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# First Army Division East Safety Program

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Standard Operating  
Procedures

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Division East Safety

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REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FIRST ARMY DIVISION EAST  
4550 PARADE FIELD LANE, SUITE 413  
FORT GEORGE G. MEADE, MARYLAND 20755-5340

AKFA-DVE-CG

7 April 2011

MEMORANDUM FOR: First Army Division East Personnel

SUBJECT: First Army Division East Safety SOP

1. Safety is a Commander's program. The First Army Division East Safety SOP will act as a guide for how we will conduct our day-to-day safety business. Safeguarding our nation's most precious resource, our SOLDIERS, is my number one priority.
2. We are continuously exposed to many dangers and risks in our daily activities as trainers. While accidents are never planned, I strongly believe we can greatly reduce them through direct leader involvement, continuous use of composite risk management, efficient planning, and leader supervision down to the lowest levels. No mission or operation is considered successful if we lose life, limb, eye sight, or equipment. It is a tragedy to lose a Soldier during combat operations and it is unthinkable to lose a Soldier in peacetime.
3. It is the responsibility of each Commander, Noncommissioned Officer, and section supervisor to foster an environment where safety and risk management is second nature.
4. We must leverage all available resources in order to create a safer environment for our Soldiers, Civilians and Families. Our Division Safety Office has provided several safety resources and products that we can utilize to make this happen, including a recently updated and easy to understand SOP, pre-accident plan, and an FY11-12 Strategic Safety Plan. Thanks for what you are doing to safeguard our Soldiers, Civilians, and Families every day.

Safety Is a Team Sport, What's Your Position?

  
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\* This Standard Operating Procedure incorporates all provisions of First Army REG 385-1 • 29 January 2001

**Summary.** This SOP prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of the First U.S. Army Division East Safety Program.

**Applicability.** This SOP applies to all Active Army and Army Reserve Soldiers, civilians, technicians, and contractors assigned or attached to the First U.S. Army Division East. This publication remains in effect always, including during mobilization.

**Proponent and exception authority.** The proponent for this SOP is the First U.S. Army Division East Safety Office. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**References,** this document does not contain a reference page. All references in this document are hyperlink to .gov or .mil websites, all links should be considered not harmful and from a trustworthy source.

**Army management control process.** This SOP is subject to the requirements of Army Regulation 11-2, Management Control. It contains management control provisions and checklists for conducting management control evaluations. Headquarters, Department of the Army has identified “The Army Safety Program” as a key management control according to the provisions of AR 11-2. A checklist for evaluation of the management control is provided in The Army Safety Program, AR 385-10, appendix B.

**Supplementation.** Supplementation of this SOP is prohibited without prior approval from the First U.S. Army Division East Safety Office, or the First Army Division East Commander, First Army Division East, 4550 Parade Field LN, Fort Meade, MD 20755.

**Suggested improvements.** Users are invited to send comments and suggested improvements directly to the First Army Division East Safety Office, via email at [eastsafety@conus.army.mil](mailto:eastsafety@conus.army.mil) or First Army Division East Safety Office, 4550 Parade Field, Fort Meade, MD 20755

**Distribution.** This publication is available in electronic media on the First Army Division East Safety Office AKO Web-portal at <http://www.first.army.mil/1aEast/default.asp>. Local reproduction is authorized.

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## **1-Commander's Intent**

### **1-1. Purpose**

This Standard Operating Procedure (SOP) establishes policies, procedures, and responsibilities for implementation of the First Army Division East Safety Program.

### **1-2. Objective**

This SOP is designed to avert accidents and preserve manpower and equipment without compromising the fulfillment of the First Army Division East mission.

### **1-3. Scope**

To provide a collective, continuing, and comprehensive accident prevention effort compatible with the mission of this Division in every operation and activity. This SOP is the foundation that fosters a tangible level of safety awareness within our organization. It applies to all units assigned, attached, and OPCON, as well as Civilians and contracted personnel to the First Army Division East. Deviation and or supplementation from the guidelines established herein require the First Army Division East Commander's prior approval, unless stated otherwise in this document.

### **1-4. References**

This SOP was built to supplement the [AR 385-10](#). This SOP does not replace, but adds to the requirements found in DA regulations, FORSCOM and First Army Directives.

### **1-5. Responsibilities**

#### **a. Commanders at all levels**

- (1) Be responsible for the protection of all personnel, facilities, equipment, and materials under their charge.
- (2) Develop and publish a commander's safety policy/safety program directive which defines the commander's safety philosophy and provides guidance for safety program implementation.
- (3) Ensure that the safety office of applicable staff is resourced with adequate personnel, funds, and automation to support an aggressive safety program based on unit mission/functions requirements.
- (4) Complete the web-based Commander's Safety Course prior to assuming command.
- (5) Ensure that management controls are in place and operating effectively in the First Army Division East Safety Program. Report any defected material weakness through the chain of command.

#### **b. Division Safety Director**

- (1) Function as the principal staff advisor, technical consultant, and coordinator for the commander and staff in planning, organizing, directing, and evaluating all Safety and Occupational Health (SOH), accident prevention and Composite Risk Management integration efforts within the command.
- (2) Develop resource requirements and justification necessary to conduct safety activities.
- (3) Provide supervision and management of safety staff activities.
- (4) Manage and serve as planner and recorder of safety and occupational health advisory councils and committees.
- (5) Develop procedures for implementing, executing, and managing SOH programs and initiatives, as outlined in this SOP and [AR 385-10](#). Establish and maintain liaison with other First US Army Safety Offices, and where appropriate, military services, federal and civilian agencies to ensure cooperation on matters of mutual concern.
- (6) Ensure that management controls are in place and operating effectively in the First Army Division East Safety Program.
- (7) Participate in the hiring / selection process for all Safety and Occupational Health Specialists for the division: The Division Safety Director will be appointed to all selection panels as the Safety Subject Matter Expert (SME).

#### **c. Brigade Safety Manager**

- (1) Function as the principal staff advisor, technical consultant, and coordinator for the commander and staff in planning, organizing, directing, and evaluating all Safety and Occupational Health (SOH), accident prevention, and Composite Risk Management integration efforts within the command.
- (2) Track and report status of corrective actions for noted deficiencies.
- (3) Report and investigate accidents as outlined in [AR 385-10](#), [DA Pam 385-40](#), and this SOP.

- (4) Review all unit directives, Operation Orders (OPORDS), and Operation Plans (OPLANS) and provide comments and recommendations for the integration of safety and Composite Risk Management.
- (5) Develop, review, and recommend revisions to the Brigade Safety SOP.
- (6) Maintain necessary references in either electronic or hard copy form to manage a Brigade Safety Program.
- (7) Schedule and/or conduct safety training as required by the Division East Wellness Program, AR 385-10 and Brigade specific training.
- (8) Disseminate safety policy, training, and promotional materials within the Brigade and to subordinate units.
- (9) Ensure that management controls are in place and operating effectively in the Brigade Safety Program. Report any detected material weakness through the chain of command.
- (10) Additional responsibilities are defined within applicable chapters of this regulation as they relate to specific safety sub-programs and processes.
- (11) Take charge of your assigned ASAD, if you are assigned one, and they will work directly under the Brigade Safety Manager regardless of rank.

#### **1-7. Standards Application**

- a. All regulatory or statutory Safety and Occupational Health (SOH) standards issued by higher headquarters and other federal agencies are adopted.
- b. In cases where more than one standard exists, the more stringent standard will apply.
- c. Requests for all waivers, exemptions, or variances to existing standards must be submitted through command channels to First Army Division East, 4550 Parade Field LN, Fort Meade, MD 20755.
- d. Where applicable, apply and adhere to Installation policy/requirements.

## 2-Safety Program Management

### 2-1. General

The following addresses policy for management of safety programs within the First Army Division East and its subordinate units. Procedures will be addressed in subsequent chapters of this regulation.

### 2-2. Organization and structure

a. The Commander is required to structure and resource safety programs to support mission operations. The First Army Division East Safety Program is tailored to include applicable sub-programs. Examples of sub-programs are found in [AR 385-10](#), chapter 2.

(1) Prior to assuming command, Commanders must complete the web-based Commanders Safety Course (CSC).

(2) The CSC is located at the US Army Combat Readiness Center (USACRC) University web site. The URL is: [www.lms.army.mil](http://www.lms.army.mil). A completion certificate printed by the individual following course completion will serve as the course record and certification of training.

b. Safety personnel:

(1) In addition to the Brigade Safety Manager, Brigades should have an Additional Duty Safety Officer. The additional Duty Safety Officer must be appointed on orders and must be a commissioned officer or a non-commissioned officer Sergeant First Class (E7) or above.

(2) An Army Safety Augmentation Detachment (ASAD) can be utilized to fill the requirement found in the above paragraph 2-2-b-1. Further request, guidance and responsibilities of ASAD Personnel can be found in [Para 20](#) of this SOP.

c. Composite Risk Management policy, procedures and responsibilities for an effective safety program are found in [Chapter 6](#) of this regulation.

### 2-3. Qualifications and appointment of safety officers

a. If the unit does not have a Civilian Safety Manager, commanders are required to appoint (in writing) an Additional Duty Safety Officer or Non-Commissioned Officer to fill that vacancy until a Civilian Safety Manager is re-hired.

(1) Additional Duty Safety Officer must be a Commissioned Officer or Warrant Officer.

(a) Have a minimum of 1 year retain-ability upon appointment.

(b) Complete the on-line Additional Duty Safety Course (ADSC) within 30 days of appointment.

(c) Answer directly to the Commander on all safety related matters.

(2) Additional Duty Safety NCO must be Sergeant First Class (E7) at the battalion level and Staff Sergeant (E6) at the company level.

(a) Have a minimum of 1 year retain-ability upon appointment.

(b) Complete the on-line Additional Duty Safety Course (ADSC) within 30 days of appointment.

(c) Answer directly to the Commander on all safety related matters.

b. The ADSC and CSC are located on-line at the US Army Combat Readiness University web site: <https://crc.learn.army.mil>. The ADSC or equivalent will be a prerequisite for any safety resident courses for additional duty safety personnel. Additional Duty Safety Personnel who have already completed a formal course of instruction recognized by the US Army Combat Readiness Center (CRC) are not required to complete the ADSC but must complete the CSC.

c. Additionally, the certification process and list of approved courses are located in Chapter 3, [Para 3-2](#).

## **2-4. Risk Reduction Council**

Safety councils and committees provide forums for discussing safety problems and keeping commanders, functional managers, and supervisors informed on the status of accident prevention and Composite Risk Management initiatives.

### **a. First Army Division East Risk Reduction Council**

Will be conducted semiannually; The Division Risk Reduction Council Attendees—

- (1) First Army Division East Commander (Chair)
- (2) First Army Division East CSM
- (3) Brigade Commanders or Executive Officer
- (4) Brigade CSMs
- (5) HHD Commander
- (6) HHD ISG

### **b. Brigade Risk Reduction Council**

Will meet at a minimum semiannually; Brigade Risk Reduction Councils should be conducted prior to any major mobilizing support mission. Brigade Risk Reduction Council Attendees—

- (1) Brigade Commander (Chair)
- (2) Brigade CSM
- (3) Brigade Safety Manager
- (4) BN Commanders or Executive Officer
- (5) BN CSMs
- (6) BN ADSOs/NCOs
- (5) HHD Commander
- (6) HHD ISG

## **2-5. Army Readiness Assessment Program**

Battalions will conduct an Army Readiness Assessment Program (ARAP) Survey upon change of command. The unit will use the safety climate survey as a tool to acquire useful information concerning the safety climate within the organization.

a. The survey can be accessed from the Army Readiness Assessment Program website at <https://arap.safety.army.mil/>, the survey will be administered by the CRC Automated Application, and only group statistics will be reported.

b. All assessments are confidential. Only unit commanders or their designated representatives and the CRC have access to results. A confidential debrief is conducted on a one-on-one basis between the commander and the CRC.

### 3-Safety Training, Education, and Promotion

#### 3-1. General

Commanders, Section OICs and NCOICs and/or supervisors at all levels will ensure that required safety training and education are scheduled, conducted, and documented.

#### 3-2. Education and training

a. Program Management Training. Division East Safety Office will provide a Staff Assistance visit within the first 90 days of a Brigade Change of Command in an effort to benchmark the Brigade Safety Program. Supervisory personnel will be provided Supervisor Safety Training. Each Soldier and civilian employee will be informed of his/her rights and responsibilities as they relate to safety. Soldiers and employees (as appropriate) will be provided job-specific safety training as necessary.

b. Safety Awareness Briefings. Special briefings are required to emphasize safety requirements. Examples are as follows: pre-holiday, traffic, and recreational safety briefings; field and tactical operations safety; range safety; heat and cold injury prevention; and ammunition and explosives safety. Commanders, CSMs and 1SGs will ensure the applicable safety awareness briefings are conducted.

c. Unit Personnel Safety Training. The Commander will ensure safety training and education is scheduled, executed and documented in unit training records. Safety training will be conducted IAW the Division East Wellness Campaign in addition to any specific topics unique to the unit's safety program.

e. All First Army Division East Soldiers, assigned, attached or mobilized will complete the following required training as outlined below. Additionally, all Civilians will complete the Composite Risk Management Civilian Basic Course.

- (1) Accident Avoidance Course
- (2) Composite Risk Management Basic Course
- (3) Commanders Safety Course
- (4) Additional Duty Safety Officers Course

<u>Required Safety Training</u>	<u>Source</u>	<u>Notes</u>	<u>Web Link</u>
Accident Avoidance Course	AR 385-10, Chapter 11-7, a, (4)	All Soldiers and Civilians will complete this course prior to operating a GSA/AMV. Course. The training will be repeated every 4 years.	<a href="https://www.lms.army.mil">https://www.lms.army.mil</a>
Composite Risk Management Basic Course	AR 350-1, Appendix G-15, a;	All Soldiers and Civilians will complete the online CRM Basic Course within 60 days of their arrival at their first operational assignment or Civilian employment. CRM refresher training will be conducted annually.	<a href="https://www.lms.army.mil">https://www.lms.army.mil</a>
Composite Risk Management Civilian Basic Course	FORSCOM REG 385-1, Chapter 1-6, a and b		
Commander's Safety Course	AR 385-10, Chapter 10-6; First Army Division East SOP, Chapter 1-5, a, (4)	Commanders are required to complete the Command Safety Course (CSC). Company grade officers must complete the CSC prior to assuming command. As per First Army Division East - All E-8's and above, regardless of duty position will complete this course.	<a href="https://www.lms.army.mil">https://www.lms.army.mil</a>
Additional Duty Safety Officers Course	AR 385-10, Chapter 10-8, a-c	Additional duty safety personnel from company through brigade level will complete the ADSO Course within 30 or 90 days of appointment depending on the component. As per First Army Division East - All E-6's and above, regardless of duty position will complete this course.	<a href="https://www.lms.army.mil">https://www.lms.army.mil</a>

### **3-3. Safety Promotion**

Safety promotion includes a multitude of activities designed to enhance safety awareness and provide recognition for safe individual behavior, unit initiatives, actions, and accomplishments. Examples of safety awareness promotion efforts include the following:

**a. Holiday Safety Messages.**

- First Army Division East will publish a safety message prior to all Federal Holidays to be disseminated to all First Army Division East Soldiers.

**b. Special Emphasis Memorandums.**

- Examples include seasonal safety, privately owned vehicle (POV) accident prevention, accident reporting requirements, and annual training.

**c. Safety Grams and/or Articles.**

- A Safety Gram will be published by Combat Readiness Center on information concerning recent Class A and B ground/aviation accidents.

**d. Training Literature and Posters.**

- The First Army Division Brigade Safety Managers or Brigade Additional Duty Safety Officers/NCOs will work directly with their installation TAS-C to develop safety and health related posters and literature. Approval to purchase promotional material from vendors will require approval from Brigade Commanders.

**e. Safety Promotion Items.**

- Each FY, brigades should budget to purchase safety promotion items such as pens, flashlights, tire pressure gauges. These items will be used to promote safety within the organization and will not be used as awards.

**f. US Army Combat Readiness Center Web Page:** is available at <https://safety.army.mil/> this page is intended to be a dynamic information site that provides viewers access to various, significant safety information and related available links.

### **3-4. Safety bulletin boards**

Safety bulletin boards will be established and located in areas with the maximum visibility possible.

a. The unit's safety personnel are responsible for maintaining the general safety bulletin board. Information on the board will be neat, current, interesting, informative, and directly related to safety and mishap prevention. There is no limit to the items that may be displayed.

b. At a minimum, the following items will be included on each board:

- (1) Name(s) of Additional Duty Safety Officer/NCOs.
- (2) Applicable emergency phone numbers (24 hour /7 day operations).
- (3) Commander's Safety Policy/Philosophy Memorandum.
- (4) DD Form 2272 (Department of Defense Safety and Occupational Health Program) for maintenance industrial settings. This form is available on the CRC web site at <https://safety.army.mil/>
- (5) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions.

## 4-Functional Review and Inspection Procedures

### 4-1. General

Hazard identification is the first step of the Composite Risk Management process. Inspections, surveys, assessments and program evaluations are some of the tools or safety processes used to identify hazards or deficiencies as they relate to programs, facilities, equipment, and operations. These same tools may also be used in the final step of the Composite Risk Management process (supervise and evaluate) to measure adequacy or determine effectiveness of controls in achieving desired results.



### 4-2. Responsibilities

- a. Commanders are responsible for establishing and implementing methods to identify hazards to personnel, equipment, and operations.
- b. Brigade Safety Managers are required to coordinate, schedule, and manage the safety survey and inspection programs.
- c. Each Section OIC/NCOIC and/or supervisor will conduct inspections of their respective work areas, make corrections within their capability, or report and request correction of noted discrepancies through their chain of command to their Brigade Safety Office.
- d. Additional responsibilities are outlined in other chapters as they relate to specific programs.
- e. Safety Personnel
  - Safety Personnel will maintain a file/log of hazards and/or deficiencies that are identified through surveys, inspections, assessments, visual observations or other program evaluations. This “hazard log” will serve as a permanent reference for tracking hazards and deficiencies within the unit. It is an excellent management tool for Additional Duty Safety Personnel and Commanders to prioritize and monitor progress of all major safety issues within the First Army Division East. There is no specific form or format required for maintaining the log. Where feasible, a Microsoft Excel Spreadsheet will be utilized to maintain the log. An example of a hazard log provided by the Division Safety Office below. As a minimum, the file/log will contain the following elements:
    - (1) A reference or log number (example: first item on the log for FY 09 could be 09-001)
    - (2) Location of hazard and date discovered (if applicable).
    - (3) Deficiency - List the hazard or violation of a safety standard.
    - (4) Corrective Action - Brief comment on required action to correct deficiency or reduce/eliminate hazard.
    - (5) Risk Assessment Code (RAC) – All hazards or deficiencies will be analyzed with a goal of finding their root cause and translated into risk levels or RAC (i.e. low, moderate, high, and extremely high). See Chapter 6 this regulation.
    - (6) Action Officer/NCO.
    - (7) Suspense date for completing the action.
    - (8) Follow-up actions (if applicable).





## 5-Accident Reporting, Investigation, and Recordkeeping

### 5-1. General

All Army accidents will be reported, investigated, and analyzed in accordance with procedures outlined in this chapter, AR 385-10 and DA Pam 385-40. Accident reports will be used for accident prevention purposes only, and will not be used for adverse administrative or punitive purposes. Definitions of accident classifications are located in AR 385-10, paragraph 3-4. We will report all class C, D, and R accidents through US Army Reporting System REPORTIT.

### 5-2. Responsibilities

a. The Commanding General, First Army Division East, is the appointing authority for all Army Accident Investigation Boards within Division East, this includes all Brigades falling under Title-10 during the mobilization process. An accident investigation board will be appointed by the First Army Division East Commander for all on-duty Class A and B ground accidents, selected off-duty accidents, and Class A, B, and C aviation accidents not selected for investigation by the US Army Combat Readiness Center (USACRC).

#### b. Brigade Commander

(1) Ensure that procedures are in place to affect timely and accurate reporting and investigation of accidents.

(2) Develop pre-accident plans for the organization.

c. The First Army Division East Safety Office will assist commanders with accident classification and investigations.

#### d. Brigade Safety Manager

(1) Provide initial notification and follow-up reports on all serious accidents to the Brigade Commander, the Command Group, and appropriate staff.

(2) Provide telephonic notification of accidents to higher headquarters, First Army Division East, and other agencies, as required.

(3) Conduct accident investigations and serve as advisor to accident investigation boards.

(4) Conduct quarterly accident review and analysis, report to the First Army Division East Safety Director, and disseminate the report to Section OICs /NCOICs.

(5) Develop and implement local standing operating procedures (SOP) for accident reporting, investigation, and recordkeeping, consistent with the provisions of AR 385-10, First Army Reg 385-1 and this SOP.

(6) Review accident reports for accuracy and completeness, and conduct follow-up investigations as needed.

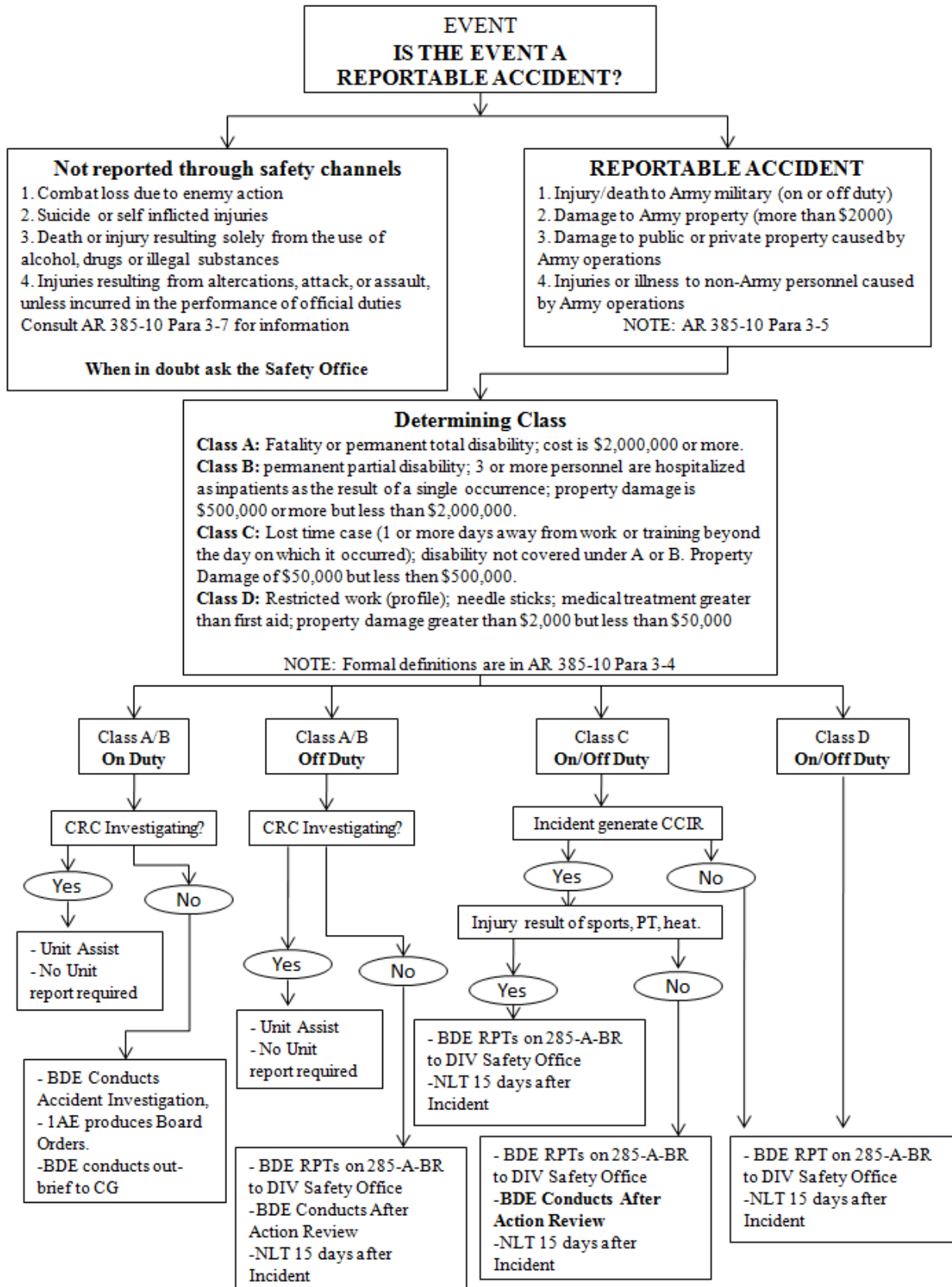
(7) Conduct periodic analysis of accident experiences to identify trends and systemic hazards.

e. The Additional Duty Safety Officer/NCOs will obtain, through the Provost Marshal Office (PMO), a daily summary of accident information collected through MP channels (e.g., MP blotters, traffic accident reports, and serious incident reports).

f. Civilian Personnel Advisory Center (CPAC) will provide Safety Offices copies of personnel injury or illness reports applicable to their command.

g. The Brigade S-4 must coordinate with applicable maintenance or support facility personnel to obtain copies of estimated cost of damage (ECOD) reports for equipment damaged or destroyed in the accident, and forward that information to the Brigade Safety Office for accident classification and subsequent reporting.

### 5.3 Accident Reporting Flow Chart



#### **5-4. Ground accident accountability and reporting procedures**

a. Command channels will be used for the notification process. The affected Battalion or Brigade will report accidents directly to their Commander /CSM. The Commander or CSM will report directly to the Brigade Commander, and laterally to the Brigade Safety Office. Electronic or telephonic notification through command channels will be made immediately to the First Army East Safety Office for any Class A or B on-duty/off duty ground accident, civilian on-duty fatality or hospitalization of three or more people, explosives accident, or when any incident may result in adverse publicity. **The Brigade Safety Manager will provide a report to the First Army Division East Safety Office at 301-833-8333 or 301-833-8337 immediately following the incident.** Telephonic Notification Form (DA 7306) is located at [http://www.army.mil/usapa/eforms/DA5800 to DA7359\\_1.html](http://www.army.mil/usapa/eforms/DA5800%20to%20DA7359_1.html) and can be printed. **Do not delay+.**

b. During training on installations, the Brigade Safety Manager will ensure that notification procedures of Class A and B on-duty ground accidents include the installation safety offices, as well as the First Army Division East Safety Office. The Safety Director will ensure applicable Safety SOPs address reporting procedures for higher headquarters, First Army Division East, and supporting installation safety offices.

c. For Class C and D accidents, the Safety Officers and NCOs will notify the First Army Division East Safety Office either telephonically or electronically (e-mail), of all accidents involving injuries/damage to equipment within 24 hours of occurrence. DA Form 7306-R will be used for telephonic notification or electronic (e-mail) notification. Class C and D on-duty and off-duty ground accident investigations will be completed through US Army Reporting System REPORT IT within 15 days of accident. CCIR producing class C accidents will require after action review completed NLT 15 days after occurrence.

d. Procedures for notification, investigation, and reporting of other specific categories of accidents are outlined in the applicable chapters relating to the specific operational entity (e.g., radiation, explosives, transportation), and AR 385-10.

e. Appendix D contains further guidance on reporting requirements.

f. Civilian accident reporting and investigation will be in accordance with [AR 385-10](#), chapter 3.

#### **5-5. Accident investigation boards**

a. Accident investigation boards will be appointed by the First Army Division East Commanding General and results will be briefed by the Board President. The Brigade Safety Manager will in brief the Board and provide materials to include forms and regulatory guidance concerning accident investigation process. The applicable subordinate safety officer will identify a point of contact (POC) to the Board President for assistance in conducting the investigation. Additionally, the Board President will be provided a point of contact from First Army Division East Safety office that will, as a minimum, assist and track progress of the investigation.

#### **5-6. After Action Reviews of Accidents.**

a. After action reviews (AAR) will be conducted for all

(1) Class C Accidents that have produced a CCIR, excluding personnel injuries (PI) resulting from sports, heat and physical training unless otherwise stated by Unit Commander or First Army Division East Safety Office.

(2) Off duty class A and B accidents for AC, RC, AGR, MOB, TPU and Title-10.

(3) Negligent discharges that result in expenditure of a live round.

#### **5-7. Tracking and analysis of accidents**

a. The First Army Division East Safety Office will gather, track, and analyze accidents within the First Army Division East for the purpose of establishing trends and will identify problem areas for developing countermeasures in the organization. Focus will be on Class A and B on-duty ground accidents; POV and motorcycle/ATV accidents. The First Army Division East Safety Office will conduct quarterly updates regarding overall trends, recommendations, and countermeasures to the First Army Division East Commander.

b. The Additional Duty Safety Officers and NCOs will gather, track, and analyze near-miss incidents and all accidents, to include range, training lanes and live fire training incidents, to establish trends and identify problem areas for use in developing countermeasures.

### **5-8. Recordkeeping**

a. The Brigade Safety Manager will forward one copy of Class A and B ground accident reports to the First Army Division East Safety Office. The First Army Division East Safety Office will forward one copy of Class A and B ground accident reports to the First US Army Safety Office. The First Army Safety Office will maintain a copy of Class A and B ground accident reports.

b. The Brigade Safety Manager will maintain copies of all Class A through D accidents, and applicable incidents. A copy of all Class C and D accidents will be sent to the First Army Division East Safety Office immediately after completion of the report. Reports will be maintained for 5 years.

c. The Division and Brigade Safety Personnel will maintain a copy of civilian accident logs for trends and analysis purposes.

### **5-7. Pre-accident plan**

a. Pre-accident plans are required for garrison and tactical operations, any training exercise, annual training, and deployments and will follow the Composite Risk Management process. Additional Duty Safety Officers /NCOs will coordinate with Subordinate Level commands to ensure all elements are addressed in the plan. The Division/Brigade G-3/S-3, in coordination with the Division East Safety Director and Brigade Safety Managers will be the lead in developing, reviewing and updating these plans. Ultimately, the Commander must ensure that the unit's pre-accident plan is reviewed, approved and tested at least annually.

b. Safety officers will coordinate with the Operations officer to establish routing and ensure specific guidance is addressed in the unit SOP.

### **5-8. Aviation accident reporting and procedures**

Aviation operations are not a normal function in the First Army Division East. When Aviation operations are incorporated into training events mobilizing units will establish and utilize unit SOPs and composite risk management. Units mobilizing under First Army Division East that plan on to conduct Aviation operations will forward unit SOPs to the First Army Division East Safety Office via email at [eastsafety@conus.army.mil](mailto:eastsafety@conus.army.mil) 36 hours prior to exercise. Units will report all Aviation accidents to First Army Division East Safety Office regardless of class within 4 hours at [eastsafety@conus.army.mil](mailto:eastsafety@conus.army.mil). Units will utilize reporting guidance found at CRC website [Aviation Accident Forms](#) to report aviation accidents.

## 6-Composite Risk Management

### 6-1 Integration of Composite Risk Management

Commanders and leaders at every level are responsible for the application and integration of Composite Risk Management into Army operations, programs, systems, and processes. All Army personnel are responsible for using the Composite Risk Management process to effectively control SOH and combat risks to missions, personnel, equipment, and the environment.

Army doctrinal guidance on Composite Risk Management is in [AR 385-10](#), [FM 5-19](#), and [FM 3-100.12](#). Division and Brigade Personnel will use these references, Composite Risk Management training materiel, and this SOP as primary guidance for Composite Risk Management.



### 6-2. Composite Risk Management Risk Acceptance Policy

- a. There will be **NO EXTREMELY HIGH RISK** training or operations conducted within this command.
- b. Before any **High Risk** training or operation is conducted a request must be forwarded to the Division Commander for approval. Such requests must include a Composite Risk Management worksheet and the rationale or need to accept a high residual risk.
- c. Risk decision authority will be based on the overall risk of an activity after application of control measures. First Army Division East has established risk acceptance authority as follows:
  - (1) Extremely High risk – First Army Commander.
  - (2) High risk – First Army Division Commander.
  - (3) Moderate risk – Brigade Commander or first LTC in the chain of command.
  - (4) Low risk – Battalion Commander or leader at execution level.

# Risk Management Matrix

		HAZARD PROBABILITY				
		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
SEVERITY	Catastrophic I	EXTREMELY HIGH	HIGH			
	Critical II					
	Marginal III		MODERATE		LOW	
	Negligible IV				LOW	

### **6-3. Responsibilities**

#### **a. Commanders**

- (1) Establish risk management policy with realistic objectives and priorities.
- (2) Ensure integration of risk management into planning and execution of all operations.
- (3) Make risk decisions at the appropriate level.
- (4) Select and enforce control measures for the most severe and probable hazards.
- (5) Evaluate the effects of control measures in reducing risks.
- (6) Determine effectiveness of control measures and make necessary changes to guidance and controls.

Ensure these changes are fed back to subordinates as guidance for future missions and SOPs.

#### **b. Headquarters Staff**

- (1) G3/S3: Develop an overall operational risk assessment.
- (2) Safety Office: Develop input for commander's risk management policy and guidance.
- (3) G1/S1, G2/S2, G3/S3, G4/S4, G5/S5, G6/S6, and special staff: Coordinate risk assessments for each course of action (COA) in the operational/tactical decision making process and provide these to subordinate units as necessary. Coordinate risk management training.
- (4) Provide support needed to meet operational requirements.
- (5) Ensure procedures and standards are clear and practical for each specified and implied task.
- (6) Apply risk management to the operational/tactical decision making process. Develop and implement controls for the commander that support the mission and protect the force from unnecessary risks and loss of combat power.

#### **c. Safety Director and Unit Safety Officer/NCO**

- (1) Assist unit personnel in the conduct of risk management.
- (2) Conduct training in the practice of risk management.
- (3) Review risk management applications for lessons learned and improvements.

#### **d. Leaders/Supervisors**

- (1) Enforce performance to standard.
- (2) Execute and enforce control measures selected by the commander.
- (3) Provide feedback on the effectiveness of controls.
- (4) Apply risk management to planning and execution of specified and implied tasks.

#### **e. Individuals**

- (1) Understand and implement risk management control measures as directed by the chain of command.
- (2) Report the effectiveness of control measures during after action reviews.

#### **f. Division Safety Office**

- (1) Develop and distribute policy and procedures for application of risk management within First Army Division East.
- (2) Coordinate Risk Management train-the-trainer courses to unit personnel upon request.
- (3) Assist commanders, leaders, safety officers/NCOs and safety professionals with the implementation of a risk management program.

### **6-4. Procedures**

a. General. Effective Composite Risk Management is a multi-echelon process. The initiating headquarters conducts an initial Composite Risk Management Plan for the overall mission, while each subordinate element utilizes the five-step Composite Risk Management process to control, manage, and reduce risk in their respective part of the operation.

#### **b. Documentation.**

(1) Leaders must apply Risk Assessments in a formal written document for at-risk operations (e.g., collective training events, field training exercises, convoy operations, range operations, live fires, physical training, etc). FM 5-19 outlines essential elements to be used in completing the Composite Risk Management Worksheet.

(2) The worksheet will be an integral part of planning. Training documents must remain on file with those documents as a reference for future operations.

c. Inspections and program evaluation. The application and integration of Composite Risk Management will be assessed during program and operational evaluations.

## 6-5. Composite Risk Management process

a. *Composite Risk Management can be summarized in the following five principles:*

- (1) Accept no unnecessary risk.
- (2) Make risk decisions at the appropriate level.
- (3) Accept risk when benefits outweigh costs.
- (4) Manage risks in the planning phase, before execution.
- (5) Reevaluate your Composite Risk Management when there are changes in the operational and/or weather conditions.

b. Application of Composite Risk Management techniques allows the decision maker to make an informed decision. Although the appropriate decision may involve some amount of risk, the risk can be reduced to a level consistent with the benefits.

c. *Basic Composite Risk Management Process.*

- (1) Identify Hazards - List the hazards.
- (2) Assess Hazards - Determine the risk level for each hazard.
- (3) Develop controls and make risk decisions - Develop controls that either eliminate or reduce the risk of a hazard to an acceptable level then make the risk decision at the appropriate level.
- (4) Implement Controls – Integrate risk mitigating controls into task/mission.
- (5) Supervise and evaluate – Ensure risk mitigating controls are followed; obtain feedback.

## 6-6. Three Tier Composite Risk Assessment

Three tier risk assessment will be used for all First Army Division East training operations.

- (1) The Brigade will develop a general risk assessment for the operation.
- (2) The lane observer controller trainer will then develop a more detailed risk assessment based on current conditions.
- (3) Final risk assessment will be conducted by the training unit before execution of the operation.

## 6-7 Ground Risk Assessment Tool

The Ground Risk Assessment Tool (GRAT) was designed to aid in risk mitigation by reinforcing the five-step composite risk management process. GRAT is an interactive Web-based tool that allows users to produce a Composite Risk Management Worksheet (DA Form 7566). Using statistics and information from units Army-wide, the interactive worksheet provides users with a selection of potential accident hazards and controls for various ground operations and off-duty activities. This tool replaces the old ASMIS-1 Ground Risk Assessment Tool. Link <https://safety.army.mil>



## 6-7. Summary

a. Composite Risk Management tools will adapt to the factors of mission, enemy, terrain and weather, troops, time available, civilians (METT-TC). A standardized risk assessment card or checklist may be used initially in the mission analysis and course of action (COA) development or in cases where a routine task is performed in an unchanging environment or static situation. The risk assessment must accurately identify the hazards and determine the level of residual risk to ensure the leader makes his/her risk decisions based upon complete or accurate information.

b. The Composite Risk Management process is intended to provide reasonable controls to support mission accomplishment without exposing the force to unnecessary residual risk.

c. Brigades will follow the Three Tier Composite Risk Management guidelines from First Army.



## **7-Recreational Safety**

### **7-1. General**

Participation in recreational activities enhances morale and develops high standards for physical and mental well-being; however, athletic and recreational injuries are costly to the Army. An accident prevention plan is necessary to prevent accidents and minimize personal injuries. Community and public safety are essential elements of the First Army Division East Safety Program. Such programs focus on providing timely information to Soldiers, employees, their families, and visitors on risks and hazards relating to off-duty and recreational activities. Leader involvement, proper supervision, instruction and training, and thorough planning contribute to the prevention of sports, recreation, and off-duty accidents.

### **7-2. Policy**

Accident prevention programs at all levels will include specific goals and initiatives directed at preventing sports, recreation, and off-duty accidents and injuries.

### **7-3. Responsibilities**

#### **a. The Commander**

- (1) Ensure that personnel participating in sports and recreational activities follow safety rules and regulations.
- (2) Conduct safety briefings prior to command sponsored sporting and recreational events, and prior to official and training holidays.
- (3) Ensure that accidents and/or incidents are reported in accordance with AR 385-10, DA Pam 385-40 and Chapter 5 of this regulation.

#### **b. Brigade Safety Managers**

- (1) Maintain liaison with support facility recreation and sports directors (as applicable). Provide safety support and guidance for command sponsored sports, recreation programs, and special events.
- (2) Conduct review of plans for organizational sports, recreational, and community events. For Army organization-sponsored events, coordinate with appropriate staff elements, and state and local inspection agencies to ensure compliance with applicable standards and statutory requirements.

#### **c. Military/Civilian personnel participating in or attending sports or recreational activities**

- (1) Comply with all rules and regulations and pay particular attention to safety and security aspects of the activity.
- (2) Take into consideration their own physical limitations and conditioning when planning to participate in a particular sport or activity. Each individual is responsible for taking appropriate precautions to avoid overexertion, strains, and other injuries. Each individual should also advise the officer in charge/noncommissioned officer in charge (OIC/NCOIC) of any personal limitations.
- (3) Be responsible for reporting unsafe acts or conditions to the person in charge of the activity or facility, or to the Unit Safety Officers or NCOs.
- d. The senior ranking individual in each group participating in informal or impromptu sports, athletics, or other activities is responsible for enforcing applicable safety rules and practices.

#### **7-4. Procedures**

##### *a. Program management.*

(1) Composite Risk Management will be used to integrate safety and occupational health requirements during the planning stage of organizational recreational activities.

(2) Standing operating procedures (SOPs), letters of instruction (LOIs), memorandums of agreement (MOAs), etc., for operations, use of equipment and facilities, and events will incorporate safety and occupational health requirements as appropriate.

##### *b. Education, training, and promotion.*

(1) Personnel officiating sporting events will be thoroughly indoctrinated regarding the appropriate safety rules and responsibilities. These officials will provide training and briefings to personnel prior to use of facilities and equipment.

(2) All participants in sporting events will be instructed on safety rules applicable to the event.

(3) Hazard warning signs will be posted to inform personnel of physical hazards or prohibited activities, or to preclude personnel from entering restricted or potentially hazardous areas.

(4) Safety education and promotional material will be disseminated to address safety hazards and appropriate precautions associated with seasonal events. Examples include environmental hazards, such as lightning or flooding, and seasonal activities such as swimming, boating, hunting, snow skiing.

(5) Participants in recreation events will be instructed in prevention, recognition, treatment, and notification of heat and cold injuries.

##### *c. Brigade support of major sporting events.*

(1) Plans for major sports, recreation, and community events should be reviewed by safety, environmental, health, fire protection, and security personnel. Representatives from these staffs should be included in planning meetings, in-progress reviews (IPRs) and after action reviews (AARs) for these events.

(2) Any pyrotechnics displays or demonstrations (if applicable) will be coordinated with the local installation safety office, fire department, and associated agencies (to include approval by higher headquarters when required).

##### *d. Accident investigation and reporting.*

(1) Accidents will be reported and investigated in accordance with procedures outlined in AR 385-10, DA Pam 385-40 and Chapter 5 of this regulation.

(2) A Risk Assessment will be developed and tested for all special events to ensure quick reaction/response in case of an accident or emergency. Examples of applicable events include concerts, carnivals, major ceremonies, and sporting events.

e. Hazard Analysis. Events, activities, and incidents will be reviewed periodically by the First Army Division East/Brigade Safety Officers/NCOs to identify hazards, and to prioritize accident prevention programs and initiatives in sports and recreational activities.

## **8-Occupational Health Program**

### **8-1. General**

This chapter establishes policy and assigns responsibilities for implementing the First Army Division East Occupational Health Program (OHP). The objectives of the OHP are to—

- a. Ensure personnel are physically and mentally suited for assigned duties.
- b. Preserve and protect employee health by identifying and controlling unhealthy workplace exposures before illness or injury occur.
- c. Preserve productivity and combat readiness by maintaining employee health.
- d. Provide for the early detection, intervention, and treatment of occupationally acquired or induced illness, injury, or disease.

### **8-2. Policy**

It is the Army and First Army Division East policy to provide each employee and Soldier a safe, healthy, work environment and conditions of employment which are free from recognized hazards that may cause, or are likely to cause, sickness, injury, or death. Commanders and supervisors at all levels will ensure sufficient resources, plans, and programs are established and maintained to—

- a. Comply with the requirements of this chapter and AR 40-5.
- b. Preserve, protect, and monitor employee health.
- c. Identify, evaluate, and control unsafe, unhealthful, employee exposure to chemical, physical, biological and/or ergonomic hazards wherever they occur.
- d. Provide occupational health services to all employees, both military and civilian, unless specifically precluded by law, regulation, or labor agreement.
- e. Protect employees from reprisal for exercising their rights under the OHP and for reporting alleged unsafe, unhealthful working conditions.
- f. Comply with statutory and regulatory requirements, standards, and criteria as promulgated by law, applicable Federal or Defense regulation, and/or national consensus standards for the profession and practice of occupational health including, but not limited to, standards of the Occupational Safety and Health Administration (OSHA), the American Conference of Governmental Industrial Hygienists (ACGIH), American National Standards Institute (ANSI), and the National Institute for Occupational Safety and Health (NIOSH).

### **8-3. Program management and administration**

The First Army Division East Safety Staff administers the OHP throughout their area of responsibility. In many cases, coordination must be made with local installation safety offices for required services.

- a. The First Army Division East Safety Staff ensures that industrial hygiene surveys of their responsible areas of control are completed. Surveys will identify, assess, evaluate and control employee exposure to chemical, physical, biological, and ergonomic hazards.
- b. Medical surveillance of employees. Post-placement, job-transfer, periodic and termination physical examinations will be provided to Active Army and Army Reserve personnel exposed, or potentially exposed, to occupational health hazards in the work environment.

### **8-4. Ergonomics**

The First Army Division East Safety Director will assist subordinate Brigade commanders in developing and implementing an ergonomics program in accordance with DA PAM 40-21. The HQ DA letters and other sources of ergonomics information are available at Army publications WEB page:

### **8-5. Occupational illness, injury, and disease reporting**

Work-related illness, injury, and disease will be reported in accordance with chapter 5 of this SOP, as well as guidance provided in the following publications; 19 CFR Part 10; 29 CFR Part 1704; 29 CFR Parts 1710.95, 1710.1000, and 1710.1030 and DA PAM 40-21.

**8-6. Employee orientation and training**

Supervisors and Staff OICs are responsible for providing job-specific hazard training, education, and orientation to all assigned personnel, including any contracted employees, unless specifically precluded by law, contract, or labor agreement. Training must be provided prior to the commencement of work or change in operation(s) or process(es) used. The degree of training and orientation must be sufficient that personnel are able to recognize hazards within the workplace, respond to workplace emergencies, and protect themselves and others from unsafe, unhealthful, conditions.

## 9-Hazard Communication

### 9-1. General

Everyone must know the hazardous chemicals they work with, whether or not the materials pose a risk to safety or health, and how to minimize or eliminate any such risk. The Hazard Communication Standard (HAZCOM) was issued by OSHA in 1983 and revised in 1987. Executive Order 12196 of 1980 and 29 CFR Part 1960 provides the authority for implementing this standard within the Federal sector. The HAZCOM standard helps protect employees' right to work in a safe and healthful environment. It requires that personnel be—

- a. Informed about hazardous chemicals in their workplace.
- b. Trained to work safely with these materials.

### 9-2. Responsibilities

#### a. Commander through the Brigade Safety Manager

(1) Establish and implement a written hazard communication program in accordance with 29 CFR 1910.1200.

(2) Ensure that Section OICs/NCOICs, supervisors and users receive local training.

(3) Develop, coordinate, and issue hazard communication program policy and guidance for the Brigade.

(4) Appoint, in writing, a hazard communication officer/coordinator (HCO) to manage the HAZCOM Program.

#### b. Brigade Safety Manager

(1) Provide oversight for the overall implementation of this program.

(2) Assist the HCO in developing and implementing a hazard communication SOP at the BRIGADE /BN level.

(3) Monitor/review the HAZCOM program implementation of subordinate Team work areas.

(4) Evaluate the HAZCOM training conducted.

#### c. The hazard communication officer/coordinator

(1) Ensure all containers of chemical hazards in the work place, to include incoming containers, are properly labeled.

(2) Ensure material safety data sheets (MSDSs) are readily accessible to all employees in their work place (on all shifts).

(3) Ensure an up-to-date Hazardous Chemical Inventory is maintained, to include new chemicals or hazards that are introduced into the working environment.

(4) Ensure Soldiers/employees receive initial and sustainment training, and that the training is documented and maintained on file.

(5) Prepare a HAZCOM Program SOP. Develop the unit HAZCOM program in accordance with the local or installation HAZCOM program to ensure local, as well as federal requirements, are followed.

(6) Comply with all published directives.

#### d. Team OICs and supervisors at all levels within the unit

(1) Maintain an inventory of hazardous chemicals or materials in the workplace. When reordering, supervisors will submit, as appropriate, a copy of the last MSDS with the procurement request.

(2) Ensure hazardous substances are properly labeled.

(3) Submit and follow-up work orders to correct identified hazards.

(4) Identify personnel who work with or who may be exposed to hazardous chemicals or materials.

(5) Ensure personnel receive required HAZCOM standards training.

(6) Ensure personnel are provided with, and properly use, prescribed personal protective equipment (PPE).

**9-3. Hazard communication training and evaluation**

a. All personnel will receive initial training as part of in-processing into the unit. Additionally, all personnel will receive a briefing by their immediate supervisor on how to use and handle hazardous chemicals and materials they may work within their workplace.

**c. Updated training subsequent to initial training is required whenever—**

(1) A new material is introduced into the workplace.

(2) A hazard is identified, regarding any material changes.

d. Material for HAZCOM training can be obtained from web-based sites (e.g., <http://www.osha.gov/>) local installation safety office, or the US Army Combat Readiness Center website at <https://safety.army.mil>

## **10-Hearing Conservation**

### **10-1. General**

Hearing loss is a gradual and permanent disability that affects individual performance and quality of life. Information has been accumulated through equipment testing, industrial hygiene surveys, and audiometric evaluations that establish hearing loss as a major factor adversely affecting individual and unit readiness. Leaders at all levels must educate and motivate personnel to prevent permanent hearing loss caused by repeated overexposure to high intensity noise.

### **10-2. Policy**

a. All areas suspected of producing permanent injury to hearing will be treated as a noise hazard location until a noise survey and/or employee time-weighted dosimeter performed in accordance with 29 CFR 1910.95 confirms otherwise.

b. As a minimum, a baseline audiogram is required of all personnel working within noise hazardous areas in excess of 30 or more days per year.

### **10-3. Responsibilities**

#### **a. Commander**

(1) Ensure hearing protection is available, issued and is required to be worn in any area with a high noise hazard.

(2) Appoint, in writing, a unit hearing conservation officer/NCO to manage any required hearing conservation program.

(3) Publish a command emphasis letter explaining the importance of hearing conservation.

#### **b. Division/Brigade Safety Manager /ADSO**

(1) Provide oversight for the overall implementation of this chapter.

(2) Advise the commander immediately when corrective action is needed to ensure an effective program.

(3) Evaluate, at applicable safety command level, the hearing conservation program as part of the annual Standard Army Occupational Safety and Health Inspection (SAOSHI) survey.

(4) Monitor the hearing conservation program.

(5) Coordinate annual training of all personnel on the effects of noise and the proper use of hearing protection devices.

#### **c. Hearing Conservation Officer/NCO**

(1) Ensure a noise hazard survey is performed for each work area. Maintain a copy of the noise hazard survey conducted for each facility.

(2) Develop a unit SOP detailing the requirements of the unit's hearing conservation program.

(3) Ensure annual hearing conservation training is conducted for all Soldiers/personnel.

## **11-Army Motor Vehicle and POV Accident Prevention Program**

### **11-1. General**

This chapter establishes requirements for the Division Army Motor Vehicle and POV Accident Prevention Program. It applies to operation of all Army motor vehicles (AMV); special use and support vehicles and equipment, such as engineer, towing and recovery equipment; and privately owned vehicle (POV) accident prevention. Army guidance and directives are in [AR 385-10](#)

### **11-2. Policy**

Motor vehicle accidents are a major killer of Soldiers/Civilian personnel. As such, Composite Risk Management will be incorporated into all planning, operator selection, training, and supervision of all phases of transportation operations.

### **11-3. Training**

a. All personnel responsible for operating any form of transportation equipment will be properly trained and licensed in accordance with requirements of this chapter and statutory and regulatory requirements for the specified item of equipment.

b. A minimum of four hours of training a year address prevention of POV accidents. The following information, as a minimum, will be included in the training:

- (1) Causes of accidents.
- (2) Emotions and accident causations.
- (3) The effects of drugs and alcohol on driving skills.
- (4) How to avoid a collision with another vehicle.
- (5) How to control fatigue when driving.
- (6) Pedestrian safety precautions.
- (7) Drivers view of motorcycles.
- (8) Local driving hazards.
- (9) Safety restraint usage.

### **11-4. Responsibilities**

#### **a. The Commander**

- (1) Establish and conduct a POV accident prevention program in accordance with [AR 385-10](#), and this regulation.
- (2) Analyze AMV and POV accident data to identify victim profiles, traffic hot spots, and systemic trends in order to tailor programs and accident prevention initiatives.
- (3) Address POV accident prevention in all pre-holiday safety briefings and as part of briefings prior to the end of individual duty training and other training sessions.
- (4) Conduct quarterly no-notice POV safety checks, focusing on identified accident trends such as not wearing seatbelts, safety condition of POV, insurance, etc.
- (5) Use Composite Risk Management techniques, identify hazards associated with POV operations, assess the hazards and make decisions to control them, implement the controls, and supervise execution.
- (6) When possible, provide alternatives; consider other options for Soldiers driving POVs. Encourage use of commercial transportation or use the buddy system when traveling by POV.
- (7) Assess every fatal and serious injury accident involving POVs. Determine what happened, why it happened, and how it could have been prevented. Implement corrective and preventive measures.
- (8) Ensure procedures are prescribed for the safe operation of AMVs on and off Army property.

Procedures will comply with requirements of this regulation, [AR 385-10](#), and [AR 600-55](#).

- (9) Conduct vehicle operator selection, training, testing and licensing in accordance with [AR 600-55](#).
- (10) Recognize AMV operators and units who maintain outstanding safe driving records.
- (11) Develop crew rest/fighter management policy for vehicle operations, to include consideration of civilian jobs and travel time to and from the unit or training site.
- (12) Establish and enforce SOPs for the dispatch of vehicles in accordance with DA Pam 738-751.
- (13) Establish road condition notification procedures for adverse environmental conditions.
- (14) Conduct quarterly no-notice safety checks on AMV as part of enforcement and safety award recognition. Safety checks should focus on issues impacting on accident trends, such as failure to wear



helmets, seatbelts, or personal protective equipment and drivers not being properly trained and licensed for the vehicle being driven.

(15) Ensure personnel requiring a commercial driver's license meet federal medical/physical standards, as outlined in 49 CFR, Parts 391.41 thru 391.49, Department of Transportation (DOT).

**b. The Brigade Safety Managers**

(1) Track all AMV and POV accidents/incidents for systemic issues. Ensure proper reporting and/or recording of all accidents.

(2) Develop proactive safety POV accident prevention programs in concert with Army Safety directives.

(3) Conduct quarterly briefs to Commanders on unit and Army POV safety statistics and initiatives.

(4) Ensure accurate and timely reporting of POV fatalities and major accidents to higher.

**c. Leaders and supervisors of AMV operations**

(1) Ensure standards are consistent and clear to ensure that drivers understand requirements and responsibilities.

(2) Periodically assess driver performance and use recognition, remedial, and disciplinary measures as appropriate.

**d. AMV operators**

(1) Ensure safe operation of the vehicle.

(2) Comply with all traffic laws and regulations.

(3) Conduct Preventive Maintenance Checks and Services (PMCS) prior to, during, and following the operation of a vehicle, in accordance with the applicable operator's manual.

(4) Report accidents, incidents, and vehicle shortcomings to his/her leader or supervisor.

**e. POV operators**

(1) Use seat belts at all times while driving or riding in a POV, on- or off-duty and on or off any military or federal installation and Army property. In vehicles equipped with an automatic shoulder/manual lap belt system, personnel will use the entire restraint system to ensure adequate 3-point protection.

(2) Ensure that child safety seats are used on Army property. Adhere to state law and installation traffic safety rules concerning local child safety seat laws.

(3) Prior to departing on leave, pass, TDY or PCS complete an automated risk assessment from the Travel Risk Planning System (TRiPS) that addresses hazards associated with the POV travel. This tool is designed to be completed for all planned trips outside the Soldier's immediate local area.

(a) The automated risk assessment is available online from US Combat Readiness Center (CRC) web site [https://crcapps2.crc.army.mil/ako\\_auth/TRiPS/default.aspx](https://crcapps2.crc.army.mil/ako_auth/TRiPS/default.aspx). The TRIPS risk assessment tool may be accessed by entering user's AKO name and password.

(b) This assessment will be given to the Supervisor in order to assess the risk to which the Soldier and family members will be exposed on the travel and measures taken to mitigate the risk.

(c) If POV travel will not be taking place during leave or pass, the Soldier will submit a brief memorandum to the command stating that he/she will not be traveling away from duty station/home during the course of his/her leave or pass.

(d) Each Commander will establish the standard distance in which the unit will complete the TRiPS risk assessment and give results to the Supervisor. This assessment will include additional issues such as conflicting civilian work schedules (e.g. work hours that result in reduced rest period prior to departure), maximum time required to meet training schedule requirements based on seasonal environmental hazards, and other considerations that have an impact on safety during travel to and from the Brigade. Each Soldier's risk assessment will be reviewed with commander and/or supervisor. Hazards will be mitigated or eliminated to an acceptable level. A new risk assessment will be completed as changes occur that reduce or increase the risk involved in travel.

(4) All POV drivers must have current and valid driver's license, registration, and proof of insurance.

(5) Cell phone use is strictly prohibited while driving. The only exception to this rule is when the driver employs the use of a hands-free device, and even then, extra care should be taken to keep calls to only those that are necessary and ensure the reduction of distractions.

**f. Civilian personnel and contractors only**

(1) The restraint systems will be used on military installations at all times and off military installations when the vehicle is used for official business.

(2) Restraint systems will be used IAW local laws.

(3) All POV drivers must have a current and valid driver's license, registration, and proof of insurance.

(4) Cell phone and texting use is strictly prohibited while driving. The only exception to this rule is when the driver employs the use of a hands-free device, and even then, extra care should be taken to keep calls to only those that are necessary and ensure the reduction of distractions.

#### **11-5. Army motor vehicle (AMV) and Army combat vehicle (ACV) (General Services Administration (GSA) Government Contracted vehicle accident prevention**

##### **a. The following general policy applies to all Active Army and Reserve organizations:**

(1) The use of headphones or earphones is prohibited while operating an AMV on or off military property. This prohibition does not negate the requirement for wearing hearing protection of combat vehicle crewman (CVC) helmets in vehicles or conditions requiring their use.

(2) Cellular telephones, regardless of how equipped (to include hands-free kits), will not be used to make or receive calls while driving a motorized vehicle. A cellular telephone call will not be answered until the vehicle is stopped and it is safe to make and receive calls. Vehicles will not be placed in motion until a cellular telephone call has been completed. Similarly, voice mail will not be checked and the Internet or other special features of cellular telephones will not be used while operating a vehicle.

(3) Drivers will not eat, drink, or chew tobacco while a vehicle is in motion.

(4) Smoking is prohibited in all military vehicles.

(5) Antennas for all vehicles will be tied down to a height considered safe for highway or cross-country travel to avoid contact with power lines. Exterior radio antennas must be tied down to a height of not more than 13 feet and at least 8 feet from the ground. The end of antennas will be blunted with an antenna tip assembly (FSN 5822-437-2353 for the AS1629 or AT-912 and FSN 5985-930-7223 for the MS-117A).

(6) Ground guides must be used when a vehicle is moving through an assembly area, when backing vehicles (2 ½ ton and larger), or any time visibility is restricted. Complete ground guiding procedures are in FM 21-305. AR 385-10 contains ground-guiding standards. Ground guides will not stand between the vehicle being guided and another object where an inadvertent engine surge or momentary loss of vehicle control could cause injury or death. The vehicle driver will stop the vehicle immediately if—

(a) Visual contact with ground guide is lost.

(b) The ground guide is standing in the danger area between the vehicle and another object.

(c) The ground guide walks backwards or is standing in the vehicle tracks.

(7) Wheeled vehicle drivers will follow procedures for determining clearance when ground guides are not available. In emergencies, when a ground guide is not available (for example, in the civilian domain), wheeled vehicle drivers will—

(a) Dismount and walk completely around the vehicle to verify clearance.

(b) Select a ground reference point that can be seen from the cab of the vehicle.

(c) Mount the vehicle and ensure the ground reference point can be seen from the cab of the vehicle.

(d) Sound the horn and back to the pre-selected ground reference point.

(e) Repeat the process, as necessary, until the desired vehicle position is obtained.

(8) Safe movement of personnel. To the greatest extent possible, personnel will be transported in passenger vehicles, such as sedans, station wagons, or buses. Occupants will be seated when the vehicle is in motion. Transportation of personnel in cargo vehicles is classified as a “high risk” task. Commanders must take action to mitigate this risk. However, due to the factors (exposure and severity in the event that an accident occurs), it cannot be reduced lower than High Risk. The approval authority based on Composite Risk Management guidance in Chapter 6 of this regulation is First U.S. Army Division East Commander or first 06 in the chain of command. Further guidance on the safe transportation of personnel is contained in AR 385-10, AR 600-55, FM 21-305, TB 9-639, and DODI 6055.4. Overloading or overcrowding in order to transport maximum amount of personnel increases the risk significantly. The following restrictions apply to number of personnel that can be transported based on type vehicles. The passenger capacity does not include the operating crew. Any vehicles not listed, refer to AR 385-10 and TB 9-639.

(a) 2 1/2 Ton Standard/LVAD Cargo Truck - Maximum Capacity is 12 personnel.

(b) 2 1/2 Ton Cargo Truck - Maximum Capacity is 14 personnel.

(c) 2 1/2 Ton Dump Truck - Maximum Capacity is 10 personnel.

(d) 5 Ton Cargo Trucks - Maximum Capacity is 16 personnel

(e) 5 Ton Standard/LVAD Dump Truck – Maximum Capacity is 12 personnel.

(f) 5 Ton Standard/LVAD Cargo Truck – Maximum Capacity is 14 personnel.

(g) 5 Ton Long Wheel Base Cargo Truck – Maximum Capacity is 20 personnel.

- (h) 5/4 Ton M880, M881, M882 - Maximum Capacity is 8 personnel.
- (i) 5/4 Ton HMMWV Cargo/Troop Carrier - Maximum Capacity is 4 personnel.
- (9) Passengers who are not crewmembers and carried in the cab of the vehicle are limited to available seat belt positions. The passenger capacity of sedans, vans, station wagons, and other administrative vehicles is limited to the number of seat belt positions.
- (10) Commanders responsible for conducting tactical operations that involve AMVs and equipment will apply all established safety standards (including use of seat belts, speed limits, passenger transportation standards, and vehicle maintenance), unless it is necessary to deviate to accomplish a mission. In training situations, only the unit commander may authorize such deviations. Commanders will evaluate the significance of the assumed risk versus the training benefit in accordance with Composite Risk Management.

(11) Tactical/convoy operations of AMVs are found in chapter 12 of this regulation.

**b. Policy on the use of vehicle safety equipment applies to all Army Reserve organizations:**

- (1) Vehicle restraint systems and any other vehicle safety equipment will not be removed, modified, or disabled.
- (2) Slow moving equipment (e.g., front-end loaders, road graders, crawler-type engineer equipment) traveling 25 MPH or less, will display the Triangular Symbol to alert trailing vehicles as required by 29 CFR, Part 1710.145. Contractor equipment in this category will also use the Triangular Symbol.
- (3) Vehicles carrying a load which extends beyond the sides or more than four feet beyond the front or rear will have the extremities of the load marked with red flags, not less than 12" square in daytime, and with red lights at night. On loads greater than one-third the length of the vehicle cargo bed, supervisors will check with state or local traffic authorities to determine whether a special permit is required.
- (4) Drivers of tactical vehicles will keep lights on at all times when on public highways.
- (5) All AMVs capable of carrying ten or more personnel, or having a gross vehicle weight rating of more than 8,000 pounds, will be equipped with a highway warning kit, in accordance with FM 21-305, when operating on public highways.
- (6) Emergency vehicles will be equipped with stationary, rotating, or flashing lights and sirens.
- (7) Rotating or 170-degree flashing amber lights will be used for cranes (wreckers), oversize or overweight/oversize vehicles, snow-removal equipment, or other road maintenance vehicles, and for the first, middle, and last vehicle in a convoy.
- (8) All military vehicles will be equipped with and use chock blocks when parked on inclines and whenever maintenance is being performed.

**c. Selection, Training, and Licensing.**

- (1) All training will be documented in accordance with AR 600-55.
  - (2) All military and Army civilian personnel who possess a driver's license are required to successfully complete an Army Accident Avoidance Course, or the civilian equivalent, to establish and reinforce a positive attitude toward driving. This training must be documented on the individual's DA Form 348. The training will stress individual responsibility and correct responses to routine and emergency driving situations. It is essential to provide this training expeditiously following entry as a military or Civilian employee. This training has a recurring requirement of every 4 years.
  - (3) Driver improvement courses will be used to reinforce positive attitudes and motivate persons who are convicted of serious moving traffic violations or who are determined to be at fault in an accident while operating an AMV on or off an Army installation. Offenders, military or Civilian, are required to successfully complete this training or lose their installation driving privileges.
  - (4) Military and civilian personnel will receive additional training, as specified in AR 600-55, based on requirements for the type of vehicle to be operated. Personnel requiring a commercial driver's license will meet federal medical/physical standards as outlined in 49 CFR, Parts 391.41 thru 391.49.
  - (5) Tactical vehicle drivers training will be tailored to teach specific driving skills needed for vehicle operation in a field environment. Examples include, towing and backing equipment; black-out driving; vehicle recovery; operation over rough terrain and four-wheel drive; ground guide procedures, techniques and signals; and night vision devices (NVDs). Training for NVDs will be recorded in the individual's driver's training records.
- d. Accident reporting and records will be in accordance with AR 385-10, DA Pam 385-40, and Chapter 5 of this regulation.

**e. Operator rest management. AMV/ACV/GSA/Government Contracted Vehicle.**

(1) Drivers will not be assigned to operate vehicles for more than 10 continuous hours (including rest and meal breaks). The combined duty period for drivers will not exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. If more than 10 hours are needed to complete a driving operation, a qualified assistant driver must be assigned to each vehicle.

(2) Drivers will take 15-minute rest/fuel breaks every 2 hours of driving or every 100 – 150 miles, whichever occurs first. Scheduled meal breaks for trips exceeding 5 hours or longer in length will be taken.

(3) Commanders may request 1-2 hour extensions of the duty period. First U.S. Army Division East Commander or the first 06 in the chain of command is the approving authority.

(4) Maximum distance traveled by a single operator is 350 miles per day unless the destination can be achieved within the next 50 miles.

(4) Unit commanders will ensure their SOPs address policy and procedures concerning crew rest/fighter management.

**f. Policy governing wearing of Advanced Combat Helmets (ACH) in AMVs.**

(1) All personnel will wear an ACH when operating or riding as a passenger in Army motor vehicles in field training exercises, combat training areas, and on military ranges.

(2) Commanders will use the Composite Risk Management process guidance in FM 5-19 and Chapter 6 of this regulation when assessing the level of risk for a particular environment and/or mission.

(3) Local commanders will note that prescribing headgear for civilians (employees, contractors and official visitors) is subject to applicable labor-management agreements and contractor-employer agreements.

**11-6. Privately Owned Vehicles (POVs)**

a. IAW AR 385-10, Soldiers are required to use safety belts at all times, on and off Federal Installations, while driving or riding in a POV or AMV. Civilian employees will use safety belts while driving or riding in a POV or Government-owned vehicle on Federal Installations and also off installations while on official business.

b. The three main causes of vehicular accidents are fatigue, speeding and alcohol.

c. Maintain a safe following distance from the vehicle in front of you. (2 second method)  
Wet weather driving is not an excuse for a mishap; it is a challenge to your driving ability. When weather conditions are wet and slippery it is important to make sure that your vehicle is in a safe and serviceable condition. The following tips will help ensure your vehicle is safe and you are ready for the changing weather.

(1) TIRES: Proper tire care and safety is simple and easy. Use the acronym P.A.R.T. to assist you in checking your tires. Pressure: check to ensure that your tires are not under or over-inflated. Alignment: ensure that your vehicle is not pulling to one side or the steering is shaking. Rotation: rotate your tires every 5,000-6,000 miles to promote uniform tire wear. Tread: all you need is a Lincoln penny. Insert Abe's head into the tread in a couple of spots on each tire. If you can see the entire top of his head, your tread is less than one-sixteenth of an inch deep and your tires should be replaced.

(2) WINDSHIELD WIPERS: Properly maintained windshield wiper blades assure safe driving in bad weather. Ripped or torn wiper blades cannot adequately remove road film and water. Check and ensure your wiper blades are not cracked, torn or worn. Make sure that the arms are not bent and that the blades leave no streaks from being worn.

(3) BRAKES: Check to make sure the brakes are functioning properly. It is very important to have good brakes especially during wet weather. Brakes do not operate as efficiently when they are wet. There are two kinds of Anti-lock Brakes Systems (ABS), four-wheel and rear-wheel. The four-wheel ABS is found on passenger cars and some light trucks, and is designed to help you steer the vehicle and be more stable during emergency braking situations. The rear-wheel ABS is found exclusively on light trucks and is designed to prevent the rear wheels from locking up so that the vehicle doesn't skid sideways.

### **11-7. Special purpose equipment/All Terrain Vehicles (ATVs), Special Purpose Non-Tactical Vehicles**

- a. Special purpose engineer equipment will be moved from one point to another using prime movers to the maximum extent possible.
- b. When equipment is operated on public roads or highways, lead and trail escort vehicles will be used.
- c. Powered industrial trucks/forklifts will be equipped with restraint devices and rollover protection that conforms to applicable Society of Automotive Engineers Standards unless a waiver is obtained from HQDA (DAPE-HRS.).
- d. Special Purpose Non-Tactical Vehicles will follow guidance outlined in the Division East Special Purpose Non-Tactical Vehicles Procedures and Use.

### **11-8. Motorcycles**

a. *General.* The following guidance applies to any member of the First Army Division East (both military and civilian) operating a motorcycle on or off duty, and both on or off military installations.

b. *Training and licensing.*

(1) Operators of motorcycles (both street and off-road versions) must have a valid state vehicle operator's license. Where state and local laws require special licenses to operate motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs), the same requirements apply to operation of those vehicles on DoD property.

(2) Before operating a motorcycle, moped, motor scooter, or ATV, each operator will successfully complete a rider or operator safety course. All leaders must identify and track the required training for all Soldiers who ride motorcycles.

a. All Soldiers must complete the Motorcycle Safety Foundation's Basic Rider Course before riding a motorcycle on or off post.

b. Within 12 months of completing the Basic Riders Course, every Soldier who rides a motorcycle must complete either the Experienced Rider Course or the Sport Bike Rider Course, depending on the primary type of motorcycle they ride.

c. Commanders must ensure all military motorcycle riders who have either deployed or have not ridden for more than 180 days complete Motorcycle Refresher training before riding their motorcycle.

Note: This training may be provided through contract instructors or established locally by unit members.

c. *Safety equipment.*

(1) Required rider equipment: DOT or SNELL-approved protective helmets, shatter-resistant eye protection (glasses, goggles, or face shield), gloves, long-legged pants, long-sleeved shirt or jacket, enclosed sturdy over the ankle foot wear (recommend leather boots or high top shoes), and high visibility garments or reflective vest/belt during the day, and reflective vest/belt during hours of darkness.

(2) Required motorcycle/moped equipment: One rearview mirror (two recommended), front and rear brakes, horn, muffler, electric turn signals, seat and foot rests for each rider, and DOT-approved tires. A properly affixed passenger backrest is recommended for riders who transport passengers. A backrest reduces the chances of a passenger falling off a motorcycle while in motion, and especially upon acceleration.

### **11-8. Bicycle safety**

All personnel, including Family Members, must wear an approved bicycle safety helmet while operating or riding on a bicycle within the boundaries of a military or federal installation. Approved bicycle helmets include those helmets that meet American National Standards Institute (ANSI) or the Snell Memorial foundation standards. The wearing of portable headphones, earphones, ear or other listening devices while jogging/running, bicycling, or skating/skateboarding on or adjacent to roadways intersections on DOD installations is prohibited. When bicycling on roadways on DOD installations during hours of darkness or reduced visibility, bicycles will be equipped with operable head and taillight, and the bicyclist will wear a reflective upper outer garment.

### **11-9. Pedestrian safety**

#### **a. Commanders—**

- (1) Educate all personnel to use paths or sidewalks along roadways and wear reflective outer garments during periods of reduced visibility.
- (2) Designate which routes, time periods, and rules apply to use of roadways by individuals and formations for fitness and other training, and ensure enforcement of established rules.
- (3) Provide and require the use of appropriate fluorescent or reflective personal protective equipment by all DOD personnel who are exposed to traffic hazards as a part of their assigned duties; e.g., marching troops, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines.
- (4) Prohibit the use of headphones or earphones while walking, jogging, skating, or bicycling on roads, streets and trails on military installations.

## **12-Tactical Safety**

### **12-1. General**

Military training, operational missions and exercises are inherently hazardous. In this environment, it is essential that leaders at all levels routinely use and enforce subordinate use of the Composite Risk Management process. Procedures and policy for transportation (AMV, ACV, motorcycles, etc.) are in chapter 11 of this regulation.

### **12-2. Responsibilities**

#### **a. Commanders**

- (1) Complete Composite Risk Management Plan Worksheets and follow Composite Risk Management principles.
  - (2) Develop crew rest/fighter management policies that support mission accomplishment and that conserve training resources.
  - (3) Review safety standards in this regulation when planning and executing field operations.
  - (4) Ensure Safety Directors/officers are involved in initial planning of training and operational exercises.
  - (5) Ensure established safety standards are followed during field operations.
  - (6) Review reports of accidents that occur during exercises and include lessons learned in after action reports (AAR).
  - (7) Develop policy to prevent accidents.
  - (8) Develop severe weather warning plans for training exercises.
- b. The unit operations officers will ensure safety standards in this regulation are included in operation plans submitted by subordinate units.

### **12-3. Army motor vehicles (AMVs)**

- a. Army motor vehicle operators' safety procedures and policy are found in chapter 11 of this regulation.
- b. Drivers of wheeled vehicles carrying hazardous materials will be qualified according to Army Regulations, OSHA, Environmental Protection Agency (EPA), and DOT transporting of hazardous materials requirements.
- c. Built-up wheeled vehicles must meet the standards in [AR 385-10](#) paragraph 11-4.
- d. Soldiers will not ride on cargo in the cargo areas of wheeled vehicles. Transportation of military personnel in a trailer is not authorized.
- e. Soldiers will not be transported in the same vehicle with flammable/combustible materials or hazardous cargo, or in the last vehicle in a convoy.
- f. Wheeled vehicle tailgates must be locked in the up position. If installed, restraining straps extending across rear cargo beds will be secured before vehicle movement.
- g. Drivers of wheeled vehicles will not wear mission-oriented protective posture (MOPP) masks or night vision goggles (NVGs) on public roads and access roads that lead to and from training areas during training.
- h. Drivers will operate vehicles at safe speeds based on road conditions, posted speed limits, and vehicle speed limits. Drivers will not exceed posted speed limits, vehicle speed limits, or 55 mph, whichever is lower.

### **12-4. Army combat vehicles (ACVs)**

- a. Permanent mounting of cloth or any device over the headlights of ACVs is prohibited. Temporary covers may be used if removed prior to driving on public roads or on military roads frequently accessed by privately owned vehicles.
- b. Appropriate head protection will be worn at all times when track vehicles are in operation.
- c. Personnel will not be transported on top or on the sides of tracked vehicles. Soldiers will sit in crewmember compartments, use available seatbelts, and wear appropriate helmet (ACH or CVC).

## **12-5. Disabled vehicles**

- a. Unless specifically authorized, military personnel do not have authority to direct civilian traffic on public highways.
- b. Disabled vehicles must be moved as far as possible off the side of the roadway. Special precautions will be taken to warn approaching drivers of potential danger when vision is limited due to environmental conditions or terrain
- c. Posted guards must wear reflective vests and will warn drivers of traffic accidents, oversized and disabled vehicles, or other hazards on the highways.

## **12-6. Convoy operations**

### **a. Before convoy operations, the Senior Commander**

- (1) Ensure a safety inspection is conducted prior to departure. Units are encouraged to adopt a local checklist in their SOP.
- (2) Identify hazards along the route. A physical reconnaissance of the route is encouraged.
- (3) Prepare and distribute convoy strip maps during the pre-mission briefing attended by vehicle crewmembers.
- (4) Under normal circumstances, limit units to 25 vehicles and serials to no more than 5 vehicle units.
- (5) Ensure correct prime mover tractor-trailer combinations are used before movement.
- (6) Units must obtain State DOT highway permits for movement of oversize/overweight equipment prior to movement over approved routes in CONUS.

### **b. During non tactical/admin training convoy operations, convoy commanders**

- (1) Ensure movement plans are in compliance with local traffic regulations, unless waived by competent authority.
- (2) Ensure halt areas (preplanned and designated "Safe Areas") have been identified along the route. Ensure the use of wheel (chock blocks) AR 385-10 Chapter 11, 11-4 g (5) when parked, sloping terrain, while maintenance is being performed, or when vehicle is parked and a trailer is attached.
- (3) Identify each convoy and oversized or overweight vehicle by the movement numbers that are issued by the transportation movement officer or highway regulating team. The movement number will be displayed prominently on both sides of each vehicle; the front of the leading vehicle, and the rear of the last vehicle of each organized element of the column.
- (4) Ensure a sign (black letters on non-glare white background) with the words "Convoy Follows" in English and local language is displayed on lead vehicle.
- (5) Ensure the last vehicle of each march unit displays a green flag and a black sign on a non-glare white background with the words "Convoy Ahead". The size of the sign will depend on the size and shape of the rear of the vehicle. The sign will not obscure taillights, directional signals, or signs announcing hazardous materials.
- (6) Determine which vehicles, in addition to the lead, middle, and trail vehicles, should turn on rotating amber warning lights (RAWLs) based on visibility, weather conditions, and convoy spacing.

### **c. Senior occupant of each vehicle**

- (1) Ensure drivers do not exceed driving times established by the unit commander or prescribed in the unit SOP.
- (2) Not permit a driver who appears fatigued or physically or mentally impaired, to operate a vehicle.
- (3) Ensure vehicle occupants wear available seatbelts while the vehicle is moving and ensure all loads are secured.
- (4) Ensure the authorized seating capacity of a vehicle is not exceeded. Refer to TB 9-639.
- (5) Assist drivers to back vehicles or execute other difficult maneuvers when an assistant driver is not available.
- (6) Post personnel and warning triangles to warn approaching traffic when the vehicle has stopped or is disabled.
- (7) Ensure vehicle wheel chock blocks are placed to the front and rear of the vehicle's rear tires and that wheels are turned towards curbside when the vehicle is parked uphill or downhill.



**d. Drivers operating vehicles carrying hazardous cargo (fuel or explosives) will be properly licensed**

(1) Properly briefed on safe vehicle operations, convoy operations, proper "signage" for their vehicles, and "Safe Havens", both designated and preplanned.

(2) Provided DA Form 7306-R and instructed to maintain the form as part of the vehicle movement package and use the information in the package as a checklist in an emergency.

**e. Convoy vehicle intervals.**

(1) The space between vehicles in an open column march unit will be at least 100 meters or 6-second intervals on highways; 50 meters or 4-second intervals on secondary roads (excluding congested areas).

(2) March units will reduce speed and vehicle intervals when approaching congested areas and will proceed under closed column. The space between vehicles may be reduced to 25 meters or 2-second intervals, whichever is greater, for movement through congested areas.

(3) Convoy commanders may order the space between vehicles reduced to permit drivers to see the vehicles in front of them in bad weather or when road conditions are poor. Do not reduce the space between vehicles when it would prevent civilian vehicles from safely passing convoys.

f. Reflective clothing. Guide personnel, road guards, wrecker operators, and other personnel will use reflective clothing when walking on or near public roads.

g. Convoy identification. A blue flag on the lead vehicle and a green flag on the rear vehicle will identify each column. They must be positioned so that they do not interfere with driver vision or functional components of the vehicle. When movement is at night, the lead vehicle shows a blue light and the rear vehicle a green light. The vehicle of the convoy commander and the march unit commanders must display a white and black diagonal flag on the left front bumper. This flag is divided diagonally from the lower left corner to the upper right corner with the upper left triangle white and the lower right triangle black. Trail party vehicles carry an international orange safety flag. MP escort vehicles do not display convoy identification flags.

**12-7. Petroleum, oil and lubricants (POL) safety**

a. General guidance for operation of refuel sites is found in FM 10-67-1.

b. The Commander will implement a training program for personnel involved in refueling operations. All POL operations are inherently hazardous and Composite Risk Management must be integrated into each operation and included as part of POL training.

c. Drivers will move their vehicles to refueling points, shut down the vehicles, and turn off radios. Drivers and all passengers will get out of the vehicles when refueling.

d. All POL field operations will be inspected prior to initial use. Inspections should be conducted either by the safety officer or POL supervisor. The POL checklist in FM 10-67-1, 1 or a local unit SOP checklist may be used.

**12-8. Explosives and ammunition safety**

Explosives and ammunition safety is addressed in Chapter 15 of this regulation.

**12-10. Fire prevention and protection**

**The following fire prevention procedures apply to field operations.**

**a. Responsibilities.**

(1) Commanders will appoint a fire marshal and a safety officer for each living area.

(2) Fire marshals will conduct periodic fire inspections in living and maintenance areas.

(3) Fire marshals and safety officers will work together to ensure units provide a pre-deployment briefing, which includes the fire prevention standards in this section.

b. Tents for billeting personnel and storing unit equipment and supplies will be set in rows to ensure maximum safety precautions from fires in the area. Commanders will address this issue in unit SOPs. Tents will be set up away from roads and trails (If possible). Tent ropes should not be crossed.

c. POL storage areas will not be located within 50 meters of tents; single cans of fuel must be stored at least 50 feet from the tent. When possible, POL storage areas will be located at a lower elevation than living areas to prevent fuel leaks from drawing towards the tents.

*h. Fire prevention standards.*

(1) Signs that read "No smoking within 50 feet," in red letters on a white background, will be posted at POL and ammunition storage areas.

(2) FM 10-67-1 contains POL storage and handling procedures. POL vehicles will be bonded and grounded at field locations. Fire extinguishers will be located outside of POL points (storage locations).

(3) Privately owned heating and cooking devices will not be used in tents and vehicles.

(4) Smoking is prohibited within 50 feet of vehicles carrying explosives or flammable fuels.

(5) Fuel cans must have serviceable gaskets.

(6) Gasoline will not be used as a cleaning solvent or a fire starter.

i. Ammunition simulators and similar devices (for example, pyrotechnics) will not be thrown at or near people or into vehicles, structures, or tents. Ensure Brigades establish SOP's and training in the employment of pyrotechnics.

*j. Training:*

(1) There is no established required course for Fire Marshals. Personnel who have been appointed to this position should receive fire prevention training. In most cases this can be accomplished through coordination with the local Fire Department or, if possible, a local Installation Safety Office. At a minimum, on-line instruction in Fire Prevention, Hazards and Safety is available from the CRC University at <https://cra.army.mil>.

(2) The Additional Duty Safety Officers/NCOs will coordinate with commanders to ensure that required fire prevention training is completed.

## **12-11. Radiation Protection Program**

a. Scope. This chapter applies to all First U.S. Army Division East elements procuring, receiving, storing, using, transporting, maintaining, or disposing of radiation producing materials and/or equipment.

b. Policy. Personnel exposures to radiation, contamination of property, and uncontrolled releases of radioactive materials shall be kept as low as reasonably achievable. Prior to the use of sources of ionizing radiation in any program or project, the safety and cost effectiveness of such use must be weighed against the use of alternate methods or materials to achieve project or mission goals.

*c. Responsibilities. Commanders of units that procure, receive, store, ship, use, transport, or dispose of radiation items will:*

(1) Appoint by written orders a school trained Radiation Protection Officer (RPO).

(2) Establish internal procedures to control the procurement, receipt, use, maintenance, storage, and disposal of radioactive gases, solids, and liquids.

(3) Ensure that local radiation protection standards will not be less restrictive than those standards established by AR 385-10, The Army Radiation Safety Program.

(4) Investigate all radiation accidents and incidents.

(5) Ensure personnel working with radioactive items are qualified, properly trained, and enrolled in a radiation dosimeter program, where applicable.

## **13-Water Safety**

### **13-1. Recreational water activities**

**a.** Accidents involving water activities are normally seasonal hazards. These hazards must be addressed by the commander prior to the beginning of water safety training, fishing, swimming, and boating season.

**b. BRIGADE/BN/HHD Commanders**

- (1) Conduct safety briefings at the beginning of swimming season.
- (2) Publicize and post all off-limit areas for water operations and recreational activities.
- (3) Identify all non-swimmers.
- (4) Develop policy and procedures to prevent water-related accidents.

**c.** The Additional Duty Safety Officers/NCOs will publish and promote safety awareness during the seasonal period for recreational water activities.

**d.** The Additional Duty Safety Officers/NCOs will coordinate with the First U.S. Army Division East Safety Office to publish seasonal safety promotion campaigns on recreational water safety.

## **14-Safety Awards**

### **14-1. Purpose**

The goal of the Safety Awards Program is to foster mission accomplishment by recognizing excellence in both military and Civilians in the organization and by motivating personnel to achieve and sustain high levels of performance and safe behaviors. Safety awards are recognized as an essential part of an effective safety program.

### **14-2. Scope**

The following procedures are applicable to all units and individuals assigned or attached to the First Army Division East.

### **14-3. Standards**

Regulatory guidance for the US Army Safety Awards Program is found in AR 385-10, and this SOP. Criteria for specific Army awards are outlined in this chapter. Nominations for all safety awards will be forwarded through the Brigade Commander to the First Army Division East Commander.

### **14-4. Responsibilities**

a. All levels of command will endorse and participate in the Army Accident Prevention Awards Program. Commanders at all levels will establish and implement a local safety awards program in accordance with AR 385-10 and this SOP.

b. The unit Safety Directors are responsible for administering and tracking the awards program for all unit and individual awards identified in this section. The award tracking log in Appendix C, figure C-9 will be used to track all awards presented by the unit and will be filed IAW AR 25-400-2. The log will be maintained as a permanent chronological record of all awards presented both internally and externally to the unit and unit members. Brigade and Battalion Safety Directors will use the log to maintain records of awards approved and presented by their level of command.

### **14-5. US Army safety awards**

a. Unit Awards. Eligibility for unit awards will be determined by the Brigade Safety Manager. Requests for unit awards will be submitted as required by applicable MACOM directives. The unit awards available are listed here and the criteria for submission are identified in [AR 385-10](#) Para. 8-5, as follows:

(1) DA Form 5757 (Director of Army Safety Award). This award is presented by the DASAF to units for significant improvement in their safety record.

(2) Award of Excellence in Safety Plaque. This plaque is awarded by MACOM commanders to units for a three year, accident-free record.

(3) DA Form 5758 (Army Accident Prevention Award of Honor in Safety). This award is presented by MACOM commanders to units for a 2-year, accident-free record. DA Forms 5758 are available through normal publication supply channels.

(4) DA Form 5775 (Army Accident Prevention Award of Accomplishment in Safety). This award is presented by MACOM commanders to units for an accident-free year.

(5) DA Form 5776 (Commander's Special Safety Award). This award is presented by MACOM commanders to units for exemplary safety performance.

Note: The unit's MACOM or higher headquarters may also have unit accident prevention awards to offer. It is the safety manger's responsibility to research and be aware of these opportunities.

b. Individual Awards. The unit safety officer has sole responsibility for the implementation and management of the Commander's individual awards program. Procedures for individual awards management and record keeping are specified in this paragraph and may be supplemented by unique unit programs. The tracking log will be maintained in accordance with AR 25-400-2 and as specified in Para 15-6. Criteria, policies, and procedures for individual DA awards are identified in AR 385-10 as follows:

(1) Chief of Staff, Army, Award for Excellence in Safety Plaque. This plaque is awarded by the CSA to individuals who make significant contributions to the Army accident prevention effort.

(2) DA Form 5777 (United States Army Safety Guardian Award). This award is presented by the DASAF to individuals for extraordinary action in an emergency situation.

(3) DA Form 5778 (Army Aviation Broken Wing Award). This award is presented by the DASAF to individuals in response to an aircraft emergency situation.

(4) Director of Army Safety Special Award of Excellence Plaque. This plaque is awarded by the DASAF to individuals who demonstrate superior safety leadership and/or programs.

(5) DA Form 1119-1 (United States Army Certificate of Achievement in Safety). This award is presented by commanders to individuals for specific achievements in safety as outlined in AR 385-10. The wallet-size DA Form 1119 (United States Army Certificate of Achievement in Safety) should accompany the DA Form 1119-1 when presented to an individual. This certificate of achievement in safety will be used to present the following awards—

(b) United States Army Motor Vehicle Driver Safety Award. Criterion is IAW AR AR 385-10 para 3-5. The safety manager will ensure that an entry is annotated on the recipients DA Form 348 IAW AR 600-55.

(c) United States Army Safety Guardian Award. Eligibility requirements: An individual must, through extraordinary individual action in an emergency situation, accomplish one of the following:

- (1) Prevent an imminently dangerous situation.
- (2) Prevent injury to personnel.
- (3) Minimize or prevent damage to Army property.

#### **14-6. Division East Safety Awards**

##### **a. Brigade Safety Organization Inspection Award**

- (1) This award is solely based upon Organization Inspection of the Brigade Safety Program.
- (2) Brigades that exceed the requirements found in the G-1 Organization Inspection will receive this award.
- (3) Award will be determined by the Division East Safety Office.

##### **b. Best Brigade Safety Program.**

(1) Best Brigade Safety Program of the Year. This Award is given to the Brigade that displays the best safety initiative for the Fiscal Year.

(2) Best Safety Initiatives, can be defined as motorcycle mentorship programs, driving under the influence reduction programs, knowledge articles produced, working with mobilization safety programs and the overall safety climate within the Brigade.

(3) This award will be presented at the end of each fiscal year and will be determined by the First Army Division East Chief of Staff and the Division East Safety Office.

##### **c. Brigade Safety Cup of Excellence**

(1) The Safety Cup will be awarded quarterly to the Brigade that best supports on-duty and off-duty safety initiatives.

(2) To qualify- you will have to go 90 consecutive days without experiencing a DUI, Class A or Class B Accident, minimal class C and D accidents, have met all monthly safety reporting requirements and demonstrating a proactive safety program.

##### **d. Brigade Zero Driving Under the Influence Award**

(1) The Zero DUI Award. To receive the Zero DUI Award the Brigade must have had zero driving under the influence incidence for 360 days or a fiscal year.

(2) The Division East Safety Office will conduct 360 day and fiscal year review of the Division East DUI Tracking Log to determine eligibility.

(3) Only DUI incidents relating to Service Members assigned/attached to the Brigade will be counted. This includes Active, Reserve, National Guard, TPU, OWT and IMA.

##### **e. First Army Division East Individual Safety Award**

(1) This award is designed to acknowledge the individual actions or initiatives that have directly influenced the safety fellow Soldiers.

(2) This Division Award is not based on any calendar or fiscal year. Brigade Safety Managers will forward names of nominees along with a short essay on accomplishment or initiative to the First Army Division Safety Office.

(3) Award will be determined by the First Army Division East Chief of Staff and the Division East Safety Office.

#### **14-7. Award Tracking Log**

Requirements to maintain the log are discussed in paragraph 15-4 subparagraph b of this chapter. A copy of the awards tracking log is available in Appendix C, figure C-9. Directions for maintaining the awards tracking log are as follows:

Block 1: Enter the current fiscal year.

Block 2: Enter the name of the unit maintaining the log.

Block 3: Enter the page number for the first and subsequent pages.

Block 4: Enter the date the procedures for the award were initiated.

Block 5: Enter the rank, grade, or title of the individual receiving the award.

Block 6: Enter the type of award. (Flight Hour, Driving, Impact, personal goal, etc.)

Block 7: Enter a brief narrative of circumstances associated with the award.

Include the date the award was presented to the individual in this block.

#### **14-8. Procedures for administering DA Level safety awards.**

Requests for awards can be submitted to any supervisor and passed through the unit ADSO/ADSNCO to the unit commander. Requests will be in memorandum format and include the nominee's name, rank and type of award requested, inclusive dates and narrative of award basis.

(1) The unit commander will sign all local awards presented and all award requests sent to or thru the unit's higher headquarters for approval.

(2) The Brigade Safety Manager ADSO will ensure the submission of awards meets the requirements of this paragraph and will track awards to presentation.

(3) The Brigade Safety Manager or ADSO will brief the status of the awards program at the unit safety council meetings.

## **15-Weapons, Ammunition, and Explosives Safety**

### **15-1. General**

Units and facilities involved with explosives, either through ammunition/explosives storage, Arms Rooms or explosive mission will comply with directives and guidance provided in AR 385-10, DA Pam 385-64, DOD 6055.9-STD, FORSCOM Regulation 700-4 (as applicable), FORSCOM Regulation 385-1 (as applicable), and this regulation. (A sample range safety checklist is at fig C-7.)

### **15-2. Responsibilities**

*a. The commanders will—*

- (1) Review procedures within their organizations to ensure compliance with local range safety programs.
- (2) Address specific guidance for weapons and ammunition handling procedures in their unit SOP.
- (3) Review in a unit safety memorandum (or other forms of communication) the four basic tenets of weapons handling:
  - (a) Weapons ALWAYS on SAFE.
  - (b) Muzzle Awareness.
  - (c) Trigger Well discipline.
  - (d) Every Weapon is ALWAYS treated as a Loaded Weapon.
- (4) Ensure all Soldiers are properly trained on how and when to clear a weapon. These procedures will be reinforced whenever weapons are issued.

*b. The First U.S. Army Command Safety Director will—*

- (1) Coordinate and process requests for waivers and exemptions for issues that must be forwarded to FORSCOM and/or Department of Defense Explosives Safety Board (DDESB) or US Army Technical Center for Explosives Safety.
- (2) Coordinate with Division Safety Directors and ADSO/NCOs to ensure on-site monitoring of ammunition uploads and other activities involving transportation and storage of ammunition during major field training exercise and mobilization.
- (3) Ensure periodic inspections are conducted by First U.S. Army safety personnel on First U.S. Army ammunition operations and storage areas. First U.S. Army Explosive Safety Representatives will maintain copies of inspections.

*c. The Division/Brigade Safety Manager s/ADSO/NCOs will—*

- (1) Be the principal point of contact for all ammunition and explosives safety actions.
- (2) Coordinate with local installation safety office to ensure monitoring of field and training exercises involving ammunition and explosives for their organizations.
- (3) Coordinate and process requests for waivers and exemptions within their commands and when applicable, forwarding to higher headquarters.

### **15-3. General safety precautions**

- a. Use the Composite Risk Management process for all operations involving ammunition and explosives with a view toward identifying and managing the risks associated with the operation.
- b. Ammunition and explosives operations require an operational or task hazard analysis prior to writing a new SOP or before the biannual review of an existing ammunition or explosives operation.
- c. Personnel conducting the hazard analysis will be knowledgeable in—
  - (1) Ammunition and explosives safety.
  - (2) The task to be performed.
  - (3) The methods used to conduct a hazard analysis.
- d. Written standards must be developed and used for each explosives operation. These standards may be based on standards found in Army publications, such as regulations or technical manuals, or in higher headquarters standard publications.
- e. Only trained personnel who understand the hazards and risks involved in the operation will handle munitions and/or explosives.

#### **15-4. Weapons and ammunition field safety**

- a. Using units must keep ammunition and explosives properly packed to the maximum extent possible. This practice is critical to safety and quality assurance.
- b. Ammunition and explosives must remain packed until immediately prior to their use. Unpack only the quantity to be immediately fired. Save all packing material until exercise is complete for possible use in repack.
- c. Properly repack ammunition before transporting by motor vehicle, aircraft, or watercraft.
- d. Replace safety devices before repackaging; for example, shorting clips on 2.75-inch rockets, electrical shunts on Hoffman devices, and pads protecting primers on gun and mortar ammunition.
- e. Ammunition, which has misfired or has been classified as unserviceable must be indelibly marked and segregated from serviceable ammunition.
- f. Weapons clearing procedures will be addressed in unit SOPs with step-by-step procedures for formation and individual weapons clearing. Soldiers will be briefed on clearing procedures prior to any field exercise, range qualification/familiarization course, or live-fire exercise involving live or blank ammunition. Clearing procedures must be performed according to the weapons technical manual instructions.
- g. Commanders will ensure clearing barrels are located in all areas where weapons must be routinely cleared.

#### **15-5. Accident reporting**

- a. Ammunition and explosives accidents will be reported and investigated in accordance with [AR 385-10](#), [DA Pam 385-40](#), and [chapter 5](#) of this regulation. Malfunctions must be reported in accordance with AR 75-1. Commanders must report and investigate ALL explosive accidents per [AR 385-10](#), paragraph 5-1.
- b. Commanders will report all negligent discharges of a weapon as a Serious Incident Report. They will informally investigate all such instances and render a written report to their higher commander within **96 hours of the incident**.

#### **15-6. Ammunition Storage in Unit Arms Rooms**

- a. *Commanders will:*
  - (1) Ensure ammunition is stored and handled IAW [DoD 6055.9-STD](#), [AR 385-10](#), [DA Pam 385-64](#), [FORSCOM Regulation 385-1](#), [FORSCOM Regulation 700-4](#), and this regulation.
  - (2) Establish policies and procedures in applicable SOPs or regulations for subordinate commands concerning licensing approval procedures, annual reviews, and unit responsibilities.
- b. Commanders responsible for security and operations of Arms Rooms will ensure:
  - (1) The facility/unit Arms Room is properly licensed for storage of ammunition.
  - (2) The explosive site license is reviewed annually.
  - (3) The Composite Risk Management process is used and approving authority signs the document as outlined in Chapter 6 this regulation. The Composite Risk Management document will be posted in the arms room and briefed to all arms room personnel and annually thereafter or when there is a change in hazards or new personnel are assigned to the arms room.
- c. *Brigade ADSO/NCOs will:*
  - (1) Conduct an annual review of Arms Rooms for compliance and encroachment IAW SOP/regulations. The review will include an on-site inspection of the area and a re-computation of the site license.
  - (2) Assist commands in completing a risk assessment of Arms Rooms to ensure hazards have been identified, risk mitigated and appropriate risk level determination assigned.
- d. Arms Rooms will be properly posted with appropriate fire and/or chemical hazard symbols.
- e. Each storage location will have the minimum required 10BC rated fire extinguishers located where they are readily available for use.



f. The explosive site license will be signed and dated by the Commander responsible for the Arms Room or Facility Commander as directed by each unit's major command standard operating procedures. Additionally the commander's Safety Officer will sign the license. A copy of this license will be on file with the Division/Brigade Safety Officer/Manager and local Fire Department. A sample format for Arms Room license is at Figure 17-1. As a minimum the license will specify:

- (1) The location of the unit's arms room.
- (2) Unit's name.
- (3) The net explosive weight quantity distance (NEWQD) of ammunition by hazard class.
- (4) Any notes or restrictions imposed on the arms room by regulations or SOPs.

g. Ammunition which may be stored in a unit's arms room will be classified either as operational readiness, training, or ceremonial:

(1) Operational readiness ammunition involves ammunition for wartime, contingency or peacetime operations in which consequences of the ammunition storage justify the risk of loss of personnel, equipment and resources. The qualifier "operational necessity" is intended to provide commanders the flexibility to ensure mission completion without a waste of resources. It is not intended to allow such storage for convenience.

(2) Training ammunition is defined as limited quantities of ammunition stored temporarily in a unit's arms room to facilitate personnel training on ranges or in the field where receiving and returning ammunition from and to an ammunition holding area or supply point would delay the unit's training adversely. Units that are conducting weapons qualification during inactive duty training may, when required, store limited quantities of HD 1.4 munitions inside an arms room for a limited period of time not to exceed 90 days.

(3) Ceremonial ammunition is not considered an operational necessity. A limited quantity of HD 1.3 and HD 1.4 ceremonial ammunition such as 75 mm blank or 105 mm blank (if applicable) may be stored in an arms room provided no other practical alternative exists. The amount will not exceed the lesser of 55-pounds NEWQD or three full outer packs of ammunition. All outer packs will remain closed and if possible, secured with their original seal.

a. The term "limited quantities" is defined as the minimum amount of ammunition required to support operational missions (e.g. for security guard forces, military police, etc) or the immediate training requirements of the unit.

b. Segregation in arms rooms. Operational ammunition will be spatially separated from training ammunition. Ceremonial ammunition will be spatially separated from training and operational ammunition. All combustible, solvents, petroleum products, or radioactive items must be stored in an approved cabinet for their type and not in the vicinity of the ammunition.

c. Packaging. All ammunition will be maintained in its original shipping container and sealed. One package of each caliber of operational ammunition may be opened if required to support mission execution (ex. guard ammunition, etc). Training ammunition must be closed and sealed unless returning from the range or field, in which case the ammunition will be repacked in its original package, closed and secured shut. Ceremonial ammunition outer packs will remain closed and if possible secured with their original seal.

d. Explosives licenses are permanent documents with no expiration date. However, a new license will be issued, and the old license canceled, if encroachment changes the determining factor or changes in Q-D standards require license alterations.

## 16-Inclement Weather and Motor Vehicles

### 16-1. General

This program will assist commanders with decision-making based on observed road conditions, and help inform all soldiers in a timely manner of those road conditions. This will make driving safer for all personnel.

### 16-2. Purpose

The purpose of this program is to assign responsibilities, define hazardous road condition designators, and establish procedures to notify assigned personnel when hazardous road conditions exist and to address the use of Army motor vehicles (TMP and Tactical) and individual POV travel to and from duty during inclement weather:

### 16-3. Standards

This program will be operated and maintained IAW AR 600-55, AR 385-10.

This program is applicable to all personnel assigned or attached to First Army Division East.

### 16-4. Program responsibilities:

a. The First Army Division East/BRIGADE G-3/S-3 will ensure that a copy of this annex is maintained in First Army Division East SDO book and that Staff Duty Officers/NCOs are thoroughly briefed on these procedures.

b. Unit commanders will ensure that all assigned personnel are briefed on this program.

c. Division and Brigade Safety Officers will assign personnel to contact local installations to determine current road conditions. If either **RED** or **BLACK** road conditions are reported, the SDO/SDNCO will notify the First U.S. Army Division East and Brigade commanders and alert them of the hazardous road condition.

d. Due to the geographical separations of all units of the First Army Division East, units will establish hazardous road condition notification procedures tailored to their unit and location.

e. *The program concept is as follows:*

(1) The following is a general explanation of hazardous road condition designators.

**GREEN** - Ideal road, visibility, and temperature conditions exist. Drivers will observe normal traffic laws, precautions, and speed limits.

**AMBER** - Ideal road, visibility, and temperature conditions do not exist. Drivers will observe normal traffic laws, but take greater precautions and drive at a slower speed.

**RED** - Road, visibility, and temperature conditions are extremely hazardous! If you must drive, take extreme precautions and drive at a greatly reduced speed.

**BLACK** - Road, visibility, and temperature conditions are equal to or worse than noted in Table I-1 below. Only driving for extreme emergencies is recommended.

(2) The following restrictions apply for AMV's:

**GREEN** - None

**AMBER** - The AMV dispatch record will be signed by the commander. No trailers are authorized unless approved by the Brigade Commander.

**RED** - Road conditions are so hazardous that operation of AMV's is restricted to mission-essential and emergency vehicles only. The AMV dispatch record will bear the notation "Mission Essential or Emergency" and will be signed by the Brigade Commander. Emergency vehicles are defined as fire, ambulance, and police vehicles.

**BLACK** - Road conditions are so hazardous that operation of AMV's is restricted to emergency vehicles only. The AMV dispatch record will bear the notation "Emergency" and will be signed by the First Army Division East commander. Emergency vehicles are defined as fire, ambulance, and police vehicles

(3) The following restrictions apply for POV travel to and from duty:

**GREEN** - None

**AMBER** - Travel to duty: Commanders may require only mission essential personnel to report for duty.

Travel from duty: Commanders may authorize early release of personnel based on weather forecast.

Commanders may contact the MPs at any time to determine current and expected road conditions

**RED** - Travel to duty: Commanders will activate their alert rosters directing at least a two hour delay, in personnel reporting for duty. If conditions do not improve, the commander will initiate the alert roster and issue additional instructions. Travel from duty: Based on the current weather forecast and road conditions, Commanders will attempt to release personnel in enough time to allow travel to their residence prior to

**RED** road conditions occur. Commanders should contact the Military Police for local road conditions.

**BLACK** - Travel to duty: Commanders will activate their alert rosters with enough time to alert as many people as possible directing personnel to delay or not to report for duty. If conditions are not expected to improve, the commander will initiate the alert roster and issue additional instructions. Travel from duty: Based on the current weather forecast and road conditions, commanders will attempt to release personnel in enough time to allow travel to their residence prior to **BLACK** road conditions occurring. Commanders should contact the Military Police for local road conditions. Commanders must consider the road conditions at departure point, en-route, and destination before authorizing an off-post dispatch during inclement weather. Commanders must ensure operators and/or supervisors have contacted the MPs for road conditions at the departure and destination points and at military installations along the route of travel.

The following table (Table 17-1) is provided to assist commanders in making risk management decisions concerning inclement weather road conditions. When one or more of the road conditions marked with an asterisk are noted, the corresponding road condition status must be declared. Snow depths should be measured in areas of the road that are not affected by the clearing or drifting actions of the wind.

<b>Road Condition Status Determiners</b>						
<b>Road Condition</b>	<b>Road Surface</b>	<b>Snow</b>	<b>Ice</b>	<b>Snow Depth</b>	<b>Visibility</b>	<b>Temperature</b>
Green	Dry	None or blowing powder	None	None	More than 50 meters	Above 35° F (2°C)
Amber	Wet	*Packed *Slush	*Patches *Black Ice *Slush	*Less than 4 inches	*Between 20 and 50 meters	Between 30° F (-1° C) and 35° F (2° C)
Red	*Flooded	*Drifting	*Sheet Ice	*Between 4 and 8 inches	*Between 15 and 20 meters	Between 10° F (-12° C) and 30°F (-1°C)
Black	*Heavily Flooded	*Heavy Drifting	*Extreme Sheet Ice	*More than 8 inches	*Less than 15 meters	Less than 10°F (-12°C)
*When one or more of the road conditions marked with an asterisk are noted, the corresponding road-condition status must be declared.						

All Brigade Safety Managers, Safety Officers and NCOs will monitor this program and report any deficiencies to their commander.

## **17-Brigade Safety Manager Reporting Requirements**

### **17-1. General**

The Commander at all echelons is responsible for the implementation of their unit safety program. Safety officers appointed by the Commander are responsible for managing the safety program, establishing and developing essential safety program elements, and monitoring all other unit prevention programs. Safety NCOs are responsible for assisting safety officers in managing the safety program.

### **17-2. Brigade Safety Manager reporting requirements**

- a. Brigade Safety Manager s will provide a monthly assessment of their Safety Program Status to the Division East Safety Office utilizing the Commanders Safety Program Status Chart found at [www.us.army.mil](http://www.us.army.mil) "1AE Safety".
- b. Copy of safety personnel appointment orders will be forwarded to Division Safety Office and placed in Brigade folders at [www.us.army.mil](http://www.us.army.mil) "1AE Safety"
- c. A copy of Safety Council Meeting minutes will be forwarded to Division Safety office and placed in Brigade folders at [www.us.army.mil](http://www.us.army.mil) "1AE Safety"
- d. Annual Command Safety Program Review Findings of subordinate units forwarded to Division Safety Office. [www.us.army.mil](http://www.us.army.mil) "1AE Safety".
- e. Semi-annual Safety Survey Inspection results of subordinate units forwarded to Division Safety Office and placed at [www.us.army.mil](http://www.us.army.mil) "1AE Safety".
- f. Copies of AGARs forwarded to Division Safety Office within 15 days of accident, and placed in Brigade folders at [www.us.army.mil](http://www.us.army.mil) "1AE Safety"
- g. Nominees for Safety Awards forwarded to Division Safety Office.
- h. Copy of Brigade Safety SOP signed by commander forwarded to Division Safety Office and placed in Brigade folders at [www.us.army.mil](http://www.us.army.mil) "1AE Safety"
- i. Completed copies of the hazard inventory log and the APPW will be forwarded to Division Safety Office and placed in Brigade folders at [www.us.army.mil](http://www.us.army.mil) "1AE Safety"

## **18-Prevention Programs**

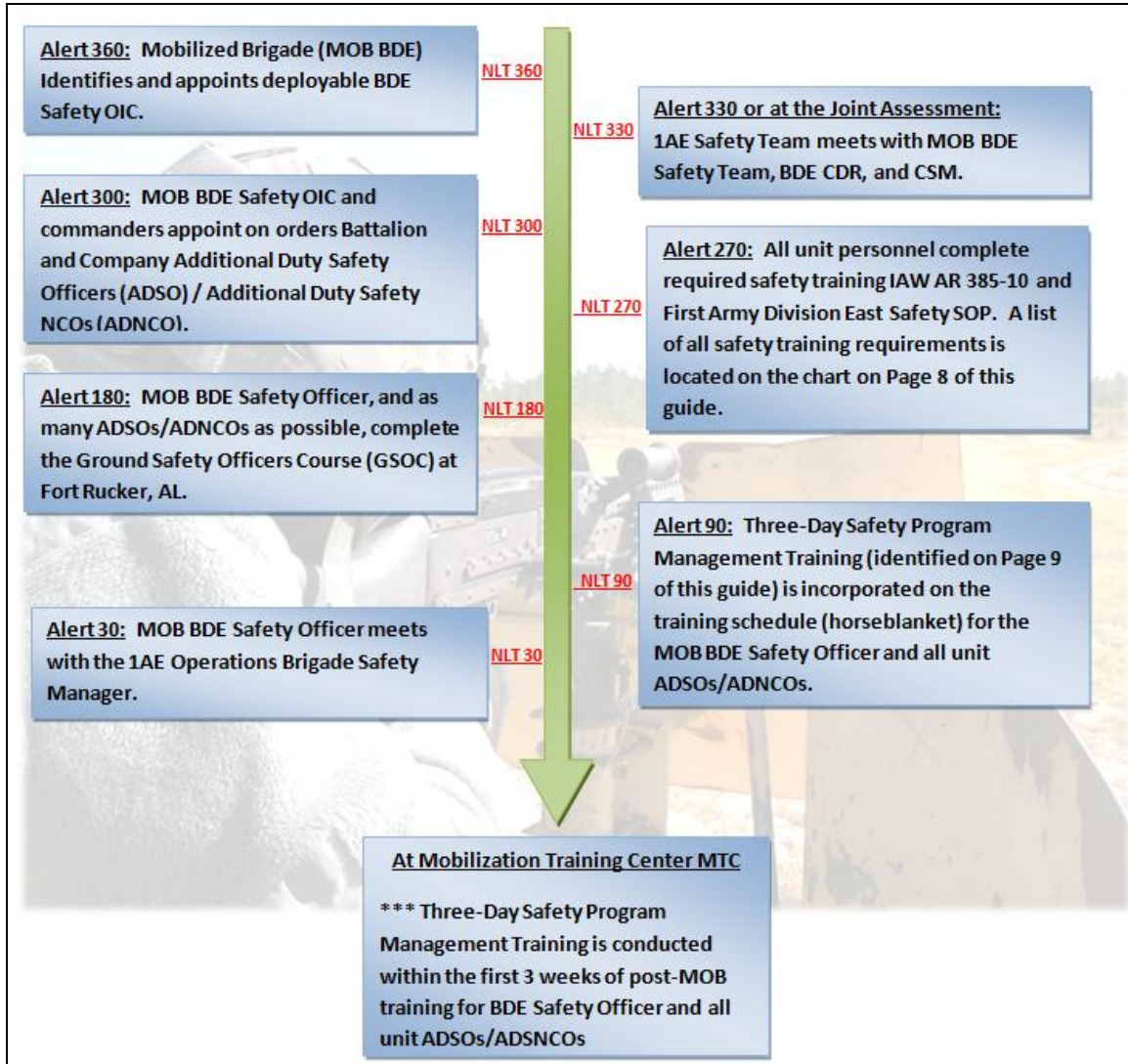
18.1 The following general prevention programs will be established by the responsible section supervisor and approved by the commander. The individual responsible for the program will be placed on orders.

Other programs can be identified based on the mission requirements of the unit:

- a. Fire Prevention.
- b. Hearing Conservation
- c. Hazardous Material Identification
- d. Hazard Communication
- e. Driver Training (Summer and Winter)
- f. Heat/Cold Prevention.
- g. Convoy Safety
- h. Mission Risk Assessment
- i. Preventive Maintenance Management
- j. Confined Space Entry
- k. Lockout/Tagout
- l. Respiratory Protection
- m. Radiation Protection
- n. Tactical Field Safety
- o. Orientation/Training

## 19-Mobilization Critical Activities and Procedures

### 19-1 Alert at day 360 road map to war.



### 19-2 Consult Mobilization Safety Guide Training and Support

- Contact the Division East Safety Office for a copy of the MOB Safety Guide.

## **20- FORSCOM Army Safety Augmentation Detachment (ASAD)**

### **20.1-ASAD Request**

The Division East Safety Office will request through First Army to Forces Command ASAD Personnel for 1AE Brigades. Division Safety Office constantly monitors Brigade activities and mobilization load to determine Augmentation needs. First Army Division East will request ASAD support for Brigades as required.

### **20.2- ASAD**

- a. Perform duties as outlined in AR 385-10 and this regulation.
- b. ASAD Personnel will support and work under the Brigade Safety Manager regardless of rank. ASAD primary mission is to support of the Brigade Safety Program; ASAD will not rate any personnel working as ADSO/NCO in the Brigade and below Safety Offices.
- c. Brigade Commanders will establish rating chain for ASAD personnel. ASAD rater, senior rater and reviewer if applicable will be at the discretion of the Commander.
- d. ASAD cannot perform duties outside of safety, i.e. casualty assistance officer, staff duty, field ordering officer.

# **Division East**



**“Train for Combat”**