

INSTALLATION MANAGEMENT COMMAND SE REGION

SUPERVISORS SAFETY HANDBOOK



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**U.S. ARMY INSTALLATION MANAGMENT COMMAND
SOUTHEAST REGION**



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
SOUTHEAST REGION
1593 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1057

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MEMORANDUM FOR ALL US ARMY INSTALLATION MANAGEMENT COMMAND,
SOUTHEAST REGION SUPERVISORS

SUBJECT: IMCOM-SE Region Safety and Occupational Health Program.

1. Purpose. This memorandum transmits the IMCOM Southeast Region Supervisors Safety Handbook.
2. Background and Authority. The Occupational Safety and Health Act of 1970, (Public Law 91-596), Executive order 12196, and Title 29, Code of Federal Regulation (CFR) Part 1960 requires that each federal agency designate an official to be responsible for occupational safety and health. In the U.S Army, that official is the Assistant Secretary of the Army for Installation and Environment. In the IMCOM Regions, this responsibility is delegated to the Regional Director. Accordingly, procedures concerning the IMCOM Safety and Occupational Health (SOH) Program are published in IMCOM Reg 385-10 to implement and communicate the program to all Region employees. These procedures are established pursuant to the AR 385-10, The Army Safety Program. Southeast Region garrison commanders, managers, and supervisors are expected to adhere to and assign responsibility for their (Safety) development and implementation. This memorandum permanently appoints the IMCOM-SE, Safety and Occupational Health Chief as the Region's Safety and Health Official (RSHO). This official represents the Regional Director in overseeing the development and implementation of the Occupational Safety and Health Program for Southeast Region employees, workplaces, and activities.
2. Implementation. Garrison commanders, managers, and supervisors must incorporate the procedures contained in the handbook into their existing occupational safety and health programs.
3. Commitment to Safety. Accidents are costly, preventable, and an unacceptable impediment to the IMCOM missions, resources and employee morale. Therefore, IMCOM-SE Region is committed to an accident free environment under the guidelines of IMCOM-Reg 385-10, Safety. Through its accident free environment philosophy, the IMCOM-SE Region is committed to the goal of eliminating all workplace injuries, illnesses, over-exposures, and property damage. This goal can only be achieved by continuously and systematically improving your Safety and Health Information Management System, reducing hazards, and modifying unsafe behaviors.
4. Your knowledge and support of the IMCOM Safety Program is the foundation and without you (the Supervisor), the program will not succeed. It is generally accepted that

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SUBJECT: IMCOM-SE Region Safety and Occupational Health Program.

80% of accidents result from human error. It would be easy to conclude that these human errors indicate carelessness or incompetence on the job but that would not be accurate. Safety investigations show that the human is only the last link in a chain that leads to an accident. Either the individual did not recognize the hazard, underestimated the risk of the hazard, or over-estimated their ability to avoid or control the hazard. The result is an injury/illness and/or damage to equipment that could have been prevented. Each of you, Supervisors and employees, play a critical part of seeing that workplace hazards are avoided or controlled, and accidents and illnesses are prevented.

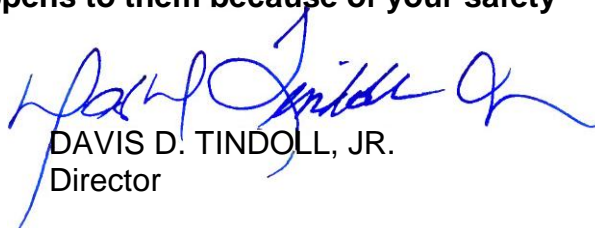
5. Managers and supervisors should be familiar with and ensure compliance with the IMCOM Safety regulations and policies. All of us, through our caring for others, our commitment to Safety, and safety acuity must accept the challenge to work safely and actively pursue injury and illness prevention. Our shared goal in this program is for all of us to return home to our families at the end of the day with no work-related injury and illness.

6. This handbook emphasizes supervisors' safety and health responsibilities. It provides direction on promoting safety and health and inspecting the work area. This handbook gives supervisors the information and techniques they need to support the IMCOM safety and health policies. According to the Occupational Safety and Health Act of 1970, every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. This guide was developed to help you meet that obligation. It includes references to self-inspection checklists, and other information to prevent accidents and decrease costs resulting from occupational injuries, illnesses, and fatalities. Supervisors have often admitted that they do not enforce or check on specific safety requirements because they do not know what to do and do not want to appear lacking in front of their subordinates. This guide will provide the requisite information for you, the Supervisor, to become Safety aware.

7. Comments and questions about the content of this document can be submitted via email to the Region Safety and Health Official, Emmanuel-Irvin@us.army.mil.

Effective Date. This handbook is effective 30 October 2010 with full implementation no later than 30 January 2011.

The names of the individuals whose lives you save will never be known. Your contribution will be that nothing happens to them because of your safety commitment saves those lives.



DAVIS D. TINDOLL, JR.
Director



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MEMORANDUM FOR ALL SUPERVISORS

SUBJECT: Workers' Safety and Compensation Policy Statement for Supervisors.

1. It is our policy to provide a work environment that is free from recognized hazards. Your role as a supervisor in achieving the Installation Management Command's mission not only includes operational activities, but also Safety and Occupational Health (SOH) functions. You have a direct impact on how our SOH program is implemented, and therefore, you can directly affect the well-being of our Soldier and civilian workforce. As a part of your overall supervisory responsibilities, I hold you personally accountable for maintaining a safe working environment and promptly addressing issues relating to noncompliance with safety standards.

2. I expect you to make a dedicated effort to fulfill your obligation under the Workers' Compensation Program while assuring compensation costs within your respective areas are carefully managed. We must be aggressive in this focus while ensuring operations are executed to standard. Our effectiveness and success depends on four key elements: adequate training, composite risk management, caring for our people, and enforcement of standards. We can neither afford nor accept the loss of a single employee to a preventable accident. To heighten safety awareness throughout the command I charge you, the first line supervisors with developing a safety culture in your workplace by:

- Implementing and enforcing our SOH program in your work area.
- Providing monthly job safety training to your employees.
- Ensuring Soldiers, staff, customers, contractors, or maintenance personnel operating in your work area are following safe work practices.
- Reporting injuries and injury claim information to the safety office within one working day of receiving notification of an accident, injury, or illness.
- Initiating investigation of accidents no later than 24 hours after they occur and record the investigation using the appropriate Department of the Army 285 series form; follow up promptly to identify corrective and preventive action; complete and review investigation report/proposed action with the safety office; implement agreed-upon corrective action.
- Performing Job Hazard Analysis (JHA)/Job Safety Analysis (JSA).
- Completing Supervisory safety training (This can be accomplished either online at <https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> or obtained from the safety office).

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SUBJECT: Workers' Safety and Compensation Policy Statement for Supervisors

- Completing the Injury Prevention through leadership course (2G-F105_DL)
<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINNING/tabid/1210/Default.aspx>.

- Becoming familiar with supervisors safety responsibilities/duties outlined in AR 385-10 and DA Pam 385-10, The Army Safety Program


If an employee incurs an injury or illness on the job, take the following actions:

- Notifying the occupational health staff and immediately transport the employee to an emergency service location. (Encourage the use of military medical facilities).
- Coordinate with the occupational health staff to arrange for transportation for employees who prefer treatment at a private physician's office or a hospital.
- Acknowledging receipt of CA-1 or CA -2 from employees. (Complete side two of the forms and process to the Installation Compensation Program Administrator (ICPA)).
- Reporting the accident to your local safety office immediately.
- Ensuring facts on compensation forms are properly investigated, fully documented, accurately reported, and controverted where appropriate.
- Periodically contact the injured employee to show concern and discuss recovery progress/return to work.
- Identify individuals who have demonstrated histories of misuse or abuse of the Workers' Compensation Program and report suspected fraudulent claims to the ICPA.

3. Directorate level managers are responsible for ensuring that management systems are put in place, which satisfy all the above safety actions. Managers will establish procedures that track progress and make adjustments as required. Managers will also be prepared to brief progress at the garrison safety and occupational health advisory council. Managers will complete the Manager's Safety Course. The course is available at

<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINNING/tabid/1210/Default.aspx>.

4. We must make every effort to eliminate hazards in the workplace and any misuse or abuse of the Workers' Compensation Program while strictly adhering to the intent of the program. Your personal commitment is paramount to the success of these objectives.



DAVIS D. TINDOLL, JR.
Director



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MEMORANDUM FOR ALL US ARMY INSTALLATION MANAGEMENT COMMAND,
SOUTHEAST REGION SOLDIERS AND CIVILIANS

SUBJECT: Safety Philosophy

1. As the Director of the US Army Installation Management Command, Southeast Region (IMCOM-SE), I am firmly committed to assuring a safe and healthful environment for all personnel and the safeguarding of property under the IMCOM-SE control. We all must share this stewardship role as leaders. Our philosophy must be overarching but simple: supervise, educate, reduce risk, seek out and eliminate conditions, practices, and habits that threaten the safety and well-being of our people.
2. Every manager and supervisor has a duty to maintain high safety standards and positive safety attitudes for themselves and their subordinates. This includes reporting and investigating accidents, promoting safety policies and procedures, and practicing good common sense safety -- on and off the job. I expect leaders to implement and enforce the use of the composite risk management process for all Garrison operations to ensure that routine daily missions are accomplished to standards without injuring personnel or destroying vital equipment.
3. Everyone has a responsibility for their own safety and health and must make a personal commitment to ensure our workplaces are free from recognized hazards and comply with all safety policies and procedures. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the local safety staff.
4. Safety is a command priority that requires continuous emphasis and attention by all leaders. I am firmly committed to this effort and ask each of you to join me in making accident prevention a way of life in the IMCOM-SE, on and off duty. We all must be committed to the safety and well-being of our Soldiers, Civilian workers, and their Family members. It is a matter of legal compliance as well as responsibility of leadership. Leader involvement makes a difference.



DAVIS D. TINDOLL, JR.
Director

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OOPS!!

Is Anything Missing? We would like to get your feedback on this handbook. As an IMCOM manager or supervisor, have you found it helpful? Does it cover what you need? Are there too many specifics? Not enough specifics? What did you hope to find, but didn't?

What would improve the handbook? Send your feedback to:

E-Mail Address: Emmanuel-Irvin@us.army.mil

1. Scope. This handbook outlines the IMCOM Southeast Region Occupational Safety and Health Program that is a part of the IMCOM Safety and Occupational Health Program outlined in IMCOM Regulation 385-10, Safety Program. It describes the basic program elements and requirements for implementing an effective employee occupational safety and health program for all IMCOM Southeast Region employees (Soldiers, civilians, and contractors), their workplaces, and activities.

2. Applicability. The Safety Occupational and Health (SOH) program applies to all IMCOM Southeast Region employees including contractors, IMCOM Southeast Region-occupied space, equipment, materials, and processes used by IMCOM Southeast Region employees.

3 Policy.

a. The IMCOM's safety policy is to provide a safe and healthful working environment for its employees and to protect property under IMCOM control or responsibility. To this end, garrison commanders, managers, supervisors, and employees are expected to support this policy to the full extent of their authority and/or responsibility.

b. The Occupational Safety and Health Act (OSHA) requires employers to provide a safe and healthful workplace free of recognized hazards and to follow Occupational Safety and Health Administration (OSHA) standards. Employers' responsibilities also include providing training, and record keeping.

c. Technical guidance is available upon request from your local garrison safety staff, the regional safety staff, or the IMCOM HQ Safety staff, on all Safety and Occupational Health (SOH) program elements, defining and reporting unsafe or unhealthful working conditions, and selecting corrective actions for hazard abatement.

4. Responsibilities. It is important to understand everyone's role and responsibility in the overall program. This way, no one assumes someone else's responsible for some aspect of the Program.

a. The Region Director is responsible for developing and implementing the overall SOH program within the geographical boundary of the region.

b. Garrison Commanders/Managers must support and participate in the IMCOM SOH program by developing policy and budgetary considerations that ensure policies are in place to support the Senior Commanders installation safety priorities.

c. The Region Safety and Occupational Health Chief, will serve as the Regional Safety and Health Official (RSHO), representing the Region Director in the management and administration of the SOH program. The RSHO is responsible, in coordination with garrison safety managers, for managing the SOH program for regional employees and their workplaces.

d. The garrisons safety manager implements and monitors the installation SOH program.

e. Managers and supervisors. As an IMCOM supervisor, you are the key player in our Safety and Health Program. Supervisors set the standard for accident prevention. You are responsible for implementing written programs and action plans, monitoring employees' safety performance, and preventing operational safety errors. The Occupational Safety and Health Act of 1970, Part 1960 - Basic Elements for Federal OSH Programs and Related Matters" (Executive Order 12196, Public Law 91-596) states:

"Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program." To properly exercise your responsibility, you must know the IMCOM safety rules and regulations and the rights and responsibilities of the employees you supervise. (Employee rights and responsibilities are explained in 4g below). Managers and supervisors are responsible for the following:

- (1) Ensure the work environment under their authority is free from recognized or unacceptable hazards.
- (2) Ensure employees are provided with required personal protective clothing and equipment (PPE).
- (3) Ensure employees are enrolled in appropriate medical surveillance programs in accordance with applicable SOH criteria and/or Army policies.
- (4) Correct unsafe or unhealthful acts, conditions, and/or procedures. Investigate and correct hazards they observe or that are reported to them, and if they cannot correct them, report them to garrison safety manager and/or the organization collateral duty safety representative. Follow up to see that the hazard, unsafe condition, or practice has been corrected. Notify the employee of the results.
- (5) Investigate and report mishaps.
- (6) Ensure that employees observe appropriate SOH rules and regulations.
- (7) Conduct periodic inspections of job sites to determine potential hazards. Safe working conditions can be achieved only by finding and eliminating unsafe conditions and practices. Inspections help do this. While collateral duty safety personnel and others should do some inspections, there is no substitute for a supervisor's first-hand look. Include some of your employees on an inspection team to show them that they have a part in the safety effort. This creates an opportunity to illustrate the standards of performance you expect.
- (8) Appoint and have personnel to serve as the Collateral Duty Safety Officer (CDSO) to perform collateral support to the SOH program.
- (9) Conduct pre job briefings (See Annex C).
- (10) Ensure employees receive proper training to work safely. All employees must be trained in proper work procedures and must be educated to work safely and to understand that they are responsible for doing so. Management is responsible for the adequate safety training and education of employees and that training is documented. Safety training may include formal classes, written tests, reading assignments, one-on-one discussions, on-the-job training, online training and skill demonstrations. Employees must be convinced that they are responsible for working safely, and that in

doing so, they benefit not only their organization but also themselves. Safety orientation for new employees should occur during the employee's first week on the job and include as a minimum.

- (a) A discussion of the employee's right to a safe and healthful workplace, how to report safety hazards, and how to report an accident.
- (b) A review of the workplace Safety Plan, including any written programs, information, and requirements specific to the employee's work location.
- (c) A review of applicable Army, IMCOM, Regional and local safety and health policies.
- (d) The identification and demonstration of safe work procedures related to the employee's job.
- (e) The issuance and review of the proper use of any personnel protective equipment (e.g., hard hat, gloves, safety glasses foot wear) needed for the employee's job.
- (f) A review of emergency procedures.
- (g) A review of hazards in the workplace or work environment including significant chemical, mechanical, biological, environmental, and noise hazards as appropriate.

e. Collateral Duty Safety Officer (CDSO) is an additional duty position and is appointed within each organization to assist directors and activity chiefs in safety program management. CDSOs are required to complete the Army online course CDSO Course and the local installation CDSO course. The Army online CDSO course is available at <https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINNING/tabid/1210/Default.aspx>. CDSOs work closely with supervisors. Management should specifically outline the duties of the collateral duty safety officers. The duties of a CDSO **may** include, but are not limited to, the following:

- (1) Use safety and health checklists to conduct (or oversee) inspections of local work areas. (Supervisor retains ultimate responsibility for inspections).
- (2) Follow-up on corrective actions, work orders, etc.
- (3) Coordinate occupational health program requirements, i.e., immunizations, medical surveillance.
- (4) Serve as the first level of safety and health support for employees and supervisors.
- (5) Conduct limited safety training (Supervisor retains ultimate responsibility for training).
- (6) Participate in safety and health meetings.
- (7) Assist the supervisor in accident and incident reporting, training, and risk assessment/Job Hazard Analysis of the various tasks.

f. Performance evaluations of management and supervisory officials must measure whether they meet the requirements of the IMCOM's SOH program. Rating officials must confine the evaluation to the consistency of the SOH program responsibility and authority of the manager or supervisor, and consider any applicable Army Personnel Regulation.

g. Employees Rights and Responsibilities

- (1) Employees have a right to:
 - (a) Become actively involved in the IMCOM SOH Program and be provided a safe and healthful work environment.
 - (b) Report unsafe and unhealthy working conditions to their supervisor, any Army Safety official, OSHA or union representative without reprisal.
 - (c) The right to decline a task because of a reasonable belief that there is an imminent risk of death or serious injury and there is insufficient time for hazard reporting and abatement actions.
 - (d) Consult with management through appropriate employee representatives on safety and health matters, such as program effectiveness and participation in inspection activities where permissible.
 - (e) Participate in the Safety and Health Program without fear of restraint, interference, coercion, discrimination, or reprisal.

- (2) Employees are responsible to:
 - (a) Identify potentially hazardous conditions and correcting them when they have the ability and knowledge to do so.
 - (b) Follow IMCOM's safety and health rules and wear or use all required protective gear and equipment.
 - (c) Follow safe work practices for their job as directed by their supervisor.
 - (d) Cooperate with local safety managers, IMCOM safety and health officials and Safety and health officials from OSHA.

- (3) Report unsafe or unhealthful working conditions, hazards, accidents, injuries, illness, or unsafe acts to their supervisors and/or SOH personnel. Supervisors are the key to ensuring that employee reports of unsafe conditions are followed up. This responsibility cannot be delegated to the safety manager/coordinator or to the employee. Supervisors to whom reports are made are responsible for investigating employee reports and implementing controls to protect employees from the hazard. Examples of such controls are the following:
 - (a) Discontinue the operation or process until corrective action is completed.
 - (b) Remove all employees from the hazardous condition, operation, or process.
 - (c) Place barriers and signs in the hazardous area to prevent employee entry until corrective actions are completed.
 - (d) Provide employees with appropriate clothing or personal protective equipment (PPE) or tools to allow them to continue the task safely.
 - (e) Advise employees concerning corrective actions completed or planned.
 - (f) Forward the report to the safety manager or to a higher authority if the safety manager does not have the expertise, authority, or resources to accomplish corrective action.
 - (g) Follow up to ensure corrective actions have been taken.



h. General Duty: Section 5 of the OSHA Act

(1) Employer:

- (a) Shall furnish to each of their employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to their employees.

- (b) Shall comply with occupational safety and health standards promulgated under the OSHAct.

(2) Employee:

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSHAct that are applicable to his/her own actions and conduct.

5. Program Requirements

a. Inspection of IMCOM employee workplaces. All IMCOM workplaces must be inspected annually to determine potential unsafe and unhealthful working conditions. Areas and operations of increased risk must be inspected at least semiannually.

- (1) Managers in coordination with the garrison safety manager must formulate abatement plans for unsafe or unhealthful working conditions requiring more than 30 calendar days to correct.
- (2) Persons responsible for implementation of the SOH inspection criteria must ensure the criteria are in conformance with any applicable provisions of a collective bargaining agreement.
- (3) Detailed guidance concerning the SOH inspection program is contained in chapter 2 of this handbook.

b. Accidental Occurrences. Where IMCOM has direct or indirect involvement, all accidental occurrences, regardless of type or severity (fires, employee injuries and illnesses, property damage, Government vehicle accidents, etc.), must be investigated. The degree of the investigation, required reports, and participants in the investigation, are dependent upon the severity of the occurrence and who or what is involved. Detailed guidance concerning various types of accidents is provided in chapter 2 of this handbook.

c. Annual SOH report

(1) Garrison safety manager must forward an annual report of SOH activities to the RSHO no later than October 30 of each year.

(2) The report must contain information concerning:

- (a) Program accomplishments and initiatives.
- (b) SOH training completed for:
 - Managers;
 - Supervisors;

- Employees;
- Employee representatives;
- (3) List each type of training conducted (e.g., back injury prevention, hazard communication, falls prevention, respiratory protection, hearing protection, energy source, motor vehicle safety, slips/trips/falls prevention, office safety). The number of employees attending each course must be listed.
- (4) Performance of annual SOH inspection and areas of increased risk SOH surveys, by number of each type required and number performed. Include reason for nonperformance.

6. Program Funding

Garrison commander must ensure that the annual budget includes categories that provide financial resources to accomplish SOH program elements. Budget categories must contain requirements for, but are not limited to:

- a. Abatement of unsafe/unhealthful working conditions,
- b. SOH training
- c. SOH Inspections
- d. Medical surveillance (if applicable)
- e. Protective clothing and equipment (if applicable)
- f. Ergonomic activities
- g. Awards and promotional campaigns
- h. Medical emergency services (Automated External Defibrillator, First Aid/CPR, Post Exposure/Follow up procedures) program.

7. OSHA Voluntary Protection Program (VPP) is an effective safety and health management program that recognizes and promotes the efforts of employers and employees who have achieved outstanding safety and health records. In VPP, management, labor and OSHA establish a partnership that results in a comprehensive and effective safety and health management system in each participating workplace. VPP consists of the following key elements: Management Commitment and Employee Involvement, Worksite Analysis, Safety and Health Training, and Hazard Prevention and Control. The focus of VPP is to create successful health and safety programs by promoting active and meaningful employee involvement.

Employee/Supervisor Involvement –

a. Employees and managers should work together to ensure the occupational safety and health concerns are addressed. In addition to hazard reporting, employees should include several venues for meaningful involvement. Consider forming a "VPP working group" to help in addressing the safety action plan.

b. Develop a plan to ensure all levels of employee involvement in S&H "decision-making" processes. Examples: involve affected employees on the selection of appropriate PPE; assist with the development and delivery of training; and review of policies and procedures relevant to their work areas. Worker involvement is a guiding principle for a major element of VPP. An effective VPP requires that employees at all levels participate in implementation of the health

and safety program and in decisions that affect health and safety. Implementation of tools and processes that promote worker involvement in feedback and improvement activities contributes significantly to achieving this element of VPP. Increasing worker involvement in feedback and improvement processes directly supports safety and health performance as well as increasing efficiency and productivity. Worker involvement in all aspects of planning, performing and evaluation of work activities is essential to improving safety performance.

d. As part of the management leadership element of VPP, one of the key sub-elements is to establish a system for evaluating the health and safety programs. Implementation of tools that involve workers in evaluation of task level safety and health performance contributes to achieving this element. An important part of another VPP element, worksite analysis, is that employees have a reliable system to notify management about conditions that appear hazardous and to receive timely and appropriate responses. A strong employee suggestion program and a well-implemented post job review process can help achieve this objective. Finally, management walkabouts contribute significantly to the visible management involvement that is required under the VPP element of management leadership. These walkabouts specifically help line managers to ensure that the workplace for their employees is safe and healthful, and ensures that the line managers are routinely accessible to employees to discuss potential health and safety issues.

3. Employee/Supervisor Training –

a. Use findings of the various worksite analysis activities (e.g., baseline study, hazard analysis of routine jobs, tasks, and processes, employee reports of hazards, etc.) to develop or update training that is relevant to the site (e.g., training on safe job procedures; modifying workstations, equipment, or materials; incorporating findings in future planning efforts, etc.) to support safe work conditions.

b. Ensure that training and positive reinforcement are utilized to promote the understanding and implementation of hazard elimination and control methods. Provide detailed training to personnel on hazards in the workplace, how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; and safe work procedures. This will be particularly important as job hazard analyses are performed and new hazards are identified.

Here are 9 meaningful ways how you and your employees can get involved.

- (1) Report safety issues and recommend solutions
- (2) Volunteer on your organization's Safety Team
- (3) Participate in safety investigations and near-miss reports and attend meetings
- (4) Write and review Job Safety Analysis for workstations
- (5) Develop/Participate in employee improvement suggestion program
- (6) Conduct housekeeping and safety tours in your area
- (7) Train others in safety and health
- (8) Promote Good Health through Civilian Fitness and Wellness Programs
- (9) Be a role model for others

1. Purpose

This chapter provides procedures for implementing the Safety and Occupational Health (SOH) Program for the Southeast Region. This chapter implements the major provisions of Title 29, CFR, Part 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters, and Executive Order 12196, Occupational Safety and Health Programs for Federal Employees and IMCOM Reg 385-10, Safety Program.

2. Objectives

The first objective of the Southeast Region SOH program is the reduction or control of all accidents by providing a safe and healthful work environment for the Installation Management Community. The second objective is to have a workforce trained in their job related safety and health responsibilities. The third objective is to address employees' safety concerns and ensure potentially hazardous situations are corrected before an accident occurs. The last objective is to support IMCOM's safety goals and initiatives that are published annually by the IMCOM HQ Safety office.

3. Standards

a. IMCOM workplaces and activities must meet OSHA Standards published in 29, Code of Federal Regulation, Part 1910 (29 CFR 1910) for general industry operations, Part 1926 (29 CFR 1926) for construction work and Title 29, Code of Federal Regulations, Part 1960 (29 CFR 1960), for SOH program elements.

b. Other standards, codes, and regulations (e.g., Department of Transportation, Environmental Protection, National Fire Protection Association), are also applicable to IMCOM activities or operations.

c. American National Standards Institute (ANSI) standards, and other consensus standards (e.g., American Congress of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLV's) are non-mandatory guidelines unless they have been promulgated by other mandatory documents. .

d. DoD, Army and IMCOM safety regulations (e.g., DoD 6055.4, AR 385-10 and IMCOM-Reg 385-10) policies, and procedures.

4. Employee Protection

a. Applicable program elements for employees are listed on DD Form 2272 (Department of Defense Occupational Safety and Health Protection Program). A copy of the DD Form 2272 must be prominently displayed in all IMCOM workplaces where employee notices are routinely posted.

b. IMCOM employees shall not be subjected to restraint, interference, coercion, discrimination, or reprisal for their participation in the IMCOM SOH Program. An employee

who believes that this protection is violated may report this to the local safety office or file a grievance under the negotiated grievance procedures. The official deciding the grievance must send copies of the grievance resolution to the RSHO. The RSHO will report all allegations of reprisals to the Army designated safety and occupational health official through IMCOM HQ safety.

5. Safety and Occupational Health Inspections

a. Title 29 Part 1960, Code of Federal Regulations, requires each worksite to be inspected annually. This Regulation, along with the guidance outlined in AR 385-10 and DA Pam 385-10, form the basis for the completion of this important element of the Region's employee safety and health program. Supervisors are responsible for conducting periodic documented inspections of their work area to identify hazards.

b. The SOH Inspection Program is the key to the safety and health of IMCOM employees as well as for the protection of Army property and equipment. Studies have shown that over 90 percent of all injuries and other incidents are the results of unsafe acts. To develop and maintain good safety performance, supervisors should conduct regular safety inspections. Inspections address basic factors (either direct or indirect) that may cause accidents that result in employee occupational injuries and illnesses or Army property losses.

c. Safe working conditions can be achieved through detecting and eliminating unsafe conditions and unsafe practices. Inspections help to do this. It is necessary to identify all potentially hazardous conditions in the work environment and to implement positive controls to either eliminate or effectively manage the causative factors that contribute to IMCOM's accident experience. An annual inspection must be performed of all IMCOM workplaces, including office space, regardless of the type of equipment, supplies, or tasks involved. For purposes of this handbook, an IMCOM workplace is defined as a workplace under the direct responsibility and jurisdiction of an IMCOM manager or supervisor where IMCOM employees report for duty or routinely perform work under IMCOM supervision.

Through inspections, you can:

- * Identify possible causes of injury and thereby eventually eliminate injuries.
- * Raise standards.
- * Demonstrate commitment.
- * Influence the behavior and attitude of your employees.

(1) Annual Inspection. Either the local safety official, supervisor, or the CDSO will perform the annual inspection. Annual safety inspections are required using checklists provided by the local Garrison Safety Office. Management officials and employees representatives must be advised of when inspections are to take place, the reason for the inspection, and any potential harmful conditions encountered or observed. Employees and their representatives are authorized to talk with the individual(s) conducting the inspection and are entitled to an answer to any safety related question that may be asked. The garrison safety manager will publish an inspection schedule and instructions, which specifies who will conduct the annual inspection.

(a) Inspections conducted by the garrison safety official will begin with an opening conference with management and employee representatives if available wherein the rights of both management and employees are explained. Both management and employee representatives may accompany the garrison safety official through the entire inspection. The garrison safety official explains each hazard observed and noted during the inspection, which also serves to train management and employee representatives in hazard recognition. When the inspection is over, a closing conference is held with the manager of the facility being inspected. Everyone who participated in the inspection may attend the closing conference. Each deficiency or hazard that was noted during the inspection is discussed and an abatement date for each hazard is agreed upon. When abatement requires an action by public works, the abatement date is left open to allow for appropriate coordination. In these cases, interim safeguards are put in effect, when practical, to reduce the risk of accident or injury. The garrison safety official will send an inspection report of the findings and recommendations to the worksite manager through the garrison commander within 21 working days after the conclusion of the inspection. The worksite manager will post DA Form 4753 (Notice of Unsafe or Unhealthful Working Conditions) for any RAC 1, 2, or 3 hazard that was not corrected immediately or any other violation as directed by the garrison safety official. The DA Form 4753 must be posted at or near the condition by the official in charge of the facility and must remain in place for 3 working days or until abatement, whichever is longer. Delivery and posting will take place within 15 days of detection for safety violations and 30 days for health violations.

(b) Annual inspections conducted by the CDSO will be conducted in accordance with the instructions provided by the garrison safety staff. CDSOs conducting must have completed the local CDSO training. A report of the inspections findings must be made available to the garrison safety office within 21 working days after the conclusion of the inspection but no later than end of the first week of October of the current calendar year.

(2) Periodic Inspections. Periodic internal SOH inspections of IMCOM workplaces are independent of other inspections conducted, and must be reported independently. Directorate management officials will develop and implement a plan for conducting quarterly periodic worksite inspections. The purpose of the periodic self-inspection is to assure safety rules are followed, check that preventive measures and devices are working properly, identify new hazards, and/or follow-up on abatement actions. These inspections can be conducted by management officials, collateral duty personnel, or non supervisory personnel at the discretion of management. Personnel conducting the inspection are required to attend the local CDSO course. Inspectors will use the checklist at Appendix A and/or D to conduct the quarterly inspection.

(3) Unannounced Inspections. The unannounced inspections are conducted by the local safety official to determine the overall safety program effectiveness and to ensure the proper identification and abatement of hazards and will be used when garrison safety manager determines they will provide a significantly more meaningful assessment of actual operating conditions and practices. The Unannounced Inspection Program includes all the requirements of the safety program with a special emphasis on safe work practices.

(4) Preoccupancy Inspections. Prior to accepting new space or renovated space for use by IMCOM employees, the local safety official must perform a preoccupancy inspection to ensure

that the space meets all applicable codes and standards. These inspections must ensure that the space complies with all applicable safety and health requirements and to ensure employees will not be exposed to any recognized safety and health hazards. Following the pre-occupancy inspection a notice describing all non compliance deficiencies will be provided to appropriate agency representative. The public works division and/or the head of the local occupying organization must notify the local safety office as soon as possible but no later than ten working days prior to a preoccupancy inspection.

(5) Abatement Procedures.

(a) Within 30 calendar days from receipt of the report, the official in charge of the inspected facility must advise the SOH office of the action taken or planned to abate each condition cited in the report. If within 30 calendar days, any unsafe or unhealthful working condition has not been corrected, the condition will be tracked until abatement is completed. Every 30 calendar days thereafter, the responsible worksite supervisor must furnish a written status report regarding the survey to the local safety office, until all action has been completed.

(b) When hazards are reported by employees or identified through accident investigations and safety inspections, they will be evaluated and tracked. Once a hazard is evaluated, prompt action is required to correct significant-risk hazards. See AR 385-10 at paragraph 17-3. Submit work orders or service orders for hazards that cannot be corrected on-the-spot. All work orders for significant-risk hazards will go through the supporting Safety Office for addition to the hazard tracking system.

(6) The local safety staff, the RSHO, Safety and health officials from IMCOM, and OSHA safety and health officials has the right of entry without delay, at reasonable times, to any facility, other workplace to perform an inspection. They also have the right to inspect any item or place within the workplace, and to question any manager, employee, or visitor.

(7) Workplace inspection based on employee notice of unsafe or unhealthful conditions. IMCOM employees have a right to report unsafe or unhealthful conditions in the workplace. The following actions will be taken in support of employee reports:

6. Employee Reports of Unsafe or Unhealthful Conditions

a. Employee Rights. The employee has the right to decline a task because of a reasonable belief that there is an imminent risk of death or serious injury and there is insufficient time for hazard reporting and abatement actions. See 29 CFR 1960.46. Employees have the right to make reports and to remain anonymous without fear of reprisal. See DA PAM 385-10 at paragraph 8-4.

b. An employee who believes that an unsafe or unhealthful condition exists in the workplace must advise his/her supervisor immediately. Employees can also report unsafe or unhealthful conditions to the local safety staff, any Army Safety official or union representative. The report may be verbal or in writing at the employee's discretion. If in writing, DA Form 4755

(Employee Report of Alleged Unsafe or Unhealthy Working Conditions), may be used. Employees are encouraged to call or email the local safety office to address safety concerns.

c. The supervisor will investigate the reported condition promptly and determine if the report is valid. If the employee's report is verbal, the supervisor's response may be verbal. If in writing, the response must be in writing. Provisions will be made by the local worksite manager to maintain a log of all reported unsafe or unhealthful working conditions. Information regarding the status of the report must be recorded, and after the matter is resolved, filed in accordance with the current Army filing plan with a copy furnished to the local safety office. An employee's request for anonymity must be honored and will not be violated.

d. If the employee is not satisfied with the supervisor's reply the matter may be appealed to the garrison safety office. Upon receipt of an employee report, the safety manager will follow the procedures outlined in DA Pam 385-10 at paragraph 8-1. If the employee is still dissatisfied with the assessment of the alleged hazard, the employee is permitted to appeal the decision for resolution as described in DA Pam 385-10.



7. Medical Care

a. Employees should be briefed as a part of their worksite orientation as to where first aid supplies are located and how to alert internal and external medical responders when medical care is needed.

b. If emergency medical treatment is required, supervisors should coordinate with their local Injury Compensation Program Administrator (ICPA) and request a form CA-16, Authorization for Examination and or Treatment. The claims process and procedures for both employees and supervisors, for both traumatic injuries and occupational disease, are set out in DoDI 1400.25-V810, DoD Civilian Personnel Management System: Injury Compensation : see http://www.cpms.osd.mil/ICUC/icuc_index.aspx, for more detailed information on an overview for claims procedures and filing.

8. Federal Employee Compensation Act

The Federal Employee Compensation Act (FECA) provides monetary compensation, medical care and assistance, rehabilitation, and re-employment rights to federal employees who sustain disabling injuries as a result of their federal occupation.

a. The Federal Employees' Compensation Act (FECA) provides compensation benefits to federal civilian employees for disability due to personal injury sustained while in the performance of duty. The Act also provides benefits for employment-related disease. The FECA is intended to be remedial in nature, and proceedings under it are non-adversarial. Benefits available to injured employees include rehabilitation, medical, surgical and hospital services and supplies, and necessary transportation expenses. The FECA also provides for the

payment of benefits to dependents if job-related injury or disease causes the employee's death. The injured federal employee is entitled to continuation of pay (COP) from the employing agency for up to 45 days of disability. If the disability continues for more than 45 days, the injured employee is compensated for lost wages. The injured employee also has the option of using sick leave or annual leave if it is to his or her benefit. COP does not apply to occupational disease or illness cases. In these cases, the civilian employee is compensated for lost wages. FECA is administered by the Department of Labor's Office of Workers' Compensation (OWCP).

b. To qualify for benefits, employees or their supervisor must establish that the injury, illness, or death was casually related to their employment or that a pre-existing injury or illness was aggravated as a result of employment. The program does not include injuries caused while intoxicated, by self-infliction, while attempting to cause injuries to others, by willful misconduct, or by injuries resulting from traveling to and from work unless on official duty.

c. Supervisor responsibilities:

(1) Become familiar with civilian injury compensation requirements outlined in DoDI 1400.25-V810.

(2) Immediately after receiving notification of a job related accident, injury or illness, immediate supervisors are to:

(a) Complete the Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation, electronically using Electronic Data Interchange (EDI) with your injured employee as soon as possible, but not later than 30 days after the employee's injury. Provide the employee with information on the appropriate additional claim forms as necessary (Duty Status Report, CA-17, CA-7, Claim for Compensation by Employee). These forms can be obtained from the ICPA or downloaded from OWCP's website, at the ESA/OWCP: DFEC Forms page — <http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>.

(b) Consult with witnesses, safety officials and ICPA before signing any forms. Once an injury is reported by the supervisor to be job-related, a change from this position is very difficult.

(c) Controvert COP when appropriate — for example, if there is doubt that the employee was injured in the line of duty or the facts presented as evidence are doubtful.

However, controvert/contest all COP if any of the following conditions exist:

- The disability results from a non- occupational disease or illness.
- The injury occurred off the employing premises and the employee was not involved in official "off premises" duties.
- The injury was caused by the employee's willful misconduct, intent to bring about personal injury or death of self or another person, or was caused by the employee's intoxication.
- The injury was not reported or claimed within 30 days following the injury.

- The employee reported the incident after employment termination.
- The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.
- Work stoppage first occurred 45 days or more following the injury;
- The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President;

(3) Coordinate closely with the ICPA on individual cases.

9. Bloodborne Pathogens

a. Blood or certain other body fluids may contain pathogenic agents, that is, microorganisms that cause disease. Among those pathogens that may be present are hepatitis B and C viruses (HBV or HCV) or human immunodeficiency virus (HIV) which causes AIDS. If an individual has blood exposure to broken or injured skin, mucous membranes of the eyes, nose, mouth, or by needle stick or other injection, there is the potential of infection with any possible pathogen that might be present. To minimize the risk of infection, information and training must be provided to those who will likely be exposed; hepatitis B vaccination is offered; protective measures in the work environment are instituted; and exposures are reported to ensure that proper medical evaluation and treatment can be provided. It is especially important that employees with potential exposure understand and follow the principle of "Universal Precautions" as required in the [Occupational Safety and Health Administration standard](#). "Universal Precautions" is the infection control approach in which all blood and body fluids are treated as if they are infected and the necessary precautions are taken.

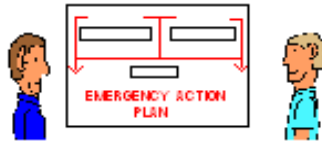
b. The Bloodborne Pathogens Standard applies to "*all reasonably anticipated occupational exposures to blood or Other Potentially Infectious Materials (OPIM).*" Exposure is usually not anticipated in a non-medical office setting. If an employee is providing first aid or CPR as a **Good Samaritan and not as a trained first aider, designated to perform first aid by the agency, that employee is not covered by the standard.** Although IMCOM is not required by the standard to provide the HBV vaccination series, post-exposure evaluation, follow-up procedures according to the current U.S. Public Health Service guidelines, or any other protections of the standard if an employee has an exposure incident while acting as a Good Samaritan. It is the IMCOM SE Region's policy to provide volunteer First Aid/CPR/AED responders with post exposure protection at no cost to the employee under the standard if the employee is responding solely resulting from a workplace incident.

c. Garrisons must develop a written exposure control plan for employees who, as a result of performing their job duties, must engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated or if the employee is trained and designated (not voluntary) to perform fist aid/CPR.

d. You must assure that all personnel with reasonably anticipated risk of exposure to human blood or OPIM receive training that is relevant for their specific worksite/activity in order to most effectively reduce their occupational exposure risk. This training is to be performed on an annual basis and anytime there is a procedure change relevant to the exposure risk.

e. Employees who encounter accidental exposure while performing official duties or voluntarily responding solely resulting from a workplace incident involving exposure must report the incident to their supervisor before the end of the work shift during which the incident occurred.

f. Employees who volunteer to be CPR/AED responders will receive bloodborne pathogen awareness training.



10. Emergency Action Plan

a. Each IMCOM facility for employees, volunteers, or other personnel with more than 10 employees must maintain a written Emergency Procedures and Evacuation Plan that is current and posted on-site. If there are 10 or fewer employees, a written plan is not required, and the plan may be communicated verbally to employees. The plan must clearly identify actions that management and other employees must take to ensure the safety of employees and protection of property from fire or other emergencies, such as tornadoes, floods, bomb threats, public demonstrations, civil disobedience, and severe thunderstorms. Before an emergency plan is implemented, train designated employees to assist in the safe and orderly emergency evacuation of all employees. Drills on the emergency action plan will be held annually for each facility.

b. The plan shall be updated annually. The plan shall include the following:

- (1) Building evacuation routes.
- (2) Procedures to account for evacuated employees.
- (3) Special duties, such as rescue, medical, and physically challenged assistance, and names of designated personnel.
- (4) Proper reporting procedures.
- (5) Names and job titles of emergency procedures personnel.

c. Review the emergency action plan with each employee:

- (1) Initially, when the plan is developed.
- (2) When the requirements or responsibilities of specific employees change
- (3) When the plan is changed
- (4) Annually

d. Ensure 100% employee emergency preparedness compliance by:

- (1) participating in emergency response drills
- (2) discussing emergency response, including basic first aid, on a regular basis
- (3) making your workers aware of the locations of the first aid kit, fire extinguishers, fire alarms, nearest emergency, and assembly area.

In addition, you must review relevant parts of the plan with all newly assigned employees to ensure that they know what actions to take in case of an emergency. Make sure the plan is available at the workplace for employees to review.

11. Fire Drills

Make sure that at least one fire drill is conducted annually in each facility and ensure that all employees in your work area participate. Impress upon all employees the importance of a fire drill. When conducting the fire drill or dealing with an actual fire or other emergency, make sure the following objectives are met:

- a. Sound the alarm and promptly notify the fire department (in the event of an actual fire).
- b. Conduct an orderly evacuation in minimum time.
- c. Ensure security of mail, money, receipts, and valuable papers.
- d. Oversee emergency plan assignments by designated fire emergency response members.
- e. Take a head count after the building evacuation and report the count to the manager in charge.
- f. Invite the local fire department to participate in your fire drills.

Note: Generally, employees are not required to fight fires and are expected to evacuate during a fire emergency. Employees are not required to receive fire extinguishing systems training, unless they are specifically designated to fight fires. This does not preclude supervisors from providing fire extinguishing systems training for familiarization. If portable fire extinguishers are provided supervisors shall provide an educational program to familiarize employees with general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. We do not want employees to necessarily use fire extinguishers; we want them to have the education to understand how to if they could.

If fire extinguisher training is provided, use the PASS Concept:

P - Pull the Pin

A - Aim the nozzle

S - Squeeze the handle

S - Sweep at the base of the fire

12. Accident/Incident, Injury/Illness Reporting

a. The prompt reporting of accidents, incidents, injuries and illnesses is very important to our program. Prompt reporting assures a number of issues are addressed. It assures that you are provided with adequate medical care; your incident is properly documented for workers compensation purposes, and proper follow-up to correct unsafe conditions.

b. Employees are required to report all accidents and incidents, regardless of how minor, to their supervisor. Accidents resulting in injury must be reported electronically in EDI as soon as possible, no later than the end of shift of the day of the accident or when employees become

aware of any medical condition that might be related to work. In addition to the EDI report, all recordable accidents will be submitted using the US Army Combat Readiness/Safety Centers online accident reporting tool (preferred method) or the appropriate forms in accordance with DA Pam 385–40.

c. Employees who are involved in an accident while operating a Government motor vehicle must record the accident on Standard Form (SF) 91, Operator's Report of Motor Vehicle Accident, as outlined in Federal Property Management Regulations System (FPMS) Subpart 101-39.4. The motor vehicle operator should complete an SF 91 at the time and scene of the accident site if possible, even if damage to the motor vehicle is not noticeable. An SF 91 should be carried at all times in motor vehicles used for official Government business. The vehicle operator shall make no statements as to the responsibility for the accident except to his supervisor or to a Government investigating officer. The operator of the vehicle is responsible for notifying the following persons immediately, either in person, or by telephone or electronic of any accident in which the vehicle may be involved:

- (1) The Agency's GSA Fleet Management coordinator.
- (2) The employee's official supervisor.
- (3) State, county, or municipal authorities, as required by law.

d. In addition the vehicle operator shall also obtain the names, addresses, and telephone numbers of any witnesses and wherever possible have the witness complete a SF 94, Statement of Witness and submit the completed SF 94 and other related information to his/her supervisor. An SF 94 should be carried at all times in motor vehicles used for official Government business.

e. Whenever a vehicle operator is injured and cannot comply with the above requirements, the organization to which the vehicle is assigned shall report the accident to the State, county, or municipal authorities as required by law; notify the manager of the GSA Fleet Management Center assigning the vehicle as soon as possible after the accident; and complete and process a SF 91 and SF 94.

f. Supervisors must record the accident on SF 91A, Investigation Report of Motor Vehicle Accident. In addition to the SF 91A report, all recordable accidents will be submitted using the US Army Combat Readiness/Safety Centers online accident reporting tool (preferred method) or the appropriate forms in accordance with DA Pam 385–40.

(1) A motor vehicle accident is considered reportable if it results in an injury to anyone that requires medical treatment, or if the total combined damage to an employee-operated vehicles or property is \$2000 or more.

(2) A Government motor vehicle (owned, leased, or assigned to IMCOM) that is properly parked and sustains damage is not considered reportable under this provision. It must be reported as property damage using if damage is \$2000 or more.

13. Accident Investigation

a. Accident investigations be conducted in accordance with AR 385-10 and DA PAM 385-40.

b. Serious accidents. A serious accident is defined as any occupational-related fatal injury or illness: a single accident that results in the hospitalization of three or more IMCOM employees; or an event that results in \$500,000 or more of property damage repair or replacement costs, if the accident is caused by Army operations or on property assigned to IMCOM. In the event of a serious accident:

(1) The local worksite manager must report serious accidents (by telephone) to their higher headquarters, and the local safety office immediately after being informed of the event.

(2) The local garrison safety office must report (by telephone or email serious accidents to the RSHO. The Army Combat Readiness/Safety Center will also be notified.

(3) The RSHO office must report (by telephone) serious accidents to the IMCOM HQ safety manager immediately after being informed of the event. OSHA will also be notified within 8 hours if a civilian fatality occurs from a work related incident or when three or more employees are hospitalized because of a work related incident.

14. Safety Training

Studies indicate that an individual's past occupational experience is a factor in reducing the incidence of repeated job-related accidents. However, safety and health training, when effectively provided, can substitute for certain aspects of experience. The goal of the safety and health program is to prevent accidents and illnesses. This goal can only be achieved through a well-developed and coordinated training effort, which incorporates training for not only employees, but also safety officials, supervisors and management personnel.

a. Training programs must be designed in a manner, which will instruct individual employees in the performance of their work in a safe and healthful manner. Training should be appropriate to the responsibility level of the individual; however, at a minimum, it must provide personnel with sufficient information for their effective participation in the IMCOM Occupational Safety and Health (OSH) Program.

b. If you want to eliminate injuries in your area, you must give your people safety training. It is important to train employees in safety because untrained employees can:

(1) Hurt themselves and others.

(2) Cause unnecessary expenses.

(3) Develop their own methods, which may not be the safest methods, of performing tasks.

c. Properly trained employees are a benefit to everyone: themselves, their coworkers, you and their customers. Safety training is important for all employees. Therefore, it should be directed toward:

- (1) New or Newly Transferred Employees' Training Needs
 - (a) The concept of job safety.
 - (b) Safe working conditions.
 - (c) Work-related safety rules and procedures.
 - (d) Information on how to contact the medical and fire departments, etc.

- (2) Longer-Service Employees' Training *Needs*
 - (a) Refresher training:
 - (b) Changes in safety rules and regulations.
 - (c) Changes in organizational responsibilities; whom to contact, for what, and when.
 - (d) New equipment and installation.
 - (e) Specific skills: fire fighting, first aid, safety equipment.
 - (f) Improvement in job skills.

- (3) Routine training.
 - (a) Drills.
 - (b) Safety meetings.
 - (c) Communications.
 - (d) Hygiene.

- (4) Contractors' Training Needs
 - (a) Operating procedures.
 - (b) New employee training.
 - (c) Emergency reporting.
 - (d) Whom to contact, when, how, and for what.
 - (e) Specific job safety training where needed.
 - (f) Job responsibilities.
 - (g) How job can affect other operators.

Through training, you can present information, update skills, and encourage and reinforce a positive attitude to safety.

d. All provisions of 29 CFR 1960, Subpart H, Training, must be implemented and training records maintained.

e. Employee training shall be a special interest item during the course of occupational safety and health inspections. Accomplishments and deficiencies shall be noted in inspection reports.

f. Supervisors are responsible for establishing when, where, and how to do each job safely. They are to ensure the proper use and care of personal protective equipment (PPE) and Army property. Supervisors shall ensure that their employees receive the training necessary to safely perform job tasks. The supervisor may obtain assistance for developing and conducting safety training from qualified and experienced employees, IMCOM safety personnel, safety managers, private industry, OSHA, Environmental Protection Agency (EPA), etc. However, it is the supervisor's responsibility to ensure the quality and timeliness of the safety training. It is

imperative that all IMCOM employees be provided safety training prior to assignment and throughout the course of their employment. See Appendix B for training requirements.

15. Required Postings

Post the following in a conspicuous place for review by all employees:

a. CA-10, *What a Federal Employee Should Do When Injured at Work* (available at <http://www.dol.gov/esa/owcp/regs/compliance/ca-10.pdf>)

b. DOD form 2272 (Department of Defense Safety and Occupational Health Protection Program) which outline management responsibilities and employee responsibilities and rights under the Occupational Safety and Health Act. Discuss the DoD Employee Occupational Safety and Health Protection for Employees of their Rights and Responsibility to include its location.

c. The facility emergency evacuation plan and fire prevention plan is required at facilities with more than 10 employees. At a minimum, the plan graphically depicts emergency escape route assignments, locations of fire alarms and extinguishers, and emergency evacuation procedures. The plan identifies individuals responsible for specific assignments in the event of any emergency.

d. Emergency telephone numbers (must be posted near telephones or employee notice boards, and other conspicuous locations when telephones serve as a means reporting emergencies.) Best practices is to post number near all telephones.

e. A DA Form 4573 (Notice of Alleged Unsafe or Unhealthful Condition) will be posted near each place where an unsafe/unhealthful working condition exist – whether identified through an inspection or by a report of an unsafe/unhealthful working condition. The notice will remain posted for 3 working days or until all deficiencies are corrected.

f. Local safety policy statements, safety rules, and other related accident-prevention documents.

g. OSHA 300A, *Summary of Annual Summary of Work-Related Injuries and Illnesses* is posted from February 1 through April 30 following the calendar year covered on the OSHA 300 log. It must be posted in a visible location for employees.

h. Employee assistance program information and the toll free access number.

16. Safety and Occupational Health Promotion and Awards

a. A successful accident prevention program needs to be promoted in order to increase safety awareness, motivate individuals towards achievement of the program's goals, and modify safety behavior. Promotional efforts should generate the incentive to perform in a given way and at a certain level. The incentive to perform must be based upon the promotions appeal to one or

more of an individual's motivating factors, such as self-preservation, or pride in accomplishments.

b. Safety promotional efforts can be conducted at any organizational level within the region. Promotional efforts or incentives used to achieve a given objective cannot be confined to a strict set of guidelines because it is not possible to determine the precise effect any single promotional activity has on safety behavior and performance. Some examples of permissible activities include the use of posters, banners, medical displays, safety contests, safety lectures, audiovisual techniques, and seminars.

c. Army Safety Award Program. Managers and supervisors are encouraged to nominate organizations or individuals who have made significant contributions in safety in accordance the criteria outlined in AR 385-10 and DA PAM 385-10.

17. Commitment

Commitment: The quality you must possess to make your accident prevention effort work. If you have this quality, your safety effort will have a great chance of success because you will be able to swing your employees along with you. If you lack commitment, you will fail. Commitment is not something you can measure; but you can tell that it is present, and you can see the negative results where it is absent.

a. Take the Lead. Of great importance are the interest and enthusiasm with which you undertake your safety responsibilities. To achieve the best results, all leaders must be willing to step in front and lead the safety effort. When commanders establish safety goals and objectives, and subordinate managers and supervisor are held accountable for achieving them, the effort will succeed.

b. Show That You Mean It. In demonstrating your commitment to safety, you need to find a way to convince your employees that your emphasis on safety will be ongoing.

(1) Develop an overall safety action plan, which will outline your plans for managing safety in your area. (Such an overall plan incorporates the individual safety action plans you develop to deal with particular concerns.)

(2) Make safety a priority. Give safety the same status in your area as you give other mission priorities.

(3) Allocate the necessary time and resources (within your budget) to the safety effort.

c. Show Your Concern. Specific ways in which you can show a sincere concern for your employees' welfare are as varied as your imagination. For example:

(1) Take time to give more than a perfunctory glance at an accident investigation report.

(2) Use information obtained from an incident investigation, job analysis, or procedure update to prevent future problems.

(3) Set aside a regular time to work on safety matters and promote safety. For example, you can make safety a topic of discussion at the beginning and end of an office meeting.

CHAPTER 3 Workplace Safety Procedures

1. Office Safety

Although the office environment is one of the higher incident locations for workplace injuries one, it is often overlooked as a place of hazards. Office workers are 2.5 times more likely to suffer a slip, trip, or fall than at other worksites. You can reduce the risk of office injuries with a little vigilance by promoting safety awareness on the common things many employees take for granted.

- a. As a supervisor, you must be aware of potential hazards even in the office environment.
 - (1) Institute a general policy of good housekeeping:
 - (a) keep work areas clean and free of obstructions
 - (b) do not overload shelves; store heavy items at chest height or lower
 - (c) maintain at least 23 inches of clearance for office exit, and
 - (d) keep hallways clutter-free and maintain at least 44 inches of walkway.
 - (2) Decrease electrical and fire hazards by:
 - (a) periodically checking for damaged and/or frayed cords
 - (b) never using extension cords as permanent electrical installations
 - (c) eliminating overloaded circuits
 - (d) keeping ignition sources away from flammable materials
 - (e) avoiding accumulation of paper and waste/scrap, and
 - (f) storing flammable materials in their proper locations.

2. Walking and Working Surfaces

Walking and working surfaces are the sources of many injuries and property damage mishaps. Relatively safe areas become hazardous because people fail to correct known deficiencies. The most common mishap is people falling as the result of slipping and tripping. Good design, proper maintenance, and adequate lighting all contribute to safe walking and working surfaces. However, poor housekeeping such as failure to clean up spills, leaving trash scattered around, and allowing the workplace to be in state of general disarray negates all of the positive physical attributes. In general, it is the responsibility of the employee to maintain a safe workplace and keep aisles and passageways clean and unobstructed. However, it is up to the supervisor to enforce the requirements.

a. Floors

Supervisors must ensure that your employees follow these general procedures to prevent potential slip, trip, or fall accidents.

- (1) Keep all floors clean, with no protruding nails or sharp edges on doorsills.
- (2) Do not use aisles, corridors, stairways, stairwells, exits, platforms, and emergency exits for any type of storage. Keep them free of obstructions at all times. Never block electric panels, switches, fire protection devices, fire alarm stations, or postal inspector breakout doors.
- (3) Keep floor surfaces uncluttered. Paper, pencils, paper clips, rubber bands, and similar objects on walking surfaces present serious slipping hazards.
- (4) Ensure that loose or missing tiles or blocks are promptly repaired.

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- (5) Keep stairs, sidewalks, ramps, and handrails in good repair and readily accessible.
- (6) Report defective walks, steps, and parking surfaces so that repairs to eliminate tripping hazards can be made promptly.
- (7) Do not block fire doors or otherwise make them inoperative.
- (8) Secure carpets, rugs, and mats. Arrange them to prevent slipping. Ensure that those with wrinkles, turned-up edges, or tears are repaired or replaced promptly.

b. Slips, Trips, and Falls

Conduct daily inspections of your work area to identify possible causes of slip, trip, or fall accidents. Causes may include:

- (1) Poor housekeeping, such as loose objects like rubber bands, plastic strapping, or paper clips on walking surfaces.
- (2) Slippery surfaces from cleaning or leakage; barricade areas until cleanup is complete.
- (3) Cluttered stairways and steps.
- (4) Improperly located electrical cords.
- (5) Congested areas.

c. Removing Snow and Ice

Supervisor must establish snow and ice removal plans where necessary. Pay particular attention to areas where employees and customers may slip and fall. Provide for reinspection and cleaning as often as necessary to handle drifting snow and refreezing. Encourage employees to help provide safe walking and driving surfaces at the worksite by reporting icy and otherwise dangerous spots.

3. Ergonomics

Ergonomics is the study of the relationship between the worker and the work environment. It recognizes that work methods, equipment, and facilities design all influence the worker's fatigue, motivation, productivity, and the likelihood of sustaining an occupational injury or illness.

a. The Principles of Ergonomics. The objective of ergonomics is to adapt the job and workplace to the worker by designing tasks, workstations, controls, displays, safety devices, tools, lighting, and equipment to fit the worker. Some jobs expose workers to excessive noise, eyestrain, heavy lifting, and repetitive motion.

b. Types of Injuries. Pulled or strained muscles, ligaments, tendons, and disks are the most common back problems. The majority of workplace back disorders result from chronic or long-term injury to the back rather than from one specific incident. Back disorders are frequently caused by excessive or repetitive twisting, bending, and reaching; carrying, moving, or lifting loads that are too heavy or bulky; staying in one position for too long; poor physical condition; and poor posture. Cumulative trauma disorders (CTDs) are disorders of the musculoskeletal and nervous systems that are caused or made worse by repetitive motions or prolonged activities. Other risk factors for cumulative trauma and back disorders include:

- (1) forceful exertions, usually with the hands,
- (2) pinch grips,

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- (3) prolonged static postures, either sitting or standing,
- (4) awkward postures of the upper body, including reaching above the shoulders or behind the back,
- (4) excessive bending or twisting of the wrist,
- (6) continued elevation of the elbow,
- (7) restrictive workstations and inadequate clearances,
- (8) poor body mechanics, and
- (9) lifting heavy objects or objects of abnormal sizes.

The combined effect of several risk factors often results in the onset of CTDs.

c. Hazard Prevention and Control. Ergonomic hazards are prevented primarily by the effective design of a job or job site and equipment used in that job. Based on information obtained in an analysis of the work site, procedures can be established to correct or control ergonomic hazards using the following methods:

d. Engineering Controls. Workstations should be designed to accommodate the full range of required movements of the workers who are actually using them to perform the job. Attention should be given to prolonged or sustained exertion of a body part, proper work activity height, the reach at which tasks performed, and the force requirements. Other factors to look at include hard or sharp edges, contact with thermally conducting work surfaces, proper seating, work piece orientation, lighting, and layout of the workstation.

e. Work Practice Controls. Key elements include instruction in proper work techniques, employee training and conditioning, regular monitoring, feedback, adjustments, modification, and maintenance. For example, after employees are trained in a particular work activity, such as proper lifting, workers should be monitored to ensure that they continue to use proper techniques. Improper practices should be corrected to prevent injury.

(1) General

The following guidelines are intended to foster the health and safety of employees who spend long periods of time seated at workstations and working at keyboards.

(2) Sitting at Workstations

Make sure that your employees adjust workstation chairs (within their limits) to allow the following posture when seated:

- a. Body and head erect.
- b. Upper arms vertical.
- c. Lower arms comfortably horizontal.
- d. Wrists on an even line with the forearms.
- e. Thighs comfortably horizontal.
- f. Lower legs vertical.
- g. Feet on floor or footrest.
- h. When using footrest, chair adjusted so that elbows are at the height of the keyboard's home row.

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(3) Keyboard

Make sure that your employees observe the following when using the keyboard:

- a. When the height of the keyboard can be adjusted, see that the home row is at about elbow height and that keying can be performed with the wrist on an even line with the forearm. The elbow should be at approximately a 90-degree angle.
- b. When the height of the keyboard cannot be adjusted, set the chair height so that the elbow is approximately the same height as the home row and the wrist is on an even line with the forearm.
- c. Try to keep hands straight (aligned with forearms) and move arms with hands while keying.
- d. Use wrist rest when not keying.

(4) Monitor

Make sure that your employees observe the following guidelines for using the monitor:

- a. Adjust screen to be a suitable distance (18 to 24 inches) from eyes, with the top of the screen at (or a little below) eye level. (Precise placement depends on visual acuity and corrective eyewear.)
- b. Adjust image color, brightness, and contrast. When possible, select white or a light color for background and a dark color for text.
- c. Position screen to keep the field of vision free from glare sources, such as overhead lights and light-colored clothing.
- d. Clean screen periodically to eliminate smudges and dust.

(5) Footrest

If footrests are provided, instruct employees to adjust them to maintain support of thighs and lower legs. Keeping feet flat and thighs horizontal provides additional support for feet and legs.

(6) Work Practices

To minimize reaching, instruct your employees to place frequently used objects (such as papers and the mouse) as close to each other as possible. Encourage your employees to rest their eyes periodically. They should:

- a. Blink and look away from the screen.
- b. Stand up and stretch.
- c. Perform eye exercises such as:

(1) Palming — cup hands over closed eyes, with elbows resting on a table. Repeat two to three times a day for five minutes. The darkness and warmth of the palms rests the eyes.

(2) Focusing — hold one pencil 6 inches in front of the face with one hand and another pencil at arm's length with the other hand. Focus on one, blink and then focus on the other. Repeat for a few minutes and practice twice a day to improve ability to focus.

4. Motor Vehicle

- a. When an employee's duties require operation of a motor vehicle for official business, whether Army-owned, GSA Fleet, commercially leased, or privately owned, the employee will

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be required to hold a valid state driver's license in order to obtain authorization to drive on official business.

b. **Maximum Driving Time Restriction.** Employees should not exceed eight hours of driving time (behind the wheel) during a 16-hour duty period. Breaks of 15 minutes are recommended every two hours when driving continuously.

c. **Rest Requirement.** Motor Vehicle operators should get at least eight consecutive hours of rest, without duty, prior to each duty period that requires driving. Other safety factors ((i.e., fatigue, weather, illness) should be considered in duty or driving time allowed.

d. **Supervisory authority.** Supervisors have the authority to restrict or terminate authorizations of poor or unsafe drivers. Supervisors are responsible for educating the employee regarding Army policy on:

1. Mandatory seat belt use
2. Alcohol/drugs prohibition
3. Vehicle misuse
4. Official passengers
5. Accident reports
6. Use of portable electronic devices such as cell phone or black berry while driving

e. **Poor Drivers/Unsafe Drivers.** A driver whose known deficiencies make his/her driving unsafe will not drive on official business until deficiencies are remedied, or his/her driving must be restricted to compensate for limiting factors. Any driver who has a poor accident record, is careless, uses poor judgment at the wheel, or has numerous driving violations may have his or her "official business" driving privileges on suspended or revoked even though he or she possesses a valid state driver's license.

f. **Driver Training.** All drivers whose job duties require the use of a motor vehicle to conduct official business should receive defensive driver training within three months of entering on duty and refresher driver training every three years thereafter. This training is available online.

g. **Seat Belts.** Seat belts must be available and used in Army motor vehicles. Without exception, seat belts must be worn at all times by motor vehicle operators and passengers, regardless of the distance to be traveled or the time involved. If any employee fails to fasten his/her seat belt while riding in a vehicle on, he/she is subject to disciplinary action as determined by local management.

h. **Safety/Survival Equipment.** Every field vehicle should be equipped with three bidirectional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standards, and a first-aid kit. Additional emergency equipment may be carried in each vehicle as determined by local need. Emergency equipment and tools carried inside vehicles shall be secured.

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i. Fire Extinguishers. Fire extinguishers (ABC type) are not required in regular passenger vehicles (sedan, van, or light duty truck.. If installed, fire extinguishers must always be properly maintained and inspected annually by an authorized fire extinguisher inspector.

j. Accident Reporting Kit. All Army owned or operated motor vehicles, will carry a packet containing all accident report forms and other information needed by the driver in case of an accident or other emergency.

5. Contractor Safety

The Contracting Officer (CO) is responsible for, but may delegate these responsibilities to, the Contracting Officer's Representative (COTR):

a. Advise of Potential Hazards. The Army will provide information regarding hazardous substances to contractor employees as required by OSHA29 CFR 1910.1200 Hazard Communication Standard. The CO shall advise the contractor of all potential unsafe or unhealthful working conditions that have been determined to exist or have the potential to occur on the job site

b. The Contracting Officer's Technical Representative (COTR)is responsible for:

Inspecting Work Site. The COR shall inspect the work site or have a Project Inspector do so at reasonable intervals to ensure that the contractor and the contractor's employees are complying with safety and health standards applicable to the work being performed.

c. Contracts. All contracts shall have Occupational Safety and Health clauses wherein the contractor is required to comply with all applicable safety and health standards as directed by Federal and/or state OSHA. The clause shall advise the contractor that failure to comply with safety and health standards shall result in a stop order being issued. All costs related to a stop order for failure to comply with safety and health standards will be borne by the contractor.¹

d. Records. All safety and health deficiencies noted during inspections will be recorded and maintained in the project contract files. Actions taken by the CO, COTR, or Project Inspector to obtain compliance by the contractor shall be recorded and will be considered as limiting factors in future contract awards.

e. Contractor accidents will be reported to the local safety office and the COR.

APPENDIX – A
 QUARTERLY OFFICE SAFETY AND HEALTH CHECKLIST

PERIOD COVERED: _____ ORGANIZATION INSPECTED: _____	BLDG: _____ INSPECTOR: _____ DATE: _____
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This checklist is intended to assist you during your inspections. It covers items that could pose a potential hazard to employees if allowed to go uncorrected. Your inspection should cover all areas, which employees utilize on a regular basis including common use area. If you discover anything that is not listed, please place under "other".

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
1. FIRE PROTECTION					
a. Staff is familiar with emergency signals, procedures, exit routes, and emergency equipment usage in the building.					
b. Emergency numbers are prominently posted where they can be readily found in case of emergency. (NOTE: Emergency phone numbers should be on or near each phone.)					
c. Emergency exits are marked and easily accessible.					
d. Exit doors open easily and immediately with one hand.					
e. Exit signs are illuminated and clearly marked.					
f. Alarm locations are marked and easily accessible.					
g. Sprinkler heads are free of obstructions. All materials are stored lower than 18 inches below the horizontal plane of the fire sprinkler head.					
h. Evacuation routes are posted and free of obstructions.					
i. Extinguisher locations are clearly marked and easily accessible.					
j. Extinguishers have a current service tag that shows they are serviced and maintained annually and visually inspected monthly.					
k. All space heaters have a tip-over switch that automatically turns them off if they tip over.					
Are workplace emergency plans current? Do they cover all types of natural disasters that might be anticipated to affect the workplace?					
2. EQUIPMENT RELATED ITEMS					
a. Desks, storage and file cabinets are arranged so that drawers do not open into aisles/hallways.					
b. Drawers on desks and file cabinets open and close smoothly and have safety stops.					
c. Tops of file cabinets are free of heavy objects and unnecessary material.					
d. Drawers on files and desks and doors on bookcases are kept closed when not in use					
e. Heavy items are stored on middle and lower shelves.					
f. Furniture is free of sharp, rough, or splintered edges					

APPENDIX – A
 QUARTERLY OFFICE SAFETY AND HEALTH CHECKLIST

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
EQUIPMENT RELATED ITEMS (CONT.)					
g. Chairs are safe and serviceable (wheels free wheeling; no sharp or rough edges; no missing nuts, bolts or screws; no tears or cracks at legs or base; backs securely fastened; adjusting mechanism working easily).					
h. Office arrangement does not create dead end aisles or obstruction to easy emergency exiting.					
i. All straight-edge cutters are equipped with a guard to keep fingers from getting under the blade.					
3. HOUSEKEEPING					
a. Carpet is free of worn or frayed spots/seams, well secured to the floor and not present tripping hazard.					
b. Aisles are free of obstructions and protrusions.					
c. Employee work areas are free of clutter.					
d. Empty boxes are removed from work area immediately.					
e. Excess paper, cartons, and trash are removed on a regular basis.					
f. Doors are in good working condition.					
g. Phone lines and electrical cords are secured and not across aisles or create trip hazard.					
h. Access to electrical panels is not blocked.					
i. Food and drinks are stored, prepared and consumed away from chemicals and cleaning products					
4. COMMON USE AREAS					
a. Elevators are in good working condition.					
b. Stairs are free of obstructions.					
c. Break areas and cafeteria are in good condition.					
d. Restrooms are clean, sanitary, and in good condition.					
e. Lighting is in good working condition.					
f. Floors and walking are surfaces in good condition.					
g. Water coolers are clean and sanitized.					
5. CHEMICAL RELATED ITEMS					
a. Offices are free of chemicals other than general office supplies.					
b. Flammable/combustible materials are stored in approved cans or self-closing metal lockers.					
c. All cans and cabinets are free from leaks and in good condition.					
d. Materials are not stored near source of ignition.					
e. Labels on containers are legible.					
f. Acids and cleaning compounds are stored separately.					
7. MICROWAVE OVEN					
Note: If there is a NO for any of these conditions, discontinue use immediately.					
a. Exterior, door hinges, and power cord are in good condition.					
b. Door seal(s) or gasket(s) is in good condition.					
c. Immediately turns off when door is opened.					
d. Cycles and cooks according to manufacturer's directions.					
e. No burns to interior of oven compartment (holes, craters, surface melted).					
f. No unit sparks during cooking cycle.					

APPENDIX – A
 QUARTERLY OFFICE SAFETY AND HEALTH CHECKLIST

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
MICROWAVE OVEN (CONT.)					
g. Lining of cooking compartment/door is in good condition (Not panel split or broken).					
8. ELECTRICAL					
a. Power cords and plugs for electrical equipment are free from damage					
b. All electrical equipment is approved for commercial use by a nationally recognized testing laboratory					
c. All appliances and equipment (e.g., refrigerators, microwave ovens, coffee pots, network printers, etc.) plugged directly into wall receptacles.					
d. All low amperage office appliances and electrical equipment (e.g., desktop printers, computers, fax machines, phones, desk lamps, radios etc.) is plugged directly into a power strips or surge protector or into a wall or floor outlet					
e. All power strips or surge protectors are plugged directly into an outlet not into one another. (Power strips plugged in series or into one another is prohibited.)					
f. The energized wiring in modular furniture is properly covered.					
g. Flexible cords are properly installed such that they are not run across aisles or passageways, under floor mats, through walls, or subject to be pinched by doors or furniture.					
h. Electrical outlets and switches have faceplates, are free from any defects, and are securely installed.					
i. Electrical outlets within six feet of a sink or wet location have ground fault circuit interrupter (GFCI) protection.					
j. An adequate number of outlets, are provided to avoid the use of multiple-plug adapters. (Multitaps (multiple plug-ins) and light duty extension cards are prohibited.)					
9. Indoor Air Quality					
a. HVAC sensors are free and clear of heat-producing devices					
b. Air diffusers are clear and free of obstructions or employee modifications.					
c. Walls, floors, and other surfaces are free of water infiltration, or evidence of water damage.					
10. MEDICAL SERVICES AND FIRST AID.					
a. First aid supplies are easily accessible. First aid supplies that are listed on the inventory are present and in good condition.					
b. Personnel aware of the procedures for obtaining medical services and first aid.					
c. CPR/AED/First Aid trained personnel are identified.					
d. If AED's are provided, is there a record of their visual monthly inspections.					
11. OTHER					

APPENDIX – B
TRAINING REQUIREMENTS

This appendix was prepared to aid management in determining the appropriate training requirements that are applicable to you and your personnel. It details a good number of training but should not be considered all-inclusive. This list deals with OSHA and Army required training as well as the training specifically stipulated by OSHA standards and/or other regulations.

Type of training	Authority	Frequency
Safety Training for Managers	29 CFR 1960.54	Initial assignment with periodic refreshers recommended
Safety Training for Supervisors	29 CFR 1960.55	Initial assignment with periodic refreshers recommended
Safety Training for Collateral Duty Safety and Health Officers	29 CFR 1960.58 AR 385-10	Within 30 days of appointment with periodic refreshers recommended
Safety Training for Employees and Employee Representatives	29 CFR 1960.59	Initial assignment with periodic refreshers recommended
HazCom (Employee Right-to-Know)	29 CFR 1910.1200	Once—unless job change or new chemical added (all employees) as determined by JHA
Bloodborne Pathogen Level I	29 CFR 1910.1030	Within 10 days of initial assignment to tasks involving BBP exposures and at least annually thereafter.
Respiratory Protection	29 CFR 1910.134	Once—as determined by JHA
Fire Extinguisher	29 CFR 1910.157	Annual (required if employee is designated to fight fires or if fire extinguisher is provide in motor vehicles)
Hearing Conservation	29 CFR 1910.95	Annual—as determined by JHA
OSHA PPE Standard Personal Protective Measures	29 CFR 1910.132	Once –as determined by JHA unless job change or new hazard requiring different PPE
Safe Lifting techniques		As determined by JHA
Ergonomics	AR 385-10	Initial assignment with periodic refreshers recommended
Driving Awareness (Defensive Driving)	AR 385-10 AR 600-55	Within six month of employment and recommended every 4 years thereafter
New Employee Orientation		As soon as an employee reports for duty
Emergency Evacuation and Fire Prevention Plans	29 CFR 1910.38	Within 60 days of first day on the job
First Aid/CPR/AED	29 CFR 1910.151	As required with periodic refresher training
Composite Risk Management	AR 385-10	Within 30 day of employment with periodic refresher training.

Safety Training for Managers (Top Management Officials), 29CFR1960.54. Managers will receive orientation and other learning experiences, which will enable them to manage the occupational safety and health programs of their organization. Such orientation should include coverage of section 19 of the Act, Executive Order 12196, the requirements 29 CFR 1960, and the Army SOH program.

Safety Training for Supervisors, 29CFR1960.55. Supervisor will receive SOH training that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the Army SOH program, section 19 of the Act, Executive Order

APPENDIX – B
TRAINING REQUIREMENTS

12196, this part, SOH standards applicable to the assigned workplaces, procedures for reporting hazards, procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations.

Collateral Duty Safety Officer (CSDO) Training, 29CFR 1960.58; within six months after being assigned as a CSDO, an individual must receive training to fulfill the CSDO's assigned duties. As a competent person, the CSDO must be capable of identifying actual or potential hazards in the workplace as well as unsanitary, hazardous or dangerous working conditions and be authorized to take prompt corrective actions to eliminate them. The CSDO has to be trained to perform his duties by being provided an OSHA CSDO course or equivalent and other courses that deal with the specific hazards in the CSDO's area of responsibility.

Safety Training for Employees and Employee Representatives. 29CFR 1960.59; Employees will receive SOH training appropriate to the work performed by the employee, for example: Clerical; printing; bulk mail handling, and computer operations. The training also shall inform employees of the Army and IMCOM SOH programs, with emphasis on their rights and responsibilities.

Employee representatives will receive training that will enable them to function appropriately in ensuring safe and healthful working conditions and practices in the workplace and enable them to effectively assist in conducting workplace safety and health inspections.

Hazard Communication (29 CFR Part 1910.1200;) All employees have a "Right-to-Know" about the hazardous chemicals in their workplace. The Hazard Communication Standard (HazCom) requires employers to provide employees with information about the hazardous materials in their workplace, how to avoid chemical exposures, how to reduce their risk of exposure, and what to do in an emergency. It also requires a written hazard communication program. *Office workers who encounter hazardous chemicals only in isolated instances are not covered by the rule. The Occupational Safety and Health Administration (OSHA) considers most office products (such as pens, pencils, adhesive tape) to be exempt under the provisions of the rule, either as articles or as consumer products.*

Bloodborne Pathogens (BBP), 29 CFR 1910.1030; Purpose is to prevent the spread of BBPs for employees reasonably anticipated to have occupational exposure to blood or other potentially infectious materials. Training shall be within 10 days of initial assignment to tasks involving such exposures and at least annually thereafter.

Respiratory Protection, 29 CFR 1910.134; for employees requiring the use of respirators, regardless of length of use. Training is as for other PPE, but also includes details of the facility's Respiratory Protection Program or Procedures. This training must be provided by a competent person who has successfully completed an OSHA Respiratory Protection Course or equivalent training. Train-the-trainer classes should be taken approximately once every 4 years. Fit-testing of all respirators is to be performed annually.

APPENDIX – B
TRAINING REQUIREMENTS

Fire Extinguishers, 29 CFR 1910.157; for employees who would use fire extinguishers while responding to fires. Training is provided upon assignment of related duties and at least annually thereafter. Training can be performed in-house, videos, local fire department representative, etc
Hearing Conservation, 29 CFR 1910.95; for employees occupationally exposed to continuous sound levels equal to or greater than an 8-hour time-weighted average of 85 decibels (dBA) or impact noise equal to or greater than 140 dBA. Training is at time of initial assignment and annually thereafter.

Personal Protective Equipment (PPE), 29 CFR 1910.132; for employees required to use PPE. Training is provided prior to initial use, each time new PPE is required and as needed to maintain proficiency in the use, maintenance and disposal of PPE (for all purposes, at least annually). In addition to addressing the above PPE issues, supervisors need to teach their employees what specific PPE is required for their occupational hazards, how to properly don, doff, adjust and wear it and the PPE's limitations.

Safe Lifting, Employees shall be trained in and shall use safe lifting techniques. Normally provided in-house as an initial training with periodic refreshers recommended.

Ergonomics, shall be trained to identify aspects of job tasks that may increase a their risk of developing workplace Musculoskeletal Disorders **and** how to recognize the signs and symptoms of the disorders .Training employees ensures that they are well informed about the hazards so they can actively participate in identifying and controlling exposures.

Defensive Driving (Accident Avoidance Training) This requirement is for all employees who drive government vehicles (including GSA contract vehicles), rental cars or POV's, while on official duty. It is mandatory prior to assuming driving duties and required every four (4) years thereafter. The Army online accident avoidance-training course meets this requirement. Although not required, the RSHO recommends drivers also complete the National Safety Council Defensive Driving Course. The NSC course is available via the GSA website:.

New Students:

1. Go to <http://drivethru.fss.gsa.gov/>.
2. Select the Application Icon
3. Enter your GSA Fleet customer number.
4. Click on the GSA Fleet Driving Course Button.
4. You will be presented with a registration page. Fill in all your information, including a login ID and a password of your choice, then click on Submit. (Please note - you will receive a confirming email reminding you of the user name and password you created for access to the site at a later date.)
5. On the My Place page, click on Safety.
6. Then on My Course page, click on NSC Defensive Driving Course 8th Edition to begin the course.

Returning Students:

Visit: www.safetyserve.com/gsafleet

APPENDIX – B
TRAINING REQUIREMENTS

New Employee Orientation; All employees, to include temporary labor, summer-hires, co-ops, interns, students, and trainees, shall be trained about his/her job hazards and related control measures (via the job hazard analysis), the organization's safety and health policies, responsibilities and procedures for safe work practices and accident reporting, procedures for identifying and correcting unsafe work conditions and practices, provisions for medical facilities and emergency response and all other applicable safety and health requirements.

Emergency Evacuation and Fire Prevention Plans, 29 CFR 1920.38; for all employees upon initial assignment to an organization and at least annually (the frequency depending on the facility). Training deals with handling emergencies, to include use of emergency and rescue or life saving equipment, drills and implementing the elements of these plans.

First Aid/CPR/AED, 1910.151; to insure personnel are available to provide emergency first aid when medical assistance is not readily available. When a medical facility or physician is not available within five minutes, at least two first aid attendants shall be available on each shift, having current certification in first aid (approximately 8 hours; training not more than three years old) and CPR (requires annual refresher from the American Red Cross (ARC), bi-annual refresher (every 2 years) from the American Heart Association (AHA) or equivalent. Employees who work alone in remote areas shall also be first aid certified. Where Automatic External Defibrillators (AED's) are stationed at worksites, employees who volunteer to respond must hold a CPR/AED certificate through ARC, AHA or Medic First Aid. A quarterly refresher on the use of the AED is recommended.

Composite Risk Management, FM5-19, AR 385-10. Leaders and managers are responsible for integrating CRM into all Army processes and operations. Safety and occupational health staffs will provide mishap risk management component of CRM training, tools and other related assistance. Risk reduction through application of controls by training, procedures, cautions, and warnings help reduce accident probability.

APPENDIX – C
JOB SAFETY BRIEFING CHECKLIST

A briefing shall be held at the start of each job, and any time significant changes which might affect the safety of the job occur during the course of the work. The briefing shall cover at least the following subjects:

1. Hazards Associated With the Job

- What are the risks associated with this job?
- What can go wrong?
- What actions can be taken now to minimize those risks?

2. Work Procedures Involved in the Job

- What are we going to do? How? Where? Who? When?
- Are there tools, materials, machines equipment or work processes not used by the employees during the last 12 months? If so, the applicable safe work practices and processes must be reviewed. Also, make certain all employees have had the appropriate initial training.

3. Special Precautions

- Are all employees physically able to perform the scheduled work?
- Are all employees in good health today?
- Have all applicable emergency procedures been reviewed?

4. Energy Source Controls

- Have all potential sources of energy in the work zone been identified?
- * Electrical *Chemical *Mechanical *Stored energy * Other
- Have proper clearances been obtained and verified?
- Have proper right-of-ways been obtained

5. Personal Protective Equipment (PPE)

- Are all tools and equipment in safe, usable condition?
- Has equipment that requires it been properly tested and/or calibrated?
- What PPE is required for the job?
- Is all required PPE available, clean and in good repair?

APPENDIX – D
QUARTERLY SHOP AREA CHECKLIST

PERIOD COVERED: _____ ORGANIZATION INSPECTED: _____	BLDG: _____ INSPECTOR: _____ DATE: _____
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This checklist is intended to assist you during your inspections. It covers items that could pose a potential hazard to employees if allowed to go uncorrected. Your inspection should cover all areas, which employees utilize on a regular basis including common use area. If you discover anything that is not listed, please place under “other”.

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
1. General					
a. Are shop work and storage areas clean and orderly?					
b. Are emergency notification procedures, contacts, and phone numbers posted?					
c. Is a first aid kit readily accessible and adequately stocked?					
d. Do aisles have a minimum of 24 inches of clear width?					
e. Are oily rags and combustible wastes kept in metal containers with lids?					
f. Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?					
g. Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?					
h. Is the floor kept clean from oil spills and absorbent?					
i. Have trip hazards been eliminated (e.g., cords, hoses, etc.)?					
j. Are Material Safety Data Sheets readily available for all hazardous substances in the shop?					
k. Are exit doors unobstructed?					
l. Are all cabinets and shelves, greater than 42 inches tall, secured to the walls or otherwise anchored to resist seismic failure or collapse?					
m. Has all overhead storage been minimized and stored materials been restrained from falling?					
n. Are flammable liquids stored in safety cans or flammable cabinets?					
o. Is a complete, current inventory of all chemicals readily available?					
p. Is there a clear area 30 inches wide by 30 inches deep in front of all electrical panels and circuit breaker boxes? (shallow fixed counters are allowed)					
q. Is there a clear area 30 inches wide by 30 inches deep in front of all electrical panels and circuit breaker boxes? (shallow fixed counters are allowed)					
r. Is a fire extinguisher readily accessible with a current (within one year) service tag?					
s. Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?					
t. Is personal protective equipment provided, used and maintained whenever required?					

APPENDIX – D
QUARTERLY SHOP AREA CHECKLIST

THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
GENERAL (CONT.)					
u. Are employees instructed in the proper manner of lifting heavy objects?					
v. Is equipment producing ultra-violet radiation properly shielded?					
2. HEALTH & SAFETY TRAINING					
a. Do employees receive appropriate health & safety training before they first begin working with hazardous substances or processes, when new hazards (substances, processes, or equipment) are introduced to the shop, or when the supervisor/instructor is made aware of a new or previously unrecognized hazard?					
Do employees and receive training on:					
b. The shop's standard operating procedures for each piece of equipment or process?					
c. Health & safety policies and practices including health & safety rights and responsibilities.					
d. Health & safety policies and practices including health & safety rights and responsibilities.					
e. The use of personal protective equipment (PPE), if applicable?					
f. Emergency procedures?					
g. Is written documentation of safety training available, complete, and current?					
3. ELECTRICAL POWER FOR MACHINERY					
a. Are all power disconnects and switches for machines clearly marked?					
b. Are all power disconnects and switches accessible with clear paths at least 30 inches wide?					
c. Office arrangement does not create dead end aisles or obstruction to easy emergency exiting.					
i. All straight-edge cutters are equipped with a guard to keep fingers from getting under the blade.					
4. MACHINE GUARDING					
Are the following properly guarded to prevent a person from coming into accidental contact during operation or maintenance:					
a. Flywheels?					
b. Cranks and connecting rods?					
c. Rotating shafts?					
d. Shaft ends?					
e. Pulleys?					
f. Belt, rope, or chain drives?					
g. Gears and gear trains?					
h. Sprockets?					
i. Rotating keys, set screws, and other projections?					
j. Clutches, cutoff couplings, or pulleys?					
k. Conveyors?					
l. Are machines secured against "walking," vibrating, or moving while in operation?					

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THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
MACHINE GUARDING (CONT.)					
m. Are start and stop buttons on machines clearly marked and accessible?					
n. For machines which have interlocks, have the interlocks been tested and are they working properly?					
o. Are emergency stop controls provided, or are circuit breakers controlling machines clearly marked and accessible?					
p. Is there a lockout procedure for each machine to prevent accidental release of energy or starting during maintenance or repair?					
5. COMPRESSED GAS CYLINDERS					
a. Are gas cylinders secured in an upright position by two steel chains or steel cables?					
b. Are gas cylinders clearly labeled?					
c. Are protective caps in place over the valves of all gas cylinders which are not in use?					
6. HAND TOOLS AND EQUIPMENT					
a. Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?					
b. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?					
c. Are worn or bent wrenches replaced?					
d. Are appropriate handles used on files and similar tools?					
e. Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?					
f. Are tool handles wedged tightly in the head of all tools?					
g. Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?					
h. Is eye and face protection used when driving hardened or tempered spuds or nails?					
7. PORTABLE (POWER-OPERATED) TOOLS AND EQUIPMENT					
a. Are power tools used with the correct shield, guard, or attachment, as recommended by the manufacturer? supplies.					
b. Are portable circular saws equipped with guards above and below the base plate					
c. Are circular saw guards checked to ensure they are not wedged up, leaving the lower portion of the blade unguarded?					
d. Are all cord-connected, electrically-operated tools and equipment effectively grounded or of an approved double insulated type?					
e. Are effective guards in place over belts, pulleys, chains, sprockets, etc. on equipment such as air compressors, concrete mixers, and similar machines?					
f. Are portable fans provided with full guards or screens having openings 1/2 inch or less?					
g. Is hoisting equipment available and used for lifting heavy objects, and are hoist load ratings clearly marked on the hoist?					

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THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
8. ABRASIVE WHEEL EQUIPMENT - GRINDERS					
a. Is a work rest used and kept adjusted within 1/8 inch of the grinding wheel?					
b. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?					
c. Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?					
d. Are bench and pedestal grinders permanently mounted and anchored?					
e. Are goggles AND face shields always worn when grinding?					
g. Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?					
h. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?					
i. Does each grinder have an individual on and off control switch?					
j. Is each electrically operated grinder electrically grounded?					
k. Before new abrasive wheels are mounted, are they visually inspected and ring tested?					
l. Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?					
m. Are splash guards mounted on grinders that use coolant to prevent the coolant reaching the operator?					
9. POWDER-ACTUATED TOOLS					
a. Are employees who operate powder-actuated tools trained in their use and in possession of a valid operator's card.					
b. Is each powder-actuated tool stored in a locked container when not in use?					
c. Is a sign at least 8 inches by 10 inches, with bold face type reading, "POWDER ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?					
d. Are powder-actuated tools left unloaded until they are actually ready to be used?					
e. Are powder-actuated tools inspected for obstructions or defects each day before use?					
f. Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and hearing protectors?					
10. MACHINE TOOLS					
a. Is there a training program to instruct operators on safe methods of machine operation?					
b. Is there adequate supervision to ensure that operators are following safe machine operating procedures?					
c. Is there a regular program of safety inspection of machinery and equipment?					
d. Is all machinery and equipment kept clean and properly maintained?					
e. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?					

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THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
MACHINE TOOLS (CONT.)					
f. Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in injury?					
g. Is there a power shut-off switch within reach of the operator's position at each machine?					
h. Can electric power to each machine be locked out for maintenance, repair, or security?					
i. Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?					
j. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?					
k. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?					
l. Are all emergency stop buttons colored red?					
m. Are all pulleys and belts that are within 7 feet of the floor or working level covered with guards?					
n. Are all moving chains and gears guarded?					
o. Are splash guards mounted on machines that use coolant to prevent the coolant from reaching the operator?					
p. Are machine guards secure and so arranged that they do not offer a hazard in their use?					
q. Do arbors and mandrels have firm and secure bearings and are they free from play?					
r. Are provisions in place to prevent machines from automatically starting when power is restored after a power failure or shutdown?					
s. Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?					
t. If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other persons from eye and body injury?					
u. Are table saws equipped with anti-kickback devices, hood guards, and spreaders?					
v. Are radial arm saws equipped with a device, or so mounted, so that the cutting head will gently return to the back of the table when released?					
11. LOCKOUT/TAGOUT PROCEDURES					
a. Is all machinery or equipment capable of movement required to be deenergized or disengaged and blocked or locked-out during cleaning, servicing, adjusting, or setting up operations, consistent with the OSHA Procedures for the Control of Hazardous Energy?					
b. Where the power disconnect for equipment does not also disconnect the electrical control circuit, is means provided to assure the control circuit can also be disconnected and locked out?					
c. Is the locking out of control circuits in lieu of locking out					

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main power disconnects prohibited?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
LOCKOUT/TAGOUT PROCEDURES (CONT.)					
d. Does the shop lock out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repair?					
e. Are appropriate operators provided with individually keyed personal safety locks?					
f. Are operators required to keep personal control of their keys while they have safety locks in use?					
g. Is it required that operators check the safety of the lock-out by attempting a start-up after making sure no one is exposed?					
h. Are operators instructed to always push the control circuit stop button prior to re-energizing the main power switch?					
i. Is there a means provided to identify any and all personnel who are working on locked-out equipment by their locks or accompanying tags?					
j. In the event that equipment cannot be shut down, locked-out, or tagged, is a safe job procedure established and followed?					
12. WELDING, CUTTING, AND BRAZING					
a. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?					
b. Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?					
c. Are only approved apparatus (torches, regulators, pressure-reducing valves, manifolds) used?					
d. Are cylinders kept away from sources of heat?					
e. Are cylinders kept away from elevators, stairs, or gangways?					
f. Is it prohibited to use cylinders as rollers or supports?					
g. Are empty cylinders appropriately marked and their valves closed?					
h. Are cylinders, cylinder valves, couplings, regulators, hoses and apparatus kept free of oily or greasy substances?					
i. Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?					
j. Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?					
k. Are liquefied gases stored valve-end up with valve covers in place?					
l. Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?					
m. Before a regulator is removed, is the valve closed and gas released from the regulator?					
n. Is red used to identify acetylene (and other fuel gas) hose, green for oxygen hose, and black for inert gas hose?					
o. Are pressure-reducing regulators used only for the gas and pressures for which they are intended?					
p. Is open circuit (no load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?					
q. Under wet conditions, are automatic controls for reducing					

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the no load voltage used?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
WELDING, CUTTING, AND BRAZING (CONT)					
r. Is grounding of the machine frame and safety ground connections to portable machines checked periodically?					
s. Are electrodes removed from the holders when not in use?					
t. Is it required that electric power to the welder be shut off when no one is in attendance?					
u. Is fire extinguishing equipment available for immediate use?					
v. Are welders forbidden to coil or loop welding electrode cable around his or her body?					
w. Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?					
x. Do means for connecting cable lengths have adequate insulation?					
y. When the object to be welded or cut cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?					
z. Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?					
aa. When floors are wet down, are personnel protected from possible electrical shock?					
bb. When welding is done on metal walls, are precautions taken to protect combustibles on the other side?					
cc. Before hot work is begun, are used drums, barrels, tanks, and other containers thoroughly cleaned so that no substances remain that could explode, ignite, or produce toxic vapors?					
dd. Is it required that eye protection, helmets, hand shields, and goggles meet appropriate safety standards?					
ee. Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with appropriate personal protective equipment and clothing?					
ff. Is a check made for adequate ventilation in and where welding or cutting is performed?					
gg. When working in confined spaces are environmental monitoring tests taken and a means provided for quick removal of welders in case of an emergency, consistent with the garrison confined space procedure?					
13. COMPRESSORS AND COMPRESSED AIR					
a. Are compressors equipped with pressure relief valves and pressure gauges?					
c. Are air filters installed on the compressor intake?					
d. Are compressors operated and lubricated in accordance with the manufacturer's recommendations?					
e. Are safety devices on compressed air systems checked frequently?					
f. Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?					
g. Are signs posted to warn of the automatic starting feature of the compressors?					
h. Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?					

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i. Is it strictly prohibited to direct compressed air towards a person?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
COMPRESSORS AND COMPRESSED AIR (CONT.)					
j. Are employees prohibited from using highly compressed air for cleaning purposes?					
k. If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?					
l. When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?					
m. Are safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure would create a hazard?					
n. Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?					
o. When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?					
p. When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?					
q. Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?					
r. Are all air tanks stamped as being in compliance with the ASME Code for air tanks?					
s. Do all hand-held compressed air nozzles have relief type tips?					
14. COMPRESSED AIR RECEIVERS					
a. Is every receiver equipped with a pressure gauge and with one or more automatic spring-loaded safety valves?					
b. Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10%?					
c. Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?					
d. Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?					
e. Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?					
f. Are all compressed gas cylinders anchored in place by at least two chains?					
g. Are cylinders legibly marked to clearly identify the gas contained?					
h. Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?					
j. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to					

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tampering by unauthorized persons?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
COMPRESSED AIR RECEIVERS (CONT.)					
k. Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?					
l. Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?					
m. Are all valves closed before a cylinder is moved, when the cylinder is empty, and at the completion of each job?					
n. Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?					
15. HOIST AND AUXILIARY EQUIPMENT					
a. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?					
b. Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?					
c. Is the rated load of each hoist legibly marked and visible to the operator?					
d. Are stops provided at the safe limits of travel for trolley hoist?					
e. Are the controls of hoist plainly marked to indicate the direction of travel or motion?					
f. Is each cage-controlled hoist equipped with an effective warning device?					
g. Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?					
h. Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?					
j. Are the nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?					
k. Is it prohibited to use chains or rope slings that are kinked or twisted?					
l. Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?					
m. Are operators instructed to avoid carrying loads over people?					
16. INDUSTRIAL TRUCKS-FORKLIFTS					
a. Are only trained personnel allowed to operate industrial trucks?					
b. Is substantial overhead protective equipment provided on high lift rider equipment?					
c. Are lift truck operating rules posted and enforced?					
d. Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of general lighting?					
e. Does each industrial truck have a warning horn, whistle,					

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gong, or other device which can be clearly heard above the normal noise in the areas where operated?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
INDUSTRIAL TRUCKS-FORKLIFTS (CONT.)					
f. Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?					
g. Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?					
h. Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?					
i. Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?					
17. FLAMMABLE AND COMBUSTIBLE MATERIALS					
a. Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?					
b. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?					
c. Are all connections on drums and combustible liquid piping, vapor and liquid tight?					
c. Are all flammable liquids kept in closed containers when not in use?					
d. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?					
e. Do storage rooms for flammable and combustible liquids have ventilation?					
f. Are no smoking signs posted on liquefied petroleum gas tanks?					
g. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?					
h. Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?					
i. Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc. while in storage?					
j. Are fire extinguishers free from obstructions or blockage?					
k. Are all fire extinguishers fully charged and in their designated places?					
l. Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?					
m. Are safety cans used for dispensing flammable or combustible liquids at a point of use?					
n. Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?					
o. Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?					
18. HAZARDOUS CHEMICAL USE					

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a. Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, solvents, etc.?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
HAZARDOUS CHEMICAL USE (CONT.)					
b. Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?					
c. Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?					
d. Are all containers of hazardous materials clearly labeled with their contents?					
e. Are all employees required to use personal protective clothing and equipment (gloves, eye protection, etc.) when handling chemicals?					
f. Are flammable or toxic chemicals kept in closed containers when not in use?					
g. Are chemical piping systems clearly marked as to their content?					
h. Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?					
i. Have standard operating procedures been established and are they being followed when cleaning up chemical spills?					
j. Are employees prohibited from eating in areas where hazardous chemicals are present?					
k. Is personal protective equipment provided, used and maintained whenever necessary?					
l. Are chemical piping systems clearly marked as to their content?					
m. Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?					
n. Have standard operating procedures been established and are they being followed when cleaning up chemical spills?					
o. Are employees prohibited from eating in areas where hazardous chemicals are present?					
p. Is personal protective equipment provided, used and maintained whenever necessary?					
19. HAZARD COMMUNICATION					
a. Is there a list of hazardous substances used in the shop and is the list readily available at all times of operation?					
b. Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?					
c. Is there a Material Safety Data Sheet readily available for each hazardous substance used?					
d. Is there an employee training program for hazardous substances?					
20. ELECTRICAL					

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a. Are all employees who work on electrical circuits trained and familiar with the OSHA and NEC Electrical Safety criteria?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
ELECTRICAL (CONT.)					
b. When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?					
c. Are portable electrical tools and equipment grounded or of the double insulated type?					
d. Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?					
e. Do all extension cords have a grounding conductor?					
f. Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?					
g. Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?					
h. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?					
i. Are flexible cords and cables free of splices or taps?					
j. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?					
k. Are all cord, cable and raceway connections intact and secure?					
l. In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?					
m. Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling or similar work is begun?					
n. Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?					
o. Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?					
p. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?					
q. Are disconnecting means always opened before fuses are replaced?					
r. Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?					
s. Are all electrical raceways and enclosures securely fastened in place?					
t. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?					

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u. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
ELECTRICAL (CONT.)					
v. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?					
w. Are electrical enclosures such as switches, receptacles, junctions boxes, etc., provided with tight-fitting covers or plates?					
x. Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)					
y. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?					
z. Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?					
aa. Are all electrical raceways and enclosures securely fastened in place?					
bb. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?					
cc. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?					
dd. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?					
ee. Are electrical enclosures such as switches, receptacles, junctions boxes, etc., provided with tight-fitting covers or plates?					
ff. Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)					
gg. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?					
hh. Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?					
ii. Are employees prohibited from working alone on energized lines or equipment over 600 volts?					
jj. Prior to any work being performed on energized parts of equipment or systems, are all of the following conditions met:					
kk. A supervisor has determined that the work must be performed while the equipment or system is energized?					
ll. Personnel who will perform the work have received instructions on the work techniques and hazards involved in					

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working on energized equipment?					
mm. Suitable insulated gloves have been provided and are worn for voltages in excess of 300 volts?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
ELECTRICAL (CONT.)					
nn. Suitable eye protection has been provided and is used?					
oo. Where required, suitable barriers, barricades, tags, or signs are in place for personnel protection?					
21. NOISE					
a. Are there areas in the workplace where continuous noise levels exceed 85dBA?					
b. Are employees who are exposed to high noise environments trained in methods of hearing protection?					
c. Have engineering controls been used to reduce excessive noise levels?					
d. Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?					
e. Are employees in high noise areas involved in the installation Hearing Conservation Program, including annual audiometric testing?					
22. IDENTIFICATION OF PIPING SYSTEMS					
a. When nonpotable water is piped through a facility, are outlets or taps posted that it is unsafe and not to be used for drinking?					
b. When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?					
c. When pipelines are identified by color painting, are all visible parts of the line so identified?					
d. When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?					
e. When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?					
f. When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?					
g. When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable, and are tags installed at each valve or outlet?					
23. MATERIAL HANDLING					
a. Is there safe clearance for equipment through aisles and doorways?					
b. Are aiseways designated, permanently marked, and kept clear to allow unhindered passage?					
c. Are motorized vehicles and mechanized equipment inspected daily or prior to use?					
d. Are vehicles shut off and brakes set prior to loading or unloading?					
e. Are dock boards (bridge plates) used when loading or					

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unloading operations are taking place between vehicles and docks?					
THINGS TO LOOK FOR	N/A	YES	NO	LOCATION	REMARKS/ ACTION TAKEN/DATE
MATERIAL HANDLING (CONT.)					
f. Are trucks and trailers secured from movement during loading and unloading operations?					
g. Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?					
h. Are hand trucks maintained in safe operating condition?					
i. Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?					
j. Are chutes and gravity roller sections firmly placed or secured to prevent displacement?					
k. At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials?					
l. Are pallets inspected before being loaded or moved?					
m. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?					
n. Are securing chains, ropes, chockers or slings adequate for the job to be performed?					
o. When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?					
24. TIRE INFLATION					
a. Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?					
Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?					
Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?					
Does the tire inflation control valve automatically shut off the air flow when the valve is released?					
Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?					
Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?					
25. OTHER					

APPENDIX – E
REFERENCES

[Occupational Safety and Health Act of 1970](#), Public Law 91-596, 84 STAT. 1590 (Dec 29, 1970 as amended through Jan 1, 2004).

[Executive Order 12196](#), "Occupational Safety and Health Programs for Federal Employees," February 26, 1980

[29 CFR 1960](#), Occupational Safety and Health Administration (OSHA), Department of Labor, "Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters," October 21, 1980

[DoD Instruction 6055.1](#) DoD Safety and Occupational Health (SOH) Program, August 19, 1998

[AR 385-10](#), The Army Safety Program, 23 August 2007

[IMCOM Regulation 385-1](#), Safety, 1 June 2010

[Publication CA-810](#), Injury Compensation for Federal Employees, Revised 2009

[OHSa Publication 3071](#), Job Hazard Analysis, Revised 2002