

LITTLE ROCK DISTRICT SMAP FY07-08

LITTLE ROCK DISTRICT SAFETY MANAGEMENT ACTION PLAN (SMAP) FY 07-08

COMMANDER'S INTENT:

My goal is to create a safe and healthy work environment for the employees, contractors, and visitors in the Little Rock District (SWL). I will assertively strive to include the integration of Senior Leaders in the development, oversight of the implementation and execution of the SMAP provisions identified in this document. Safety and Occupational Health issues will be an integral part of all our business processes. We will incorporate risk management and countermeasures into our everyday activities to increase safety awareness and to minimize risk. Our objectives are to prevent accidents and exceed the metrics established by USACE accident prevention, loss control, and public fatalities.

I will be personally involved in the District Safety and Occupational Health Program as the Safety Officer for all the District operations. As the new District Commander, I will complete the Army Readiness Assessment Program (ARAP) developed by the Combat Readiness Center (CRC). The program establishes guidelines for addressing root causes of accidental loss by focusing on organizational climate and culture. My District Deputy Commander and Chief, Safety and Occupational Health Officer (SOHO) will serve the District as advisors in meeting all prescribed initiatives.

Staff managers and supervisors will ensure sufficient resources are devoted to accomplish SMAP actions contained herein. Centers of expertise as well as other district's resources may be required on a case by case basis.

STAFF RESPONSIBILITIES:

Ensure accountability that every team member of the District understand that they are responsible for their own safety and the safety of their jobsite and they have the authority to stop unsafe acts from occurring.

Increase awareness by making safety and occupational health a part of our everyday discussion on the job.

Ensure that no mission will be initiated until an activity hazard analysis has been completed.

Establish a standard that ensure all employees prepare a job hazard analysis.

Ensure accountability by integrating safety and occupational health into both military and civilian performance appraisals.

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DISTRICT COMMANDER WILL:

I. COMMAND LEADERSHIP

A. ACCOUNTABILITY

1. ACTION: As the District Safety Officer, ensure that the SMAP for FY07-08 is developed, establishes milestones, and track the status of actions to ensure objective are being met.

RESPONSIBLE OFFICES: Executive Office and SOHO

MILESTONES:

- * District SMAP completed by 6 Aug 2007
- * District SMAP presented to the Division 20 Aug 2007
- * District and Division SMAP's presented to HQUSACE 24 Aug 2007

2. ACTION: The District will conduct a Board of Investigation (BOI) if any of the following accidents occur for contractor and government personnel:

- a. fatal injury
- b. permanent total disability
- c. permanent partial disability
- d. hospitalization of five or more people; or
- e. property damage of \$200,000 or more

In additional a BOI will be conducted for any accident which a commander, SOHO or any field office supervisor determine that a board is warranted due to the complexity of the accident or its potential for negative impact on the Corps.

RESPONSIBLE OFFICES: Commanding Officer, SOHO

MILESTONES:

- * Ensure that serious accidents are investigated and analyzed to the extent needed to identify causal factors and systemic deficiencies and to develop countermeasures to prevent of similar accidents.
- * Ensure that immediate notification is made to the Commander, Safety and Occupational Health Office, SWD, and HQUSACE within 24 hours of its occurrence.
- * Ensure that an abstract report for each Class A or B accident is completed and forwarded though the chain of command, to the Safety and Occupational Health Office, HQUSACE, via electronic mail within 45 days of the occurrence of the accident.
 - Class A - 1 million dollars or more in property damage or fatal injury or a permanent total or partial disability

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- Class B - great than 200, 000 dollars but less than 1 million dollars in damage or permanent or partial disability or 3 or more employees are inpatient hospitalized

3. ACTION: Conduct an assessment of accident, injury, and illness data; complete risk assessments of military and civilian work activities where these events occurred and implement risk management plans for hazardous military and civilian activities.

RESPONSIBLE OFFICES: SOHO, and Operation Division

MILESTONES:

- * Provide required information to Division and HQ CESO quarterly

4. ACTION: Supervisors will inform by voice or e-mail their Division Chief, the Commander and SOHO on all government, contractor, and significant public (fatalities only) injuries and accidents as necessary. All managers are encouraged to offer potential remedies or solutions to prevent recurrence of such accidents.

RESPONSIBLE OFFICES: All Supervisors and SOHO

MILESTONES:

- * Supervisors shall contact, by voice or e-mail, the Commander and SOHO on accidents and injuries as needed to include efforts taken to prevent recurrence.
- * SOHO shall provide advisory and support functions as required by AR 385-10 (Army Safety Regulation).

5. ACTION: Ensure that all recordable accidents are thoroughly investigated and that corrective actions prescribed be completed at lowest level possible.

RESPONSIBLE OFFICES: All Personnel

MILESTONES:

- * Supervisors must investigate all accidents and take immediate action to abate any substandard condition or action.
- * Supervisor or team leaders must accompany injured personnel to clinic or doctor office to ascertain the employee's injuries and the employee's ability to return to work or on light duty assignment.
- * SOHO will maintain the accident database and ensure that investigations are completed on a timely basis.

6. ACTION: Quarterly News publication developed by Public Affair Office (PAO) will contain a past summary of accidents, lesson learned, and a safety message.

RESPONSIBLE OFFICES: PAO and SOHO

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MILESTONES:

- * Ensure that quarterly News publication is developed and distributed to all employees.

B. SPEECHES

1. **ACTION:** Include safety and occupational health messages in speeches, Town Hall meeting, site visit, staff meeting, and informal comments.

RESPONSIBLE OFFICES: Executive Office, PAO, SOHO, and All Managers

MILESTONES:

- * Commander will make safety priority one during speeches and presentations, such as Town Hall meetings, conferences, and field visits.

C. TRAINING:

1. **ACTION:** All personnel – completion of mandatory occupational safety and health courses at (<https://safetylms.army.mil/user/mycourse.asp>). All personnel are to receive initial and ongoing training on specific topics and the agency's SOH program. These are courses located on the Army's Combat Readiness University Courses (CRU) site, under the heading "Installation and Environment Occupational Safety Courses." These are required continuous training courses and shall be completed by FY08.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

- * This training will provide District individuals' with a greater awareness and knowledge of safety and occupational health.

2. **ACTION:** All Personnel – completion of mandatory Composite Risk Management Civilian (CRM) Basis course offered by the Combat Readiness Center (CRC) (<https://safetylms.army.mil/user/mycourse.asp>) by all solders and civilian employees and shall be completed by FY07.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

- * The training will provide each individual knowledge of composite risk management as well as helping them to understand what residual risk management is and how to manage it.

3. **ACTION:** Ensure the completion of a Defensive Driving course for all employees with refresher course taken every four years and maintained in a log of all participants. The district will utilize the on-line National Safety Council Defensive Driving Course as

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the prerequisite for driving government vehicles. The full implementation of Defense Driving will be established as a Life Skill program for all SWL personnel.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

- * The training will improve the individuals' knowledge of Defensive driving.
- * Supervisors will ensure that their employees are current in Defensive driving.

4. ACTION: Engineering/Construction and Operations Division will ensure that employees are trained in the task required.

RESPONSIBLE OFFICES: Engineering/Construction, Operations, Resource Management, and SOHO

MILESTONES:

- * QA training shall be ongoing and meet the needs of the mission annual.
- * Training coordinators for specific groups in Engineering/ Construction and Operations Divisions shall track and keep records of safety health training required for their groups.

5. ACTION: Ensure that required Safety and Occupational Health (SOH) training is being provided. Ensure that the District has in place a method of tracking all SOH training as completed.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

- * Training is ongoing and is tailored to the District's needs in areas such as Confined Space, Fall Protection, Respiratory Protection, Public Safety, Hazard abatement.

6. ACTION: Ensure all Collateral Duty Safety Officers (CDSO) receive required training. All CDSO's will be designated by the Commander in writing and successfully complete the Additional Duty Safety Officer course offered by Combat Readiness University (CRU) (<https://safetylms.us.army.mil>).

RESPONSIBLE OFFICES: Executive Office, All Operations Division Project Offices, Engineering and Construction Field Offices, SOHO

MILESTONES:

- * All CDSO within the District will complete the additional Duty Safety Course prior to FY08.

D. HAZARD ANALYSIS – QUALITY CONTROL – QUALITY ASSURANCE:

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CONTRACTORS

1. ACTION: The SOHO shall collect and report to Division, all accidents, exposures hours, and frequency rates on a quarterly basis for the following types of contractor works:

Total contractor hours – this include military, civil, service contracts, and others.

This will help focus in on high hazard types of contractor works at District level. Quarterly reporting to Division shall also include a synopsis for all accidents.

RESPONSIBLE OFFICES: Engineering, and Operations Division, and SOHO

MILESTONES:

* Engineering and Operations shall report to the SOHO on a monthly basis all hours worked by contractors.

* The SOHO will calculate total exposure hours and frequency rates based on the total contractor hours and report to Division and HQUSACE quarterly.

GOVERNMENT EMPLOYEES

2. ACTION: The SOHO shall collect on a quarterly basis and report to Division all accidents (both on-the-job and motor vehicle), exposure hours, and frequency rates for government employees.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

* The SOHO will calculate total on-the-job accidents, exposure hours and frequency rates for government employees and report to Division and HQUSACE quarterly.

* All offices shall report any accident via-telephonically or e-mail within 24 hours to be followed by the submission of an Engineering Form 3394 within 5 days to SOHO.

3. ACTION: The SOHO shall coordinate with all offices in identifying the need for ergonomic review and analysis, to conduct analysis, and the implementation of recommendations.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

* SOHO shall review ergonomic findings and issue recommendation on ergonomic assessments annually.

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E. INSPECTIONS

GOVERNMENT

1. **ACTION:** Ensure that safety and occupational health inspections of Corps facilities are conducted annually.

RESPONSIBLE OFFICES: SOHO

MILESTONES:

- * Identify government facilities to be inspected and coordinate with field offices.
- * Track individual inspection completions on excel spreadsheet. Record abatement actions as received. Conduct follow-up visits of facilities with high hazards.

CONTRACTORS

2. **ACTION:** Ensure that safety and occupational health inspections of contractor worksites are conducted in accordance with AR 385-10, EM 385-1-1, Division and District SMAPs.

RESPONSIBLE OFFICES: SOHO, Operation Division and Contracting Office

MILESTONES:

- * Contracting officer will provide SOHO with notification of awarded contracts.
- * Track inspection data by electronic means and periodically review status of abatement actions and reports.

F. CELEBRATE SUCCESSES

1. **ACTION:** Recognize safety successes through District Safety and Occupational Health Awards and Recognition Programs. This will be accomplished through the Operation Reward Safety Program, Excellence through Safety Program along with the development of a District employee recognition program and an Area Offices and Lake Project Offices Recognition Program.

RESPONSIBLE OFFICES: Construction/Engineering/Operations Division, and SOHO

MILESTONES:

- * Develop written award/recognition program that celebrates government employee's success in District offices for their excellence in safety and occupational health.

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* Recognize safety successes through SOH Award Program to encourage our contractor safety program.

* The Commander, during Town Hall meeting, is encouraged to recognize government and contractor employees for SOH performance.

* The SOHO shall create “talking point” to keep the Commander apprised of employee and contractor safety performance during jobsite visits.

2. ACTION: Share safety initiatives and safety successes with other Districts.

RESPONSIBLE OFFICES: Construction/Engineering/Operations Division, PAO and SOHO

MILESTONES:

* The District will take an active approach in sharing initiatives undertaken and developed within the District.

II. CIVILIAN EMPLOYEE ACCIDENT PREVENTION AND LOSS CONTROL

A. THE DISTRICT WILL

1. ACTION: The SOHO will conduct an analysis of the past six (6) years accident data for government employees. Data from this analysis will be used to target high hazard areas and develop countermeasures programs in coordination with Operation Division.

RESPONSIBLE OFFICES: All Personnel

MILESTONES:

* Analysis of past (6) years accident data shall be completed by SOHO FY07

* SOHO will work with Logistics and District elements in developing countermeasure program for correcting safety deficiencies.

2. ACTION: Ensure that Activity Hazard Analyses (AHA) and Position Hazard Analyses (PHA) are updated and used.

RESPONSIBLE OFFICES: All Offices

MILESTONES:

* AHAs and PHAs will be developed and updated IAW section 1 of EM 385-1-1.

* AHA will be developed and copies provided to the SOHO when necessary before beginning each major phase of work on Corps projects.

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III. PROGRAM MANAGEMENT (FOCUS ON DESIGN AND CONSTRUCTION)

A. DISTRICT WILL

1. ACTION: The SOHO will conduct analysis of the past six (6) years of accident data for contractors. Data from this analysis will be used to target high hazard areas and counter measures programs.

RESPONSIBLE OFFICES: Engineering/Construction/Operations Division, PAO and SOHO

MILESTONES:

* Analysis of past six (6) years accident data for contractors will be completed by the SOHO by FY07

2. ACTION: Increase visitation within key demographic areas identified from historic accident data analysis to prevent public recreational fatalities.

RESPONSIBLE OFFICES: Operations Division, PAO and SOHO

MILESTONES:

* Rangers will perform recreational safe boating practices and other water safety training to the public to increase visibility among visitors.

IV. PUBLIC RECREATION SAFETY

A. THE DISTRICT WILL

1. ACTION: Operations Division will conduct a water safety planning conference March 2007 to develop strategies to prevent public fatalities at our lakes.

RESPONSIBLE OFFICES: Operations Division, and SOHO

MILESTONES:

* SOHO shall work with the SWL Water Safety Team to discuss the results of the six (6) year analyses and coordinate the development of District countermeasures to be implemented.

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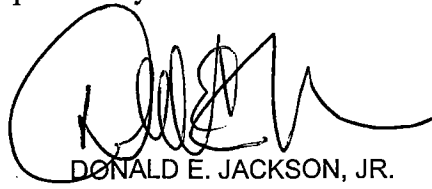
2. ACTION: Operations Division and SOHO increase contact time with the public to prevent recreational related public fatalities.

RESPONSIBLE OFFICES: Operations Division, and SOHO

MILESTONES:

* Operations Division Rangers will continue to perform recreational safety boating and water duties to provide assistance in case of incident and to increase visibility among the visitors.

Summary: Our workforce is the most important and vital aspect of the Little Rock District. Risking injury to this fundamental component of our District is something that we cannot allow and will not allow. The effects of unsafe work practices are non-insulating and should be on the minds of all employees. Management will support all safety initiatives by providing resources to meet these needs and employees will be proactive in identifying potential hazards and taking the proper steps to reduce or eliminate them. Safety is everyone's responsibility.



DONALD E. JACKSON, JR.
Colonel, EN
Commanding