

**DEPARTMENT OF THE ARMY
United States Army Garrison, Presidio of Monterey
And Defense Language Institute Foreign Language Center
1759 Lewis Road
Monterey, California 93944-3223**

**Safety
*STANDARD OPERATING PROCEDURES (SOP)**

Summary. This SOP prescribes policies, procedures, responsibilities and serves as a Memorandum of Understanding (MOU) for the United States Army Garrison, Presidio of Monterey (USAG, POM) and the Defense Language Institute Foreign Language Center (DLIFLC) Safety Program. It defines programs which are developed to assist Leaders in maintaining a safe working environment and conservation of military resources. For those programs not covered in this SOP, Commandant/Commander will use Army Regulation (AR) 385-10 to promulgate other applicable and/or more stringent policy.

Applicability. This SOP applies to all military and civilian personnel, contractors and tenant organizations located on the USAG, POM, Ord Military Community (OMC), Sharpe Army Depot, Riverbank Army Ammunition Depot and United States Army Satellite Activity (USASA), Camp Roberts, CA.

Suggested Improvements. The proponent for this SOP is the US Army Garrison Safety Office, Presidio of Monterey (GSO). Users may send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms directly to the GSO, 1710 Private Bolio Road, Building 518, Monterey, CA 93944.

Distribution. This SOP is available in electronic media and may be accessed through the Presidio intranet on Army Knowledge Online (AKO) and DLIFLC Safety Share Point.

* This SOP supersedes the SOP dated 14 OCT 2014.

Summary of Changes

- Updates the Motor Vehicle, Bicycle and Pedestrian policy for the Installation (Chapter 9).
 - Includes new Hearing Conservation policy for the Installation (Chapter 15).
 - Includes new AED policy for the Installation (Chapter 16).
 - Includes new Vision Conservation policy for the installation (Chapter 17).
 - Includes administrative changes throughout the publication.
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Chapter 1

General

1-1. Purpose. This SOP prescribes policies, procedures, and responsibilities for managing the Commander's Safety Program. It provides specific requirements to supplement the Army Safety Program responsibilities defined in AR 385-10, The Army Safety Program, and DA Pam 385-10, Army Safety Program. Additionally, these instructions incorporate the requirements of the Occupational Safety and Health (OSH) Act of 1970. This SOP shall assist all employees in protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The primary objective of the Commander's Safety Program is to provide a safe and healthful working environment, free from recognized hazards. This program is based on the key elements of leadership, management commitment, employee involvement, risk management (RM) and continuous process improvement.

1-2. References. Required and related publications are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this SOP are explained in the glossary listed in Appendix B.

1-4. Forms. Forms used in this manual are listed in Appendix C.

Chapter 2

Responsibilities

2-1. The DLIFLC Safety Director will:

- a. Serve as principal advisor to the DLIFLC Commandant on all safety and occupational health issues pertaining to the execution of the command's mission.
- b. Develop and maintain command/center/school safety and occupational health manual, standard operating procedure(s) (SOP), policies, and guidelines.
- c. Maintain oversight of mission-unique safety issues.
- d. Review, validate, and monitor integration of RM into all aspects of military training and operations IAW ATP 5-19, chapter 1-1 and TRADOC guidance. All personnel associated with the analysis, design, development, implementation and evaluation (ADDIE) process will complete required Risk Management training annually.
- e. Review and comment on new and revised installation directives and SOPs that affect mission training and operations.
- f. Develop and implement a functional Additional Duty Safety Officers (ADSO) and Collateral Duty Safety Officers (CDSO) program IAW TR 385-2, appendix B.

g. Provide ADSO/CDSO assistance with prevention program materials/information, standards interpretations, and guidance. Provide mission-specific and supplemental safety training for ADSOs/CDSOs.

h. Ensure heat/cold injury prevention training occurs annually.

i. Ensure that all Army accidents are reported via <https://reportit.safety.army.mil/> (REPORTIT) and review reports submitted by supervisors and investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40. Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

2-2. Garrison Safety Manager shall:

a. Serve as principal advisor to the USAG, POM Garrison Commander on all safety and occupational health issues pertaining to the execution of the command's mission.

b. Provide technical assistance to garrison and tenant activities on safety and occupational health issues.

c. Manage the garrison commander's safety program. Collect and brief safety metrics to the command including goals, milestones, and trends as a function of safety performance. Monitor compliance and track changes or updates to the commander's safety program.

d. Plan, develop, and submit a budget for the garrison safety program in support of the Installation Management Command (IMCOM) Common Levels of Support (CLS) for safety.

e. Train garrison Managers and Supervisors, Additional or Collateral Duty Safety Officers and Workers on practical applications of the Army and IMCOM safety programs IAW applicable regulations and directives.

f. Develop and implement a standard safety inspection process that tracks corrective actions, trends, lessons-learned and follow-up actions.

g. Provide input as requested for performance appraisals and position descriptions to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and employees.

h. Advise contracting officers and civilian personnel of the integration of Safety and Occupation Health (SOH) requirements into contracts. Review contracts as applicable.

i. Review and provide recommendations on the purchase of safety equipment.

j. Manage the Army Traffic Safety Training Program (ATSTP) in coordination with the IMCOM Contracting Officer Representative, (COR). Provide logistical support and implement the program.

k. Facilitate the SOHAC according to AR 385-10, in coordination with the CSO safety director, USAG, POM Fire Department (POM FD), Police Department (POM PD), Directorate of Public Works (DPW) and requested tenant organizations. Post meeting minutes for employee awareness.

l. Coordinate with the Army Benefits Center-Civilian (ABC-C) to develop and implement accident prevention initiatives regarding workers' compensation program issues as part of the Federal Employee Compensation Act (FECA) Working Group.

m. Design, implement, and evaluate a safety inspection program for installation facilities and operations.

n. Ensure that all Army accidents are reported via <https://reportit.safety.army.mil/> (REPORTIT), and review reports submitted by supervisors and investigate accidents according to AR 385-10, chapter 3, and DA Pam 385-40. Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

o. Evaluate effectiveness of safety training for all personnel on the installation.

p. Train, develop and monitor military ADSOs and civilian CDSOs.

q. Oversee the Army radiation safety program IAW AR 385-10, Chapter 7 and DA Pam 385-24 to ensure proper procurement, licensing, receipt, inventory, maintenance, and/or disposal of radiation-producing sources or equipment on the installation.

r. Manage the garrison workplace safety program.

s. Prepare, review, issue arms room ammunition storage licenses and ensure compliance, subject to command limitations.

t. Review military construction (MILCON) and other construction projects, maintenance, repair projects, garrison service and procurement contracts to ensure they comply with safety and occupational health standards.

2-3. All Supervisors shall:

a. Comply with their Commander's safety program.

b. Ensure employees follow SOH rules, regulations, policies and procedures including the use of personal protective equipment (PPE).

c. Implement and provide feedback on workplace SOPs, training, and PPE requirements prior to performing work.

d. Review and document job hazard analysis (JHA) for hazardous work operations performed by assigned garrison employees.

e. Use the REPORTIT system to report Army accidents. REPORTIT is available on the US Army Combat Readiness Center (USACRC) website at <https://reportit.safety.army.mil>. Safety staff shall serve as reviewers for accident reports and assist supervisors in the proper use of the reporting tool.

f. Take actions to correct hazards reported by employees.

g. Request SOH review of purchased items such as PPE, tools, machinery, and office furniture unless reviews have already been performed.

h. Counsel and take action as necessary with Service Members or DA civilians who fail to follow safety standards, rules and regulations (including use of PPE and clothing), seatbelts, etc. as set forth in the OSH Act; Federal, DoD, and Army regulations and this SOP.

i. Establish accountability for SOH through the performance evaluation system and performance counseling sessions.

2-4. Additional Duty Safety Officers (ADSO)/Collateral Duty Safety Officer (CDSO).

a. Assist the commander/dean in planning, organizing, publishing, and implementing the unit/ organization safety program IAW the annual Strategic Safety Plan (SSP).

b. Maintain information concerning accident trends, safety policies, and safety management procedures as prescribed by the unit/organization commander/dean and directives from higher headquarters.

c. Conduct and document quarterly safety inspections of assigned buildings and workplaces IAW this SOP.

d. Report deviations of safety policy to your chain-of-command or immediate supervisor.

e. Promote safety awareness and educational programs.

f. Assist the supervisor to investigate incidents and accidents within your organization.

g. Assist the supervisor in submitting required accident reports to the CSO/GSO within ten working days of occurrence.

h. Ensure risk assessment worksheets, DD Form 2977, have been conducted and reviewed to show all hazards and controls developed for operations, training and events.

i. Establish and maintain an organizational safety bulletin / information board.

j. Notify the CSO/GSO when appointment orders are expired/rescinded.

2-5. All Personnel, Military and Civilian will:

a. Comply with SOH rules, regulations, and standards.

b. Use and maintain PPE and clothing provided for their protection.

c. Report any unsafe and unhealthful working conditions, accidents and injuries to their immediate supervisor.

2-6. Contractors shall comply with Federal, state, DoD, Army and local SOH standards and regulations.

2-7. Contracting Officer Representatives (COR) shall:

a. Ensure the contract requirements of AR 385-10, chapter 4 are included in the following:

(1) Service and supply contracts.

(2) Construction contracts.

(3) Explosives and chemical facilities construction, work, and services.

(4) Radiographic facilities construction, work, and services.

b. Coordinate with the safety officials for the command or activity to evaluate and ensure contractor compliance with the SOH requirements in contracts.

c. Notify contractors verbally requesting corrective action when noncompliance of requirements or conditions pose serious or imminent danger to the individuals' health or safety. Notify contractors in writing if problems persist. Safety violations will be documented and provided to the contracting officer for transmittal to the contractor who will be required to take corrective action.

2-8. Authority to Halt Unsafe Operations. Service Members and DA Civilians are authorized to halt any unsafe condition or act that is detrimental to Army Operations and presents imminent danger to personnel per Chapter 1, Section II of AR 385-10, The Army Safety Program.

Chapter 3

Commander's Core Safety Programs

3-1. The objectives of the Commander's Safety Program. To ensure that safe work practices and operations are conducted on a daily basis; reduce costs associated with accidents and incidents and increase operational effectiveness. All personnel shall integrate safety into work processes by management commitment and worker involvement along with planned and authorized work activity.

3-2. Formal Agreement. The Commander/Commandant are responsible for the safety of people, the environment, and the public on their installation. This document will be considered a formal agreement between host garrison and tenant organizations to ensure that necessary SOH responsibilities have been addressed. Core safety program responsibility will be identified by the primary safety office of responsibility, if shared; both offices will be annotated to ensure coverage.

3-3. Implementation. The required core safety programs shall include, at a minimum:

- a. SOH Program Management. (CSO/GSO)
- b. Planning, program evaluations, councils and committees. (CSO/GSO)
- c. Accident investigation and reporting. (CSO/GSO)
- d. Contracting safety. (GSO/CSO)
- e. Explosives safety. (GSO/CSO)
- f. Public, Family, Off-Duty safety. (GSO/CSO)
- g. Radiation safety. (GSO/CSO)
- h. Safety Awards. (CSO/ GSO)
- i. Safety training and education. (GSO/CSO)
- j. Confined Space Safety. (GSO)
- k. Blood-borne Pathogen control. (GSO)
- l. Hazard Communication Standard. (GSO/CSO)

- m. Hazard analysis and risk management. (CSO/ GSO)
- n. Personal Protective Equipment. (GSO/CSO)
- o. Motor Vehicle and Pedestrian accident prevention. (GSO/CSO)
- p. Facility Inspections. (GSO)
- q. Workplace inspections. (GSO/CSO)
- r. Industrial operations. (GSO)

Chapter 4

Administrative Procedures

4-1. Risk Management (RM) Policy.

a. The primary method for reducing risks associated with activities and operations is through the sound application of Risk Management (RM). Managers and supervisors shall perform a risk assessment prior to any operation or activity. DD Form 2977 is available on the link in Appendix C. A copy shall be provided to the supporting safety office for review at least two weeks prior to the scheduled event. ATP 5-19 and DA Pam 385-30 provide guidance on how to conduct a risk assessment. Figures 4-1 to 4-3 provide a sample of a deliberate risk assessment worksheet.

b. RM policy is based on the four principles outlined in ATP 5-19, chapter 1:

(1) Integrate RM into all phases of missions and operations, including classroom training.

(2) Make risk decisions at the appropriate level.

(3) Accept no unnecessary risk. Accept only a level of risk in which the potential gain or benefit outweighs the potential loss.

(4) Apply RM cyclically and continuously

c. Commanders, deans, directors, managers, supervisors, faculty, and cadre will:

(1) Ensure RM is integrated into operations and training developed at every echelon in their area of responsibility.

(2) Conduct risk assessments at every stage and level of operations and training.

d. Commander / Commandant will ensure-

- (1) Their designated SOH official reviews all applicable safety documents.
- (2) A RM plan is developed, published, and integrated into training and operations.

(3) Training: The DD Form 2977, Deliberate Risk Assessment Worksheet (see figures 4-1, 4-2 and 4-3 below) will be prepared daily to reflect current conditions and will be readily available to the senior official at the training site. All phases of an operation or training event must be considered and addressed during the RM process. The overall residual risk level identified on this worksheet will be accepted IAW the risk decision authority listed in paragraph g. Administrative and classroom training, designated as low risk, do not require completion of a daily RM worksheet.

e. Commanders responsible for recurring training or sporting events directed by an official program may accept the risk associated with the training event on an annual basis. The accepted risk is valid only with approved control measures in place for all identified hazards. The senior leaders present during training will review all previously identified hazards and ensure control measures remain in place. Training events covered by the commander's annual acceptance will be reviewed by the safety director or garrison safety staff annually or when changes are made, to ensure all hazards are identified and control measures remain adequate. The completed DD 2977 shall be posted in every classroom, lab and training area.

f. The designated SOH official will:

(1) Assist in implementation of RM integration into command policy, procedures, and responsibilities.

(2) Train supervisors, training developers, faculty, cadre, and evaluators in the RM processes, principles, and procedures annually.

g. Risk decision authority is based upon the residual risk of an activity after application of control measures. Risk acceptance authority is as follows:

(1) Extremely high risk: General Officer or Senior Executive Service (SES/CAC/IMCOM).

(2) High risk: Colonel/ O-6 or GS-15.

(3) Moderate risk: LTC/ O-5, CSM or GS-14.

(4) Low risk: CPT/ O3 or GS-13, in a leadership position.

Risk Assessment Matrix		Probability (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
Legend: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						
13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)						
a. Date	b. Last Name	c. Rank/Grade	d. Duty Title/Position	e. Signature of Reviewer		
14. FEEDBACK AND LESSONS LEARNED						
15. ADDITIONAL COMMENTS OR REMARKS						

Figure 4-2. Sample DD Form 2977 page 2

<p>1. Mission/Task Description: Briefly describe the overall Mission or Task for which the deliberate risk assessment is being conducted.</p> <p>2. Date (DD/MM/YYYY): Self Explanatory.</p> <p>3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the operation or training. Legend: UIC = Unit Identification Code; CIN = Course ID Number; OPORD = operation order; DSN = defense switched network; COMM = commercial</p> <p>4. Sub-task/Sub-Step of Mission/Task: Briefly describe all subtasks or substeps that warrant risk management.</p> <p>5. Hazard: Specify hazards related to the subtask in block 4.</p> <p>6. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified. probability, severity and associated Risk Level; enter level into column.</p> <p>7. Control: Enter risk mitigation resources/ controls identified to abate or reduce risk relevant to the hazard identified in block 5.</p> <p>8. How to Implement / Who Will Implement: Briefly describe the means of employment for each control (i.e., OPORD, briefing, rehearsal) and the name of the individual unit or office that has primary responsibility for control implementation.</p> <p>9. Residual Risk Level: After controls are implemented, determine resulting probability, severity, and residual risk level.</p> <p>10. Overall Risk After Controls are Implemented: Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).</p>	<p>11. Supervision Plan and Recommended Course of Action: Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.</p> <p>12. Approval/Disapproval of Mission/Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.</p> <p>13. Risk Assessment Review: Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.</p> <p>14. Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.</p> <p>15. Additional Comments or Remarks: Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.</p> <p>Additional Guidance: Blocks 4-9 may be reproduced as necessary for processing of all subtasks/ substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.</p>
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Figure 4-3. Sample DD Form 2977 page 3

4-2. Operational Standards and Procedures.

a. Operational Standards.

(1) Commandant/Garrison Commander shall ensure local safety policies comply with AR 385-10.

(2) Army workplaces shall comply with standards established by the Department of Labor pursuant to sections 6 & 19 of Public Law 91-596 and the OSH Act of 1970.

(3) The U.S. Army Corps of Engineer SOH requirements policy, EM 385-1-1 (Safety and Health Requirements Manual), incorporates 29 CFR 1926 (Safety and Health Regulations for Construction) and applies to Army construction operations.

(4) Special operations, such as ammunition storage in arms rooms, are subject to mandatory safety standards and rules that derive from different regulatory agencies. The application of special functional standards does not exempt workplaces from other safety criteria. Compliance with publications describing job safety requirements is mandatory for this type of workplace.

b. Operational Procedures

(1) The Garrison Commander and Commandant are both responsible to execute the Senior Commander's Safety Program. The Commanding General, Combined Arms Center is the Senior Commander. Installation-level policy will be promulgated by the Garrison Commander. Organizational policy for DLIFLC will be promulgated by the Commandant.

(2) Conflict resolution will be forwarded through command channels and resolved by Commanders concerning safety standards and policies outlined in DODI 6055.1 (DOD Instructions, Safety and Occupational Health (SOH) Program) and AR 385-10 (The Army Safety Program).

(3) Conflicts regarding services over and above CLS and funding are handled by IMCOM IAW AR 600-20, para 2-5.

4-3. Planning, Program Evaluations, Councils and Committees.

a. Planning. The GSO shall develop the Commander's Annual Safety Plan in a collaborative effort that includes key safety objectives, metrics, performance targets, and resource requirements. The safety action plan shall target top-loss areas affecting the installation and support DA and higher headquarters safety objectives.

b. The Garrison Commander shall review CASP on a periodic basis to effect required changes and updates; this will normally be accomplished after the initial Army Readiness Assessment Program (ARAP) survey.

c. The CSO will develop an annual strategic safety plan (SSP). The plan will coordinate and synchronize annual safety program execution in collaboration with the GSO to ensure that all safety requirements are in place to support the Senior Commander's safety program.

d. The Garrison Commander will initiate the Army Readiness Assessment Program (ARAP) within ninety (90) days after assumption of command and again, mid-point during assignment. Access to ARAP is available on the USACRC website at <https://arap.safety.army.mil>.

e. Program Evaluations. Safety program evaluations provide the command a current assessment of the effectiveness of the safety program. Evaluations identify systemic problems to be addressed, assess RM integration, and ensure compliance with applicable standards and policies. Courtesy copies of final evaluations shall be provided to ensure visibility and coverage of core programs by the commanders.

f. The Garrison Commander shall establish, chair and conduct semi-annual safety and occupational health advisory council (SOHAC) meetings in coordination with the guidance contained in AR 385-10, Paragraph 2-23. The Commandant, DLIFLC will serve as a principle member of this council. The CSO and GSO will provide records of the meeting minutes to committee members, and post for employee awareness.

g. The Garrison Radiation Safety Staff Officer (RSSO) shall conduct a Radiation Safety Committee (RSC) meeting once a year or at the call of the designated committee chairperson. All directorates and tenant organizations that maintain store and use radioactive producing sources or equipment shall assign a representative in writing to this committee.

h. The Garrison Safety Manager and DLIFLC Safety Director shall be members of the committee and will ensure that the Radiation Safety Program complies with the requirements of federal standards, ARs, and AR 385-24.

4-4. Safety Awards.

a. All directors, supervisors and leadership are encouraged to submit nominations for Army safety awards for outstanding individual or unit IAW DA Pam 385-10, Chapter 6 and AR 385-10, chapter 8. Award submission packets will be forwarded through the supporting safety office to higher headquarters for review and approval NLT 30 Nov each year.

b. Safety awards that recognize outstanding individual and organizational performance are strongly encouraged and may be submitted by supervisors to their supporting safety office for endorsement, review and approval of the commander.

4-5. Unit Safety Certification.

a. Unit safety certification is used to identify units, platoon size or larger, that have achieved levels of safety that deserve recognition. When the below criteria have been verified by the commander at the next level, a certificate will be issued by the command safety office recognizing the unit's achievement for the given period of time. To be certified, a unit must have completed the following:

(1) Appointed in writing a safety officer who has completed the required level of training.

(2) Implemented a safety program IAW this SOP.

(3) Reduced the number of accidents, both on and off the job, by 50% of the previous year.

(4) Have in place an accident tracking and reporting system that complies with the requirements of this SOP.

(5) Have in place a documented RM process demonstrating risk assessment and resulting implementation and management of controls.

(6) Sustained the above initiatives for a minimum of 1-year.

b. Units can submit a request through their command's safety office.

Chapter 5 Safety Requirements

5-1. Explosives Safety Management Program.

a. Explosives safety is governed by chapter 5 of AR 385-10 and DA Pam 385-64.

b. At no time will the cumulative total of all ammunition stored in the arms room exceed 100 pounds net explosive weight (NEW). Storage of ammunition and operational loads in unit arms rooms must be approved in writing by the garrison commander.

c. The Garrison Safety Manager shall:

(1) Ensure that a safety risk assessment, fire safety inspection, physical security inspection and Ammo Surveillance Inspection on all ammunition and explosives (AE) storage locations is conducted annually.

(2) Issue, review, renew, or cancel ammunition and explosives storage licenses IAW DA Pam 385-64 and current guidance from higher headquarters.

(3) Monitor operations involving AE to ensure compliance with explosives safety program requirements.

(4) Provide guidance and monitor the use and storage of non-standard ammunition items, including paintball or marking rounds.

(5) Monitor activities involving the upload, transportation, and storage of ammunition outside of licensed and authorized storage areas to ensure that safety requirements are met

(6) Ensure safety personnel involved in inspections of AE sites have received the appropriate training to perform duties in a competent manner.

d. Unit Commanders and the Director of Emergency Services shall:

(1) Ensure subordinate personnel comply with Army and IMCOM AE safety requirements, to include training on handling, transporting and storage of ammunition and explosives.

(2) Maintain training records for all personnel who are assigned to handle, transport and store ammunition.

(3) Commanders shall store only a limited quantity of ammunition required for operational necessity.

(4) Training ammunition shall be physically separated from operational ammunition and clearly marked as "Training Ammunition".

(5) All AE requests shall be routed through the GSO with the following documentation:

(a) Total ammunition requirement by Hazard/Class Division & total Net Explosive Weight (N.E.W.)

(b) A completed DA FORM 4604, security construction statement, signed by a qualified engineer.

(c) A completed DA FORM 2806, physical security survey report.

(d) A completed fire prevention inspection report. (Conducted within the previous 30 days).

(e) A completed arms room risk assessment, DD Form 2977.

5-2. Radiation Safety.

a. All personnel, the general public, and the environment shall be protected from ionizing and non-ionizing radiation hazards as low as reasonably achievable (ALARA) and equal to that required by 10 CFR 20 (Standards for Protection against Radiation), 10 CFR 51 (Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions) and Army policies such as chapter 7, AR 385-10 and DA Pam 385-24. The garrison shall implement a radiation safety program in compliance with Federal requirements.

b. Garrison Commander shall:

(1) Implement a written radiation safety program, to include procedures for emergency response and reporting procedures for radiation incidents and over-exposures.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and as low as reasonable achievable.

(3) Appoint a Radiation Safety Staff Officer (RSSO) to manage and execute the radiation safety program.

(4) Provide equipment, facilities, resources, support staff, and training to implement the radiation safety program according to NRC license requirements, DOD guidance, and Army policies.

(5) Implement a radiation safety committee according to DA Pam 385-24, 1-8.

c. Garrison safety manager shall:

(1) Oversee the radiation safety program and provide recommendations on safety and health issues related to radiological incidents.

(2) Review applications for Army Radiation Authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the responsible Region safety manager to the Commander, IMCOM.

(3) Ensure that personnel who work with radioactive material (RAM) sources are performing in safe working conditions and following standard operating procedures developed according to applicable Federal, DOD, and Army regulations and directives and applicable state and local requirements.

d. The RSSO shall:

(1) Provide recommendations on safety and health issues related to radiological incidents.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and are as low as reasonably achievable (ALARA).

(3) Review applications for Army Radiation Authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the responsible Region safety manager to the Commander, IMCOM.

(4) Ensure non-Army agencies and contractors have a valid Army Radiation Permit (ARP) before radioactive materials are allowed on the installation (see AR 385-24, Fig 2-2).

(5) Obtain and maintain copies of tenant ARA, and NRC licenses.

(6) Provide appropriate radiation safety training to garrison and tenant organization personnel who work with radioactive material or radiation producing equipment.

(7) Maintain a current inventory of all ionizing and non-ionizing equipment on the installation. Obtain needed information from tenant RSSOs as necessary.

e. Commanders and Supervisors shall ensure an SOP for operations using radioactive material (RAM) or radiation sources are published and enforced. Forward a copy of their SOP to the Garrison RSSO. SOP shall include:

(1) Description of safe working techniques.

(2) Description of proper use of protective equipment and devices.

(3) Procedures for responding to and reporting of accidents or incidents.

(4) Procedures for appropriate daily pre-operational, operational, and post-operational instrument checks to ensure proper operation.

(5) Description of proper markings for controlled areas according to AR 385-10, TB Med 522, 525 and chapter 5-1, DA Pam 385-24.

(6) Requirements for and location of PPE as applicable.

d. Radiation Safety Program requirements include the following:

(1) Audits and Inspections. Conduct audits according to NRC License requirements and Army policies. Report results of audits and inspections to the garrison commander. Maintain copies on file according to Army records information management system (ARIMS). Complete audits annually.

(2) Commercial-off-the-Shelf (COTS) purchases of radioactive equipment. Radioactive material purchased COTS or directly from manufacture may carry NRC or

state licensing requirements the garrison shall become legally responsible for upon purchase. For example, the garrison shall be held responsible for the training and leak test requirements of the SABRE 4000 explosive detector. The Garrison RSSO shall be consulted with prior to the purchase of equipment containing radioactive material to ensure requirements are met.

(3) Radioactive material licensing. Radioactive material or items containing radioactive material not licensed by the NRC or an Agreement State License with a current NRC Form 241 (Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters) and Army Radiation Permits (ARP) are prohibited from being accepted, stored, or used. Unauthorized radioactive materials or items containing radioactive material discovered on the installation shall be reported to the Garrison RSSO immediately by telephone or e-mail message. Secure unauthorized radioactive materials until instructions for corrective action are received.

(4) Radiation incident and accident reporting. Call (831) 242-6332/5884 to report radiation incidents or accidents immediately. The Garrison RSSO shall report the incident to the IMCOM radiation safety staff officer (RSSO) immediately by telephone or email. The handler or user shall secure the area and ensure the item is not disturbed until the RSSO arrives or instructions are received from the RSSO when defective or broken radiological devices are discovered. The Garrison RSSO must send a written report within 10 days after completing a full investigation through the CG, IMCOM to the commodity licensee.

(5) Radioactive material transportation. Equipment containing Army licensed radioactive materials shall not be transported in privately-owned vehicles. An equipment leak test, if required, shall be current before transportation.

(6) Procurement:

(a) Radioisotopes and ionizing radiation-producing equipment procurement requests shall be forwarded to the RSSO for review. Materials shall not be procured until the required NRC license is received.

(b) Submit an SOP for each project or operation involving ionizing radiation to the RSSO before procurement of equipment or source-material producing radiation. Include the subject, a brief description of the proposal, area, building, room number, source of ionizing radiation and activity, type of operation, and general safety precautions.

(7) Shipment of radioactive equipment.

(a) Transport outgoing equipment and materials according to 10 CFR 71 (Packaging and Transportation of Radioactive Material) or 49 CFR 173 (Transportation).

(b) The Garrison RSSO shall brief vehicle operators and escorts on potential hazards, methods to minimize hazards, and emergency procedures when transporting radioactive equipment. Passengers are allowed in the backseat when radioactive material is stored there. Lock radioactive equipment left in an unattended vehicle inside or attached to the vehicle.

(c) Report incoming radioactive equipment and materials to the RSSO within 3 hours of receipt during duty hours or 18 hours if received after duty hours.

(8) Storage of radioactive materials.

(a) Store radioactive materials in a fire-resistant building or enclosure.

(b) Lock and control access to storage facilities.

(c) Only authorized personnel are allowed access to storage areas.

(d) Individual users of radioactive material in temporary storage are responsible for the manner it is stored.

(9) Storage Area Sign Requirements. Radioactive material storage areas shall post or have available the following items and information:

(a) Caution-radioactive material sign.



(b) Emergency contact name and phone number.

(c) NRC Form 3 (Notice to Employees).

(d) Location of a copy of 10 CFR 19 (Notices, Instructions and Reports to Workers: Inspection and Investigations), 10 CFR 20 (Standards for Protection against Radiation), and section 206 of the Energy Reorganization Act of 1974 as described in 10 CFR 21 (Reporting of Defects and Noncompliance).

(e) No eating, drinking, smoking, chewing gum or applying cosmetics.

(f) Location of NRC license for commodities being stored.

(g) Local SOPs.

(h) Notice of violation relating to the storage area.

(10) Incidents or losses. Report radioactive material losses immediately to the Garrison RSSO. The Garrison RSSO shall notify the IMCOM RSSO. The responsible unit shall conduct a formal investigation for lost equipment. The report shall be provided to the Garrison RSSO within 10 days.

5-3. Respiratory Protection Program (RPP).

a. Policy. It is the policy of this command to prevent atmospheric contamination by harmful dust, smoke, fog, mist, fumes, fibers, gases, sprays or vapors. This will be done, as soon as practical by accepted engineering control measures and/or the substitution of less toxic materials. When these measures are not feasible, appropriate respirators shall be used that comply with all applicable National Institute for Occupational Safety and Health (NIOSH), OSHA, and Army standards in the RPP.

c. Responsibilities.

(1) Commander, CALMED will:

(a) Designate an Industrial Hygienist as the Installation Respiratory Program Director (IRPD).

(b) Provide direction to the IRPD to plan and annually evaluate the installation's respiratory protection program.

(2) The IRPD will:

(a) Manage and supervise the RPP in coordination with the CALMED Commander and the Garrison Safety Manager.

(b) Ensure that respiratory equipment which meets National Institute of Occupational Safety and Health (NIOSH) standards is provided, equipment is properly maintained, and users are trained in the proper use/limitations of respirators.

(c) Coordinate with the GSO to prepare a local implementing SOP prescribing the installation's Respiratory Protection Program.

(d) Review and approve of any SOPs prepared for respirator use before it is published.

(e) Conduct annual evaluations of the Respiratory Protection Program, which may include work site inspections to ensure respirators are being used properly.

(f) Coordinate with the GSO to designate the type of respiratory protection equipment (RPE) to be purchased or used.

(g) Coordinate with the CALMED occupational health nurse (OHN) to perform medical evaluations using the information in appendix C of 29 CFR 1910.134.

(3) Garrison Safety Manager will:

(a) Inform supervisors as to whether employees are able to wear respiratory protection and perform work required, and coordinate with the civilian personnel office or RPS when necessary.

(b) Review worker(s) medical status annually to determine if respiratory protection is still a job requirement.

(4) Managers and supervisors who have employees requiring respiratory protection will:

(a) Request support from the CALMED IRPD to survey the work site to determine the type of respiratory protection best suited for the tasks involved.

(b) Function as the control point for the maintenance of records for the organization.

(c) Maintain necessary inventory levels of respirators, and accessories.

(d) Prepare a written job site SOP. The SOP will be approved by the IRPD prior to publishing. Procedures will describe the safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies.

(e) Not permit workers to perform tasks requiring respiratory protection when a respirator is not being worn or an effective fit cannot be obtained.

(f) Ensure workers perform proper respirator maintenance and appropriately store them when not in use.

(g) Include a statement in the civilian employee's job description that the use of respiratory protection equipment (RPE) is a requirement of employment.

5-4. Contracting Safety.

a. Army SOH responsibilities in contractor operations on Army property are generally limited to helping to ensure the safety of government-owned equipment, protection of the production base, protection of government property and on-site Army personnel from accidental losses, and the protection of the public. Contractors are responsible for the SOH of their employees and protection of the public at contractor work sites.

b. Clauses outlining contractor safety requirements and responsibilities will be included in solicitations and contracts as prescribed by the Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the Engineer Federal Acquisition Regulation Supplement (EFARS). See DA Pam 385-10, chapter 4 for specific information on construction safety requirements.

c. In addition to clauses as required by FAR, DFARS, and EFARS, activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements. A risk assessment and/or Job Hazard Analysis will be completed prior to the commencement of contractor operations.

d. Contracting officer representatives (CORs), the requiring activity, or Mission Installation Contracting Command (MICC), in consultation with the GSO, will develop additional and necessary clauses to mitigate risk. Note: The only means for imposing SOH requirements on a contractor or subcontractor is by incorporating the requirement as a contractual requirement. (For example, a contract clause, special clause, statement of work, guide specification, or contract modification).

5-5. Industrial Operation Safety.

a. The Garrison Safety Manager shall ensure supervisors develop an SOP for each activity under their direct control and administration. Each SOP will be reviewed and approved prior to publishing.

b. Supervisors shall ensure that:

(1) A job hazard analysis (JHA) is conducted for each area classified as an industrial worksite.

(2) An SOP is written based on the completed JHA and is reviewed by the GSO prior to publishing.

(3) Each employee is provided a copy of the published SOP and briefed on the requirements so that they can execute the operation in an efficient, effective, and safe manner.

(4) Records are maintained confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

(5) Licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, material handling equipment, and other machinery that presents hazards to the operators or others in the immediate vicinity.

5-6. Occupational Safety and Health Program (Workplace Safety). Directors, Deans and Managers shall:

- a. Conduct daily visual inspections of work areas to identify any hazards to employees and to ensure compliance with safety requirements.
- b. Establish and enforce procedures that ensure supervisors are aware of and held accountable for safety responsibilities.
- c. Take action to initiate corrective action for hazards identified during daily inspections or when reported by employees.
- d. If corrective action cannot be accomplished in a reasonable amount of time, develop an interim control method to isolate the hazard, or block employee exposure to the hazard. Notify the CSO/GSO for technical assistance as necessary.

5-7. Public, Family, Off-Duty, Sports, Recreational and Seasonal Safety.

a. DLIFLC Safety Director shall:

(1) Analyze off-duty and recreational accidents to identify activities associated with significant loss or injury rates.

(2) Implement strategies to reduce associated risks.

(3) Consider seasonal changes to risk levels for family, off-duty, sports and recreational activities.

(4) Promote the use of the Travel Risk Planning System (TRiPS) to ensure Service Members have applied Travel Risk Planning (TRiPS) to their leave, pass, TDY, or PCS travel plans, when driving out of the local area.

b. Directorate of Family Morale, Welfare and Recreation (DFMWR) shall:

(1) Conduct an annual risk assessment, DD Form 2977 for all intramural sports activities and ODR program activities. See guidance established in AR 385-10, Chapter 6 and DA Pam 385-10, chapter 5.

(2) Maintain copies of completed risk assessments on hand for reference and safety briefings.

c. Safety Promotion.

(1) The GSO and CSO will develop promotional messages to increase awareness of the specific hazards associated with the change of seasons, celebration of holidays and use of risk management.

(2) Supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize risk management and hazard reduction.

d. Organization Commanders shall:

(1) Establish policy and procedures for developing Family safety plans and promote community safety awareness. All Families should be encouraged in developing safety plans intended to keep the Family safe during normal activities, as well as during unplanned events.

(2) See DA Pam 385-10 for guidance to address safety plans and critical areas.

Chapter 6

Emergency Preparedness

6-1. Planning. An emergency management officer is appointed by the Commander to direct, coordinate, maintain, and evaluate the development and publication of an installation protection plan. The goal of emergency planning is to protect life, health, property, and to restore normal operations as soon as possible.

6-2. Evaluation. The emergency management officer shall ensure annual plan exercises and evaluations are accomplished in coordination with civil agencies and local government to develop an effective response and recovery capability. Evaluations shall include:

- a. Reporting emergencies.
- b. Emergency evacuation, including type of evacuation and exit route assignments.
- c. Employees remaining to operate critical-facility operations during evacuations.
- d. Employee accountability after an evacuation.
- e. Employees performing rescue or medical duties.

6-3. Emergency Response Plan/SOP. All facilities will ensure a copy of 'What to do in an Emergency' are posted at each primary egress exits. Detailed information can be found in the Installation Protection Plan which was promulgated in May 2012.

6-4. Fire Protection, Prevention and Training will be IAW the current version of POM Regulation 420-1.

Chapter 7

Accident Investigation and Reporting

7-1. Investigation.

a. Army and garrison activities will investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40. Organizations shall initially report accidents utilizing the preliminary accident worksheet provided in the current Safety Action Plan. Any accident resulting in a fatality, permanent total disability, permanent partial disability, inpatient hospitalization, amputation of an extremity or loss of an eye must be reported telephonically to the GSO/CSO within 30 minutes of the accident at (831) 242-6332/5884/6353.

b. Accidents shall be investigated and reported by the first-line supervisor, using the REPORTIT program located at <https://reportit.safety.army.mil/>. Directors, deans, and managers are required to conduct a review of accident reports submitted by their first-line supervisors for concurrence/non-concurrence and must be on a .mil AKO network. Online training of the REPORTIT system is available at <https://reportit.safety.army.mil/>.

c. Army organizations shall use the REPORTIT program to report accidents. The DLIFLC Safety Director will be entered as safety office reviewer for DLIFLC accident reports. The Garrison Safety Manager will be entered as the safety office reviewer for Garrison accident reports.

7-2. Other Military Organizations on POM.

a. Service units shall conduct their own accident investigation and reporting through their chain of command. Contact the CSO for support as needed.

b. Navy, Marine Corps and Air Force service units will comply with their service-specific accident reporting regulations. The GSO shall be provided a courtesy copy of accidents sustained due to hazardous conditions on real property or facilities managed by USAG, POM and upon request.

7-3. Contractor Accident Reporting

Contracting Officer Representatives (COR) shall immediately report any accident which results in contractor personnel requiring emergency medical treatment or which results in a fatality to the respective safety office of the organization they support.

Chapter 8

Safety and Occupational Health Training

8-1. Training Requirements.

a. Safety training is a mandatory requirement and Supervisors are directly responsible to ensure required training is completed.

b. The GSO has developed a safety training matrix which is published annually. The matrix contains quarterly scheduled training and "as required" training for Garrison, DLIFLC and Tenant Employees. Directors, Managers and Supervisors of staff and faculty shall coordinate with the GSO to schedule "as required" training. DCSOPS will disseminate annual training requirements for DLIFLC personnel; DPTMS shall disseminate annual training requirements for Garrison personnel.

8-2. CP-12 SOH Specialists, ADSO/ CDSO.

a. SOH Specialists (CP-12 careerists) shall complete training IAW the Army Civilian Training, Evaluation, and Development System (ACTEDS). CP-12 Level 1 certification and Explosive Safety Level 1 certification is a mandatory requirement for all SOH Specialists within the first two years of assignment.

b. ADSO/CDSO will:

(1) Complete local ADSO/CDSO Course within 90 days of appointment and online ADSC/CDSO Course within 30 days of appointment. The online ADSC/CDSO Course is available thru the Army Learning Management System (ALMS) at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>. Sister Services may substitute equivalent service branch safety training in lieu of these online courses. Proof of completion will be furnished to the GSO/CSO.

(2) ADSO/CDSO shall receive appropriate additional training to adequately perform their duties.

Chapter 9

Motor Vehicle, Bicycle and Pedestrian Accident Prevention

9-1. Motor Vehicle Accident Prevention.

a. Vehicle operators on DOD installations and operators of government-owned vehicles, on or off the installation, will not use cellular phones or other hand-held electronic devices unless the vehicle is safely parked, or they are using a hands-free device. This prohibition includes text messaging using hand-held devices. Government-supplied electronic equipment that may be used for text messaging or other hand-held uses is prohibited for use by DOD personnel while driving any vehicle whether or not on official Government business. Exceptions include medical, fire and law enforcement personnel in response to emergency calls and rescue operations when other communications devices are not available (i.e. radio). While driving, operating a vehicle safely is a driver's primary responsibility. Eating, drinking or reaching for objects are just a few of the distractions that impair a driver's ability to react.

b. All Service Members and civilians under the age of eighteen are prohibited from using cellular phones while operating a privately-owned motor vehicle (PMV) while on the installation. For Service Members, this applies while off the installation also.

c. Roller skating, in-line skating, rollerblading, and skateboarding are prohibited on any roadway. These activities are permissible in parking areas after duty hours (1700), unless otherwise designated, and require the proper wear and use of safety helmet, kneepads, and elbow pads at all times. During hours of reduced visibility, individuals must wear reflective gear that is visible from the front and rear.

d. Wearing/use of portable headphones, earphones, or other listening devices is prohibited on roadways and sidewalks while operating a motor vehicle, walking, jogging, running, bicycling, roller skating, rollerblading, in-line skating, or skateboarding. Use of headphones is authorized on Price Fitness Center and Hilltop fitness tracks and Soldier Field.

e. Leaving motor vehicles unattended with engine running is prohibited, unless an emergency exists.

f. Operators of any motorized equipment or vehicles used for transportation or recreation, such as stand-in scooters (e.g., "Segway") shall wear, at a minimum, protective helmets and retro reflective materials or clothing that is clearly visible from the front and rear. This motorized equipment shall be operated only on marked bike lanes or pedestrian lanes, when available. Operators will not operate them on public roads.

g. Motor vehicle operators shall limit their speed to no more than 10 MPH when passing troop formations.

h. Drivers and all passengers will use seatbelts. Children under 2 years old must be secured in a rear-facing child passenger restraint system or a safety belt depending on their height or age. Children who are under the age of 8 must be properly secured in a federally-approved child passenger restraint system. Children under 8 years old may ride in the front seat of a vehicle in a federally-approved child passenger restraint system under the following instances:

(1) There is no rear seat.

(2) The rear seats are side-facing jump seats.

(3) The rear seats are rear-facing seats.

(4) The child passenger restraint system cannot be installed properly in the rear seat.

(5) All rear seats are already occupied by children 7 years old or younger.

(6) Medical reasons require the child not to ride in the back seat.

(7) A child may not ride in the front seat of an airbag equipped vehicle if they are in a rear-facing child passenger restraint system.

(8) Children who are 8 years old or older, or who have reached at least 4 feet 9 inches in height, may use a properly secured safety belt meeting federal standards.

i. All traffic (regardless of direction of travel) shall stop when any bus is stopped with flashing/hazard warning lights. Traffic will resume only upon cancellation of flashing lights.

j. Vehicle operators are prohibited from smoking cigarettes, pipes, or cigars in a moving or parked vehicle while a person younger than the age of eighteen is present.

9-2. Motorcycle Requirements.

a. Motorcycle safety training is required for all active duty Service Members prior to operation of a motorcycle on or off the installation. Motorcycle training is provided by the GSO at no cost to active duty Service Members. Service Members shall receive an MSF completion card upon completion of motorcycle training. This card can be presented to the security guard at any access control point (ACP) to validate safety training has been completed.

b. Service Members shall comply with motorcycle licensing requirements and progressive training, IAW AR 385-10, para 11-9 and this SOP.

c. The following motorcycle PPE shall be worn by service personnel, at all times, on or off the installation:

(1) Helmets. Shall be certified to meet Department of Transportation (DOT) Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04, April 20, 2009. All helmets must be properly fastened under the chin.

(2) Eye protection. Designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(3) Foot protection. Any sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(4) Protective clothing. A long-sleeved shirt or jacket, long trousers and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle

jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

d. All PPE requirements applicable to motorcycles remain applicable to three-wheeled variants.

e. All DOD Civilians, Family members and passengers are required to comply with PPE requirements when operating or riding a motorcycle on DOD installations.

f. Each service unit will identify a primary/alternate motorcycle safety representative (MSR) to oversee the unit mentorship program IAW applicable service regulations. MSR's will forward a quarterly update of unit riders in their organization. This tool will help unit commanders identify 'at risk' or 'high risk' riders in their organizations and track completion of progressive training. MSR's will brief the commander or designated representative periodically on training status. Discrepancies will require follow up by leadership to ensure accuracy.

g. All Service members assigned or attached to a DLIFLC organization shall ensure each motorcycle rider is provided, reviews, and completes the DLIFLC Statement for Motorcycle Operator Responsibilities (appendix D). Service unit commanders may delegate signature authority to the first O-3 in a leadership position.

9-3. Bicyclist Safety Requirements.

a. Bicyclists shall wear helmets and brightly colored reflective outer garment visible from the front and rear. Bicyclists shall use bike lanes, where they are available and shall ride in the same direction of traffic.

b. Bicyclists must observe basic speed laws and yield the right-of-way to pedestrians. During periods of reduced visibility, riders must ensure their bicycle is equipped with a lamp emitting a white light that, while the bicycle is in motion, illuminates the highway, sidewalk, or bikeway in front of the bicyclist and is visible from a distance of 300 feet in front and from the sides of the bicycle. A lamp or lamp combination, emitting a white light, attached to the operator and visible from a distance of 300 feet in front and from the sides of the bicycle, may be used in lieu of a lamp attached to the bicycle. A red reflector on the rear that shall be visible from a distance of 500 feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle.

c. Bicycles must have the following equipment:

(1) A white or yellow reflector on each pedal, visible from the front and rear of the bicycle from a distance of 200 feet.

(2) A white or yellow reflector on each side, forward of the center of the bicycle.

(3) A white or red reflector on each side, and to the rear of the center of the bicycle.

Note: bicycles equipped with reflectorized tires on the front and the rear need not be equipped with side reflectors. The reflectors and reflectorized tires shall be a type meeting requirements established by the California Department of Motor Vehicles.

9-4. Pedestrian Safety.

a. Use of personal electronic devices, including, but not limited to mobile/cellular/smart phones, etc., is prohibited while crossing the streets.

b. Road guards shall use reflective equipment that is visible 360 degrees. Troop formations will use flashlights during periods of reduced visibility.

c. Motorists shall yield the right-of-way to all pedestrians crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection. This does not relieve a pedestrian from the duty of using due care for his or her own safety. No pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard.

d. Pedestrians who are on a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles. This does not relieve the driver of a vehicle from the duty to exercise due care for the safety of any pedestrian in a roadway.

e. Pedestrians, both military and civilian will use designated paths for walking, jogging, or running. If there is no sidewalk, pedestrians or runners shall walk/run facing traffic to see any motorized vehicle as it approaches. During hours of reduced visibility, walkers, joggers, and runners will wear reflective gear that is visible 360 degrees, such as reflective vest or waist belt.

9-5. Troop Safety.

a. Road guards will use reflective equipment.

b. Troop formation will use lights, flashlights/chemical sticks during periods of reduced visibility.

c. Control of stragglers.

(1) Personnel unable to remain with the formation (i.e., stragglers) will immediately go to the extreme right side/shoulder of the road and, if possible, continue in the direction of the formation.

(2) Safeguard stragglers by one or both of the following methods:

(a) Use cadre, with appropriate safety equipment (e.g., reflective vests) to follow stragglers.

(b) Use a trail vehicle with flashing/hazard lights to pick up/follow stragglers.

(3) Stragglers will not remain in the roadway, thereby placing themselves in danger of being struck by vehicles.

9-6. Directorate of Emergency Services (DES) Enforcement.

a. The POM PD shall ensure security guards at access control points conduct checks to ensure all personnel attempting to access the installation are complying with all training, licensing and PPE requirements specified in this chapter.

b. Personnel identified by security guards as not meeting the provisions of this chapter will be denied access to the installation until such time as they can prove they meet the requirements specified in paragraph a. above.

Chapter 10

Workplace Inspections

10-1. Standard Army Safety and Occupational Health Inspection (SASOHI).

a. The GSO shall conduct an annual SASOHI on all Garrison Directorates and tenant organizations with an MOU to provide annual inspection services. An annual inspection schedule is published annually as part of the Commanders Annual Safety Plan (CASP).

b. ADSO and/or CDSO shall accompany the Garrison Safety Specialist during the inspection.

c. DLIFLC CSO will conduct annual SASOHI of service units, provost and provost UGE schools to ensure compliance. The inspection schedule will be disseminated thru DCSOPS annually.

10-2. Quarterly and semi-annual workplace inspections.

a. ADSO and/or CDSO shall conduct quarterly workplace inspections using the 'low hazard facility or IMCOM office inspection checklists which are available from the GSO.

b. Directors, managers and supervisors shall conduct a semi-annual inspection of their workplace using the same checklist.

c. Quarterly inspection reports shall be submitted to the supporting safety office no later than 10 working days after the inspection.

Chapter 11

Hazard Communication (HAZCOM) Standard

11-1. General.

a. Personnel who work with or who are exposed to hazardous chemicals must be trained about the operations in their work areas where hazardous chemicals are present, the location of the written hazard evaluation procedures, the list of hazardous chemicals and the required Safety Data Sheets (SDS) are readily available in their workplace. They must also be educated about what action or equipment is necessary to avoid or reduce the potential dangers. All employees must be trained on the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

b. This standard does not apply to-

(1) Employees who encounter non-routine exposure to hazardous chemicals such as office personnel.

(2) Hazardous wastes regulated by the Environmental Protection Agency (EPA). Examples are contaminated soil and waste solvents covered under EPA regulations. Refer to the POM & OMC Hazardous Waste Management Plan at <http://www.monterey.army.mil/DPW/inc/hwmp.pdf> for hazardous waste or spill control; or contact the DPW Environmental branch at (831) 242-7925.

(3) Tobacco or tobacco products.

(4) Manufactured articles with a specific shape or design. Such articles must have an end-use function dependent on that shape or design. Articles must also not release or cause exposure to a chemical hazard under normal conditions of use. Examples are chairs, phonograph records, and Styrofoam cups.

(5) Food, drugs, and cosmetics intended for personal consumption or use by employees while in the workplace. Examples are candy bars, aspirin, and lipstick.

c. Training requirements.

(1) All new employees shall receive training that meets the requirements of 29 CFR 1910.1200.

(2) Training on the Hazard Communication Standard is provided by the GSO on a quarterly basis and the schedule for training dates and times can be found in the Safety Training Matrix which is part of the Commanders Annual Safety Plan (CASP).

d. Directorates and tenant organizations which store and utilize hazardous chemicals must develop an SOP and must include, as a minimum, the following:

(1) An explanation of the types of operations and hazardous chemicals used in an individual's workplace.

(2) An explanation of how personnel can use and obtain chemical hazard information.

(3) The methods used to recognize and evaluate work and chemical exposure(s).

(4) An explanation of the potential physical and health hazards for chemicals used in the work area.

(5) PPE requirements.

(6) Administrative and engineering controls.

(7) Safe work practice guidelines.

(8) Protective clothing and equipment.

(9) The meaning of work area hazardous chemical warning labels.

(10) Emergency evacuation and notification procedures. If specialized or specific training in this area is required, contact the GSO.

(11) How to interpret hazard information and countermeasures on a SDS.

11-2. Inventory.

a. Supervisory personnel must prepare, maintain, and update a written hazardous chemical inventory. The inventory must be submitted to the Logistics Readiness Center (LRC) for approval and inclusion on the Authorized User's List (AUL).

b. The inventory must match the SDS.

c. Employees must have access to the SDS. Access will allow employees to gain information concerning their potential exposures.

d. Excess or unused solvents, paints, oil, flammable liquids or expended batteries can be turned in to the Hazardous Waste Management Office, bldg.4495, OMC, for recycle or safe disposal, and thereby protect our environment by preventing items from ending up in our landfills. Call (831) 242-7204/7933 to coordinate turn in of recyclables.

11-3. Labeling.

a. Supervisors will ensure all containers of hazardous chemicals have adequate warning labels which include the appropriate pictogram required based on the hazard classification. Refer to 29 CFR 1910.1200 for specific labeling requirements.

b. All hazard warning labels must be in the English language. Hazard warning information in other languages may supplement the English version of the hazard warning label where appropriate.

Chapter 12

Permit Required Confined Space (PRCS) Entry

12-1. Purpose. This chapter outlines the policy, responsibilities and procedures to be used for the safe entry into confined spaces on POM and OMC.

12-2. Scope. This chapter applies to all employees, contractors and tenant organizations on POM and OMC.

12-3. Definition. "Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:

- a. Contains or has a potential to contain a hazardous atmosphere;
- b. Contains a material that has the potential for engulfing an entrant;
- c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- d. Contains any other recognized serious safety or health hazard.

12-4. Responsibilities.

- a. Garrison safety manager shall:
 - (1) Assist all organizations in the identification and inventory of confined spaces.
 - (2) Review and approve all PRCS permits.
 - (3) Provide guidance and sources for PRCS training.
 - (4) Review new or unique operations that potentially qualify as confined space entry.

b. Supervisors of Army employees or contractors performing PRCS operations will:

(1) Ensure all Army employees/contract employees performing PRCS operations are provided initial and annual training.

(2) Maintain records of training and all PRCS entries made by employees.

(3) Ensure all PRCS permits are reviewed with employees involved in PRCS entry.

(4) Ensure all PRCS operations are conducted in compliance with the applicable regulations and standards.

(5) Ensure all safety equipment to be utilized is approved, in proper working order, and calibrated prior to each use.

(6) Notify the GSO at (831) 242-6332/5884/6507 and emergency response personnel.

(7) Implement appropriate lockout/tag out procedures.

(8) Ensure that the air in the confined space is tested and monitored prior to and during all operations.

(9) Have rescue equipment and personnel onsite during PRCS operations.

12-5. Procedures. The organization or contractor conducting confined space entry shall coordinate with the GSO for reviews of specific plans, SOPs, and the issuance of entry permits prior to the start any operations/programs.

12-6. Training and Occupational Health Requirements.

a. All Army employees involved in PRCS operations will have initial and annual training that is coordinated through the GSO. Contractors shall provide documentation of appropriate training and certification to conduct confined space entry operations.

b. Initial and annual cardiopulmonary resuscitation (CPR) and first aid training must be completed for rescue teams. Contractors must provide their own rescue team and documentation of rescue training.

c. All Army employees who may be required to conduct PRCS entries must be enrolled in an occupation health medical surveillance program.

d. A list of Army employees eligible to conduct PRCS operations will be kept by the supervisor.

e. Army employees and contractors not meeting the above requirements are not qualified to conduct PRCS operations.

Chapter 13

Exposure Control Plan for the Prevention of Bloodborne Disease Transmission

13-1. Purpose. To establish the written exposure control plan for the prevention of bloodborne disease transmission IAW 29 CFR 1910.1030, Bloodborne Pathogens.

13-2. Definitions.

a. Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

b. Contaminated - Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

c. Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

d. Parenteral - Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, bugs, and abrasions.

13-3. Scope. This covers all personnel who could "reasonably expect," as a result of performing their job duties, to face contact with blood and other potentially infectious materials. The following personnel fall under this category: personnel who administer first aid or CPR; child care providers; janitorial personnel; maintenance personnel; law enforcement personnel; firefighters; information technology technicians who perform work or access manholes; laundry workers, or supply personnel who handle dirty linens/laundry; hospital/clinic workers.

13-4. Plan Elements.

a. The following will be incorporated into a plan called Infection or Exposure Control Plan for the prevention of blood borne disease transmission:

(1) Identification of those most likely to be involved in contact with blood.

(2) Controls and procedures that will be implemented to prevent disease transmission.

(3) Training required for all who conduct first aid treatment.

(4) Vaccination available for protection against likely blood borne pathogens

(5) Medical evaluation systems when exposure has occurred.

(6) Plan review to ensure this plan is consistent with current practice for prevention of disease transmission.

b. These points are reviewed in depth under the "Exposure Control Plan" heading.

c. A list of designated or certified first aid responders is maintained on each first aid kit cabinet.

13-5. Responsibilities.

a. Garrison Safety Manager shall:

(1) Ensure that personnel identified above receive training on an annual basis.

(2) Document any exposure reported and ensure that any individual who has been exposed to potentially infectious materials is referred to medical providers.

(3) Ensure that only qualified person(s) conduct(s) the training.

(4) Ensure that all records such as exposure and training records are maintained IAW SOPs.

b. Any personnel who may have been exposed to potentially infectious materials shall report the incident to their immediate supervisor who in turn will report to the CALMED Occupational Health Nurse (OHN), and the GSO.

c. Managers and supervisors shall assist the GSO in determining exposure.

13-6. Exposure Control Plan.

a. Identification of those most likely to be involved in contact with blood during first aid treatment.

(1) Those most likely to be exposed to blood borne disease transmission in the conduct of their daily work activities are those who are trained in the administration of first aid and CPR, and other jobs as defined under the "Scope" of this chapter. Those trained have successfully completed, within the past year or two, the American Red Cross or American Heart Association Standard First Aid training course and CPR.

(2) Those who handle the waste materials that could include the wastes from the first aid operations and from handling of materials generated through routine bodily functions (feminine hygiene products, used personal paper products) are identified as having potential contact with blood borne diseases. This includes all material handlers or cleaning crew involved in trash handling.

b. Controls and procedures that will be implemented to prevent disease transmission.

(1) Universal Precautions. Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Many people carry blood borne infections without visible symptoms. Many people carry blood borne infections without even knowing it.

(2) Engineering Requirements. Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this facility. The following engineering controls will be utilized at this facility: Specially marked bags for contaminated first aid materials.

c. Work Practice Controls.

(1) Hand washing facilities are available to the personnel who incur exposure to blood or other potentially infectious materials. At most facilities, hand washing facilities are located in the restrooms and first aid rooms. Units may also provide antiseptic towelettes which should be located in conspicuous/marked containers or locations such as the first aid kits/rooms. If the antiseptic towelettes are used, the hands are to be washed with soap and running water as soon as possible.

(2) After removal of personal protective gloves, personnel shall wash hands and any other potentially contaminated skin area immediately or as soon as possible with soap and water.

(3) If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as possible following contact.

d. Personal protective equipment (PPE). All PPE used at this facility will be provided without cost to the personnel. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

(1) Surgical latex gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious materials. Gloves should be readily accessible, first aid kits and emergency response bags will be stocked with gloves.

(2) Resuscitator devices are also available and accessible to employees who can be reasonably expected to resuscitate. Resuscitator devices have been issued to certified CPR providers.

(3) All repairs, replacements, cleaning/laundrying, or disposal of PPE will be at no cost to the employees.

(4) All garments which are penetrated by blood shall be removed immediately or as soon as possible.

(5) Disposable gloves used at all facilities are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

e. Hepatitis B Vaccine.

(1) All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

(2) Employees who decline the Hepatitis B vaccine will sign a waiver.

(3) Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

f. Housekeeping. Good housekeeping protects every worker -- and it is every worker's responsibility. Here are general rules for housekeeping which may involve blood or potentially infectious materials:

(1) Clean all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials.

(2) Do not pick up any broken glass which may be contaminated with gloves or bare hands. Use tongs or a brush and dustpan.

(3) Place contaminated sharps and infectious wastes in designated containers, i.e. biohazard bags or boxes. Do not allow container to overfill.

(4) The supervisor will make appropriate coordination to properly dispose of these containers.

g. Post-exposure evaluation and follow-up. When the employee incurs an exposure incident, it should be reported to the appropriate director immediately to make available confidential medical evaluation and follow up, including at least the following elements-

(1) Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.

(2) Identification and documentation of the source individual, after consent is obtained.

(3) Collection and testing of blood from the exposed employee or HBV and HIV serological status.

(4) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

(5) Health Counseling.

(6) Evaluation of reported illness.

h. Training. Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. The supervisor will coordinate the training. All affected employees will receive annual refresher training within one year of their previous training. Training shall contain, at a minimum, the following elements:

(1) An accessible copy of the regulatory standard and/or copy of this program and an explanation of its contents.

(2) A general explanation of the epidemiology and symptoms of blood borne diseases.

(3) An explanation of the modes of transmission of blood borne pathogens.

(4) An explanation of the installation or the unit's exposure control plan and the means by which the employee can obtain a copy of the written plan.

(5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

(6) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE.

(7) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.

(8) An explanation of the basis for selection of PPE.

(9) Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and its availability.

(10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

(11) An explanation of the procedure to follow if an exposure incident occurs.

(12) Information on the post-exposure evaluation and follow-up available to the employee following an exposure incident.

(13) An explanation of the signs and labels and/or color coding.

(14) An opportunity for interactive questions and answers with the person conducting the training session.

i. Recordkeeping.

(1) Accurate records for each employee with occupational exposure shall be maintained in strict confidence. These records will be maintained for at least the duration of the employment plus 30 years.

(2) Training records shall be maintained for 3 years from the date on which the training occurred. Training records will include the following information:

(a) The dates of the training sessions.

(b) The names and job titles of all personnel attending the training sessions.

(c) The contents or a summary of the training sessions.

(d) The names and qualifications of persons conducting the training.

Chapter 14

Hazard Reporting

14-1. Employee Hazard Reporting.

a. Follow the procedures for employee reports of hazards located in 29 CFR 1960.28, 29 CFR 1960.46, and DA Pam 385–10.

b. Complete reports under these procedures on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) according to DA Pam 385–10.

c. Submit the report to the appropriate safety office (GSO/CSO), building 518, Tin Barn.

Chapter 15

Hearing Conservation Program

15-1. Purpose. This chapter outlines the scope, policy and procedures to be followed for personnel, who in the performance of their duty, or by occupational series, are routinely exposed to hazardous noise levels as established by the Occupational Safety and Health Administration (OSHA) or personnel who, in the performance of their duties are required to enter hazardous noise areas.

15-2. Policy. All personnel working in or visiting potentially hazardous noise areas must have and wear hearing protectors while in the presence of hazardous noise. Hearing aids will not be worn in hazardous noise environments. Hearing aids do not reduce noise or provide any hearing protection. Personal listening devices such as personal music players are not a form of hearing protection and will not be used in hazardous noise environments. Hearing protectors include earplugs, noise muffs, ear canal caps, noise-attenuating helmets, Tactical Communication and Protective Systems (TCAPS), or a combination of these.

15-3. Procedures.

a. General guidance. Where actual sound-level measurements are not available, personnel shall assume the existence of a hazardous noise level if one or more of the following exists:

- (1) There is difficulty in hearing spoken words in the area.
- (2) Personnel experience ringing in their ears after working in the area.
- (3) Personnel experience a temporary loss of hearing that muffles speech and other sounds after exposure to noise.

b. Supervisors shall:

- (1) Request a noise survey from the CALMED Industrial Hygiene Specialist for workplaces which are inherently a "hazardous noise environment".
- (2) Identify at-risk personnel within their organizations who are routinely exposed to noise levels above the standard threshold which is defined as "hazardous noise levels" above 84 decibels (time weighted average).
- (3) Ensure that hearing protection devices (earplugs or earmuffs, as required) are provided to all members of this command in accordance with DA PAM 40-501 utilizing unit funds, and can be purchase thru GSA website. The wearing of hearing protectors by garrison personnel and visitors shall be enforced during exposure to hazardous noise by all supervisors and leaders.

c. Employees shall:

(1) Select a hearing protector from an approved list unless contraindicated for medical and/or environmental reasons. Hearing protectors are issued at no charge to all personnel working in potentially hazardous noise areas. An earplug carrying case (National Stock Number (NSN) 6515-01-100-1674) must also be provided, at no charge, with each set of preformed earplugs. This case may also be used to carry and protect hand-formed earplugs.

(2) Receive at least one medical hearing evaluation per year, and will attend a hearing conservation briefing annually. When a significant threshold shift is noted, personnel will follow up for further evaluation with an audiologist in accordance with reference.

Chapter 16:
Automatic Emergency Defibrillator (AED) Policy

16-1. Purpose. Provide guidance on responsibilities and the process for requesting approval of AED placement, training and use on the Installation, per AR 40-3 and Title 42, United States Code, section 238q.

16-2. Responsibilities:

a. Garrison and Tenant organizations. Organizational Leaders will submit written requests for AED use to the GSO. Such requests shall include a valid justification statement outlining the requirement and medical necessity for AED placement within the organization building.

b. GSO. Evaluate requests for AED placement and use to ensure that a valid justification is provided for such placement and use. Forward to CALMED for final evaluation and recommendation

c. Commander, California Medical Detachment. Provide final recommendation based on evaluation of the request, ensuring that a valid medical necessity exists for an AED. Return written recommendation to the GSO.

16-3. Authority for Approval. The Garrison Commander has final authority to approve AED placement and use. If the request is approved, an authorization letter will be issued by the Garrison Commander to the Dean/Director/Manager and will outline the requirement for CPR/First Aid and AED training of employees, AED selection, purchase, and maintenance costs. (The costs associated with purchasing maintenance and employee training shall be the responsibility of the organization.)

CHAPTER 17

Vision Conservation and Readiness Program (VCRP)

17-1. Purpose: To promotes optimum vision, optical, and eye health (VOE) readiness of installation personnel.

- a. Vision readiness - ensure personnel have the visual ability required to perform their mission safely and efficiently.
- b. Optical readiness - ensure personnel have the appropriate serviceable optical devices (for example, spectacles, inserts) needed to function safely and effectively.
- c. Eye health readiness - ensure personnel have a current ocular health evaluation. Any conditions that may compromise safety or effectiveness must be addressed.

17-2. Policy: The VCRP promotes a visually safe and healthful working environment; applies to garrison, field training, and deployment; and is implemented and administered using the procedures, principles, and guidance provided in the references. The VCRP consists of three program elements:

- a. Occupational Vision. Ensures Soldiers and Civilian employees have the necessary vision readiness to work safely, efficiently and comfortably by maintaining job series and MOS vision standards and optical readiness.
- b. Eye Safety. Eliminates eye injuries by providing appropriate eye protection equipment, training, education and effective countermeasures against eye hazards.
- c. Environmental Vision. Evaluation and implementation of appropriate control measures to minimize effects of environmental factors which may reduce visual efficiency, safety and /or ocular health. Ensures that sufficient lighting is present in work places. Provides training in the prevention of laser injuries/blindness, and the visual aspects of video display terminals ergonomics.

17-3. Responsibilities:

- a. Supervisors:
 - (1) Ensure all job descriptions include the requirement to use safe practices and appropriate safety equipment.
 - (2) Use the job-vision standards in DA PAM 40-506 as an aid to employee/job selection. Schedule all military and appropriate civilian employees working in eye-hazardous jobs for periodic vision screening in coordination with the VCRP.

(3) Remove an employee from the eye-hazardous work/area if his/her vision does not meet required vision standards until the employee's vision can be brought up to the standards or a waiver is granted.

(4) Ensure employees placed in eye-hazardous jobs have proper eye protection.

(5) Obtain and keep a stock of nonprescription protective eyewear for use by employees and visitors who do not require prescription eyewear. This eyewear must meet the current American National Standards Institute (ANSI) Z87.1 standard.

(6) Ensure prescription safety eyewear is provided in a timely manner.

(7) Appropriate safety goggles worn over civilian glasses may be used temporarily or the worker can be temporarily placed in a non-eye-hazardous work area while prescription safety eyewear is being procured.

(8) Ensure all personnel receive instruction and training in safety practices and in the use and care of the protective eyewear.

(9) Ensure personnel demonstrate knowledge in safety practices and in the use and care of the protective eyewear.

(10) Ensure that all employees participate in the aspects of the VCRP appropriate to their job.

(11) Enforce the proper wear of safety eye protection and practice of safety discipline. Use current Civilian Personnel Laws and Regulations as enforcement tools when needed. Take appropriate action, which may include reassignment or removal from Federal service, for any employee who will not wear required PPE.

(12) Direct all personnel having difficulties or complaints from use of industrial safety eyewear to the occupational health for evaluation and/or resolution of the problem.

(13) Document and report all safety violations and non-compliance with PPE requirements to the garrison safety office.


(14) Remove and replace PPE that becomes unserviceable (for example, scratched/broken lenses or broken frame).

b. Employees:

(1) Participate in the VCRP as it is outlined in this document.

(2) Properly use safe practices, engineering, administrative controls, and PPE. Safe practices include:


- (a) Knowing how to perform assigned work in a safe manner.
- (b) Understanding that industrial safety eyewear complies with current ANSI Z87.1 standard and is marked to indicate compliance with this standard.
- (c) Using appropriate protective eyewear in eye-hazardous areas.
- (d) Keeping protective eyewear clean, properly fitted, and in serviceable condition. This includes having side shields in place if they are issued as part of safety eyewear.
- (3) Undergo training in the principles and practices of first responder if working in an eye-hazardous area.
- (4) Report unsafe practices or eye hazards to the supervisor and/or safety specialist for timely protective intervention.
- (5) Advise supervisor of need for safety eyewear or need for modification of processes or procedures to enhance or ensure eye protection.



GREGORY J. FORD
COL,
Garrison Commander

16 APR 19

Date



GARY M. HAUSMAN
COL,
DLIFLC Commandant

24 Apr 2019

Date

Appendix A: References

Required Publications

USC 238p - Recommendations and guidelines regarding Automated External Defibrillators for Federal buildings

<http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section238p&num=0&edition=prelim>

10 CFR 19 — Notices, Instructions and Reports to Workers: Inspection and Investigations

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part019/>

10 CFR 20 — Standards for Protection Against Radiation

<https://www.nrc.gov/reading-rm/doc-collections/cfr/part019/>

10 CFR 21 — Reporting of Defects and Noncompliance

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part021/>

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

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part030/>

10 CFR 51 — Environmental Protection Regulations for Domestic Licensing

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part051/>

10 CFR 71 — Packaging and Transportation of Radioactive Material

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part071/>

29 CFR 1910 — Occupational Safety and Health Standards for General Industry

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910>

29 CFR 1910.133 – Eye and Face Protection

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.133>

29 CFR 1910 — Safety and Health Regulations for Construction

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926>

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

https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1960

29 CFR 1904 — Recording and Reporting Occupational Injuries and Illness

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904>

49 CFR 173 — Shippers-General Requirements for Shipments and Packaging
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr173_main_02.tpl

DODI 4145.26 — DOD Contractor's Safety Requirements for Ammunition and Explosives
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/414526p.pdf>

DODI 6055.04 — DOD Traffic Safety Program
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605504p.pdf?ver=2018-11-19-123028-643>

DODI 6055.1 — DOD Safety and Occupational Health (SOH) Program
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605501p.pdf?ver=2018-11-19-110543-180>

DODI 6055.12 — Hearing Conservation Program
<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605512p.pdf?ver=2017-10-25-110159-777>

DOD 6055.05 — Occupational and Environmental Health (OEH)
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605505p.pdf?ver=2018-11-19-135224-763>

DODI 6055.07 — Mishap Notification, Investigation, Reporting and Recordkeeping
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605507p.pdf?ver=2018-11-20-081332-067>

DOD 6055.16 — Explosives Safety Management Program
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/605516p.pdf?ver=2018-11-20-120433-347>

ARs, DA pamphlets, and DA forms are available at <http://www.apd.army.mil>.

TRADOC publications and forms are available at
<http://adminpubs.tradoc.army.mil/>

AR 11-34 — The Army Respiratory Protection Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r11_34.pdf

AR 25-400-2 — The Army Records Information Management System (ARIMS)
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r25_400_2.pdf

AR 40-3 - Medical, Dental, and Veterinary Care
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r40_3.pdf

AR 75-1 — Malfunctions Involving Ammunition and Explosives
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/AR75_1Web_FINAL.pdf

AR 190-5 — Motor Vehicle Traffic Supervision
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r190_5.pdf

AR 190-11 — Physical Security of Arms, Ammunition and Explosives
https://armypubs.army.mil/epubs/DR_pubs/DR_b/pdf/web/r190_11.pdf

AR 385-10 — Army Safety Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN2099_AR385-10_Web_FINAL.pdf

AR 420-1 — Army Facilities Management
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r420_1.pdf

AR 600-20 — Army Command Policy
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r600_20.pdf

AR 600-55 — The Army Driver and Operator Standardization Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN1798_AR%20600-55_WEB_FINAL.pdf

AR 608-10 — Child Development Services
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN3218_AR608-10_Web_FINAL.pdf

AR 690-950 — Career Management
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/AR690-950_Web_FINAL.pdf

ATP 5-19 — Risk Management
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/atp5_19.pdf

DA Pam 40-21 — Ergonomics Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN9407_DAPAM_40-21_FINAL.pdf

DA Pam 40-501 — Army Hearing Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p40_501.pdf

DA Pam 40-503 — Army Industrial Hygiene Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p40_503.pdf

DA Pam 40-506 — The Army Vision Conservation and Readiness Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p40_506.pdf

DA Pam 385-10 — Army Safety Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_10.pdf

DA Pam 385-16 — System Safety Management Guide
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_16.pdf

DA Pam 385-24 — The Army Radiation Safety Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_24.pdf

DA Pam 385-25 — Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_25.pdf

DA Pam 385-24 — The Army Electrical Safety Program
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_26.pdf

DA Pam 385-30 — Risk Management
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_30.pdf

DA Pam 385-40 — Army Accident Investigations and Reporting
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_40.pdf

https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p385_64.pdf

EM 385-1-1 — Army Corps of Engineers Safety and Health Requirements Manual
<https://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM385-1-1.pdf>

MIL-STD-882D — DoD Standard Practice For System Safety

TB Med 522 — Control of Health Hazards from Protective Material Used in Self-Luminous Devices
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/tbmed522.pdf

TB Med 525 — Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/tbmed525.pdf

TRADOC Pamphlet 385-1 — The TRADOC Model Safety Program and Self-Assessment Guide
<http://adminpubs.tradoc.army.mil/pamphlets/TP385-1.pdf>

TRADOC Regulation 385-2 — U.S. Army Training and Doctrine Command Safety Program
<http://adminpubs.tradoc.army.mil/regulations/TR385-2.pdf>

Appendix B: Glossary

ADSO	additional duty safety officer (military)
AE	ammunition and explosives
ALARA	as low as reasonably achievable
AR	Army Regulation
ARA	Army radiation authorization
ARIMS	Army Records Information Management System
ARP	Army radiation permit
ATP	Army Techniques Publication
ATSTP	Army Traffic Safety Training Program
CDSO	collateral duty safety officer (civilian)
CFR	Code of Federal Regulations
CSO	command safety office
CG	commanding general
CLS	Common Levels of Support
COR	contracting officer representative
COTS	commercial off-the-shelf
CP	career program
DA	Department of the Army
DFARs	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation

DLIFLC	Defense Language Institute Foreign Language Center
DPW	Department of Public Works
ERC	emergency response coordinator
FAR	Federal Acquisition Regulations
FD	fire department
FECA	Federal Employees Compensation Act
GSO	garrison safety office
DFMWR	Directorate of Family, Morale, Welfare and Recreation
HAZCOM	hazard communication
HAZMAT	hazardous materials
ICPA	injury compensation program administrator
IAW	in accordance with
IH	industrial hygiene
ISO	Installation Safety Office
IRPD	installation respiratory protection director
IMCOM	Installation Management Command
JHA	job hazard analysis
LRC	Logistics Readiness Center
MICC	Mission Installation Contracting Command
MILCON	military construction
NRC	Nuclear Regulatory Commission
OHN	Occupational Health Nurse
OSHA	Occupational Safety and Health Administration

PAM	pamphlet
PD	police department
PMV	private motor vehicle
POM	Presidio of Monterey
PPE	personal protective equipment
RAC	risk assessment code
RAM	radioactive material
RPS	respiratory protection specialist
RM	risk management
RSSO	Radiation Safety Staff Officer
SASOHI	Standard Army Safety and Occupational Health Inspections
SDS	safety data sheet
SOH	safety and occupational health
SOHAC	Safety and Occupational Health Advisory Council
SOP	standard operating procedure
SSP	strategic safety plan
TB	technical bulletin
TB MED	technical bulletin medical
TRADOC	U.S. Army Training and Doctrine Command
USACRC	United States Army Combat Readiness Center

Appendix C: Forms

The following forms are available on Army Publishing Directorate at <https://armypubs.army.mil/> unless otherwise stated.

DA Form 285-ab — U.S. Army Abbreviated Ground Accident Report
https://armypubs.army.mil/pub/eforms/DR_a/pdf/ARN8341_A285_AB%20FINAL.pdf

DA Form 2028 — Recommended Changes to Publications and Blank Forms
https://armypubs.army.mil/pub/eforms/DR_a/pdf/ARN2017_a2028_FINAL.pdf

DA Form 2806, Physical Security Survey Report
https://armypubs.army.mil/pub/eforms/DR_a/pdf/DA%20FORM%202806.pdf

DA Form 4604, Security Construction Statement
https://armypubs.army.mil/pub/eforms/DR_a/pdf/DA%20FORM%204604.pdf

DA Form 4753 — Notice of Unsafe or Unhealthful Working Condition
https://armypubs.army.mil/pub/eforms/DR_a/pdf/A4753.pdf

DA Form 4754 — Violation Inventory Log
https://armypubs.army.mil/pub/eforms/DR_a/pdf/A4754.pdf

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions
https://armypubs.army.mil/pub/eforms/DR_a/pdf/A4755.pdf

DA Form 4756 — Installation Hazard Abatement Plan
https://armypubs.army.mil/pub/eforms/DR_a/pdf/A4756.pdf

DD Form 2977 — Deliberate Risk Assessment Worksheet
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2977.pdf>

NRC Form 3 — Notice to Employees (available in Pam 385-24)

NRC Form 314 — Certificate of Disposition of Materials (available in PAM 385-24)

OSHA Form 300 — OSHA Injury and Illness Log (www.osha.gov)

OSHA Form 300-A - Summary of Work-Related Injuries and Illnesses (www.osha.gov)

OSHA Form 301 — Injuries and Illnesses Incident Report (www.osha.gov)

Appendix D: DLIFLC Statement for Motorcycle Operator Responsibilities

Statement of Motorcycle (MC) Operator Responsibilities

1. I am a Soldier in the U.S. Army or military Service Member from another service or country assigned to a TRADOC organization. I have identified myself as a potential motorcycle rider (current or future). I understand my responsibility as an operator of a motorcycle is to ride in a safe manner and in accordance with the provisions of local laws, DOD and Army regulations, directives, and local policies.
2. **I understand that before I operate a motorcycle** (either street or off-road) on or off a DOD installation and on or off-duty, I will be appropriately licensed (except when not required by the status of Forces Agreement or local laws) and, for motorcycles only, will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course prior to operating a motorcycle, comply with the *"Progressive Motorcycle Program,"* in accordance with AR 385-10, paragraph 11-9 b., and comply with the PPE requirements *"Motorcycle and all-terrain vehicle rider protection,"* stated in accordance with AR 385-10, paragraph 11-9 d.
3. **As an operator of a government and/or privately owned motorcycle** (either street or off-road versions) I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE. I am aware that the minimum PPE requirements in accordance with AR 385-10, and a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it).
4. **Local, State, and Installation:** I understand the local and installation motorcycle requirements include carrying the Army approved course MSF card, proof of insurance, and registration during operation. If carrying a passenger, the passenger will wear the proper PPE in accordance with 385-10 reference above. The motorcycle will be equipped with a passenger seat and foot rests. My motorcycle will have two mirrors (one on each side) while in operation. I will submit proof of licensing, insurance, and training to my commander prior to initial operation of my motorcycle.
5. **Caution and hazards:** I fully understand my responsibility to comply with all the requirements for motorcycle operations and these requirements apply to me on and off-duty, on or off post. I will never ride while under the influence of drugs or alcohol. I will avoid riding at an excessive speed. I will be extra cautious while riding over difficult terrain.
6. **DLIFLC's goal** is to ensure that I am fully aware of the hazards and risks associated with motorcycle operations and that I fully and freely accept the responsibility for operating in accordance with the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

Print Name _____

Unit _____

Signature _____

Signature of Cdr, 1SG, or Supervisor & Date _____