Headquarters
US Army Garrison Ft Stewart/
Hunter Army Airfield
SOP 385-10

Safety

The Garrison Safety Program

Headquarters
USAG FS/HAAF
FT Stewart Georgia 31314
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US Army Garrison
Ft Stewart/Hunter Army Airfield, GA

***Headquarters USAG FS/HAAF**
Standing Operating Procedures 385-10

Safety

The Garrison Safety Program

Approved by:

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History. This is an overall update/re-write of the USAG FS/HAAF Safety program, previous versions are obsolete. This SOP is developed to cover the overarching Garrison Safety Program and emphasize the execution of major subordinate areas of the program. Radiation, Laser and Radiofrequency Safety SOP 385-24 and the Explosives Safety Management Program SOP 385-64 are to be applied in unison with this SOP.

Summary. The objective of the USAG FS/HAAF Safety Program is to support the overall mission of USAG FS/HAAF through an aggressive Mishap prevention effort that strives to minimize accidental manpower and monetary losses, thus providing more efficient advancement of the capabilities and effectiveness of USAG FS/HAAF and the Department of the Army.

Applicability. This procedure is applicable to all areas and personnel assigned or employed by USAG FS/HAAF, unless otherwise stated. Commanders, Directors and Staff are accountable for safety within their areas of responsibility as outlined in this SOP.

Suggest Improvements. The proponent agency of this SOP is the Safety Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to the Commander, USAG FS/HAAF, ATTN: AMIM-SHG-SO, FT Stewart GA 31314. The USAG Safety Manager is tasked with and has the authority to update, change and interpret this SOP as required.

Distribution. This SOP is available in electronic media only. It may be obtained from the Garrison Safety Office Web page: (https://home.army.mil/stewart/index.php/about/Garrison/garrison-staff-offices/safety-office) It is the responsibility of the user to ensure they are working with the most current procedure.

PERIODIC REVIEWS

Contents

Appendixes

Chapter 1
Introduction

1-1. Purpose

This SOP establishes the USAG FS/HAAF Safety Program. It assigns responsibilities and prescribes policies and procedures for implementing and managing the program throughout USAG FS/HAAF. It provides Garrison-specific requirements to supplement the IMCOM, Army Material Command (AMC) and Army Safety Program responsibilities. The objectives of this SOP is to assist Garrison leadership, Military and Civilian, in protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture.

1-2. Scope

The foundation of the Garrison Safety Program rests on the principles of the Army's Safety and Occupational Health Management System (ASOHMS). These principles include the key elements of engaged and enthusiastic leadership, employee participation/buy-in, timely and thorough Mishap investigations, training, workplace inspections, hazard analysis with associated countermeasures and the drive to provide overall protection for health and organizational readiness.

1-3. References

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

1-4. Abbreviations, Acronyms and Definitions

Abbreviations, Acronyms and Definitions used in this SOP are explained in Appendix A, section I.

1-5. Records Management

Records created as a result of processes prescribed by this SOP will be identified, maintained, and disposed of according to AR 25-400-2 The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). Record titles and descriptions are available on the ARIMS website: https://www.arims.army.mil.

Chapter 2
Safety Program Management

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

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

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

(1) The Commander or representative reviews and approves the CASP on a semiannual basis.

(2) Garrison Safety Manager (GSM) will base the CASP on Tables J1, J2, and J3 of DA Pam 385-10. The level of core functions and program elements for implementation may vary and be tailored to Garrison needs.

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

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

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

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

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

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

d. Responsibilities

(1) The GC will:

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

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

(2) The GSM will:

(a) Develop and implement/execute the CASP.

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

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

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

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

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

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

2-2. Reporting and Evaluation

a. Installation Status Report (ISR) overview.

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

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

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

(4) Garrisons will prioritize services based on Public Law, SOFA agreements, Army Regulation, SC guidance, GASA/CM guidance, resources, budget, and staffing.

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

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

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

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

(1) Common Core,

(2) Organizational Processes,

(3) Organizational Climate

(4) Resources

(5) Supervision

(6) Safety Program

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

c. The Garrison Commander is required to conduct an eARAP within 90 days of assignment to USAG FS/HAAF.

d. The Garrison Commander shall use and review eARAP survey results to drive continuous improvement.

2-4. Councils and Committees

a. Garrison Safety and Occupational Health Advisory Councils (SOHAC):

(1) Garrison Commander will establish and chair a Command SOHAC.

(2) Members will include the following:

(a) Garrison Commander (Chairman)

(b) Deputy to the Commander (Vice-Chairman)

(c) HAAF Garrison Commander

(d) HAAF Deputy to the Commander

(e) Command Sergeant Major(s)

(f) Director Emergency Services

(g) Director for DPTMS

(h) Director for DPW

(i) Director for DFMWR

(j) Director of Human Resources

(k) Army Community Services

(l) Tenant Units/ Organizations as directed by the Garrison Commander

(3) Commander's SOHAC will meet a minimum of two times per year or quarterly at the Commander's discretion.

(4) Directorates will brief their safety stats to Garrison Commander.

(5) Other topics that should be discussed include, but are not limited to:

(a) Mishap trends by Directorate

(b) Mitigation plans/programs by Directorate

(c) Compliance Status by Directorate

(d) Best practices by Directorate

(e) Challenges and areas of emphasis by Directorate

(f) Unit Safety Officer reports

b. Employee Safety Committee

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

c. Installation (SC's) SOHAC

(1) The Garrison Commander or representative will participate in the SC's Installation SOHAC

2-5. Standards and Procedures

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

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

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

d. The Garrison Commander's policy on RM is outlined in Policy Letter #19. No one inside the Garrison is authorized to accept risk above the "Medium" level. All "Medium" DRAWs can only be approved by an O-5 Commander or Director/ Manager in the grade of GS-13 through 15.

Chapter 3

Safety Program Responsibilities

3-1. The Garrison Commander will:

a. Oversee the implementation of the Garrison Safety Program and incorporate functions defined in Table 1-1 AR 385-10 (Army Safety Program).

b. Ensure the Garrison Safety Program is adequately funded to meet program requirements.

c. Support the implementation of the Army/Garrison Safety Occupational Health Management System (A/GSOHMS).

d. Incorporate Mishap prevention performance standards in rating elements for military and civilian subordinates.

e. Ensure Class A, B, C, D and E Mishaps involving Garrison personnel (Appropriated Funds personnel, Non-Appropriated fund personnel, and USAG Soldiers) or equipment are reported IAW with Command requirements and processed using "ASMIS 2.0" which is available at https://safety.army.mil.

f. Provide a Mishap briefing to the Installation Management Command (IMCOM) or Senior Command, on a Class A Mishap and other Mishaps involving Garrison personnel, operations or facilities as directed by HQ IMCOM.

g. Ensure workplace Mishaps involving Garrison personnel, operations, or facilities are reported to the Garrison Safety Office for investigation and follow-up.

h. Implement a Safety Action Plan to correct identified deficiencies.

i. Chair the Garrison Safety and Occupational Health Advisory Council (SOHAC)

j. Serve as the chair of the Garrison Radiation Safety Committee or appoint a designee.

k. Promote Garrison safety by ensuring:

(1) Coordination with the Garrison Safety Manager for integration of Army, IMCOM, and applicable safety requirements into all operations, including contractor operations.

(2) Review of proposed purchases of hazardous materials or personal protective equipment (PPE) by Garrison Safety personnel or trained and qualified additional duty (military) or collateral duty (civilian) safety personnel.

(3) Integrate Risk Management (RM) into all Garrison activities.

(4) Identify and monitor local traffic safety hazards and development of countermeasures to ensure safe operation of tactical and non-tactical vehicles on roads, ranges, and training areas.

(5) Conduct a systematic review of after-action, accident-investigation, and near-miss reports and publication of lessons learned.

(6) Submit nominations for safety awards for outstanding individuals and units according to Chapter 8, AR 385-10 and DA Pam 385-10 (Army Safety Program). Award packets will be submitted to higher headquarters NLT 30 Nov each year.

l. Ensure the following Garrison worker's compensation functions are effectively implemented:

(1) Advice to employees of rights and responsibilities under the Injury Compensation Program. Compensation claim forms will be made available for employees.

(2) Restructure positions for employees who have been permanently or partially disabled because of a job-related injury or illness. The reasonable accommodation provisions of 29 CFR 1614.203 (Federal Sector Equal Employment Opportunity) apply to the Injury Compensation Program.

m. Ensure coordination of safety participation with the local Medical Activities or other designated support organizations in the following occupational health functions and programs:

(1) Ergonomics, Hearing Conservation, or Industrial Hygiene Programs.

(2) Integration of cross-functional processes between the Garrison Safety Office, Industrial Hygiene, and Worker's Compensation Programs.

n. Execute core programs within the Sustainable Range Program (SRP) AR 350-19.

3-2. Garrison Safety Manager will:

a. Advise the Garrison Commander on technical safety issues.

b. Assist the Garrison staff and tenant activities as required.

c. Manage the Garrison Safety Program. Collect and brief an overall safety metrics to the command including goals, milestones, and trends as a function of safety performance. Monitor compliance and track renewal, changes or updates to the Army and IMCOM Safety Programs.

d. Plan, develop, and submit a budget for the Garrison Safety Program in support of the IMCOM Common Levels of Support/Performance Action Review for safety.

e. Train Garrison managers, supervisors, additional or collateral duty safety officers and workers on practical applications of the Army, IMCOM and Garrison Safety Programs in accordance with 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 workers.

h. Advise contracting officers and civilian personnel of the integration of Safety and Occupational Health requirements into contracts. Review contracts as applicable.

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

j. Implement, manage, review, and improve applicable Mishap Prevention Programs for Garrison personnel.

k. Manage the Army Traffic Safety Training Program (ATSTP), including motorcycle safety rider courses, in coordination with IMCOM Headquarters and the Combat Readiness/Safety Center.

l. Facilitate the Garrison SOHAC.

m. Coordinate with the Garrison compensation program administrator and provide assistance regarding Worker's Compensation Program issues.

n. Design, implement, and evaluate a safety inspection program for Garrison facilities, operations, and personnel.

o. Ensure that all Army Mishaps are reported via ASMIS 2.0 (https://safety.army.mil) and review and investigate Mishap reports submitted by supervisors IAW Chapter 3, AR 385-10 (Army Safety Program) and DA Pam 385-40 (Army Accident Investigations and Reporting). Ensure reports are accurate and complete. Analyze Mishap data to identify trends and develop recommendations for countermeasures.

p. Evaluate the effectiveness of safety training for Garrison personnel.

q. Train, monitor, and professionally develop additional duty Safety Officers and collateral duty Civilian personnel.

r. Oversee the Army Radiation Safety Program, IAW DA Pam 385-24 and AR 385-10, Chapter 7, to ensure proper procurement, licensing, receipt, inventory, maintenance, and/or disposal of radiation-

producing sources or equipment as applicable.

s. Manage the Garrison Workplace Safety Program.

t. Coordinate with the Directorate of Plans, Training, Mobilization and Security (DPTMS), Airfield Safety Specialist assigned to airfield activities.

u. Coordinate safety support related to range facilities including design, maintenance, and compatibility.

v. Review, staff, coordinate, and recommend concurrence for the following requests to be forwarded through the Region Safety Manager and HQs, IMCOM Safety Office for endorsement or approval:

(1) Deviations and exemptions to Garrison workplace, explosives, and explosive site plans.

(2) Deviations to range safety standards required by AR 385-63 (Range Safety) and DA Pam 385-63 (Range Safety).

w. Prepare, review, recommend for approval, and ensure compliance, for explosive storage licenses, subject to command limitations.

x. Review military construction (MILCON) and other construction projects, maintenance, repair projects, Garrison service, and procurement contracts.

y. Assist with the preparation and submission of explosive site plans and unexploded ordnance, chemical agent, and biological material remediation programs, as applicable.

3-3. Garrison Supervisors will:

a. Implement the Army and Garrison Safety Occupational Health Management Program.

b. Ensure employees follow Safety and Occupational Health rules, regulations and this SOP, to include the use of personal protective clothing and equipment.

c. Implement and provide feedback on Safety Standing Operating Procedures, Training, and PPE requirements prior to performing work.

d. Review and document job hazard analyses for work operations performed by assigned Garrison employees.

e. Use the GSO Mishap Data Sheet (Appendix A) and ASMIS 2.0 to report Army Mishaps. ASMIS 2.0 is available on the US Army Combat Readiness Center Website at https://safety.army.mil. The Garrison Safety Office will serve as reviewer for Mishap reports and assist supervisors in the proper use of the reporting tools.

f. Report injuries and illnesses according to subpart I, 29 CFR 1960 (Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters); Department of Defense Instruction 6055.07 (DODI), (Accident Investigation, Reporting and Recordkeeping); AR 385-10; and DA Pam 385-40.

g. Evaluate and take actions to correct hazards reported by employees.

h. Support the Mishap Investigation Program. All Mishaps will be reported via the GSO Mishap Data Sheet and ASMIS 2.0.

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

3-4. Soldiers and Civilians will:

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

b. Participate in their Command's SOH Management System.

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

3-5. Contracting Officers and Contractors will:

a. Comply with OSHA standards and Federal, State, D0D1 Army, and local SOH requirements.

b. Ensure the contract safety requirements of Chapter 4, AR 385-10 are included in the following:

(1) Service and supply contracts

(2) Construction contracts

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

(4) Biological research, development, test, and evaluation facilities construction, work, and services

(5) Radiographic facilities construction, work, and services

c. Coordinate with the Safety Manager for the contractor or activity to evaluate and ensure contractor compliance with the Safety and Occupational Health requirements in contracts.

d. Notify contractors verbally, requesting corrective action, when noncompliance of requirements or conditions poses serious or imminent danger to the individual's health or safety. Notify contractors in writing if problem persists.

e. Appoint quality assurance representative points of contact (POCs) at Garrison or appropriate levels to execute safety responsibilities.

Chapter 4

Mishap Investigation and Reporting

4-1. Overview

a. This chapter provides Garrison guidance for initial notification, investigating, and reporting of Army Mishaps involving IMCOM personnel and/or equipment.

b. IMCOM policy is to investigate and report all accidents and mishaps to prevent like occurrences. All accidents will be investigated, reported, and analyzed according to the requirements of this SOP, AR 385-10, DA Pam 385-40, and U.S. Army Combat Readiness Center (USACRC) guidelines.

4-2. Responsibilities

a. Garrison Commanders:

(1) For this SOP, "accident/ Mishap" is defined as an incident that either causes Injury or Occupational Illness to on duty personnel, a workers' compensation report to be filed and/or results in damage to Army property.

(2) Ensure that all Garrison Mishaps are investigated IAW AR 385-10 and DA Pam 385-40 and, if required, reported via the USACRC's reporting program and recorded on applicable federal OSHA Logs/Forms.

(3) Ensure root cause analysis is completed to effectively abate hazards with appropriate corrective actions.

(4) Ensure that the HQ IMCOM is informed of all Class A and B Mishaps.

b. First-line supervisor of the injured/ill employee:

(1) Promptly notifies GSO of Mishaps and near misses within 8 hours of the occurrence or discovery.

(2) Initiates the Mishap reporting and investigation process.

(3) Ensures personnel understand importance of reporting to guarantee proper recordkeeping and that mishap data is used to eliminate future occurrences.

(4) Develop control measures to prevent future injuries.

c. Garrison Safety Manager:

(1) Ensures that the investigation and the associated mitigation plan is completed.

(2) Ensures that lessons learned and positive and negative trends are communicated to appropriate audiences.

(3) Implements program to train Garrison employees in Mishap reporting/investigation.

(4) Ensures that Mishap investigations use the "ASMIS 2.0" submission process.

(5) Ensures that the Initial Notification of Class A or B Accidents IAW DA Pam 385-40 is followed.

(6) Notifies the Commander when a Class A or B accident involving Garrison personnel, property or contractors occurs.

d. Employees:

(1) Report work related injuries and illnesses to their supervisor as soon as possible.

(2) Cooperate with accident investigation process.

Chapter 5

Contracting Safety

5-1. Policy: This chapter prescribes IMCOM policy and Garrison guidance for integrating safety into the contracting process.

a. AR 385-10, DA Pam 385-10, and USACRC Contract Safety Handbook contain technical requirements and processes for contract safety management, oversight, and control processes.

b. Contractors will comply with Federal, State and local safety standards.

c. Contracts will require contractors to provide a work site accident/Mishap prevention plan to the Garrison Safety Office prior to the start of work.

d. Contracts will require contractors to comply with 32 CFR Part 655 requiring Army radiation permits (DA FORM 3337) for use, storage, and possession of radiation sources on Army installations.

5-2. Responsibilities

a. Garrison Commanders/ Activity Managers:

(1) Ensure contractor safety programs comply with federal, state and local standards.

(2) Ensure that RM is used when purchasing materials, equipment, or implementing new processes to determine impact on SOH.

(3) Ensure standards established by the Department of Labor (DOL) Section 6 and 19 of Public Law 91-596 and the OSH Act of 1970 are adopted and implemented.

(4) Ensures the Corps of Engineer policy EM 385- 1- 1 (U.S. Army Corps of Engineers Safety and Health Requirements Manual) and 29 CFR 1926 (Safety and Health Regulations for Construction) are applied where applicable.

(5) Ensure contractors maintain effective safety and health programs.

(6) Ensure contractors report their TCIR and DART rates annually or as required by terms of contract through COR.

(7) Ensure the COR conduct inspections or reviews reports to verify contractors are identifying, tracking, and abating or controlling hazards in their work areas.

b. Contracting officer representatives (CORs):

(1) As applicable, ensure contractors working with ammunition and explosives (AE) comply with the DoD 4145.26-M (DoD Contractor's Safety Manual For A&E), AR 385-10, AR 700-28, DA Pam 385-64, and local requirements.

(2) As applicable, ensure contractor complies with the appropriate Explosives Safety Management Program (ESMP).

(3) Inform contractors of potential hazards associated with worksite (i.e. asbestos, UXO, etc. ...).

(4) Ensure contractors executing USAG IMCOM contracts comply with their accident/Mishap
Prevention safety plan.

(5) Ensure contractors comply with OSHA standards.

c. IMCOM enterprise level contracts will be reviewed by the IMCOM Safety Director.

d. The Garrison Safety Office (GSO) reviews Garrison contracts (APF and NAF) to ensure inclusion of safety requirements.

Chapter 6

Explosives Safety Management

6-1. Explosives Safety. Explosives safety requirements are found in DESR 6055.9, AR 385-10 Chapter 5, AR 385-63, DA PAM 385-30, DA PAM 385-63, and DA Pam 385-64.

6-2. Responsibilities

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

b. The SC Safety Director and Garrison Safety Manager establishes and manages requirements for their Individual AE safety program.

c. Garrison Commander establishes a comprehensive, written ESMP that supports the Senior Commander's ESMP. ***The Garrison ESMP is located in USAG FS/HAAF SOP 385-64.*** It expands on the content of this chapter.

d. The Garrison Commander:

(1) Approves Garrison explosive DARADs involving low risk levels.

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

(3) Approves AE storage.

(4) Approves Ammo storage licenses (can be approved by Commander's representative IAW DA Pam 385-64, 5-2). The Garrison Safety Manager serves as the Garrison Commander’s representative for storage licenses

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

e. The GSO with an Explosives Safety Mission will:

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

(2) Review and staff explosives license requests.

(3) Monitor Garrison operations involving AE.

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

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

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

(7) Assist in developing, coordinating, and submitting ESSPs.

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

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

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

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

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

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

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

Chapter 7

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

7-1. Water, Public, Family, Off-Duty, Recreational, and Seasonal Safety

a. Overview

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

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

b. Responsibilities

(1) The Garrison Commander:

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

(b) Ensure the development and implementation of local guidance and procedures for the

safety of personnel using indoor and outdoor swimming pools and natural swimming areas or beaches. Local guidance will include the safety requirements contained in AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities).

(c) Approves risk assessments developed by FMWR for children and teen installation activities.

(2) Garrison Safety Office:

(a) Ensure the implementation of AR 215-1, AR 385-10, and TB MED 575 requirements.

(b) Review/approve safety procedures developed by DFMWR for personnel using FMWR facilities.

(c) Provide special attention to swimming pools and natural swimming areas or beaches as required. Local regulations will include the safety requirements contained in AR 215-1. Assist in performing a pre-season risk analysis to assess the specific risks associated with beaches/lake areas and assist FMWR in identifying countermeasures to reduce risks to acceptable levels. Provide an initial and annual safety inspection of pools and natural swimming areas before the season opening.

(d) Review FMWR sports policies to ensure safety considerations developed.

(e) Develop seasonal safety campaigns that support SC and Army safety efforts, if required.

(f) Assist in the development of safety processes and procedures used in all FMWR shops, including automotive, crafts, wood, framing, food service, etc...

(g) Ensure policies and procedures associated with recreational boating safety are included in local MWR policy.

7-2. Child and Youth School Service (CYSS) Safety

a. CYSS offers a unique and challenging aspect to safety. This chapter provides instructions on safety inspections of child and youth facilities.

b. Inspections

(1) Each CYS facility will be inspected in accordance with AR 608-10, 2-32.

(2) Playgrounds will be inspected (based on frequency of use) by a certified inspector (National Program for Playground Safety) or a Certified Playground Safety Inspector (CPSI).

(3) Family Child Care (FCC) homes will be inspected IAW AR 385-10, 6-12.

c. The Garrison Safety Office will:

(1) Conduct the required CYS inspections (3 per year).

(2) Maintain inspection records in accordance with this SOP.

(3) Assist CYS in assessing accidents involving children.

(4) Provide workplace specific training for USO at each CYS facility.

Chapter 8

Radiation, Laser and Radio Frequency Safety Management

8-1. General

a. AR 385-10 lists all radiation safety responsibilities for Commanders/Managers and Garrison Radiation Safety Officers (RSOs).

b. The HQ IMCOM health physicist is a source for guidance on Federal, DOD and Army radiation safety policies and procedures. The physicist will also provide the required Garrison RSO annual refresher training to Garrison RSOs and Garrison Alternate RSOs.

c. The Garrison Radiation Safety Program is inclusive of Laser and Radio Frequency Safety requirements. The Garrison's Program is outlined in the USAG FS/HAAF SOP 385-24, The Garrison Radiation and Laser/Radiofrequency Safety Program.

Chapter 9

Safety Awards Program

9-1. Overview:

Safety awards enhance operations and improve safety awareness by recognizing and promoting individual and organizational safety successes. Intent: To recognize Directorates, Sections and individuals for outstanding safety performance. Award nomination and submission will be in accordance with AR 385-10, Chapter 8.

9-2. Responsibilities

a. Garrison Commanders:

(1) The Garrison will develop safety awards at the local level to readily recognize individual and Garrison safety accomplishments.

(2) Self-nominate their USAG, IAW AR 385-10, Chapter 8, for Army Safety Awards.

(3) Evaluate individual safety efforts and submit for Army-level safety award.

b. The Garrison will submit recommendations for Department of the Army Safety Awards IAW DA Pam 385-10 through HQ, IMCOM for review and/or endorsement to the approving authority.

Chapter 10

System Safety

10-1. Overview

a. The requirements of system safety are described in chapter 9, AR 385-10 and DA Pam 385-16 (System Safety Management Guide. No program can be effective without aggressive pursuit of safety as a program goal, nor can it be effective without the active support of those involved.

b. This chapter prescribes policies and procedures to ensure hazards in IMCOM / Garrison systems and facilities are identified and the risks associated with these hazards are properly mitigated. It applies to all Garrison materiel systems, facilities, and equipment.

10-2. System Safety Management Plan

a. The Garrison plan establishes management policies, objectives, and responsibilities for execution of a system safety program for the life cycle of a Garrison system. It includes procedures for hazard identification, tracking, and elimination and it defines the decision authority for hazard action/inaction and residual risk acceptance. Elements of this plan are documented and required to be executed throughout this SOP.

b. Garrison personnel will take the following actions to implement system safety:

(1) Managers and Garrison Safety will apply the criteria and procedures contained in DA Pam 385-16 and DA Pam 385-30 for the assessment and acceptance of facilities and related systems.

(2) Managers and supervisors will coordinate with the Garrison Safety Office for a SOH review prior to the purchase of COTS items such as PPE and hazardous materials.

Chapter 11

Safety Training

11-1. Overview: All IMCOM/Garrison personnel will complete Army and OSHA safety training according to their job requirements.

11-2. Responsibilities

a. The GASA/CM shall ensure that:

(1) Employees are properly trained to execute their job and provided/use appropriate PPE for known and suspected hazards.

(2) Garrison personnel are trained in local emergency preparedness.

(3) A written Emergency Action Plan (EAP) is developed and located where all personnel have access.

(4) Supervisors and managers are trained to recognize hazards and understand their responsibilities.

(5) The Garrison formally identifies hazards within the workplace and develop related hazard control programs as required by regulatory guidance.

(6) Employees understand the fundamentals of SOHMS and each individual's responsibility in the system.

(7) SOH training is incorporated into planning, scheduling, resourcing, and records management processes.

(8) First-aid supplies are provided in all work areas and an adequate amount of personnel are trained as first aid responders.

b. Supervisors shall ensure that:

(1) Employees understand job safety requirements.

(2) Employee safety training is tracked and copies maintained in Section/Directorate and reported to the Garrison Safety Office.

(3) Employees are provided time and support to complete required safety training.

(4) Supply managers are properly trained in hazard communication standards.

(5) Personnel understand and use hazard controls (RM) or specific tasks such as OSHA's Hierarchy of Controls (Engineering, Administrative, Work Practices, and PPE) to control hazards.

c. The Garrison Safety Office will support safety training across the Garrison.

11-3. Required Training

a. Garrison Military and Civilian personnel require safety training. The table below provides a list of common, required safety training.

b. Specialized training (hazard communication, forklift, confined space, blood-borne pathogen, PPE, occupational noise, etc.) is required for those individuals who work with, near, or have occupational exposure to specific hazards.

c. The Garrison Commander will ensure that SOH personnel are appropriately trained and/or certified in order to accomplish their mission and that there is a process to evaluate safety training to ensure delivery by a competent person and provides the relevant content related to the training requirements.

Course Name	Who	Requirement and Time Period
Leader's Safety and Occupational Health Course (LSC)	Commander, CSM, Deputy Garrison Commander	Course is a pre-requisite to the Pre-Command Course for Military.
Risk Management Civilian Basic Course	All IMCOM Civilians	Completed w/in 30 days of assignment. Course 2G-F104-DL
Risk Management Basic Course	All IMCOM Military	Completed w/in 30 days of assignment. Course 2G-F97_DL
Safety Committee Member's Course	All S&OH Advisory Council Members	Prior to assuming safety-related responsibilities
Employee's Safety Course	All IMCOM employees	Completed within first 30 days of assignment/employment
LSC	All IMCOM supervisors	Completed within first 30 days of assumption of duties/promotion
LSC	All IMCOM managers	Completed prior to assumption of duties.
USO Course	All IMCOM USO	Within 30 days of being appointed.
Garrison Radiation Safety Officer Course	Garrison RSO	Prior to assumption of duties
Ergonomics and Safe Lifting	All IMCOM employees	Upon initial hire and annually thereafter.
Accident Reporting	All IMCOM employees	Upon initial hire
Job Specific Hazards	If the position has inherent, identified hazards, provide specific training.	Upon initial hire

Chapter 12

Motor Vehicle Accident Prevention

12-1. Overview

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

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

12-2. Responsibilities

a. Garrison Commanders will:

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

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

b. Garrison Safety Office:

(1) Technical Monitor(s) from the Safety Office oversees the local Army Traffic Safety Training Program (ATSTP) contract implementation and will use the ATSTP Registration System at https://airs.lmi.org/Home.aspx to schedule and maintain records of IMCOM-sponsored traffic safety training.

(2) Garrison Safety Office will monitor road-related safety hazards in containment areas and on ranges and training areas. Safety personnel will recommend appropriate countermeasures (maintenance, engineering changes, and signage) to the Garrison Commander when hazards are identified

(3) Coordinate will be made with the Garrison provost marshal to prescribe local procedures for the safe operation of motor vehicles. Garrison officials and Safety, in conjunction with mission/tenant safety, will develop local SOPs defining training requirements and operational restrictions on Garrison roadways.

12-3. Licensing

a. Only properly licensed personnel will operate IMCOM/Garrison AMVs.

b. Commanders/Supervisors/Managers will

(1) Ensure supervisors conduct annual check rides IAW AR 600-55.

(2) Establish licensing program for special equipment including material handling equipment, lawn care equipment, and other specialty equipment.

Chapter 13

Additional Duty Safety Officer (ADSO) and/or Collateral Duty Safety Officer (CDSO) (Titles subject to be changed to Unit Safety Officer (USO))

13-1. Program Overview

a. ADSOs/CDSOs/USOs are trusted employees who are assigned safety duties to support the Safety Program within their directorates/staff sections. The Garrison has developed a Safety Officer training program to be scheduled and executed by the Garrison Safety Office.

b. The selected ADSO/CDSO/USO should be a conscientious and experienced individual.

c. The Commander/Director must appoint the selected individual in writing. (See the GSO for assistance).

13-2. Training Requirements

a. The on-line USO training in accordance with AR-385-10, Chapter 10-8.

b. Job/workplace-specific training.

c. An inspection with a Garrison Safety Specialist.

d. Supplemental training through the GSO appropriate to the workplace hazards

associated with the workplace(s) to be inspected.

13-3. Responsibilities

a. Commanders/Directors will:

(1) Ensure that the USO has at least one year of retainability, is of the appropriate grade (IAW DA Pam 385-10), and provided the time and resources to complete training.

(2) Ensure that personnel with SOH responsibilities are adequately trained to perform their respective tasks.

b. The USO will:

(1) Complete on-line training IAW AR 385-10, para 10-8 and the Garrison 3-day Safety officer Course.

(2) Submit the appointment memo to the GSO with copy of the certificate of training.

(3) Complete the Garrison 3-day Safety officer Course.

(4) Manage assigned safety program elements.

c. Garrison Safety Manager will:

(1) Integrate the USO into the Garrison Safety Program.

(2) Develop continuation training programs for USO.

Chapter 14

Record keeping

14-1. Safety Training Records

a. All safety training for Garrison/ASA personnel will be documented.

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

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

14-2. Safety Inspection Records.

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

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

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

14-3. Responsibilities

a. Supervisors of employees requiring safety training will:

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

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

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

(4) Notify personnel of their rights to access workplace inspection results, Safety Data Sheets, and mishap investigation summaries.

b. USOs conducting workplace inspections will:

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

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

c. Garrison Safety Office will:

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

(2) Maintain workplace inspection records for five years.

(3) Periodically report to the Commander/DCO results of workplace inspections.

(4) Post Notices of Violations IAW AR 385-10, 17-7.

Chapter 15

Safe Cargo Operations

15-1. Overview

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

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

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

Chapter 16

Aviation (Airfield) Safety Management

16-1. Overview

a. The GSO responsibilities are limited to airfield and ground safety issues.

b. Aviation units using the facilities are responsible for safety requirements associated with operational and flight activities. Garrison airfield safety management will follow guidelines in AR 95-2, AR 385-10.

16-2. Responsibilities.

a. The Garrison Commander/Director will:

(1) Maintain one current authorized full-time GS-0018 position for a qualified Airfield Safety Program Manager assigned as a primary duty at the airfield and rated by the airfield manager. An assistant airfield safety program manager may be authorized at auxiliary/satellite airfields/heliports based on duties, responsibilities, location and level of effort.

(2) Effectively manage risk to minimize the accidental loss of airfield/heliport personnel and equipment.

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

(4) Comply with applicable policies regarding airfield and ground safety per AR 95-2, AR 385-10, and DA Pam 385-90.

(5) Establish funding to support training for the Airfield Safety Program Manager.

(6) Provide funding for promotional items to the Airfield/Heliport Safety Office.

(7) Incorporate Mishap prevention performance standards in rating elements for

civilian subordinates at the airfield/heliport.

(8) Follow the IMCOM Regulation 385-10 on the responsibilities of the Garrison Commander on accident reporting when using ASMIS 2.0.

b. The Garrison Airfield Safety Program Manager will:

(1) Develop and implement a written Garrison Airfield/Heliport Safety Program that complies with the requirements in AR 95-2, AR 385-10, and DA Pam 385-90.

(2) Develop and disseminate airfield safety lessons learned and best practices for the airfield/heliport safety community.

(3) Assess the adequacy of airfield safety program standards and develop countermeasures.

(4) Analyze all aspects of the airfield safety program through airfield Quality Assurance Evaluations (QAE).

(5) Request assistance from the GSO as needed on technical and administrative requirements regarding all functions of airfield/heliport safety.

c. The Airfield Safety Officer will:

(1) As their primary duty, advise and assist the Airfield Manager and staff on all airfield/heliport safety matters, including:

(a) Develop airfield/heliport safety programs and policies IAW AR 95-2, AR 385-10, and DA Pam 385-90.

(b) Develop safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probable and severe types of accidents expected and the most likely reasons (hazards) for these accidents.

(c) Develop corrective actions/control options for command selection.

(d) Develop a Newcomer's Safety Briefing where all hazards of the workplace are identified and discussed. Training airfield personnel on flight-line driving and airfield safety awareness.

(e) Ensure the airfield safety functional files are maintained IAW AR 25-400-2.

(2) Advise the Airfield Manager when a below-standard status that affects airfield/heliport safety is detected in any functional area.

(3) Advise and assist in developing the Airfield Manager's training assessment based upon a safety assessment of airfield/heliport functional areas using diagnostic tools and programs administered or monitored by the Airfield Safety Program Manager.

(4) Lead or assist (as appropriate) in the response to any ground or aviation mishaps and incidents occurring on the airfield/heliport.

Chapter 17

Occupational Safety and Health Program Management (Workplace Safety)

17-1. Overview

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

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

c. Applicable OSHA programs, i.e. Bloodborne Pathogen, Confined Space, Electrical, Lockout/Tagout, Hazard Communication, Fall Protection, Respiratory Protection, and Hearing Conservation, will be written and implemented in all Garrison operations, with the exception of military-unique operations.

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

17-2. Responsibilities

a. Commanders/Directors/Supervisors will:

(1) Enforce SOH policies

(2) Ensure supervisors are held accountable for safety responsibilities.

(3) Ensure establishment and implementation of applicable OSHA programs as specified in 29 CFR 1910 and 29 CFR 1926.

(4) Incorporate IH components identified in DA PAM 40-503 (Army Industrial Hygiene Program) as applicable to Garrison operations.

(5) Facilitate required clinical examinations of affected employees.

b. Garrison Safety Office will:

(1) Develop written policies and procedures to implement the Garrison Safety Program and ensure compliance with OSHA requirements.

(2) Establish and enforce procedures that ensure supervisors are aware of and held accountable for safety responsibilities.

(3) Collect and report safety performance data as required by the IMCOM or AMC Safety Office.

(4) Work with the IMCOM Safety Office to establish procedures that communicate and hold supervisors accountable for safety responsibilities.

Chapter 18

Workplace Inspections

18-1. Overview

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

physical harm. Workplace inspections are one method to identify hazards that can lead to these casual factors.

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

18-2. Responsibilities

a. Garrison Commanders/Directors will:

(1) Ensure implementation of applicable sections of OSHA regulations (particularly 29 CFR 1910, 1926, and 1960) to Garrison operations.

(2) Ensure that the Garrison has a reliable and effective system for personnel to notify appropriate leaders about SOH concerns in writing.

(3) Develop a policy that addresses methods personnel use to report hazards (including anonymously and those not in their AOR or work area), report near misses, or submit suggestions to leadership.

b. The Garrison Safety Office will:

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

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

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

(4) The Garrison Safety Office will monitor the use of GSO Form 4755 (Appendix A) which has been implemented to ensure personnel can report hazardous conditions, material or processes. These reports can be submitted anonymously via online submission through the GSO homepage.

c. Supervisors or facility managers will:

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

(2) Evaluate and track identified hazards,

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

(4) Ensure chemical containers are properly labeled.

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

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

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

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

(9) Ensure their personnel are aware of the right to report unsafe or unhealthful conditions.

18-3. Frequency

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

b. Appendix C provides a list of common IMCOM/Garrison workplaces and their assigned risk. *The Garrison Safety Manager may change the assigned risk as deemed necessary (per IMCOM Reg 385-10).*

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

Chapter 19

Industrial Operations

19-1. Overview

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

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

19-2. Job Hazard Analysis (JHA)

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

b. At a minimum, all routine operations and activities will have an effective hazard analysis system in place.

c. All medium and high hazard operations will have a JHA and SOP completed. A blank sample JHA form is located in Appendix A of this SOP.

19-3. Responsibilities

a. The supervisor of employees operating in medium and/or high hazard areas will

(1) Ensure that a JHA and SOP is completed for each hazardous operation and reviewed annually and upon change of process, equipment, and/or material.

(2) Maintain a JHA file that is available to every employee.

(3) Report, on an annual basis, to their Directorate the status of their JHA program.

b. Directors of Directorates with high or medium hazard workplaces will:

(1) Ensure that Supervisors complete the JHA process for each hazardous operation/condition.

(2) Report, annually, to the Garrison Safety Manager, the JHA program status.

c. Garrison Safety Managers with high or medium hazard workplaces will:

(1) Provide training to supervisors on the execution of JHAs.

(2) Review, annually, the status of the Commander's JHA and SOP program.

Chapter 20

Lockout/Tagout

20-1. Purpose

The purpose of this program is to establish minimum requirements for the Lockout or Tag out of energy isolating devices. It will be used by workplaces to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start up, or release of stored energy could cause injury. This program establishes minimum performance requirements for the control of such hazardous energy.

20-2. Procedures

a. Appoint principal adviser and technical consultant to conduct periodic inspections to ensure each activity is in compliance with this SOP and other Army and Federal policies governing Lockout/Tag out of machines or equipment.

b. Ensure Lockout/Tagout Safety Plans are developed, established, and implemented in each workplace as required,

c. Ensure authorized personnel responsible for performing Lockout/Tagout procedures are identified in activity Safety Plans (supervisors, line supervisors, operators, maintenance personnel).

d. Ensure all machinery and equipment is listed in each section Lockout/Tagout Safety Plan.

e. Establish Lockout/Tagout Safety Plan isolating equipment and machinery at the energy source.

f. Train affected employees in the purpose and use of the Lockout/Tagout procedures.

g. Train authorized employees in performing Lockout/Tagout procedures.

h. Ensure authorized employees perform Lockout/Tagout procedures as required.

i. List all machinery and equipment in the Lockout/Tagout Safety Plan.

j. Obtain required Lockout/Tagout devices needed to isolate equipment and machinery in the workplace.

k. Assign required Lockout/Tagout devices to authorized personnel.

20-3. Requirements

Appropriate Lockout or Tagout devices will be affixed to energy isolating devices, and to otherwise disable machines energization, start up, or release of stored energy in order to prevent injury to employees.

a. Directors, commanders and supervisors responsible for machinery and equipment will establish a Lockout/Tagout Safety Plan. Procedures will be developed for each type of equipment.

b. Employees will be instructed in the safety significance of the Lockout/Tagout procedure. Each new or transferred affected employee and other employees whose work operations are (or maybe) in the area will be instructed in the purpose and use of the Lockout or Tagout procedure of affected employees (operators of equipment).

c. Authorized (line supervisors, maintenance personnel) personnel will be trained on the

Lockout/Tagout procedures to isolate energy from the machinery and equipment.

d. Equipment and machinery which are locked/tagged out while in non-operational condition.

e. Inventory of equipment that requires Lockout/Tagout procedures will be included in Lockout/Tagout Safety Plan.

f. Make a survey to locate and identify all isolating devices to be certain which switches, valves, or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

20-4. Sequence of Lockout or Tagout system

a. Notify all affected employees that a Lockout or Tagout system is going to be utilized and the reason thereof. The authorized employee will know the type and magnitude of energy that the machine or equipment utilizes and will understand the hazards thereof.

b. If the machine or equipment is operating, shut it down by normal stopping procedures (depress stop button, open toggle switch, and so on).

c. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy source. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, and so on) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, and so on.

d. Lockout and or Tagout the energy isolating devices with assigned individual locks or tags.

e. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. Caution: Return operating controls to "neutral" or "off" after the test.

f. The equipment is now locked or tagged out.

20-5. Restoring machines or equipment to normal production operations

a. After the servicing and/or maintenance is complete, and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

b. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all Lockout or Tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

c. Procedures involving more than one person. In the preceding steps, if more than one individual is required to Lockout or Tagout equipment, each will place their own personal Lockout device or Tagout device on the energy isolating device. When an energy isolating device cannot accept multiple locks or tags, a multiple Lockout or Tagout device (hasp) may be used. If Lockout is used, a single lock may be used to Lockout the machine or equipment with the key being placed in a Lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own lock to secure the box or cabinet which allows the use of multiple locks to secure it. As each person no longer needs to maintain their Lockout protection, that person will remove their lock from the box or cabinet.

d. Basic rules for using Lockout or Tagout system procedure. All equipment will be locked out or tagged out to protect against accidental or inadvertent operation when such operation could

cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

Chapter 21

Confined spaces

21-1. Definition

In order to prevent injury and possible death, Army personnel will not enter a permit-required confined space without any approved permit, personal protective clothing, monitoring equipment, or use of isolation/Lockout/Tagout procedures.

a. A confined space is a space that is large enough and configured for an individual to enter and perform work, has limited or restricted means to enter and perform work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

b. A permit-required confined space is a confined space that has any one of the following characteristics:

(1) Contains or has the potential to contain, a hazardous atmosphere.

(2) Contains a material which has a potential for engulfing an entrant.

(3) Is internally configured such that an entrant could be trapped or asphyxiated.

(4) Contains any other recognized serious safety or health hazard.

c. Procedures: The following procedures have been established to comply with 1910.146, (c) (5) (6) (7) (i) (ii) (iii) (iv) permit required confined spaces, alternate entry procedures.

(1) The location (tank, fuel cell, etc.) will be evaluated per 1910.146 (c) (5)(i)(A-F) and upon successful completion of the evaluation the space will be classified a “non-permit” confined area.

(2) After the location has been classified as “non-permit’ confined space, employees wishing to work in the tank must submit a request to the local fire department, GSO or Directorate Confined Space Entry Manager (CSEM) to recertify the tank each day prior to entry for cold work or hot work. Even though this not a permit required confined space it still requires an air test and certificate for entry. This certificate will be good for one shift only and a copy of the certification must be posted at the tank entrance. No entry into a tank is allowed without a valid certification.

(3) The request for CSEM to test the location shall be done at initial opening, prior to any cleaning to determine if an immediate danger to life and health (IDLH) atmosphere/ condition exists. If one does exist, the tank will be ventilated with an explosion proof ventilation exhaust unit until such time it has been determined that the IDLH condition has been abated. It is essential that a space with an IDLH condition remain under control until the condition is cleared, to prevent accidental entry by workers who may be unaware of the existing condition in the tank.

(4) To prevent a delay in production, contact the CSEM at least one day in advance of initial and routine shift work.

21-2. Responsibility

a. Supervisors of employees working in confined spaces will:

(1) Ensure the confined space is identified and evaluated by the installation Safety Office and Preventive Medicine Service.

(2) Initiate and post confined space entry permit at each confined space that poses a hazardous condition where all personnel can read it.

(3) Know the hazards that may exist during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

(4) Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.

(5) Terminate the entry and cancel the permit upon completion of job.

(6) Verify that rescue services are available and that the means for summoning them are operable.

(7) Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.

(8) Determine, whenever responsibility for a permit space entry operation is transferred and at what intervals are dictated.

b. Authorized entrants will:

(1) Know the hazards that may be faced during entry, recognize the signs and symptoms of exposure to the hazards, and understand the consequences of exposure to a hazard.

(2) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.

(3) Properly use the following equipment:

(a) Testing and monitoring equipment.

(b) Ventilating equipment needed to obtain acceptable entry conditions.

(c) Communications equipment.

(d) Personal protective equipment (insofar as feasible engineering and work practice controls do not adequately protect employees).

(e) Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.

(f) Barriers and shields as required.

(g) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants.

(h) Exit the permit space, unless it is physically impossible to do so, when either the attendant orders evacuation, the automatic alarm is activated, or the entrants perceive that they are in danger.

c. Attendants will:

(1) Continuously maintain an accurate count of all persons in the confined space.

(2) Know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.

(3) Be aware of possible behavioral effects of hazard exposure in authorized entrants.

(4) Remain outside the permit space during entry operations until relieved by another attendant.

(5) Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.

(6) Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space, and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:

(a) The attendant detects a prohibited condition.

(b) The attendant detects the behavioral effects of hazard exposure in an authorized entrant.

(c) The attendant detects a situation outside the space that could endanger the authorized entrants.

(d) The attendant cannot effectively and safely perform all the duties.

(e) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.

(7) Take the following actions when an unauthorized person approaches or enters a permit space while entry is under way:

(a) Warn the unauthorized person(s) that they must stay away from the permit space.

(b) Advise the unauthorized person(s) that they must exit immediately if they have entered the permit space.

(c) Inform the authorized entrant(s) and the entry supervisor if the unauthorized persons have entered the permit space.

(d) Perform non-entry rescues as specified by the activity's rescue procedure.

(e) Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrant(s).

d. All individuals working with confined spaces will:

(1) Use protective equipment, respirators, safety line, and safety harness as required.

(2) Read posted confined space certificate before entry into confined space.

Chapter 22

Fall protection

22-1. Purpose

To prescribe policies, procedures and responsibilities for protecting personnel working in operations that involve the risk of an accidental fall of four feet or more.

22-2. Roles

a. Directors and/or Commanders.

(1) Will develop and implement a Fall Protection Plan for all operations that require fall protection.

(2) Will ensure supervisors are trained in fall protection procedures and requirements.

(3) Will ensure supervisors train personnel in fall protection procedures and requirements.

(4) Will provide adequate fall protection in accordance with this SOP and Army and Federal safety standards.

b. Supervisors

(1) Supervisors will include Risk Management in Fall Protection Planning and Training.

(2) Will train personnel on proper fall protection procedures and requirements in accordance with the activity Fall Protection Plan.

(3) Will ensure adequate fall protection is provided in accordance with this SOP, Army, and Federal safety standards.

(4) Will evaluate areas of responsibilities and ensure personnel comply with proper fall protection procedures and requirements as required.

(5) All individuals. All individuals working in operations which require fall protection will comply with the fall protection procedures and requirements as required.

Chapter 23

Hearing Conservation Program

23-1. Responsibility

a. The Commander is ultimately responsible for ensuring compliance with the Hearing Conservation Program through command emphasis and education of the workplace.

b. The Safety Manager will maintain oversight of the Hearing Conservation Program. The Safety Manager will:

(1) Implement the Hearing Conservation program at Command Level.

(2) Maintain a list of noise exposed areas and equipment as designated by the commander.

(3) Conduct periodic unannounced inspections of designated areas to ensure compliance with requirements for wearing hearing protection devices.

4) Ensure proper posting of safety signs concerning hearing conservation.

(5) Assist the Directorate/section Safety Officers and Monitors in providing hearing protection for those personnel who meet the requirements in DA PAM 40-501.

c. The Directorate/Section Leaders will have overall responsibility for the Hearing Conservation Program within their respective areas. Directorate/Section Leaders will assign the operational hearing conservation responsibilities to their appointed Safety Officers.

d. The Safety Officers will:

(1) Implement the Hearing Conservation Program at the Directorate/Section Level.

(2) Maintain a list of all personnel how have an identified hearing loss.

(3) Dates of previous and annual hearing exams for all noise exposed personnel.

(4) Schedule hearing conservation training.

(5) Ensure proper posting of safety signs concerning hearing conservation in noise exposed areas.

(6) Request the procurements and processing of hearing protection equipment through the supply system.

(7) Ensure medically trained personnel issue hearing protective devices to all assigned personnel. Inspect as needed to ensure that personnel have hearing protection in their possession and available for use.

23-2. Identification and Supervision

a. All maintenance and woodworking areas are considered noise exposed areas. Soldiers and employees that work in these areas shall be enrolled in the Hearing Conservation Program.

b. The Directorate/Section Hearing Conservation Officer has the responsibility to outline the hearing conservation requirements for their Directorates/Sections and to ensure that the requirements for hearing conservation are followed and enforced.

c. Noise exposed personnel will comply with this SOP and the requirements outlined in DA PAM 40-501 Hearing Conservation Program.

d. Supervisors must ensure that all noise exposed personnel have the proper hearing protection available and in use. Hand rolled or formed hearing protection is not authorized for use in the Garrison maintenance and woodworking areas. Contamination from employee's hands can be transferred to their ear.

e. All new Soldiers or employees that are required to enrolled in a Hearing Conservation Program will be given a baseline audiogram during in-processing. Furthermore, new personnel will in-process with their respective areas Hearing Conservation Officer to be enrolled into the Hearing Conservation Program.

Chapter 24

Occupational Vision Program

24-1. Responsibility

a. The Commander is ultimately responsible for ensuring compliance with the Occupational Vision program through command emphasis and education of the workplace.

b. The Safety Manager will maintain oversight of the Occupational Vision Program. The Safety Director will:

(1) Implement the Vision Conservation Program at Garrison Level.

(2) Maintain a list of hazardous vision areas and equipment as designated by the commander.

(3) Conduct surveys of suspected eye hazardous areas.

(4) Conduct periodic unannounced inspections of designated areas to ensure compliance with requirements for wearing eye protective devices.

(5) Ensure proper posting of safety signs concerning vision conservation.

(6) Assist the Directorate/Section Safety Officers in providing eye protective devices for those personnel who meet the requirements of TB Med 279 and TB Med 524.

c. The Directorate/Section Leads will have overall responsibility for the Occupational Vision

Conservation Program within their respective areas. Directorate/Section Leads will assign the operational vision conservation responsibilities to their appointed Safety Officers.

d. The Safety Officers will:

(1) Implement the Vision Conservation Program at the Directorate/Section Level.

(2) Identify hazards areas and conduct periodic inspections of designated eye hazard areas to ensure compliance with requirements for wearing of eye protective devices.

(3) Ensure proper posting of safety signs concerning vision conservation.

(4) Attain eye protective devices for those personnel who meet the requirements of TB 270 and TB Med 524.

(5) Screen and refer those personnel who meet the requirements of working in Class 3 eye hazardous areas or higher for those baseline vision tests periodic update exams.

(6) Establishing and maintain a priority list of those personnel requiring prescription eye wear

(7) Maintain a continuity file on all Vision Conservation information and eye exam listings.

(8) Request the procurements and processing of eye protective equipment through the supply system.

24-2. General

a. Personnel who operate any equipment designed as eye hazardous machinery must wear appropriate vision protective devices. This includes but isn't limited to, grinders, battery shops, paint booths, lawn equipment, laser beam emitting equipment and POL refueling activities. All maintenance and wood working areas in the Garrison are considered potential high vision hazard areas. Soldiers and employees that work in these areas shall be notified of potential hazards and issued the appropriate PPE.

b. Supervisors will ensure that the proper protective equipment is issued to personnel who are working in a vision hazardous area. The PPE must be clean, free of scratches, and in the case of laser glasses, must be retain the fixed curvature protective surface. Eye protective devices will be readily available to personnel who routinely operate hazardous shop equipment. Polycarbonate lenses will be available to individuals within the Garrison who wear or require prescription eyewear. Polycarbonate lenses are available and may be purchased through the Army medical supply system. Unit Safety officers will assist with paperwork processing for those personnel requiring prescription polycarbonate protective lenses.

Chapter 25

Respiratory Protection Program (RPP)

25-1. Purpose

To prescribe policies and procedures governing the selection and use of respirators. This SOP is applicable to all Garrison employees who use any type of respirator.

25-2. Requirements

Employees will not use a respirator unless determined appropriate by the Industrial Hygiene Section of Preventive Medicine Service at MEDDAC. In doing so, the following standards

governing selection and use of respirators must be followed:

a. Selection. The selection of respirators shall be determined based on the hazards to which the employees are exposed. Only National Institute for Occupational Safety and Health (NIOSH) approved respirators will be used.

b. Training. Employees required to wear respirators and their supervisors shall be instructed and trained on the proper use, limitations, and maintenance of the prescribed respirator (29 CFR 1910.134 (k). The training must include, but not limited to, why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator (29 CFR 1910.134 (k) (1). Also at a minimum training shall include how to properly wear, adjust, fit check (each time the respirator is worn), inspect, repair, clean / disinfect and store a respirator. Additionally, employees must know when respirators are to be used and for what purpose.

c. Fit-Testing. Fit test means the use of protocol to evaluate qualitatively or quantitatively the fit of a respirator to an individual. Before employees use a respirator, a qualitative fit test (QLFT) or quantitative fit test (QNFT) will be performed using OSHA accepted QLFT and QNFT procedures and protocols as outlined in 29 CFR 1910.134, Appendix A (Fit Test Procedures). Employees will be fit tested by a qualified person annually or whenever a different respirator face piece is utilized. All Army Civilian personnel required to wear a respirator with a negative or positive pressure tight-fitting face piece must be fit tested with the same make, model style and size respirator they will use in the workplace. Additional fit tests are performed if an employee reports or a supervisor notices a change that makes the respirator unacceptable for use. Respirators will not be worn when conditions prevent a good face seal such as facial hair, eyeglasses or missing dentures, or when head cover or facial hair interferes with valve function.

d. Respirator Use.

(1) Employees required to wear respirators (as determined by Industrial Hygiene) will do so while performing those operations.

(2) Employees will perform a fit check each time the respirator is donned.

(3) Employees using respirators will maintain them (clean, inspect, repair, and store) as outlined in this SOP.

(4) Wearing of contact lenses in contaminated atmosphere with a respirator shall not be allowed.

(5) If an employee wears corrective eyeglasses or goggles or other protective equipment, the supervisor shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

e. Inspection and Repair. The employee shall inspect all respirators before and after use. Inspection shall include a check of connection tightness and the condition of the face piece, headbands, valves, cartridges and airline. Rubber or elastomeric parts shall be inspected for pliability and signs of deterioration. Respirators found to be defective will be immediately removed from service and reported to the appropriate supervisor or safety officer. Only trained personnel or the manufacturer’s representative will accomplish repairs using parts designed for the specific respirator.

f. Cleaning and Disinfecting. Routinely used respirators will be cleaned and disinfected as necessary by the employee. A respirator used by more than one person will be cleaned and

disinfected after each use.

(1) In addition to the manufacturer's instruction, procedures should include the following steps in order:

(a) Disassemble / inspect: Remove filter element, valves straps, and speaking diaphragms from the face piece per manufacturer's instructions. As parts are removed, they will be inspected as described above in paragraph 25-2.e.

(b) Wash: Wash face piece and accessories in warm (75 to 110 degrees F/43 degrees C maximum) soapy water. Gently scrub with a brush.

(c) Rinse parts thoroughly in clean warm water.

(d) Sanitize: Sanitize all washable parts by immersing them in a warm (110 degrees F maximum) 50 parts per million chlorine solutions for maximum of two minutes. This can be prepared by adding ½ tablespoon of household bleach (5% sodium hypochlorite) to 2 gallons of water (75 to 110 degrees F).

(e) Rinse: Rinse parts thoroughly in clean warm water.

(f) Air Dry: Completely air- dry all parts.

(2) An alternate method is to use a commercially available cleaner following the manufacturer's instruction.

g. Storage. Respirators shall be stored in a convenient, clean, and sanitary location when not in use. Care must be taken to ensure that respirators are stored in such a manner as to protect against dust, harmful chemicals, sunlight, excessive heat or cold, and moisture. They should be stored in a zip lock or other plastic bag capable of being sealed or in a closable container with a tight-fitting lid.

h. Air line Respirators. The following additional requirements apply specifically to operations requiring the use of air line respirators:

(1) Employees will ensure the following:

(a) Breathing air supplied by compressors, which use oil, must be certified quarterly as meeting grade D breathing air described in ANSI/ Compressed Gas Association Commodity Specifications for Air.

(b) Carbon Monoxide alarms must be properly maintained, calibrated, and used. Calibration should be performed at least monthly, as recommended by the manufacturer and documented. In addition, a series of system checks outlined in the operator's manual should be performed each time the monitor is used. The manual should always be readily available to all personnel using the monitor.

(2) Personnel using the airline respirators will perform the following:

(a) Check for breaks or kinks in the air supply hoses and detachable couplings, tightness of the connectors, and the manufacturer's recommendations concerning the proper setting of regulators and valves. Prior to use, check hoods for integrity and face shields or

abrasive blasting protective screens for cracks, breaks, abrasions, or distortions. Ensure that the Carbon Monoxide Monitor is in use.

(b) Perform a series of system checks on the Carbon Monoxide Monitor, which are outlined in the manual each time the monitor is used.

i. Medical Examination. Employees will not be assigned to jobs requiring the use of respirators unless they have been determined physically able to perform the work and use the equipment (29 CFR 1910.134 (e). A physician shall determine the health and physical conditions that are pertinent for an employee's ability to work while wearing a respirator. Physical exams will be scheduled and performed by Occupational Health.

j. Record Keeping. Each Directorate/Unit will maintain all records pertaining to training, fit testing, inspection / maintenance of respirators and associated equipment, and compressed breathing air quality (certification that it meets grade D Standards).

(1) Respirator fit test records will include the manufacturer, model, size, type of respirator, and specific hazards for which it will be used to protect against.

(2) Copies of records pertaining to quarterly analysis of compressed breathing air quality will be forwarded to industrial hygiene.

k. Inspection. The supervisor will ensure respirators are periodically inspected to ensure proper maintenance and storage.

Chapter 26

Powered Industrial Truck Safety

26-1. Requirements

Powered Industrial Trucks, commonly called Forklifts, are responsible for most of the accidents that occur during material handling. Workers who operate or work near forklifts may be struck or crushed by the machines or the load being handled. Garrison forklift Operators will apply the following controls to their operations:

a. Before use, operators must perform pre-operational checks on the forklift.

b. Use seatbelts when operating the equipment. A hardhat will be worn if lifting a load over the height of the cab and the forklift is not equipped with overhead protection.

c. Keep fork prongs within 4 to 6 inches to the ground/floor when traveling. Forklifts will not be operated under an existing overhead load. In a pallet rack system only the tines of the forklift may be placed under or exposed to an existing overhead load.

d. Sound the horn before moving a forklift through doorways, around corners, when approaching personnel or before backing up.

e. Do not drive up to anyone standing in front of a bench or other fixed object.

f. Do not handle loads that are heavier than the weigh capacity of the forklift.

g. Use extreme caution on grades or ramps. On grades, tilt the load back and raise it only as

far as needed to clear the road surface.

h. Do not jump from an overturning forklift. Stay with the truck, holding on firmly and leaning in the opposite direction of the overturn.

i. Lower forks to the ground, set brake, and turn ignition off before leaving the forklift unattended.

j. Report to your supervisor any damage or problems that occurs to a forklift during your use.

Chapter 27

Emergency Planning and Response

27-1. Emergency Planning and Response (AR 420-1, 25-24)

a. The chapter prescribes Garrison safety policy for planning emergency response to save lives; protect the public, responders, and recovery workers; and to exchange information (see AR 525-27). It is essential that hazardous materials are accurately identified to ensure safe storage, handling and disposal, and should be incorporated into any emergency response plan.

b. RM and SOH requirements will be applied to all emergency response plans and scenarios to identify required, appropriate equipment and response procedures/actions to be taken, and procedures for evacuation according to chapter 19, AR 385-10. Pre-planned, coordinated and tested emergency action, disaster preparedness, and pre-incident plans are proven methods to minimize loss of life and property damage due to natural or man-made (terrorist) disasters or accidents. Emergency action plans will be in writing, kept in the workplace, and available to employees for review

c. Emergency Action Plans (EAP)

(1) An EAP is a written document required by 29 CFR 1910.38(a).

(2) The purpose of an EAP is to facilitate and organize organization and employee actions during workplace emergencies.

(3) Emergency action plans will include the following procedures:

(a) Reporting emergencies

(b) Emergency evacuation, including type of evacuation and exit route assignments

(c) Employees remaining to operate critical-facility operations during evacuations

(d) Employee accountability after an evacuation

(e) Employees performing rescue or medical duties

(f) Personnel who may be contacted by employees needing more information about the plan or an explanation of duties under the plan.

27-2. Responsibilities

a. The Garrison hazardous material response plan will be developed, coordinated and published by the Fire and Emergency Services Chief.

b. The Fire and Emergency Services Chief will assist the Garrison disaster preparedness officer in the development, coordination, and maintenance of emergency action and disaster preparedness plans. In addition, the Fire and Emergency Services Chief will assist Commanders, organization leaders, and supervisors in developing and testing fire prevention and emergency evacuation plans.

c. Commanders/Directors, organization leaders, and supervisors will ensure fire prevention and emergency evacuation plans are developed, published, and tested for buildings under their authority. Use a distinctive signal for each purpose in employee alarm system.

d. Garrison Safety Managers will:

(1) Comply with applicable elements of Chapter 19, AR 385-10.

(2) Assist in testing and evaluating emergency action plans.

(3) Participate in the annual review.

e. Supervisors will:

(1) Designate and train employees to assist in safe and orderly employee evacuations.

(2) Review the emergency action plan with covered employees during the following events:

(a) Development of the plan or the initial assignment of the employee to a job

(b) Change of employee's responsibilities under the plan

Chapter 28

Chemical Agent Safety Management

28-1. Requirements (If Applicable)

a. Garrison, unit or activity commanders are the managers of the Chemical Agent Safety Program for the chemical agents they control and ensure safety requirements are enforced, IAW AR 50-6.

b. The appointed Safety Manager should have direct access to the Commander regarding toxic chemical agent safety matters. Garrison Commanders and safety managers will maintain coordination with organizations working with toxic chemical agents on the Garrison to ensure the communication of safety information to Garrison and tenant personnel.

Chapter 29

Range Safety Management

29-1. Overview

This chapter prescribes Garrison range safety policies and responsibilities for range safety programs in support of range operations. Range safety ensures range facilities, lands, and associated infrastructure on the Garrison provides a safe environment for military training.

Range safety Programs must:

a. Enhance safe and realistic live-fire training, enabling the Army and Marine Corps to train as they fight.

b. Protect personnel and property while improving combat readiness training and helping prevent fratricide in combat.

c. Protect civilian and military populations who live and work near live-fire operational ranges.

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

e. Prevent injuries and property damage by introducing risk management (RM) into the range operations process to enhance combat readiness.

f. Enhance the sustainability of operational ranges through the implementation of effective range clearance programs, per Department of Defense instruction (DODI) 3200.16.

g. Establish range safety training and certification programs for range safety professionals and other personnel, as appropriate.

29-2. Responsibilities

a. Garrison Commanders/Director will:

(1) Execute the safety responsibilities IAW AR 75-1, AR 350-19, AR 385-10, AR 385-63, DA Pam 385-63 and DA Pam 385-64.

(2) Designate a Range Control Officer (RCO) and require RM implementation and documentation for all range operations and training.

(3) Serve as the approval authority on requests for deviations to range safety standards. unless this is a Senior Command responsibility.

b. RCOs will:

(1) Be responsible for the operation of the Range Operations organization during the implementation of the Range Safety Program. Execute responsibilities assigned in AR 385-63 and DA Pam 385-63.

(2) Maintain coordination with the Garrison Safety Manager and tenants safety manager on matters relating to range and live-fire operations.

(3) Develop a range-safety directive and ensure ranges have safety SOPs.

(4) Develop and implement an on and off post range safety educational program in coordination with the Garrison Safety Manager, Public Affairs Officer (PAO), Quality Assurance Specialist Ammunition Surveillance (QASAS), Provost Marshal, and local Explosive Ordnance Disposal (EOD) unit commander.

(5) Ensure selected Range Operations personnel receive range safety training. A member of the Range Operations Organization will be a graduate of the Army Range Safety Course (intermediate level). A member of the Range Operations Organization and personnel will be unexploded ordnance (UXO)-recognition

qualified through EOD training when the recognition training program is implemented.

(6) Initiate or review requests for deviations to range safety standards. Requests will be forwarded to the Garrison Safety Manager for review and comment.

c. The Garrison Safety Manager will:

(1) Execute responsibilities in AR 385-63 and DA Pam 385-63.

(2) Provide range safety and staff oversight on integrating safety and safe weapons handling into the local range program.

(3) Monitor training to ensure instructors are informed of current information in range hazards before teaching students or operating ranges.

(4) Ensure Garrison safety professionals receive range safety training. A member of the Garrison Safety Office will be a graduate of the Army Range Safety Course (intermediate level). A member of the Garrison Safety Office will be UXO-recognition qualified through EOD training

(5) Review new and revised Garrison Range Safety Directives and SOPs.

(6) Monitor UXO training developed and conducted by the local EOD unit commander in coordination with staff such as the Range Manager, Provost Marshal, or Director of Public Works.

(7) Participate in planning, review and design of ranges for new construction, modification rehabilitation on any other changes.

(8) Assist the RCO and PAO in developing and implementing an on and off post range safety educational program highlighting the dangers of trespassing on ranges and training areas, and handling UXO. The program will include kindergarten through 12th- grade school children.

(9) Review, recommend approval, coordinate, and staff range safety standard deviations. Risk assessments for deviation requests will be included.

(10) Ensure copies of locally approved deviations are forwarded through the Garrison Safety Office to Commander, HQ IMCOM, ATTN: IMSO, 2405 Gun Shed Road, San Antonio, TX 78234-1223 within 30 days of approval.

(11) Inspect range facilities and live-fire training areas semi-annually to identify hazards, including hazards affecting the safe operation of tactical or non-tactical vehicles.

(12) Recommend the implementation of countermeasures and closure of ranges and training areas when warranted by safety considerations.

d. Procedures for granting deviations of range-safety criteria are located in chapter 3, AR 385-63 and chapter 1, DA Pam 385-63.

e. Unit commanders, OICs, and RCOs will execute responsibilities in AR 385-63, DA Pam 385-63, and local range regulations and SOPs.

Chapter 30

Facility Reuse and Closure

30-1. Overview

Army Safety Program requirements for facility reuse and closure are defined in AR 385-10, DA Pam 385-10, DA Pam 385-24, and DA Pam 385-64. Implement requirements when Garrison facilities or properties are closed, remediated, or reused for new or different missions. The contamination or hazards found in these facilities or properties may include radiation sources, hazardous wastes, munitions and explosives of concern, or recovered chemical warfare materials. Follow the guidelines below when reuse and closure activities involve Garrison facilities or properties:

30-2. Responsibilities

a. Garrison Commanders will:

(1) Develop Garrison-specific guidance to augment the requirements.

(2) Include Garrison Safety Manager or other safety designees in the planning and reviewing activities associated with reuse and closure.

b. Garrison Safety Manager:

(1) Provide historical safety reports, records, and available data. Support risk assessments for reuse and closure activities. Provide technical safety guidance to Garrison personnel during reuse and closure planning activities.

(2) Provide safety training to Garrison personnel exposed to reuse and closure activities hazards. Assist the PAO in developing safety awareness materials for Installation personnel and the surrounding community. ·

(3) Participate in planning and monitor execution of reuse and closure activities to ensure that Garrison personnel and the surrounding communities are protected from hazards related to the reuse and closure activities.

Chapter 31

Electrical Safety Program

31-1. Overview

This chapter prescribes the Garrison policy for integrating electrical safety standards, techniques, and procedures in Army systems and operations to mitigate risk of electrical related injuries and deaths. Additional electrical safety guidance, procedures, and techniques to protect Army personnel, facilities, and equipment against electrical hazards are addressed in AR 385-10 and DA Pam 385-26. All operations involving energized electrical work shall comply with energized and arc flash protection requirements outlined in NFPA 70E. Specifically, policies and procedures will address:

a. Labeling of electrical panels and equipment: Electrical panels shall be labeled with arc flash warning labels. For exposures not requiring arc flash PPE as defined in Tables 130.7(C)(15)(A) of NFPA 70E, generic arc flash labels warning of an arc flash hazard may be used. For all other categories of exposure, arc flash labels shall include nominal system voltage, arc flash boundary, minimum arc rating of clothing, and the site-specific level of PPE in

accordance with NFPA 70E Article 130.5C.

b. Calculations of arc flash hazards are based on available short circuit current, protective device clearing time and distance from the arc. Calculations of incident energy levels and flash protection boundaries will be completed for all relevant equipment busses. The magnitude of arc hazards shall be determined using methods from NFPA 70E, IEEE 1584 or NEOSC Tables 410-1 and 410-2, as applicable. Calculations of incident energy levels and flash protection boundaries using formulas found in NFPA 70E and IEEE 1584 is preferred. However, in the absence of detailed arc flash incident energy levels and flash protection boundaries, found in NFPA 70E Tables 130.7(C)(15)(A) may be used.

c. Policies and use of energized electrical work permits shall be developed in accordance with NFPA 70E Article 130.2(B). An Energized Electrical Work Permit shall be completed for all energized electrical work.

d. All personnel who may conduct energized electrical work or who may be exposed to arc flash hazard categories greater than Category 0 shall be identified and formally trained in the requirements of NFPA 70E.

e. Support services contracts involving energized electrical work shall include mandated compliance with the most current version of NFPA 70E as part of the Statement of Work.

31-2. Responsibilities

a. Commanders/ Directors.

(1) Ensure that an Electrical Safety Program is developed and implemented at battalion/directorate level in accordance with this SOP, AR 385-10, and DA Pam 385-26.

(2) Appoint in writing an Authority Having Jurisdiction (AHJ) for all electrical matter involving their organization, if applicable, or utilize the AHJ appointed at the Garrison level.

b. Civilian Safety and Occupational Health Specialist, jobs series 0018 will execute duties as described in AR 385-10.

c. Supervisors.

(1) Shall, if possible, eliminate work practice which involve electrical related operations. Electrical operations are defined as electrical work within the limited approach boundary or arc flash boundary of energized electrical conductors and circuit parts at 50 volts or more or where electrical hazards exist through a job hazard analysis (JHA).

(2) Ensure electrical related operations are to be conducted at the appropriate level.

31-3. Electrical Safety Training

All personnel will receive general workplace electrical training as part of Safety Campaigns. Training for qualified and unqualified employees will be conducted IAW DA Pam 385-26 by a qualified supervisor. Units may contact their respective AHJ to facilitate electrical training requirements.

31-4. Technical Assistance

Commanders, Directors and supervisors are encouraged to contact their local or garrison Safety Office for assistance and technical guidance about their local electrical safety program. For Garrison Directorates/Sections, the Garrison Safety Office can provide needed information and recommend practical measures to assist leaders in establishing an effective comprehensive electrical safety program. Electrical Safety will also be included as a major element of Additional/Collateral Duty Safety Officer (A/CDSO) or Unit Safety Officer (USO) training.

Appendix A

Glossary

Section I

Abbreviations

A&E - Ammunition and Explosives

AASA - Administrative Assistant to the Secretary of the Army

ACOM - Army command

ACTEDS - Army Civilian Training, Education, and Development System

ACV - Army Combat Vehicle

AD - Army Directive

ADP - Army Doctrine Publication

ADSC - Additional Duty Safety Course

ADSO - Additional Duty Safety Officer

AFARS - Army Federal Acquisition Regulation Supplement

AGR - Active Guard Reserve

AMC - U.S. Army Materiel Command

AMMO - Ammunition

AMV - Army motor vehicle

ANSI - American National Standards Institute

AR - Army regulation

ARA - Army radiation authorization

ARAP - Army Readiness Assessment Program

ARC - Advanced Rider Course

ARNG - Army National Guard

ASA (IE&E) - Assistant Secretary of the Army (Installations, Energy and Environment)

ASAT - Army Safety Action Team

ASO - Aviation Safety Officer

ATS - Acceptance Testing Specification

ATTP - Army Tactics, Techniques, and Procedures

ATV - All-Terrain Vehicle

BRC - Basic Rider Course

CAI - Centralized Accident Investigation

CBRN - Chemical, Biological, Radiological, And Nuclear

CCR - Certificate of Compelling Reason

CDSC - Collateral Duty Safety Course

CDSO - Collateral Duty Safety Officer

CFR - Code of Federal Regulations

CG - Commanding General

CONUS - Continental United States

COR - Contracting Officer Representative

COTS - Commercial Off-The-Shelf

CP - Career Program

CSA - Chief of Staff, Army

CSC - Commander Safety Course

CYS - Child, Youth, and School

DA - Department of the Army

DA Pam - Department of the Army Pamphlet

DAS - Director of Army Staff

DASAF - Director of Army Safety

DCS - Deputy Chief of Staff

DD - Department of Defense

DDESB - Department of Defense Explosives Safety Board

DFARS - Defense Federal Acquisition Regulation Supplement

DOD - Department of Defense

DODD - Department of Defense Directive

DODI - Department of Defense Instruction

DODM - Department of Defense Manual

DOT - Department of Transportation

DRU - Direct Reporting Unit

DSN - Defense Switched Network

DTR - Defense Travel Regulation

DUSA–TE - Deputy Under Secretary of the Army Test and Evaluation

DUSD(ES) - Deputy Under Secretary of Defense (Environmental Security)

DUSD(I&E) - Deputy Under Secretary of Defense (Installation and Environment)

EM - Engineer Manual

EMF - Electromagnetic Frequency

EO - Executive Order

EOD - Explosive Ordnance Disposal

EP - Engineer Pamphlet

EPA - Environmental Protection Agency

ERC - Experienced Rider Course

ESMP - Explosive Safety Management Program

ESSP - Explosives Safety Siting Plan

FAR - Federal Acquisition Regulation

FASS - Facility System Safety

FCR - Functional Chief Representative

FDA - Food and Drug Administration

FM - Field Manual

FOA - Field Operating Agency

FOIA - Freedom of Information Act

FORSCOM - U.S. Army Forces Command

FSAP - Federal Select Agent Program

FUDS - Formerly Used Defense Sites

FY - Fiscal Year

GCMCA - General Court-Martial Convening Authority

GFE - Government Furnished Equipment

GS - General Schedule

HAZMAT - Hazardous Materials

HERF - Hazards of Electromagnetic Radiation To Fuel

HERO - Hazards of Electromagnetic Radiation To Ordnance

HERP - Hazards of Electromagnetic Radiation To Personnel

HQDA - Headquarters, Department of the Army

HSPG - Highway Safety Program Guidelines

IEEE - Institute of Electrical and Electronics Engineers

IMCOM - U.S. Army Installation Management Command

IMDG–Code - International Maritime Dangerous Goods Code

IND - Investigational New Drug

JP - Joint Publication

LCH - Laser Clearinghouse

LSC - Leader's Safety and Occupational Health Course

LSO - laser safety officer

MANPRINT - Manpower and Personnel Integration

MC - Motorcycle

MDS – Mishap Data Sheet

MEC - Munitions and Explosives of Concern

MEDCOM - U.S. Army Medical Command

mg - Milligram

MIL–STD - Military Standard

ml - Milliliter

MOS - Military Occupational Specialty

MPE - Maximum Permissible Exposure

MRT - MC Refresher Training

MSF - Motorcycle Safety Foundation

MTF - Military Treatment Facility

MTS - Maintenance Testing Specifications

NDI – Non-Developmental Item

NETA - National Electrical Testing Association

NFPA - National Fire Protection Association

NGB - National Guard Bureau

NRC - Nuclear Regulatory Commission

NUREG - Nuclear Regulatory Commission Regulation

OCONUS - Outside the Continental United States

ODASAF - Office of the Director of Army Safety

OF - Optional Form

OSH - Occupational Safety and Health

OSHA - Occupational Safety and Health Administration

PCS - Permanent Change of Station

PEO - Program Executive Officer

PL - Public Law

PMG - Provost Marshal General

PMV - Private Motor Vehicle

POC - Point of Contact

PPE - Personal Protective Equipment

PVNTMED - Preventive Medicine

RAC - Risk Assessment Code

RC - Reserve Component

RCWM - Recovered Chemical Warfare Material

RDT&E - Research, Development, Test, And Evaluation

RM - Risk Management

RSC - Radiation Safety Council

RSO - Radiation Safety Officer

SDDC - Surface Deployment and Distribution Command

SF - Standard Form

SOFA - Status of Forces Agreement

SOH - Safety and Occupational Health

SOP - Standing Operating Procedure

SSRA - System Safety Risk Assessment

TB - Technical Bulletin

TC - Training Circular

TDA - Table of Distribution and Allowance

TDY - Temporary Duty

TIG - The Inspector General

TM - Technical Manual

TOE - Table of Organization and Equipment

TRADOC - U.S. Army Training and Doctrine Command

TSG - The Surgeon General

UAS - Unmanned Aircraft System

UCMJ - Uniform Code of Military Justice

USACE - U.S. Army Corps of Engineers

USACR/Safety Center - U.S. Army Combat Readiness/Safety Center

USAIPH - U.S. Army Institute of Public Health

USAR - U.S. Army Reserve

USARC - U.S. Army Reserve Command

USATCES - U.S. Army Technical Center for Explosives Safety

USC - United States Code

USCG - U.S. Coast Guard

VC - Vehicle Commander

VPP - Voluntary Protection Program

WG - Wage Grade

Section II

Terms

Accident

Any unplanned event or series of events that results in death, injury, or illness to personnel, or damage to or loss of equipment or property. (Within the context of this regulation, accident is synonymous with mishap.)

Accident–based risk management

RM used to identify, evaluate, manage, and prevent accidents to personnel, equipment, and the

environment during peacetime, contingency operations, and wartime due to SOH factors; design and construction of equipment and other accident-based factors.

Active Army personnel

Members of the Army who are on full-time duty in active military service, including cadets at the U.S. Military Academy.

Aircraft

Free balloons, gliders, airships, and flying machines, whether manned or unmanned, weight-carrying structure for navigation of the air that is supported by its own buoyancy or the dynamic action of the air against its surfaces.

Aircraft ground accident

Injury or property damage accidents involving Army aircraft in which no intent for flight exists, and the engine(s) is/are in operation.

Ammunition and explosives

Includes (but is not limited to) all items of ammunition; propellants, liquid and solid; high and low explosives; guided missiles; warheads; devices; pyrotechnics; chemical agents; and components and substances associated therewith, presenting real or potential hazards to life and property.

Annual basis or annually

Annual basis or annually should be from the month of the current year to the same month of the following year. However, the time will not exceed 13 months. This does not apply to items covered under the Army Maintenance Management System.

Army accident (Mishap)

An unplanned event, or series of events, which results in one or more of the following:

a. Occupational illness to Army military or DA Civilian personnel.

b. Injury to on-duty DA Civilian personnel.

c. Injury to Army military personnel on and off duty.

d. Damage to Army property.

e. Damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the accident).

Army combat vehicle

Tanks, self-propelled weapons, tracked personnel carriers, amphibious vehicles ashore, and similar equipment.

Army leadership

Army officers, NCOs, senior executive service officials, and GS employees designated, authorized, and held responsible and accountable by the Army to make decisions at various levels of the Army involving execution of the Army’s mission. Designation must be documented in writing or contained in official orders.

Army motor vehicle

Any vehicle that is owned, leased, or rented by DA and/or RC. A vehicle that is primarily designed for over-the-road operation. A vehicle whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, MCs, fire trucks, and refueling vehicles.

Army National Guard personnel

Military personnel who are on active duty for training; inactive duty training; annual training; active duty special work; temporary tour active duty; AGR; full-time manning.

Army personnel

Active-duty Army personnel, DA Civilian personnel, USAR personnel, ARNG personnel, and Reserve Officers' Training Corps personnel as defined in this regulation.

Army property

Any item of Army property, or property leased by the Army, for which the Army has assumed risk of loss, such as aircraft, vehicle, building, structure, system, and so on.

Army Readiness Assessment Program

A Web-based program that provides battalion equivalent and above commanders with data on their organization's readiness posture by assessing its safety climate and culture. Battalion and battalion equivalent commanders will enroll in the ARAP within the first 90 days of assumption of command.

Army risk management process

A holistic approach to preserving readiness that applies 24 hours a day, 7 days a week to Soldiers, DA Civilians, and contract workers. The process has five phases that form a closed loop system of RM, mitigation, and evaluation.

Army tactical vehicles

Any vehicle designed for field requirements in direct support of combat and tactical operations used to provide transportation, or for training personnel for such operations (to include ATVs, mopeds, and MCs).

Audit

A process of collecting information about an organization's SOH management system and making judgments about its adequacy and performance, identifying both the strengths and weaknesses of the safety and health program as implemented by the organization. To ensure that all necessary safety and health program elements are operating and that procedures are in place for thorough implementation. The aims of auditing should be to establish that: appropriate management arrangements are in place; an adequate RM control system exists which reflects the hazard profile of the organization and is properly implemented; and appropriate workplace precautions are in place.

Bailed aircraft

Any Government-owned aircraft provided to a contractor under a bailment agreement for use in conjunction with a specific contractual requirement. Aircraft are usually bailed to a contractor to perform Government contract work. Aircraft are usually leased to a contractor for the contractor's use. Bailment agreements are legal contracts between the Government program office and the contractor.

Bailment contract or agreement

An agreement for the delivery of personal property as opposed to real property in trust for a specific purpose, to be returned when the specific purpose is accomplished.

Barrier

A permanent or temporary impediment to foot and/or vehicular traffic that personnel are prohibited to pass without approval from range control. A barrier may be a sentinel, wire fencing, gate, sign, or other access-limiting device.

Business plan

A comprehensive document that clearly describes how the safety office intends to obtain their strategic goals and objectives. It describes how they will execute their programs and processes, manage funding and manpower, and interface with other organizations to achieve those goals.

Command responsibility

The philosophy that commanders down the entire chain of command are responsible for the safety of their personnel.

Commander

An individual that lawfully exercises leadership authority over subordinates by virtue of rank or assignment. This includes the authority and responsibility for effectively using available resources for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. This also includes responsibility for health, welfare, morale, and discipline of assigned personnel in his or her “command,” according to FM 1–02 and ADP 6–0. Examples of commanders are as follows:

a. Commander of an Army Headquarters, CONUS and OCONUS.

b. Chief of Engineers (civil and military works).

c. Commander, U.S. Army Space and Strategic Defense Command.

d. Chief, NGB.

e. Commander, U.S. Army Medical Research and Development Command.

f. Commanders of Army installations with a full-time safety professional. This includes posts, camps, stations, and military communities.

g. State adjutants general (ARNG).

h. Commanders of USAR organizations with a full-time safety professional.

i. Commanders of MTFs.

j. Commanders in direct support of general support maintenance units.

k. Director of facilities engineering.

l. Provost marshal/law enforcement commander.

m. Director of industrial operations.

n. U.S. Army plant representative office.

o. Commanders of modified table or organization and equipment, or TDA organizations.

Competent authority

An individual of the armed forces designated in command, responsible for the direction, coordination, and control of military forces. The commander alone is responsible for everything his or her unit does or fails to do. He or she cannot delegate his or her responsibility or any part of it although he or she may delegate portions of his or her authority to competent individuals. An individual designated by the commander to address areas of primary interest within that individual's technical expertise.

Contractor accident

An accident that occurs as a result of a Government contractor's operations in which there is damage to U.S. Government or Army property or equipment, injury or occupational illness to Army personnel, or other reportable event.

Control

Action taken to eliminate hazards or reduce their risk.

Days away from work

Those days when a person loses one or more workdays as a result of an injury or illness, starting with the day after the injury occurred or the illness began and including calendar days the person was unable to work, regardless of whether the person was scheduled to work on those days. (See section 29 CFR 1904.7(b)(3) of Reference (h).) For military personnel, days away from work for on- and off-duty injuries and occupational illnesses include inpatient hospitalization, medical restrictions to quarters, convalescent leave, and commander directed removal from duties.

Days of restricted work or transfer to another job

Days on which a person is working but restricted from completing assigned tasks, works less than a full day or shift, or is transferred to another task to accommodate the injury or illness. Calendar days not scheduled to work are included in the count of days. Count of days is stopped when the person is either returned to their pre-injury or pre-illness job or permanently assigned to a job that has been modified or permanently changed to eliminate the routine functions the person was restricted from performing. For military personnel, restricted work or transfer to another job includes limited- and light-duty assignments.

Degraded Visual Environment

Reduced visibility of potentially varying degree, wherein situational awareness and aircraft control cannot be maintained as comprehensively as they are in normal visual meteorological conditions and can potentially be lost.

Demilitarization

The mutilation, destruction, or neutralization of chemical agent materiel, rendering it harmless and ineffectual for military purposes.

Department of the Army Civilian personnel

Includes the following types of personnel:

a. Senior executive service, general management, GS, and Federal Wage System employees.

b. USACE employees.

c. ARNG and USAR technicians.

d. Non-appropriated fund employees (excluding part-time military).

e. Foreign nationals directly or indirectly employed by DA (paid by appropriated funds).

f. South/Student Assistance and Temporary Program employees; Volunteers in Service to America volunteers; Job Corps, Neighborhood Youth Corps, and Youth Conservation Corps Volunteers; Family Support Program volunteers**.**

Department of the Army contractor

A non-Federal employer engaged in performance of a DA contract, whether as prime contractor or subcontractor.

Department of the Army installation

A grouping of facilities located in the same vicinity that supports a particular DA function. Installations may include locations such as posts, camps, stations, or communities, land, and improvements permanently affixed thereto which are under the DA control and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions as activities of that installation. In addition to those used primarily by troops, the term “installation” applies to such real properties as depots, arsenals, ammunition plants (both contractor and Government operated), MTFs, terminals, and other special mission installations.

Dud

An explosive item or component of a weapon system that fails to function.

Educational

Includes classroom training, excludes field settings such as field training exercises and maneuvers (for example, teach, instruct, brief, or counsel student, or audience activities).

Emergency

An event for which an individual perceives that a response is essential to prevent or reduce injury or property damage.

Emergency disposal

Immediate transportation and disposal of chemical agents/munitions when the senior EOD person determines the health or safety of any person is clearly endangered.

Engineering controls

Regulation of facility operations using prudent engineering principles, such as facility design, operation sequencing, equipment selection, and process limitations.

Environmental factors

Environmental conditions, which had, or could, have had an adverse effect on the individual’s actions

or the performance of equipment.

Evaluation

A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

Explosion

A chemical reaction of any chemical compound or mechanical mixture that, when initiated, undergoes a very rapid combustion or decomposition, releasing large volumes of highly heated gases that exert pressure on the surrounding medium. Depending on the rate of energy release, an explosion can be categorized as a deflagration or a detonation.

Explosive license

An installation-generated document which shows the allowable net explosives weight at each explosive site.

Explosive ordnance disposal

The detection, identification, field evaluations, rendering safe, recovery, and final disposal of unexploded explosive ordnance or munitions chemical agents.

Explosive ordnance disposal procedures

Those particular courses or modes of action for access to, recovery, render safe, and final disposal of explosive ordnance or any HAZMAT associated with an EOD incident.

Exposed site

A location exposed to the potential hazardous effects (blast, fragments, debris, and heat flux) from an explosion at a potential explosion site.

Exposure

The frequency and length of time personnel and equipment are subjected to a hazard.

Extremely hazardous substances

The EPA uses the term extremely hazardous substance for the chemicals that must be reported to the appropriate authorities if released above the threshold reporting quantity. Each substance has a threshold reporting quantity. The list of extremely hazardous substances is identified in Title III of Superfund Amendments and Reauthorization Act of 1986 (40 CFR 355).

Facility

A structure that is built, installed, or established to serve a defined purpose. An area within a building that provides appropriate protective barriers for persons working in the facility and the environment external to the facility, and outside of the building.

Fair wear and tear

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

First aid

First aid is defined as using a list of procedures that are all-inclusive and is not a recordable injury. If a procedure is not on the list, it is not considered first aid for recordkeeping purposes. The following are the procedures contained in the list—

a. Using a nonprescription medication at nonprescription strength. However, if an employee is provided prescription medications or nonprescription medications at prescription strength, this is considered medical treatment.

b. Tetanus immunizations.

c. Cleaning, flushing, or soaking surface wounds.

d. Wound coverings, butterfly bandages, Steri-Strips®. The use of wound closure methods such as sutures, medical glues, or staples is considered medical treatment.

e. Hot or cold therapy regardless of how many times it is used.

f. Nonrigid means of support.

g. Temporary immobilization device used to transport accident victims.

h. Drilling of fingernail or toenail; draining fluid from blister.

i. Eye patches.

j. Removing foreign bodies from eye using irrigation or cotton swab. However, use of other methods to remove materials from the eye is medical treatment.

k. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.

l. Finger guards.

m. Massages. Massage therapy is first aid, but physical therapy or chiropractic treatment is considered medical treatment.

n. Drinking fluids for relief of heat stress. (Drinking fluids for relief of heat stress is first aid, but administering an intravenous line is medical treatment.)

Flammable

A material that has the characteristic of being easily ignited and burning readily.

Foreign object damage

Damage to Army vehicle/equipment/property as a result of objects alien to the vehicle/equipment damaged. Excludes aircraft turbine engines defined as a foreign object damage incident.

Fragment

A piece of an exploding or exploded munitions. Fragments may be complete items, subassemblies, pieces thereof, or pieces of equipment or buildings containing the items.

Fragment distance

The limiting range, based on a specific density of hazardous fragments, expected from the type and quantity of explosives involved. Used in establishing certain Q–D criteria. A hazardous fragment is a fragment having an impact energy of 58 foot-pounds or greater. Hazardous fragment density is a density of hazardous fragments exceeding one per 600 square feet.

Friendly fire/fratricide

A circumstance in which authorized members of U.S. or friendly military forces, U.S. or friendly official government employees, U.S. DOD or friendly nation contractor personnel, and nongovernmental organizations or private volunteer organizations, who, while accompanying or operating with the U.S.

Armed Forces, are mistakenly or accidentally killed or wounded in action by U.S. or friendly forces actively engaged with an enemy or who are directing fire at a hostile force or what is thought to be a hostile force.

Government motor vehicle

An item of equipment, mounted on wheels, which is designed for highway or land operations or both and which derives power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Ground accident

Any accident exclusive of aviation (flight/flight related/aircraft ground/UAS) (for example, AMV, ACV, PMV, marine.)

Hazard

Any actual or potential condition that can cause injury, illness, or death of personnel or damage to or loss of equipment, property or mission degradation, or a condition or activity with potential to cause damage, loss, or mission degradation.

Hazard analysis

A hazard analysis is a clear, systemic, concise, well defined, orderly, consistent, closed-loop, quantitative or qualitative and objective methodology used to identify possible hazards within a mission, system, equipment or process that can cause losses to the mission, equipment, process, personnel or damage to the environment. Examples of hazard analyses are What-If, Preliminary Hazard Analysis, Sneak Circuit Analysis, Hazard and Operability Study, Fault Tree Analysis, Failure Mode and Effects Analysis, and Fault Hazard Analysis.

Hazard class

The United Nations Organization hazardous classification system, which contains 9 hazard classes, is used by the DOD for dangerous materials to identify the hazardous characteristics of A&E. Hazard Class 1 (A&E) is further divided into six division designators that indicate the primary characteristics and associated hazards.

Hazard classification

An assignment of A&E (class 1 substances) into one of six divisions for purposes of storage, transportation, and quantity distance computations. These divisions are—

a. 1.1-mass detonating.

b. 1.2-fragment producing.

c. 1.3-mass fire.

d. 1.4-moderate fire.

e. 1.5-very insensitive explosives and blasting agent (used by the Army for transportation only).

f. 1.6-extremely insensitive ammunition.

Hazardous chemicals

Per OSHA, denotes any chemical that would be a risk to employees if exposed in the work place. Hazardous chemicals cover a broader group of chemicals than the other chemical lists.

Hazardous materials

Definitions are—

a. “Hazardous material” means any material that has been designated as hazardous under 49 USC 5101 to 49 USC 5127 and is required to be placarded under 49 CFR 172, Subpart F or any quantity of material listed as a select agent or toxin in 42 CFR 73.

b. Substances that have hazardous characteristics such as flammable, corrosive, reactive, toxic, radioactive, poisonous, carcinogenic or infectious, having properties capable of producing adverse effects on the health and safety or the environment of a human being. Legal definitions are found in individual regulations.

c. Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people’s health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials (Federal Emergency Management Agency definition).

d. The DOT uses the term hazardous materials which cover 8 hazard classes, some of which have subcategories called classifications and a ninth class covering other regulated materials. The DOT includes in its regulations hazardous substances and hazardous wastes as other regulated materials-E, both of which are regulated by the EPA, if their inherent properties would not otherwise be covered.

Hazardous substances

Includes the following definitions—

a. The EPA uses the term hazardous substance for the chemicals that, if released into the environment above a certain amount, must be reported and depending on the threat to the environment, Federal involvement in handling the incident can be authorized. A list of the hazardous substances is published in 40 CFR 302, Table 302.4.

b. The OSHA uses the term hazardous substance in 29 CFR 1910.120, which resulted from Title I of Superfund Amendments and Reauthorization Act of 1986 and covers emergency response. OSHA uses the term differently than EPA. Hazardous substances, as used by OSHA, cover every chemical regulated by both DOT and EPA.

Hazardous wastes

Per the EPA, chemicals that are regulated under the Resource, Conservation, and Recovery Act (42 USC 6901). Hazardous waste in transportation is regulated by DOT (49 CFR 170 through 49 CFR 179).

Health hazard

An existing or likely condition, inherent to the operation, maintenance, storage or disposal of materiel or a facility, that can cause death, injury, acute or chronic illness, disability, or reduced job performance.

Hospitalization

Admission to a MTF as an inpatient for medical treatment.

Human error

Human performance that deviated from that required by the operational standards or situation. Human error in accidents can be attributed to a system inadequacy/root cause in training, standard, leader, individual, or support failure indicated below:

Human factors

Human interactions (man, machine, and/or environment) in a sequence of events that were influenced by, or the lack of human activity, which resulted or could result in an Army accident.

Imminent danger

Conditions or practices in any workplace that pose a danger that reasonably could be expected to

cause death or severe physical hardship before the imminence of such danger could be eliminated through normal procedures.

Impact area

The ground and associated airspace within the training complex used to contain fired or launched A&E and the resulting fragments, debris, and components from various weapon systems. A weapon system impact area is the area within the surface danger zone used to contain fired or launched A&E and the resulting fragments, debris, and components. Indirect fire weapon system impact areas include probable error for range and deflection. Direct fire weapon system impact areas encompass the total surface danger zone from the firing point or positions down range to distance X—

a. Temporary impact area. An impact area within the training complex used for a limited period of time to contain fired or launched A&E and the resulting fragments, debris, and components. Temporary impact areas are normally used for non-dud-producing ammunition or explosives and should be able to be cleared and returned to other training support activities following termination of firing.

b. Dedicated impact area. An impact area that is permanently designated within the training complex and used indefinitely to contain fired or launched A&E and the resulting fragments, debris, and components. Dedicated impact areas are normally used for less sensitive A&E than that employed in high hazard impact areas. However, any impact area containing fused high explosive or white phosphorous duds represent a high risk to personnel and access must be limited and strictly controlled.

c. High hazard impact area. An impact area that is permanently designated within the training complex and used to contain sensitive high explosive A&E and the resulting fragments, debris, and components. High-hazard impact areas are normally established as part of dedicated impact areas where access is limited and strictly controlled because of the extreme hazard of dud ordnance such as improved conventional munitions, high-explosive anti-tank, 40mm, and other highly sensitive A

Improved conventional munitions

Munitions characterized by the delivery of two or more antipersonnel, anti-materiel, and or anti-armor submunitions.

Individual risk

Risk to a single exposed person.

Injury

A traumatic wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected, and is caused by a specific event, incident, or series of events or incidents within a single day or work shift.

Inspection

Comprehensive survey of all or part of a workplace in order to detect safety and health hazards. Inspections are normally performed during the regular work hours of the agency, except as special circumstances may require. Inspections do not include routine, day-to-day visits by agency SOH personnel, or routine workplace surveillance (29 CFR 1960.2(k)). It is also the process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

Installation

An aggregation of contiguous or near contiguous, common mission supporting real property holdings under the jurisdiction of the DOD within and outside CONUS. Examples include, but are not limited to, posts, camps, bases, and stations.

Installation–level safety director

The senior full-time safety professional responsible for providing safety support to Army installations, including camps, stations, military communities, and USAR organizations.

Investigation

A systematic study of an accident, incident, injury, or occupational illness circumstances.

Job transfer

When an employee/Soldier is assigned to a job other than his/her regular job for part of the day as a result of an injury or occupational illness.

Laser

Light amplification by stimulated emission of radiation; a device capable of producing a narrow beam of intense light. (See TB MED 524 and JP 3–09 for more information on lasers.)

Life cycle

The life of a system from conception to disposal.

Maintenance/repair/servicing

Activities associated with the maintenance, repair or servicing of equipment and other property. Excludes janitorial, housekeeping or grounds-keeping activities. Examples include: install/remove/modify equipment; tune/adjust/align/connect; hot-metal work; cold-metal work; plastic working; soldering; repairing tires; inspecting tires/batteries; fueling/defueling; changing/inflating tires; charging batteries.

Malfunction

Failure of an ammunition item to function as expected when fired, launched, or when explosive items function under conditions that should not cause functioning. Malfunctions include hang-fires, misfires, duds, abnormal functioning, and premature functioning of explosive items under normal handling, maintenance, storage, transportation, and tactical deployment. Malfunctions do not include accidents or incidents that arise solely from negligence, all practice, or situations such as vehicle accidents or fires**.**

Materiel factors

When materiel elements become inadequate or counterproductive to the operation of the vehicle/equipment/system.

Maximum credible event

The maximum credible event is the most disastrous maximum credible loss identified for a given system or operation. In explosives and chemical agent hazards evaluation, the maximum credible event due to a hypothesized accidental explosion, fire, or toxic chemical agent release (with explosives contribution) is the worst single event that is likely to occur from a given quantity and disposition of A&E. The event must be realistic with a reasonable likelihood of occurrence considering the means of initiation, explosion propagation, burning rate characteristics, and physical protection given to the items involved. The maximum credible event evaluated on this basis may then be used as a basis for effects calculations and casualty predictions.

Maximum credible loss

The maximum credible loss is the most probable, believable, and catastrophic outcome of a hazard's affect on mission, personnel, facilities, and/or environment due to the occurrence of a particular event or series of events. A maximum credible loss is identified for the possible initiation of each cause associated with a given hazard resulting in undesired results.

Medical surveillance

A program composed of pre-placement, job transfer, periodic, and termination examinations that are provided to all personnel potentially exposed to chemical agent health hazards in the work environment.

Medical treatment

Medical treatment is the management and care of a patient to combat disease or disorder. It does not include—

a. Visits to a physician or licensed health care professional solely for observation or counseling.

b. Diagnostic procedures.

c. First aid.

Military operations in urban terrain

A terrain complex where manmade construction impacts on the tactical options available to commanders. These military operations in urban terrain facilities replicate urban environments.

Military personnel

All Soldiers that is, U.S. Army active duty personnel; USAR or ARNG personnel on active duty or full-time National Guard duty or in a paid drill status; Service Academy midshipmen/cadets; Reserve Officers' Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to DA; and members of other U.S. uniformed Services assigned to DA.

Military treatment facility

Civilian or uniformed Services medical centers, hospitals, clinics, or other facilities that are authorized to provide medical, dental, or veterinary care.

Military unique equipment, systems, and operations

Excludes from the scope of 29 CFR 1960 the design of DOD equipment and systems that are unique to the national defense mission, such as military aircraft, ships, submarines, missiles, and missile sites, early warning systems, military space systems, artillery, tanks, and tactical vehicles; and excludes operations that are uniquely military such as field maneuvers, naval operations, military flight operations, associated research test and development activities, and actions required under emergency conditions. The term includes within the scope of the order DOD workplaces and operations comparable to those of industry in the private sector such as vessel, aircraft, and vehicle repair, overhaul, and modification (except for equipment trials); construction; supply services; civil engineering or public works; medical services; and office work.

Motorcycle

Powered two- and three-wheeled vehicles, including mopeds and motorbikes.

Munitions and explosives of concern

Distinguishes specific categories of military munitions that may pose unique explosives safety risks; means - unexploded ordnance, as defined in 10 USC 101(e)(5)(A) through (C); (B); discarded military munitions, as defined in 10 USC 2710(e)(2); or munitions constituents (for example, trinitrotoluene, Research Department Explosive) present in high enough concentrations to pose an explosive hazard.

Munitions response

Response actions, including investigation, removal actions and remedial actions to address the explosives safety, human health, or environmental risks presented by unexploded ordnance, discarded military munitions, or munitions constituents.

Near miss

A potentially serious accident or incident that could have resulted in personal injury, death, or property damage, damage to the environment and/or illness but did not occur due to one or more factors.

Non-appropriated fund employees

Employees paid from non-appropriated funds, including summer and winter hires and special non-appropriated fund program employees. Military personnel working part-time in non-appropriated employment are excluded.

Occupational hazard

Conditions, procedures, and practices directly related to the work environment that creates a potential for producing occupational injuries or illnesses.

Occupational illness

Nontraumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; for example, exposure to toxins, poisons, fumes; or other continued and repeated exposures to conditions of the work environment over a long period of time. Includes any abnormal physical or psychological condition or disorder resulting from an injury, caused by long or short-term exposure to chemical, biological, or physical agents associated with the occupational environment. For practical purposes, an occupational illness is any reported condition that does not

meet the definition of an injury. Occupational illness to military or Department of the Army Civilian personnel

Occupational injury

A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of the occurrence and a member or function of the body affected, and is caused by a specific event, incident, or series of events or incidents within a single day or work shift.

Off duty

Army personnel are off-duty when they—

a. Are not in an on-duty status, whether on or off Army installations.

b. Have departed official duty station, TDY station, or ship at termination of normal work schedule.

c. Are on leave and/or liberty.

d. Are traveling before and after official duties, such as driving to and from work.

e. Are participating in voluntary and/or installation team sports.

f. Are on permissive (no cost to Government other than pay) TDY.

g. Are on lunch or other rest break engaged in activities unrelated to eating or resting.

Officer in charge

The officer, warrant officer, or NCO responsible for personnel conducting firing or operations within the training complex.

On duty

Army personnel are considered on duty, for purposes of accidents, when they are—

a. Physically present at any location where they are to perform their officially assigned work. (This includes those activities incident to normal work activities that occur on Army installations, such as lunch, coffee, or rest breaks, and all activities aboard vessels.)

b. Being transported by DOD or commercial conveyance in order to perform officially assigned work (this includes reimbursable travel in PMVs for performing TDY but not for routine travel to and from work).

c. Participating in compulsory physical training activities (including compulsory sports) or other installation events.

Operating vehicle or vessel

Activities associated with operating vehicles or vessels under power. Examples include: driving; convoying/road marching; towing/pushing; mowing; hauling/transporting; driver testing; flying; and vehicle road testing.

Operational control

The authority to perform those functions of command over subordinate forces involving organizing and employing command and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and Joint training necessary to accomplish missions assigned to the command. It does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

Overhead fire

Weapon system firing that is delivered over the heads of unprotected personnel in training or personnel located anywhere in the surface danger zone.

Permanent partial disability

Any injury or occupational illness that does not result in death or permanent total disability but in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

a. Loss of teeth-loss of fingernails or toenails.

b. Loss of tip of fingers or tip of toe, if it is repaired.

c. Disfigurement-sprains or strains that do not cause permanent limitation of motion.

Permanent total disability

Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment. (The loss or loss of use of both hands, feet, eyes, or any combination thereof resulting from a single accident will be considered as permanent total disability.)

Physical training

Body conditioning or confidence building activities, excludes combat skills development. Examples: Confidence courses, combat football, combat basketball, push-ball, marches, calisthenics, pugil stick, running/jogging, physical training test.

Privileged safety information

Information that is reflective of a deliberative process in the safety investigation or given to a safety investigator pursuant to a promise of confidentiality, which the safety privilege protects from being released outside safety channels or from being used for any purpose except accident prevention. It includes products such as draft and final findings, evaluations, opinions, preliminary discussions, conclusions, accident causes, recommendations, analyses, and other material that would reveal the deliberations of safety investigators, including reviews and endorsements. It also includes information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

Probability

Probability is the qualitative or quantitative likelihood of a particular event or sequence of actions

initiated by a hazard related cause resulting in the maximum credible loss. The Probability can be expressed as the product of the incident rate and mishap set likelihood.

Prophylaxis

Measures designed to preserve health.

Qualified safety and health personnel

Includes persons who meet Office of Personnel Management standards for SOH manager/specialist, GS–018, and safety engineer, GS/GM–803. Other job specialties will provide support in their respective specialty areas (see table 2–1 for additional job specialties; includes other personnel determined to be equally qualified as compared to the above Office of Personnel Management standards).

Quality assurance specialist (ammunition surveillance)

DA Civilian personnel in the grade of GS–09 or above who have received 2 years of ammunition training and are qualified according to AR 75–1 to assist in performing malfunction investigations.

Quantity/distance

The quantity of explosives material and distance separation relationships that provide defined types of protection.

Recommendations

Those actions advocated to the command to correct system inadequacies that caused, contributed, could cause or contribute to an Army accident. Also referred to in this regulation as corrective action, remedial measures and/or countermeasures.

Recordable accident

Reportable accident that meets the minimum criteria stated in the regulation for aviation and ground Class A through E accidents.

Recreational off–highway vehicle

Any motor vehicle designed for travel on four or more non-highway tires, that is 80 inches or less in width, weighs 1,750 pounds or less, has an operating speed greater than 35 miles per hour, has non-straddle seating, and a steering wheel for steering control.

Reportable accident

All occurrences that cause injury, occupational illness, or property damage of any kind must be reported to the Soldier’s/employees/unit’s servicing/supporting safety office.

Residual hazards

Hazards that are not eliminated by design**.**

Residual risk

The levels of risk remaining after controls have been identified and countermeasures selected for hazards that may result in loss of combat power. Risks remaining after hazard mitigation measures have been applied.

Residual significant risk

Residual significant risk is any risk remaining in a system after corrective actions have been executed.

Restricted area

Any area, usually fenced, at an establishment where the entrance and egress of personnel and vehicular traffic are controlled for reasons of safety and/or security.

Restricted work activity

Individual's injury is such that they are unable to perform their normal duties (for example, light duty).

Risk

Directly related to the ignorance or uncertainty of the consequences of any proposed action. Risk is an expression of possible loss in terms of hazard severity and hazard probability. Risk is the expected value of loss associated with a loss caused by a hazard expressed in dollars. The risk associated with this loss is mathematically derived by multiplying the probability of the loss's likelihood of occurrence by the probable dollar loss associated with the loss's severity. Note that risk has two dimensions-likelihood and magnitude, while a hazard has only one-varied magnitude.

Risk acceptability

That level of risk determined as tolerable in order to fulfill mission requirements. It represents a level of risk where either the output of resources to rectify safety deficiencies does not result in a proportional increase in the level of safety be provided; or so restricts the performance that the assigned mission cannot executed.

Risk acceptance

A formal and documented process indicating Army leadership understands the hazard, its associated cause, and the probable consequences to mission, personnel, equipment, public and/or the environment and that they have determined that the total risk is acceptable because of mission execution. Risk acceptance is an Army leadership prerogative.

Risk acceptance level

Denote the level of risk a particular level of Army leadership and management may accept. These levels are based on the magnitude of the risk involved and the duration of the risk acceptance.

Risk assessment

An evaluation of a risk in terms of loss should a hazard result in an accident and against the benefits to be gained from accepting the risk.

Risk decision

The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action and having the appropriate resources to control or eliminate the risk's associated hazard.

Risk management

A continuous process applied across the full spectrum of Army training and operations, individual and collective day-to-day activities and events, and base operations functions to identify and assess hazards/risks, develop and implement controls, make decisions, and evaluate outcomes; blends tactical, threat-based risks with accidental, hazard-based risks.

Safety

Freedom from those conditions that can cause death, injury, occupational illness, or damage to, or loss of, equipment or property.

Safety certification program

A program established and maintained by the battalion/squadron commander to ensure that personnel under their command designated as officer in charge and RSOs are competent and qualified to carry out the responsibilities and duties of the respective positions.

Safety controls

Mandatory procedural safeguards approved by the SECARMY and determined to be necessary per safety studies and reviews. Safety controls ensure maximum safety of chemical agents throughout the life of the chemical weapon. Controls will be consistent with operational requirements.

Safety release

A formal document issued to any user or technical test organization before any hands-on training, use, or maintenance by troops. The safety release is a stand-alone document which indicates the system is safe for use and maintenance by typical user troops and describes the specific hazards of the system or item based on test results, inspections, and system safety analyses. Operational limits and precautions are included. The test agency uses the data to integrate safety into test controls and procedures and to determine if the test objectives can be met within these limits. A limited safety release is issued on one particular system (for example, Bradley Fighting Vehicle, serial number XXXXX). A conditional safety release is issued when further safety data are pending (for example, completion of further testing or a certain safety test) and restricts a certain aspect of the test.

Sanitized information

Safety investigation information where, after following the established procedures, privileged safety information and the identity of an accident are not revealed.

a. To sanitize a document, remove identifying information including:

(1) The date and location of the accident.

(2) Materiel identification number.

(3) Names, social security numbers, and other personal identifying information of participants, witnesses, and investigators.

(4) Information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

(5) Any other detail that directly, indirectly, or in aggregate identifies the accident or any individual who has given information pursuant to a promise of confidentiality.

b. Some accidents, due to widespread publicity or other unique circumstances, cannot be adequately sanitized. Under such circumstances, removal of this information may be inadequate since the identity of the accident is disclosed by the unique accident sequence. This information is not sanitized and will not be released.

c. When privileged safety information is sanitized, the findings, conclusions, causes, recommendations, opinions, analyses, and other indications of the deliberative processes of safety investigators, safety investigation boards, endorsers, and reviewers are no longer considered privileged. Only the Commander, USACR/Safety Center may release a sanitized privileged accident report.

Security/law enforcement

Activities associated with military police, Criminal Investigation Command, and other military or civilian personnel performing security or law enforcement rescue duties. Examples include: traffic safety; investigating; apprehending suspects; guarding/patrolling; controlling disturbances; and intelligence activities.

Severity

A qualitative or quantitative assessment of the degree of injury, occupational illness, property, facility or environmental damage associated with the maximum credible loss. Severity is dependent only on the maximum credible loss. Once established as a maximum credible loss, it does not change. Only the “probability” of a maximum credible loss can be reduced.

Significant risk

A risk associated with a particular hazard where the hazard likelihood of occurrence and its potential impact on the mission, person, equipment or facility is such that it can be reasonability expected to cause bodily harm, damage to equipment or the facility or delay in the execution of the mission unless corrected. Normally, they are assigned a RAC of 1, 2, or 3.

Single hearing protector (or protection)

Wearing either earplugs or noise muffs or noise attenuating helmets**.**

Soldiering

Noncombat activities peculiar to military life, includes receiving instruction/training in such activities, excludes classroom training. Examples are marching, police call, formation, barracks detail, and field sanitation.

Special hazards areas

Areas identified containing hazards which due to their nature could not be eliminated through design selection and therefore depend upon training, procedures and PPE for control of the hazards to tolerable levels. Examples are paint booths, kitchens, machine shops, areas around conveyor belts, hazardous chemical storage areas, and so forth.

Sports

Includes activities associated with sports, regardless of whether the participation is on duty or off duty, Army supervised or unsupervised, excludes hobbies. Examples include: racquetball/paddleball; handball; softball; tennis; soccer; baseball; basketball; football; volleyball; skiing; swimming; scuba diving; golf; boating; hunting; fishing; martial arts; and **canoeing.**

Surveillance

The observation, inspection, investigation, test, study, and classification of ammunition, ammunition components, and explosives in movement, storage, and use with respect to degree of serviceability and rate of deterioration**.**

Sustain the force

One of the Army's four core capabilities. This capability includes the processes of acquiring, maintaining and sustaining equipment; maintaining and sustaining land operations; acquiring and sustaining infrastructure and operating installations.

System

A composite, at any level of complexity, of trained personnel, procedures, materials, tools, equipment, facilities, and software. The elements of this composite entity are used together in the intended operational or support environment to perform a given task or achieve a specific production, support, or mission requirement.

System inadequacy

A tangible or intangible element that did not operate to standards, resulting in human error or materiel failure. Also referred to as causes, readiness shortcomings and/or root causes.

System safety

The application of engineering and management principles, criteria, and techniques to optimize safety within the constraints of operational effectiveness, time, and cost throughout all phases of systems', equipment's, or facilities' life cycle.

System safety management

An element of management that defines the system safety program requirements and ensures the planning, implementation, and accomplishment of system safety tasks and activities consistent with the overall program requirements.

System safety management plan

A management plan that defines the system safety program requirements of the Government. It

ensures the planning, implementation and accomplishment of system safety tasks and activities consistent with the overall program requirements**.**

System safety program plan

A description of planned methods to be used by the contractor to implement the tailored requirements of MIL–STD–882E, including organizational responsibilities, resources, method of accomplishment, milestones, depth of effort, and integration with other program engineering and management activities and related systems.

System safety working group

A group, chartered by the program/product/project manager, to provide program management with system safety expertise and to ensure communication among all participants.

Tactical facilities

Prepared locations with an assigned combat mission, such as missile launch facilities, alert aircraft parking areas, or fixed gun positions.

Tactical field operations

Includes

a. Actual. An active theater or area of combat operations.

b. Simulated. An operational area established for training in which combat operations are simulated.

Technical tests

A generic term for testing which gathers technical data during the conduct of development testing, technical feasibility testing, qualification testing, Joint development testing, and contractor or foreign testing.

Test agency

An organization that conducts development tests or user tests.

Tolerable risk

The level of risk associated with a specific hazard below which a hazard does not warrant any expenditure of resources to mitigate. From a legal standpoint it would be considered as a “de minimis” risk, from the Latin phrase “de minimis noncurat lex” meaning “the law does not concern itself with trifles.”

Toxic chemicals

Per the EPA, chemicals whose total emissions or releases must be reported annually by owners and operators of certain facilities that manufacture, process, or otherwise use a listed toxic chemical. The list of toxic chemicals is identified in Title III of Superfund Amendments and Reauthorization Act of 1986.

Toxicity

The property possessed by a material that enables it to injure the physiological mechanism of an organism by chemical means, with the maximum effect being incapacitation or death.

Toxin

Toxic material of biologic origin that has been isolated from the parent organism. The toxic material of plants, animals, or microorganisms.

Training related death

A death associated with a noncombat military exercise or training activity that is designed to develop a military member's physical ability or to maintain or increase individual/collective combat and/or peacekeeping skills and is due to either an accident or the result of natural causes occurring during or within one hour after any training activity where the exercise or activity could be a contributing factor. This does not apply to DA Civilians participating in a wellness program.

Unexploded ordnance

A&E that have been primed, fused, armed, or otherwise prepared for action and that have been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel, and remain unexploded by malfunction, by design, or for any other cause. Unexploded ordnance is synonymous for the dud.

Unmanned Aircraft System accident

An Army accident involving a UAS, but not involving a manned DOD aircraft. Unlike a manned DOD aircraft accident, a destroyed UAS is not a Class A mishap unless the event meets the cost or injury Class A threshold.

Workplace

A place (whether or not within or forming part of a building, structure, or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and in relation to an employee, includes a place, or part of a place, under the control of the employer (not being domestic accommodation provided for the employee).

Work–related injuries

Injuries or occupational illnesses incurred while performing duties in an on-duty status.

Section III

Forms

EMPLOYEE REPORT OF ALLEGED UNSAFE ACT OR UNHEALTHFUL WORKING CONDITIONS

For use of this form, see USAG FS/HAAF SOP 385-10; the proponent for this document is the GSO.

This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office. (Ref OSHA Poster on rights of employees and their representatives).

NOTE: Form can be dropped at the local Garrison Safety Office or Submitted securely to: usarmy.stewart.usag.list.iso-all@army.mil

Submitter: ☐ Employee ☐ Representative of Employees ☐ Other (Specify)_____

Location where Safety or Health Hazard is thought to exis Unit _____ Div/Co_____ Bldg#/Long-Lat _____

Does hazard pose an immediate threat of serious harm? ☐ Yes ☐ No

Note: If "Yes", contact Supervisor or Safety Office immediately

Name of person in charge:_____ Phone#:_____

Operation/Activity:_____

Exact location of worksite:_____

FOLD HERE

1) Kind of operation:

2) Describe the hazard or condition that exist and the approximate number of personnel exposed to the hazard:

3) List the violated standard, if known:

4) Has this been reported before? ☐ Yes ☐ No

Note: If "Yes", list the results or actions taken:

5) Select your desire: ☐ I don't want my name revealed ☐ My name may be revealed

Submitter contact Information		
WORK LOCATION:	PHONE#:	
PRINTED NAME OF EMPLOYEE OR REP:	SIGNATURE:	DATE:

GSO FS/HAAF FORM 4755, JUL 2022

CUI

MISHAP DATA SHEET

SAFETY

Ver 1

Complete 1 - 8 hours after any Army Mishap (please print). Return sheet to Unit/Section/Directorate level Safety Officer.

Personal Information	
Grade/Name of injured or equipment operator	
Age/Gender	/ ☐ Male ☐ Female
Unit	
Home Address (Civilian Only)	
DoDID# / MOS	/
Date Assigned / Hired	/
Date of Birth	
Ever deployed?	If 'yes' returned when? _____
Mishap Date/Time	Date Time
Duty Status	☐ ON ☐ OFF
Hours on duty/ Hours of sleep	___ On Duty ____ hrs Sleep night before
Protective Gear Available?	☐ Yes ☐ No (Type:)
Protective Gear Worn?	☐ Yes ☐ No

Mishap Details

Explosives or Ammunition ☐ Present ☐ Not-present

☐ Combat ☐ Non-Combat / ☐ Tactical Training

☐ METL task ☐ Non-METL / ☐ Sergeants Time Training

Was a Deliberate Risk Management Worksheet (DDForm2799) completed on the mission/activity?: ☐ Yes (attach to this form) ☐ No

Mishap Scene

☐ On Post / Name of Installation_____ / ☐ Off Post _____

☐ Day ☐ Night / Exact mishap location: PX/Lawn &Garden

Night Vision system ☐ used ☐ Not used ☐ N/A

Describe Weather :
(Rain, cold, dark, etc)

Photos Taken: ☐ Yes ☐ No
(Securely forward photos of the Mishap Scene)

Injury Info

☐ Eyes L/R ☐ Leg L/R ☐ Knee L/R ☐ Ankle L/R ☐ Arm L/R ☐ Hand L/R
(Indicate L or R: left)

☐ Head ☐ Back ☐ Other:_____

☐ 2 or more injured people
(Complete an MDS for each person Involved)

Place of Treatment:_____ ER: ☐ Yes ☐ No
Dr. Name:

Mishap Involved:	Damage to Vehicle (check all applicable) / License & Cert information
☐ Tactical Vehicle ☐ TMP ☐ Motorcycle ☐ POV	☐ Frame ☐ Doors ☐ Head or Tail lights ☐ Windows ☐ Windshield
☐ Physical Training *(Type:* pt	☐ Front bumper/grill ☐ Rear bumper
☐ Org. Sports ☐ Sports *(Type:*	☐ Tire(s) ☐ Axle(s) ☐ Roof ☐ Other_____
☐ Falling /From what? shelf	Equipment Operator : licensed ☐ Y ☐ N Date of last Tng / License Issue date: /
☐ Equipment:	Vehicle Cdr (VC) : VC Card ☐ Y ☐ N
Veh/Equipment Type: Make&Model: VIN/Serial#:	MSF Certification Date: *(Motorcycles only)*

Follow up W/N 24hrs: Estimated Cost of Damage: Days Hospitalized: Days Qtrs: Days Restricted: Days Transferred:

Contributing Factors: (Human Error, SOP shortcoming, Procedures not followed, Equipment; "X" ALL possible Root Causes)

Leader	Training	Standards	Equipment	Individual
☐ Direct Supervision	☐ School	☐ AR ☐ SOP	☐ Failure ☐ Maintenance	☐ Attitude ☐ Fatigue
☐ Unit Supervision	☐ Unit	☐ TM ☐ Other	☐ Missing ☐ Manufacturer	☐ Overconfident ☐ Fear
☐ Higher command	☐ Experience	☐ FM ☐ No SOP	☐ Facility ☐ Other	☐ n a hurry ☐ Alcohol/drugs

Synopsis of the Mishap *(Use the back if needed):*

POC info

Rank/Name of person completing this sheet: _____ Work # _____ Cell# _____

Rank/Name of Vehicle Commander: _____ Work # _____ Cell# _____

Rank/Name of Mishap Witness #1: Work #_____ Cell# _____

Deliver to ADSO/CDSO/Supervisor-ASAP!

Form POC: USAG FS/HAAF Safety Office 435-1208/9595/1109 or HAAF 915-5181 / 4363 / 4364

Email: usarmy.stewart.usag.list.iso-ali@army.mil

CUI

JOB HAZARD ANALYSIS (JHA)

Date: YYYMMDD

1. JOB DESCRIPTION

a. TASK DESCRIPTION:		Aircraft Specific:		☐ New Assessment ☐ Revised Assessment

2. ANALYSIS CONDUCTED BY

a. Name (Last, First)		**b. Title/Position**	
c. Reviewed By (Last, First, Position)		**d. Date** YYYYMMDD	

The JHA process follows the first 3 steps of the Risk Management process as detailed in ATP 5-19. The JHA is similar in form and function to the Deliberate Risk Assessment Worksheet DD FORM 2977

Step 1–Identify the hazards

Step 2–Assess the hazards

Step 3–Develop controls and make risk decisions

Risk Assessment Matrix		**Probability** (expected frequency)				
		Frequent: Continuous regular, or inevitable occurences	**Likely**: Several or numerous occurences	**Occasional:** Sporadic or intermittent occurrences	**Seldom:** Infrequent occurrences	**Unlikely:** possible occurrence but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Death or unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Minor injury, illness, loss or damage	III	H	M	M	L	L
Negligible: Minimal injury, illness, loss or damage	IV	M	L	L	L	L

3. JOB TASK STEPS HAZARD ANALYSIS

a. SUBTASK/SUBSTEP	b. BODY PART at Risk	c. HAZARD	d. RISK LEVEL	e. PPE

3. JOB TASK STEPS HAZARD ANALYSIS (continued)

3. Hazardous Commodities used during this task ☐ No ☐ Yes (Identify below)	**MSDS/SDS #**

4. OTHER SAFETY PRECAUTIONS (ENGINEERING OR ADMINISTRATIVE CONTROLS)

5. TRAINING/LICENSING/CERTIFICATION REQUIRED

6. JOB TASK RESIDUAL RISK LEVEL IF CONTROLS ARE IMPLEMENTED:

☐ EXTREMELY HIGH (EH) ☐ HIGH (H) ☐ MEDIUM (M) ☐ LOW (L)

Appendix B

High, Moderate, and Low Risk Workplace List

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

Workplace	Special	High	Moderate	Low
Ammunition Supply Points		X		
Arms Rooms			X	
Chapel				X
DES - Entry Control Points			X	
DES - Fire Station			X	
DES - Police Station			X	
DPTMS - Low Water Crossings			X	
DPTMS - Obstacle Courses		X		
DPTMS - Ranges			X	
DPW - Chemical Storage/Disposal			X	
DPW - Mechanic Shop		X		
DPW - Paint Shop			X	
DPW - Welding Shop			X	
DPW - Wood Shop			X	
FMWR - Auto Shop		X		
FMWR - Outdoor Basketball Facilities			X	
FMWR - Bowling Center - Mechanic Shop		X		
FMWR - Bowling Center - Pin Setting Area		X		
FMWR - Bowling Center - Pro Shop			X	
FMWR - Bowling Center - Restaurant/Cafe				X
FMWR - Child Development Centers	X			
FMWR- Child Youth Centers	X			
FMWR - FCC Homes	X			
FMWR - Craft Shop			X	
FMWR - Outdoor Cross Fit Facilities			X	
FMWR - Football Facilities			X	
FMWR - Golf Course - Greens Keeper Facility		X		
FMWR - Golf Course - Pro Shop				X
FMWR - Golf Course - Restaurant/Cafe			X	
FMWR-Gyms			X	
FMWR - Indoor Pools		X		
FMWR - Library				X
FMWR - Outdoor Pools		X		
FMWR- Playgrounds (not w/CYS or Housing)			X	
FMWR - Post Theatre				X
FMWR - Running Trails			X	
FMWR - Skate Parks			X	
FMWR - Softball/Baseball Facilities			X	

Appendix B (continued)

Workplace	Special	High	Moderate	Low
FMWR- Tennis Courts			X	
FMWR - Water Recreation Facilities		X		
FMWR - Wilderness Trails			X	
FMWR - Wood Shop		X		
Other - SJA Facilities used by Soldiers/Civ				X
Other - Welcome Centers / ID Card Offices				X
Other - Resilient Centers				X
Other - Education Center				X
Other - Military In-Processing Center				X
Other - Museum				X
Offices - Break Rooms				X
Offices - Electrical Rooms			X	
Offices - Elevator Rooms/Shafts			X	
Offices - Office Spaces				X

Appendix C

References

Required Publications

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

10 CFR 20 - Standards for Protection against Radiation

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

29 CFR 1904 - Recording and Reporting Occupational Injuries and Illness

29 CFR 1910 - Occupational Safety and Health Standards

29 CFR 1917 - Marine Terminals

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

29 CFR 1926 - Safety and Health Regulations for Construction

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

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

DoD 1400.25-M - Department of Defense Civilian Personnel Management (CPM)

DoDI 6055.04 - DoD Traffic Safety Program

Defense Explosives Safety Regulation 6055.09 Edition 1 ~ *DESR 6055. 09, Edition 1*

DoD 4145.26-M - DOD Contractors' Safety Manual for Ammunition And Explosives

DoDI 6055.07 - Mishap Notification, Investigation, Reporting and Recordkeeping

DoDI 6055.1 - DoD Safety and Occupational Health Program

AMC Reg 385-10 - AMC Safety Program

AR 11-34 - The Army Respiratory Protection Program

AR 11-35 - Occupational and Environmental Health Risk Management

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

AR 40-13- Radiological Advisory Medical Teams

AR 190-17 - Biological Surety

AR 50-5 - Nuclear Surety

AR 50-6 - Chemical Surety

AR 75-1 - Malfunctions Involving Ammunition and Explosives

AR 350-19 - The Army Sustainable Range Program

AR 385-10 - The Army Safety Program

AR 385-63 - Range Safety

AR 420-1 - Army Facilities Management

AR 608-10 - Child Development Services

AR 672-20 - Incentive Awards

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

AR 740-1 - Storage and Supply Activity Operations

DA Pam 40-8 - Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Nerve Agents GA, GB, GD, and VX

DA Pam 40-173 - Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Mustard Agents H, HD, and HT

DA Pam 385-1 - Small Unit Safety Officer/Non-Commissioned Officer's Guide

DA Pam 385-10 - Army Safety Program

DA Pam 385-16 - System Safety Management Guide

DA Pam 385-24 - The Army Radiation Safety Program

DA Pam 385-25 - Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation

DA Pam 385-30 - Risk Management

DA Pam 385-40 - Army Accident Investigations and Reporting

DA Pam 385-61 - Toxic Chemical Agent Safety Standards

DA Pam 385-63 - Range Safety

DA Pam 385-64 - Ammunition and Explosives Safety Standards

DA Pam 385-65 - Explosive and Chemical Site Plan Development and Submission

DA Pam 385-90 - Army Aviation Accident Prevention Program

AR 11-34 - Respiratory Protection Program

TB Med 522 - Control of Hazards from Protective Material Used in Self-Luminous Devices

TB Med 523 - Control of Hazards from Microwave and Radio Frequency Radiation and Ultrasound

TB Med 525 - Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department

TB Med 524 - Control of Hazards to Health from Laser Radiation

EM 385-1-1 - Safety and Health Requirements Manual

U.S. Army Traffic Safety Training Program Registration System - https://airs.lmi.org/Home.aspx

PL 91-596 - Occupational Health and Safety Act of 1970 Americans with Disabilities Act of 1990, Title I (42 U.S. Code 12111-12117) Employment

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

DA Form 2028 - Recommended Changes to Publications and Blank Forms

DA Form 4753 - Notice of Unsafe or Unhealthful Working Condition

DA Form 4754 - Violation Inventory Log

DA Form 4755 (USAG FS/HAAF Form 4755) - Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 - Installation Hazard Abatement Plan

DA Form 7632 - Deviation Approval and Risk Acceptance Document (DARAD)

NRC Form 3 - Notice to Employees

NRC Form 241 - Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters

NRC Form 314 - Certificate of Disposition of Materials

OSHA Form 300 - Log of Work Related Injuries and Illnesses

OSHA Form 300-A - Summary of Work-Related Injuries and Illnesses

OSHA Form 301 - Injuries and Illnesses Incident Report

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