Suggested Safety Objectives for Inclusion in Performance Standards

Include safety objectives in all Civilian supervisor performance standards, officer evaluation support forms, and the noncommissioned officer evaluation support system in accordance with AR 385-10 and this regulation. Directors and commanders will ensure compliance with this requirement.

1. Suggested Standards For Civilian Supervisors. Include safety standards as a sub-element of personnel management in Civilian supervisor performance plans. For some supervisors, safety may be a major job element. Safety as a major job element may also be appropriate in the performance standards of some non-supervisory employees, such as wage-grade employees, equipment operators, carpenters, etc., and certain GS employees such as firefighters and employees whose primary/secondary duties require operation of motor vehicles. Supervisors should contact the Civilian Personnel Advisory Center (CPAC) for assistance in the development of realistic performance standards.

2. Suggested Comments for Officer Evaluation Reports (OER) and Enlisted Evaluation Reports (EER).

   a. Develop safety procedures so military and Civilian personnel assigned to Fort Lee can train and work without injury, death, or loss of equipment.

   b. Ensure safe procedures are followed.

   c. Conduct safety training emphasizing accident prevention.

   d. Establish a command climate which ensures a safe working/living environment for Service Members and Civilian employees.

   e. Ensure the use of Personal Protective Equipment when applicable.

   f. Ensure employees report for mandatory medical examinations when applicable.

Figure 1-1. Suggested safety objectives for inclusion in performance standards
Figure 2-1. Sample DD Form 2272, DOD Safety and Occupational Health Protection Program
<table>
<thead>
<tr>
<th>JOB HAZARD ANALYSIS</th>
<th>JOB: Administration</th>
<th>DATE:</th>
<th>Page <em>1</em> of <em>1</em> pages</th>
<th>X NEW REVISED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions on Reverse Side</td>
<td>Title of Person Who Does Job: All Employees When Performing Administrative Tasks</td>
<td>Supervisor:</td>
<td>Analyzed By:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td>Approved by Activity Director/Commander:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Personal Protective Equipment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEQUENCE OF BASIC JOB STEPS</th>
<th>POTENTIAL HAZARDS</th>
<th>RECOMMENDED ACTION OR PROCEDURE</th>
</tr>
</thead>
</table>
| Sitting at Desk | -Back discomfort  
-Numbness in lower extremities | -Properly adjusted chair  
-Footrest, if legs dangle |
| Operating a Computer | -Back Discomfort | -Properly adjusted chair  
-Proper posture |
|  | -Eye Strain | -Focus monitor  
-Reduce glare on monitor with screen or moving monitor |
|  | -Regular eye exams  
-Even illumination | |
|  | -Neck/shoulder strain | -Arrange work station to eliminate extreme postures |
|  | -Arm/hand discomfort | -Proper keyboard placement  
-Perform mini-rest breaks or relief activities |
|  |  | -Provide wrist support  
-Avoid resting arms or wrists on sharp edges |
| Moving office supplies/equipment | -Back strain | -Plan ahead. Use material handling equipment (dollies, chairs with wheels, etc.) |
|  | -Slips  
-Pinching | -Use buddy system  
-Ensure clear walkway |
|  |  | -Move small even loads  
-Lift with knees |

FT LEE Form 930, Jan 2011

**Figure 4-1. Sample Fort Lee Form 930, Job Hazard Analysis**
LOCKOUT/TAGOUT
STANDARD OPERATING PROCEDURE

1. Purpose. To establish procedures for lockout/tagout to safely isolate equipment and machinery in accordance with Fort Lee policy and 29 CFR 1910.147.

2. Responsibilities.
   b. Affected employees. Identify affected employees; carpenters, mechanics, plumbers, craft shop customers, and list responsibilities.
   c. Authorized employees. Identify authorized employees and list responsibilities.

NOTE: Affected employees and authorized employees maybe the same person. Also, supervisors and authorized employees may be the same person.

3. Policy. Lockout/tagout procedures will be used on the following machinery/equipment whenever adjusting, servicing, or performing maintenance. List machinery or equipment; band saws, mortising machine, drill press, table saw, grinders, lathes, presses, shapers, etc.

4. Procedures. List general procedures in this section. When more than one type of machinery/equipment is operated, list procedures for each type in the appendix of the SOP.

**Figure 8-1. Sample lockout/tagout standard operating procedure**
Sample Ergonomic Plan

Each activity is required to have a written plan for ergonomics. Commanders, directors, and supervisors at each level will establish and maintain a continuing comprehensive and aggressive ergonomic program throughout areas of responsibilities.

Activity Ergonomic Plan

1. Purpose
To establish a plan for integrating ergonomic standards fitting the work environment to the worker.

2. References
Fort Lee Regulation 385-10, Chapter 15.

3. Scope
This plan outlines the information needed to carry out the procedures and responsibilities in the implementation of ergonomic standards in the work environment.

4. Objective
To reduce the risk of ergonomic-related injuries increasing productivity, job satisfaction, and the quality of work; decreasing lost time from work and costs; and ultimately improving the quality of life.

5. Policy
All personnel will support and participate in the ergonomic program.

6. Responsibilities
Include responsibilities listed in paragraph 15-2 of this chapter and any other additional responsibilities required in specific work areas.

7. Procedures
Procedures shall be set in accordance with paragraph 15-3 of this chapter and specific activity procedures and requirements.

SIGNATURE
Commander/Activity Director

Figure 15-1. Sample ergonomic plan