

FSGA/HAAF GARRISON  
FT. STEWART, GA 31314

# GARRISON SAFETY SOP – ANNEX B

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## SOH TRAINING AND PROMOTION



FSGA/HAAF Safety Program SOP  
9 August 2024

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## **1. Purpose:**

This Annex to the Safety SOP serves as the Garrison Commander's Annual SOH Training Plan in support of the Garrison Safety Program. It places emphasis on initial and reoccurring Safety Training and Documentation, to include On-The-Job training. It provides Garrison specific requirements to fulfill the intent of the Army Safety Program responsibilities defined in AR 385-10 (The Army Safety Program) and incorporates the requirements of the Occupational Safety and Health Act of 1970. This Annex will establish procedures and pathways that facilitate the sustainment of work processes at all levels. This continued emphasis on the Occupational Safety and Health Program will help prevent accidents and injuries to personnel and damage to property.

## **2. Scope:**

This Annex to the Garrison Safety SOP applies to all military and civilian personnel, including personnel in Temporary Duty (TDY) status, visitors, tenant organizations and contractors. It is intended to provide adequate information so all levels of leadership, SMs, and civilian workforce can properly implement the Garrison Safety Program.

## **3. References**

- Public Law (PL) 91-596 — Occupational Health and Safety Act of 1970
- 29 CFR 1910 — Occupational Health and Safety Standards
- 29 CFR 1960 — Basic Program Elements for Federal Employee
- Department of Defense Instruction (DoDI) 6055.01 — DoD Safety and Occupational Health
- AR 385-10 The Army Safety Program
- DA Pam 385-10 Army Safety Program
- DA Pam 40-21 The Army's Ergonomic 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:**

### **All Garrison Organizations will:**

- IAW Garrison SOH SOP, Annex G, Hazard Identification, Reporting, Analysis, and Control, work centers will develop pre-use/work analyses using DD Form 2977 Deliberate Risk Assessment Worksheet, standard Job Hazard Analysis (JHA), or equivalent to review the potential safety and health impact on workers when the organization is considering or developing new or significant changes to existing or new equipment, processes, non-routine tasks (including those performed less than once a year), chemicals or facilities to determine hazard elimination or control. The level of detail of the analysis should be commensurate with the perceived risk and the number of employees affected. The pre-use assessment will take in to account the Hierarchy of Controls and include mandatory PPE, guarding, operating procedures, lock out/tag out procedures, ergonomics, etc.
- The pre-use/work analysis will be documented, integrated during the procurement/design phase, and all affected employees will receive training on its contents.

### **Garrison Safety Office (GSO) will:**

- Participate in New Employee Orientation ensuring employees receive an overview of the Garrison Safety Program and general FSGA/HAAF SOH related information.
- Periodically evaluate quality of safety and health related training conducted by managers and supervisors provided to employees and documented with attendance sheets.
- Coordinate with Supervisors and other organizations to ensure formal training required by Army regulation and OSHA standards is provided.
- Develop, conduct, and disseminate monthly special emphasis, USO continuing education, and specific/special topic training.
- Develop training materials, handouts, and promotional flyers for dissemination and use throughout the Garrison. These materials will be organized and maintained in the following locations:
  - GSO MS Teams: USAG FS/HAAF Garrison Safety Office > General > Files > 01. Safety Program Master > 11 SOH Training  
[https://armyeitaas.sharepoint-mil.us/:f/t/USAGFS-ISO/Eny7Pf6MHlpPiO6jOcOxsv0B8aXtMSH1diEHpOhFQ5cr\\_g?e=BWJJ7O](https://armyeitaas.sharepoint-mil.us/:f/t/USAGFS-ISO/Eny7Pf6MHlpPiO6jOcOxsv0B8aXtMSH1diEHpOhFQ5cr_g?e=BWJJ7O)
  - GSO Sharepoint: <https://armyeitaas.sharepoint-mil.us/:f/r/teams/USAGFS-ISO/Shared%20Documents/General/01.%20%20Safety%20Program%20Master/11%20SOH%20Training?csf=1&web=1&e=uVV6Nx>

**Directors and Managers will:**

- Ensure all personnel in their organization have received proper training and information related to the safe and healthy performance of their job.
- Disseminate information and ensure all employees are informed and properly trained on major updates and changes to standards.
- Ensure first line supervisors provide adequate SOH training to team members and visitors in their assigned work area.

**Supervisors and Section Chiefs will:**

- Instruct new employees in safety rules, practices, and training pertaining to their job before allowing them to perform their duties.
- Conduct Job Safety Training (reference paragraph 5 & 6 above and 8 below) to include Job Hazard Analysis (JHAs) specific to the tasks expected to be performed.
- Emphasize accident prevention in daily work procedures.
- Conduct weekly and monthly safety meetings to discuss unsafe acts or conditions detected either by the supervisor or by the employee and maintain a copy of the sign in sheets at the local work center.
- Utilize safety promotional and educational material in a manner that will create and maintain interest in the safety program.
- Maintain a continuous program of follow-up, reinstruction and enforcement of safety rules and regulations.
- Ensure bulletin boards are utilized effectively by ensuring posted information is up to date.
- Conduct Safety Stand-down Training annually, involving employees and documenting the training.

**6. Training Plan**

This plan establishes the requirements for the Safety and Occupational Health (SOH) training program at the FSGA/HAAF Garrison. Training is one of the most important elements of a comprehensive health and safety program. When training is done correctly, it gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices and help put our safety and health program into action. Additionally, the Occupational Safety and Health Act (OSHA) and similar regulatory agencies require SOH training at the workplace in many different circumstances. The FSGA/HAAF SOH training plan is multitiered, designed to be efficient in its application, with each aspect building towards the next. The plan is as follows:

**New Employees Orientation (NEO):**

- All new employees, volunteers and participating visitors who will be at FSGA/HAAF must attend NEO conducted by Garrison Safety Office (GSO) personnel within the first month after starting work.
- This orientation will include general safety information such as the Garrison SOH SOP, SOHMS, OSHA Rights and Responsibilities, HAZCOM, emergency preparedness, and environmental considerations around the area.
- All new employees, volunteers and participating visitors must receive basic site-specific safety information from their supervisor or other designated departmental personnel. This training shall include hazard specific safety training and procedural routines. More information pertaining to this can be found in Section 7 of this Annex.

**Monthly Emphasis:**

- The implementation of monthly safety topics is not merely an attempt to meet requirements; it is a proactive strategy to reduce accidents and enhance employee awareness. By focusing on specific, relevant issues each month, the Garrison can systematically address potential hazards while fostering a culture of safety. The topics assigned to each month were chosen to align with several factors including weather, reoccurring events, existing national emphasis, and historical trends. Monthly emphasis topics include:
  - January – OSHA Rights, Responsibilities, HAZCOM, and Bloodborne Pathogens
  - February – Cold and Inclement Weather
  - March – Slips, Trips, and Falls from Height
  - April – Vehicle and Driving Safety
  - May – Electrical Safety
  - June – Heat Injury Prevention
  - July – Material Handling and Storage
  - August – Ergonomics and Back Safety
  - September – Emergency Preparedness
  - October – Fire Safety
  - November – Office Safety
  - December – Holiday Safety

- Monthly emphasis training will be conducted in person and/or virtually by GSO personnel to the Unit Safety Officers (USOs) using a train-the-trainer approach. Training will be scheduled for each Tuesday morning through the month to ensure all USOs are afforded the opportunity to attend. The upcoming year's training schedule with locations and/or links to the training will be published at the end of each calendar year, via FRAGORD. USOs will be provided with training resource materials based on each emphasis topic to then utilize in their work centers for their employees.

### **Annual Safety Stand Down:**

Annually and when convenient with their schedules, Supervisors will cease operations for a 4-hour block of time to allow for the conduct of safety and occupational health related training. It is recommended that this time be used to revisit safe work processes, review Job Hazard Analysis (JHAs), incident trends, or other SOH topics of interest. Documentation of Safety Stand Down sessions will be maintained with attendance records at the local work center. Contact the GSO or reference the links above for training materials.

### **7. Local Work Center Requirements:**

- Training must be geared to each person's specific job tasks. Leadership must address issues pertinent to their area of responsibility and their SMs and/or Civilian employees. Additionally, the following items that are relevant to the work area should be included in the local safety training plan:
  - Specific Work Area Hazards: Include all aspects of the total work environment that constitutes potential physical and chemical hazards which may also involve heat/cold issues, ventilation, or lighting considerations, etc. Training must also include weather hazards if employees are exposed to job related adverse weather conditions.
  - Applicable Occupational Safety and Health Regulations and Guidance: Each workplace must have the OSH regulations relevant to the work assigned readily available. The Garrison Safety Office, Fire Department, Occupational Health Clinic, and Industrial Hygienist can assist in determination of applicable regulations and/or standards.
  - Required Personal Protective Equipment (PPE): Instruct personnel on PPE required for each task(s). Leadership is responsible for ensuring that the proper PPE is identified and available for each member of their team. The proper use of PPE is not optional. No personnel are authorized to perform any task without appropriate required PPE and training in the use, care of, maintenance, limitations, and when to replace the required PPE.
  - Location and Use of Emergency and Fire Protection Equipment: This training involves emergency and fire protection equipment relevant to the workplace. It may be necessary to request training and/or demonstrations by Fire and Emergency Services personnel. Leadership will advise assigned personnel location of fire extinguishers, alarms, and the types of alarms for their location(s).

- Specific Workplace Emergency and Evacuation Procedures: Emergency Action Plan (EAP) with drills suitable for the type of processes, materials, and equipment being used at each location are required to be performed at least annually. Ensure personnel are familiar with building evacuation, muster points, emergency procedures and locations and types of fire alarms and fire extinguishers. Personnel should feel confident to respond instantly and competently to an emergency without endangering themselves or others.
- Reporting of Unsafe Equipment, Conditions, or Procedures: Personnel must carefully observe work area(s) and operations for unsafe procedures, conditions, or equipment. AR 385-10 and the Garrison Safety SOP require personnel to report any unsafe findings to their supervisor and/or USO immediately.
- DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions Submission Procedures: Leaders must stress the importance of individual alertness to potential hazards and train personnel on how to identify and report hazards. Ensure each person understands the Army Hazard Reporting Program. Personnel filing a DA Form 4755 must receive a written response to a filed DA Form 4755 within 10 working days. DA Form 4755 must be made available at all work areas. Leaders will ensure personnel know the purpose of the form and procedures for submitting the form.
- Mishap Reporting Procedures: Personnel will receive training that specifies when, how, and to whom mishaps will be reported. All accidents, injuries, and near miss incidents must be promptly reported. Also, all military and civilian employees' occupational illnesses must be reported to the Occupational Health Clinic.
- Notification of Occupational Injury or Illness Reporting Requirements: All personnel must be made aware of reporting accidents, injuries, property damage, near misses, etc. to their supervision and/or safety personnel.
- Required use of Seat Belts in all Vehicles/Equipment: All personnel operating vehicles/equipment on Fort Stewart (and their passengers) are required to properly wear safety belts and shoulder harnesses. A properly worn shoulder harness is placed diagonally across the person's chest. All personnel on or off base, on or off duty must wear safety belts.
- Rights and Responsibilities under the OSH Act: Personal rights and responsibilities are listed on the Army Federal Poster 2272 which is to be posted in all workplaces, easily accessible by all employees. Personal rights and responsibilities will be included in lesson plans and assurances made that employees understand them.
- Army Hazard Communication (HAZCOM) Program Requirements: Supervisors of personnel who may be exposed to hazardous material must receive training in the Army Hazard Communication Program per AR 385-10. Supervisors who are responsible for handling hazardous material must become thoroughly familiar with 29 CFR 1910.1200 and AR 385-10.

- Ergonomic Principles: The Army's Ergonomic Program, DA Pam 40-21, is designed to eliminate or reduce worker exposure to conditions that lead to cumulative trauma disorders (CTDs), work-related musculoskeletal disorders (WMSD) and illnesses through engineering controls and/or changes in work practices, whenever feasible, complying with the provisions of DODI 6055.1, DoD Occupational Safety and Health Program.

## APPENDIX A ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES