

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX I

GENERAL WORKPLACE AND OFFICE SAFETY AND OCCUPATIONAL HEALTH (SOH) GUIDELINES



FSGA/HAAF Safety Program SOP
4 September 2024

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1. Purpose:

The purpose of this Garrison Safety and Occupational Health (SOH) SOP Annex is to eliminate and/or control safety hazards in general workplace and administrative environments and to provide safety procedures that will assist Fort Stewart and Hunter Army Airfield (FSGA/HAAF) Garrison employees in maintaining safe and healthful work environments, following established safety rules in all work centers provides for a better, safer work environment for all, maximizing operational readiness and mission effectiveness through accident prevention.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMS, and civilian workforce can properly implement the Garrison SOH Program.

3. References

29 CFR 1960, OSHA Basic Program Elements for Federal Employee Occupational Safety and Health Programs

AR 385-10, The Army Safety Program

DA Pam 385-10, Army Safety Program

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil>. Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>.

5. Responsibilities:

Directors, Managers, and Supervisors will:

- Ensure all employees within the areas of their responsibility are provided the resources and time necessary to identify and correct unsafe acts and conditions towards the safest and healthiest work centers possible.
- Ensure all employees adhere to all established and published SOH rules and regulations.
- Provide leadership assistance where necessary and applicable towards workplace SOH improvements.

Employees will:

- Comply with all established safety rules, regulations, and procedures.
- Use required protective clothing and equipment and report any unsafe or unhealthful working conditions to their immediate supervisor.

Unit Safety Officers will:

- Assist leadership, ensuring all employees within the areas of their responsibility are provided the resources and time necessary to identify unsafe acts and conditions towards the safest and healthiest work centers possible.

- Assist leadership, ensuring all employees adhere to all established and published SOH rules and regulations.
- Provide assistance where necessary and applicable towards workplace SOH improvements.
- Fulfill the requirements of FSGA/HAAF Garrison SOH SOP, Annex D, USO Program.

Garrison Safety Office (GSO) will:

- Develop, manage, and administer the Facility SOH Inspection Program.
- Assist all FSGA/HAAF Garrison employees in the detection of unsafe conditions and practices by performing safety inspections and technical assistance visits upon request.
- Advise on matters pertaining to accident prevention and safety management.
- Provide technical and professional assistance to control unsafe acts and conditions.

6. General Safety Rules:

- Employees may not use equipment, machines, materials, or tools if they have not received trained in their use, unless working as a trainee under close guidance of a supervisor or a trained, experienced, authorized operator. If an employee is instructed to perform work with items/equipment that require training and the employee has not yet received appropriate training, the employee is to immediately inform the supervisor they have not been trained to do this task/process. Training must be documented in the work center.
- Employees will not remove, alter, or render ineffective any safety device or protective equipment without the prior approval of the Garrison Commander (GC) or his designated representative.
- Immediately report to a supervisor any unsafe act, condition, equipment, material, or process which could affect employee safety, the safety of co-workers, or result in damage to government property.
- Never turn on electric, steam, compressed air, or other powered equipment without first assuring that it is safe to do so, and personnel are not in a position where injury could occur.
- Protruding nails, spikes, or sharp tools will be removed and placed in a position to eliminate the hazard.
- Special care and attention must be exercised at all times to keep clear of material being handled or moved by crane, forklift, truck, or tow tractor.
- Horseplay of any type is prohibited.
- Ensure all accidents, incidents, injuries, and near-misses are reported to the USO, Supervisor, and GSO immediately regardless of how minor.
- Do not jump on or off ramps, vehicles or from one elevated surface to another. Only safe methods of ascent or descent are permitted.

- When working on a vehicle, the following precautions will be taken:
 - Ensure the vehicle is on a level surface.
 - Ensure the vehicle will not move while mounting or dismounting. Do not hold on to any part of the vehicle that is not secure
 - Check for oil, loose material, or other foreign objects to ensure firm footing.
 - Never pull on any object when in a position to fall from the vehicle if the object should suddenly come loose.
- After working in an industrial, warehouse, field, or otherwise hazardous location, wash hands thoroughly with soap and water before eating. Eating and drinking in industrial type work areas is not permitted with the exception of drinking from bottles with a sealable lid such as water bottles.
- Use the handrail when going up or down stairs. Keep to the right on stairs and in aisles and corridors. Use proper ladders to reach high places. Chairs, stools, boxes, etc. will not be used as a substitute for a ladder or working platform.
- Open doors slowly.
- Treat all electrical wires as though they are energized.
- Disposable trash will be placed in proper receptacles.

7. Manual Handling of Materials

- Manually handle materials carefully. Always watch for and avoid sharp edges, pinch points, and other places where hands could be injured.
- When lifting a load, keep your back straight, bend your knees, and lift with the leg muscles. When lowering a load, use the same procedure - back straight and legs bent.
- Ask for help in moving items that are too heavy or awkward to move alone. The maximum personnel lifting limit is 45 lbs. per person. Supervisors are to ensure that employees with known medical conditions or physical limitation are not made to perform tasks, lift materials, or operate equipment that may further aggravate their condition. Employees with such conditions must utilize lifting equipment or seek assistance rather than exposing themselves to further injury.
- Proper gloves will be worn when handling rough or sharp-edged material.
- Material that is too heavy to lift by hand should be lifted by crane, hoist, or palletized for movement by forklift or pallet jack.

8. Equipment and Machines

- Never operate machinery with missing or damaged manufacturer installed/provided guards, tool rests, or shields.

- Notify your supervisor if machinery, tools, or equipment needs repair or when guards have been altered, damaged, or removed.
- Before oiling, cleaning, adjusting, or repairing machines, stop the machine, and follow appropriate Lockout/Tag-out procedures. Replace the machine guards upon completion of repairs or adjustments, and before switches or other controls are made operative.
- Keep clear of moving machinery.
- Never stop machinery by stalling the moving parts. Shut off the switch and let the machine coast to a stop.
- Use brushes, hooks, or special tools, **NOT YOUR HANDS**, to remove chips, shavings, and other material.
- Do not wear clothing that could become entangled when working on or near moving machinery.
- A non-slip floor surface or covering should be provided for employees to stand on while operating machines.
- Frames of fans located less than seven feet off the floor will be covered with a wire or mesh of small enough gauge (less than 1/2 inch openings) to prevent fingers or wearing apparel from being caught in the fan blades.

9. Electrical Equipment

- Only authorized electricians will repair, connect, disconnect, change fuses, remove fuses, or perform other work on electrical wire or equipment. Any defects noted should be reported to your supervisor.
- Never touch a broken or other dangling electrical wire. Immediately report the hazard to your supervisor.
- Do not handle electrical equipment, fixtures, or wires when your body is grounded through water, water pipes, or showers.
- Examine portable appliances for obvious deficiencies before use (cord, plug, etc.).
- Look for strain release, fraying, improper patching, splicing, and other common deficiencies such as missing ground prongs. If any deficiency is noted, notify your supervisor. Do not use the appliance. Only three pronged plugs are authorized.
- New equipment ordered should specify grounded plugs.

10. General Housekeeping

- All grounds, buildings, magazines, and work areas will be kept clean at all times.
- Aisles must be plainly defined and kept free from obstructions.
- Safe clearances will be provided at the sides of walkways, roads, and railways.

- Material will not be stacked or stored within 40 feet of intersections, ten feet of roadways, and will not be stacked in aisles of shops and warehouses.
- Floors will be kept free of protruding nails, splinters, holes, loose boards, oil, water, and other items that may cause a slip, trip, or fall. Noncombustible absorbent will be used immediately to absorb spilled oil.
- A regular program of cleaning will be conducted as frequently as local conditions require for maintaining safe conditions. General cleaning will not be conducted while hazardous operations are being performed.
- Smoking areas have been identified and posted. Cigarette butt cans in smoking areas will be emptied into outside trash cans after all fire is extinguished. Matches or cigarettes will be placed in cigarette butt cans.
- Refuse will not be allowed to accumulate under or on benches and stairways, in closets, bins, lockers, attics, storerooms, restrooms, work areas, shelves, tops of lockers, vehicles, stacks of material in storage, or tables. Refuse will be disposed of as it is generated.
- Properly marked appropriate containers with lids will be provided at work locations for various types of refuse. Containers will not be filled to over-flowing and will be covered except when adding refuse. Refuse containers will be emptied at the end of each shift.
- Containers for oily rags destined for laundering will be equipped with covers. Containers for oily rags and oily waste destined for disposal will be collected and managed in accordance with appropriate hazardous waste regulations and/or requirements.
- Separate appropriate containers with lids will be provided for clean wiping cloths and cotton waste. Containers will not be filled to overflowing and lids will be closed except when removing or placing material in containers. Cotton waste and wiping cloths on workbenches, tables, etc., will be limited to the amount in immediate use.
- Paint will not be allowed to accumulate on floors of booths or other paint handling operations. Empty paint cans will be disposed of properly and in accordance with applicable policies or procedures.
- Cans or other receptacles containing flammable liquids will be closed at all times when not in use. Paints, thinners, lacquers, mineral spirits, varnishes, glues, and other flammable liquids will be stored in approved flammable storage cabinets, preferably outside operating buildings. Cans or other receptacles containing hazardous materials will be stored appropriately.
- Flammable packing materials inside of buildings will be stored in metal containers with self-closing covers.

- Explosives, dust, lint, and other hazardous materials will not be allowed to accumulate on steam, gas, air, or water supply pipes, motors, machinery and equipment, structural members, radiators, heating coils, or vent exhaust systems.
- Crow bars, steel rods, and other long metal objects will not be left leaning against vehicles, walls, or materials unless supported in a manner to prevent falling. These items will be stored in a designated place, lying flat on the floor, in bins, or on racks designed for their storage.
- Creepers will be properly stored when not in use where they will not pose a trip hazard.
- Tools will be properly stored when not in use and not be left on floors, platforms, scaffolds, stairs, or ladders and will not be placed on machine frames or near moving parts.
- Lockers, bins, or storerooms will be provided for tool storage.
- Materials, tools, parts, and supplies will be properly stacked, binned, or racked to prevent falling. Material will not protrude out of bins and racks in a manner which could cause injury and will not be placed on steps or stairways.
- Explosive, acid and caustic spills and other hazardous materials must be promptly removed. Spillage will be prevented as far as practical by proper design of equipment, training of employees, and provision of catch pans.
- Congestion in work areas will be avoided. Only those materials, parts, and supplies necessary for the immediate operation will be in the area.
- Where the use of volatile flammable liquids is authorized, working quantities will be restricted to approved safety containers.

11. Carbon Monoxide (CO) and Nitrogen Oxide (NOx)

- A sufficient number of doors will be open to allow for cross ventilation in warehouses, boxcars, and vehicles where gasoline or diesel-powered equipment is operated.
- Bays set aside for testing gasoline or diesel-powered equipment, or vehicles will have an exhaust hose to the exterior of the building.
- Personnel will not be permitted to work in buildings where the concentration of carbon monoxide and nitrogen oxides are excessive unless equipped with self-contained breathing apparatus, supplied air-line respirator, or respirator approved for use in contaminated air.

12. Lightning Safety

There is little you can do to substantially reduce your risk if you are outside in a thunderstorm. The only completely safe action is to get inside a safe building or vehicle. If you are caught in a lightning storm at FSGA/HAAF:

- Get inside a safe building. A **safe building** is one that is fully enclosed with a roof, walls, and floor, and has plumbing or wiring. Once inside, stay away from showers, sinks, bathtubs, and electronic equipment such as TVs, radios, corded telephones and computers. An **unsafe building** includes car ports, open garages, covered patios, picnic shelters, beach pavilions, golf shelters, tents of any kinds, baseball dugouts, sheds and greenhouses.
- If you are unable to reach a safe building, get inside a “safe vehicle”. A **safe vehicle** is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc.
- While inside a safe vehicle, do not use electronic devices such as radio communications during a thunderstorm. If you drive into a thunderstorm, slow down and use extra caution. If possible, pull off the road into a safe area. Do not leave the vehicle during a thunderstorm. **Unsafe vehicles** include convertibles, golf carts, riding mowers, open cab construction equipment and boats without cabins.
- If you are too far from a safe building or safe vehicle, do not take refuge under any tall, isolated object, such as a tent or tree. Avoid metal fences, clothes lines, metal pipes, rails, telephone poles and other conductors. Put down any object that might conduct electricity, such as a rake, hoe, shovel, or other tools (does not have to be metal). Seek low ground, preferably a ditch or gully. If you are outside with no protection, get to a low spot. Make your body low to the ground, but do not lie flat on the earth. Curl on your side or drop to your knees and bend forward, putting your hands on your knees.
- Stay away from water, wet items (such as ropes) and metal objects (such as fences and poles). Water and metal are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances.
- Know what objects and equipment to avoid during a thunderstorm.
 - Stay off and away from anything tall or high, including rooftops, scaffolding, utility poles and ladders.
 - Stay off and away from large equipment such as bulldozers, cranes, backhoes, track loaders and tractors.
 - Do not touch materials or surfaces that can conduct electricity, including metal scaffolding, metal equipment, utility lines, water, water pipes and plumbing.
 - Leave areas with explosives or munitions.
- If there is a group of people, spread out. If someone feels their hair stand on end, it may mean lightning is about to strike. Stay calm and keep low. This will help reduce your chances of being struck by lightning.
- Whenever an electrical storm approaches, personnel in ammunition and explosive operations will be evacuated from locations where explosives could be ignited by lightning.

- When buildings containing explosives are evacuated during electrical storms, operations requiring constant attention will be manned by a minimum number of personnel consistent with safety requirements. When conditions permit leaving, the building will be completely evacuated. Every effort will be made to anticipate shutdowns. During critical periods, any explosive process requiring complete attention should not be started.
 - Prior to evacuation, the person in charge will secure the operation, ensure explosive materials are not exposed and are stable, windows and doors are closed, and electrical switches are in the "off" position.
 - The person in charge should anticipate the shutdown and be prepared to leave without delay as the situation may warrant.

13. Administrative and Office Work Centers:

- Aisles, Floors, Hallways, and Stairs:
 - Maintain an unobstructed aisle of at least three feet wide for pedestrian traffic within all administrative work areas in accordance with National Fire Protection Association (NFPA) 101 Life Safety Code.
 - Keep aisles, hallways and other floor spaces clear of boxes, wastebaskets, electrical cords, and other objects to minimize tripping hazards.
 - Pick up small, loose objects observed in aisles or floor spaces such as paper clips, pens, pencils, or tacks, to prevent slipping.
 - Report damaged flooring, loose carpeting, and carpeting that have curled edges or frayed spots.
 - Report ramps and steps that do not have slip resistant surfaces, or the slip resistant surface is peeling or worn down.
 - Keep all floors and surfaces clean and dry and clean up spills immediately.
 - Ensure that all walkways are well-lighted.
 - Close file cabinet drawers completely after every use.
 - Approach hallway corners with caution to avoid collisions with others.
 - Always use handrails when ascending or descending stairs.
 - Keep electrical cords and wires away from walkways. If cords must cross the floors, cover them with rubber cable protectors designed for this purpose to prevent tripping.
 - Never carry anything that obscures your vision.
- Doors:
 - Approach closed doors with caution to avoid being struck by a door being opened suddenly.
 - Open doors with caution to avoid striking others.
 - Avoid opening doors by kicking or pushing with your feet.

- Do not push the glass portion of a glass door to open it; use the push plates or handles.
- Electrical Safety:
 - Do not attempt to make any repairs to electrical wiring or equipment. Report all electrical deficiencies to the Directorate of Public Works.
 - Do not overload electrical outlets by connecting additional appliances, tools, and equipment with adapters or multiple extension cords.
 - Report or replace any electrical cords which are split or frayed, have worn insulation or loose plugs, and outlets that are not in good, safe condition (e.g., broken faceplate).
 - Ground all electrical office machines and equipment with either a three-prong plug or ground wire. Only use commercially manufactured extension cords with a three-prong plug.
 - Report exposed live wiring.
 - Report any equipment or appliance that shocks you, sparks, or smokes.
 - Never plug one extension cord into another (daisy chaining).
- Fire Prevention and Control:
 - Know the location of fire extinguishers and how to operate them.
 - In the event of smoke or fire, do not use elevators.
 - Do not place flammable or combustible materials, including clothing and paper, next to any heat-producing device.

*Ensure emergency exit doors are not blocked and report any exit door that is locked. Emergency exit doors should be locked only when authorized for security reasons to prevent entry, **never to prevent exit.***

- Report all exit, hallway, stairwell, and emergency lights that may be burned out.
- Familiarize yourself with posted evacuation routes.
- Space heaters shall be Underwriters Laboratory (UL) listed and have an automatic “shut-off” feature that will actuate if the heater tips over. They shall be located at least three feet from combustible material.
- Do not plug space heaters, coffee pots, microwaves, or refrigerators into surge suppressors. These devices must be plugged directly into electrical receptacles.
- Furniture and Office Equipment:
 - Periodically inspect all chairs for broken or worn rollers and loose nuts or bolts.
 - Ensure rolling/wheeled office chairs have a five-legged or more base for stability.
 - All chair legs should be in contact with the floor at all times. Do not lean so far back in your chair that the wheels or legs lift up off the floor.
 - Never put all of your weight on the front edge of a chair. If your weight is too far forward, the chair can slip out from under you.
 - Always turn off and unplug a paper shredder before you attempt to unjam it.

- Do not use chairs as stepstools or ladders. Use an appropriate foot stool or stepladder.
- Keep fingers clear while operating paper cutter and ensure blade is closed and locked when not in use.
- File cabinets should be bolted or otherwise secured to prevent tipping. Open only one file cabinet or credenza drawer at a time to prevent tipping.
- Rolling ladders and stands used for reaching high shelves should have brakes that operate automatically when weight is applied to them.
- Material and Supplies:
 - Where material is stored on shelves, the heavier objects should be placed on the lower shelves.
 - Store supplies securely in cabinets so they will not fall out when the door is opened.
 - Get help or use material handling equipment for moving heavy objects. Lift heavy objects with your legs and not your lower back. Never lift more than 35 pounds without assistance.
 - Do not store materials or equipment where sharp edges protrude into walkways.
 - Scissors, pencils, thumbtacks, or other sharp objects should never be stored loosely on shelves or in desk drawers.
 - Do not pile boxes, papers, books, or other heavy objects on top of file cabinets. This could pose a fire hazard or cause the cabinet to tip and the materials to fall on the employee.

Appendix A – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
DA Pam	Department of the Army Pamphlet
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

APPENDIX B - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES