety Office and on the Installation Safety Office webpage, found at appendix A, section III.

d. A list of required safety training for all Service Members and Civilian employees required by the CRC is located on the Installation Safety Office webpage.

e. An Occupational Safety and Health Administration (OSHA) Poster, DD Form 2272, is available from Installation Safety Office and will be posted in each workplace in the location where personnel notices are usually placed. See figure 2-1. The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960 requires Federal agencies to establish programs to protect their personnel from job safety and occupational health hazards.

f. *Collateral Duty Safety Officer/NCO Meetings.* Regular meetings with safety officers and key personnel will be conducted by major organizations to provide safety officers at the next lower command with current safety guidance. Meetings conducted by major subordinate unit safety officers will be documented with a copy of the minutes forwarded to the Installation Safety Office. Internal elements of major subordinate units will conduct and document similar meetings within the organization.

g. *Holiday Safety Requirements.* Special safety orientations/seminars will be conducted by commanders prior to holiday weekends and block leave. Safety orientations/seminars will include as appropriate, identification of seasonal hazards associated with holiday driving, recreational activities, fatigue, the over-consumption of alcohol, and the effects of prescription medication and over-the-counter drugs. Private vehicle inspections to identify unsafe vehicles may be conducted at the discretion of commanders or assigned representative. To identify hazards associated with POV operations, use Fort Lee Form 385-5, POV Inspection Checklist, and Fort Lee Form 385-8, Motorcycle Inspection Checklist, both located at the end of this regulation. Assistance and holiday briefing guides are available at the Installation Safety Office.

## **2-5. Bulletin boards**

Each company/directorate/division branch will devote a portion of their bulletin board to prominently display safety and health materials. In addition to accident material being posted, safety posters will be strategically placed throughout the area. Posters are available at the Installation Safety Office. Posters and seasonal safety awareness information lose their effectiveness rapidly and should be updated and/or replaced frequently.

 <b>DEPARTMENT OF DEFENSE SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM</b> The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to establish programs to protect their personnel from job safety and occupational health hazards.	
1. The Department of Defense (DoD) designated agency safety and occupational health official is the Assistant Secretary of Defense (Force Management and Personnel).	
2. The <u>United States Army</u> designated safety and occupational health official is: <i>(DoD Component)</i> <u>Dep for Environment, Safety &amp; Health, OASA (IL&amp;E)</u> , <u>Washington, D. C.</u> <i>(Title)</i> <i>(Address)</i>	
3. The <u>Fort Lee, Virginia</u> safety and occupational health designee is: <i>(Name of Installation/Facility)</i> <u>Fort Lee Installation Safety Office</u> , <u>Director of Safety</u> <i>(Name)</i> <i>(Title)</i>	
4. The <u>Fort Lee, Virginia</u> safety point of contact is: <i>(Name of Installation/Facility)</i> <u>Director of Safety</u> , <u>(804) 765-3132</u> <i>(Name)</i> <i>(Telephone Number)</i>	
5. The <u>Fort Lee, Virginia</u> occupational health point of contact is: <i>(Name of Installation/Facility)</i> <u>Chief of Preventive Medicine</u> , <u>(804) 734-9249</u> <i>(Name)</i> <i>(Telephone Number)</i>	
<u>Fort Lee, Virginia</u> <i>(Name of Installation/Facility)</i>	
<b>HAS THE RESPONSIBILITY TO:</b>	
1. COMPLY with the applicable Occupational Safety and Health Administration (OSHA)/DoD/DoD Component safety and occupational health standards. 2. SET UP PROCEDURES for submitting and responding to employee reports of unsafe and unhealthful working conditions. 3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment. 4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards. 5. ESTABLISH PROCEDURES to assure that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DoD safety and occupational health program.	6. POST NOTICES of unsafe or unhealthful working conditions found during inspections. 7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately. 8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility. 9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.
<b>DOD PERSONNEL HAVE THE RESPONSIBILITY TO:</b>	
1. COMPLY with all applicable OSHA/DoD/DoD Component safety and occupational health standards. 2. COMPLY with <u>USACASCOM &amp; Fort Lee</u> policies and directives relative to the safety and occupational health program. <i>(Name of Installation/Facility)</i>	3. USE personal protective equipment and safety equipment provided by your installation/facility. 4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.
<b>DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:</b>	
1. HAVE ACCESS to applicable OSHA/DoD/DoD Component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures. 2. COMMENT on alternate standards proposed by DoD/DoD Component. 3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include, in order of preference, the immediate supervisor, the safety or occupational health point of contact, the safety and occupational designee for your installation/facility, the installation/facility commander, the safety and occupational health designee	3. (Continued) for your DoD component, the safety and occupational designee for DoD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DoD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured. 4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DoD safety and occupational health program.
<b>OTHER INFORMATION:</b>	
1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous workite condition, he/she will ensure an inspection of the workite and he/she will report the results of the inspection in writing to the worker making the report. 2. Inspector General channels may be used to investigate complaints from either DoD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DoD civilian personnel, allegations of reprisal may also be initiated by them	2. (Continued) in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures. 3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster. 4. How well you carry out your safety and occupational health responsibilities will be an important factor in the success of the program.

Figure 2-1. Sample DD Form 2272, DOD Safety and Occupational Health Protection Program

