

Fort Hunter Liggett Regulation 385-10

**Installation
Safety Office**

Installation Safety Program

Department of the Army
Headquarters Fort Hunter Liggett
Fort Hunter Liggett, CA
December 2012

UNCLASSIFIED

SUMMARY of CHANGE

Regulation 385-10
Installation Safety Program

This revision

- Establishes the Installation Safety Program in accordance with the newly published revision of Army Regulation 385-10, (RAR), Dated: 14 June 2010

Department of the Army
Installation Management Command
Headquarters Army Garrison
Fort Hunter Liggett, CA 93928

Fort Hunter Liggett Regulation 385-10

SAFETY AND OCCUPATIONAL HEALTH PROGRAM

HISTORY. This is the first of Fort Hunter Liggett Regulation 385-10.

SUMMARY. This regulation provides detailed requirements and guidance for ensuring safety in activities and operations performed on Fort Hunter Liggett.

APPLICABILITY. Unless otherwise indicated, this regulation applies to all Soldiers, Department of Army Civilian (DAC) employees, and contractor employees, serving or supporting garrison and tenant activities at Fort Hunter Liggett. This includes operations or activities of tenant organizations, units executing Battle Assemble Training or Extended Combat Training.


PROPONENT EXCEPTION AUTHORITY. The proponent of this regulation is the United States Army Garrison (USAG), Command Group, Installation Safety Office, Fort Hunter Liggett.

SUPPLEMENTATION. Supplementation of this regulation is prohibited.

SUGGESTED IMPROVEMENTS. The proponent agency of this regulation is the USAR Fort Hunter Liggett Installation Safety Office. Users are invited to submit comments and suggestions on a DA FORM 2028. Recommended changes to publications and blank forms may be forwarded to the Fort Hunter Liggett Safety Office, 286 Infantry Road, Fort hunter Liggett, CA 93928.

DISTRIBUTION: Approved for public release; distribution is unlimited.

By Order of:


DONNA R. WILLIAMS

COL, EN
COMMANDING

OFFICIAL:

TABLE OF CONTENTS

Chapter 1 – Fort Hunter Liggett Program Administration

Purpose 1-1, page
Applicability 1-2, page
Strategic Safety Plan 1-3, page
Safety Mission 1-4, page
Safety Vision 1-5, page
Goals 1-6, page
Policy 1-7, page
Responsibilities 1-8, page
Safety Occupational Health Advisory Council 1-9, page
Application of Army Composite Risk Management (CRM) Integration to Operations 1-10, page
Construction and Renovation of Facilities and Buildings 1-11, page
Employee Complaints 1-12, page
Posting of OSHA 300 log 1-13, page
New Employee Safety orientation 1-14, page

Chapter 2 – Accident Investigation and Reporting

Accident Reporting Policy 2-1, page
Accident Investigation 2-2, page
Safeguarding Accident Investigation information 2-3, page
Responsibilities 2-4, page
Definitions 2-5, page

Chapter 3 – Hazard Communication (HAZCOM)

Policy 3-1, page
Responsibilities 3-2, page
Procedures 3-3, page

Chapter 4 – Personal Protective Equipment (PPE)

Policy 4-1, page
Responsibilities 4-2, page

Chapter 5 – Respiratory Protection Program (RPP)

Purpose 5-1, page
Policy 5-2, page
Responsibilities, 5-3, page

Chapter 6 – Inspections

Purpose 6-1, page
Execution 6-2, page
General 6-3, page

Chapter 7 – Motor Vehicle Accident Prevention

Introduction 7-1, page
Policy 7-2, page
Traffic Safety 7-3, page
Motorcycle Safety Procedures 7-4, page
Army Traffic Safety Training Program (ATSTP) 7-5, page

Fort Hunter Liggett Regulation 385-10

Chapter 8 – Explosive Safety Program

Introduction 8-1, page

Applicability 8-2, page

Standards compliance 8-3, page

Explosive Safety Site Plans 8-4, page

Explosives Licensing Policy 8-5, page

Chapter 9 – Confined Space Entry

Introduction 9-1, page

Policy 9-2, page

Chapter 10 – Control of Hazardous Energy Sources (Lockout/tagout)

Introduction 10-1, page

Policy 10-2, page

Chapter 11 – Electrical Safety

Policy 11-1, page

Basic Electrical Safety 11-2, page

Chapter 12 – Blood Borne Pathogen Protection

Introduction 12-1, page

Definitions 12-2, page

Employee Classifications based on Risk of Exposure to Blood borne Pathogens 12-3, page

Routes of transmission, 12-4, page

Techniques used to prevent transmission of Blood-borne Pathogens 12-5, page

Housekeeping 12-6, page

Waste Disposal 12-7, page

Hepatitis B Vaccinations 12-8, page

Post Exposure Evaluation and Follow up 12-9, page

Chapter 13 – Ergonomics

Introduction 13-1, page

Policy 13-2, page

Chapter 14 – Construction Safety

Introduction 14-1, page

General 14-2, page

Policy 14-3, page

Chapter 15 – Asbestos Safety

General 15-1, page

Policy 15-2, page

Chapter 16 – Radiation Protection Program

General 16-1, page

Policy 16-2,

Non-ionizing Radiation Protection 16-3, page

Chapter 17 – Severe Weather Safety Procedures

Chapter 18 – Safety Awards Program

Applicability 18-1, page

Policy 18-2, page

APPENDIX A

References, page

APPENDIX B

Training matrix

CHAPTER 1

FORT HUNTER LIGGETT PROGRAM ADMINISTRATION

1-1 Purpose. This regulation establishes the Fort Hunter Liggett Installation Commander's Safety and Occupational Health (SOH) program. It prescribes policies and procedures for implementing the safety program throughout Fort Hunter Liggett

1-2. Applicability. This regulation is applicable to all organizational elements, Department of the Army civilians and contractor workforce, and Military assigned, attached, or currently training on the installation.

1-3. Safety Strategic Plan. The Installation Strategic Safety Plan is posted in the Safety Office and outlines requirements for achieving common levels of support, Installation Status Review and IMCOM Feeder report requirements as directed by funding guidance. The plan includes metrics that are reviewed mid-year and completed end of year to ensure the safety program is meeting mission requirements.

1-4. Safety Mission. Provide diverse and proactive safety programs that ensure safe workplaces.

1-5 Safety Vision. Achieve common levels of support while continuing to change and grow with the safety program.

1-6. Goals. Performance measures in Common levels of support functional area 95 sets the goals and standards for the safety program. These are:

- a. Manage and direct safety core programs
- b. Conduct workplace design and engineering reviews.
- c. Provide required safety training and education
- d. Provide accident investigation and reporting services
- e. Inspect and evaluate high hazards.
- f. Implement hazard abatement plan
- g. Inspect and evaluate medium hazards
- h. Inspect and evaluate low hazards
- i. Provide safety awards program

1-7. Policy. The following principles will be effectively integrated into all plans, programs, decision processes, operations, and activities.

a. Implement the standards promulgated by the Occupational Safety and Health Act (OSHA) as implemented in Executive Order 12196; 29 CFR 1960; DODI 6055.1; DODI 6055.4 and DODI 6055.7 to provide a safe and healthful environment. The Army shall comply with the

requirements in all nonmilitary DOD operations and workplaces, regardless of whether work is performed by military or civilian personnel. Apply the more protective or stringent standard where conflict exists between standards.

b. Ensure Composite Risk Management procedures are a principal element in all phases of operations.

1-8. Responsibilities.

a. Installation Commander, Fort Hunter Liggett.

(1) Serves as the Installation Safety Officer, and as such, is responsible for the safety of all facilities, personnel and equipment under their command.

(2) Implements an effective accident prevention program referred to here as the Safety and Occupational Health (SOH) program.

(3) Designate the Installation SOH Manager on appointment orders (otherwise referred to in this regulation as the Safety Manager) to manage the safety program and supervise accident prevention activities.

(4) Establishes, chairs, or designates a representative to chair, the Installation Safety and Occupational Health Advisory Committee (SOHAC), also called Safety Council.

(5) Publish Command Policy for Composite Risk Management Risk Decision authority.

b. The Installation Safety Office (ISO) under the direction of the SOH Manager will:

(1) Represent and discharge the SOH responsibilities for the Fort Hunter Liggett Installation Commander to include the authority to immediately terminate any operation or activity that is deemed unsafe to a degree of potential serious injury, death, or loss of equipment instrumental to military wartime readiness.

(2) Develop the Strategic Safety Plan that identifies key programs, organizes, implements, and evaluates the Fort Hunter Liggett Safety Program.

(3) Provide interpretations and advice on compliance with Army, DoD, OSHA, State, and Installation safety standards.

(4) Provide evaluations and assistance in resolving complaints of unsafe or unhealthful working conditions.

(5) Assist in accident investigation boards for Class A and B accidents are required. Provide advice and consultation for organizational and tenant investigations of Class C and D accidents.

(6) Provide or monitor training as appropriate to meet regulatory requirements.

c. Directors, Unit Commanders, and leaders of Tenant Activities will:

(1) Comply with and implement all safety requirements of this regulation and Army regulations, DoD directives, OSHA, EPA, NFPA, state, and Fort Hunter Liggett standards.

(2) Integrate Composite Risk Management (CRM) procedures in all organizational plans, operations, and activities.

(3) Appoint Additional Duty Safety Officers (ADSO, Military) and Collateral Duty Safety Officers (Civilian), as safety representatives to assist in implementing safety directives and regulations within their directorates and organizations. Mandatory ADSO training, available on line at the Combat Readiness Center (CRC) university (<https://crc.army.mil>) is required within 60 days of appointment.

(4) Promptly investigate and report accidents as required by AR 385-10, DA PAM 385-10 and this document. Provide Estimated Cost of Damages (ECOD) completed on damaged government property, equipment, and material, to the Installation Safety Office.

d. Supervisors and Additional Duty Safety Officers will:

(1) Be trained to recognize, report, and eliminate hazards; investigate mishaps; and motivate employee safe work practices.

(2) If chemicals are used in the workplace, ensure Material Safety Data Sheets (MSDS) are readily available to all workers.

(3) Ensure employees receive training on hazards and protective measures associated with their jobs.

(4) Inspect work areas and processes frequently to identify unsafe conditions or acts. Make on the spot corrections to unsafe conditions or behavior as necessary.

(5) Ensure Personal Protective Equipment (PPE) is available, maintained, and used as required.

e. Soldiers and civilian employees will:

(1) Comply with written instructions contained in applicable Army regulations, DoD directives, state regulations, OSHA, EPA, this document, and verbal instructions provided by supervisors.

(2) Employees are encouraged to immediately report unsafe and unhealthful work conditions. Employees may make complaints through supervisory or organization channels, to the ISO, or through designated Unions.

(3) An on-line reporting tool is available on the Fort Hunter Liggett web site within the Safety link. http://www.liggett.army.mil/pdf/safetyPDF/AR385-10en_1.pdf, Employee Report of Alleged Unsafe or Unhealthful Working Conditions. DA Form 4755. However, any means of reporting is acceptable provided enough information is given to enable accurate identification and correction of the hazards.

(4) If requested, and as much as possible, the ISO will keep confidential the identity of the person filing a complaint.

f. Public Affairs Office (PAO) will: Coordinate media support in promoting safety.

g. Legal Office (ILO) will: Coordinate legal advice and assistance as needed.

1-7. Safety Occupational Health Advisory Committee (SOHAC). Safety Council provides a forum for personnel to discuss safety hazards, training needs, and other safety concerns directly with the Commander and his staff.

a. The council is chaired by the Installation Commander or their designee.

b. The council will meet quarterly for the organization. Two councils will take place at Camp Parks and two at Hunter Liggett as a minimum. The Safety Office will develop and publish a council charter.

1-8. New Employee Safety Orientation. All new installation employees will be given a SOH orientation briefing by their first line supervisor or appointed organization safety representative within seven (7) days of assignment.

CHAPTER 2

ACCIDENT INVESTIGATION AND REPORTING

2-1. Accident Reporting.

a. For emergencies:

(1) Cantonment Area use 911 on post telephones. Cell phones require notification to the 911 operator that Fort Hunter Liggett dispatch is tied to the Monterey County 911 Dispatch Office.

(2) Field Training Operations use Range Control radio contact as directed when assignment of the training area.

b. All accidents will be reported through the chain of command immediately. Time limits for reporting and investigation are listed in AR 385-10.

c. All accidents resulting in a fatality, permanent injury, or overnight hospitalization will be reported to the Safety Office within 4 hours of the occurrence during duty hours or to the Installation Operations Center, blackberry #: 831-236-7027 after duty hours.

d. Tenant and training organizations must report accidents up through their respective commands and provide the Safety Office a courtesy copy. Note: Field Training Exercises must report all accidents to Range Control as outlined in Fort Hunter Liggett Regulation 350.

e. What to report:

(1) Damage to Government Property

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

(3) Injury (fatal or nonfatal) to on-duty civilian personnel including non-appropriated (NAF) employees.

(4) Occupational injury or illness (fatal or nonfatal) to military or civilian employees.

(5) Any injury (fatal or nonfatal) or illness to non-Army personnel or any damage to non-Army property that occurs as a result of Army operations.

2-2. Definitions:

a. Army Accident classes (as of Oct 2009)

(1) Class A: The resulting total cost of property damages \$2,000,000.00 or more; an army aircraft/missile is destroyed; injury or occupational illness results in a fatality or permanent total disability.

(2) Class B: The resulting total cost of property damage is \$500,000.00 or more, but less than \$2,000,000.00; an injury or occupational illness results in permanent partial disability, three (3) or more personnel are hospitalized as inpatients as the result of a single occurrence.

(3) Class C: The resulting total costs of property damages \$50,000.00 or more, but less than \$500,000.00; a nonfatal injury or illness resulting in restricted work, transfer to another job, and medical treatment greater than first aid.

(4) Class D: The resulting total costs of property damages \$2,000.00 or more, but less than \$50,000.00; A nonfatal injury or illness resulting in restricted work, transfer to another job, and medical treatment greater than first aid.

2-3. Accident Investigation.

a. All accidents must be investigated by the reporting activity. The main consideration is to establish prevention measures.

b. Class A and B accident investigations will be conducted by the established board as determined by the chain of Command(s) having responsibility for the accident or US Army Safety Center.

c. Class C and lower. When requested, the Safety Office will assist units, supervisors, and managers in conducting an investigation, reporting accidents through the appropriate chain of command, and ensuring that accident reports accurately describe the sequence of events, accident cause, and corrective measures.

2-4. Safeguarding Accident Investigation Information.

a. Accident reports cannot be used for criminal investigation or liability determination purposes. Except for factual data such as pictures or physical evidence, confidential data cannot be shared with any collateral report or document. Under no circumstances will assigned safety personnel be assigned collateral investigation duties.

b. Information concerning an accident investigation can only be released by the US Army Safety Center (also known as Combat Readiness Center). All releases will include a screening by the Legal Office and Public Affairs Office as deemed necessary by the Safety Center.

2-5. Responsibilities.

a. Safety Office responsibilities:

(1) Manage the accident reporting process. Maintain the Occupational Safety and Health (OSHA) 300 log for Employee Illness and Injury report.

(2) Track and record accidents for review and trend analysis.

(3) Investigate accidents, or assist in investigations, as appropriate.

(4) Ensure accidents are reported to higher headquarters and other agencies as required.

b. First Responders will render the accident site safe for investigators.

c. Law Enforcement Agency (LEA) will determine criminal intent and provide notification to the Safety Office to initiate any required safety investigations.

d. Recovery of equipment and vehicles are generally the responsibility of the owning organization after all accident investigators have cleared the area and returned the scene to the organization for cleanup.

e. Directorate of Logistics or responsible organization should provide Estimated Cost of Damages (ECOD) reports to the Safety Office for inclusion in accident reports.

f. Human Resources Office will assist the Safety Office in appropriate information for inclusion on the OSHA 300 log.

CHAPTER 3

HAZARD COMMUNICATION STANDARD (HAZCOM) (29 CFR 1910.1200 AND DODI 6050.5)

3-1. Policy.

a. All workplaces where employees are exposed to hazardous chemicals must have a written plan which describes how the standard will be implemented in that facility. All elements of the standard must be implemented in the workplace to be in compliance with the rule.

b. The Army Composite Risk Management process will be used to identify hazardous chemicals used in work sites, weigh alternatives to the chemicals commonly or traditionally used, aid in the design of operations to minimize personnel exposures, and to develop safety measures consistent with hazards posed by the chemicals used.

3-2. Responsibilities.

a. The Safety Office will provide guidance and technical assistance to directors, managers, and supervisors in implementing the HAZCOM program.

b. Supervisors will.

(1) Ensure all chemicals have an associated Material Safety Data Sheet (MSDS).

(2) Maintain a Hazardous Chemical Inventory.

(3) Ensure chemicals are stored properly.

(4) Provide training to all employees who are potentially exposed to hazardous chemicals.

c. Employees will:

(1) Ensure correct container labeling in accordance with the HAZCOM standard.

(2) Ensure they know where MSDS are located and how to read them.

(3) Ensure that required personal protective equipment is used and maintained.

(4) Complete HAZCOM training as required.

3-3. Procedures.

a. Material Safety Data Sheets (MSDS). MSDS will be readily available to the employees who use or can be exposed to those specific chemicals. Supervisors will request one from the manufacturer if one is not available or is incomplete.

b. Labeling.

(1) Manufacturers normally label each outer container of hazardous chemicals. When hazardous chemicals are removed from the original shipping containers, each container holding a hazardous chemical must be labeled or tagged to readily identify its contents. Labels and tags indicated a chemical's identity, the name and address of the manufacturer or importer, and the appropriate hazard information and warnings. The label must be in English and, if needed, may be in other languages.

(2) If a container is unlabeled, or the label is damaged or illegible, a new label containing identity and appropriate hazards and warning must be created and attached to the container. The chemicals MSDS is the source for required information.

c. Inventory. Each work area will maintain an inventory of the chemicals on hand. A MSDS is required to be on hand for every chemical listed on the inventory.

d. HAZCOM training. Employee training conducted by supervisors or Safety Officers should cover all aspects of the hazardous materials an employee may be exposed to include:

location of MSDS, health hazardous and exposure limits, types and location of materials, and required personnel protective equipment.

CHAPTER 4

PERSONAL PROTECTIVE EQUIPMENT (PPE)

4-1. Policy.

a. Whenever possible, safety hazards and health risks will be eliminated through engineering controls, administrative controls, or work practices. PPE should be used in conjunction with these controls to reduce hazards or risks to acceptable levels.

b. PPE will be furnished free of charge to federal employees and Soldiers with the following two exceptions:

(1) If the employee or Soldier has lost or intentionally damaged PPE, employer not required to pay for replacement. NOTE: Employee or Soldier may not be permitted to perform job functions if PPE is not available. Disciplinary actions under Civilian Personnel Advisory Center may apply.

(2) If the employee provides adequate protection equipment he or she owns, employer is not required to reimburse. NOTE: Privately owned PPE must meet the requirements of the tasks to be performed and pre-approved for use by the Supervisor or Commander.

c. Visitors and transient personnel must comply with requirements of PPE prior to entering areas where PPE is in use.

4-2. Responsibilities.

a. The Safety Office will.

(1) Recommend engineering or administrative controls that eliminate or reduce PPE needs.

(2) Recommend PPE when engineering or administrative controls are impractical.

(3) Ensure work areas are properly marked to inform personnel of safety hazards and PPE requirements.

(4) Ensure annual work site inspections include review of PPE requirements.

b. Supervisors will.

(1) Ensure Occupational Health Surveillance records indicate PPE requirements of the individual employees job functions.

(2) Request Safety Office assistance when in doubt about PPE requirements.

(3) Procure necessary PPE. Periodically inspect PPE provided to ensure its continued serviceability. Enforce proper use and wear.

(4) Provide training on PPE use and care. Supervisors should request Safety Office assistance for training if needed.

c. PPE users will:

(1) Inspect PPE before each use and report deficiencies to supervisors.

(2) Use PPE as required by the operational, Standard Operating Procedures or manufactures guides as needed.

(3) Properly store and maintain PPE to ensure serviceability.

CHAPTER 5 RESPIRATORY PROTECTION PROGRAM (RPP)

5-1. Purpose. To provide guidance to ensure that the RPP meets OSHA minimum standards. This chapter delineates responsibilities and duties for implementation of the program. Tenant organizations should consult with their higher headquarters for their program implementation guidance.

5-2. Policy. Respiratory Protection Equipment (RPE) is required for individuals who are exposed to concentrations of contaminants or toxic materials that exceed the permissible exposure limits (PEL) allowed by law; or who must enter oxygen deficient areas. Respirators may be acceptable for routine operations when there are no feasible engineering controls or work practices that would adequately eliminate exposure to the hazard; or during interim periods when engineering controls are being designed and installed. They are also suitable for emergency situations.

a. Military protective field masks designed for protection against chemical, biological, and radiological warfare agents will not be used in industrial operations.

b. Respirators will be considered as PPE and will be furnished at no cost to the employee as a condition of employment.

c. Selection of RPE.

(1) Respirators will be selected based on the hazards identified through the Army CRM process, capabilities and limitations of each type of respirator, human factors, requirements of 29 CFR 1910 and other safety considerations. Only respirators approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) will be recommended or used.

(2) Component replacement, adjustments, or repair must follow the manufacturer's recommendations.

(3) Respirators will be assigned to individual employees for their exclusive use.

5-3. Responsibilities.

- a. The Safety Office will monitor and direct the respiratory protection program in conjunction with Supervisors, Fire Department, Occupational Health, and Industrial Hygiene. Fit testing, initial and annual training for non-self contained breathing apparatus (SCBA) systems can be provided by the Safety Office. SCBA training should be requested through the Fire Department.
- b. The Safety Office will conduct random inspections to ensure operational and administrative controls are being followed or that approved respirators are used, properly worn, cleaned, and maintained.
- c. Supervisor will ensure that employees who wear respirators are identified as in the Respiratory Protection Program for pulmonary function tests are a part of the requested Occupational Health surveillances. Pulmonary function tests ensure personnel who wear a respirator can physically tolerate its use.
- d. Supervisors will ensure physicals, training, and fit testing are conducted as required prior to use of respirators. Supervisors will also individual respirators are marked to indicate the employee to which assigned.
- e. When requested the Safety Office will coordinate with Industrial Hygiene Office to validate respiratory protection equipment requirements and engineering control adequacies.

Chapter 6 INSPECTIONS

6-1. Execution. Standard Army Safety and Occupational health Inspections (SASOHI) will be conducted in accordance with Army Regulation 385-10 and within funding mandates. Other inspection methods used will include requests for inspections, compliance requests, and situational circumstances due to emergencies or accidents.

6-2. General.

- a. Facility occupants are encouraged to report alleged unsafe or unhealthful working conditions to the Installation Safety Office utilizing DA Form 4755, on-line reporting at the official Fort Hunter Liggett Home Page, telephonic notification to the Safety Office, or through their chain of command.
- b. Work sites managed by contractors should be inspected by the contractor safety office personnel and a copy forwarded to the Installation Safety Office if requested. Due to hazards and risks associated with the contract work sites, the Installation Safety office will make random safety assessments visits to contractor work sites to verify compliance with safety standards. It should be noted that the area within a contractor's work site is off limits to authorized personnel and access to the site will be controlled by the contractor to ensure the safety of both Hunter Liggett employees, Soldiers, and contractor personnel.
- c. Tenant organizations will conduct their own SASOHI's periodically as required by their chain of command(s). The Installation Safety Officer will assist unit ADSO with SASOHI when requested by the tenant organization. The Installation Safety Office may conduct facility

inspections at any time for tenant assigned buildings. These are facility inspections intended to ensure the facilities provided tenant organizations are safe to work in.

CHAPTER 7

MOTOR VEHICLE ACCIDENT PREVENTION

7-1. Applicability. This chapter establishes requirements for traffic safety and loss prevention to reduce the risk of death or injury to personnel from all types of motor vehicles. This chapter applies to all persons at any time on Fort Hunter Liggett property. For Army military personnel this chapter applies whether on or off the installation, and whether on or off duty. For DA or DOD civilians this is applicable while in a duty status on or off the installation.

7-2. Policy.

a. Driving on Fort Hunter Liggett is a privilege granted by the Installation Commander. Driving privileges will be revoked by the Installation Commander for drivers who display unsafe driving habits. Only through completion of remedial drivers training and a written request to the Installation Commander can individual drivers have their privilege to drive on the installation reinstated.

b. Drivers of government owned vehicles and equipment will be selected, trained, tested, and licensed in accordance with AR 600-55 and other appropriate regulations.

c. All motor vehicles operated on installation property will be maintained in a safe and serviceable condition; and operators will drive in a safe and prudent manner and in accordance with applicable standards and traffic safety laws. Seat belts are mandatory and will be used as required.

d. Ground guides are required when backing a military vehicle (1 1/4T and above) except if the driver is alone. This includes GSA and rental vehicles used for military purposes. Two (2) ground guides are required for vehicles 2 1/2 T and greater and for all tracked vehicles. If alone, the driver will disembark and vehicle and walk completely around the vehicle to identify hazards; and if clear, then proceed to back up.

e. Up-armored or simulated up-armored tactical vehicles require a minimum of two occupants due to the limited visibility of the modifications.

7-3. Motorcycle Safety Procedures. As long as funding is available, the Installation Safety Office will fund individual training for the Motorcycle Safety Foundation Basic Rider Course or Experienced Rider's Course for Soldiers. Completion of the Basic course is required for Soldiers to register and operate a motorcycle on Fort Hunter Liggett. Certificates of completion from other installations as long as they are approved Motorcycle Safety Foundation courses are acceptable. Note. Individuals passing through the installation who do not frequent the area may be authorized to drive Nacimiento-Fergusson Road from Jolon Road to Highway 1 without the requirement to register their motorcycle.

7-4. Army Traffic Safety Training Program. The following Army Traffic Safety Training Program (ATSTP) training is available through the Installation Safety Office or as noted course materials can be provided to the requesting organization.

a. Motorcycle training - Pending annual funding requirements, Basic Riders Course (BRC) and Experienced Riders Course (ERC) are currently provided through contracted services on a student by student request at the Presidio of Monterey.

b. Local Hazards – Classroom instruction for Soldiers and DA civilians new to the organization. Training can be provided by the Safety Office or course materials provided requesting organization for use by their instructors.

c. Basic Drivers Training and Remedial Training - Classroom instruction for Soldiers and DA Civilians new to the organization. Training can be provided by the Safety office or course materials provided requesting organization for use by their instructors. This course is mandatory remedial training for Soldiers and DA Civilians who receive a moving violation (traffic ticket) within thirty (30) days of receipt of the ticket.

d. Intermediate Drivers Training – Classroom instruction for all Soldiers. Training can be provided by the Safety office or course materials provided requesting organization for use by their instructors.

e. Advanced Drivers Training - Classroom instruction for all Soldiers. Training can be provided by the Safety office or course materials provided requesting organization for use by their instructors.

f. Supervisor's Traffic Safety – Classroom instruction for all Soldiers and DA civilians. Training can be provided by the Safety office or course materials provided requesting organization for use by their instructors.

CHAPTER 8 EXPLOSIVE SAFETY PROGRAM

8-1. Applicability. This chapter applies to activities and organization with missions involving ammunition and explosives operating on Fort Hunter Liggett property.

8-2. Standards Compliance. Deviations from this regulation, AR 385-10, or DA PAM 385-64 must be approved by the proper authority. Requests will be forwarded through the Installation Safety Office to the Installation Commander; and then on to higher authority if required.

a. New facilities – site plan are required for construction of new explosive facilities and for the construction of any facility within the explosives arc of an existing explosives facility.

b. Increased level of risk – site plans are required when the use or remodeling of a sited facility increases the level of risk of the facility. Workers not normally assigned to work inside of a sited area, will receive a safety briefing prior to being allowed to work in a site area.

8-3. Application of mishap risk management component of composite risk management
The requirements shall be applied to the requirements of this chapter and DA Pam 385–64.

8-4. Minimum standards. The requirements of this regulation and DA Pam 385–64 provide the minimum amount of safety. Their application does not eliminate the possibility of severe damage and personnel injury in some applications.

8-5. Standards compliance. Ammunition and explosives safety standards are designed to protect against serious injury, loss of life, and damage to property, but are not intended to be so rigid as to prevent the Army from accomplishing its assigned mission. When deviating from this regulation or DA Pam 385–64, the proper authority must weigh the added risk to personnel and property against the strategic and other compelling reasons that necessitate such deviations.

a. New construction. When building or performing a major modification on a structure (greater than 15 percent of current value) that violates or will violate the provisions of this regulation or DA Pam 385–64, the commander must certify such projects are essential due to operational necessity or other compelling reasons and obtain written authority a Certificate of Compelling Reason (CCR) from the appropriate level of command.

b. Existing facilities. When an existing facility violates the provisions of this regulation or DA Pam 385–64, waivers, exemptions, and CCRs will be executed and the risk will be accepted at the appropriate level of command.

8–6. Explosives safety site plans.

a. New facilities and construction. Site plans are required for construction of new explosives facilities and for the construction of any facility within the explosives arc of an existing explosives facility.

b. Increased level of risk. Site plans are required when the use or remodeling of the facility increases the level of risk associated with the facility. Site plans are not required for remodeling or changes in use when associated risks are similar or less. (See similar risk in the glossary.)

c. Site plan submission.

(1) By 1 October 2011, all site plans will be submitted electronically using ODASAF-approved software.

(2) The unit or organization responsible for operation of the explosive site will request that the installation or garrison safety office initiate the site plan and will provide all necessary information to the installation/garrison safety office for the site plan development and coordination.

(3) The installation or garrison safety office will—

(a) Develop, coordinate, and submit explosive safety site plans in accordance with DA Pam 385-61, DA Pam 385-64, and DA Pam 385-65.

(b) Develop and coordinate the site plan with installation master planning or facility engineers, affected operating units, logistics, quality assurance specialists (ammunition surveillance), fire departments, security, and environmental and health agencies.

(c) Forward site plans through the chain of command to USATCES and, at a minimum, copy furnish the unit or organization responsible for the operation.

(4) While the installation/garrison safety office is generally responsible for site plan development and coordination, in some circumstances a tenant or other organization may assume these

responsibilities. Local agreements can dictate deviations in site plan responsibilities as long as all affected organizations are consulted and agree.

(5) For off-installation locations, the organization with operational control—in coordination with the user if different than the operator—will develop, coordinate, and submit explosives safety site plans per DA Pam 385-61, DA Pam 385-64, and DA Pam 385-65.

d. Other Service's acceptance of risk. When the explosives arcs from a proposed Army potential explosive site exposes the equipment or facilities of another Service to risk, that Service's acceptance of risk, must be enclosed in the site plan package. The developing unit's chain-of-command will obtain acceptance of risk from the other Service's equivalent level of command based upon the level of risk involved. The USATCES will accomplish final Army coordination with the other Service's headquarters when the level of risk requires.

(1) The reviewing chain of command will—

(a) Indicate specifically in the letter of transmittal its approval of the proposal, along with changes, modifications, or specific precautionary measures considered necessary.

(b) Submit correspondence and site plans in duplicate to the Director, USATCES.

(2) Notification of DDESB approval on properly prepared and submitted routine plans can be expected within 90 days. The ACOM, ASCC, DRU, and NGB must provide the following information to request priority reviews and approval:

(a) Date reply is required.

(b) Proposed contract award date.

(c) Reason priority action is needed.

e. Explosives facilities built before January 1958. Submission of a site plan for explosive facilities built before January 1958 is not required if the facility is used for the same purpose as originally constructed, the level of hazard associated with the facility's operations has not increased, and newer facilities have not impacted the original siting. Documentation of the facilities must be permanently recorded in the installation master plan or similar files.

At a minimum, the permanent documentation must contain—

(1) The date of construction.

(2) The effective date of the application standards under which the facility was originally constructed.

(3) The original use information.

(4) The date the facility was either approved for use or was first used as an ammunition and explosives facility.

8-7. Explosives licensing policy

a. All explosives facilities will be operated in accordance with the requirements of DODD 6055.9E and DA Pam 385-64 or contracting safety requirements.

b. Facilities that cannot meet ammunition and explosives safety standards will not be licensed unless covered by an approved waiver, exemption, or CCR. AR 385-10.

c. Installation and unit commanders will ensure that ammunition and explosives are stored only in licensed locations. Quantities will not exceed the amounts authorized on the license.

d. Explosives licenses shall be developed and formatted in accordance with DA Pam 385-64.

8-8. Explosives safety surveys and consultation

Representatives of DDESB periodically visit Army installations to conduct explosives safety surveys and to provide explosives safety consultation. Local commanders will support and provide assistance to the team. The information requested by the DDESB survey announcement letter will be furnished to the board representative upon arrival.

- a. The DDESB provides site survey reports, with findings and recommendations, to Director, USATCES. Correspondence with DDESB addressing deficiencies noted will be routed through appropriate ACOM, ASCC, DRU, and USATCES.
- b. The USATCES will identify those findings that affect the entire Army and recommend corrective action to the ODASAF.
- c. The USATCES will forward the report to the ACOM, ASCC, or DRU, indicating the findings for which they will report corrective actions or justifications.
- d. After receipt of the survey findings, a report to DDESB that includes corrective actions taken or planned in response to DDESB findings will be provided to USATCES for further transmittal to the DDESB within 90 days.

8-9. Fire prevention management

- a. Fire and excessive heat are two of the greatest hazards to explosives. This chapter gives procedures for dealing with these hazards.
- b. Fires which may occur in buildings or magazines containing ammunition or explosives will vary in intensity and effect, depending on the material involved in the fire. Certain explosives will ignite immediately on contact with a spark or flame or when subjected to frictional heat or concussion. Some explosive substances may burn freely while others will be subject to explosion while burning or will develop such intense heat, as in the case of solid and liquid propellants, that firefighting efforts will be practically impossible. Firefighting forces will be well acquainted with the hazards involved in each fire hazard group and the best methods of fighting fires of all kinds of materials under their protection. They should also know how to use personnel protective devices required for the various types of fires.
- c. Fort Hunter Liggett will develop prefire plans in accordance with AR 420-90. Plans will cover all explosives areas and possible exposures of explosives to fire. In addition to the requirements of AR 420-90, the overall plan will specify responsible individuals and alternates, their organizations and training, and include a description of the emergency function of each department or outside agency. Duties of personnel spelled out in the plan will include the following:
 - (1) Reporting the fire.
 - (2) Directing orderly evacuation of personnel.
 - (3) Notifying personnel in nearby locations of impending dangers.

(4) Activating means of extinguishing or controlling the fire.

(5) Meeting and advising the firefighters on the details of the fire up to the time of their arrival.

d. Fort Hunter Liggett fire station central communications center will have an area map showing all explosives areas or locations. Locations with less than 1,000 rounds of HD 1.4 small arms ammunition (.50 caliber or less) are exempt.

e. Personnel in charge of explosive operations will notify the fire department when there is a change in the type of explosives being worked which would require a change of fire or chemical hazard symbols.

f. Where explosives, highly flammable, or energetic materials are involved, a written permit is required for using heat-producing equipment capable of reaching a temperature higher than 228 degrees Fahrenheit (F) (109 degrees Celsius (C)). (See para 3-7a and AR 420-90 for additional guidance.)

g. Matches or other flame or spark producing devices will not be permitted in any magazine area or explosives area unless the commanding officer or his or her designated representative provides written authority. When such authority has been received, a carrying device, too large to fit into the pockets, will be used for matches, lighters, and similar materials.

h. Carrying and using "strike anywhere" (kitchen) matches are prohibited.

i. All flashlight or storage-battery lamps used in buildings containing hazardous quantities of exposed explosives or flammable vapors will be certified for the hazardous environment by the United States Bureau of Mines or by a similarly recognized testing laboratory for that specific type of exposure.

8-10. Smoking

a. Smoking is prohibited in any explosives storage or operating area or location, except as permitted below.

(1) Smoking may be allowed within an explosives area or location in specially designated and posted "authorized smoking areas." A certification of approval by the installation commander or his or her designated representative (fire chief, fire marshal, or fire warden), in coordination with the safety office, will be displayed in each designated smoking location.

(2) In "Authorized Smoking Areas," the following minimum precautions will be taken:

(a) Suitable receptacles for cigarette and cigar butts and pipe heels will be provided. (Smoking residue will not be placed in trash receptacles until it has been determined that no flammable or combustible risk exists.)

(b) If electric power is available, push-button electric lighters that cut off when pressure is released will be used. Lighters will be permanently installed to prevent removal and use outside the designated area.

(c) Where intervening noncombustible walls are not available to separate a potential smoking area from an area where ammunition and explosives are present, the smoking area shall be separated by a distance of at least 50 feet from the ammunition or explosives.

(d) At least one portable fire extinguisher with a 1A or greater rating will be provided at each designated smoking area.

(e) Personnel whose clothing is contaminated with explosives or other hazardous materials will not be allowed in smoking areas.

(f) Personnel working with hazardous chemicals or material must wash their hands before smoking.

(g) A "No Smoking" sign will be posted at each entrance to an explosives storage area. Where applicable, include a notice that flame-producing devices must be turned over to the entry controller or placed in the container provided.

b. Smoking is prohibited in, on, or within 50 feet of any motor vehicle, trailer, railcar, or material handling equipment loaded with explosives items.

c. Smoking is prohibited in any explosives-laden compartment of an aircraft.

8-11. Training

All operating personnel and firefighting forces involved with explosives must be trained in the precautions to be taken and how to fight fires. This training will include the application and meaning of each type fire hazard symbol, reporting fires, sounding alarms, area evacuations, and type and use of appropriate firefighting equipment. See tables at the end of this chapter.

8-12. Fire drills

Fire drills will be held within the explosives areas at intervals of 6 months or less. See table 3-4 for withdrawal distances.

a. Drills are conducted to train firefighting forces and ensure other personnel involved understand their duties and to evaluate fire alarm systems and firefighting equipment.

b. Fire drills involving a fire department response will be coordinated with the fire chief. This does not preclude unannounced tests of a fire department's response capabilities, provided adequate prior coordination with the fire chief is accomplished. Personnel who conduct these tests will make sure all personnel in the area are aware that an exercise, and not a real fire, is in progress.

8-13. Fire exit drills

a. Frequent fire exit drills should be held when warranted by the size of the building and the number of occupants. If emergency exits other than the usual doors and stairways are provided, these drills will cover their use.

b. All emergency exits will have exit signs which are clearly visible. Signs will be marked in accordance with AR 385-30.

8-14. Alarms

In addition to any automatic alarm systems required by AR 420-90 or other applicable directives, an audible, manually operated fire evacuation alarm system should be installed in each explosives operating building. All alarm systems will be clearly labeled.

8-15. Fire prevention requirements

a. *Heat-producing devices.* The use of devices which produce temperatures higher than 228 degrees F (109 degrees C) in any explosives area should be confined to essential, temporary use. Written instructions and a DA Form 5383-R (Hot-Work Permit), are required before beginning work. They should cover the location, purpose, duration, and details of general and explosives safety precautions to be used. Approved furnaces, electrical space heaters, and electrical cigarette lighters which are properly installed in an operating building are exempt. Bilingual instructions are required in foreign countries where local employees are included in the work force.

b. *Control on wax pots.*

(1) All wax pots regardless of size will be equipped with a power indicator light, lids with fusible link, and placed on noncombustible surfaces.

(2) Wax pots with a capacity in excess of one gallon must be equipped with dual temperature controls.

c. *Vegetation control.* Vegetation control measures within explosives areas and adjacent areas will be determined by the local commander. The following items should be considered in a vegetation control program:

(1) The primary purpose of vegetation control is to limit the probability of combustible vegetation causing an unacceptable risk to munitions in storage. Control of combustible materials, such as long dry grass or brush, heavy clippings, or dead wood, is designed to slow the spread of vegetation fires.

(2) Except for firebreaks, those grounds in or near explosives areas or locations should be maintained as unimproved grounds. Maintenance should be limited to prevent waste of natural resources (for example, erosion) and to prevent or suppress fires. Intensive maintenance should not be performed.

(3) Vegetation control requirements must be balanced with other operational factors such as cost to control, security, erosion prevention, and passive defense (camouflage). Each of these factors must be weighed in determining the level of vegetation control in and around a particular explosives area.

(4) Varieties of vegetation that are resistant to burning should be used wherever feasible. If removal of vegetation will cause soil erosion, soil sterilants will not be used. Shrubs and trees planted on earth cover of magazines should be selected so that their weight or root system will not damage the structure. Dead or cut vegetation must not be allowed to accumulate.

(5) When animals are used for vegetation control, overgrazing of barricade surfaces and magazine earth cover must be avoided to prevent erosion.

(6) Where vegetation growth is ineffective in preventing erosion, a layer of approximately 2 inches of pressure-applied (Gunite) concrete or asphalt mixture may be used.

d. Firebreaks. Firebreaks will be kept clear of all readily combustible material, such as dry grass, dead wood, or brush. The level of live vegetation to be permitted in firebreaks (except those around earth-covered magazine ventilators) will be determined as outlined in c above.

(1) A 50-foot firebreak will be maintained around each aboveground magazine, operating building or location, outdoor storage site, and ready explosives facility.

(2) A 5-foot firebreak will be maintained around earth-covered magazine ventilators.

(3) A 5-foot firebreak will be maintained on both sides of fences.

e. Separation criteria for burning vegetation. Intentional burning will not be allowed within 200 feet of any explosives location. When wind velocity exceeds 5 miles per hour or is forecasted to exceed 5 miles per hour, burning operations will not take place.

(1) The windows, doors, and ventilators of magazines and/or buildings within 600 feet of burning operations will be closed.

(2) During burning operations, firebrands, sparks, and/or hot ashes must be controlled.

(3) Firefighting personnel and equipment determined necessary by the fire chief will be present during burning operations.

f. Flammable liquids for cleaning. Flammable liquids will not be used for cleaning within an explosives area or near explosives, except as authorized by approved SOPs. Flammable liquids will be used in explosive areas only when authorized by approved SOPs. In-use stocks will —

(1) Not exceed one workday's supply;

(2) Be kept in approved safety containers or dispensers; and,

(3) Be removed at the end of each workday.

g. Petroleum, oils, and lubricants (POL) fire separation distances

(1) *POL storage location requirements.* Fire clearance criteria from POL locations are specified by the NFPA Standard 30. If required fire clearances are greater than those required by this regulation, use the greater required separation.

(a) Antisiphon systems will be used where applicable.

(b) Any aboveground petroleum storage tank which has a capacity of 2,000 gallons or more must be enclosed within a dike area as prescribed in 29 Code of Federal Regulation (CFR) 1910.106 and NFPA Standard 30. The capacity of this diked area must equal the capacity of the largest tank within the diked area.

(2) Quantities of 500 gallons or less.

(a) Where tanks serve equipment (such as oil heaters or diesel generators) located in explosives buildings, antisiphoning devices will be used. They are not needed if the level of the tank installation is such that siphoning is impossible.

(b) Above ground petroleum facilities (such as tanks, pumps, or pumphouses) will be located a minimum of 50 feet from explosives locations.

(3) *Parking fuel service trucks.* Parking areas for fuel service trucks will be located a minimum of 50 feet from explosives locations.

h. Paint and other flammable materials. Small stocks of flammable materials, such as paints and solvents required to support explosives maintenance operations, may be stored in an explosives storage area. The 29 CFR 1910.106 and AR 420-90, apply.

(1) Combustible materials, such as wood, paper, and rags, will not be stored with flammables. Containers of flammable materials will be closed, except when in use.

(2) Flammable materials in approved weatherproof containers may stored outdoors. Grounding and bonding are required when contents are being dispensed.

(3) Flammable storage will be located at least 50 feet from explosives locations.

(4) A limited supply of paint, not to exceed a one day requirement, may be stored in explosives operating facilities if the requirements of AR 420-90 are met.

(5) At least one fire extinguisher, suitable for the type of materials involved, will be readily available for use (table 3-1).

i. Vehicle parking. Vehicles, except during loading or unloading, will not be parked closer than 100 feet to any explosives facility.

j. Operating support equipment. The following applies to all support equipment powered by internal combustion engines used with explosives and not otherwise regulated under chapter 10

(1) This equipment should be located 50 feet or more from explosives but never less than 25 feet.

(2) Only qualified personnel will use the equipment.

(3) The equipment will be inspected for cleanliness and visual defects before each use. Defects will be documented in the applicable forms. Equipment that is malfunctioning or has defects that present a hazard will be removed from the operational site for repairs.

(4) Two fire extinguishers rated 10BC or higher for flammable or combustible liquid fires (Class B fire) and electrical fires (Class C fire) will be readily available.

(5) Equipment will not be refueled within 100 feet of explosives.

(1) The stacks are stable and are separated from the operations as far as practical.

(2) All of the materials are removed upon completion of the operation or once each day (24 hours).

8-16. Auxiliary firefighting equipment

a. Fire extinguishers. A minimum of two fire extinguishers suitable for the hazards involved, will be available for immediate use when explosives are being handled. Extinguishers need not be permanently located at the site. Each extinguisher will be placed in a conspicuous and readily accessible location. Each fire extinguisher will be kept in a full, or fully charged, operable condition. Table 3-1 lists agents for fighting fires.

b. Water barrels. Water barrels and pails are suitable for fighting Class A fires. Water barrels will be covered to prevent insect breeding and evaporation. The installation fire chief will decide if they are required and where to put them at explosives locations. At least two metal pails will be available for each barrel. Water barrels should be winterized as needed. Water barrels may not be needed in an explosives storage area if —

(1) Vegetation control measures are adequate and the area is regularly monitored.

(2) Each crew working in the area has two fire extinguishers readily available. If more than one crew are working at the same location, only two fire extinguishers are required.

(3) The installation has an organized firefighting force able to combat grass and brush fires in a timely manner.

8-17. Storage of water for firefighting

a. Adequate water to fight fires must be available at permanent explosives facilities. The required amount of water will be calculated in accordance with Mil Handbook 1008.

b. The minimum water supply will not be less than 3,000 gallons.

c. The following will be used as guidelines in separating water supplies from explosives:

(1) Water tanks shall be separated from explosives per chapter 5.

(2) Sectional control valves will protect the water distribution system so that damaged sections of the main can be cut off without impairing the operation of the remainder of the

system. Water mains will not be located under railroads or roads used for conveying large quantities of ammunition or explosives, as a detonation may cause a main to break.

8-19. Access to fire hose

The fire chief may choose to have a standard hose prepositioned and connected to fire hydrants. Hose and accessories will be protected from deterioration by approved hose houses and other protection as determined by the fire chief.

8-20. Limitation of fire areas

Openings in fire walls will be provided with approved automatic fire doors. They will be installed and maintained per NFPA Standard 80.

8-21. Firefighting guidance symbols

There are two types of symbols which give guidance for firefighting forces and other personnel, fire and chemical hazard symbols.

a. Fire divisions. There are six explosives divisions. Fire division 1 indicates the greatest hazard. The hazard decreases as the fire division numbers increase, as shown in table 3-5.

b. Fire division symbols.

(1) Each of the six fire divisions is indicated by one of four distinctive symbols recognizable to the firefighting personnel approaching the fire scene. The applicable fire division number is shown on each symbol. For easy identification from long range, the symbols differ in shape as shown in table 3-6. (Also, see figs 3-1 through 3-4.)

(2) The hazard and firefighting precautions for each symbol are summarized in table 3-3.

c. Chemical hazard symbols. These symbols are used to identify operating buildings and storage facilities which contain pyrotechnic and chemical munitions or agents and other hazardous material.

(1) Hazard symbols vary with the type of agent. These symbols are described in figures 3-5 through 3-7.

(2) The hazard each symbol represents and the firefighting precautions are summarized in table 3-3.

(3) The APPLY NO WATER sign is intended for use with hazardous materials where use of water may intensify the fire, cause an explosion, or spread the fire.

(4) The chemical agents most used in ammunition and the combinations of chemical hazard symbols required in storage are specified in table 3-7.

d. Posting symbols. Symbols will be removed, covered, or reversed if the explosives or chemical agents are removed from a facility or location. The person in charge of the operation will post or change the symbols. The fire department will be notified each time fire or hazard symbols are changed.

e. Symbol dimensions. The dimensions shown in figures 3-1 through 3-7 are the normal minimum sizes. Half-size symbols may be used where appropriate, for example, on doors and lockers inside buildings.

f. Obtaining symbol decals. Decals for fire and chemical hazard symbols may be obtained through normal supply channels. National stock numbers of standard and half-size decals are listed in figures 3-1 through 3-7.

8-22. Posting fire symbols

The fire symbol that applies to the most hazardous material present will be posted on or near all nonnuclear explosives locations. It will be visible from all approach roads. One symbol posted on or near the door end of an earth-covered magazine is normally enough. One or more symbols may be needed on other buildings. When all munitions within a storage area are covered by one fire symbol, it may be posted at the entry control point. Backing material for fire symbol decals should be the shape of the decal and should be noncombustible.

a. When different HDs of explosives are stored in individual multi-cubicle bays or module cells, they may be further identified by posting the proper fire symbol on each bay or cell.

b. Where facilities containing explosives are located in a row on one service road and require the same fire symbol, only one fire symbol at the entrance of the row is required.

c. Fire symbols will be placed on entrances to arms rooms containing ammunition. Where explosives are stored in a locker or similar container, the container will also be marked with the appropriate fire symbol. Symbols are not required on the exterior of the building, providing the building is exempt from Q-D according to paragraph 5-1b.

8-23. Exceptions on posting fire symbols

a. Fire symbols need not be posted on locations having 1,000 rounds or less of HD 1.4 small arms ammunition (.50 caliber or less).

b. Use the symbols in this regulation unless host nation symbols differ and, by agreement, host nation symbols are required.

c. The responsible commander may, for security purposes, remove symbols. In such situations the commander will emphasize giving prompt and exact information to the fire department about changes in the status of explosives.

d. Fire symbols are not required on individual structures used to store, maintain, or handle nuclear weapons or components. However, fire symbols are required to mark individual structures used to store, maintain, or handle conventional ammunition. The following procedures will be used in these situations:

(1) Maintain a storage area facility map or listing as applicable showing the proper TM 39-20-11 line number for nuclear weapons and components.

(a) Provide the information on this map or listing to the fire department and update it as changes occur.

(b) The entry controller will keep a map or listing similar to the one in (1) above. This information will be given to firefighters responding to an emergency.

(2) If explosives are stored overnight in the maintenance and assembly building, advise the entry controller (when required) and fire department of the TM 39-20-11 line number for the building.

e. If vehicles or aircraft are in a designated explosives parking area, fire symbols need not be posted if such areas are described in a local publication, such as the vehicles and aircraft parking plan, which includes the following:

(1) The HD involved.

(2) The governing fire symbol for the parking area.

(3) Procedures to be followed during an emergency.

(4) The requirement to notify the fire department.

f. Do not post fire symbols near vehicle or aircraft loaded with nuclear weapons. Do not post fire symbols near vehicles loaded with nonnuclear munitions parked within the same designated area as nuclear weapons-loaded vehicles or aircraft. In these cases, use the procedures described in e above.

8-24. Posting chemical hazard symbols

If chemical or pyrotechnic munitions are assembled with explosive components, then chemical hazard symbols must be used together with fire division symbols. Chemical munitions which do not have explosive components will be identified by the chemical hazard symbol only. Requirements for posting hazard symbols are the same as for fire symbols.

8-25. Instructions for fighting fires involving ammunition or explosives

a. When a guard, watchman, or other person discovers smoke coming from a closed magazine, or sees any evidence that a magazine is afire, he or she will give the alarm as quickly as possible and evacuate to a safe distance. He or she will not enter a burning building or magazine, nor open the building or magazine door if a fire is suspected.

b. If a fire is discovered in grass or other combustible material surrounding a magazine, the alarm should be given immediately and the guard should do all that is possible, using available firefighting tools to extinguish or control the fire until firefighting forces arrive. It is important to extinguish grass fires especially when they are close to magazines. If a fire has actually started inside a magazine, firefighting forces should either combat the fire or seek the nearest suitable protection, depending on the type of ammunition or explosives with the magazine.

c. When a workman or other person discovers a fire in a building where people are working and explosives are present, a suitable fire signal will be given and all personnel present will be evacuated. At least one responsible manager will be dispatched in the direction from which the fire department is expected to come, to inform firemen of the location, nature, and extent of the fire. The officer in charge of firefights will not permit personnel to advance until accurate information is available about the existing hazard and concludes that the advance is justified.

8-26. Emergency planning

Fort Hunter Liggett activities will develop Standing Operating Procedures (SOPs) or plans designed to provide safety, security, and environmental protection. Plans will be coordinated with the appropriate Federal, state, and local emergency response authorities (e.g., law enforcement, fire departments, and hospitals) and any established Local Emergency Planning Committees (LEPCs). At a minimum, these SOPs or plans shall include:

a. Specific sections and guidance that address emergency preparedness, contingency planning, and security. With respect to security, these SOPs or plans will include provisions that limit access to trained and authorized personnel.

b. Procedures that minimize the possibility of an unpermitted or uncontrolled detonation, release, discharge, or migration of military munitions or explosives out of any storage unit when such release, discharge, or migration may endanger human health or the environment.

c. Provisions for prompt notification to emergency response and environmental agencies and the potentially affected public in the event of an actual or potential detonation or uncontrolled release, discharge, or migration that may endanger human health or the environment.

d. Provisions for complying with the Emergency Planning Community Right-To-Know Act (EPCRA), Section 302-312 and DOD or DA implementing policies.

8-27. Training

a. Fort Hunter Liggett will provide annual UXO awareness training to the workforce.

b. All personnel working with explosives will complete required training per AR 385-10 and DA PAM 385-64.

CHAPTER 9

CONFINED SPACE ENTRY

9-1. Introduction. OSHA Standards require implementation of stringent controls to prevent deaths and injuries when entering or working in confined spaces. The Fort Hunter Liggett Confined Space Entry Program follows the policies and procedures defined in OSHA standard 29 CFR 1910.146.

9-2. Policy.

a. The Installation Safety Office is available to assist Contractors, tenants, organizations, and other entities in determining permit required confined spaces according to standards 29 CFR 1910.146 and 29 CFR 1926.21.

b. The Installation Safety Office will maintain a master listing of permit-required confined spaces located on Fort Hunter Liggett. Input for this listing will be provided by all activities with permit confined spaces in accordance with OSHA prescribed standards.

c. Managers and supervisors of either facilities containing permit required confined spaces, or of employees who must enter permit required confined spaces will follow requirements of 29 CFR 1910.146 as it applies to SOPs, entry, training, identification, placard placement, and emergency response procedures.

d. The Army CRM process will be used to define expected hazards, develops countermeasures, and delineates management controls to ensure established procedures are followed.

e. Entry into a permit required confined space will proceed only after all training, certification, and permit requirements are met.

f. All permit required confined spaces will be secured or identified with signs to prevent inadvertent entry when work in them is not underway.

CHAPTER 10

CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

10-1. Introduction. This chapter applies to the servicing and maintenance of machines and equipment in which the "unexpected" of start up of the machines could cause injury to employees. All who are involved in this type activity will follow the guidelines of OSHA standard 29 CFR 1910.147.

10-2. Policy.

a. Lockout or tagout procedures will be developed for machinery or equipment that if energized or started during set-up, service, or maintenance could injure employees or soldiers. Lockout or tagout procedures will also be developed for equipment and machinery that store energy, such as capacitors, hydraulic accumulators, or pneumatic operating systems. Such systems will be drained of all stored energy before work begins.

b. Lockout is the preferred method of isolating machines or equipment from energy sources. A lockout device uses a lock or similar mechanism to hold energy isolating switches or controls in a safe, inoperable position.

c. If a lockout device cannot be installed because of machine design, a tagout device will be attached to energy isolation switches or controls. A tag out devices is a prominent warning tag securely fastened to energy isolating switches or controls that warn against operating the equipment until the tag is removed. The tag must indicate the individual who may remove it and energize the isolating device.

d. All newly installed equipment will be fitted with control switches or other energy restraint devices that are capable of being locked out. Renovation or upgrades of already installed equipment will include addition of switches or other controls devices capable of being locked out if not already installed.

CHAPTER 11 ELECTRICAL SAFETY

11-1. Policy.

a. Personnel who work as electricians, or who install, maintain, or repair electrical components and circuitry will be training in safe electrical work practices.

b. Only trained personnel who understand the hazards of working with electricity and are readily familiar with the work to be accomplished will be permitted to work on electrical components and circuitry.

11-2. Basic Electrical.

a. Never overload a circuit. If the circuit breaker does trip, contact the DPW help desk at extension 2515. Identification of why the circuit breaker tripped must be determined to prevent possible electrical fires.

b. Storage of materials is not permitted to block electrical panels and boxes.

c. All electrical appliances must be Underwriter Laboratories (UL) approved and will have a cord free of insulation cracks and splices. The ground prong must not be altered. An electrical plug adapter may be used if needed.

d. Electrical face plates (covers) must be installed and free from cracks. If face plates are damaged, contact the DPW help desk at extension 2515 for a replacement.

e. Surge protectors are encouraged to be used; however, should never be used in a series (daisy chain) as this can cause fires due to electrical overloads.

f. Flexible cords will not be used as permanent wiring and will not be placed thorough windows/doorways, or across aisles.

CHAPTER 12

BLOOD BORNE PATHOGEN PROTECTION

12-1. Introduction. This chapter constitutes the Fort Hunter Liggett Blood Borne Pathogen Exposure Control Plan.

12-2. Definitions.

a. Biohazard Label. A label affixed to containers, refrigerators, or freezers used to store, transport, or ship blood and other potentially infectious materials. Standard biohazard labels are available from the commercial sources.

b. Blood. Human blood, human blood components, and products made from human blood.

c. Blood borne pathogens. Pathogenic microorganisms present in human blood or tissues that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immune-deficiency virus (HIV).

d. Contaminated. The presence, or the reasonably anticipated presence, of blood or other potentially infectious tissue or materials on an item or surface.

e. Contaminated Sharps. Contaminated needles, scalpels, broken glass, broken capillary tubes, exposed ends of dental wires and similar objects that can penetrate the skin.

f. Decontamination/sterilization. Use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on surfaces or equipment. When decontamination or sterilization is complete, blood borne pathogens are no longer capable of being transmitted to humans. The surface or equipment can be safely returned to use or turned in for disposal.

12-3. Employee classifications based on risk of exposure to blood borne pathogens.

a. Always exposed.

(1) Emergency medical Technician (EMT/paramedics) and Fire Protection personnel

(2) Police Officers

(3) Medical care providers (clinicians, Collection Technicians).

b. Sometimes exposed.

(1) Lifeguards

(2) Billiting custodial services personnel

(3) Child Development Center and Family Child Care providers and youth Services personnel.

(4) CPR qualified personnel who voluntarily, or by requirement of duty position, render CPR.

c. Not exposed, all others.

d. Managers and supervisors of employees who are categorized as “always exposed” or “sometimes exposed” will:

(1) Ensure the job descriptions of such employees includes requirements for successfully completing blood borne pathogen training and wear of PPE as a condition of employment.

(2) Ensure those employees are trained in the techniques to be used to prevent blood borne pathogen infection. Annual training for all employees shall be provided within one year of their previous training.

(3) Provide training in the requirements and use of PPE to protect against infection and provide the PPE needed to protect employees from infection.

(4) Document operational procedures for handling blood and other body fluids that can transmit blood borne pathogens in a written SOP.

12-4. Routes of transmission. The transmission of HIV/AIDS or Hepatitis in an occupational setting primarily occurs:

a. When infected blood, body fluid, or tissue is injected into the body through needle sticks, scalpel punctures, or cuts or scratches from other contaminated medical instruments.

b. When contaminated body fluids contact an existing cut, abrasion, or other break in the skin.

c. When contaminated fluids are splashed or spattered on the mucous membranes of the nose, mouth, or eyes.

12-5. Techniques used to prevent transmission of blood borne pathogens.

a. Incident approach. All blood, body fluids, and human tissue will be treated as infected with a blood borne pathogen.

b. Use of PPE.

(1) PPE will be used to provide additional barriers to exposure.

(2) Contaminated PPE must be placed in appropriate designated areas or containers for storing, washing, decontaminating, or disposal.

(3) Disposable gloves are especially important during any emergency. Extra pairs must always be available.

(4) Personnel will remove PPE penetrated by blood or other infectious materials immediately after leaving the incident scene.

(5) Examples of the kinds of PPE that may be required are:

- (a) Gloves
- (b) Face shields and masks
- (c) Eye protection
- (d) Gowns and aprons
- (e) Mouthpieces, pocket masks, and other ventilation devices

c. Work practices. The following work practices that eliminate or limit the likelihood of disease transmission will be used:

- (1) Safe handling and disposal of used bandages, gauze, lines, and similar material that comes into contact with blood or other potentially infectious materials.
- (2) Procedures that minimize spattering, spraying, or splashing.
- (3) Proper disposal of sharps and needles.
- (4) Post-incident inspection and decontamination of emergency response equipment. Contaminated equipment must always be decontaminating before reuse.
- (5) Requiring civilian employees and Soldiers to refrain from chewing tobacco or gum, eating, drinking, applying cosmetics or lip balm, or handling contact lenses in areas where blood or other body fluids are present.
- (6) Requiring personnel who responded to an incident to thoroughly wash hands with antibacterial soap and warm water immediately after contact with human blood, other body fluids, and after removing PPE.

12-6. Housekeeping.

- a. Surfaces that are splashed on, spilled on, or otherwise in contact with blood or other potentially infectious materials will be decontaminated.
- b. Water and household detergents will be used to clean up contaminated surfaces. Then, the surface will be wiped down with 1 to 10 part solution of household bleach or other approved disinfectant. Gloves must be used during clean up.
- c. Gloves and other PPE must be used when handling contaminated laundry. Contaminated laundry must be gaffed or containerized at the location generated, marked with a biohazard label, and transported to an approved laundry or disposal facility.

12-7. Incident Waste Disposal.

- a. Immediately after an incident, all bandages, clothing, discarded PPE, and similar materials contaminated with blood, saliva, or other body fluids or tissue, will be placed in a red or orange plastic bag (3 mils thick) marked or labeled with a biohazard.

- b. The bags will be twisted closed and taped to ensure fluids and other material inside cannot escape.
- c. Each bag will be placed inside a cardboard box labeled with a biohazard label. The box will be sealed with a tape to guard against content loss.
- d. Boxes will be taken to the biohazard collection area at the Medical Aid Station.
- e. Standard orange or red-orange biological waste labels will be used to mark containers of regulated medical waste, sharps containers, and bags or boxes containing soiled linen or clothing that is to be laundered.

12-8. Hepatitis B. Vaccinations.

- a. Employees in the always exposed category will have Hepatitis B vaccinations requirements added to their Occupational Health medical surveillance. Unless their job descriptions require it, civilians may refuse to be vaccinated. If they refuse the vaccination, they must sign a declination statement.
- b. Soldiers assigned to duties that are classified as "always exposed" must receive hepatitis B vaccinations in accordance with DoD and DA policy.
- c. Soldier and civilian employee medical records will contain copies of the employees' hepatitis vaccination status or their declination statement.

12-9. Post Exposure Evaluation and Followup. Civilian employees will file a CA-1 to report exposures or suspected exposures within the time limits required by the Office of Workers Compensation (OWCP). Military personnel will report to the Medical Aid Station. All suspected and actual exposures should be documented as soon as possible following the event.

CHAPTER 13 ERGONOMICS

13-1, Introduction. This chapter constitutes the Fort Hunter Liggett Ergonomics Plan. Every effort will be made to prevent the occurrence of Cumulative Trauma Disorders (CTD) and back injuries through an ergonomics program that identifies and eliminates their cause.

- a. The Installation Safety Office will assist Garrison Soldiers and Civilians with a properly designed and outfitted workstation to comply with requirements of Public Law 91-596, section 5A (the General Duty Clause). This will be done by performing work site analysis and providing ergonomics training and education.

- b. Contractors are responsible for the safety and health of their employees; and, protection of the public at contractor work sites and operations on Fort Hunter Liggett.

13-2. Policy.

- a. The primary method of controlling ergonomic hazards and preventing resulting injuries is through engineering controls and workplace designs. Effective design of a job or workstation will help to eliminate harmful processes that lead to repetitive or posture type injuries.

b. Use of administrative controls to prevent CTD and back injuries will be secondary to engineering controls because they required strict management and supervision to be successful as a prevention tool. Examples of administrative controls include changing work procedures, or changes to the duration, frequency, and severity of individual exposure.

c. Use of protective equipment is a less desirable method of protection against CTD and back injuries. PPE is often ineffective in guarding employees from exposure to ergonomic hazards. Specifically, there is little or no scientific evidence to support the use of back belts, wrist rests, lumbar supports, back braces and similar support devices. Specifically, the US Army Medical Command does not authorize the use of back belts in the workplace unless prescribe by a physician for a specific individual's use. Only PPE authorized by the US Army Medical Command will be purchased for employees use. PPE not normally authorized by US Army Medical Command will not be purchased with government funds; however, employees with a physicians prescription will be allowed to bring their personal PPE in for use at work. The use of Anti-vibration gloves is an exception and is authorized. Where PPE is used to alleviate hazards, workers must ensure it is properly used and maintained.

d. New construction or remodeling designs will incorporate ergonomics requirements for the purchase of new furniture, machinery, tools, and equipment.

CHAPTER 14 CONSTRUCTION SAFETY

14-1. Introduction. This chapter provides guidance for monitoring and assessing the safety performance of contractors to include sub-contractors working on Fort Hunter Liggett.

14-2. General.

a. The Installation Safety Office personnel have the right and responsibility to halt any operation they deem immediately dangerous to life and health. If time permits, actions to halt operations will be in consultation with the Contract Office Representative or Contracting Office to ensure compliance with contract requirements.

b. The Installation Safety Office personnel have the right to enter any building or facility used, furnished to, or operated by a contractor; and monitor, inspect, photograph, videotape, or otherwise document contractor operations. Installation Safety Officer personnel also have the right to interview, or discuss operational issues, with contractor managers, supervisors, or employees, to gather information on the hazards and dangers involved in contractor work processes. Installation Safety Officer personnel will adhere to posted PPE requirements and work with the Contract Office Representative to insure compliance with contractual agreements.

14-3. Policy.

a. The contractor is responsible for the safety and health of their employees; and, the protection of the public at contractor work sites and operations on Fort Hunter Liggett. All contractors are required to provide a copy of their "Safety Plan" to the Installation Safety Office or the assigned Contract Officer Representative for review prior to beginning any work on the installation property.

b. The Installation Safety Office will review Fort Hunter Liggett related construction and renovation projects, costing \$2000 or more for specifications based on the requirements of public law, army regulation, recognized building codes, fire prevention requirements, and other Safety and Health standards.

c. The Installation Safety Office will attend and participate in all pre-construction conferences for Fort Hunter Liggett related construction and renovation projects, consistent with personnel availability and work priorities.

d. The Installation Safety Office will complete a final inspection report to the Contract Office Representative of newly constructed and renovated buildings and facilities to ensure compliance with safety and health standards.

e. Fort Hunter Liggett personnel (Soldiers, civilians, Family Members, etc), should not enter contractor work sites without the approval of the contractor unless with a Contract Office Representative, Contracting Office, or Safety Office.

f. The contractor is responsible for obtaining approval from the Installation Safety Office, Radiation Safety Staff Officer (RSSO), prior to transporting and using any device containing a radioactive source on Fort Hunter Liggett. An additional Nuclear Regulatory Commission (NRC) permit may be required for use on the Installation. Examples: Lead paint detectors, soil density gauges.

CHAPTER 15 ASBESTOS SAFETY

15-1. General. Directorate of Public Works will provide and maintain installation wide asbestos survey results of all Fort Hunter Liggett facilities. Additionally, the Directorate of Public Works will conduct individual building surveys, as needed, before construction and renovation projects begin on buildings not previously surveyed.

15-2. Policy.

a. Asbestos removal personnel will be specially trained and certified before beginning asbestos removal operations as required by 29 CFR 1910, 29 CFR 1926, state and local law, and Army regulations.

b. Asbestos removal personnel will follow established SOP guidelines and procedures when conducting remediation operations and wear PPE needed to prevent occupational exposure to asbestos fibers. These individuals in conjunction with the Directorate of Public Works will also ensure asbestos materials are properly disposed of.

c. Shop supervisors will ensure that maintenance personnel, and other employees who are not asbestos removal workers, are aware of the types of asbestos containing material (ACM) they may encounter during normal work activities, the methods used to prevent its disturbance, and the actions needed to prevent exposure to airborne asbestos fibers. Employees must be provided, and use, the appropriate PPE for all work operations that may disturb ACM.

CHAPTER 16

RADIATION PROTECTION PROGRAM

16-1. General.

a. Army radioactive devices and instruments are licensed by the Nuclear Regulatory Commission. Each has a different hazard depending on the quantity, for, and method of containment of its isotope. Army equipment containing radioactive sources can be handled safely by the following procedures given in the item's technical manual and by following the requirements of this chapter.

b. Potential health hazards resulting from use, possession, storage, transportation, and disposal of radioactive materials or equipment capable of producing potentially hazardous ionizing radiation will be controlled. External exposure from sources of ionizing radiation within the limits specific by federal guidelines (Title 10 of CFR Part 20) is considered to have no significant long or short term health effects.

16-2. Policy.

a. The Installation Commander will appoint a Radiation Safety Staff Officer (RSSO) to manage the installation radiation safety program in accordance with AR 385-10 and DA PAM 385-24. The RSSO should complete the 120 hour Army Radiological Safety Course.

b. Regulations and directives of the Nuclear Regulatory Commission (NRC), Department of the Army (DA), Title 10, CFR, and commodity specific licenses will be complied with in all operations involving radioactive materials and sources.

c. An Army Radiation Authorization (ARA) is required for all army sources of radiation not regulated by the NRC. The RSSO will approve all exceptions.

d. Disposal of radioactive material on Fort Hunter Liggett is prohibited. Contact the RSSO at the Installation Safety Office for disposition instructions on unserviceable equipment and supplies containing radioactive sources. Devices containing radioactive sources will not be given to DRMO for disposal.

e. Radioactive material storage areas will be conspicuously posted with the appropriate signs required by Title 10 of CFR Part 20 and OSHA standards. Only the RSSO is permitted to post or remove radiation area signs.

f. Maximum practical distances, shielding, and minimum personnel exposure item will be observed when handling or working in the vicinity of radiation sources.

g. Storage and maintenance areas with a dose-rate of 2 millirem per hour or 100 mrem in seven consecutive days will be restricted. Access to restricted areas is limited to occupationally exposed personnel. Dosimeter wear is mandatory. Personnel monitoring will be performed upon leaving the area.

h. All mishaps, incidents, or broken devices will be reported to the RSSO as soon as possible. Incidents will be managed in accordance with the license, permits, or Title 10 of CFR Part 20 as appropriate for the item(s) involved.

i. Specific duties of the RSSO include:

(1) Establish controlled storage area for unserviceable equipment containing radioactive sources. All personnel must wear dosimeter badges placed between hip and shoulder when inside the storage building.

(2) Ensure radioactive material storage area is controlled to prevent entry unauthorized entry.

(3) Control the handling, storage, and shipment of all obsolete and unserviceable radioactive materials.

(4) Monitor and assist Unit's with storage areas for serviceable equipment.

(5) Maintain an inventory of all ionizing radiation producing devices. Perform a physical inventory of such devices at least annually. Provide a copy of the inventory to the Fort Hunter Liggett Fire Department.

(6) Review and evaluate the exposure records of employees whose duties involve occupational exposure to ionizing radiation.

(7) Ensure licenses and permits instructions are followed for reporting of mishaps or broken devices and are in compliance with Title 10 CFR part 20.

16-3. Non-ionizing Radiation Protection.

a. Non-ionizing radiation includes radio frequency, light amplification by stimulated emissions of radiation (LASER) sources, and welding equipment.

b. The Army CRM process will be used to identify hazards created by non-ionizing radiation sources, to develop controls to limit the probability or severity of an exposure.

CHAPTER 17

SEVERE WEATHER SAFETY PROCEDURES

17-1. Applicability. This chapter re-enforces basic safety procedure and precautions for severe weather. The overall severe weather plan is located in the Force Protection Plan produced by DPTMS. This chapter is applicable to all Soldiers, civilians, assigned and attached to, or training at Fort Hunter Liggett.

17-2. Weather Conditions. Severe weather conditions that adversely affect operations include: High winds, heavy rain with flooding, extreme heat and cold.

17-3. Past severe weather occurrences at Fort Hunter Liggett have included: Extended periods of power outages, snow lasting up to two weeks, flooding resulting in extended road closures.

17-4. Severe Weather Preplan.

a. All worksite supervisors should prepare a preplan that identifies personnel phone contact numbers and evacuation sites. Key elements should include:

(1) How internal notifications are made

(2) Identification of emergency responsibilities to include the assistance of handicapped individuals, securing of sensitive materials, shut down procedures if applicable, etc.

(3) Safe dispersion locations if necessary.

(4) Personnel accountability procedures.

b. Supervisors will brief all assigned workers and visitors whenever a potential for severe weather is possible or evident.

17-5. Severe Weather Notification. DPTMS and DES are responsible for all notification procedures.

a. Cantonment area. A mass notification, reverse 911 call, and emails to all users may be used. Supervisors should monitor communications traffic during severe weather and be prepared to take the necessary actions to protect the workforce.

b. Field/range area. Units in the field will receive information via radio communication from Range Control.

c. In the absence of a severe weather notification and a storm is evident, the unit command or senior Soldier on site will initiate the units severe weather action plan and make the determination to evacuate.

CHAPTER 18 SAFETY AWARDS PROGRAM

18-1. Applicability. The Fort Hunter Liggett Safety Awards Program applies only to Fort Hunter Liggett garrison organizations. Tenant organizations are encouraged to have similar programs for rewarding demonstrated safety performance. Contractors and contract employees cannot participate in the safety awards program.

18-2. Policy.

a. The Safety Awards Program consists of three categories of awards as follows:

(1) Safety Certificates, local area policy.

(2) On-the-spot Safety Awards, compliance with AR 672-20.

(3) Commander's Safety Awards, compliance with AR 672-20 and AR 385-10.

b. Awards and certificates are given to individuals or groups who make significant efforts to improve the safety of their work area, work tasks, or the overall safety of Fort Hunter Liggett. The Safety Awards Program will not be used to substitute for performance awards. Awards

consists of a plaque or certificate, monetary, or day off awards as determined by the responsible director.

c. Awards and certificates will be presented at quarterly Garrison town halls. Nominations should be submitted to the Safety Office at least 30 days prior to scheduled Garrison town halls to allow sufficient time to process. It is the responsibility of the supervisor to ensure recipients are in attendance at town halls. Any nomination received by the Safety Office without sufficient time to allow for proper staffing will be held for the next Garrison town hall or other appropriate presentation event.

d. Nominations for safety awards must be based on accomplishments related to safety and accident prevention. Supervisors will prepare nominations for an award in accordance with Army Regulation 672-20 and published guidance from Fort Hunter Liggett Human Resource Division. Certificates require only a brief, but compelling, nominating memorandum from the supervisors. There is no monetary or time off associated with the certificates. Certificates will be reviewed by the Safety Manager and forwarded to the Commander for signature.

e. The Safety Manager will review nominations and incident logs to ensure the nominee has not had an unsafe incident. If a nomination is provided from one section for an employee under a different chain of supervision, the Safety Manager will consult with the chain of supervision to ensure there are no issues that could result in a denial. If an award is denied by the Safety Manager, the Installation Commander, or his designated representative, may approve the nomination. The Installation Commander is the final arbitrator. All nominations, approved or denied, by the Safety Manager, will be staffed through the Human Resources Office for inclusion in the Installation Awards Program to the Commander for final disposition.

f. When an award is presented, the Installation Safety Office will furnish a Safety Certificate. Directors are responsible for determining what awards beyond those provided by the Installation Safety Office will be given. Army Regulation 672-20 provides guidance on monetary and time off awards. Funding for monetary awards is the responsibility of the organization of the employee.

g. All awards given under the Safety Awards Program must meet legal and regulatory requirements of the Army Awards Program. Army Regulations 600-8-22, Military Awards; 672-20, Incentive Awards; and 385-10 The Army Safety Program; provide specific guidance on using appropriated funds to purchase awards.