

Department of the Army  
United States Army Garrison  
Fort Stewart/Hunter Army Airfield  
954 William H. Wilson Avenue  
Fort Stewart, Georgia 31314

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## GARRISON SAFETY STANDARD OPERATING PROCEDURE 385-10

### SAFETY PROGRAM

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**Summary.** This Standard Operating Procedure (SOP) prescribes procedures, and responsibilities for the Garrison Safety Program. It defines programs for institutionalizing the Garrison Safety Program 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, 954 William H. Wilson Avenue, 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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COMMANDING

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**Chapter 1**  
**Section 1**  
**General**

**1-1. Purpose:**

This SOP prescribes procedures, and responsibilities for managing the Garrison Safety Program. It provides Garrison-specific requirements to supplement the Army Safety Program responsibilities defined in AR 385-10 (The Army Safety Program) and DA Pam 385-10 (Army Safety Program), and incorporates the requirements of the Occupational Safety and Health Act of 1970. This SOP will assist Garrison leadership and military and Civilian employees in protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The objective of the Garrison Safety Program is to institutionalize safety and risk management processes in Garrison operations, systems, doctrine, and training. The Garrison Safety Program is based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.

**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). Record titles and descriptions are available on the ARIMS website (<https://www.arims.army.mil>).

**Section 2**  
**Responsibilities**

**1-5. The Garrison Commander will:**

- a. Oversee the implementation of the Garrison Safety Program and incorporate functions defined in AR 385-10 (Army Safety Program), Table 1-1.
- b. Ensure the Garrison Safety Program is adequately funded to meet program requirements.

c. Incorporate accident prevention performance standards in rating elements for military and Civilian subordinates.

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 are reported and processed using "ReportIt!" which is available at <https://reportit.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 a safety action plan to correct identified deficiencies is implemented.

h. Chair the Garrison Safety and Occupational Health Action Council (SOHAC).

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

j. Promote Garrison safety by ensuring:

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

(2) Approve proposed purchases of hazardous materials or personal protective equipment (PPE) by designated Safety and Occupational Health (SOH), Industrial Hygiene (IH), or trained and qualified Unit Safety Officer (USO) personnel. Respirators and individual water treatment devices will be included. A list of locally-approved items may be developed to minimize repeated SOH review of the same items.

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

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

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

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

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

(2) Support of the Safety, Health and Return to Employment (SHARE) initiative. (<https://www.dol.gov/owcp/dfec/share/>).

(3) 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.

l. Ensure coordination of safety participation with the Installation Medical Activity 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 SOH, IH, and Worker's Compensation Programs.

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

**1-6. Garrison Safety Manager will:**

a. Advise the Garrison Commander on technical safety issues.

b. Assist the installation staff, Garrison and tenant activities as required. SOH Reports shall be submitted to higher HQ.

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

d. Plan, develop, and submit a budget for the Garrison Safety Program in support of the IMCOM Common Levels of Support (CLS) for safety.

e. Train Garrison managers and supervisors, USOs, managers, and workers on practical applications of the Army and IMCOM 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 SOH 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 Accident Prevention Programs for Garrison personnel.

k. Manage the Army Traffic Safety Training Program (ATSTP), including motorcycle safety rider courses, in coordination with HQ IMCOM.

l. Facilitate the Installation SOHAC.

m. Coordinate with IMCOM for 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 accidents are reported via Report It! (<https://reportit.safety.army.mil>) and review reports submitted by supervisors and investigate accidents according to AR 385-10, chapter 3, and DA Pam 385-40 (Army Accident Investigations and Reporting). Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

p. Evaluate effectiveness of safety training for Garrison personnel.

q. Train, monitor, and professionally develop Unit safety personnel.

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

s. Manage the Garrison Workplace Safety Program.

t. Coordinate with the Directorate of Plans, Training, Mobilization and Security (DPTMS), and Aviation Safety Officers assigned to aviation activities.

u. Manage, oversee, and 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 HQ IMCOM Safety Office for endorsement or approval:

(1) Deviations, exemptions, accuracy, and Certificates of Risk Acceptance (CORA) 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, approve, 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.

**1-7. Garrison Supervisors will:**

a. Implement the Army Safety Program.

b. Ensure employees follow SOH rules and regulations, including the use of personal protective clothing and equipment.

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

d. Review and document job hazard analyses for work operations performed by assigned Garrison employees IAW DA Pam 385-30 (Conducting a Job Hazard Analysis).

e. Use the Report It! system to report Army accidents. Report It! is available on the U.S. Army Combat Readiness Center Website at <https://reportit.safety.army.mil>. The Garrison Safety Manager will serve as reviewer for accident reports and assist supervisors in the proper use of the reporting tool.

f. 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.

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



h. Support the Accident Investigation Program. All accidents will be reported via Report It!

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

**1-8. Contractors will** comply with OSHA standards and Federal, State, DoD, Army, and local SOH requirements.

**1-9. Contracting Officers will:**

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

- (1) Service and supply contracts
- (2) Construction contracts
- (3) Explosives and chemical facilities construction, work, and services
- (4) Biological research, development, test, and evaluation facilities construction, work, and services
- (5) Radiographic facilities construction, work, and services

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

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

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

**Chapter 2  
Overview**

**2-1. Objectives:**

a. The Garrison Safety Program will ensure safe work practices and operations in order to reduce costs associated with accidents and incidents, and increase operational efficiencies. Garrison personnel will integrate safety into work processes through management and worker involvement with planned and authorized work activity.

b. Implement the required safety program and mission-essential program elements according to AR 385-10, Table 1-1, and DA Pam 385-10, Chapter 3 and Appendix J.

c. Incorporate DoD and Army RM processes, and other industry best practices into the Garrison Safety Program.

d. The core functions of the Garrison Safety Program include:

(1) Safety and Occupational Health program management

(2) Education, training and promotion

(3) Inspections and assessments

(4) Mishap and near-miss investigation reporting and analysis

(5) Hazard analysis and countermeasures as outlined in DA Pam 385-10, Figure 3-1.

e. Standard core safety structure shown in Figure 2-1 lists the safety program elements applicable to the Garrison.

f. Garrison personnel (military and Civilian) will take appropriate actions to keep themselves, fellow employees, and third-party personnel safe and healthy. Perform duties and work activities according to applicable safety and occupational health standards.

## **2-2. Organizational Alignment, Reporting, and Functions:**

a. The Garrison Safety Office is an installation support office. The Garrison Safety Manager will report directly to the Garrison Commander. The reporting chain does not include safety assets belonging to tenant/mission units or installation staff.

b. The Senior Commander may elect to co-locate the Garrison and Mission Safety Offices. Where co-located, the Senior Commander will designate a Senior Safety Director in compliance with Federal safety requirements to direct and synchronize Garrison and Mission safety programs and initiatives. The reporting chains for the Garrison and Mission Safety Offices will remain separate.

c. The objective of maintaining a proper reporting chain is to ensure the Commander is informed and involved with safety initiatives affecting employee safety and mission readiness. Areas to be coordinated are related to safety procurement requirements, mishap reporting, and other programmatic issues. The IMCOM Safety Director coordinates safety issues with the HQ IMCOM Command.

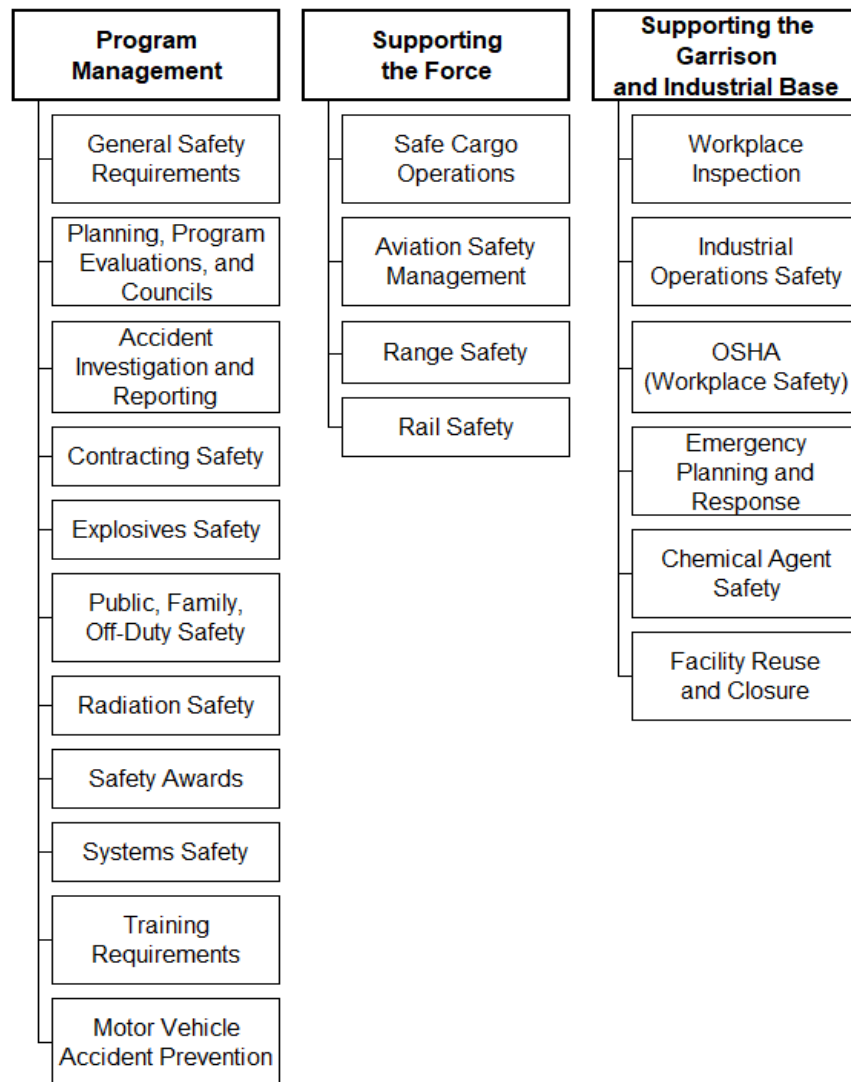
d. Garrison Safety Managers are required to manage and direct core safety programs identified in (Figure 2-1, below), AR 385-10, DA Pam 385-10, and related

documents.

**2-3. Army Safety Program Functions and Key Mission Areas:**

a. The Garrison Safety Program will focus on key Garrison-mission areas such as Garrison safety program management, supporting the force, and supporting Garrison and industrial bases.

b. Figure 2-1 outlines the safety program elements, which are aligned with key Garrison safety mission areas that involve activities requiring specific technical safety focus to ensure safe operations. The mission-essential program elements incorporate the required technical scope for a Garrison Safety Program. The level of core functions and program elements for implementation may vary and can be tailored to Garrison needs. Range safety is a mission-essential program element of the Garrison Safety Program.



**Figure 2-1. Garrison Safety Program Mission-Essential Program Elements**

## **Chapter 3 Administrative Procedures**

### **3-1. Risk Management (RM) Policy:**

a. The concepts and principles in ATP 5-19 (Risk Management) will be embraced at every level within the Garrison. RM is applied to training and operations at all levels of the command. Commanders will not accept unnecessary risk. Directorates will perform risk assessments and provide copies to the Garrison Safety Office prior to scheduled events.

b. Commanders are required to establish local approval authority for acceptance of residual risk. However, this local policy must not be less stringent than:

- (1) Extremely High: First General Officer (GO) or Senior Executive Service (SES)
- (2) High: First O6 or GS-15
- (3) Moderate: First O5 or GS-14
- (4) Low: First O4 or GS-13

### **3-2 Operational Procedures and Standards:**

a. Operational Standards.

(1) Garrison Commanders will ensure that their local safety policies comply with AR 385-10.

(2) Standards established by the Department of Labor pursuant to Public Law 91-596, sections 6 and 19, and the OSH Act of 1970 are adopted as Army safety standards and will be complied within applicable Army workplaces.

(3) The US Army Corps of Engineer's Safety and Occupational Health (SOH) requirements manual, EM 385-1-1 (Safety and Health Requirements), incorporates 29 CFR 1926 (Safety and Health Regulations for Construction) and applies to Army construction operations.

(4) Commanders will apply OSHA and other non-DA regulatory or consensus SOH standards to military equipment, systems, operations, or workplaces.

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

b. Operational Procedures

(1) The Senior Commander will resolve safety standard conflicts. However, unresolved issues will be referred to the next higher command level for adjudication.

(2) The Senior Commander or Garrison Commander will resolve conflicts between Garrison and mission safety functions concerning safety standards/policies in DoDI 6055.1 (DOD Safety and Occupational Health (SOH) Program), AR 385-10.

**3-3. Planning Program Evaluations, Councils, and Committees:**

a. Garrison personnel will implement the Garrison Safety Program IAW AR 385-10.

b. Planning. The Garrison will develop written plans and objectives to guide the execution of the safety programs.

(1) The Garrison Safety Manager will develop fiscal year (FY) objectives annually to target top-loss areas and support the objectives of the Army Safety Office. The Garrison safety objectives will be distributed to all Garrison directorates for incorporation into their planning.

(2) The Garrison Safety Office will develop annual safety action plans that include key safety objectives, metrics, performance targets, and resource requirements. Garrison safety action plans will target top-loss areas affecting the Garrison or installation and support higher-level safety objectives. The Garrison Commander will review the safety program on a periodic basis sufficient to effect changes and/or implement updates.

c. Program Evaluations. Garrison Safety Program evaluations provide the command a current assessment of the effectiveness of the safety program. Evaluations identify systemic problems to be addressed at HQ IMCOM, assess RM integration, and ensure compliance with applicable standards and policies.

(1) The Garrison Safety Manager will ensure subordinate SOH programs are evaluated annually using approved checklists. IMCOM Form 7 – Organizational Inspection Program Checklist contains an example of a program-evaluation checklist. Garrisons may develop local checklists to address specific concerns.

(2) The annual evaluation program schedule is published by the Garrison Safety Office at the beginning of the FY. Submission of potential mission conflicts or requests for changes to a scheduled evaluation will be directed through the Garrison Safety Manager to the Garrison Commander in writing.

(3) The US Army Public Health Command Center may evaluate occupational and environmental health elements during the annual evaluation. Garrison

Commanders will receive a single report containing consolidated findings and recommendations.

(4) The Garrison Safety Manager will provide a written report of the findings after each evaluation to the Garrison Commander. Responses shall be specific and specify the corrective actions taken, including the personnel responsible for the corrective action toward the deficiencies and the date of completion.

d. The Commanders of separate detachments, companies, and above will establish a Soldier and DA Civilian Employee Safety Committee IAW AR 385-10, Paragraph 2-24.

(1) Prepare and maintain records according to Army and OSHA requirements.

(2) Provide copies of the minutes to the IMCOM Safety Director and post for employee awareness.

**3-4. Common Levels of Support (CLS):** CLS guidelines and performance metrics ensure the delivery of required safety services to personnel, and promote the equitable distribution of safety resources throughout IMCOM. These guidelines and metrics are subject to review and update by HQ, IMCOM with periodic publication of changes. The Garrison Safety Manager will ensure the metrics/goals are met successfully.

**3-5. Safety Awards:**

a. The Garrison will submit, through HQ IMCOM, recommendations for Army Safety Awards IAW DA Pam 385-10. The IMCOM Safety Director will establish a multidisciplinary award review panel comprised of IMCOM military and civilian personnel. The panel will review award nominations and submit approved nominations to the CG, IMCOM for endorsement. CG, IMCOM will forward nominations and endorsements to HQDA.

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

**Chapter 4  
Safety Requirements**

**4-1. Aviation (Airfield) Safety Management:**

a. The Garrison Safety Office's responsibilities are limited to airfield and ground safety issues. 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, and DA Pam 385-90.

b. The Garrison Safety Manager, in conjunction with the Garrison G-3 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) Assist Airfield Safety Program Manager by providing technical and administrative guidance regarding all functions of airfield/heliport safety.

c. The Garrison Commander 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 accident 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 the Loss Reporting Automation System (LRAS).

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

(b) Developing 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) Developing corrective actions/control options for command selection.

(d) Developing 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) Ensuring 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 accidents and incidents occurring on the airfield/heliport.

**4-2. Range Safety:**

a. Range safety ensures range facilities, lands, and associated infrastructure on the Garrison provides a safe environment for military training.

b. The Garrison Safety Manager will:

(1) Develop and implement a written Range Safety Program that complies with the requirements in AR 350-19, AR 385-10, DA PAM 385-10, and DA Pam 385-63.

(2) Develop and disseminate range safety lessons learned.

(3) Assess the adequacy of range-safety standards and develop countermeasures.



(4) Assist the Range Safety Program by using units and agencies for risk management of range and live-fire operations.

c. Garrison Commander 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.

d. 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 tenant safety managers 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 Office (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.

e. 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 Installation 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.

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

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

#### **4-3. Explosives Safety**

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

b. Commander or Deputy Commander, HQ IMCOM will approve Certificates of Risk Acceptance involving risk levels of high or extremely high.

c. Garrison Commander will:

(1) Establish a comprehensive written explosives safety program to ensure compliance with [AR 385-10](#) and [DA Pam 385-64](#).

(2) Ensure coordination with QASAS personnel regarding explosives safety.

(3) Implement ammunition and explosives amnesty program and provide amnesty containers at each ammunition supply point.

d. Garrison Safety Managers will:

(1) Issue, review, renew, or cancel explosives licenses IAW DA Pam 385-64.

(2) Monitor operations involving explosives and ammunition to ensure compliance with explosives safety program requirements.

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

(4) Assist mission units and Garrison organizations in determining quantity distance requirements with assistance from QASAS.

(5) Coordinate with and assist public works personnel, users, and QASAS in determining requirements, siting, and layout preparation of new and revised storage facilities for ammunition and explosives.

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

(7) Develop, coordinate, and submit explosive safety site plans according to AR 385-10, DA Pam 385-61 (Toxic Chemical Agent Safety Standards), and DA Pam 385-64. Units or organizations responsible for the explosives site will initiate the site plan or request assistance from the Garrison Safety Office to aid in site plan development and coordination with Garrison and installation organizations as specified in AR 385-10. Mission units or tenants may assume site plan development responsibilities if valid local agreements are established. The Garrison Commander will forward complete site plans through the IMCOM Safety Director to the Director, US Army Technical Center for Explosive Safety (USATCES). Safety managers in the HQ IMCOM Safety Office will perform reviews of the site plans and provide comments and recommendations to USATCES.

(8) Initiate or assist in the completion of DA Form 7632 (Certificate of Risk Acceptance) for any situation currently violating or will violate explosives safety standards. Guidance for completing the DA Form 7632 is provided in DA Pam 385-30. DA Form 7319-R (Explosive Waiver/Exemption Request) was rescinded and is no longer used. Garrison Safety Managers will perform preliminary reviews of documents submitted by Garrison organizations or mission units, and forward the requests to the IMCOM Safety Office for approval or final staffing.

(9) Ensure safety personnel involved in inspections of ammunition or explosive sites have received the appropriate training to perform duties in a competent manner. Maintain training records for these individuals at the Garrison Safety Office.

(10) Ensure responses to findings from DoD Explosives Safety Board (DDESB) surveys or Ammunition Review and Technical Assistance visits from the US Army Defense Ammunition Center (DAC) are developed, reviewed, and submitted to meet time requirements. Garrison Safety Managers will provide reports through the safety chain of command to ensure HQ IMCOM safety offices are aware of any adverse finding. The IMCOM Safety Director will monitor the status of corrective actions in response to DDESB or DAC findings.

e. Unit commanders will ensure subordinate personnel comply with Army and IMCOM ammunition and explosives safety requirements, to include limitations and requirements contained in licenses and site plans. Unit commanders will contact the QASAS and the Garrison Safety Office before changing procedures or performing activities that could potentially violate the requirements.

f. Contracting officer representatives (CORs) will ensure contractors working with explosives or ammunition comply with the DoD 4145.26-M (DoD Contractor's Safety Manual For Ammunition and Explosives), DA Pam 385-64, DA Pam 385-65 (Explosive and Chemical Site Plan Development and Submission), and IMCOM safety requirements. Contractors will provide detailed information about the nature of proposed operations to allow required evaluations and approvals.

#### **4-4. Radiation Safety**

a. Soldiers, the general public, and the environment will be protected from ionizing and non-ionizing radiation hazards As Low As Reasonably Achievable (ALARA) and equal to that required by 10 CFR 20 (Standards for Protection against Radiation and Army policies such as AR 385-10, chapter 7, and DA Pam 385-24. IMCOM organizations will implement radiation protection programs in compliance with Federal requirements.

b. The Garrison Commander will:

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

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

(3) Appoint a Radiation Safety Officer (RSO) and alternate RSO to manage and execute the Garrison Radiation Safety Program.

(4) Provide equipment, facilities, resources, support staff, and training to implement the Radiation Safety Program according to Nuclear Regulatory Commission (NRC) license requirements, DoD guidance, and Army policies.

(5) Implement a Garrison Radiation Safety Committee according to DA Pam 385-24, 1-8.

c. Garrison Safety Manager will:

(1) Oversee the Garrison Radiation Safety Program and provide recommendations on safety and health issues related to radiological incidents.

(2) Review applications for Army Radiation Authorization (ARA) for accuracy and completeness. ARAs will be forwarded through the IMCOM Safety Manager to the Commander, IMCOM.

d. Garrison RSO will:

(1) Manage the Garrison Radiation Safety Program.

(2) Instruct Garrison personnel who work with radiation sources regarding safe working conditions and operating procedures according to applicable Federal, DoD, and Army regulations and directives and applicable state and local requirements.

(3) Ensure non-Army agencies and contractors have a valid Army Radiation Permit (ARP) according to AR 385-10 before radioactive materials are allowed onto the installation (see DA PAM 385-24, Fig 2-1 for sample).

(4) Obtain and maintain copies of tenant ARAs, and NRC licenses.

(5) Provide appropriate radiation safety training to Garrison personnel who work with radioactive material or radiation producing equipment.

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

e. Garrison Managers and Supervisors will ensure SOPs for operations using radioactive materials or radiation sources are published and enforced. Forward copies of SOPs to the Garrison RSO. SOPs will include:

(1) Description of safe working techniques.

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

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

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

(5) Description of proper markings for controlled areas according to AR 385-10, TB Med 521, and DA Pam 385-24, Chapter 5-1.

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

f. IMCOM Radiation Safety Program requirements include the following:

(1) Audits and Inspections. Conduct audits according to NRC License requirements and Army policies. Report results of audits and inspections to the Garrison Commander. Maintain copies on file according to ARIMS. Complete audits annually.

(2) Inventory of Equipment.

(a) Maintain unit inventories of ionizing and non-ionizing equipment containing radioactive material or capable of producing radiation. The inventory will include the national stock number, nomenclature, quantity, location (building and room), and unit POC. Items covered under the Army IMCOM license will include serial and cell numbers.

(b) Garrison RSO will provide inventories of radioactive sources or materials described in (a) above to the IMCOM RSSO. Update inventories annually, 30 days after the beginning of the fiscal year.

(3) Ionizing Radiation Safety Training. RSOs at the Garrison level will complete radiation safety training as described in DA Pam 385-24. Document training in writing and make it available for review.

(4) Commercial-off-the-Shelf (COTS) Purchases of Radioactive Equipment. Radioactive material purchased COTS or directly from manufacture may carry NRC or state licensing requirements that IMCOM will become legally responsible for upon

purchase. For example, IMCOM will be held responsible for the training and leak test requirements of the SABRE 4000 explosive detector. The IMCOM RSSO will be notified when equipment containing radioactive material is purchased to ensure requirements are met.

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

(6) Radiation Incident and Accident Reporting. Report radiation incident or accident immediately, by telephone, to the Garrison RSO and IMCOM RSSO. The handler or user will secure the area and ensure the item is not disturbed until the RSO arrives or instructions are received from the RSO when defective or broken radiological devices are discovered. Send a written report within 10 days after completing a full investigation through the Commander, IMCOM to the commodity licensee.

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

(8) Procurement.

(a) Procurement requests for radioisotopes and ionizing radiation-producing equipment will be forwarded to the RSO for review. Materials will not be procured until the required NRC license is received.

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

(9) Shipment of Radioactive Equipment.

(a) For all shipping of Radioactive material (RAM), the shipper must obtain and retain appropriate evidence that the receiver is authorized to possess the material (for example, a copy of the recipient's ARA or NRC or Agreement State license) before shipping the RAM.

(b) Transport outgoing equipment and materials according to 10 CFR 71 (Packaging and Transportation of Radioactive Material), 49 CFR 173 (Shippers -

General Requirements for Shipments and Packaging), and DOD 4500.9-R (Part II) requirements.

(c) The Garrison RSO will brief vehicle operators and escorts on potential hazards, methods to minimize hazards, and emergency procedures when transporting radioactive equipment. Passengers are not allowed in the same area of the vehicle (body of the truck or backseat) that radioactive material is stored. Lock radioactive equipment left in an unattended vehicle inside or attached to the vehicle.

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

(10) Transfer or Loan.

(a) The RSO will survey and approve areas properly for prospective transfers of radioactive material from one location to another.

(b) The CG of the organization owning the material will approve the material for transfer or loan outside the immediate command. Submit requests through the RSO and include the type or model of equipment, serial number, NRC license number, and justification for proposed transfer. Shipment documents and the NRC Form 314 (Certificate of Disposition of Materials) will be prepared by the owning installation.

(11) Storage of Radioactive Materials.

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

(b) Lock and control access to storage facilities.

(c) Only authorized personnel are allowed storage area access.

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

(12) Storage Area Sign Requirements. Radioactive material storage areas will post or have available the current revision of the following items and information:

(a) *Caution-Radioactive Material* sign (at entrance to the storage area)

(b) Emergency contact name and phone number

(c) *No Eating, Drinking, Smoking, Chewing Gum, or Applying Cosmetics* sign

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



- (e) NRC Form 3 (Notice to Employees)
- (f) Location of NRC license for commodities being stored
- (g) Local SOPs
- (h) Notice of violation relating to the storage area

(13) Incidents or Losses. Report radioactive material incidents or losses immediately to the Garrison RSO or alternate RSO. The RSO will notify the IMCOM RSSO. Conduct a formal investigation for lost equipment by the unit responsible. The report will be provided to the RSO within 10 days.

(14) Disposal. Coordinate disposal of radioactive materials and equipment through the Army Low Level Radiological Waste Office of the U.S. Army Joint Munitions Command.

(15) Laser Range Operations.

(a) Conduct laser-hazard briefings and training prior to range operations. Units will conduct laser-range operations according to JP 3-09.1 (Joint Tactics, Techniques, and Procedures of Laser Designation Procedures), Military Handbook (MIL-HDBK) 828A (Laser Safety on Ranges and Other Outdoor Areas), DA Pam 385-63, chapter 16, TB 385-4, and DA Pam 385-24. A trained laser safety officer will be on the range and proper laser-safe eyewear will be worn by personnel as required by TB Med 524 (Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation), MIL-HDBK 828A, or DA Pam 385-63.

(b) Evacuate personnel suspected of experiencing potentially damaging eye exposure from laser radiation immediately to the nearest medical facility for an eye examination. Laser eye injuries require immediate specialized ophthalmologic care to minimize long-term visual acuity loss.

(c) The IMCOM RSSO will be notified of laser-related deficiencies that cannot be resolved at Garrison level.

(16) Laser Safety Training.

(a) Personnel that utilize laser systems are required to take laser-safety training in accordance with DA Pam 385-24, chapter 7.

(b) Personnel who will employ the laser or be within the nominal ocular hazard distance will be given a laser safety orientation brief as part of the range safety briefing prior to commencing operations.

(17) Storage of Laser Devices. Remove batteries/power source for Class 3 laser systems and above prior to storage, such as the arms room, to prevent

inadvertent exposure of personnel. The risk management (RM) process will address the hazards and controls for managing non-visible laser (infrared) beams if inadvertently activated when stored in a field environment with the batteries installed in the system.

#### **4-5. Chemical Agent Safety:**

a. Installation, 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 DA PAM 385-61, 1-4, d.

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 installation to ensure the communication of safety information to Garrison and tenant personnel.

#### **4-6. System Safety:**

a. The requirements of system safety are described in AR 385-10, chapter 9, and DA Pam 385-16. The effectiveness of the system safety program can be directly related to the aggressive and cooperative spirit of the participants. No program can be effective without aggressive pursuit of safety as a program goal, nor can it be effective without the active support and cooperation of those involved.

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

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

(2) Garrison 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.

#### **4-7. Contracting Safety:**

a. IMCOM-specific guidance to supplement the Army Safety Program requirements defined in AR 385-10, chapter 4, will be provided for contracting safety. The Garrison Safety Manager will review contracts to ensure appropriate requirements are included in contracts and to ensure contractor accidents are reported

b. CORs will:

(1) Monitor the accomplishments of safety training.

(2) Ensure contractors develop a site-specific safety plan that includes activity hazard analyses of significant hazards and a plan to control identified hazards.

**4-8. Garrison Industrial Operations Safety:**

a. IMCOM Safety Managers will provide written guidance, oversight, and assistance to ensure the implementation of industrial operational safety requirements at Garrisons within IMCOM according to AR 385-10, DA Pam 385-10, and 29 CFR 1910 and 1926.

b. The Garrison Safety Manager will ensure supervisors develop an accident prevention and response plan for each activity under their direct control and administration.

c. The Garrison Safety Manager will investigate accidents in these locations to identify causes and possible trends, provide oversight and assistance to ensure implementation of Garrison requirements for industrial operational safety, and develop and issue written policies requiring supervisors to:

(1) Develop an accident-prevention and response plan, and SOPs, including required safety guidance for hazardous operations.

(2) Ensure that employees understand the requirements in the SOP, and can execute the operation in an efficient, effective, and safe manner.

(3) Participate with employees and safety personnel in accident briefings to identify factors that contributed to an accident.

(4) Ensure and maintain records confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

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

**4-9. Occupational Safety and Health Program (Workplace Safety):**

a. IMCOM workplaces and safety programs will comply with OSHA requirements as outlined in AR 29 CFR 1910, 29 CFR 1960, AR 385-10, chapter 16, and DA Pam 385-10, chapter 14. The Garrison Safety Manager shall develop functions and written procedures as needed to ensure the implementation of the Garrison Safety Program meet Army and OSHA requirements.

b. The Garrison Safety Manager will:

(1) Develop written SOH policies required 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 Region Safety Office.

**4-10. Public, Family, Off-Duty, Recreational, and Seasonal Safety:**

a. The Garrison Commander will:

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

(2) Ensure required risk assessments and safety inspections of swimming areas and pools are performed and deficiencies are promptly corrected.

(3) Ensure swimming area signs are displayed to list water safety rules and identify water hazards.

(4) Ensure lifeguards are on duty at Army Family and Morale, Welfare and Recreation (FMWR) water recreation areas during hours of operation. Lifeguards will be trained and certified by the American Red Cross or an equivalent organization.

b. The Garrison Safety Manager will:

(1) Provide assistance to the FMWR Director. The Garrison Safety Manager will assist in performing a pre-season risk analysis to assess the specific risks associated with Army beaches and lake areas, and assist FMWR in identifying countermeasures to reduce risks to acceptable levels. The risk analysis will specifically address natural hazards such as underwater obstructions, drop-offs, currents, or undertows. It will be performed annually before the seasonal opening of the swimming area. Provide written reports of the risk analysis to the FMWR Director and Garrison Commander.

(2) Provide an initial and annual safety inspection of pools and natural swimming areas before the season opening. Conduct monthly inspections while the areas are open. The inspections will include evaluations of the safety requirements contained in AR 215-1 and assess the countermeasures implemented to address local hazards identified in the pre-season risk analysis. Provide written inspection reports to the FMWR Director and Garrison Commander. The Director FMWR, in coordination with the Garrison safety office, will ensure a risk analysis is conducted in accordance with AR 385-10 to determine the specific hazards for the beaches and lake areas. Such hazards might include tide, current, undertow, drop-off, hidden underwater boulders. Appropriate controls will be established to lower the risk to an acceptable level. Control

measures will provide for the protection of these personnel using recreational beaches and lake areas.

(3) Develop Garrison-specific written programs for family, sports, and recreational safety programs and ensure programs are implemented.

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

(5) Implement strategies to reduce associated risks. Recommend commanders implement policy and procedures to ensure Soldiers have applied risk management to their leave, pass, TDY, or PCS travel plans, when driving out of the local area.

(6) Consider seasonal changes to risk levels for family, sports, and recreational activities.

(7) Implement water safety measures for Army swimming programs, which may include learn-to-swim, lifeguard training, fitness programs, competitive swimming, water safety training, military survival training, and recreation.

## **Chapter 5**

### **Prevention, Response, Investigation, and Reuse and Closure**

#### **5-1. Training Requirements:**

a. The Garrison Safety Manager will assess Garrison processes and operations to determine the safety training needed by employees and recommend processes for delivering the required training.

b. Safety personnel will receive appropriate training in the respective technical areas. CP-12 careerists will complete training according to the Army Civilian Training, Evaluation, and Development System.

#### **5-2. Motor Vehicle Accident Prevention:**

a. Garrison Commanders will strictly enforce the provisions of AR 385-10 with particular emphasis on vehicle restraint system usage.

b. The Garrison Safety Manager will use the U.S. Army IMCOM Traffic Safety Training Program Registration System available at <https://imc.army.mil/airs/default.aspx> to schedule and maintain records of IMCOM-sponsored traffic safety training.

c. The Garrison Safety Manager 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.

d. The Garrison Safety Manager will coordinate with the installation provost marshal to prescribe local procedures for the safe operation of motor vehicles. Garrison officials and safety managers will develop local SOPs defining safety training requirements and operational restrictions associated with the use of non-registered electric vehicles on installation roadways in accordance with AR 385-10, chapter 11.

### **5-3. Emergency Planning and Response:**

a. Emergency planning and response actions outline the procedures for reporting an emergency situation, immediate actions to be taken, and procedures for evacuation according to AR 385-10, chapter 19. 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.

b. An installation emergency preparedness officer is appointed by the Senior Commander to direct, coordinate, maintain, and test the development and publications of installation emergency action, disaster preparedness. Emergency responders will have a current copy of each plan. The installation emergency preparedness officer will ensure annual plan evaluations and testing are accomplished and coordination with civil agencies and government to effect mutual aid agreements.

c. Garrison officials and safety managers will ensure emergency action and response plans are developed for Garrison operations and facilities as required by AR 385-10, chapter 19. The Garrison Safety Manager will assist Garrison and installation officials in testing and evaluating emergency plans. Garrison emergency action and response plans will be reviewed by the Garrison Safety Manager annually or after changes in operations to ensure information is current.

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

e. The Fire and Emergency Services Chief will assist the installation 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.

f. Commanders, 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. Emergency action plans will include the following procedures:

- (1) Reporting emergencies.

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

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

(4) Employee accountability after an evacuation.

(5) Employees performing rescue or medical duties.

(6) Personnel who may be contacted by employees needing more information about the plan or an explanation of duties under the plan. Provide the name and job title of the personnel.

g. Supervisors will designate and train employees to assist in safe and orderly employee evacuations. Supervisors will review the emergency action plan with covered employees during the following events:

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

(2) Change of employee's responsibilities under the plan.

(3) Plan changes.

h. Report all industrial chemical spills, radiation exposure, and other incidents immediately to the Garrison Safety Office.

#### **5-4. Accident Investigation and Reporting:**

a. Accident investigation and reporting requirements are described in AR 385-10, chapter 3. The Garrison Safety Office is responsible only for the investigation and reporting of Garrison accidents. Tenant units will conduct their own investigation and report through their chain of command.

b. Accidents will be submitted via ReportIt!. Garrison personnel will take the following actions for accident investigation and reporting:

(1) The Garrison Safety Manager will support the Civilian Personnel Office to reduce civilian injuries and illness for workers' compensation claims. Safety personnel will be members of the SOHAC and Federal Employees Compensation Act (FECA) Working Group.

(2) The Garrison Safety Manager will implement a program to train individuals involved in accident reporting, accident investigation, and the analysis of accident, injury, and illness data.

(3) Supervisors will report injuries and illnesses according to 29 CFR 1904 and 29 CFR 1960.

(4) Immediate Notification and Reporting of Serious Accidents.

(a) The Garrison Safety Manager will notify the Garrison Commander, IMCOM Safety Manager/Safety POC, and Commander, USACRC when a Class A or B accident involving IMCOM personnel, property, or contractors occurs on the Garrison or activity. Follow the immediate notification instructions located on the USACRC Website at <https://safety.army.mil/REPORTING-INVESTIGATION/> to submit notifications to the USACRC. USACRC may be notified by telephone at commercial (334) 255-2660/3410, or direct support number (DSN) 558-2260/3410.

(b) The Garrison Commander, experiencing a Class A or B accident will notify other ACOMs involved. The Garrison Commander will notify OSHA, U.S. Department of Labor, as detailed in AR 385-10, chapter 3, for work-related accident resulting in the death of an IMCOM civilian employee or the in-patient hospitalization of three or more IMCOM Civilian employees. The Garrison Commander ensures that the IMCOM EOC is informed IAW IMCOM Reg 190-1.

(5) The Garrison Commander will conduct an accident investigation briefing for all Class A accidents to the CG IMCOM as required.

#### **5-5. Workplace Inspections:**

a. The Garrison Safety Manager will:

(1) Participate in the IMCOM OIP process as detailed in the IMCOM OIP SOP.

(2) Develop written guidance for the conduct of Garrison workplace inspections by supervisors and employees according to references in a (1), above.

(3) Provide oversight and assistance to ensure proper conduct of workplace inspections by supervisors and employees.

#### **5-6. Facility Reuse and Closure:**

a. Army Safety Program requirements for facility reuse and closure are defined in AR 385-10, chapter 24, and DA Pam 385-10, chapter 13. 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:



(1) The Garrison Commander will:

(a) Ensure the development of Garrison-specific guidance to augment the requirements.

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

(2) The Garrison Safety Manager will:

(a) 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.

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

(c) 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.

## Appendix

### References

#### Required Publications:

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

**10 CFR 20** — Standards for Protection Against Radiation

**10 CFR 21** — Reporting of Defects and Noncompliance

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

**10 CFR 51** — Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions

**10 CFR 71** — Packaging and Transportation of Radioactive Material

**29 CFR 1904** — Recording and Reporting Occupational Injuries and Illness

**29 CFR 1910** — Occupational Health and Safety Standards

**29 CFR 1614.203** — Federal Sector Equal Employment Opportunity

**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

**Department of Defense Manual (DoD) 4145.26-M** — DOD Contractors' Safety Manual For Ammunition And Explosives

**DoDM 6055.09** — DoD Ammunition and Explosives Safety Standards

**Department of Defense Instruction (DoDI) 1400.25** — DoD Civilian Personnel Management

**DoDI 6055.01** — DoD Safety and Occupational Health Program

**DoDI 6055.04** — DoD Traffic Safety Program

**DoDI 6055.07** — Mishap Notification, Investigation, Reporting and Recordkeeping

**Army Regulation (AR) 11-35** — Occupational and Environmental Health Risk Management

**AR 11-34** — The Army Respiratory Protection Program

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

**AR 40-13** — Radiological Advisory Medical Teams

**AR 50-6** — Chemical Surety

**AR 75-1** — Malfunctions Involving Ammunition and Explosives

**AR 75-15** — Policy for Explosive Ordnance Disposal

**AR 95-2** — Air Traffic Control, Airfield/Heliport, and Airspace Operations

**AR 215-1** — Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities

**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 600-55** — The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

**AR 600-100** — Army Profession and Leadership Policy

**AR 608-10** — Child Development Services

**AR 672-20** — Incentive Awards

**AR 690-400** — Total Army Performance Evaluation System (Chapter 4302)

**AR 700-68** — Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders

**AR 740-1** — Storage and Supply Activity Operations

**Army Techniques Publication (ATP) 5-19** – Risk Management

**Department of the Army Pamphlet (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/NCO Guide

**DA Pam 385-25** — Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation

**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** — Mishap 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

**Technical Bulletin, Medical (TB Med) 521** — Occupational Health and Industrial Health: Management and Control of Diagnostic, Therapeutic, and Medical Research X-Ray Systems and Facilities.

**TB Med 522** — Occupational and Environmental Health: Control of Health Hazards from Protective Material Used in Self-Luminous Devices

**TB Med 523** — Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound

**TB Med 524** — Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation

**TB Med 525** — Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department

**Engineers Manual (EM) 385-1-1** — Safety and Health Requirements Manual

**Occupational Safety and Health Act of 1970** —

[http://www.osha.gov/pls/oshaweb/http://www.osha.gov/pls/oshaweb/owasrch.search\\_for\\_m?p\\_doc type=oshact](http://www.osha.gov/pls/oshaweb/http://www.osha.gov/pls/oshaweb/owasrch.search_for_m?p_doc type=oshact)

**U.S. Army Traffic Safety Training Program Registration System** —

<https://imc.army.mil/airs/default.aspx>

**NETCALL 2007-55** — FECA Program Implementation NETCALL

**Public Law (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 [https://www.ada.gov/ada\\_title\\_i.htm](https://www.ada.gov/ada_title_i.htm)

**Military Standard (MIL-STD)-882E** — DoD Standard Practice For System Safety

**Installation Management Command (IMCOM) Regulation 385-10** — IMCOM Safety Program

## **Prescribed Forms**

The following forms are available on the IMCOM Enterprise Publishing Portal unless otherwise stated.

[https://army.deps.mil/Army/cmds/imcom\\_HQ4/G1/ASD/docs/Forms/AllItems.aspx](https://army.deps.mil/Army/cmds/imcom_HQ4/G1/ASD/docs/Forms/AllItems.aspx)

(CAC required)

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

**DA Form 285** — Technical Report of U.S. Army Ground Report

**DA Form 285-AB** — U.S. Army Abbreviated Ground Accident Report (AGAR)

**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** — Employee Report of Alleged Unsafe or Unhealthful Working Conditions

**DA Form 4756** — Installation Hazard Abatement Plan

**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** — Injury and Illness Incident Report

## **Glossary**

<b>ACOM</b>	Army Command
<b>ADSW</b>	Active Duty for Special Work
<b>AGR</b>	Active Guard Reserve
<b>AMV</b>	Army Motor Vehicle
<b>ANSI</b>	American National Standards Institute
<b>AR</b>	Army Regulation
<b>ARA</b>	Army Radiation Authorization
<b>ARIMS</b>	Army Records Information Management System
<b>ARP</b>	Army Radiation Permit
<b>ARNG</b>	Army National Guard
<b>ATP</b>	Army Techniques Publication
<b>ATSTP</b>	Army Traffic Safety Training Program
<b>CFR</b>	Code of Federal Regulations
<b>CG</b>	Commanding General
<b>CLS</b>	Common Levels of Support
<b>COR</b>	Contracting Officer Representative
<b>CoRA</b>	Certificate of Risk Acceptance
<b>COTS</b>	Commercial Off–The–Shelf
<b>CP</b>	Career Program
<b>RM</b>	Risk Management
<b>DA</b>	Department of the Army
<b>DAC</b>	Defense Ammunition Center
<b>DDESB</b>	Department of Defense Explosives Safety Board

<b>DoD</b>	Department of Defense
<b>DoDI</b>	Department of Defense Instruction
<b>DOL</b>	Department of Labor
<b>DPTMS</b>	Director of Plans, Mobilization, and Training
<b>EM</b>	Electronic Manual
<b>EOC</b>	Emergency Operations Center
<b>EOD</b>	Explosive Ordnance Disposal
<b>FECA</b>	Federal Employees Compensation Act
<b>FMWR</b>	Family and Morale, Welfare and Recreation
<b>FY</b>	Fiscal Year
<b>HQ</b>	Headquarters
<b>HQDA</b>	Headquarters, Department of the Army
<b>IAW</b>	In Accordance With
<b>IH</b>	Industrial Hygiene
<b>IMCOM</b>	Installation Management Command
<b>IMSO</b>	Installation Management Safety Office
<b>IN</b>	Immediate Notification
<b>LRAS</b>	Loss Reporting Automation System
<b>MILCON</b>	Military Construction
<b>MIL-HDBK</b>	Military-Handbook
<b>NRC</b>	Nuclear Regulatory Commission
<b>OIC</b>	Officer in Charge
<b>OIP</b>	Organizational Inspection Program
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OSH Act</b>	Occupational Safety and Health Act



<b>OSH</b>	Occupational Safety and Health
<b>OWCP</b>	Office of Workers Compensation Program
<b>PAM</b>	Pamphlet
<b>PAO</b>	Public Affairs Officer
<b>PCS</b>	permanent change of station
<b>PL</b>	Public Law
<b>POC</b>	Point of Contact
<b>POV</b>	Privately Owned Vehicle
<b>PPE</b>	Personal Protective Equipment
<b>QASAS</b>	Quality Assurance Specialist Ammunition Surveillance
<b>RAM</b>	Radioactive Materials
<b>RCO</b>	Range Control Officer
<b>RM</b>	Risk Management
<b>RSO</b>	Radiation Safety Officer
<b>RSSO</b>	Radiation Safety Staff Officer
<b>SASOHI</b>	Standard Army Safety and Occupational Health Inspections
<b>SHARE</b>	Safety, Health, and Return to Employment
<b>SIR</b>	Serious Incident Reports
<b>SOH</b>	Safety and Occupational Health
<b>SOHAC</b>	Safety and Occupational Health Advisory Council
<b>SOP</b>	Standard Operating Procedure
<b>SRP</b>	Sustainable Range Program
<b>TB</b>	Technical Bulletin
<b>TB MED</b>	Training Bulletin (Medical)
<b>TDY</b>	Temporary Duty

- TM** Training Manual
- USACRC** United States Army Combat Readiness/Safety Center
- USC** United States Code
- USATCES** United States Army Technical Center for Explosive Safety
- UXO** Unexploded Ordnance

## **Terms**

**Accident and injury rates:** IMCOM Injury and accident rates are computed IAW AR 385-10.

**Accident classification:** IMCOM accidents are classified IAW AR 385-10.

**Accident cost:** IMCOM accidents are classified according to AR 385-10.

**Additional duty (military) and collateral duty (Civilian) safety personnel:** Personnel appointed on orders by organizations or activities not authorized full-time safety personnel by the table of organization and equipment or table of distribution and allowances. These personnel perform required safety and accident prevention functions in their organizations or activities.

**Army Risk Management (RM) process:** A continuous process, applied to Army training and operations, individual and collective day-to-day activities and events, and base operations functions to identify and assess hazards, develop and implement controls, and evaluate outcomes.

**Condition:** The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

**Controls:** Actions taken to eliminate hazards or reduce risks

**Deficiency:** A violation of a law, regulation, or an IMCOM Standard Operating Procedure (SOP).

**Duty status determination:** The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below. Paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

a. On duty. IMCOM personnel are on duty when they are:

(1) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.

(2) Being transported by Army or commercial conveyance to perform official work.

(3) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimbursable expenses are authorized.

(4) Participating in mandatory sports or physical training activities.

b. Off duty. Not in an on-duty status, whether on or off Army/IMCOM installations. Traveling from their home of record to military duty location and back to home of record.

c. Non duty. Member of the IMCOM, but not on orders for duty or performing any military duty related activities.

**Explosives:** All items of ammunition; propellants, liquid and solid; high and low yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material.

**Explosives mishap:** An unplanned explosion or functioning of explosive material or devices (except during combat). This includes inadvertent actuation, jettisoning, and releasing or launching explosives devices. It also includes mishaps that result from off-range impacts of ordnance. For mishap reporting purposes, dummy (inert) ordnance will be considered as an explosive device any time it is used in training or test situations to simulate an actual item.

**Fire accident:** A fire, or an explosion followed by fire, incident to an ARNG operation or activity which results in:

a. The loss or damage to IMCOM property (including timber or grasslands (AR 420-1)).

b. Injury.

c. Occupational illness.

d. Proven cases of arson, incendiary fire, or dissident actions are excluded. Also excluded are fires resulting from properly fired ordnance in range impact areas. A fire resulting from a marine accident or an aircraft accident will be termed a marine accident or an aircraft accident.

**First aid:** A one-time treatment for minor scratches, cuts, burns, and similar injuries that do not require medical attention, plus any follow-up visits for observation. Such one-time treatment and follow-up visits will be considered first aid, even if provided by a physician. Multiple applications of first aid do not represent medical treatment. It is the nature of the

treatment, not how many times applied, as to whether it qualifies as first aid or medical treatment.

**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.

**IMCOM accident:** An unplanned event or a series of events which results in one or more of the following:

- a. Damage to IMCOM property.
- b. Injury to ARNG military members, on or off duty.
- c. Injury to on-duty IMCOM military and Civilian employees) or IMCOM contractor personnel.
- d. Occupational illness to IMCOM military or civilian employees, or IMCOM contractor personnel.
- e. Injury or illness to non-IMCOM personnel or damage to non-IMCOM property as a result of IMCOM operations. **NOTE:** See AR 385-10, paragraph 3-7 for occurrences that do not constitute an Army/IMCOM accident.

**IMCOM Army motor vehicle (AMV):**

A motor vehicle:

- a. That is owned, leased (includes GSA vehicles that are under full operational control of the IMCOM) or that is on hand receipt or like document, or rented by the IMCOM for official business.
- b. That is primarily designed for over-the-road operations.
- c. Whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles. The following are not considered IMCOM motor vehicles for the purpose of this definition:

(1) Motor vehicle equipment designed primarily for off-the-highway operations; such as tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. These vehicles are termed combat vehicles or other IMCOM vehicles.

(2) Privately owned motor vehicle.

(3) Vehicles on hand receipt to, and operated by, non-IMCOM persons or non-IMCOM agencies and activities, such as the U.S. Postal Service or the American Red Cross.

d. On DA Form 285, those accidents involving motor vehicles operated but not owned by the ARNG (that is, those vehicles rented/leased by the IMCOM for official business) will be classified as IMCOM-operated vehicles.

**IMCOM combat vehicle accident:** An accident involving the operation of combat vehicles or equipment; such as tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and similar equipment being operated as such at the time of the accident. Included are:

- a. Collisions with objects, pedestrians, or other vehicles.
- b. Personnel injury or property damage due to cargo shifting in a moving vehicle.
- c. Personnel injury in moving vehicles or by falling from moving vehicles.
- d. Towing or pushing accidents.
- e. Other injury or property damage as described in the term "ARNG accident."

f. The following accidents, although reportable and recordable, are not considered ARNG combat vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading, unloading, or mounting, dismounting a combat vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work.

(3) Collision with an ARNG motor vehicle, which will be considered an AMV accident regardless of the vehicle deemed most responsible for the collision.

- (4) Damage to a parked combat vehicle, unless it is damaged by another combat vehicle.
- (5) Damage to a combat vehicle resulting solely from natural phenomena.
- (6) Damage to a combat vehicle being handled as a commodity and not being operated under its own power.
- (7) Damage to a combat vehicle caused by objects thrown or propelled into it.
- (8) Damage to a combat vehicle by fire when no combat vehicle accident occurred.

**IMCOM motor vehicle accident:** An accident involving the operation of an IMCOM motor vehicle being operated as such at the time of the accident. Included are:

- a. Collisions with other vehicles, objects, or pedestrians.
- b. Personnel injury or property damage due to cargo shifting in a moving vehicle.
- c. Personnel injury in moving vehicles or by falling from vehicles.
- d. Towing or pushing accidents.
- e. Other injury and property damage as described in the term "IMCOM accident".
- f. The following accidents, although reportable and recordable, are not considered IMCOM motor vehicle accidents. They are reportable as other type accidents:
  - (1) Personnel injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.
  - (2) Death, injury, or property damage occurring solely from repair or service work. For example, vehicle falling off a jack, tire explosion from inflating, or a finger cut off by a fan belt.
  - (3) Damage to a properly parked IMCOM vehicle unless it is damaged by another IMCOM/Army vehicle.

- (4) Cargo directly damaged by weather.
- (5) Damage to an IMCOM motor vehicle resulting solely from natural phenomena.
- (6) Damage to an IMCOM motor vehicle being handled as a commodity and not being operated under its own power.
- (7) Damage to an IMCOM motor vehicle caused by object thrown or propelled into it.
- (8) Damage to an IMCOM motor vehicle by fire when no motor vehicle accident occurred.
- (9) Malfunction or failure of component parts as cited in AR 385-10.

**IMCOM Personnel:** This phrase includes, for purposes of this regulation IMCOM Personnel are:

- a. Federal Civilians employed by the Department of Defense.
- b. Active Guard Reserves (AGRs) who are in either a Title 10 or a Title 32 status.
- c. Military members who are not AGRs.
- d. Contractors who work for the Installation Management Command.

**Injury:** Traumatic bodily harm such as a cut, fracture, amputation, burn, poisoning, stress or strain caused by a single or short exposure to an external force, toxic substance, or physical agent resulting in one or more of the following:

- a. Fatality, regardless of the time between injury and death.
- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.



**Lost workday case:** Lost workday cases are subdivided into the following two categories:

a. Cases involving days away from work. There are cases in which an accident results in IMCOM military or civilian employees or contractor personnel missing one or more workdays. Days away from work are those workdays (consecutive or not) on which these personnel would have worked but could not because of injury or occupational illness. Rearrangement of work schedules is not authorized to eliminate the requirement for reporting days away from work cases.

b. Cases involving days of restricted work activity. There are cases where IMCOM military or civilian employees or contractor personnel may not have lost a workday, but because of an injury or occupational illness, the individual:

(1) Was assigned to another job on a temporary basis, or:

(2) Worked at a permanent job less than full-time, or:

(3) Worked at a permanently assigned job but could not perform all duties normally connected with it. NOTE: Personnel must be present at their assigned duty station and performing duties in a restricted capacity as defined above to qualify as a restricted work activity case.

**Non-duty:** Non-duty is defined as one who is a member of the IMCOM but is not on orders for duty or performing military duty related tasks. Non-duty losses are not recordable IAW AR 385-10.

**Nonfatal cases without lost workdays:** Cases, other than lost workday cases, where IMCOM military or Civilian employees or contractor personnel, because of an injury or occupational illness:

a. Were permanently transferred to another job or terminated, or:

b. Required medical treatment greater than first aid or:

c. Lost consciousness, or:

d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case. This includes new occupational illnesses detected on routine physical examinations.

**Observation and diagnostic procedure:** Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case if:

- a. No treatment or medication is given for the suspected injury or occupational illness, and:
- b. Competent medical authority determines the individual could have returned to their normal job without impairment or disability. This classification applies when an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits.

**Occupational illness:** Any abnormal physical condition or disorder, other than one resulting from an injury caused by exposure to the occupational environment and resulting in any of the following:

- a. Fatality, regardless of the length of the illness while on duty and employed by the Army.
- b. A lost workday case.
- c. A nonfatal case without lost workdays.
- d. Permanent total disability or permanent partial disability.

**Occupational injury:** Any on-duty injury to IMCOM personnel caused by events or conditions in the occupational environment that requires more than first aid treatment.

**On-post and off-post accidents:** Accidents or aircraft mishaps occurring within the confines of Army or IMCOM-owned, leased, or DoD-controlled real estate are considered on-post accidents; all others are considered off-post.

**Other IMCOM vehicle accident:** An accident involving damage or personnel injury during the operation of other IMCOM vehicles; such as tugs, bulldozers, forklifts, road graders, and agricultural-type wheeled tractors.

**Permanent disabilities: NOTE:** The loss, or the loss of use, of both hands, feet, eyes, or any combination thereof as a result of a single accident is considered permanent total disability.

a. 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.

b. 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 of permanent impairment of any part of the body. Exceptions are listed in AR 385-10, Glossary; Section 2/Terms. **NOTE:** Hearing loss cases meeting the criteria for reporting in the Army Occupational Health Report (per AR 40-5) are permanent partial disabilities for the purpose of this Standard Operating Procedure.

**Personnel classifications:** The following classifications are used in reporting IMCOM accidents. Personnel classifications are selected on the basis of the status the individuals are in at the time of the accident.

a. IMCOM federal civil service personnel and military employed under 32 USC 709.

b. Inactive Duty Training (IDT). Those individuals who are:

(1) Traveling directly to or from authorized duties as a member of the IMCOM, consisting of assemblies and any special additional duties prescribed activities of the organization in which they are assigned.

(2) ROTC cadets performing professional enrichment training while under IMCOM supervision and directed by competent orders, regardless of the training site. Also included are cadets involved in rifle and pistol marksmanship training under IMCOM supervision on any range.

c. Annual Training (AT). ARNG members and ROTC cadets, while under IMCOM supervision, who are performing duties under 32 USC 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.

d. Active Duty for Special Work (ADSW). Those members of the ARNG who are under competent orders, performing short term special missions, with or without pay, for periods of less than 179 days.

e. Active Duty Guard/Reserve (AGR). Those individuals serving on AGR under any of several ARNG programs (for example, Army Full Time Manning, AGR-C, Full Time Recruiting Force, SIDPERS, DAS-3, etc...).

f. IMCOM Contractor. A contractor employed in an IMCOM activity or operation, or on an IMCOM installation, including employees and technical representatives, which are performing work under Federal contract. An accident is not reported if such an employee is on the contractor's premises working on material for the IMCOM. Indicate Army contractor on DA Form 285 (block 17) when reporting IMCOM contractor accidents.

g. Other. This category includes all persons not specifically covered in paragraphs a through f above, as follows:

- (1) Employees of other Federal agencies.
- (2) Other U.S. Civilians.
- (3) Off-duty IMCOM military personnel.
- (4) Visitors and contractor employees injured on the installation in non-duty activities.
- (5) Federally reimbursed State employees.

**Personnel injury, Other:** Injury to personnel not covered by any other accident type.

**Privately owned motor vehicle (POV) accident:** A traffic accident, regardless of the operator, that does not involve IMCOM motor vehicles but result in:

- a. A fatality or lost workday case injury to IMCOM military members.
- b. Injury to IMCOM military or civilian employees or contractor personnel.
- c. Damage to IMCOM property of \$1,000 or greater.

**Property damage:** Includes real property (facilities or real estate), equipment or material where there is a cost to repair or replace.

**Property damage, Other:** Property damage not covered by another accident type.

**Reasonable accommodation:** The three categories of reasonable accommodations under Title I of the Americans with Disabilities Act of 1990 include:

a. Modifications or adjustments to a job application process that enable. A qualified Applicant with a disability to be considered for the position such qualified applicant desires.

b. Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position.

c. Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of other similarly-situated employees without disabilities.

**Risk:** An expression of possible loss in terms of hazard severity and probability. Risk can be expressed as the expected monetary value of loss associated with a hazard. The risk associated with a specific hazard can be derived by multiplying the probability of the occurrence by the probable dollar loss.

**Risk decision:** The decision to accept or not accept the risks associated with an action, which is 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 (RM):** A decision-making process used to mitigate risks associated with all hazards that have the potential to injure or kill personnel, damage or destroy equipment, or impact mission effectiveness as detailed in ATP 5-19 (Risk Management) and DA Pam 385-30 (Mishap Risk Management).

**Safety culture:** The assembly of characteristics and attitudes in organizations and individuals, which establishes that safety issues receive the attention warranted by their significance.