

Department of the Army
United States Army Garrison
Fort Stewart/Hunter Army Airfield
1791 Gulick Avenue, Building 709
Fort Stewart, Georgia 31314

FS/HAAF Hazard Identification
and Control Program SOP

GARRISON SAFETY HAZARD IDENTIFICATION AND CONTROL PROGRAM

Summary. As a key component of the Garrison Safety Program, this Standard Operating Procedure (SOP) prescribes procedures and responsibilities for the identification and mitigation of recognizable hazards in the work place. It defines the processes for reporting, investigating, and correcting unsafe and unhealthy working conditions to maintain and protect the workforce and conserve resources.

Applicability. This SOP applies to all U.S. Army Garrison (USAG) Fort Stewart/Hunter Army Airfield Military and Civilian personnel, contractors, and organizations.

Supplementation. Supplementation of this SOP is prohibited without prior approval from the Commander, USAG-Fort Stewart/Hunter Army Airfield, 1791 Gulick Avenue, Bldg. 709, Fort Stewart, Georgia 31314, telephone: (912) 767-8606. Supplementation resulting from local requirements will be staffed through the chain of command and approved by the Commander, USAG-Fort Stewart/Hunter Army Airfield.

Suggested Improvements. The proponent for this SOP is the Garrison Safety Office. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, Occupational Health and Safety, Garrison Safety Office, Fort Stewart, Georgia 31314

Distribution. This SOP is available only on the Garrison Safety Office Web Page (<https://home.army.mil/stewart/index.php/about/Garrison/garrison-staff-offices/safety-office>).

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Chapter 1

General

1-1. Purpose:

This SOP serves to support the Fort Stewart & Hunter Army Airfield (FS & HAAF) Garrison Safety Program by providing specifics and assigned responsibilities regarding all aspects of hazard identification and mitigation. This includes but is not limited to employee reports of unsafe and unhealthy working conditions, facility inspections, accident investigations, corrective action implementation, and recordkeeping. It provides Garrison specific requirements to fulfill the intent of the Army Safety Program responsibilities defined in AR 385-10 (The Army Safety Program) and incorporates the requirements of the Occupational Safety and Health Act of 1970. This SOP will assist Garrison leadership and military and civilian employees with protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture.

1-2. References:

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms:

Abbreviations and terms used in this SOP are explained in the glossary.

1-4. 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). The primary means of recordkeeping for the FS and HAAF Garrison Safety Offices will be the Safety Incident Automated Reporting System (SIARS) located at <https://safetytracker.tacom.army.mil>. Record titles and descriptions are available on the ARIMS website (<https://www.arims.army.mil>).

1-5. The Garrison Commander will:

- a. Oversee the implementation of the Hazard Identification and Control Program and incorporate functions defined in AR 385-10 (Army Safety Program).
- b. Ensure that all Garrison Supervisors are aware of their responsibility to:

(1) Initiate prompt corrective action for unsafe or unhealthful working conditions as well as initiating work stoppages where imminent danger exists.

(2) Refrain from interference, coercion, discrimination, or reprisal against any employee for filing a report of an unsafe or unhealthful working condition.

(3) Inspect areas and work under their supervision to ensure they are free of recognizable hazards.

c. Implement and enforce all requirements outlined in this SOP and AR 385-40, Army Accident Investigation and Reporting.

d. Ensure Class A, B, C, and D Army accidents involving Garrison personnel (Appropriated Funds personnel, Non-Appropriated fund personnel, and USAG Soldiers) or equipment is reported and processed using the Safety Incident Automated Reporting System (SIARS) which is available at <https://safetytracker.tacom.army.mil> and "ASMIS" which is available at <https://mishap.safety.army.mil>.

e. Provide an accident briefing to the Commanding General (CG), Installation Management Command (IMCOM) on Class A accidents and other accidents involving Garrison personnel, operations, or facilities as directed by Headquarters (HQ) IMCOM.

f. Mandate workplace accidents involving Garrison personnel, operations, or facilities are reported to the Garrison Safety Office for investigation and a follow-up.

g. Ensure corrective actions are implemented by the person responsible to correct identified safety non-conformance issues.

h. Ensure all Garrison employees receive training on the procedures outlined in this SOP.

1-6. Garrison Safety Manager will:

a. Advise the Garrison Commander, managers, and supervisors on trends resulting from safety nonconformance issues identified by employee reports of unsafe and unhealthy working conditions, facility inspections, and accident investigations.

b. Assign safety specialists to conduct investigations, document findings, and follow-up inspections as necessary for employee reports of unsafe or unhealthful working conditions.

c. Review Safety Automated Incident Reporting System (SIARS), Record of Injury, Property Damage, Near-Miss, on all accidents and, as needed, on all serious potential

loss accidents that occur at Fort Stewart Garrison. Reports will be routed to the supervisor responsible for the implementation of corrective actions.

d. Train Garrison managers and supervisors, CDSOs, managers, and workers on the hazard identification and control program and provide technical assistance, as required, to supervisor in completing accident reports and investigation procedures.

e. Maintain files of all safety and health nonconformance findings, corrective actions, and completed accident cases. Records will be retained for at least 5 years following the end of the calendar year to which they relate.

f. Prepare and maintain the Occupational Safety and Health Administration (OSHA) Form 300, Log of Work-Related Injuries and Illnesses, as required by AR 385-10 and 29 CFR 1960.67. The summary portion of the log, OSHA Form 300A, shall be posted from 01 February to 30 April of the year following the year covered by the form. The records will be retained until they are 5 years old.

g. Ensure that all Army accidents involving Garrison personnel (Appropriated Funds personnel, Non-Appropriated fund personnel, and USAG Soldiers) or equipment are reported and processed using the Safety Incident Automated Reporting System (SIARS) which is available at <https://safetytracker.tacom.army.mil> and "ASMIS" which is available at <https://mishap.safety.army.mil>. Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

h. Ensure that the OSHA prescribed "Hierarchy of Control" method is utilized to source the most applicable and effective corrective actions regardless of their source of origin. The "Hierarchy of Control" consists of the following:

(1) Elimination of the hazardous source completely should be the first choice of action, if possible.

(2) Substitution of the hazard with another chemical, process, or piece of equipment of lesser hazard.

(3) Engineering controls such as machine guarding, barriers, relocation of controls, or automatic stopping devices.

(4) Administrative controls such as rotational work schedules.

(5) Personal Protective Equipment (PPE) should be the last resort should other controls be deemed inappropriate.

1-7. Garrison Supervisors will:

a. Ensure safe work practices are being employed and that inspections of work areas are being conducted to ensure all hazards have been identified and corrective action(s) are taken to eliminate or minimize concerns.

b. Utilize the “Hierarchy of Controls” listed in Section 1-6, paragraph i above to ensure all identified hazards within their areas of responsibility are controlled using the most applicable and effective corrective actions possible.

c. Ensure employees are aware of their right to report unsafe acts and conditions while ensuring that no act of reprisal, coercion, etc., is taken against any employee for filing a report of unsafe or unhealthful working conditions. Action will be taken against those violating this prohibition.

d. Initiate prompt corrective action for unsafe or unhealthful conditions. Activating work stoppage where imminent danger exists and notifying the chain of command, up to and including the Commander, of the presence of the condition.

e. Report all injuries, property damage accidents, occupational illnesses, and near misses occurring within their area of responsibility to the Garrison Safety Office immediately or as soon as possible within twelve (12) hours.

f. Use the Safety Incident Automated Reporting System (SIARS) which is available at <https://safetytracker.tacom.army.mil> to report Army accidents. The Garrison Safety Manager will serve as the reviewer of accident reports and assist supervisors in the proper use of reporting tools.

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

h. Support the Hazard Identification and Control Program. All accidents will be reported via SIARS.

i. Ensure all workers are trained in the procedures outlined in this SOP. Training shall be documented with an attendance roster and maintained with the Collateral Duty Safety Officer (CDSO).

j. Failure to report any accident may result in disciplinary action.

1-8. Employees will

- a. Comply with OSHA standards, and Federal, State, DoD, Army, and local SOH requirements.
- b. Report all recognized unsafe acts and conditions to their immediate supervisor as soon as reasonably possible.
- c. Notify their supervisor of accidents, injuries, and near-misses (including first aid) immediately.
- d. Report to the Preventive Medical Clinic (PMC) for return to work screening with any work restrictions or applicable notes provided by the treating medical provider if involved in an accident resulting in an injury.
- e. If sent home by the physician due to an injury or occupational illness, return to work as instructed by the Preventive Medical Clinic (PMC) physician.
- f. Provide copies of the PMC Fort Stewart Garrison Employee Work Disposition Form to the safety office and immediate supervisor upon returning to work after an injury.
- g. Failure to report any accident may result in disciplinary action.

1-9. Preventive Medical Clinic (PMC) will:

- a. Refer employees to their primary care physician or hospital as necessary.
- b. Immediately notify Garrison Safety Office of serious injuries that would possibly require immediate investigation.
- c. Notify the immediate supervisor of the injured or involved employee and the Army Substance Abuse Program (ASAP) office if drugs or alcohol could have been a contributing factor to an accident or injury.
- d. Screen employees returning to work after an injury to review medical provider notes or work restrictions and transcribe applicable information to the FS and HAAF Garrison Employee Work Disposition Form before employees returning to work to assist supervisors in determining the safest course of action for restricted work cases as necessary.

1-10. Directorate of Emergency Services (DES):

Will notify the Garrison Safety Office of any accidents or injuries involving Garrison employees, equipment, vehicles, or facilities at the time of the incident.

Chapter 2 Reporting Unsafe Acts or Conditions

2-1. Policy:

a. The prevention of accidents, injuries, and occupational illness is a primary objective of the FS and HAAF Garrison Safety and Occupational Health (SOH) Program. Detection of unsafe or unhealthful working conditions at the earliest possible time and the prompt abatement of related hazards are essential elements in meeting this objective.

b. Employees shall not be subjected to restraint, interference, coercion, discrimination, or reprisal for their participation in the FS and HAAF Safety and Occupational Health (SOH) Program. Allegations for such reprisal shall be filed in accordance with existing grievance procedures.

2-2. General:

FS and HAAF employees are encouraged to participate in the SOH Program through prompt identification and reporting of unsafe or unhealthful working conditions. The reporting of these conditions establishes channels of communication between employees and management aimed at ensuring the detection, analysis, and correction of unsafe and/or unhealthful working conditions. The Secretary of Labor encourages employees to use in-house procedures as the most expeditious means of achieving abatement of hazardous conditions. However, any employee or representative of employees, who believes that an unsafe or unhealthful working condition exists in the workplace where such employee is employed, shall have the right and is encouraged to make a report of the unsafe or unhealthful working condition to an appropriate agency safety and health official, including directly to the Department of Labor, Occupational Safety and Health Administration (OSHA) and request an inspection of the workplace for this purpose.

2-3. Responsibilities:

a. The Commander will ensure that all FS & HAAF supervisors are aware of their responsibility to:

(1) Initiate prompt corrective action for unsafe or unhealthful working conditions as well as initiating work stoppages where imminent danger exists.

(2) Refrain from interference, coercion, discrimination, or reprisal against any employee for filing a report of an unsafe or unhealthful working condition.

b. The FS & HAAF Garrison Safety Office is responsible for:

(1) Performing investigation, documentation, and follow-up inspection for reports of unsafe or unhealthful working conditions within the timelines specified in AR 385-10. Reports will be documented within the Safety Incident Automated Reporting System (SIARS) and will contain as a minimum:

(a) A narrative description and the specific location of the alleged unsafe or unhealthful condition.

(b) Confirmation of the existence of an unsafe or unhealthful condition.

(c) Proposed corrective actions to be taken or planned to eliminate or control a confirmed unsafe or unhealthful condition.

(2) Maintaining the investigation report and furnishing a copy to the employee making the complaint and the local supervisor.

(3) Maintaining completed case files on employee reports of unsafe or unhealthful working conditions for five years following the end of the calendar year to which they relate.

(4) Upon written notification by an employee, the duly appointed Safety and Health Official will initiate an investigation of any complaint from an employee regarding restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition. The Safety and Health Official will also inform the individual of his or her right to appeal as prescribed in Section 2-5 of this standard.

c. The FS or HAAF supervisor is responsible for:

(1) Initiating prompt corrective action for unsafe or unhealthful conditions. Activating work stoppage where imminent danger exists and notifying the chain of command, up to and including the Garrison Commander, of the presence of the condition.

(2) Ensuring that no act of reprisal, coercion, etc., is taken against any employee for filing a report of unsafe or unhealthful working conditions. Action will be taken against those violating this prohibition.

(3) If an employee making the oral report does not follow up with a written report, the supervisor receiving the oral report from the employee should prepare the written report referenced in paragraph 2-4 of this procedure.

d. Each FS and HAAF employee is responsible for reporting any unsafe or unhealthful working conditions, using the reporting procedures outlined in this procedure.

2-4. Reporting Procedures:

a. Orally advise the workplace supervisor of the condition. Since many SOH problems can be eliminated as soon as they are identified, the existence of any formalized reporting procedures shall not preclude immediate correction by the supervisor wherever possible. Employees shall not be required to await the outcome of an oral report before filing a written notification of the condition.

b. Supervisors and Collateral Duty Safety Officers (CDSO) will utilize the Safety Incident Automated Reporting System (SIARS), Safety Nonconformance Reporting application to record all safety nonconformance items reported to them. SIARS can be located at the following link: <https://safetytracker.tacom.army.mil>.

c. The Safety Office will also utilize SIARS, Safety Nonconformance Reporting application to input all discovered and reported safety nonconformance items and issue applicable corrective actions to supervision.

d. Employees are also encouraged to use open-door policies as appropriately necessary.

e. Provide written notification of the condition.

(1) Written reports of the program shall utilize DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions. Normally, reports will be signed; however, anonymous reports will be investigated in the same manner as other reports. Reports will be submitted directly to the Garrison Safety Office, bypassing all intermediate command elements.

(2) Persons submitting signed reports who request anonymity will not be revealed by safety personnel to anyone other than necessary/appropriate installation level staff.

(3) Reports that appear to involve imminent danger situations will be investigated immediately. If an imminent danger situation is discovered, the individual performing the inspection will take whatever steps necessary to ensure the immediate safety and/or health of affected personnel. The immediate supervisor of the area where

an imminent danger situation is discovered will notify the Chain of Command up to and including the Commanding Officer as soon as the imminent danger is discovered.

(4) Follow the requirements of OSHA 29 CFR 1960.28, Employee reports of unsafe or unhealthful working conditions.

(5) Investigation of all non-imminent danger reports will begin as soon as possible following receipt of the unsafe or unhealthful working condition report.

(6) The originator of the unsafe or unhealthful working condition report, if known, will be notified in writing within ten working days from the receipt of the report as to the result of the investigation. If this ten working day suspense cannot be met, the originator will be provided with an interim response:

(a) If it is determined that a hazard exists, the reply will include a summary of the action to be taken and the anticipated date for corrective action.

(b) If it is determined that a hazardous condition does not exist, the reply to the originator will include the basis for that determination. The reply will encourage informal contact between the individual submitting the report and the FS and HAAF safety and health official if additional explanations are desired.

2-5. Appeal Procedures:

a. If the originator of the report is dissatisfied with the determination, that person is encouraged to confer with the FS and HAAF Garrison Safety Office to attempt resolution. If dissatisfaction still exists, the originator is authorized to submit an appeal following the procedures set forth below.

b. First-level appeals shall be submitted to the FS or HAAF Garrison Commander. The appeal shall be in a written memorandum format; it shall identify the hazardous conditions, practices, and standards violated (if known); how and to whom the report was initially given; and what actions, investigations, and determinations were ultimately made. The originator shall forward a copy of the appeal to the FS and HAAF Garrison Safety Office.

c. Second-level appeal shall be submitted in written letter format if the originator is not satisfied with the action taken by the first-level. The second-level appeal must be forwarded to the Installation Management Command (IMCOM) safety office. The appeal shall describe in detail the results of Garrison's disposition of the report and the originator's objections to that disposition. Copies of the second-level shall be provided to the first-level and the FS and HAAF Garrison Safety Office.

d. Third-level appeal may be submitted in written letter format if the originator is not satisfied with the action taken by the second-level. The third-level appeal shall be submitted to the U.S. Army designated SOH official. The appeal shall describe in detail the results of the IMCOM disposition of the report and the originator's objections to that disposition. Copies of the third level shall be provided to each of the first two levels and the FS and HAAF Garrison Safety Office.

e. Fourth-level appeal may be submitted in written letter format if the originator is not satisfied with the action taken by the third-level. The fourth-level appeal shall be submitted to the DOD designated SOH official. The appeal shall describe in detail the results of the Army's disposition of the report and the originator's objections to that disposition. Copies of the fourth-level shall be provided to each of the first three levels and the FS and HAAF Garrison Safety Office.

f. The reporting procedures specified in this procedure shall be strictly adhered to. Reports of appeals that bypass these procedures will be returned to the originator, thereby delaying prompt action.

Chapter 3

Standard Army Safety and Occupational Health Inspection (SASOHI)

3-1. Procedures:

a. Safety Office personnel will schedule and conduct periodic inspections of all work areas to identify processes, equipment, or procedures, which do not meet occupational safety and health guidelines. During these inspections, the supervisor, union representative, CDSO, or employees involved in the process may accompany the individual performing the inspection.

b. Safety Office will:

(1) Document findings and recommendations in the Safety Incident Automated Reporting System (SIARS) and ensure the appropriate supervisor is assigned corrective actions.

(2) Maintain a record of inspections and track the status of corrective actions.

(3) Determine the required frequency of inspections conducted by Safety Office personnel, Supervisors, and CDSO based on work process risk assessments.

c. Supervisors will:

(1) Initiate corrective actions, as appropriate, and utilize SIARS to provide a written response on corrective actions taken to correct deficiencies. Include a work order number, if applicable.

(2) Conduct frequent inspections of work areas as determined by the Safety Office, to ensure all hazards have been identified and corrective action(s) are taken to eliminate or minimize concerns utilizing SIARS to document inspections, findings, and corrective actions.

(3) Ensure safe work practices are being employed.

d. CDSOs will:

(1) Conduct frequent inspections of work areas as determined by the Safety Office, to ensure all hazards have been identified and corrective action(s) are taken to eliminate or minimize concerns utilizing SIARS to document inspections, findings, and corrective actions.

(2) Ensure safe work practices are being employed.

Chapter 4 Accident Reporting and Investigation

4-1. Policy:

a. The prompt notification of all accidents and the insurance that proper investigations are being conducted in a timely manner is paramount to the prevention of reoccurrence. The cause of all accidents should be determined and corrective measures developed and taken to prevent accident trends. The primary purpose of investigating and reporting Army accidents is prevention. The primary objective is the development of an effective accident prevention program to eliminate hazards and prevent similar accidents.

b. All Army accidents, injuries, occupational illnesses, and near misses occurring at FS or HAAF, or occurring as a result of Garrison operations, will be investigated, reported, and analyzed IAW the requirements of AR 385-10 and this procedure. The primary objective is the development of an effective accident prevention program to eliminate hazards and prevent similar accidents.

4-2 Procedures:

Supervisors will ensure the Safety Office is notified of all military, contractor, and government civilian personnel injuries.

a. For on-the-job injuries involving government employees, supervisors will:

(1) Complete SIARS Report of Injury or Illness.

(2) Offer the injured employee the web link to Form CA-1 (Notice for Traumatic Injury and Claim).

(3) If applicable, ensure the injured employee is placed in contact with the Federal Employee's Compensation Act (FECA) Coordinator for appropriate FECA counseling. Every effort will be made by supervisors to continue the active work status of personnel who have sustained minor injuries. Light or Restricted Duty will be made available if required.

(4) When the employee returns to work with a Light or Restricted Duty determination, the supervisor must accommodate the employee based on the medical restrictions. When an employee returns to work with a full duty determination, the employee can return to work without medical restrictions.

b. The following is provided to assist employees with the proper procedures for non-life-threatening on-the-job injuries.

(1) The employee will report the injury or illness immediately to their supervisor.

(2) The employee is responsible for returning any physician's medical reports to the Occupational Health Clinic for return to work status.

(3) It is the employee's responsibility to ensure the physician's instructions are legible and clear relating to the employee's limitations.

(4) A physician must approve the employee to return to work. The approval consists of a medical statement from the employee's physician that shows the employee is capable of returning to full duty.

c. At the discretion of the Garrison Commander, the Director, Division Chief, and/or the first-line Supervisor will brief the Garrison Commander within 24-hours after a lost-time injury or a recordable motor vehicle or property damage accident occurs. The meeting will address the circumstances leading up to the accident and measures taken to prevent a recurrence.

4-3. Disabling Injuries:

a. When a military person is involved in an accident which, in the opinion of U.S. Occupational Health Clinic medical personnel, disables the individual for any type of duty assignments the day following the injury, the supervisor directly responsible for the individual will ensure an investigation of the accident is conducted and furnish a DA Form 285 (Technical Report of U.S. Army Ground Accident) to the Garrison Safety Office no later than seven (7) calendar days after the accident.

b. When a civilian employee is involved in an accident and sustains an injury, the employee's supervisor will conduct a thorough investigation and complete a SIARS Report of Injury or Incident following the procedures identified in Section 4-2.

4-4. Fatal Injuries:

The Garrison Safety Manager will ensure initial electronic reporting requirements are completed.

a. Military and civilian personnel reporting will be in accordance with AR 385-40.

b. Tenant activities reporting will be in accordance with AR 385-40 or other applicable organizational regulations.

4-5. Explosives and CBRN Accidents:

a. When notified of accidents involving shipments of conventional explosives and dangerous articles by commercial carriers, the Garrison Safety Manager will ensure the provisions of AR 385-14 are complied with.

b. Reports of explosions, chemical, biological, radiological, and nuclear (CBRN) accidents The Garrison Safety Manager will ensure investigations are conducted and reports are submitted in accordance with AR 385-40. Notification to higher headquarters will be made in accordance with AR 385-40.

4-6. Property Damage:

Accidental damage to property, equipment, and material will be reported immediately by telephone or radio to the Garrison Safety Office. The accident will be reported in SIARS on the Incident Management Form if it meets the criteria in AR 385-40. The Safety Manager will obtain damage estimates from the Directorate of Base Support, Equipment Management Division, or others as appropriate.

4-7. Motor Vehicle Accidents:

a. Report by the driver.

(1) In case of injury or property damage, the driver will:

(a) Report the exact location of the accident to the appropriate Directorate, Police Desk, and to his/her supervisor.

(b) Summon medical assistance if required.

(c) Not move the vehicle until told to do so by law enforcement personnel.

(2) In the event of an off-post accident while operating a government vehicle, the driver will:

(a) Summon medical assistance, if required.

(b) Guard against additional damages and/or injury. Safely direct traffic and/or set out highway warning devices.

(c) Notify the police. Insist upon an investigation of the accident.

(d) Not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of claim approval.

(e) Call the Motor Pool and report the accident as soon as conditions permit. Failure to report any accident may result in disciplinary action.

b. Immediate supervisor of the driver will investigate the accident to determine the cause and corrective action and/or disciplinary measures to be taken to prevent a recurrence. The investigation will stress what the driver could have done regarding defensive driving techniques. Determine involvement of alcohol or drugs and use of lap/shoulder belts. In accordance with AR 600-55, arrange to have the driver re-examined to ensure he/she is physically qualified and sufficiently familiar with Army regulations to operate a motor vehicle.

4-8. Material Handling Equipment Accidents:

a. Cranes, tracked vehicles, all-terrain vehicles, material handling equipment, tractors, etc., designed primarily for off-road operations, are classified as equipment. Accidents involving this type of equipment will be reported as property damage.

b. When an operator is involved in an accident, he/she will immediately notify his/her supervisor. The supervisor will report the accident to Law Enforcement Dispatch, the Safety Office, or 911 (if appropriate), giving the exact location and details of the accident.

c. The supervisor will report the accident through the proper chain of command.

Appendix A

References:

Code of Federal Regulation, Title 10, Part 19 (10 CFR 19) — Notices, Instructions and Reports to Workers: Inspection and Investigations

10 CFR 21 — Reporting of Defects and Noncompliance

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

Department of Defense Instruction (DoDI) 6055.01 — DoD Safety and Occupational Health Program

DoDI 6055.07 — Mishap Notification, Investigation, Reporting and Recordkeeping

AR 25-400-2 — The Army Records Information Management System (ARIMS)

AR 385-10 — The Army Safety Program

DA Pam 385-30 — Mishap Risk Management

DA Pam 385-40 — Army Accident Investigations and Reporting

Public Law (PL) 91-596 — Occupational Health and Safety Act of 1970

29 CFR 1904 — Recording and Reporting Occupational Injuries and Illness

29 CFR 1910 — Occupational Health and Safety Standards

Prescribed Forms:

The following forms are available on the IMCOM Enterprise Publishing Portal (<https://www.us.army.mil/suite/page/580767>), unless otherwise stated.

IMCOM Form 7 — IMCOM Safety Program – Organizational Inspection Program Checklist

DA Form 4753 — Notice of Unsafe or Unhealthful Working Condition

DA Form 4754 — Violation Inventory Log

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 — Installation Hazard Abatement Plan

OSHA Form 300 —Log of Work-Related Injuries and Illnesses

OSHA Form 300-A — Summary of Work-Related Injuries and Illnesses

OSHA Form 301 — Injury and Illness Incident Report

Glossary:

AR	Army Regulation
ARIMS	Army Records Information Management System
CDSO	Collateral Duty Safety Officer
CFR	Code of Federal Regulations
COR	Contracting Officer Representative
RM	Risk Management
DA	Department of the Army
DoD	Department of Defense
DoDI	Department of Defense Instruction
DOL	Department of Labor
HQ	Headquarters
HQDA	Headquarters, Department of the Army
IMCOM	Installation Management Command
OIP	Organizational Inspection Program
OSHA	Occupational Safety and Health Administration
OSH Act	Occupational Safety and Health Act
OSH	Occupational Safety and Health
PAM	Pamphlet
PL	Public Law
POC	Point of Contact
PMC	Preventive Medical Clinic

POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
RM	Risk Management
SASOHI	Standard Army Safety and Occupational Health Inspections
SIR	Serious Incident Reports
SOH	Safety and Occupational Health
TM	Training Manual
USACRC	United States Army Combat Readiness/Safety Center
USC	United States Code