

Safety and Occupational Health

# Standing Operating Procedures

Camp Atterbury Joint Maneuver Training Center, Edinburgh, IN  
Muscatatuck Urban Training Center, North Vernon, IN



Installation Safety Office:

Bldg 427

812-526-1753 or Ext 1753

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## Chapter 1: INTRODUCTION

### 1-1. Preface

a. I am the Safety Officer for Camp Atterbury Joint Maneuver Training Center-Muscatatuck Urban Training Center for Complex Operations (CA-MCCO). Leaders and supervisors at all levels, military and civilian, are the Safety Officers for their respective organizations and are directly responsible for the health and welfare of the Soldiers and civilians entrusted to their care. Accident prevention is a **leadership** responsibility.

b. All members of the Camp Atterbury community, uniformed and civilian, have the right to a safe and healthful workplace. Preventable accidents are unacceptable in our organization. We shall not be risk averse, but must ensure that benefits outweigh risk and implement every available control measure to mitigate risk. By this means, we will preserve our most precious resource- our people.

c. The Installation Safety Office Director is a member of my special staff, and reports directly to me. The Installation Safety Office is tasked with staff supervision over safety and health, composite risk management and accident prevention activities. Duties will include the full range of program management responsibilities.

d. In support of the safety and accident prevention initiatives and programs mandated by the US Army, National Guard Bureau and The Adjutant General for the State of Indiana, Camp Atterbury will implement the measures identified in this document in order to ensure a safe and healthful environment for all of the Camp Atterbury community.

e. Composite Risk Management and Safety are **NOT** additional tasks, nor are they a deterrent to mission accomplishment. They are an integral part of everything we do and are applicable to both soldiers and civilian employees. Composite Risk Management and Safety effectively applied in the workplace will result in positive habit transfer to off-duty activities.

f. Leadership will promptly evaluate and correct hazards. Leaders will not initiate, nor support, reprisal action against personnel who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities. Any known or suspected reprisals will immediately be reported to the Camp Atterbury Judge Advocate Office.

g. The elements outlined in this plan are to be considered the minimum standard. Organizations are encouraged to move beyond mere compliance and actively seek "Best Safety Practices".

h. Detailed guidance can be found in the listed references in Appendix A.

### 1-2. References to be followed by anyone training or working on the CAJMTC installation:

a. U.S. Army Safety and Occupational Health Strategic Plan, Department of the Army, Washington D.C. 27 January 2010

b. AR 385-10 The Army Safety Program 14 June 2010

c. AR 385 series Safety and Occupational Health publications

d. NGR 385-10 Army National Guard Safety Program 12 September 2008

e. DA Pam 385-1 Small Unit Safety Officer/NCO Guide 10 November 2008

f. DA PAM 385-40 Army Accident Investigations and Reporting 1 November 1994

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- g. DA PAM 40-11 Preventive Medicine 19 Oct 2009
- h. FM 5-19, Composite Risk Management July 2006
- i. CA Pam 385-10
- j. Installation Commander's Safety and Composite Risk Management Policy, 14 February 2011



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Safety Officer

Installation Safety & Occupational Health Office

## Chapter 2: CAMCCO SAFETY PROGRAM

### 2-1. Responsibilities

a. Installation Commander will:

- (1) Be responsible for the protection of all personnel, equipment, and materials under their charge.
- (2) Appoint qualified safety director as a member of the commander's special staff and ensure direct unimpeded access to the commander.
- (3) Ensure compliance with the regulatory and statutory requirements in all hiring actions.
- (4) Report all accidents and injuries including occupational illness and injuries and investigate accidents and injuries IAWAR 385-10, para 3-2.
- (5) Establish a motorcycle mentorship program using the guidelines and by-laws outlined in the U.S. Army Motorcycle Mentorship Program, as appropriate. A copy of the program guidelines, by-laws, and sample charter are on the U.S. Army Combat Readiness/Safety Center (USACR/SC) Homepage at <https://safety.army.mil/>.
- (6) Exercise staff oversight for the integration of safety and CRM procedures into operations and products to ensure Composite Risk Management (CRM) is a fully integrated part of mission planning and execution and not an add-on to the decision-making process.
- (7) Incorporate privately-owned vehicle (POV) accident prevention tools into local motor vehicle accident prevention programs as appropriate.
- (8) Ensure all supervisors (officers, noncommissioned officers (NCOs), and DA Civilians) include safety programs and tasks in their evaluation support forms and counseling sessions and that all senior raters pass their support form with safety objectives down two levels. Ensure all personnel are fully aware of their obligations and personal responsibilities to the safety program.
- (9) Promote Mission Safety and ensure CRM integration by:
  - (a) Collecting, analyzing, and disseminating lessons learned from worldwide branch elements and/or subordinate organizations.
  - (b) Systematically reviewing after action reports, accident investigation reports, and near miss data to develop solution sets to ensure safe mission accomplishment.
- (10) Complete the Army Readiness Assessment Program (ARAP) within one (1) year of taking command, and then complete every three (3) years afterwards.

b. Director of Installation Safety will:

- (1) Serve as principal advisor to the installation commander on all safety and

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occupational health issues pertaining to the execution of the command's mission.

(2) Develop and maintain installation safety and occupational health manual, standard operating procedure(s) (SOP), policies, and guidelines.

(3) Maintain oversight of mission-unique safety issues.

(4) Review, validate, and monitor integration of CRM into all aspects of military training and operations IAW FM 5-19, chapter 1-1.

(5) Identify, analyze, and take action (for example, develop countermeasures) on mission safety issues and accident experience. Develop and disseminate branch safety essential elements of information. Integrate safety, CRM countermeasures, and lessons learned. Track hazards of proponent training and material systems. Integrate those findings into branch training and doctrine and ensure installation-wide branch dissemination.

(6) Review and comment on new and revised installation directives and SOPs that affect mission training and operations.

(7) Develop and implement a functional ADSO Program IAW appendix B.

(8) Provide ADSO assistance with prevention program materials/information, standards, interpretations, and guidance. Provide installation specific and supplemental safety training for ADSOs.

(9) Maintain the consolidated installation Occupational Safety and Health Administration (OSHA) Form 300 (Log of Work-Related Injuries and Illnesses) and post a copy of the OSHA 300-A Form (Summary of Work-Related Injuries and Illnesses) IAW 29 Code of Federal Regulations (CFR) 1904.7(b)(3).

(10) Ensure heat/cold injury prevention training occurs annually.

c. Installation Directors will:

(1) Complete the Commander's Safety Course located on the CRC Website and submit certificate of completion to the ISO.

(2) Assign Additional Duty Safety Officers in writing.

(a) Duty Appointment orders must be provided to the assigned ADSO as well at the Installation Safety Office.

(b) It is recommended to have an ADSO assigned for each individual building to facilitate communication and accident reporting.

(3) Work with ADSO to develop a Directorate Safety SOP.

(4) SOP should be updated annually and address specific procedures for that

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building/directorate.

(5) Command emphasis is vital to the success of safety.

(6) Reporting all hazards and accidents

(7) Hazards should be reported to directorate/unit ADSOs who will enter them into their Hazard Log.

(8) ALL accidents that occur on Camp Atterbury/Muscatatuck will be reported to the Installation Safety Office. Reportable Accidents include:

(a) Any property damage of \$2000 or more.

(b) Any illness or injury resulting in treatment greater than first aid.

(9) Conducting Composite Risk Management on primary and special activities.

(10) Working with the Installation Safety Office to reduce hazards and protect lives.

d. Supervisory and operating personnel who direct or affect the actions of others will:

(1) Implement the Army Safety Program

(2) Report Army accidents

(3) Maintain a safe and healthful workplace.

(4) Inspect the work area for hazards

(5) Complete all safety training requirements.

(6) Promptly evaluate and take action as required to correct hazards.

(7) Be responsible for use of CRM during planning, preparation, and execution of all operations.

(8) Be responsible for accident prevention.

(9) Support the accident investigation program.

(10) Ensure that personnel are trained and competent to perform their work safely, efficiently, and effectively.

e. All Members of the Armed Forces, DA Civilians, Contract Employees, and Visitors to CAMCCO will:

(1) Comply with AR 385-10, The Army Safety Program



(2) Stop unsafe acts detrimental to Army operations.

(3) Be responsible for accident prevention through the application of Composite Risk Management (CRM).

(4) Comply with this SOP, the Occupational Safety and Health Act of 1970, safety regulations, and standing operating procedures (SOPs).

(5) Use all personal protective equipment (PPE) and protective clothing provided, including seatbelts, in accordance with training, hazard analyses, work instructions, and as required by the task at hand.

(6) Report Army accidents, near misses, and hazards in their workplace as soon as possible to their supervisor or leader.

f. Additional Duty Safety Officers (ADSOs) will:

(1) Complete all safety training requirements.

(2) Maintain a hazard log (HazLog) for their workplace.

(3) Report ALL Army accidents to the Installation Safety Office

(4) Ensure all buildings for which they are responsible for are inspected for hazards on an annual basis.

(5) Conduct regular training to personnel on safety trends.

## **2-2. Training**

a. Directors & Unit Commanders will complete the Commanders Safety Course (CSC) at <https://www.atrrs.army.mil> within 90 days of taking command or arriving to Camp Atterbury. This is an on-line course that provides the tools to manage their unit safety programs effectively and to incorporate CRM into all unit planning and activities.

b. ADSOs for Directorates and tenant units will complete the following training:

(1) Additional Duty Safety Officer Course at <https://www.atrrs.army.mil> within 90 days of assignment as an ADSO.

(2) Safety Officer Course- this is a local 16-hour course on the local requirements and trends for ADSOs at Camp Atterbury. Please contact the Installation Safety Office at (812) 526-1499 x1753.

## **2-3. Conflict Resolution**

a. When safety requirements in Army Regulations (ARs), DA Pamphlets, National Guard Bureau

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Regulations (NGRs), or this SOP conflict with a legal standard such as the OSHA Act, or provide a lower degree of protection, the more stringent legal standard will apply.

b. Due to CAMCCO being a Joint-Service facility, when requirements of this SOP conflict with the workplace-safety standards of another Service's regulations, the more stringent standard will apply. For example, if Army Regulation calls for a 175 meter safe zone and an Air Force Regulation calls for a 150 meter safe zone, Air Force personnel will utilize a 175 meter safe zone.

## Chapter 3: CAMCCO STRATEGIC PLANNING, SAFETY STRUCTURE, PROGRAM EVALUATION, COUNCILS AND COMMITTEES

### 3-1. Strategic Goals and Strategic Planning.

a. IAW JFHQ-IN-SOH Safety and Occupational Health Strategic Plan, Camp Atterbury Muscatatuck Center for Complex Operations establishes the following Strategic Plan.

b. Mission Statement: To preserve warfighting capabilities and enhance the force by providing a safe and healthy environment for personnel assigned and training on this installation, on and off duty.

c. Goals:

(1) Goal #1: Continue to incorporate Safety and Occupational Health (SOH) into the CAMCCO culture.

- i. Objective 1.1: Increase awareness of the value and necessity of safety and occupational health.
- ii. Objective 1.2: Ensure accountability for leader and individual responsibilities in safety and occupational health.
- iii. Objective 1.3: Establish an SOH plan down to directorate level to improve workplace safety, military and civilians' safety and promote accident reduction.

(2) Goal #2: Ensure systematic management of risk.

- i. Objective 2.1: Ensure prompt identification and remediation/abatement of hazards.
- ii. Objective 2.2: Increase accurate and timely reporting of accidents.
- iii. Objective 2.3: Make Composite Risk Management (CRM) an integral part of day-to-day operations.

(3) Goal #3: Reduce accident rates.

- i. Objective 3.1: Develop programs/training to continue to support the reduction of accidents.
- ii. Objective 3.2: Assess and analyze accidents and injuries to determine trends, causal factors and develop countermeasures.
- iii. Objective 3.3: Improve business processes through the use of automation systems safety and occupational health programs.

d. CAMCCO Initiatives:

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(1) Directorates and Tenant Units shall require and actively participate in quarterly Safety Councils. Recommendations and uncorrected hazards shall be forwarded through channels to the Installation Safety Office.

- i. Proponent: Directors and Tenant Unit Commanders
- ii. Inspection: Installation Safety Assessments

(2) Safety will become part of every Soldier, employee, or tenant's counseling session, performance appraisal, OER or NCOER. Leaders shall emphasize positive actions to improve safety and occupational health management, implement composite risk management, and reduce preventable accidents.

- i. Proponent: All Leaders

(3) Directors will complete the on-line Commander's Safety Course on the CRC webpage within 30 days of assuming command. Course completion certificates will be submitted to the ISO for inclusion into records.

- i. Proponent: Directors
- ii. Inspection: Installation Safety Assessment

(4) Additional Duty Safety Officers (ADSOs) shall be appointed at minimum of branch level in directorates. ADSOs will complete all required training IAW para 2-2 of this policy.

(5) All Civilian Employees will take the online Employee's Safety Course through the CRC Online Training Course at ONLINE TRAINING (<https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>). This course takes approximately 1 ½ hours to complete.

(6) All Civilian Managers (those who manage supervisors or other leaders) will take the online Manager's Safety Course at ONLINE TRAINING (<https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>). Managers who have a certificate from the Commander's Safety Course are exempt from this requirement. This course takes approximately 1 ½ hours to complete.

(7) All Civilian Supervisors (those who supervise employees or Soldiers) will take the online Supervisor's Safety Course at ONLINE TRAINING (<https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>). Supervisors who have a certificate from the Commander's Safety Course are exempt from this requirement. This course takes approximately 3 hours to complete.

- i. Proponent: Directors
- ii. Inspection: Installation Safety Assessment

(8) Provide a safe and healthy working environment. All hazards that are not able to be corrected by the ADSO or the unit will be reported to the Installation Safety Office.

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- i. Proponent: All directorates, tenant units, work areas, and visitor
- ii. Inspection: Installation Safety Assessment

(9) Accurate and timely reporting of all accidents and mishaps. Timely accident reporting reduces the overall accident rate by allowing for causation analysis and trend interpretation. Directorates, Tenant Units, mobilizing units, and visitors will report **ALL** accidents, incidents, and mishaps involving Army motor vehicles, GSA vehicles, government leased vehicles, and personally owned vehicles or motorcycles to the Installation Safety Office.

- i. Proponent: All directorates, tenant units, work areas, and visitors
- ii. Inspection: Installation Safety Assessment

(10) Completion of Composite Risk Management (CRM) training by all Soldiers.

**3-2. Safety Chain of Command:** Due to the complex infrastructure of units on CAMCCO, the following represents the reporting chain for CAMCCO safety issues and reporting (Figure 3-1).

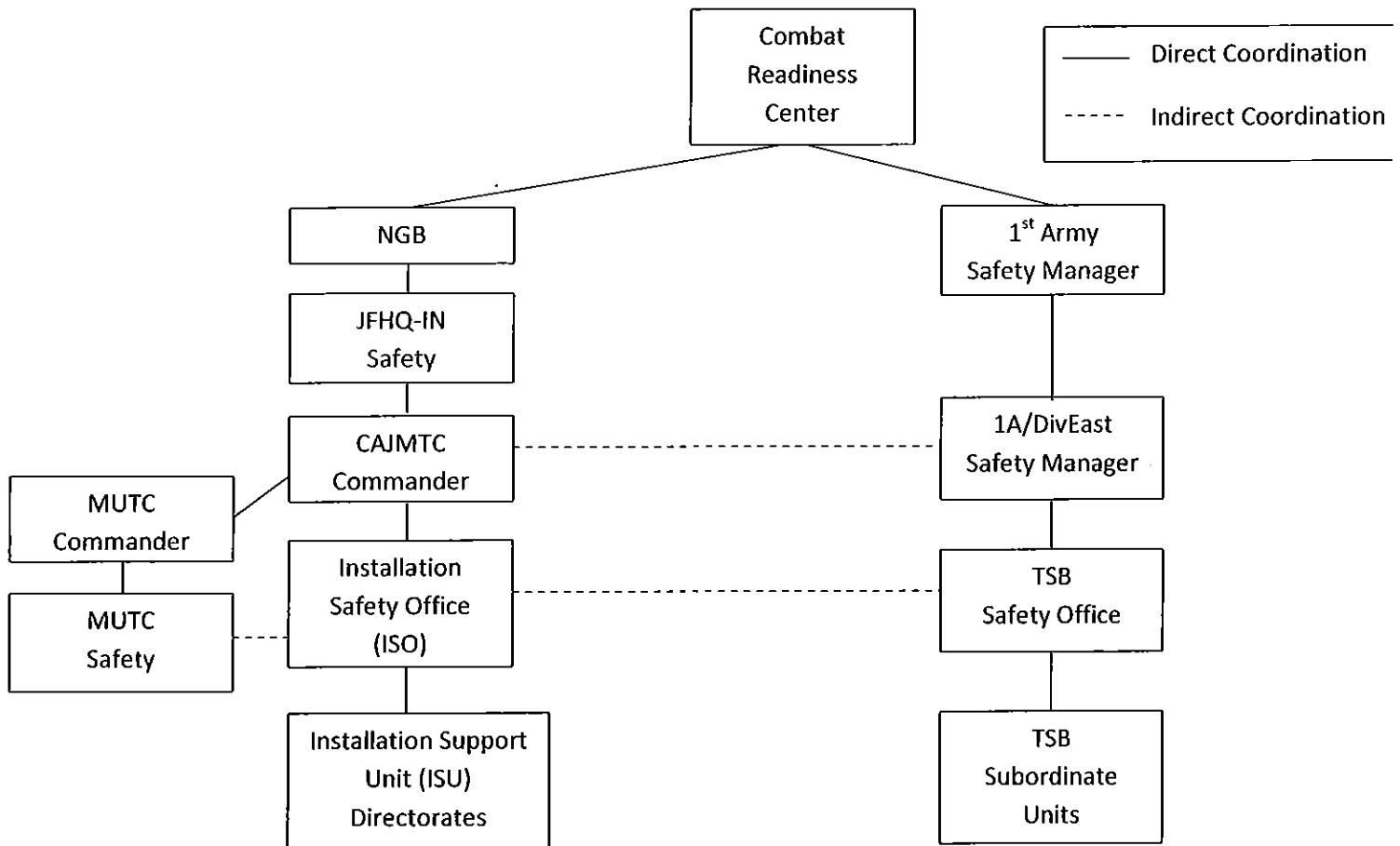


Figure 3-1

**3-3. Director of Installation Safety Office:** The Director of Installation Safety is Special Staff to the Installation Commander and reports directly to the Installation Commander or his/her designated representative.

**3-4. Safety and Occupational Health Advisory Council (SOHAC)**

- a. The SOHAC will meet quarterly with the Director of Installation Safety acting as the facilitator.
- b. The Installation Commander will preside over the SOHAC with the Director of the Installation Safety Office acting as the facilitator. Each Director and representatives of tenant units will sit on the board:
- c. SOHAC agenda will comprise of the following:
  - (1) Review of accident reports and recommend corrective measures to prevent recurrence.
  - (2) Review of safety suggestions
  - (3) Review suspected unsafe or unhealthy working conditions and corrective measures.
  - (4) Promote safety education within the organization
  - (5) Conduct periodic self-assessments in their areas of responsibility and coordinate with the installation safety office.

**3-5. Additional Duty Safety Officer/NCO (ADSO)**

- a. ADSOs Qualifications & Training:
  - (1) The complete list of ADSO qualifications can be found in Paragraph 2-7g, AR 385-10.
  - (2) The ADSO needs to be of appropriate rank in order to effectively advise the director/commander. It is recommended to be E-6 and above.
  - (3) The ADSO must be appointed in writing by the commander/director. A copy of the appointment order must be sent to the Installation Safety Office.
  - (4) Within 30 days of appointment, ADSOs will complete the online Additional Duty Safety Course (ADSC) from the Combat Readiness Center Website. (<https://safety.army.mil/>)
  - (5) Within 6 months of appointment, ADSOs will complete the local Safety Officer Course, which is a 16-hour course that is provided by the Camp Atterbury Installation Safety Office (ISO). ADSOs can contact the Installation Safety Office at 812-526-1753 to schedule this course.
- b. ADSO will:

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(1) Paragraph 1-7, DA Pam 385-10 lists the complete list of duties of the ADSOs.

(a) ADSOs at Camp Alterbury/Muscatatuck Urban Training Center are primarily responsible for the following duties:

- i. Report accidents and hazards
- ii. Conduct Safety Inspections/Surveys of assigned buildings
- iii. Conduct quarterly safety training with directorate/unit personnel

## Chapter 4: COMPOSITE RISK MANAGEMENT (CRM)

**4-1. The CRM Process-** Composite Risk Management (CRM) is the Army's primary decision making process for identifying hazards and controlling risks across the full spectrum of Army missions, functions, operations, and activities. This process should be done for each primary or special activity.

- a. CRM is a five (5) step process (see Figure 4-1)

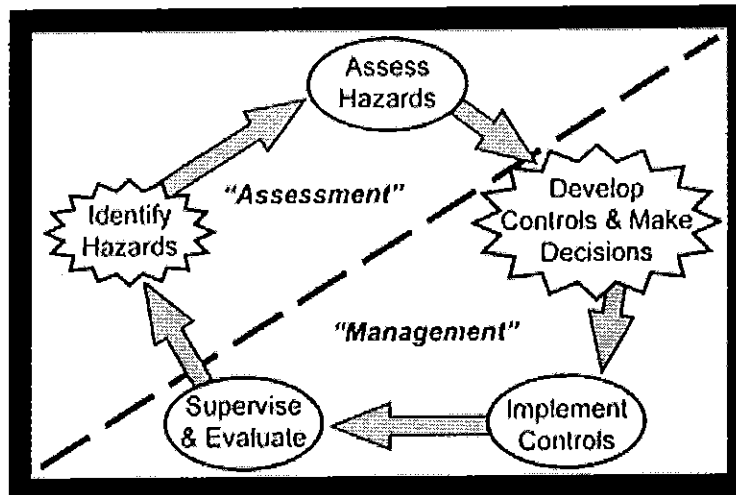


Figure 4-1

(1) Step 1- Identify Hazards: What are the hazards that could cause potential to cause injury, illness, or death of personnel or damage to or loss of equipment property?

(2) Step 2- Assess Hazards: using the below Risk Assessment Matrix format (Figure 4-2); each hazard is categorized by their severity and probability.

RISK ASSESSMENT MATRIX						
		Probability				
Severity		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
Catastrophic	I	E	E	H	H	M
Critical	II	E	H	H	M	L
Marginal	III	H	M	M	L	L
Negligible	IV	M	L	L	L	L

E - Extremely High      H - High      M - Moderate      L - Low

Figure 4-2

(3) Step 3- Develop Controls and Make Risk Decision: Controls are developed and applied in this step. Each hazard is then reassessed with the controls in place to determine a residual risk. Risk decisions are then made based on the residual risk.

(4) Step 4- Implement Controls: Leaders and staffs ensure that controls are integrated into SOPs, written and verbal orders, and mission briefings.



(5) Step 5- Supervise and Evaluate: In this during and after phase of the activity, leaders look at the hazards they identified. Did any other hazards become obvious? Additionally, controls are looked at to determine if they effectively reduced hazards. Were there any other controls that could have been implemented to reduce the risk?

**4-2. CRM Worksheet (DA Form 7566)**

a. Directorates/Units will complete a new DA Form 7566 for primary mission.

(1) For most directorates, the primary mission can be summarized on a single DA Form 7566 (i.e. - Daily Administrative Duties) with different subtasks for specific duties.

(2) The goal of this CRM Worksheet is to look at routine hazards that employees come into contact with on a daily basis (i.e. slips/trips/falls, repetitive use of keyboards) or environmental hazards (i.e. extreme heat or cold, icy roads).

(3) Directorates/Units also need to complete a new DA Form 7566 for special events including holiday cookouts, MWR events, BOSS programs, etc.

b. ADSOs will ensure that the appropriate signature authority has reviewed and signed the DA Form 7566.

(1) Per CAJMTC Policy (Installation Commander's Safety and Composite Risk Management, dated 14 February 2011), the following shows the signature authority of risk levels:

- i. Low- Supervisor
- ii. Moderate- Director/Commander (O-5 and Above)
- iii. High- Garrison Commander
- iv. Extremely High- First General Officer in Chain of Command

(2) **ADSOs will ensure that all copies of DA Form 7566 are provided to the Installation Safety Office.**

## Chapter 5: Hazard & Accident Reporting

### 5-1. Reportable Accidents

- a. (NOTE: For a serious accident, the first action to take is to secure the accident scene using either white engineer tape or a yellow tape that says caution on it so material evidence is not moved or removed). Anyone can report an accident. **ALL accidents and injuries, regardless of severity, experienced by military Personnel on or off-duty, as well as on-duty civilian personnel, will be reported to the Installation Safety Office within five (5) days of the incident.**
- b. Commanders and directors will ensure ALL accidents are reported, investigated, and analyzed IAW the requirements of AR 385-10, chapter 3-2; DA Pam 385-40, and this policy.
- c. Installation Safety Office will provide technical advice and assistance to commanders and will support the Civilian Personnel and Contract Employee Offices' efforts to reduce civilian injuries/illnesses.
- d. The first general officer in the chain of command will be briefed on all on-duty and off-duty fatal accidents involving DA civilian employees and all on-duty fatal accidents involving DA contractors directly supervised by DA civilians or military.

### 5-2. Army Accident Classifications

a. The following figure (Figure 5-1) shows the accident classification depending on either the amount of property damage or the personal injury or illness. In the event of a difference in classification because of property damage and personal injury, the higher classification will be used (i.e. \$5000 in property damage and injury cause 3 days from work will be classified as a Class C accident due to the injury being in a higher class).

A	-Property Damage of \$2,000,000 or more -Injury and/or occupational illness results in a fatality or permanent total disability
B	-Property Damage of \$500,000 - \$1,999,999 -Injury and/or occupational illness results in permanent partial disability, or when 3 or more personnel are hospitalized as in-patients as a result of a single occurrence
C	-Property Damage of \$50,000 - \$499,999 -Injury and/or occupational illness that causes 1 or more days away from work or training BEYOND the day or shift on which it occurred or disability at any time
D	-Property Damage of \$2000 - \$49,999 -a nonfatal injury or illness resulting in restricted work, transfers to another job, medical treatment greater than first aid, needle stick injury, and cuts from sharps that are contaminated from another person's blood or potentially infectious material, occupational hearing loss, or a work-related tuberculosis case
E	-Aviation accident that results in property damage of less than \$2000
F	-Recordable incidents are confined to aircraft turbine engine damage because of unavoidable internal or external foreign object damage (FOD), where that is the only damage

Figure 5-1

**5-3. Accident Reporting Procedure:**

- a. If required, notify Emergency Personnel at 812-526-1109 (x1109 on post)
- b. After personnel are stabilized and scene has been secured, notify the Installation Safety Office at 812-526-1753 (x1753 on post) and notify them of accident.
- c. Start collecting information:
  - (1) Personal Information to include contact information
  - (2) Pertinent information (5 W's: Who, What, When, Where, Why)
  - (3) If possible, take pictures
- d. Determine Accident Class using Figure 5-1 (above).
- e. Have ADSO complete the appropriate accident form (DA Form 285, DA Form 285-AB, etc).
- f. Submit a copy of the Accident Report to the Installation Safety Office

**5-4. Hazard Reporting Procedures:**

- a. ADSOs will maintain a hazard log that lists the following information:
  - 1) Date
  - 2) Subject/Hazard
  - 3) Location of Hazard
  - 4) Name of Individual who reported hazard
  - 5) Unit/Directorate Name
  - 6) Phone Number of POC
  - 7) Actions taken by ADSO
  - 8) Closure Date
- b. When hazards are identified by ANYONE on the installation, they should be requested to complete a DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions (See Appendix 1, DA Form 4755).
- c. ADSOs will then take the information from the DA Form 4755 and enter it into the Hazard Log and file the DA Form 4755.

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d. ADSO should then contact the appropriate person for correction/mitigation of the hazard. These corrections/mitigations include such actions as:

- 1) Notify State DPW at x1134 to complete a work order
- 2) Mark hazard with signage and barriers until hazard is repaired/removed.
- 3) Notify leadership of hazard
- 4) Notify Installation Safety Office for materials to correct hazard
- 5) Order ice melt/salt to de-ice walkways/stairs

e. ADSOs will continue to follow up with the individual who reported the hazard until hazard is repaired/removed.

### **5-5. Aviation Accident Reporting.**

- a. Any aviation accident should be immediately reported to the MP Desk at x1109 or the Airfield at x1355.
- b. Aviation accident reporting requirements are found in the Aviation Safety SOP.
- c. A copy of the Aviation Safety SOP can be located at Himsel Airfield or the Installation Safety Office.

### **5-6. Range, Weapons, and Explosives Accident Reporting.**

- a. All accident should be immediately reported to the MP Desk at x1109
- b. Report any accident caused by firing of weapons system(s) to Range Control at x1350.

### **5-7. Accident Investigation**

a. All Class A and B on-duty accidents, to include training accidents, will be investigated by an accident investigation board IAW AR 385-10, para 3-14a(1). The Installation Safety Director may require investigation of other special case accident that may not otherwise meet the criteria for investigation.

b. The Installation Commander will review and sign all on and off duty Class A and B investigations as a reviewing official and forward to Commander, USACR/SC. The report is required to be at the USACR/SC NLT 90 days after an on-duty accident and 30 days following an off-duty accident. To ensure timeliness, the Installation Safety Office requires the report to be submitted to them NLT 75 days after the on-duty accident and NLT 20 days after the off-duty accident. Requests for extensions beyond the report date are submitted to the Director of the Installation Safety Office.

### **5-8. Accident Fatality Reporting and After Action Review.**

- a. Any unit experiencing the accidental death of a Soldier, on-duty DA civilian, or contract employee

will call to notify the MP desk at x1 109 upon discovery of the incident. The initial report will include as much information of the fatal accident notification and interim report as possible. Submit the interim report on the facts and circumstances surrounding the accidental death within 72 hours and address any additional information obtained since the initial notification. The fatal accident notification and interim report shall include:

- (1) Type of accident (for example, aircraft, POV, training, etc.)
- (2) Date and time of accident
- (3) Location of accident
- (4) Unit
- (5) Number of fatally injured individuals and their names and grades
- (6) Number of non-fatally injured individuals and their names, grades, and condition
- (7) Number of personnel involved
- (8) Highest ranked individual involved
- (9) Equipment type (for example, aircraft, POV) and nomenclature
- (10) Environmental Conditions
- (11) Whether hazardous or sensitive material were involved (and if so, whether they are secured)
- (12) Brief synopsis of the accident
- (13) Any additional information, as appropriate/available.

#### **5-9. Accident Report Tracking and Analysis**

a. Director of Installation Safety will establish a local system for receiving accident feeder information. At a minimum, feeder information will include (releasable portions of the following):

- (1) Military police blotters (accidents only)
- (2) Military police traffic accident reports
- (3) Serious incident reports (accidents only)
- (4) Estimated cost of damage reports
- (5) Admission and disposition sheets
- (6) Standard Form 91 (Motor Vehicle Accident Report)

CAJMTC/MUTC Safety SOP

(7) Staff judge advocate claims data (accidents only)

(8) Casualty reports

(9) Joint Operations Center (JOC) reports

b. Director of Installation Safety will maintain the consolidated installation Occupational Safety and Health Administration (OSHA) Form 300 (Log of Work-Related Injuries and Illnesses) and post a copy of the OSHA 300-A Form (Summary of Work-Related Injuries and Illnesses) IAW 29 Code of Federal Regulations (CFR) 1904.7(b)(3).

## Chapter 6: Workplace Safety and Inspections

**6-1. Requirement:** Unit/Directorate ADSOs will conduct a safety inspection of assigned buildings ANNUALLY utilizing the ISR-I worksheets provided by DPW-ISR-I coordinator.

### **6-2. Procedures for Conducting Safety Inspection:**

- a. ADSOs will contact building leadership and inform them of date/time of inspection.
- b. Upon arrival, ADSOs will check in with building leadership and explain inspection procedures as well as ask for any specific hazards that they are aware of.
- c. ADSO will inspect ALL areas of the building, both internal and external covering all areas of the checklist.
- d. Do NOT inspect areas beyond your own abilities. For example, do not take off cover plates to electrical breaker boxes, unhook plumbing, or attempt to test structural integrity. If questions arise, contact the appropriate personnel (DPW, Fire Department, etc) for determination.
- e. Once checklist is completed, the ADSO provides the building leadership as well as the Installation Safety Office with a copy of the inspection checklist. The ADSO maintains the original copy of the checklist.
- f. It is recommended to check in with the Installation Safety Office (ISO) to see what buildings your directorate/unit is responsible for.

## **Chapter 7: Explosives Safety**

### **7-1. Requirements**

- a. The explosives standards prescribed in DA Pam 385-64 will be followed.
- b. DOL-ASP will ensure that all ammunition and explosives are stored in accordance with NGR 385-64.
- c. Any unit drawing explosives or ammunition will follow all regulatory requirements and ASP SOP.
- d. Units utilizing explosives will ensure they have determined their safe distance based on the size of their charge and will utilize only the necessary personnel when placing charges. All others will be at least the minimum safe distance from the charge.
- e. Any questions for storing or transportation of explosives will be directed to the Ammunition Supply Point.
- f. Any questions over the utilization of the explosives will be directed to Range Control.

## **Chapter 8: Contracting Safety**

### **8-1. Requirements:**

- a. All Contract Activities will be conducted in a safe and healthful manner that minimizes accidents as well as impacts on Army operations and members of the public.
- b. All contractors will comply with applicable Federal, State, and local codes and standards, including safety and occupational health requirements, as well as any additional specific requirements invoked by the contract.
- c. All safety requirements for contractors will be listed in the specific contract; however it will not reference Army Regulation 385-10 as a guideline, but will reference appropriate OSHA and Life Safety codes.
- d. The Army will conduct safety and health evaluations of all workplaces and operations where Army personnel are regularly employed.

## **Chapter 9: Public, Family, Off-Duty Recreation and Seasonal Safety**

### **9-1. Responsibilities.**

- a. As in all aspects of military planning and operations, CRM applies to public and recreational activities. Soldiers and Army civilians must be reminded that injuries and fatalities occurring during off-duty time are detrimental to combat effectiveness; therefore CRM will be used by Soldiers when planning their off-duty activities.
- b. Unit Commanders and Directorates will establish a policy for implementing a risk assessment utilizing the Travel Risk Planning System (TRiPS) on the Combat Readiness Center website.



**9-2. Headphones**

- a. Using headphones or earphones while walking, jogging, skating, and bicycling, including pocket bike, motorcycle, or moped on Camp Atterbury roads and streets is prohibited.
- b. Authorized areas to wear headphones when working out are on designated running tracks and inside fitness centers.

**9-3. Installation Recreation Areas**

- a. FMWR will provide a standing operating procedure (SOP) to ensure public and military personnel safety at all recreational facilities and areas (camp ground, picnic, baseball, volleyball, multirecreational sport facilities, etc).
- b. The SOP will include all rules pertaining to the facility, training required, emergency reporting, and other pertinent information necessary to maintain a safe and healthful environment.

**9-4. Public activities on Camp Atterbury**

- a. Using Camp Atterbury for public activities introduces a new set of risks that must be identified and either controlled or eliminated.
- b. Composite risk management will be used to identify all hazards and risks associated with setting up the event, operation of the event, and clean up following the event. All CRM worksheets will be completed by the directorate/unit responsible for the activity and will have the Installation Safety Office review and approve.

**Chapter 10: Radiation Safety Management**

**10-1. Responsibilities.**

- a. Units who bring any radiological items onto Camp Atterbury will meet all requirements per DA Pam 385-24, which contains the technical requirements for control processes for operations involving sources of radiation.
- b. Radiation sources and radiation producing devices shall comply with all Army, DoD, Federal, and applicable State regulations and requirements.
- c. Any directorate or tenant unit that anticipates receiving a radiation source or radiation producing device will notify the Installation Safety Office prior to it arriving on post.

## Chapter 11: System Safety Management

### 11-1. Responsibilities.

- a. Directors and Unit Commanders have the responsibility to maximize operational readiness and mission effectiveness through accident prevention by ensuring:
  - i. Hazards and associated risks are identified and managed for each system throughout its life cycle and all mission variations.
  - ii. Hazards are eliminated through design or controlled to acceptable levels and risk associated with residual hazards is formally identified, accepted by the appropriate management decision level, and documented.
  - iii. Hazards associated with new technology or operations are identified for consideration in later applications.
- b. Commercial off-the-shelf, nondevelopmental items (NDI), and local purchases can pose potential problems concerning operational support and maintenance. These problems result from the fact that the item was built to commercial standards. As a result, the product may introduce hazards in the military environment. The purchaser must compare the commercial application with the tactical battlefield environment.

## Chapter 12: Training Requirements

### 13-1 Required Safety Training

- a. ALL Army personnel will be provided Composite Risk Management (CRM) training in those areas needed for a safe and efficient execution of their task. This training shall specifically address:
  - i. The Personal Protective Equipment (PPE) required
  - ii. General safety requirements particular to the operation
  - iii. Risk mitigation techniques and controls
  - iv. Special safety requirements
  - v. Lessons learned from previous operations
  - vi. Procedures for reporting and responding to accidents
  - vii. Identification of all known and perceived hazards
- b. Directors and Unit Commanders will complete the Commander's Safety Course on the Combat Readiness Center website.
- c. Supervisors and NCOs will complete the Supervisor's Safety Course on the Combat Readiness Center website
- d. Additional Duty Safety Officers (ADSO) will complete:
  - i. ADSO Safety Course on the Combat Readiness Center website
  - ii. Safety Officer Course provided by the Installation Safety Office

## Chapter 13: Motor Vehicle Accident Prevention

### 13-1 Introduction

- a. This chapter establishes requirements for traffic safety and loss prevention to reduce the risk of death or injury to Army personnel from POV, AMV, and ACV accidents. It also establishes requirements for motor vehicle accident prevention on Camp Atterbury and supplements public traffic safety law.
- b. This chapter applies to all active duty personnel at ANY time (on or off Camp Atterbury), to ARNG and USAR personnel while in a military status, to all Army civilian personnel in a duty status, on or off Camp Atterbury, to all personnel (including contractor personnel) in a DoD-owned motor vehicle, and to ALL personnel at ANY time when on Camp Atterbury.
- c. All operators of motor vehicles will follow the requirements set forth in AR 385-10, chapter 11 to include Preventative Maintenance Checks and Services (PMCS), licensing of operators, and motor vehicle operations.

### 13-2 Motor Vehicle Accident Prevention Policy

- a. Commanders and Directors will:
  - i. Ensure that Army vehicle maintenance and required before, during, and after operation checks are carried out according to Army regulations, technical manuals (TMs), and operator's manuals.
  - ii. Collect, analyze, and evaluate motor vehicle operator behavior and accident data to identify where accident prevention efforts must be focused.
  - iii. Ensure that AMV operators are selected, trained, tested, and licensed in accordance with Army regulations.
  - iv. Develop procedures to respond to traffic accidents—to include first aid, evacuation of injured, and the safe removal of disabled vehicles.
  - v. Ensure formal recognition of vehicle operators and organizations with outstanding safe driving records.
- b. Supervisors and NCOs will:
  - i. Enforce standards of performance to ensure safety and consistency of Army Soldiers' vehicle operations.
  - ii. Verify that Army vehicle drivers meet rest, duty time, and the alcohol restriction requirements.

- iii. Verify whether Soldiers are taking prescription or nonprescription medication that may impair driving or alertness.
  - iv. Assess driver performance periodically and use incentives to reward drivers with good driving records.
  - v. Incorporate the principles of mishap risk management component of CRM process into all motor vehicle-related duties and responsibilities.
- c. Motor Vehicle Operators will:
- i. Operate vehicles in a safe and prudent manner. This includes complying with local speed limits, vehicle speed limits, operating limits, municipal and state laws, SOFAs, and military vehicle regulations.
  - ii. Report use of prescription or nonprescription medication that could reasonably impair driving or alertness to immediate supervisor.
  - iii. Report hazardous operating conditions of the vehicles to the vehicle dispatcher.
  - iv. After seeking emergency aid, report accidents immediately to their supervisor and to the vehicle dispatcher.
  - v. Ensure that the cargo has been properly loaded and secured prior to and during transport.
  - vi. Wear installed restraint systems and enforce the requirement for passengers to wear occupant restraint devices at all times. Personnel involved in emergency medical care are exempt from the restraint use requirement.
  - vii. Ensure that vehicles and their contents are properly secured when left unattended, to include setting the emergency brake and adequately blocking and chocking the wheels.

**13-3 Specialty Vehicles**

- a. Specialty vehicles such as GATORS, "Mule" type tugs, and ATVs, will adhere to all manufacturer guidelines and requirements for that vehicle.
- b. All Personal Protective Equipment (PPE) recommended by the manufacturer will be utilized. Additionally, an Army Combat Helmet (ACH) or construction hard hat will be worn during vehicle operation.

- c. Operators will adhere to posted speed limits when traveling on roads with posted speed limits. When off road, a maximum speed of 15 MPH will be followed.
- d. Operators will not exceed the recommended load carrying, personnel capacity, or maximum safe vehicle speed.

**13-4 Motorcycles**

- a. Licensing.
  - i. Operators and Government-owned and privately owned motorcycles on Camp Atterbury must be appropriately licensed to operate on public highways.
  - ii. Minibikes, pocket bikes, and similar vehicles that do not meet Federal highway safety standards and, therefore, will not be operated on Camp Atterbury roads.
  - iii. All civilian personnel or contract employees that are properly licensed to ride a motorcycle will not be required to receive service-sponsored training or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DOD installation.
- b. Progressive Motorcycle Program.
  - i. Prior to operating any motorcycle, Soldiers will successfully complete an appropriate Motorcycle Safety Foundation (MSF)-based Basic Rider Course (BRC) or State-approved curriculum for motorcycle operator's safety training.
  - ii. Within 12 months of completing the BRC, Soldiers will complete either the Experienced Rider Course (ERC) or the Motorcycle Sportbike Rider Course (MSRC).
  - iii. Every three (3) years following completion of the ERC or MSRC, Soldiers will complete the ERC or MSRC again.
  - iv. Exceptions:
    - 1. Soldiers who have returned from a deployment greater than 180 days will complete the BRC, ERC, or MSRC prior to operating a motorcycle.
    - 2. Soldiers who have previously completed the BRC, but have not operated a motorcycle for greater than 3 years are required to complete the BRC, ERC, or MSRC prior to operating a motorcycle.
    - 3. Soldiers who acquire a new type of motorcycle or change major geographical locations are required to complete the BRC, ERC, or MSRC prior to operating a motorcycle.
- c. Personal Protective Equipment (PPE)
  - i. Directors and commanders will ensure that all individuals covered by this regulation and all persons at any time on Camp Atterbury wear the following PPE while riding motorcycles:

1. Helmets. Shall be certified to meet Department of Transportation (DOT) Federal Motor Vehicle Safety Standard No. 218 in accordance with DODI 6055-.04, April 20, 2009 and will be fastened under the chin.
2. Eye Protection. Eye protection designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield. A windshield does not constitute eye protection.
3. Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).
4. Protective Clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged. Riders are ENCOURAGED to select PPE that incorporates fluorescent colors and retro-reflective material.

**13-5 Pedestrian and bicycle safety.**

a. Pedestrian Safety.

- i. Personnel will wear reflective belts/vests in accordance with the Installation Uniform Policy.
- ii. Individuals will follow designated physical fitness routes for jogging, running, or walking.
- iii. Personnel are prohibited from wearing portable headphones, earphones, ear, or other listening devices while jogging/running, walking, or bicycling.

b. Bicycle Safety.

- i. All bicycle riders will wear a helmet approved by the Consumer Product Safety Commission (CPSC) or Army Combat Helmet (ACH) when riding on Camp Atterbury.
- ii. All bicycle riders will wear a reflective belt on the exterior of all clothing draped from right shoulder to left waist.

## Chapter 14: Force Mobilization

**14-1 Introduction.** This chapter establishes the minimum safety requirements for projecting combined active Army and reserve component ARFOR into any environment during contingency operations.

**14-2 Standards.**

- a. A common mobilization concern is that individuals abandon safety in an effort to establish "combat posture." Therefore, leaders are to ensure that the CRM process is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans to minimize accident risk and that SOPs are developed for all operations.
- b. Leaders will establish a command climate from the outset that promotes safety and takes every measure and precaution to keep Soldiers healthy and maintain their morale. This will be initiated by establishing a safety network and designating safety personnel at all levels.
- c. Soldiers will enforce standards and require their peers and all personnel to perform to standard in all operations.

## Chapter 15: Tactical Safety

**15-1 General.**

- a. This chapter establishes the requirements for safety support during training, contingency, and tactical operations while on Camp Atterbury. The tactical safety element is intended to reduce losses of manpower and equipment thus conserving combat power.
- b. Composite risk management will be integrated into all tactical and contingency operations in accordance with FM 5-19. Analyze all expect tactical threat-based and accidental hazard-based vulnerabilities to determine associated risk. Implement, enforce, and review appropriate control measures. Eliminate all hazards on a greatest risk first basis.

**15-2 Tactical Safety Training.**

- a. All participants will be provided safety training in those areas needed for a safe and efficient execution of the operation. This training shall specifically address:
  1. The PPE required
  2. General safety requirements particular to the operation.
  3. Special safety requirements
  4. Lessons learned from previous operations
  5. Procedures for reporting and responding to accidents.

## Chapter 16: Safe Cargo

16-1 **General.** This chapter establishes safety requirements for cargo operations by all transport modes during routine transport and deployment/redeployment operations.

16-2 **Maximizing safety in cargo transport operations.**

- a. Cargo preparation operators will be trained in material compatibility rules, packing procedures, and package marking and labeling appropriate to the material and transport mode.
- b. Cargo loading operators will be trained in:
  1. Controlling transport unit weight and balance.
  2. Cargo securing techniques appropriate to the material, packaging configuration, transport unit being loaded, and the transport mode. Materials appropriate to the job shall be provided.
- c. Personnel handling cargo that qualifies as HAZMAT will also:
  1. Receive general safety training concerning properties and hazards of HAZMAT, the procedures to take in the event of a leak or spill, and specific details of their duties in accordance with the transportation modes to be used.
  2. Be assigned duties only for which they are specifically trained.
  3. Perform duties in accordance with the applicable national or international transportation regulations for the journey.
- d. Railhead Operations. A railhead safety officer and safety NCO will be appointed.

## Chapter 17: Aviation Safety Management

17-1 **General.** See Appendix B for the Aviation Safety SOP.

## Chapter 18: Industrial Operational Safety

18-1 **Policy.** Commanders and directors will develop an accident prevention plan and response plan for each activity under their direct control and administration. Accident prevention plans shall:

- a. Be site specific.
- b. Be available to all personnel, in a common area accessible at all times, all shifts.



- c. Be current, reflecting up-to-date procedure, work instructions, and emergency procedures.
- d. Include detailed emergency procedures including alert and notification, evacuation, and response, personnel accountability, and medical response.
- e. Identify known or suspected hazards associated with each particular work instruction, work practice, and operating activity (for example, physical, chemical, biological, and ergonomic).
- f. Assign a primary and alternate POC for training and providing documented work instruction, procedure, and/or exposure control equipment.

**18-2 Exits and egress.** Exits and egress will meet the requirements of 29 CFR 1910.33 through 29 CFR 1910.39, Subpart E; fire prevention plans and NFPA 101.

**18-3 Hazardous material.** Hazardous material will be stored in accordance with 29 CFR 1910.101 through 29 CFR 1910.125, Subpart H and NFPA Code 30.

## **Chapter 19: Emergency Planning and Response**

### **19-1 Policy.**

- a. The CRM will be applied to all emergency response scenarios to identify the required, appropriate equipment and response procedures to increase efficiency and effectiveness. This is to eliminate controlling adverse and risky conditions that will degrade emergency response operations.
- b. The National Response Plan and National Incident Management System (NIMS) contains mechanisms for expedited and proactive Federal, State, local Government support to ensure that critical lifesaving assistance and incident containment capabilities are in place to respond quickly and efficiently to catastrophic incidents.
- c. In addition, the requirements of 29 CFR 1910.38 and 1910.39 will be complied with.

### **19-2 Concept of operations.**

- a. For those events that rise to the level of an Incident of National Significance, the Department of Homeland Security provides operational and/or resource coordination for Federal support to on-scene incident command structures. The National Response plan outlines in the National Incident Management System how the Federal Government implements the Robert T. Stafford Disaster Relief and Emergency Assistance Act (The Stafford Act).
- b. Support to civilian law enforcement officials by DOD personnel shall be pursuant to those authorities provided in The Posse Comitatus Act and DODI 3025.ff.
- c. All incidents are handled at the lowest possible organizational and jurisdictional level. Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at the local level. The National Incident Management System (NIMS) provides a consistent nationwide template to enable,

Federal, State, local and tribal Governments and private sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, and complexity to include acts of catastrophic terrorism.

## **Chapter 20: Medical Safety**

**20-1** General. The Installation Troop Medical Clinic (TMC) will maintain a medical safety SOP for the TMC. Units will coordinate with the TMC for any medical safety assistance.

## **Chapter 21: Facility Reuse and Closure**

**21-1** General. The Installation Troop Medical Clinic (TMC) will maintain a medical safety SOP for the TMC. Units will coordinate with the TMC for any medical safety assistance.

**APPENDIX A**

**REFERENCES**

**SECTION I**

**Required Publication**

AR 40-5

Preventative Medicine

AR 95-1

Flight Regulations

AR 350-1

Army Training and Leader Development

AR 385-10

The Army Safety Program

AR 385-63

Range Safety

AR 420-1

Army Facilities Management

AR 500-3

U.S. Army Continuity of Operations Program Policy and Planning

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

DA Pam 385-10

Army Safety Program

DA Pam 385-16

System Safety Management Guide

DA Pam 385-24

The Army Radiation Safety Program

DA Pam 385-30

Mishap Risk Management

DA Pam 385-40

Army Accident Investigation and Reporting

DA Pam 385-61

CAJMTC/MUTC Safety SOP

Toxic Chemical Agent Safety Standards

DA Pam 385-63  
Range Safety

DA Pam 385-64  
Ammunition and Explosives Safety Standard

DA Pam 385-65  
Explosive and Chemical Site Plan Development and Submission

DA Pam 385-90  
Army Aviation Accident Prevention

DA Pam 420-10  
Space Management Guide

Department of Defense Directive 5000.1  
The Defense Acquisition Team

Department of Defense Directive 6055.9E  
Department of Defense (DoD) Explosive Safety Management and DOD Explosive Safety Board

DODI 6055.1  
DOD Safety and Occupational Health (SOH) Program

DODI 6055.04  
DOD Traffic Safety Program

FM 5-19  
Composite Risk Management

FM 6-0  
Mission Command: Command and Control of Army Forces

FM 21-10  
Field Hygiene and Sanitation

TB MED 530  
Food Service Sanitation

Title 29 Code of Federal Regulations (CFR) 1200

Title 23 CFR 1230  
Uniform Procedures for State Highway Safety Programs

Title 29 CFR 1910  
Occupational Safety and Health Standards

CAJMTC/MUTC Safety SOP

Title 29 CFR 1923  
Construction Standards

Title 29 CFR 1960  
Basic Program Elements for Federal Employees Occupational Safety and Health Administration

TC 3-22.20  
Army Physical Readiness Training

TC 21-24  
Rappelling

**SECTION II**  
**Related Publication**

AR 15-6  
Procedures for Investigating Officers and Board of Officers

AR 50-6  
Chemical Surety

AR 70-1  
Army Acquisition Policy

AR 75-1  
Malfunctions Involving Ammunition and Explosives

AR 200-1  
Environmental Protection and Enhancement

AR 215-1  
Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities