

FORT HOOD REGULATION 385-10

**SAFETY
Garrison Safety Program**

**Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood Texas 76544
19 APRIL 2016**

Unclassified

SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 385-10 Garrison Safety Program

- This issue is dated 19 April 2016
- Updated Directorate sections to reflect current policies, regulations and standards
- Major revision to bring in compliance with Installation Management Command Regulation 385-10.
- Revised Summary to reflect “the safety and Health of Fort Hood Personnel”.
- Chapter 1 section 1-2: Added Department of Defense
- Chapter 1 section 1-4: Removed Composite from Risk Management
- Chapter 1 section 1-5: Added Safety and Accident Prevention Programs
- Chapter 1 section 1-5 Responsibilities (a-12): added: and provide oversight on partnered Safety and Occupational Health Programs.
- Chapter 1 section 1-5 Responsibilities (a-19): added: Additional Duty Safety officers.
- Chapter 1 section 1-5 Responsibilities (b-1): added: and acquisition of appropriate Risk Assessment Code.
- Chapter 1 section 1-5 Director Responsibilities: added: paragraphs g-14 and g-15.
- Chapter 1 section 1-5 Directors/Activity Chiefs Responsibilities: added: paragraphs h-3 and h-4.
- Chapter 1 section 1-5 Additional Duty Safety Officer/Collateral Duty Safety Officer Responsibilities: added: paragraphs j-6.
- Adds definition of an Army accident (para 2-2).
- Updates accident reporting responsibilities to align with changes to OSHA’s recordkeeping requirements effective 1 January, 2015 (para 2-3).
- Adds accident class criteria (para 2-4).

- Adds requirements to safeguard personally identifiable information (para 2-9).
- Establishes accident investigation report review process (para 2-10).
- Adds additional driver training requirements (para 3-1 *b*, 3-1 *c*).
- Adds motorcycle licensing and training requirements for Fort Hood (para 3-4).
- Training: added: Initially and new employees (section 6-4).
- Adds directorate responsibilities (Chapter 8).
- Adds instructions for violations of rules (Chapter 11).
- Establishes that Installation Safety Office will provide oversight of the Respiratory Protection Program (para 12-2a).
- Changes to the chapter to include both military and civilian personnel requirements. (Chapter 14).
- Realigned the chapter to conform to the language of Department of the Army Pamphlet 385-30. (Chapter 15).
- Removed Lockout/Tagout of Hazardous Energy Sources (Chapter 17).
- Removed Confined Space Entry (Chapter 20).
- Revised Appendix A changing the required form identified in Chapter 15 to Department of Defense Form 2977, Deliberate Risk Assessment Worksheet.
- Removed Appendix E Lockout Tagout Requirements

Safety
GARRISON SAFETY PROGRAM

History. This is an initial issue regulation.

Summary. This regulation sets policy and procedure for the Safety and Health of Fort Hood Personnel.

Applicability. This regulation applies to Directorates, Special Staff and activities at Fort Hood Garrison.

Supplementation. Local supplementation of this regulation is prohibited unless specifically approved by the Installation Safety Office.

Suggested improvements. The proponent of this regulation is the Office of the Garrison Commander, Installation Safety Office. Send comments and suggested improvements to Commander, USAG, ATTN: IMHD-SO, Fort Hood, Texas 76544-5002.

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*Supersedes III Corps and Fort Hood Regulation 385-10 dated: 1 October 2015

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Chapter 1 Introduction

1-1. General.

This regulation applies to all Garrison activities, directorates, and staff offices/departments supported by the Installation Safety Office (ISO).

1-2. Purpose.

a. This regulation prescribes Garrison policy, responsibilities, procedures to protect, and preserve Army and the Department of Defense (DOD) personnel and property against accidental loss and injury. It provides for public safety incumbent to Army operations, activities, healthful workplaces, procedures, and equipment.

b. This regulation mandates Garrison Safety Program policies, procedures and guidelines into one comprehensive safety program for all Garrison operations and supported special safety programs normally conducted by tenant organizations and overseen by the ISO (Army Traffic Safety Training Program (ATSTP), Radiation, Ammunition & Explosives (A&E), and Confined Space Program). This regulation provides new policy on Army Safety management procedures with special emphasis on responsibilities and organizational concepts. It implements requirements of the Williams-Steiger Occupational Safety and Health Administration (OSHA) Act of 1970, as implemented in Executive Order 12196, Occupational safety and health programs for Federal Employees; Title 29, Code of Federal Regulations (CFRs) Part 1960 (Basic Program Elements for Federal Employees OSHA); Department of Defense Instruction (DODI) 6055.01 (Safety and Occupational Health Program), Safety and Occupational Health (SOH), and Installation Management Command (IMCOM) Regulation 385-10, (IMCOM Safety Program).

c. Suggested Improvements: The proponent for this regulation is the ISO. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Garrison Commander.

1-3. References.

Required and related publications are listed at appendix A.

1-4. Policy.

a. Leaders, managers/supervisors, at all levels must pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses thus providing more efficient use of resources. Decision makers at all levels will employ the Army's process to effectively preclude unacceptable risk to the safety of personnel and property. Accidental losses affect combat readiness and mission degradation. Positive action will be taken to control these losses through the process, training, education, and aggressive leadership involvement. The Garrison program requirements are in chapter 15. Labor management relations and responsibilities regarding consultations, negotiations, and, union management agreements. As well as applicable laws, rules, or government-wide regulations will be fulfilled and complied with

b. The following principles will be effectively integrated into all Garrison plans, programs, decision processes, operations, and activities:

(1) Decision makers at every level will employ the Army process, as specified in chapter 15 of this regulation to avoid unnecessary risk/loss to missions, personnel, equipment, and the environment.

(2) The acquisition of materials, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary risk and control residual risks.

(3) Life cycle safety considerations will be considered in the acquisition, use/ disposal of chemicals, hazardous materials so as not to endanger/ compromise public health, safety, and the environment.

(4) Appropriate action will be taken to expeditiously correct nonconformities with mandated standards, workplace deficiencies, hazards, and accident causes.

(5) Performance standards for military/civilian managers/supervisors will include accident prevention, and Occupational Health (OH) responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing SOH responsibilities will be considered in Army civilian employee performance appraisals, Officer Evaluation Reports (OERs), and Non-Commissioned Officer Evaluation Reports (NCOERs) in accordance with DODI 6055.1.

1-5. Responsibilities.

The Garrison Commander (GC) exercises overall responsibility for the Garrison Safety and Accident Prevention Programs. The Garrison Chief of Safety acts on behalf of the Garrison Commander in discharging this responsibility and exercises overall staff responsibility. The Chief of Safety, as a member of the Commander's special staff, will report directly to the GC and Deputy Garrison Commander.

The US Army Garrison ISO will:

(1) Provide for the establishment, implementation of plans, policies, and procedures for conducting safety programs at all levels of command. Assist directors, supervisors/managers in determining the amount, and qualifications of personnel necessary to ensure an effective accident prevention program.

(2) Provide technical and professional assistance to eliminate or control unsafe behavior and unsafe environments within the workplace.

(3) Determine the need for, obtain, and distribute safety promotional and educational materials.

(4) Provide technical assistance in accident investigation, reporting to ensure accuracy, and completeness.

(5) Collect, analyze/disseminate data concerning the accident trends of the United States Army Garrison (USAG), prepare reports of safety activities, and conduct studies as required by higher authorities.

(6) Review operating procedures, manuals, directives, other instructions to ensure the incorporation of safe practices and safe physical standards.

(7) Assist in reviewing plans for proposed demonstrations, exhibits to ensure the safety of Army personnel, and the public.

(8) Maintain close liaison with other staff agencies, military services, along with federal and civilian agencies, in all relevant safety matters.

(9) Conduct surveys and inspections of USAG Moderate to High Risk activities to include review of effectiveness of accident prevention programs.

(10) Conduct Standard Army Safety and Occupational Health Inspections (SASOHI) of USAG work sites categorized as medium to high risks operations.

(11) Implement and manage all aspects of the Army Safety Program for the USAG as outlined in Army Regulation (AR) 385-10, Army Safety Program and other pertinent safety regulations, messages and DA Pamphlets.

(12) Implement and manage the Garrison safety related regulations, Explosives Safety Program; the Radiation Protection Program, the Army Traffic Safety Training Program, and provide oversight on partnered Safety and Occupational Health Programs.

(13) Develop recommendations for corrective measures when warranted by adverse accident rates, trends, hazardous conditions, procedures, or other deficiencies.

(14) Provide accident prevention material and ensure high quality training for Civilian safety personnel at all levels.

(15) Coordinate with Preventive Medicine Service (PMS) and United States (U.S.) Army Medical Center (MEDCEN) to identify and abate existing or potential occupational health hazards in the workplace.

(16) Publicize channels for reporting unsafe or unhealthful conditions.

(17) Convene the Garrison Safety and Occupational Health Advisory Committee (SOHAC) quarterly or as directed by the Garrison Commander.

(18) Fulfill and comply with labor management relations responsibilities regarding consultation, negotiation, union/management agreements, applicable laws, rules, and government-wide regulations.

(19) Mentor and develop assigned Garrison Safety and Occupational Health Specialists, Collateral Duty Safety Officer (CDSO) and Additional Duty Safety Officer (ADSO) personnel to ensure competence while performing these duties.

(20) Assist in providing safety support for range and training complex activities in the event of an accident or mishap.

(21) Request the assistance of MEDCEN for the support of Garrison accident investigations.

(22) Participate in the design review process for new and existing facilities.

(23) Will be the safety and occupational health (SOH) subject matter experts (SME) advisors to the contracting activity for contract clause inclusion, accident and safety plan review, and support to the contracting officer representative (COR) when requested by the contracting activity.

Directorate of Public Works (DPW) will:

(1) Consolidate deficiencies, where correction exceeds local capability, and into projects for Department of the Army funding.

(2) Establish internal procedures in accordance with Fort Hood Regulation (FHR) 420-27 (Care, Maintenance, and Alterations of Facilities) to assure work requests identified by ISO as imminently dangerous Risk Assessment Category (RAC) 1 or 2 are corrected immediately RAC 1 10 days, RAC 2 30 days, RAC 3 90 Days.

(3) Provide the ISO a quarterly status report (Installation OSHA Abatement Plan) of safety deficiency abatement status.

(4) Ensure compliance with OSHA standards and applicable codes

(5) Ensure prevention construction infringement per Department of the Army Pamphlet (DA PAM) 385-64 (Ammunition and Explosives Safety Standards) on the Ammunition Supply Point (ASP), Hood Army Airfield (HAAF), Robert Gray Army Airfield (RGAAF), or other approved ammunition site plan locations.

(6) Support the safety program within their respective areas and provide necessary assistance to enhance the overall safety effectiveness of the installation.

(7) Ensure that Department of Defense (DD) Form 1348-6 (DOD's Single Line Item Requisition System Document) or DA Form 3953 (Purchase Request and Commitment) or equivalent web based electronic Purchase Request for all hazardous chemicals or materials include the required information per AR 700-141, Hazardous material Information System.

(8) Conduct or contract Lightning Protection System testing as required by DA PAM 385-64 and IMCOM Regulation (REG) 5-13 (Total Army Munitions Requirements and Prioritization Policy), National Fire Protection Association (NFPA) 70-E. Provide results of the testing to the ISO.

Directorate of Plans, Training, Mobilization and Security (DPTMS) will:

(1) Report incidents and accidents in accordance with established Significant Incident Reporting (SIR) procedures.

(2) Initiate range waivers by the Range Support Officer in accordance with AR 385-63, Range Safety, and DA PAM 385-63, Range Safety.

(3) Ensure risk assessments are conducted for live fire events.

(4) Ensure that a comprehensive range safety program is established.

(5) Disseminate relevant weather warnings and updates to units in the field.

(6) Ensure range modernization plans are reviewed for safety requirements in accordance with AR 385-63 and DA PAM 385-63.

(7) Keep the ISO abreast of any and all accidents.

Director of Emergency Services (DES) will:

(1) Support ISO investigations to include providing necessary reports (see Chapter 2).

(2) Assist in correcting potential traffic hazards.

(3) Provide and/or keep the ISO abreast of Fire Incidents.

(4) Keep the ISO abreast of any and all accidents.

Civilian Personnel Advisory Center (CPAC):

(1) Advises of administrative penalties for civilian abuses of any of the required programs contained within this regulation.

(2) Coordinate with ISO on all aspects of the Federal Employees Compensation Act (FECA) program in order to reduce unwarranted and lengthy lost workday claims.

(3) Consult with ISO during the negotiation of all safety aspects of employee organization contracts.

(4) Ensures union notification of any change in policy, practice, or working conditions provided by ISO.

(5) Provide the ISO quarterly information regarding lost time, FECA claims, and Continuation of Pay (COP) costs.

(6) Provide the ISO a copy of the Civilian Personnel Strength report monthly.

Mission & Installation Contracting Command (MICC) will:

- (1) Require accident prevention and safety plans, risk assessment/job hazard analysis with commercial contracts for review and concurrence by the ISO.
- (2) Ensure contractors are advised during pre-performance conferences that all accidents involving contractor employees must be reported promptly to the contracting officer.
- (3) Assist in the enforcement of contract safety requirements through close coordination with the ISO, DPW inspectors, Contracting Officer's Representative (COR), and contract administrators.
- (4) Contractors needing to bring equipment containing radioactive material onto Fort Hood must comply with the requirements of FHR 385-24 (Ionizing and Non-Ionizing Radiation Protection Program).

Directors and Activity Chiefs will:

- (1) Act as Safety Officers for their directorate, activity and appoint CDSO's/ (ADSO's) in writing.
- (2) Appoint CDSO personnel for civilian organizations to accomplish assigned duties and responsibilities in accordance with (IAW) Source DA PAM 385-10, The Army Safety Program.
- (3) Publicize all channels available for reporting unsafe and unhealthful working conditions, emphasizing personnel responsible for making such reports.
- (4) Ensure a Job Hazard Analysis (JHA) is available for all positions to accurately identify hazards an employee may be exposed to, the requirement for wearing specific items of Protective Clothing and Equipment/Personal Protective Equipment(PCE/PPE); other unique safety requirements such as hazard specific safety training. Also the JHA must be added as an appendix to their safety related Standing Operating Procedures (SOPs).
- (5) Include safe practices and physical standards in all directives and SOPs. Assure a comprehensive SOP is prepared and readily available for each hazardous operation. The SOPs will contain detailed operating procedures, emergency procedures, training required, and required inspections, as well as other applicable information.
- (6) Develop and implement an accident prevention and low risk inspection program encompassing all operations and activities under their control. Establish specific written safety goals for their organization.
- (7) Include safety objectives in all Civilian employees, Civilian supervisor's performance plans, enlisted efficiency reports, and officer evaluation reports.
- (8) Arrange/allocate time for all Directorate personnel to accomplish all required safety training and receive a safety orientation from the CDSO and/or supervisor within 14 days of assignment to an activity.
- (9) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission and motivate and instruct personnel in safe performance.
- (10) Ensure compliance with all appropriate provisions of this document and referenced safety regulations.

(11) Require all supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required PPE and safe practices.

(12) Appoint a safety council at directorate level. Safety councils will meet at least quarterly.

(13) Ensure job specific safety training is conducted annually and recorded.

(14) Report and investigate all accidents and close call incidents.

(15) Report unsafe work conditions to the CDSO/ISO, and input all accidents into the Army ReportIt online system.

(16) Provide the ISO with Estimated Cost of Damage (ECOD) reports on all facilities, equipment and vehicles involved in accidents.

Directors or equivalent, of organizations that are primarily administrative in nature with no extremely high, high, or moderate risk activities will:

(1) Use this regulation as their safety SOP.

(2) Appoint a CDSO in writing.

(3) Report and investigate all accidents and close call incidents.

(4) Report unsafe work conditions to the CDSO/ISO.

(5) Not be required to have a quarterly directorate safety council. However, they are required to participate in the Installation Garrison Command Safety Council.

(6) Inspect work areas on an annual basis. Since these are low-risk work areas, quarterly inspections are not required. Inspection results will be maintained for 1 year. Unsafe conditions will be handled per requirements in chapter 7.

(7) Not be required to have a radiation SOP.

(8) Provide safety training at least semi-annually to include summer safety and winter safety Garrison Campaign training. Training records will be maintained for 1 year.

(9) Ensure that the Privately Owned Vehicle (POV) Inspection Checklist are made available to all civilian DOD employees.

(10) Ensure a JHA is available for all positions to accurately identify hazards an employee may be exposed to, the requirement for wearing specific items of PCE/PPE; other unique safety requirements such as hazard specific safety training. Also the JHA must be added as an appendix to their safety related SOPs.

Supervisors will:

(1) Perform a Deliberate Risk Assessment and JHA to ensure the work environment complies with applicable safety standards and regulations and those personnel under their supervision and perform all operations in the safest possible manner consistent with the mission. Assure employees under their supervision observe and comply with appropriate safety and occupational health rules and regulations, including the use of PPE provided for their protection. Supervisors will set the example in using PPE.

(2) Be responsible for accident prevention to the same extent as for production, services.

(3) Control unsafe acts or conditions that may be conducive to accidents; procure, maintain in sanitary working condition, require use of PPE and devices necessary to protect employees from injury.

(4) Report unsafe workplace conditions to ISO for assistance in correction. Where DPW support will correct such deficiencies, request Service Order or prepare/submit DA Form 4283 (Facilities Engineering Work Request) IAW FH REG. 420-27 and provide any/all updates of abatement status to the ISO.

(5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities.

(6) Orient all newly assigned personnel concerning the hazards inherent in their job/work environment through review of the JHA for their duty position, documented as part of initial counseling. Conduct regulatory training concerning specialized, general hazards in the workplace, and methods for avoiding accidents.

(7) Report promptly all injuries on Compensation Act (CA) form CA-1 or workplace illnesses on form CA-2. Conduct a comprehensive factual investigation of all on-duty injuries / accidents.

(8) Ensure facts on civilian compensation forms are fully documented and accurately reported.

(9) Provide light duty for employees injured on the job when indicated by a competent medical authority.

Collateral Duty Safety Officers / Additional Duty Safety Officers will:

(1) Complete the on-line CDSO or ADSO course and complete the local safety training course within 30 days of appointment.

(2) Become familiar with Army and OSHA safety regulations, safety requirements for the unit, principles of accidents prevention, and safety aspects included in SOPs, field manuals, technical manuals, etc.

(3) Interpret safety policies, procedures for the director, supervisors, and subordinate safety personnel.

(4) Supervise and/or conduct quarterly safety inspections of organizational facilities; giving particular attention to recurring serious hazards and to new or varied operations. Follow-up to ensure corrective accidents are taken.

(5) Coordinate with supervisors to provide technical assistance to eliminate unsafe work practices.

(6) Maintain a safety continuity binder with as a minimum contain inspections, training, work orders, accidents, safety messages, and JHA's.

(7) Maintain safety records on all near misses/injuries and analyze the activity's accident experiences to determine accident patterns, then develop and implement countermeasures.

(8) Provide the director/chief with periodic safety progress reports and information concerning accidents.

(9) Provide assistance to directors/chiefs in conducting periodic briefings with supervisors and employees regarding the objectives of the safety program, methods of attaining those objectives, and the degree of success expected.

(10) Determine the need for and obtain material for safety training, safety promotions, and safety awards.

(11) Input all accidents into online Army Accident Report It System.

Responsibilities listed above are for the overall general safety program. Responsibilities for specific areas or activities are provided in subsequent respective chapters addressing that subject.

Chapter 2

Reporting and Investigation of Army Accidents.

2-1. General.

Army policy is to investigate and report Army accidents to prevent like occurrences. Accident reporting and investigating will be performed per the requirements of AR 385-10, DA PAM 385-40, Army Accident Investigation and Reporting, and this document.

2-2. Army Accident

An army accident is defined as an unplanned event, or series of events, which results in one or more of the following:

- a. Occupational illness to Army military or DA Civilian personnel.
- b. Injury to on-duty Army Civilian personnel.
- c. Injury to Army military personnel on or off duty.
- d. Damage to Army property.
- e. Damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the accident).

2-3. Responsibilities

The director or supervisor directly responsible for the operation, material, or person(s) involved in an accident will:

- a. Report all accidents and near misses to the ISO within 14 days or as soon as possible with the following exceptions.
 - (1) Work-related fatalities must be reported immediately.
 - (2) Accidents or occupational illness that result in an inpatient hospitalization, amputation, eye loss or loss of sight injuries must be reported within 24 hours.
- b. Investigate all accidents in order to identify all factor (mistakes, errors, failures, and/or system inadequacies which may have caused or contributed to the accident.
- c. Identify and implement corrective actions in order to prevent or minimize the likelihood of similar recurrences.
- d. Submit an electronic DA Form 285-AB, Abbreviated Ground Accident Report (AGAR) or DA Form 285, Technical Report of US Army Ground Accident on each accident that meets reporting classification requirements per AR 385-10, DA PAM 385-40, and as advised by the ISO. This accident report shall be submitted via the automated Army Accident Reporting System (ReportIt) in accordance with IMCOM Regulation 385-10.
- e. Accidents resulting in a fatality, permanent or partial disability, or property damage of \$500,000 or more, and special case accidents as determined by the Garrison Commander and Chief of Installation Safety Office will be investigated by an accident investigation board appointed locally or from the U.S. Army Combat Readiness Center

(USACRC). Accident investigation boards will be convened in accordance with AR 385-10 and DA PAM 385-40 for all Class A and B accidents.

2-4. Accident Classes

a. A Class A accident is an Army accident in which the total cost of property damage is \$2,000,000 or more; or an injury or occupational illness that results in a fatality or permanent total disability.

b. A Class B accident is an Army accident in which the total cost of property damage is \$500,000 or more, but less than \$2,000,000; or an injury or occupational illness that results in a permanent partial disability; or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. A Class C accident is an Army accident in which the total cost of property damage is \$50,000 or more, but less than \$500,000; or a nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred.

d. A Class D accident is an Army accident in which the total cost of property damage is \$20,000 or more but less than \$50,000; or a nonfatal injury or illness that results in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries, and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or work-related tuberculosis case.

2-5. Non-reportable Occupational Illnesses and Injuries.

See DA PAM 385-40, 3-7 for definitions and exclusions.

2.6. ACTIONS.

a. Directors will initiate the following actions upon learning of a Class A or Class B accident.

(1) Immediately notify the Military Police Desk Sergeant at 911 (if this has not already occurred and the Installation Operation Center (IOC) after regular duty hours. At a minimum, notification should include the information below; however, notification will not be delayed because certain elements are unknown.

(a) Date and time of accident.

(b) Name, social security number, and unit.

(c) Extent of injuries or damage.

(d) Type and location of accident and disposition of injured persons and damaged property.

(e) Hazardous or sensitive materials involved.

(f) Weather conditions at time of the accident.

(g) Brief synopsis of the event. Include alcohol/drug use, if applicable. For motor vehicle accidents, indicate if individual was wearing seat belt or motorcycle PPE and had received accident avoidance training and/or motorcycle rider training.

(2) Follow the protocol laid out in DA Pam 385-40. As well as ensure the accident site is secured immediately in coordination with Military Police Investigators

(MPI) Criminal Investigation Division (CID) personnel, and remains secured until released by Military Police and ISO personnel.

b. The IOC will immediately notify the Chief of Safety ISO (254-289-3832)-when notified of an accident after regular duty hours.

c. DES will:

- (1) Dispatch Emergency Services.
- (2) Provide initial accident site security.

d. MEDCEN will:

Provide evacuation and treatment of injured personnel.

e. DPW will:

(1) Minimize environmental damage. Cleanup of oil, fuel, other hazardous material spills will be accomplished after the site has been released, and ISO will be notified.

(2) Provide, as required, a suitable, secure area for storage of wreckage, and perform technical inspection of wreckage.

f. ISO will:

Notify the Garrison Commander and his deputy, and then the following as required of a Class A or B accident:

- (1) USACRC.
- (2) IMCOM.
- (3) OSHA.
- (4) Other concerned agencies.

2-7. Privileged Information.

Accident reports and associated documents are privileged information and cannot be used as evidence or to obtain evidence in any disciplinary action per AR 385-10. The ISO will be authorized to view/collect accident information, videos, and witness statements for the purpose of conducting accident investigation to determine cause of accident.

2-8. Safeguarding Personally Identifiable Information (PII)

Individuals collecting and handling PII and accident information must ensure that any personal information contained in a report of an accident, of which they have access to and are using to conduct official business, shall protect that information so that the security and confidentiality of the information is preserved. Individuals with access to this information must not disclose any personal information contained in any report of an Army accident, except as authorized by Army or DOD regulations. Personnel willfully making such disclosure when knowing that disclosure is prohibited are subject to possible criminal penalties and/or administrative sanctions.

2-9. Review of accident investigation reports.

All accident investigation reports shall be routed through the automated reporting system as follows.

a. The initial reviewing official will normally be the commander of the unit involved or the commander of the supervisor directly responsible for the operation, material, or

persons involved in the accident. This official will review the accident report, provide written concurrence or non-concurrence with the findings/recommendations, ensure that factual data are circulated within the unit, ensure recommendations that can be put into effect at the unit level are implemented, and forward the original through the designated chain of command to the Army Headquarters approval authority.

b. The installation-level safety manager or the equivalent when an installation safety office does not exist will ensure that the entire accident report is prepared per instructions, and accident data are analyzed for prevention purposes.

c. Army Headquarters commanders or their designated representatives will provide written concurrence or non-concurrence for each finding and recommendation made by the accident investigation board (Class A, Class B, and aviation Class C accidents). The Army Headquarters safety office will ensure that the accident report is complete and take additional actions when required.

Chapter 3

Prevention of Vehicle Accidents.

3-1. Driver Training.

All Army personnel Soldiers and Civilians required to drive an Army Motor Vehicle (AMV), including both Army owned and leased vehicles (i.e. GSA), must meet the requirements of the Army Traffic Safety Training Program as outlined in AR 385-10 and AR 600-55 (The Army Driver and Training Program), The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

a. All personnel who are required to drive an AMV vehicle will successfully complete the online Accident Avoidance Course every four years.

(1) Drivers of Army-owned or leased buses, military police vehicles, ambulances, fire trucks, fueling vehicles, vehicles carrying hazardous cargo, crash-rescue vehicles, or other emergency vehicles must complete additional training required in AR 385-10 and AR 600-55.

(2) Organizations are responsible for completing the training.

(3) Upon completion of on-line training, certificates will be provided and are valid for four years from date of class completion. Certificates are maintained at activity level;

(4) Optional Form 346 (U.S. Government Motor Vehicle Operators' Identification Card) will not be issued to personnel until they have completed the accident avoidance course.

b. All Army personnel who are newly assigned to Fort Hood will complete the online Local Area Hazard Training. This training provides awareness on local driving hazards. https://training.hood.army.mil/safety/Register_New_User.aspx

c. Army Soldiers must complete required Army Traffic Safety Training Program courses per AR 358-10, 11-7.

3-2. Army Motor Vehicle Seat Belts.

a. Seat belts will be inspected by the operator before use to ensure they are functional. Vehicles with damaged or nonfunctioning seat belts will not be used until repaired.

b. All personnel operating or riding as passengers in AMVs will wear installed seat belts.

3-3. Ground Guides.

Ground guides will be used in congested mixed pedestrian / vehicle non-roadway areas. Ground guides will be proficient in the use of hand and arm signals. Ground guides will walk 2 yards outside the path of the vehicle when space permits and a minimum of 5 yards in the front or rear of the vehicle they are guiding. Continuous visual contact will be maintained between the driver and the dismounted guide. Minimum of 2 ground guides, front and rear, when necessary for backing a vehicle.

3-4. Motorcycles.

a. All operators of government-owned and privately owned motorcycles (both street and off-highway versions) on Fort Hood must be appropriately licensed to operate on Fort Hood and public highways.

b. Army Soldiers who operate a motorcycle and DA Civilian employees who operate a motorcycle in the performance of their duties will complete required progressive motorcycle training as outlined in AR-385-10, 11-9 and the most current III Corps Command Accident Prevention and Motorcycle Safety Training Policy Letter.

3-5. All-Terrain Vehicles (ATV).

When ATVs are authorized for official use on-post, i.e., game wardens and Range Control personnel, all drivers will be trained and licensed. Drivers and riders will wear a helmet (which meets the American National Standards Institute standards), goggles or face shield, and full fingered gloves. As well as long trousers, long sleeve shirt or jacket, and leather boots or over-the ankle shoes. The operator of an ATV will not carry more persons than for which the vehicle was designed.

3-6. Utility Task Vehicle (UTV).

A Recreational Off-highway Vehicle (ROV) will conform to the same requirements as an UTV. When UTVs/ROVs are authorized for official use on-post, i.e., game wardens and Range Control personnel, all drivers will be trained and licensed. Manufacturer installed safety equipment will be maintained in working order. Operators will not exceed the recommended load carrying capacity, personnel capacity, or maximum safe vehicle speed. Cargo items will be properly secured. Manufacturer provided occupant protective devices will be worn by operators and passengers. UTVs/ROVs will not be operated on public or installation roadways. Adequate head protection (DOT Safety Standard No.218) as a minimum will be used when not equipped with manufacturer installed rollover protection.

Chapter 4 Personnel Movement on Roadways

4. General.

Personnel movement on roadways shall be in compliance with FHR 190-5 (Fort Hood Traffic Code).

Chapter 5 Ammunition and Explosives Safety Program.

5. General.

Ammunition and Explosives Safety Program is covered in Fort Hood Regulation 385-64. Explosives Safety Management Program (ESMP).

Chapter 6 Directorate/Activity Safety Program

6-1. General

Directorate/Activity Management shall define the scope of their individual Occupational Safety and Health Program and formally document this within a developed SOP. The scope should include requirements for frequent scheduled/unscheduled self-audits of the safety program and how that is implemented within its respective areas.

6-2. Standard Operating Procedure (SOP) Minimum Requirements

The SOP shall include procedures for all hazard areas within the individual directorate. Referring guidance to relevant regulations is acceptable; however, procedures/operations peculiar to Fort Hood shall be adequately detailed within the SOP. The SOP should include how the Directorate/Activity and its employees will be expected to respond to severe weather and emergency situations. The individual SOPs shall be reviewed at least annually, when supervisors/managers change, as internal processes change, and whenever a safety related mishap/injury has occurred. The SOP should include measurable objectives, such as: compliance with AR 385-10 and this document, how the Directorate/Activity will attempt the prevention of injury and/or ill health of its employees, etc.

6-3. Hazard Identification and Mitigation

JHA shall be completed for all tasks performed by employees. The level of detail shall be determined by the individual Directorate/Activity. JHA's shall be included as an addendum to the SOP. JHA's shall be reviewed at least annually, as internal processes change, and whenever a safety related mishap/injury has occurred.

6-4. Training

Employees shall be trained at least annually on the Directorate/Activity SOP. Whenever a safety related mishap/injury occurs, employees within the affected area will be retrained on the related portion of the SOP in an effort to prevent future occurrences;

should the event be a Directorate/Activity-wide process, then all employees within that Directorate/Activity shall receive this training.

6-5. Continuous Improvement

Directorates/Activities will strive for continuous improvement of their safety program in order to continually reduce the risks to their employees. This should occur throughout the year, during SOP/JHA review, and during Directorate/Activity safety program self-audits. When considering changes to existing controls, take into account the reduction of risks using the hierarchy of controls:

- a) Elimination
- b) Substitution
- c) Engineering controls
- d) Signage/warnings and/or administrative controls
- e) Personal Protective Equipment

6-6. Documentation

Directorates/Activities will be expected to provide documentation of training, self-audits, review of JHA/SOPs, etc. During the annual SASOHI, ISO professionals will inspect for the requirements found within this document and specifically within this chapter. ISO professionals will also spot check for compliance with these requirements throughout the year in an effort to assist the Directorate/Activity with keeping their employees safe and healthy. Documentation may include hard copy forms; however, electronic documentation is the preferred method.

Chapter 7

Hazard Identification.

7-1. General.

The identification and correction of unsafe practices and unsafe physical conditions through safety inspections is essential to a successful accident prevention program.

7-2. Inspections.

To properly direct efforts to eliminate the cause of accidental injuries and property damage, management personnel must ensure safety inspections are conducted at all levels. Minimum requirements for safety inspections are as follows:

- a. All personnel within an organization have a responsibility to conduct safety inspections and report safety hazards and safety violations to their supervisor. Additional and Collateral Duty Safety Officers will inspect operations, and facilities and record the results of the inspection on DA Form 4754, (Violation Inventory Log) or electronic equivalent at least quarterly.
- b. ISO personnel will provide assistance to appointed CDSO's and ensure Garrison work sites are inspected at least once annually, using the SASOHI procedures described in AR 385-10. These inspections may be conducted with or without prior notification.

(1) A report of deficiencies observed by ISO during the inspection will be provided to the director/chief of the activity inspected. These reports will cite hazard severity, safety program achievements and deficiencies, and recommended corrective action. A copy of all surveys will be maintained by the Directorate/Activity Safety Manager/Officer.

(2) The directorate or activity inspected will be required to respond to the ISO in writing concerning corrective action taken on each cited deficiency within the time frame indicated on the inspection report. Follow-up procedures will be established by the directorate/ activity to ensure each deficiency is corrected.

(3) After the prescribed period, the ISO will re-inspect a representative sample of noted deficient areas to ensure corrective action/abatement has been put in place, and whether this meets minimum safety standards. Abatement plans will be further followed up to ensure continued compliance on a quarterly basis, and to ensure a proper corrective action plan is being created.

7-3. Abatement Plans.

a. The establishment of a site-specific abatement plan is required by 29 CFR Part 1960, Occupational Safety and Health Programs for Federal Employees and AR 385-10. These plans if required will be written by the affected organization for all violations in RACs I, requiring more than 10 days to correct, RAC II requiring more than 30 days to correct. RAC III, requiring more than 90 days to correct. See chapter 15 for descriptions of RACs.

b. Violations often require abatement plans, a completed DA 4756 or electronic equivalent, solely because preparing, processing, scheduling, and actually doing the work requires more than 30 days. The unit will forward the work request to the ISO who will assign a RAC code to the work request and return to the POC for submission to DPW.

7-4. Reports of Unsafe or Unhealthful Working Conditions.

a. Management is responsible for the timely investigating and correcting (if necessary) all reports of unsafe or unhealthful working conditions such as

- (1) Oral reports directly to the supervisor.
- (2) Reports through operational channels.
- (3) Telephone calls to the ISO.
- (4) The Army Hazard Reporting System.

b. The Army Hazard Reporting System provides a route for personnel to bring complaints directly to the installation level, by passing intermediate commands or supervisory elements.

(1) If an employee is not satisfied with the action taken to correct the alleged condition, they may make a written report to the Chief, ISO, on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) or telephonically to (254) 287-3459. This form is available at the Army Publications Directorate or Army Knowledge On-Line (AKO). Refer to DD Form 2272, DOD Safety and Occupational Health Protection Program, for reporting hazards.

(2) Reports submitted to the ISO will be investigated per AR 385-10 and DA PAM 385-10.

(3) All reports will be investigated by safety or health professional. The originator, if known, will be notified of the results of the investigation in writing within 10 working days following receipt of the hazard report.

(4) If the originator is dissatisfied with the Chief of Safety's response, they may appeal to the Garrison Commander who will review the findings and take appropriate action.

(5) If the originator is dissatisfied with the Garrison Commander's response, they may appeal in accordance with DA PAM 385-10.

(6) Substantiated conditions will be documented on a DA Form 4753, Notice of Unsafe or Unhealthy Working Condition and posted at the location.

(a) Oral reports directly to the supervisor.

(b) Reports through operational channels.

(c) Telephone calls to the ISO.

(d) The Army Hazard Reporting System.

c. The Army Hazard Reporting System Operational Hazard Reports or DA Form 4755, provides a route for personnel to bring complaints directly to the installation level, bypassing intermediate commands or supervisory elements.

7-5. Responsibilities

ISO will:

(a) Perform investigation of all Class A and B accidents, documentation, and follow-up inspection for reports of unsafe or unhealthy working conditions within ten working days from receipt of the written report. Documentation report will contain, as a minimum:

(1) A narrative description and the specific location of the alleged unsafe or unhealthy condition.

(2) Confirmation of the existence of an unsafe or unhealthy working condition.

(3) Action taken or planned to eliminate or control a confirmed unsafe or unhealthy condition.

(4) A statement informing the employee filing the report that they may appeal any determination as outlined in this chapter.

(b) Maintain the investigation report and furnish a copy to the employee making the report and to the immediate supervisor.

(c) Maintain completed case files on employee reports of unsafe or unhealthy working conditions for five years following the end of the calendar year to which they relate.

(d) Post DA Form 4753, Notice of Unsafe or Unhealthy Working Condition at location of substantiated condition until the unsafe or unhealthy working condition has been abated

. Supervisors will:

- (a) Conduct all Class C and D accident investigations and forward a completed copy to the ISO.
- (b) Initiate prompt corrective action for unsafe or unhealthful conditions.
- (c) Activate work stoppage where imminent danger exists.
- (d) Ensure that no act of reprisal, coercion, etc., is taken against any employee for filing a report of unsafe or unhealthful working condition.
- (e) Post DD Form 2272, DOD Occupational Safety and Health Protection Program (Poster) on all unit/activity bulletin boards to provide personnel with information on how to report safety and occupational health hazards.

7-6. Reporting Procedures

a. Verbally advise the workplace supervisor of the condition. Since many SOH problems can be eliminated as soon as they are identified, the existence of any formalized reporting procedures shall not preclude immediate correction by the supervisor whenever possible. Employees shall not be required to await the outcome of an oral report before filing a written notification of the condition. If an employee is not satisfied with actions taken to correct the alleged condition, they may make a written report to the Chief, ISO, utilizing the procedures outlined below.

b. Provide written notification of the condition.

(1) Written reports of the program shall utilize DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Conditions. This form is available at the Army Publications Directorate or AKO. Normally, reports would be signed; however, anonymous reports will be investigated in the same manner as other reports. Reports can be submitted directly to the ISO.

(2) Persons submitting signed reports who request anonymity will not be revealed by the SOH Office to anyone other than the necessary/appropriate installation level staff.

(3) Reports that appear to involve imminent danger situations will be investigated immediately. If an imminent danger situation is discovered, the individual performing the inspection will take whatever steps necessary to ensure the immediate safety and health of affected personnel and notify the chain of command, up to and including the Commanding Officer. Upon completing the initial inspection, the investigator will initiate procedures outlined in this chapter.

(4) Investigations involving non-imminent danger reports will begin as soon as possible following receipt of the unsafe or unhealthful working condition report. Upon completing the initial inspection, the investigator will initiate procedures outlined in this chapter.

(5) The originator of the unsafe or unhealthful working condition report, if known, will be notified in writing within ten working days from the receipt of the report as to the result of the investigation. If this ten working day suspense cannot be met, the originator will then be provided an interim response:

(6) If the determination is made that a hazard exists, the reply will include a summary of the action to be taken and anticipated date for corrective action.

(7) If the determination is made that a hazard does not exist, the reply to the originator will include the basis for that determination. The reply will encourage informal contact between the individual submitting the report and the SOH Office if additional explanations are desired. It will also inform the individual of his right to appeal as outlined in this chapter.

(8) In the event that the originator of the report is dissatisfied with the determination, they are encouraged to confer with ISO to attempt to arrive at a resolution. In the event that the originator remains dissatisfied, he/she is authorized to submit an appeal following the procedures set forth below.

(a) The originator may appeal to the installation commander. The installation commander will review the finding and take appropriate action.

(b) If the originator is dissatisfied with the installation commander's response, the originator may appeal to the Army Headquarters SOH official. Such appeals will be transmitted through channels to the Army Headquarters, which will review the finding, investigate as necessary and verify the appropriateness of the installation-level response.

(c) If the report of hazard is judged unfounded, a reply to the originator rejecting their appeal will explain the basis for the rejection and will advise him or her of their right to appeal to the Army-designated Safety and Occupational Health Official Assistant Secretary of the Army for Installations and Environment. Upon receipt of an appeal, this official will review the case and reply to the originator with a statement of findings.

(d) If the appeal is rejected, the reply will advise the originator of their right to further appeal according to 29 CFR 1960 to the DoD-designated occupational safety and health official.

Chapter 8

Procedures for Inspecting/Maintaining Bleachers.

8-1. General.

This chapter establishes the policy and procedures to be followed by organizations for safety inspection and maintenance of bleachers owned and maintained by garrison activities.

8-2. Responsibilities.

ISO will:

(1) Provide assistance if needed or requested to Garrison Directorates and other organizations as assigned by the Garrison Command Group or Chief, Garrison Safety Office.

(2) Conduct inspections of newly purchased or installed bleachers.

Directorate Collateral Duty Safety Officers will:

(1) Maintain a current list of bleacher locations for which they are responsible.

(2) Conduct an inspection of all bleachers assigned prior to use, using Appendix B, Bleacher Inspection Criteria.

(3) Installation of new bleachers will be accomplished per the manufacturer's assembly instructions. Newly purchased bleachers will not be used until a safety inspection has been conducted and bleachers are date-stamped.

Chapter 9

Protective Clothing and Equipment/Personal Protective Equipment (PCE/PPE).

9-1. General

a. OSHA standards require that employers assess the workplace to determine if hazards are present which necessitate the use of PPE and clothing. All personnel required to wear PPE must do so when exposed to noise, foot, eye, head, hand, or breathing hazards.

b. Directorates/activities must recognize that personal protective devices do nothing to reduce or eliminate the hazard itself. They merely establish a line of defense, and any equipment breakdown, failure or misuse immediately exposes the worker to the hazard. Many protective devices, through misapplication or improper maintenance, can become ineffective without the knowledge of the wearer and can have potentially serious consequences. For this reason, proper equipment selection, maintenance, employee training (including equipment limitations) and mandatory enforcement of equipment use are key elements of an effective PPE program

9-2. Policy

a. Supervisors will ensure PCE/PPE is provided when required and enforce its use and maintenance. Contact the ISO for clarification of any questions on the use of PCE/PPE.

b. Areas / Equipment where PCE/PPE is required will be appropriately marked. JHA and Safety Data Sheets (SDS) should be used in determining PPE requirements.

c. Personal PCE/PPE will be provided at no cost to the employee.

d. Defective or damaged PPE shall not be used.

e. Employees shall be trained in the proper use, maintenance, storage and limitations of the selected PPE. PPE training shall include what PPE is necessary; when PPE is necessary; how to don, adjust and wear PPE; limitations of the PPE; proper care and maintenance, useful life and disposal of PPE.

f. Supervisors will ensure personnel comply with the requirement to wear appropriate PCE/PPE. Failure to comply with this requirement may result in potential injury to employees and should be accompanied with administrative actions as stipulated and published in AR 690-700, Personnel Relations and Services (General).

9-3. Eye and Face Protection

a. Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment per OSHA (29 CFR 1910.133).

b. Employees shall use eye protection at all times in a designated eye hazard area where flying particles and chips; splashes from liquids such as acids, caustics and

solvents; and operations that generate hot slag or molten metal, welding glare, etc., can cause eye and/or face injury.

c. Visitors as well as workers will wear protective eyewear suitable to guard against the hazard.

d. Eyewash stations will be provided in workplaces where injurious chemicals are used, located within a 10 second unobstructed travel path (approximately 55 feet.) Where the workplace is supplied with potable water the eyewash shall be plumbed, flushed weekly and inspected monthly. Workplaces without potable water may use portable eyewash units and must be inspected monthly.

9-4. Foot Protection

a. Personnel exposed to potential foot hazards are required to wear safety footwear compliant with (American National Standards Institute (ANSI) Z41).

b. Guidance for type of footwear required for specific occupations will be determined by the JHA.

9-5. Head Protection

a. Personnel exposed to injury from falling or flying objects will wear protective headgear. Examples of jobs requiring head protection include: working on construction and demolition sites, areas where objects are stored above head level, and when there is any potential for the head coming in contact with energized electrical circuits, such as power lines.

b. Guidance for type of protection required for specific occupations will be determined by the JHA.

9-6. Hearing Protection

a. Personnel exposed to noise hazardous environments (85 decibel (DB) or greater) must wear hearing protection per FHR 40-8.

b. Areas that are noise hazardous must be visibly marked with signs stating the area is noise hazardous.

Chapter 10

Severe Weather

10-1. General.

Each directorate/activity will be prepared to deal effectively with hazards associated with severe weather such as heat, cold, snow, ice, lightning, tornadoes, etc. Each directorate/activity will prepare a written plan for dealing with such hazards and will ensure all personnel are familiar with the plan. Appropriate training will be provided by supervisory personnel before each season. Communication of severe weather will be communicated in accordance with FHR 385-3 (Procedures for Emergency Warning Announcements).

10-2. Snow and Ice Conditions

In the event of inclement or hazardous weather on Fort Hood, guidance in FHR 385-2, Procedures for Cold Weather Operations.

10-3. Tornadoes.

The tornado safety rules contained in www.ready.gov will be observed for maximum protection against tornadoes. Directorates/activities can also refer to their Emergency Action Plan (EAP) for specific guidance. Ensure personnel are familiar with the EAP.

10-4. Earthquakes.

The earthquake safety rules contained in the www.ready.gov will be observed for maximum protection against earthquakes. Directorates/activities can also refer to their EAP for specific guidance. Ensure personnel are familiar with the EAP.

10-5. Lightning.

Supervisors at all levels will ensure that all personnel are aware of the safety precautions to take before and during lightning storms. Precautions will be implemented before the storm begins.

a. Workforce Precautions. In the event of an electrical storm, the following measures will be taken. For Fort Hood cantonment, the IOC, Intranet and local television/radio stations will provide weather information. Weather briefings will be given when the potential for severe weather exists.

(1) The "30/30 rule" is one simple generally accepted criterion to use for cessation or resumption of activities. The "30/30 rule" is to cease activity when lightning is six miles away, or 30 seconds from observation of lightning to sound of thunder (hence the first "30"). Use a "flash to bang" (lightning to thunder) count of five seconds equals one mile (10=2 miles; 20=4 miles; 30=6 miles). The second 30 in the "30/30 rule" means waiting 30 minutes after the last observation of lightning before resuming activities.

(2) Radios will not be used nor will personnel carry radios with antennas extended.

(3) Personnel will dismount from dozers, graders, all other machinery, and move approximately 100 yards away from equipment.

(4) Personnel will disperse, if caught in flat, open space, or on a bare hilltop.

(5) Personnel will maintain a low profile if caught in an open, flat area.

Personnel will take shelter in dense woods, a grove of trees or a deep ravine.

(6) When available, seek shelter in as large a building as possible. A well-grounded metal frame building offers the most protection. When inside, stay away from electric wiring, fireplaces, stoves, showers, bathtubs, sinks, cold water pipes, and other possible conductors of electricity.

(7) If adequate cover is not available, personnel will drop to their knees and bend forward, putting hands on knees. Do not lie flat on the ground or place hands on the ground.

(8) Prior to inclement weather, maintenance activities assigned range(s) or training area(s) should inspect any lightning protected bleacher shelters or open

shelters with tables for obvious defects in the lightning protection system, such as broken ground straps, damaged lightning rods, etc. Report any deficiencies to Range Control or the Installation Safety Office.

b. Outdoor recreational Activities; The following general rules apply during an electrical storm:

(1) Sporting events, other outdoor assembly must cease, and participants should find protective cover until the storm has passed. Do not fish, play golf, or participate in activities that involve the use of metallic instruments in open spaces. It is extremely hazardous to ride tractors, golf carts, motorcycles, and bicycles during lightning storms.

(2) Do not swim, operate boats, or participate in any aquatic activities during electrical storms.

(3) The use of hard line telephones and hand held radios during electrical storms will be held to a minimum. Lightning may be conducted through telephone lines.

(4) Playgrounds should immediately be evacuated to a safe area at the approach of, or during an electrical storm.

(5) Do not use plug-in electrical appliances such as hair dryers, razors, and televisions. All automation (computer) equipment should be unplugged during electrical storms.

Chapter 11 Water Safety.

11-1. Recreational Swimming.

a. Swimming on Garrison is allowed only in supervised swimming pools and the designated swimming area at Belton Lake Outdoor Recreation Center (BLORA).

b. Rules and regulations are posted at each of the Garrison community pools and will be complied with by all swimmers and sunbathers within that particular pool area.

c. Patrons who habitually violate rules and procedures may be banned from the facilities by the Garrison Commander at the request of the, Director, Directorate of Families, Morale, Welfare and Recreation (DFMWR).

d. Refer to DFMWR outdoor recreation for additional information.

11-2. Off-Limits.

All bodies of water on the installation are off-limits except for fishing. Activities such as swimming, wading, water skiing, ice-skating and ice hockey are not authorized on installation ponds, lakes, streams, and rivers with the exception of designated sections of the lake at BLORA. Refer to FHR 210-3 (Recreational use of maneuver and live fire training areas) for authorized recreational use of training facilities and related hunting regulations.

Chapter 12 Respiratory Protection Program.

12-1. General.

This is a mandatory program. Personnel must comply with the Respiratory Protection Program as outlined below and IAW OSHA Standards and AR 11-34(The Army Respiratory Protection Program).

a. Respirators are considered an acceptable method of protecting the health of personnel when the ISO or Industrial Hygienist/Hygienist (IH) determines that the following conditions exist:

- (1) Routine operations in which there are no feasible engineering controls and/or work practices that would adequately eliminate exposure to the hazard if used.
- (2) Intermittent, non-routine operations (such as those not exceeding 1 hour/day or 1 day/week) when there are no feasible engineering controls and/or work practices available that would adequately control exposure to the hazard.
- (3) Interim periods when engineering controls are being designed and installed.
- (4) Emergencies.
- (5) Federal regulation or operating license requires use of respirators.

b. Where economically feasible and the technology exists for eliminating or reducing the cause of an environmental respiratory hazard, the following engineering control methods will be implemented:

- (1) Substitution of less toxic substances.
- (2) Installation of local exhaust systems.
- (3) Natural or mechanical ventilation.
- (4) Segregation or isolation of processes or operations.

c. When the determination that the use of a respirator is required by a garrison employee, a facial grooming standard shall be added to their job position and employee's evaluation form.

12-2. Responsibilities.

ISO will:

- (1) Provide oversight of the Fort Hood Respiratory Protection Programs (RPP).
- (2) Annually evaluate the Garrison Directorates/Activities Respiratory Protection Programs per AR 11-34.
- (3) Assist supervisor in conducting worksite inspections to determine need for RPP and consult with IH as needed.
- (4) Conduct random worksite inspections to ensure that all respirators are approved and that these respirators are properly used, stored, cleaned, maintained and disposed of.
- (5) Provide guidance and assistance to the garrison directorates/activities in establishing SOPs for respirator use.

IH will:

- (1) Conduct worksite assessments, in coordination with ISO to determine need for RPP and respirator type, and provide copies of evaluations with recommendations to ISO upon request.

(2) Ensures proper documentation is maintained to show breathing air systems have been tested for quality.

(3) Prescribe and disseminate instructions to worksite supervisors as to the type/appropriate respirator for the work being accomplished.

(4) Provide advice to management on the reassignment of employees presently working in areas requiring respirators that are unable to wear the required protection as determined by Occupational Health and ISO. MEDCEN, Occupational Health will provide:

(a) A pre-placement medical examination and periodic medical evaluation for Soldiers and DA Civilians per established directives for individuals requiring respiratory protection before job assignment.

(b) A FH Form 385-9, Respirator Evaluation Request, with their section completed to document their action.

(c) A fitting for corrective lenses inside full-face-piece respirator to ensure proper vision and good fit.

DPW will:

(1) Coordinate installation of and maintain existing breathing air systems capable of providing Grade "D" breathing air where required on installation facilities and equipment².

(2) Maintain compressed air breathing system alarms in an operable manner.

(3) Implement a schedule of routine maintenance for servicing and quality assurance evaluations of airline purification panels and changing filters and cartridges as necessary.

(4) Install airline couplings that are incompatible with outlets for other gas systems.

Fire Department will:

(1) Provide training for fire fighters on the proper cleaning and disinfecting methods to be used on mask after every use.

(2) Inspect self-contained breathing apparatus (SCBA) equipment monthly.

(3) Be available for emergency situations where an SCBA would be required to enter a contaminated atmosphere.

Supervisors will:

(1) Conduct a Job Hazard Analysis and complete section 1 of FH Form 385-9 on all personnel that have been identified to be in the respiratory program.

(2) Develop an SOP on safe respirator use, maintenance, and user inspection for their operation. Ensure an SOP is approved by the ISO and IH, and that employees are familiar with the SOP.

(3) Indicate job requirement to use respiratory equipment on the Request for Personnel Action, when it is submitted to CPAC for recruitment to fill a position. Supervisor will ensure that selected personnel for vacancies requiring respiratory protection are advised of this requirement before acceptance of the position.

(4) Conduct and document monthly inspections of self-contained breathing apparatus and emergency escape equipment.

(5) Post signs in areas where respiratory protection is required and type to be used.

(6) Conduct routine inspections to ensure that proper (PPE) is used by employees where required and that employees adhere to the instructions relative to the proper use and maintenance requirements of the respirator. Consider user compliance in performance appraisals.

(7) Ensure employees receive periodic medical examinations by providing Occupational Health with a FH Form 385-9, on all individuals in the respiratory program.

(8) Provide facilities for cleaning, maintenance, and proper storage of equipment.

(9) Ensure workers are individually fit tested by the directorate/activity respirator specialists before work assignment.

(10) Ensure users are supplied and trained in the use and care of appropriate respirator as specified by ISO/IH and maintenance of this equipment meets manufacturer's requirements.

(11) Ensure individual to be fit tested on tight fitting respirators are free from facial hair that would prevent a proper seal per AR 11-34 which states, respirators equipped with a tight fitting face piece will not be worn if facial hair comes between the sealing periphery of the face piece and the face, or if facial hair interferes with valve functions."

(12) Ensure training for personnel on respiratory protection equipment (RPE) is documented and kept current by the respirator Point of Contact (POC).

(13) Ensure respirators are maintained per manufacturer instructions. Respirators used by more than one person shall be thoroughly cleaned and disinfected after each use.

(14) Do **not** permit employees to wear contact lenses or eyeglasses when wearing full-face-piece respirators, helmets, hoods or suits. Optical inserts for the respirator are the accepted replacement.

(15) Ensure procedures for rescue and standby personnel in Immediately Dangerous to Life or Health (IDLH) situations are incorporated into the directorate/activity SOP.

(16) Maintain an inventory of hazardous areas in which respiratory protection is required. Provide a copy of updated listing to ISO by 31 Jan annually.

(17) Follow the procedures in Appendix C.

The individual performing fit testing will:

(1) Coordinate with supervisors and identify to ISO/IH all personnel, by section, who are required to use respirators in their jobs.

(2) Coordinate with supervisors and schedule personnel for initial training/fit test and periodic fit test. Maintain training records and suspense for training.

(3) Update respirator user's records after determining that all requirements for medical evaluation, training and fit testing are met.

(4) Attend training sessions and meetings as scheduled by IH.

(5) Issue Respiratory User Cards, IAW AR 11-34, after determining that all requirements for medical evaluations, training, and fit testing are met. The card shall contain the employee's name, medical clearance date, fit test date, respirator type authorized, and retest date.

Respiratory equipment users will:

- (1) Use respirators according to the manufacturer's instructions, training provided, and work area SOP.
- (2) Notify immediate supervisor if it is suspected that RPE is needed or that the respirator is defective.
- (3) Maintain assigned equipment per the manufacturer's recommendation.

Chapter 13**Safety Awards Program.****13-1. General.**

Commanders at all levels, directors, and chiefs of activities are responsible for establishing procedures for implementing the Safety Awards Program. Various individual and unit awards are available and identified in AR 385-10. All awards will be coordinated through the Installation Safety Office.

13-2. Individual Accident Prevention Awards.

a. Any individual recognized for instilling a safety culture within their directorates or performing safety duties in an outstanding manner can be nominated quarterly. Directors, supervisors and managers may submit one nomination quarterly to the ISO. Submissions should address the individual's involvement in the following:

- (1) A safety inspection program to eliminate unsafe conditions and unsafe acts.
- (2) A safety education and promotion program centered on identified problems.
- (3) Investigation and reporting of accidents.
- (4) Analysis of unit accident experience to determine problems and implementation of countermeasures.
- (5) Promoting a safety culture in their organization.

b. Various types of Safety Awards are addressed and authorized in AR 385-10 and DA Pam 385-10.

13-3. Documentation.

All safety awards will be documented in the individual's personnel file. Safe driving awards will be documented on the individual's DA Form 348, Equipment Operators Qualification Record.

13-4. Award Presentation.

Awards will be presented to recipients at suitable ceremonies to emphasize the leadership's importance in reducing vehicle and equipment damage and personal injury losses. Local publicity (DD Form 2266), will be submitted to the Fort Hood Public Affairs Office will accompany the presentation of safety awards.

13-5. Special Awards.

Commanders, directors, and chiefs are encouraged to establish special safety awards, locally procured or devised, for their activities and units per AR 385-10.

Chapter 14

Special Emphasis Areas.

14-1. General.

Areas of emphasis in units and activities will vary depending on the operation, degree of hazard, and operational difficulty. Such potential loss areas should be identified so effective controls can be instituted.

14-2. Motor Pool Operations and Maintenance Safety

SOPs will be prepared, published, and posted in the work area covering each potentially hazardous operation such as, but not limited to:

- (1) Painting.
- (2) Using grease racks and pits.
- (3) Tire changing and repair.
- (4) Battery shops.
- (5) Welding.
- (6) Servicing brake linings and clutch pads.
- (7) Maintenance shops.
- (8) Respiratory protection.
- (9) Hazard communication program.

14-3. Precautions against Carbon Monoxide Poisoning.

Carbon monoxide, produced by incomplete combustion of fuels, is a serious hazard in areas where fuel-burning devices are used with insufficient ventilation. To prevent injuries from carbon monoxide:

- a. Unit Commanders, directors and activity chiefs, as applicable, will:
 - (1) Request surveys to be performed by IH to determine if a hazard from carbon monoxide exists within their areas of responsibility. Surveys should be made before the cold weather season in shops, warehouses, and other closed areas where combustible fuel is used. The interior of Army vehicles, cranes, and construction equipment using a combustible fuel will be checked for defective exhaust systems.
 - (2) Assure personnel are oriented concerning the hazards of carbon monoxide before the cold weather season.
- b. Precautions will be taken to safeguard personnel against carbon monoxide gas poisoning from main and auxiliary engine exhaust and fuel burning personnel heaters while operating, servicing, or being transported in motor vehicles.
- c. Exhaust systems will be checked for leaks monthly, and engines will not be allowed to idle for an extended time without adequate ventilation.
- d. Vehicle drivers will not park any military vehicle with engines running merely to keep the vehicle or driver warm.

14-4. Electrical Hazards.

a. Only trained, qualified personnel will perform work on electrically-powered equipment and facility electrical systems. Defective electrical wiring, downed wires, and other electrical hazards will be reported to DPW immediately for correction.

b. Flagpoles, radio masts, metallic ladders, and similar objects will not be erected or dismantled where the possibility of contact with energized circuits exists. Masts, towers, and antennas will be installed at least twice the height of the structure from power lines.

14-5. Machine Safety.

Rings, other jewelry and loose clothing will not be worn when working around moving machinery, during vehicle maintenance or during other hazardous industrial operations. Long hair should be bound when working around moving parts. All machine guarding will be properly installed, serviceable and not modified in any manner.

14-6. Slip, Trip and Fall Hazards.

All aisles, passageways, stairs, sidewalks, and other walking surfaces will be free of slipping, tripping or falling hazards.

14-7. Bulletin Boards.

The following items will be posted in the "Permanent" section of military and civilian bulletin boards:

- (1) Unit Commander's, Directors or Activity Chiefs Safety Policy memorandum.
- (2) Department of Defense Occupational Safety and Health Protection Program Poster (DD Form 2272) and the OSHA "It's the Law" poster (applies to civilian activities).
- (3) Department of Labor Form CA-10, "What A Federal Employee Should Do When Injured at Work." Applies to civilian activities.
- (4) OSHA Notice of Violations
- (5) OSHA 300 Log from 1 Feb through 30 April.

14-8. Color Coding.

The marking of hazards and painting of safety equipment will be in accordance with OSHA regulations. 29CFR 1910 and DA PAM 385-11 (Army Guidelines for Safety Color Codes, Signs, Tags, and Markings) have examples of markings and signage for appropriate areas.

14-9. Required Safety Training.

One time required safety training can be found under the training link on the Combat Readiness/Safety Center website <https://safety.army.mil>. This training is mandatory for all Leadership and employees. The presentations include The Manager's Safety Course, The Supervisor's Safety Course, The Employee's Safety Course. The Additional Duty Safety Course and The Collateral Duty Safety Course. Training is also available for assigned duty military personnel, which must be completed within 60 days from duty appointment.

Chapter 15 Mishap Risk Management.

15-1. General.

The Mishap Risk Management Process of Deliberate Risk Assessment (DRA) is a five-step cyclic process that is easily integrated into the military decision-making process; it doesn't have to be a separate consideration, and shouldn't be. DA PAM 385-30, Mishap Risk Management, contains detailed risk management guidance and will be used to ensure the deliberate risk management process is conducted to standard. The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards or accept risks. All leaders are responsible and accountable for assessing their operations as total systems. They must ensure that DRA decisions match the mission or event and that control measures reduce the risks to a level that supports their commanders' or activity leader's guidance. The degree of risk determines the level of authority at which a decision is made to accept risk. DD Form 2977 will be used to complete the 5-step risk management process prior to all events. The appropriate safety office shall review the DD Form 2977 before being signed by the appropriate level approval authority. A copy of DD Form 2977, Deliberate Risk Assessment Worksheet (DRAW) will be maintained at the event site and continuously updated as required. Safety professionals are authorized to take immediate corrective action upon identification of a hazardous condition or act that could result in personal injury and/or damage to equipment, and are further authorized to stop any operation or process that would immediately endanger life, health or property.

15-2. Risk Assessment.

A risk assessment is part of DRA. It can range from simple to complex. A risk assessment causes leaders to place identified hazards and threats in perspective relative to the mission. Hazards must be identified before the level of risk is determined.

15-3. Mission and Event Risk Assessment.

The DRA process consists of the following steps and is prepared by the organization responsible for the event, a copy will be forward to the ISO for validation and concurrence:

a. The first step in risk management is to identify hazards or factors that may adversely affect people, property, and mission/event accomplishment. All aspects of current and future situations, as well as historical problem areas must be considered. Other considerations are complexity and difficulty of the mission/event; terrain, environment weather and visibility; equipment; time available for execution, experience, supervision, training, morale and endurance of the personnel involved. Conditions can change quickly, requiring constant vigilance. List the hazards in the appropriate column of DD Form 2977. Hazard identification must take place during mission/event planning to be effective.

b. The second step is to assess hazards to determine their cumulative effect on the mission/event. Determine the potential loss and cost that could result from the identified

hazards, based on probability and severity. Probability determines the likelihood that the hazard may cause a problem or an accident. Severity determines the expected result of an event in terms of the degree of injury, property damage or other mission/event impairing factors. Use the matrix in Appendix D to determine the initial level of risk and check the appropriate block (L - Low, M - Moderate, H - High, E - Extremely High) in appropriate column on DD Form 2977. The following tables extracted from DA Pam 385-30 will be used to determine the appropriate risk level based on evaluating the probability and severity of a potential outcome.

Table 15-1 Standardized Army risk matrix and codes descriptions

Table 15-1-a
Standardized Army risk matrix

Severity	Probability				
	Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
Catastrophic I	E (1)	E (1)	H (2)	H (2)	M (3)
Critical II	E (1)	H (2)	H (2)	M (3)	L (4)
Marginal III	H (2)	M (3)	M (3)	L (4)	L (5)
Negligible IV	M (3)	L (4)	L (4)	L (5)	L (5)

Table 15-1-b
Risk Matrix codes and descriptions

Symbol	Risk Assessment Code (RAC)	Description
E	1	Extremely High
H	2	High
M	3	Moderate
L	4	Low
L	5	Low

c. The third step is to develop controls and make risk decisions. Develop courses of action that eliminate hazards or reduce the risks. Controls may range from hazard alerts and physical warning signs to issuing protective clothing or avoiding the hazard altogether. List controls in appropriate column on DD Form 2977. After establishing controls, re-evaluate the hazards to determine residual risk, again using the matrix in Appendix D, and ensure risks are reduced to a level at which benefits outweigh potential costs, then check the appropriate block on DD Form 2977. Next, a decision must be made to accept any residual risk. The following tables extracted from DA PAM 385-30 will be used to determine risk acceptance decision authority.

Table 15-2 Military-civilian equivalent grades

Table 15-2 Military-civilian equivalent grades					
Military rank	O-7 through O-10	O-6	O-5	O-4	O-3
Civilian grade	SES-1 through SES-6	GM-15/GS-15	GS-13 and GS-14	GS-12	GS-10 and GS-11
		Supervisor/manager Pay band 3	Supervisor/manager Pay band 2		Varies

Notes:

¹ OPNAVINST 11101.13J, 16 Dec 1992.

Table 15-3 Risk acceptance authority

Table 15-3 Risk acceptance authority					
Risk acceptance matrix ^{3,4}					
Category of risk	Duration of risk				
	1 month or less	Greater than 1 month, less than 1 year	Greater than 1 year, less than 5 years	Permanent or greater than 5 years	Chartered system development programs
Extremely high risk	General officer	MSC CG – General officer	Army Headquarters CG	ASA(I&E)	Component Acquisition Executive (CAE)
High risk	Brigade CO or responsible O-6	General officer ¹	MSC CG – General officer	Army Headquarters CG	Program Executive Officer (PEO)
Moderate risk	Battalion CO ¹ or responsible O-5	Brigade CO ¹ or responsible O-6	General officer ¹	General officer ¹	Program manager
Low risk	Company CO ² or responsible O-3	Battalion CO ² or responsible O-5	Brigade CO ¹ or responsible O-6	Brigade CO ¹ or responsible O-6	Program manager
Tolerable risk	Not required	Not required	Not required	Not required	Not required

Legend for Table 4-2:

In organizations led by civilian leaders, equivalent civilian grades may be substituted for military ranks, see table 4-1.

The term "Army Headquarters" used in the table includes ACOMs, ASCCs, DRUs, and the Army National Guard.

Notes:

¹ May delegate in writing authority to accept at the next lower level.

² May delegate in writing authority to accept risk at lower levels.

³ When the risk acceptance authority resides in a combatant command, refer to para C1.5 of DoD 6055.09-STD.

⁴ Table 4-2 cannot be used for risk acceptance of new construction involving explosives and chemical agent violations; see para 4-12, below.

d. Step four is to implement controls or put into place controls that eliminates the hazards or reduces their risks. This may be done through verbal or written orders, standing operating procedures, performance standards, safety briefings, rehearsals, PPE, and as a last resort engineered controls. Ensure unit members and others associated with the mission/event clearly understand the controls. List how controls will be implemented in appropriate column on DD Form 2977.

e. Step five is to supervise and evaluate. Supervision is more than just ensuring that people do their job, it also means following up and continuously evaluating. It means fine-tuning the operation to accommodate unforeseen issues and incorporating lessons learned into after action reports. Supervision, evaluation requirements and responsibilities are listed in appropriate column of DD Form 2977.

f. Indicate the appropriate residual risk level for the mission/event in appropriate block on DD Form 2977, overall residual mission risk is determined based on the hazard having the greatest residual risk. For example, if one hazard has a high residual

risk, the overall residual risk of the mission/event is high, no matter how many moderate or low risk hazards are present. Determining overall mission risk by averaging the risks of all hazards is not valid. The DD Form 2977 will then be signed by the proper authority as provided in paragraph 15-3c above.

Chapter 16 Hazard Communication Program.

16-1. General.

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). The Hazard Communication Program is designed to ensure that information about these hazards and associated protective measures are disseminated to workers and employers. Employers are required to train workers on the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals, by December 1, 2013 to include the new labels elements and safety data sheets format to facilitate recognition and understanding.

16-2. Responsibilities.

Commander, USAG will:

(1) Ensure a Hazard Communication Program (HCP) is established and implemented to inform all Fort Hood garrison employees of the hazards associated with the chemicals in their work area.

(2) Ensure funding is made available to implement and maintain the HCP as outlined herein.

ISO Safety Manager will:

(1) Oversee the HCP.

(2) Monitor unit's Chemical Hazard Inventory Log during the Standard Army Safety and Occupational Health Inspection performed annually.

(3) Monitor effectiveness of employee's hazard communication training through an established inspection program.

MEDCEN, Preventive Medicine Service provides:

(1) Assistance in determining employees to be trained through the Health Hazard Inventory Module (HHIM).

(2) Conducts or coordinates medical surveillance and health hazard training for garrison employees potentially exposed to occupational health hazards. Provide copies of HHIM surveys to the ISO upon request.

DPW, Environmental Division, Environmental Management Branch will:

(1) Provide assistance in obtaining SDS.

(2) Provide assistance in determining replacement HM items for workplaces.

Director of Mission and Installation Contracting Command will:

(1) Comply with requirements of Federal Acquisition Regulations (FAR) subpart 23.3.

(2) Ensure contractor's safety programs include the OSHA requirements of hazard communication standards.

Directors and chiefs, directorates/staff offices will ensure:

(1) An individual is appointed to coordinate the hazard communication program within their organization and act as the central point of contact. Provide the name and phone number to the ISO.

(2) All elements of this program are complied with.

(3) This regulation, the organization's hazard chemical inventory, and applicable (MSDS)/SDSs are readily available for personnel working with hazardous chemical.

Supervisors will ensure:

Employee hazard communication training is conducted and documented in the civilian employee's record.

(1) Maintain an inventory of all hazardous chemicals used in the workplace.

(2) Maintain SDS on all hazardous chemicals used in the workplace, and make readily available to employees.

(3) Train employees on specific hazards associated with the chemicals used in their workplace and protective measures to prevent injury/exposure to hazardous chemicals.

(4) Apprise employees performing non-routine tasks of any hazardous chemicals they may use or come in contact with and protective measures to prevent exposure.

(5) Prepare a SOP covering the use of chemical compounds, safe handling procedures, measures, protective clothing, and equipment employees must use.

16-3. Hazard Communication Procedures

See Appendix D.

Chapter 17

Bloodborne Pathogens.

17 General. For guidance, requirements, and implementation see Appendix F.

The requirements in Appendix F shall be implemented.

Chapter 18

Ionizing Radiation Protection.

18. General. See FHR 385-24

This installation is committed to the operating philosophy of maintaining occupational radiation exposure As Low As is Reasonably Achievable (ALARA); and to maintaining effective control of radioactive items to ensure that exposure to ionizing radiation and the possible release of radioactive contaminants is ALARA. The Installation Radiation Safety Officer (IRSO) will provide overall coordination, advice, and assistance for radiological safety, except for MEDCEN, which will be managed by the assigned MEDCEN Radiation Safety Officer (RSO) and IAW FHR 385-24. All Garrison units and activities that maintain, store, or use ionizing and non-ionizing radioactive materials will complete an annual radiation safety program self-assessment and provide results to the

IRSO. Procedures for Radioactive Commodity Inventories, Radiation Movement Forms, and Radiation Permits can be found in FHR 385-24

APPENDIX A

Section I

References:

AR 600-55 The Army Driver and Training Program cited in para, 3-1

AR 690-700 Personnel Relations and Services (General), cited in para, 9-4

AR 700-141 Hazardous Material Information System, cited in para, 1-5 (b) (8)

AR 11-34 The Army Respiratory Protection Program cited in para,12-1

DA PAM 385-10 The Army Safety Program, cited in para, 1-5(9) (2), 2-1, 7-4 b(1)

DA PAM 385-11 Army Guidelines for Safety Color Codes, Signs, Tags, and Markings cited in para, 14-8

DA PAM 385-30 Risk Management, cited in para 15-1, 15-3

DA PAM 385-40 Army Accident Investigation and Reporting, cited in para 2-1(b), 2-2, 2-4, 2-5

DA PAM 385-63 Range Safety, cited in para 1-5,(c)(2), (6)

DA PAM 385-64 Ammunition and Explosives Safety Standards cited in para 1-5(b), (5),(9)

FH Reg 385-24 Ionizing and Non-ionizing Radiation Protection Program, cited in para, 1-5, f(3)

Executive Order 12196 (Occupational safety and health programs for Federal Employees, cited in para 1-2b

29 CFR 1910.146 Permit-Required Confined Space cited in para, 20-2 (c)(1), (g)(1)

29 CFR PART 1960 Basic Program Elements for Federal Employees OSHA Employees cited in para, 7-3(a)

23.3 FAR Hazardous Material Identification and Material Safety Data cited in para, 16-2(f)(1)

29 CFR 1910.147 The Control of Hazardous Energy (lockout/Tagout) cited in para, 7-1(c)(1)

29 CFR 1910 Occupational Safety and Health Standards, 17-1(c)(1)

29 CFR 1910.134 Respiratory Protection cited in para, 12-2(c) (4)

29 CFR 1910.1030(f)(2)(iv) Bloodborne Pathogens cited in para F-4(a),F-9

Section II

Related Publications:

Army Regulation 385-10, Army Safety Program page 2 cited in para 1-5 (11)

IMCOM Reg 5-13, Total Army Munitions Requirements and Prioritization Policy cited in para, 1-5

DODI 6055.01 Occupational Safety and Health Program cited in para, 1-2

IMCOM Reg 385-10, IMCOM Safety Program cited in para, 1-2

FH Reg 420-27 Care, Maintenance, and Alteration of Facilities cited in para, 1-5 b(3)

FH Reg 190-5 FH Traffic Code cited in para, 4-1

FH Reg 40-8 Hearing Conservation, cited in para 11-2

FH Reg 385-3 Procedures for Emergency Warning Announcements cited in para, 10-1

FH Reg 385-2 Procedures for Cold Weather Operations cited in para, 10-2(a)

FH Reg 210-3 Recreational Use of Maneuver and Live Fire-Training Areas cited in para, 11-2

The Williams-Steiger Occupational Safety and Health Act of 1970 (OSH Act)

29 CFR 1910.133 Eye and Face Protection cited in para, 9-3(1)

Section III Prescribed Forms

CA-1 Form Federal Employee's Notice of Traumatic Injury and Claim for Contribution of Pay/Compensation cited in para, 2-1(b)

CA-2 Form Federal Employee's Notice of Occupational Disease and Claim for Compensation, cited in para, 2-1(b)

CA-6 Form Official Superior's Report of Employees' Death cited in para, 2-1(b)

CA-10 Form What a Federal Employee Should Do When Injured at Work (poster) cited in para, 14-7

CA-16 Form Authorization for Examination and/or Treatment cited in para, 2-1(b)

DA Form 4283 Facilities Engineering Work Requests cited in para, 1-5 (b)(1)

DA Form 2028 Recommended Changes to Publications and Blank Forms cited in para, 1-2(c)

DA Form 3953 Purchase Request and Commitment cited in para, 1-5 (b) (8)

DD Form 2977 Deliberate Risk Assessment Worksheet cited in para, 15-1

DD Form 1348-6 Single Line Item Requisition System Document, Dod (Manual-Long Form) cited in para, 1-5 (b) (8)

DD Form 2266 News Release Information, Hometown cited in para, 13-4

DD Form 2272 Department Of Defense Safety And Occupational Health Protection Program cited in para, 14-7

DA Form 4753 Notice of Unsafe or Unhealthful Working Conditions cited in para, 7-5(d)

DA Form 4754 Violation Inventory Log cited in para, 7-2.

DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions cited in para, 7-4 (b) (1)

DA Form 4756 Installation Hazard Abatement Plan cited in para, 7-3(b)

DD Form 2272 DoD Occupational Safety and Health Protection Program cited in para, 7-4(b)(1)

DD FORM 2977 Deliberate Risk Assessment Worksheet cited in para 15-1

FH FORM 385-9 Respirator Evaluation Request cited in para, 12-2 d(2)

DD FORM 2266 Hometown Release Information cited in para, 13-4

Section IV Referenced Forms

DA Form 285 Technical Report of US Army Ground Accident. cited in para, 2-1(e)

DA Form 285-AB U.S. Army Abbreviated Ground Accident Investigation Report (AGAR) cited in para, 2-1(e)

DA Form 348 Equipment Operators Qualification Record cited in para, 13-3

DA Form 4283 Facilities Engineering Work Requests cited in para, 1-5 (b) (1), i(4)

Optional Form 346 U.S. Government Motor Vehicle Operators' Identification Card cited in para, 3-1(a)(5)

FH Form 1853 Distribution Scheme.

APPENDIX B

Bleacher Inspection Criteria

B-1 General.

The following criteria will be used to perform the bleacher inspections. These elements are to be incorporated in the inspection report.

1. Activity Name
2. Date of inspection
3. Bleacher ID and Location
4. General:
 - a. Are the bleachers level?
 - b. Are the bleachers leaning to one side?
 5. When walking on the bleachers, do they feel unstable? Structural Supports:
 - a. Are there signs of corrosion or rot?
 - b. Are there any missing, loose or damaged cross braces?
 - c. Do braces protrude past the bench seat edges?
 - d. Are any welds cracked?
 - e. Seats and Foot Boards: Do any seat and foot boards protrude over 20inches from the end of the bleachers?
 - f. Are all seat and foot boards present and securely fastened?
 - g. Are all nuts and bolts present and tight?
 - h. Are the nuts and the correct size and type?
 - i. Are any seat and foot boards abnormally bowed?
 - j. Are any seat and foot boards split, cracked or burred? (aluminum bleachers)
 - k. Are any seat and foot boards split, cracked, splintered or insect infested? (wood bleachers)
 6. Are bleachers four or more risers high equipped with standard guard and handrails?
7. Name and grade of the person doing the inspection.
8. The duty position of the inspector.
9. Manual or electronic signature.

APPENDIX C

Respiratory Protection Equipment Procedures

C-1 General Procedures

a. Selection of respiratory protection equipment.

(1) All respirators procured for use will be approved respirators, tested and listed as satisfactory jointly by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA). Any modification that is not authorized by these agencies voids the approval of a respirator. Component replacement, adjustments, or repair will follow the manufacturer's recommendations only. A respirator is approved as a whole unit with specific components.

(2) The correct respirator for each job will be specified by IH based on environmental evaluations.

(3) Industrial respirators (negative pressure types) are not to be used in confined spaces or where concentrations of contaminants are IDLH, or in any atmosphere containing less than 19.5 percent oxygen. For entry into confined space or IDLH atmospheres, only self-contained breathing apparatus or supplied airline respirators will be used, and then only where specific controls and requirements are applied, where experts have been consulted, and written procedures developed to ensure safe operations have been approved. Regulations require that the ISO be contacted prior to any planned confined space entry.

(4) In the event an employee desires not to wear a facial respirator, the directorate/activity will negotiate with the union for the possibility of optional respiratory equipment. This applies only for employees in which respirator use is not a condition of employment.

b. Use of respiratory protection equipment:

(1) A respirator will be assigned to an employee for their exclusive use.

(2) Supervisors will ensure that permanently assigned respirators are marked to indicate to whom it is assigned. The mark will not affect the respirator performance in any way. The issue date will be recorded on inventory maintained by the supervisor.

c. Initial and annual respiratory protection training and respiratory fit testing will be conducted by the directorate/activity respirator specialist.

d. Contact lenses will not be worn with full-face-piece respirators, helmets, hoods or suits.

e. Each area and operation requiring respirators will be marked to inform personnel of the work hazards or health risks involved and the type of respirator required.

f. Testing for fit.

(1) Fit testing will be conducted annually. In addition, fit testing will be repeated whenever there are physical changes that could affect respirator fit, i.e., facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

(2) Before entering an area containing a hazardous atmosphere, the respirator wearer should test the tightness of the seal by performing one of the tests below:

(a) Positive Pressure Fit Check.

- 1) Place thumb through large opening in exhalation valve guard to close the exhalation valve.
- 2) Exhale.
- 3) If the mask bulges slightly and there is no evidence of air leaks, a tight fit has been obtained.
- 4) If an air leak is detected, reposition the mask and/or tighten straps and repeat the test.

(b) Negative Pressure Fit Check.

- 1) Place palms of hands over opening on filters and inhale for 5-10 seconds.
- 2) If mask collapses, you have a good seal.
- 3) If an air leak is detected, reposition the mask and/or adjust straps.

Repeat the test.

g. Inspection, maintenance and care of respirators:

(1) When a respirator is issued to an individual, that person is responsible for the primary maintenance and care of that respirator. Where respirators are used collectively or kept ready for emergencies by a shop or operating activity, the work area supervisor is responsible for establishing the respirator maintenance and cleaning program. This program will be adjusted for the number and types of respirators in use, working conditions, hazards involved, and will include the basic services of inspection for defects, cleaning and disinfecting, repair, and storage. Equipment will be properly maintained to retain its original effectiveness.

(2) No attempts will be made to replace components or to make adjustments or repairs to the mask beyond the manufacturer's recommendations. If mask is unserviceable, turn the mask into IH for disposal.

(3) All respirators will be inspected routinely before and after each use and during cleaning. A respirator that is not routinely used, but kept ready for emergency use, will be inspected after each use and at least monthly to ensure that it is in satisfactory working condition using the following steps:

(a) Examine the face piece for: excessive dirt, cracks, tears, holes, or distortion from improper storage or inflexibility.

(b) Examine the head straps or head harness for: breaks, loss of elasticity, broken or malfunctioning buckles and attachments.

(c) After removing the cover, examine the exhalation valve for the following:

1) Foreign material, such as detergent residue, dust particles, or human hair under the valve seat.

2) Cracks, tears, distortion in the valve material, or improper insertion of the valve body in the face piece.

3) Cracks, breaks, or chips in the valve body, particularly in the sealing surface.

4) Missing or defective valve cover or improper installation of the valve body.

5) Examine the air-purifying elements for:

A) Incorrect cartridge, canister, or filter for the hazards.

B) Incorrect installation, loose connections, missing or worn gaskets, or cross thread in holder.

C) Expired shelf-life date on cartridge or canister.

D) Cracks or dents in outside case of filter, cartridge, or canister.

E) Evidence of prior use of sorbet cartridge or canister, indicated by absence of sealing material, tape, foil, etc. over inlet.

h. A monthly inspection will be conducted on all self-contained breathing apparatus type respirators. Air and oxygen cylinders will be fully charged according to the manufacturer's instructions, and it will be determined that the regulator and warning devices function properly.

i. Respirators issued to specific individuals will be cleaned, disinfected as frequently as necessary to ensure that skin penetrating, dermatitis-causing contaminants are removed from respirator surfaces. Respirators maintained for emergency use or used by more than one person will be cleaned and disinfected after each use.

j. Cleaning and disinfecting.

(1) The following approved procedures will be used for cleaning and disinfecting respirators:

(2) Remove any filters, cartridges, or canisters. **NOTE: Do not submerge filters in cleaning or disinfecting solution.**

(3) Wash the face piece and breathing tube in a cleaning solution of one-tablespoon dishwashing soap to one-gallon warm water. To disinfect the face piece and breathing tube use 2 tablespoons of household bleach to one gallon of warm water

(4) Rinse completely in clean, warm water.

(5) Air dry in a clean/non-contaminated atmosphere.

(6) Clean other respirator parts as recommended by the manufacturer.

(7) Insert new filters, cartridges, or canisters as specified by the manufacturer and ensure the seal is tight. Filter assemblies will be replaced if the wearer notices any odor, difficulty in breathing, or ill effects from fumes.

(8) After inspection and cleaning, respirators will be stored to protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators placed at stations and work areas for emergency use will be stored in compartments built for the purpose. The compartments must be clearly marked to indicate their content and must be quickly accessible at all times. Routinely used respirators may be stored in plastic bags; however, respirators will not be stored in such places as lockers or toolboxes unless they are in containers or cartons. Respirators will be placed or stored so that the face piece and exhalation valve will rest in a normal position in order not to impair the respirator function by affecting its physical configuration.

APPENDIX D

Hazard Communication Procedures

D-1 Basic Procedures

a. Labeling.

(1) Labeling shall provide workers with baseline information on the substances to which they are exposed. A label is not intended to provide full information on the substance.

(2) There is no standard format for the GHS label, however, workplace labeling requires product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

(3) Containers into which a toxic substance or mixture is being transferred from a labeled container, and which is intended for immediate use by the employee making the transfer, are exempt from labeling.

(4) Containers must be individually labeled. The labels must be affixed and displayed in such a manner that employees can easily identify the hazardous substance contained within.

(5) If labeling or re-labeling is required, the user shall ensure the label complies with OSHA 29 CFR 1910.1200.

(6) Information on the hazardous chemical label shall include the chemical name and the name of the manufacturer, importer, or responsible party, and appropriate hazards.

(7) The chemical/common name on the label shall be the same as shown on the SDS.

(8) Hazardous wastes must also meet the labeling requirements of the Environmental Protection Agency. Activities generating hazardous wastes will contact the DPW Environmental Management Division, to properly dispose of hazardous waste

b. SDS.

(1) Contents of any SDS used in Garrison must meet OSHA requirements.

(2) SDS for locally purchased items and nonstandard stock hazardous chemicals should be requested at time of purchase.

(3) If a SDS is not received with a locally purchased hazardous chemical, the supervisor may contact the vendor, manufacturer or find it on the Internet by typing "SDS" in the search window. The hazardous chemical will not be used until an SDS is available.

(4) Identification of a hazardous material and correct matching to its SDS is required. Critical differences exist between similarly named chemicals/products from different manufacturers.

(5) All personnel will have ready access during each work shift to SDS applicable to their work area. Accessibility will be achieved by placing copies in the immediate work area or by providing rapid response from a centralized SDS file.

Employees who question the safe use of a material will not be required to use it until an approved SDS is provided and the hazards and protective procedures explained.

(6) Protection of trade secret information is required. Data contained in the limited release edition of the hazardous materials information system will be treated in the same manner as "For Official Use Only" information.

D-2 Checklist for Hazard Communication Compliance.

- a. Is an individual appointed to coordinate the Hazard Communication Program within the activity?
- b. Is there a hazardous chemical inventory covering all hazardous chemicals within the organization and is the inventory list readily available to workers?
- c. Is the hazardous chemical inventory kept up-to-date and is the updated list forwarded to the appropriate safety personnel?
- d. Is a copy of the hazardous chemical inventory and the location of the SDS's maintained on the worksite bulletin board?
- e. Is there a Safety Data Sheet for each chemical in the inventory and are the SDS's readily available for the worker's review?
- f. Is there an SOP developed covering the execution of the hazardous chemical program within the directorate/activity?
- g. Have all personnel who work with hazardous chemicals as a normal part of their duties been properly trained (i.e., The Federal Hazard Communication Training Program and unit specific training)?
- h. Are all hazardous chemical containers properly labeled?
- i. Are all hazardous chemicals properly stored?
- j. Have all personnel who work in facilities where hazardous chemicals are stored been informed of their presence and told what to do in case of emergency.

APPENDIX E

Lockout Tagout Procedures

E-1 Lockout Procedures

- a. Individual(s) performing maintenance will notify all affected employees that a lockout is required and the reasons for the lockout.
- b. If the equipment is operating, shut it down by normal stopping procedure (depress stop button, open toggle switch, etc.).
- c. Operate the switch, valve, or other energy-isolating device so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment. Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc.

E-2 Restoring Equipment to Service

Removal of lockout/tagout devices by persons other than the employee(s) who applied them is not authorized unless circumstances are such that the employee(s) who applied them is unable to remove them. See paragraph E-5.

E-3 Procedure Involving More Than One Person

- a. All employees performing maintenance on the same equipment or machinery shall place their own personal lockout/tagout device on the energy device(s).
- b. When employees no longer need to maintain their lockout protection, they will remove their lock/tag from the energy isolating device(s).

E-4 Shift or Personnel Changes

- a. If work on equipment is required by the next shift, the employee(s) shall affix their lockout/tagout to the equipment identifying them as the responsible party for locking or tagging out the energy sources to the equipment.
- b. The employee replacing the existing lock or tag should follow procedures in paragraph E-1.

E-5 Removal of Isolating Devices

- a. This procedure will only be applied to those situations where circumstances are such that the employee who applied the lockout or tagout is unavailable to remove them.
- b. The supervisor must verify that the employee who applied the device is unavailable to remove the lock or tag.
- c. Every reasonable effort will be made to contact employees to inform them that their lockout or tagout device has been removed.
- d. The supervisor will ensure that the employees have been informed that their tags have been removed before the employees resume work in the facility where the lockout or tagout device was removed.

e. The reason for removal of a employee's energy isolating device shall be documented by the supervisor with a copy provided to the ISO.

E-6 Training

a. Training shall be provided to ensure the purpose, function, knowledge and skills of the lockout/tagout programs and procedures are understood by supervisors, operators, and qualified equipment maintenance. Training shall include the following:

(1) Each supervisor, operator, or any qualified equipment maintenance person shall receive initial job training on the type and magnitude of applicable energy sources, the methods and means necessary for energy isolation and control and the use of the lockout/tagout procedures.

(2) All other personnel whose duties are, or may be in an area where lockout/tagout procedures may be utilized, shall be briefed on the lockout/tagout program during the initial job safety briefing.

b. When lockout/tagout procedures are used, supervisors, operators, or any qualified equipment maintenance personnel shall receive initial job training on the use of locks and tags as follows:

(1) Tags are essentially warning devices attached to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.

(2) When a lock or tag is attached to an energy-isolating device, only the person, supervisor or the designated representative, who initially installed the lock/tag, can remove it; the lockout/tagout shall never be bypassed, ignored, or otherwise defeated.

(3) Tags may cause a false sense of security. Their use and limitations need to be understood as part of the overall energy control program.

(4) Tags will be securely attached so that they cannot be inadvertently or accidentally detached during use.

c. Retraining shall be provided for supervisors, operators, and qualified equipment maintenance personnel at least annually or when a change in their job assignments, a change in machines or equipment, processes that present a new hazard, or when there is a change in the lockout/tagout procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals that there are deviations from, or inadequacies in, the supervisor, operator, or qualified equipment maintenance personnel's knowledge or use of the lockout/tagout procedures.

d. All training shall be certified, documented, and kept up-to-date. The certification shall contain each individual's name and dates of training.

APPENDIX F

Bloodborne Pathogen Procedures

F-1 Procedures

a. Directors and chiefs, having personnel with occupational exposure to bloodborne pathogens or other potentially infectious materials shall establish a written SOP designed to mitigate personnel exposure. The SOP shall contain at least the following elements:

(1) An exposure determination shall be developed which includes all job classifications in which personnel have occupational exposure to blood, body fluids, or other potentially infectious materials. In addition to the job classifications, list all tasks and procedures that are performed by personnel in which occupational exposure occurs. This exposure determination shall be made without regard to the use of PPE.

(2) A copy of the SOP shall be accessible to all personnel.

(3) The SOP shall be reviewed and updated at least annually, when necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised personnel positions with occupational exposure. The JHAs will be attached as an appendix.

b. Methods of compliance:

(1) General. Standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

(2) Antiseptic hand cleanser, in conjunction with clean cloth/paper towels or antiseptic towelettes, may be used when hand-washing facilities are not available. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as possible.

(3) Personnel will wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials.

(4) Equipment that may become contaminated with blood or other potentially infectious materials shall be decontaminated. Decontaminate equipment by using an Environmental Protection Agency (EPA)-approved disinfectant. Read and follow the product instructions found on the container as well as the Safety Data Sheet.

F-2 Personal Protective Equipment (PPE)

a. Appropriate PPE shall be provided at no cost to personnel. PPE provides for the protection of work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

The supervisor shall:

(1) Ensure that PPE is cleaned, laundered, or disposed of at no cost to personnel.

(2) Ensure that PPE is repaired or replaced as needed to maintain its effectiveness.

Employees will:

- (1) Remove garment(s) that is penetrated by blood or other potentially infectious materials as soon as possible.
- (2) Remove PPE before leaving the work area and place in an appropriate designated area or container for storage, washing, decontamination or disposal.

F-3 Housekeeping

a. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; when surfaces are overtly contaminated; after any spill of blood or other potentially infectious materials; and at the end of the work shift.

F-4 Employee Health Components

a. Hepatitis B vaccine will be made available to personnel who have been determined by the Chief, PMS to be at high risk for occupational exposure to blood or Other Potentially Infectious Material (OPIM). Hepatitis B vaccine is available for personnel in high-risk occupations. Requests for the vaccine are issued and administered by the Occupational Health Clinic.

b. Civilian employees who choose not to accept the offer of the Hepatitis B vaccination must sign the mandatory declination statement, found in (paragraph G-9) 29 CFR 1910.1030, Appendix A. If an employee initially declines the vaccination but later decides to undergo the vaccination series the employer must provide the vaccine at that time, provided the employee is still occupationally exposed.

F-5 Post-Exposure Evaluations and Follow-Up

a. Personnel who have had an exposure to blood or OPIM are to seek a medical evaluation immediately. The medical evaluation will be conducted at the emergency room, Darnall Army Medical Center, with a consultation to Occupational Health for follow-up. The medical evaluation and follow-up will include the following elements:

- (1) Documentation of exposure route and circumstances surrounding the exposure incident.
- (2) Identification of the source individual should be determined if feasible. The source individual's HIV and HBV infection status must be determined and documented per laws and regulations related to consent for testing, documentation, and confidentiality.
- (3) The source individual's laboratory results, as they pertain to exposure, will be made available to the affected individual. The affected individual must be informed of applicable confidentiality laws relative to source individual.
- (4) Collection of the individual's blood for baseline Hepatitis B Virus and Human Immunodeficiency Virus testing must be done as soon as possible after consent is obtained. If the Individual consents to a baseline blood collection but does not give permission at that time for HIV testing, the sample must be stored in a manner that would preserve it for testing within the next 90 days. This 90-day period provides time for the individual to receive counseling and make an informed decision about testing. If, within the 90-day period, the individual decides to proceed with testing and provides

consent, Occupational Health Service would submit the order to conduct the testing as soon as possible.

b. The supervisor must assure that the evaluating healthcare professional is provided with:

- (1) A copy of the bloodborne pathogens standard.
- (2) A description of the affected individual's duties as they relate to the occupational exposure.
- (3) Documentation of route of exposure, circumstances as to how exposure occurred, and results of the source individual's blood testing related to the exposure incident, if available, and the affected individual's medical records

c. The health care provider must provide the health care professional's written opinion to the supervisor, who in turn must give a copy to the affected individual within 15 working days of the completion of the evaluation.

d. The written opinion is documentation that the affected individual has been told about any medical conditions resulting from exposure to blood or OPIM, which requires further evaluation or treatment. Documentation confirms if Hepatitis B vaccination was indicated and if the affected individual received the vaccine.

F-6 Recordkeeping

a. Medical Records. A confidential health record is initiated by the health care professional when an individual receives the Hepatitis B vaccination or is treated following an exposure incident. This record includes:

- (1) Name and social security number of the individual.
- (2) A copy of the individual's Hepatitis B vaccination status.
- (3) Testing and examination results and follow-up procedures.
- (4) A copy of the health care professional's written opinion and information provided by the employer to the health care professional about the exposure incident.

b. Training Records. Information that must be maintained in these records include:

- (1) Dates of the training sessions.
- (2) Contents or a summary of the training sessions.
- (3) Names and qualifications of the people conducting the training sessions.
- (4) Names and job titles of all personnel attending the training sessions.
- (5) Training records shall be maintained by the supervisor for 3 years from the date on which the training occurred.

F-7 Information and Training

a. All personnel with potential occupational exposure will participate in a training program, which will be provided during duty hours. A qualified instructor will provide the necessary training.

b. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Additional training shall be provided when changes such as modification of tasks or procedures, or new tasks or procedures, affect the individual's occupational exposure.

F-8 Bloodborne Pathogen Terms

a. "Bloodborne pathogens" means pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

b. "Contaminated" means the presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

c. "Contaminated laundry" means laundry that has been soiled with blood or other potentially infectious materials.

d. "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where it is no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

e. "Engineering controls" means controls to isolate or remove the bloodborne pathogens hazard from the workplace.

f. "Exposure incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

g. "HBV" means Hepatitis B Virus.

h. "HIV" means Human Immunodeficiency Virus.

i. "Occupational exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

j. "Other potentially infectious materials" means human body fluids such as semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal and amniotic fluids, saliva in dental procedures; any unfixed tissue or organ (other than intact skin) from a human (living or dead).

k. "Parenteral" means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

l. PPE means specialized clothing or equipment worn by an employee for protection against a hazard.

m. "Regulated waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid if compressed; and items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling.

n. "Source individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

o. "Standard precautions" means an approach to infection control. According to the concept of standard precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

p. "Work practice controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

F-9 Employee Declination Statement for Hepatitis B Vaccine.

Civilian employees who choose not to accept the offer of the Hepatitis B vaccination must sign a mandatory declination statement per 29CFR1910.1030 (f)(2)(iv). The statement should look similar to the below:

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine I can receive the vaccination series at no charge to me.

SIGNATURE

DATE

Figure F-1 Employee Declination Statement for Hepatitis B Vaccine

Glossary
Section I
Abbreviations

AKO

Army Knowledge On-line

ALARA

As Low As is Reasonably Achievable

ADSO

Additional Duty Safety Officer

AMV

Army Motor Vehicle

ANSI

American National Standards Institute

AR

Army Regulation

ASP

Ammunition Supply Point

ATTN

Attention

ATV

All-Terrain Vehicle

BLORA

Belton Lake Outdoor Recreation Area

CA

Compensation Act

CDSO

Collateral Duty Safety Office

CFR

Code of Federal Regulation

CID

Criminal Investigation Division

COP

Continuation of Pay

COR

Contracting Officers Representative

CPAC

Civilian Personnel Advisory Center

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DB

Decibel

DES

Directorate of Emergency Services

DFMWR

Directorate of Family, Morale, Welfare and Recreation

DD

Department of Defense

DOD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DPTMS

Directorate of Plans, Training, Mobilization and Security

DRAW

Deliberate Risk Assessment Worksheet

DPW

Directorate of Public Works

E

Extremely High

EAP

Emergency Action Plan

ECOD

Estimated Cost of Damages

EPA

Environmental Protection Agency

FAR

Federal Acquisition Regulations

FECA

Federal Employee's Compensation Act

FHR

Fort Hood Regulation

GC

Garrison Commander

GHS

Globally Harmonized System

H

High

HAAF

Hood Army Air Field

HBV

Hepatitis B Virus

HCP

Hazard Communication Program

HHIM

Health Hazard Inventory Module

HIV
Human Immunodeficiency Virus

IAW
In Accordance With

IDLH
Immediately Dangerous to Life and Health

IH
Industrial Hygiene/Hygienist

IMCOM
Installation Management Command

IOC
Installation Operations Center

IRSO
Installation Radiation Safety Officer

ISO
Installation Safety Office

JHA
Job Hazard Analysis

L
Low

LOTO
Lock Out Tag Out

M
Moderate

MEDCEN
Army Medical Center

MICC
Mission and Installation Contracting Command

MP
Military Policy

MPI

Military Police Investigator

MSDS

Material Safety Data Sheet

MSHA

Mine Safety Health Administration

NCOER

Non Commissioned Officer Evaluation Report

NFPA

National Fire Protection Agency

NIOSH

National Institute for Occupational Safety and Health

OER

Officer Evaluation Report

OH

Occupational Health

OPIM

Other Potentially Infectious Material

OSHA

Occupational Safety and Health Administration

PAO

Public Affairs Office

PCE

Protective Clothing Equipment

PII

Personal Identifying Information

PMS

Preventative Medicine Section

POC

Point Of Contact

POV

Privately Owned Vehicle

PPE

Personal Protective Equipment

RAC

Risk Assessment Category

REG

Regulation

RGAAF

Robert Gray Army Air Field

ROV

Recreational Off-highway Vehicle

RPE

Respiratory Protection Equipment

RPP

Respiratory Protection Program

RSO

Radiation Safety Officer

SASOHI

Standard Army Safety and Occupational Health Inspection

SCBA

Self-Contained Breathing Apparatus

SDS

Safety Data Sheet

SIR

Significant Incident Reporting

SOH

Safety and Occupational Health

SOHAC

Safety and Occupational Health Advisory Council

SOP

Standing Operational Procedure

U.S.

United States

USACRC

United States Army Combat Readiness Center

USAG

United States Army Garrison

UTV

Utility Task Vehicle