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Safety and Occupational Health

Safety and Occupational Health Program Management

By Order of the Senior Commander:

ROBERT L. CASLEN
Lieutenant General, United States Army
Superintendent

Official:



WAYNE A. GREEN
Colonel, United States Army
Chief of Staff

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Summary: This regulation implements the safety requirements of Army Regulation 385-10, The Army Safety Program and other applicable Installation Management Command and Army regulations, Department of Defense instructions, Executive Orders, Federal Codes, and consensus standards in regard to the management of the West Point safety and occupational health program.

Supplementation: Supplementation of this regulation is prohibited without prior approval from Director of Safety and Occupational Health, West Point Safety Office, 667A Ruger Road, West Point, New York 10996.

Scope: The requirements of this regulation apply to any individual, activity or organization assigned to or located on West Point.

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Chapter 1

General

1-1. Purpose

a. This regulation prescribes the responsibilities and policies for management of the West Point safety program's organization, functions, planning, and quality assurance.

b. This regulation also prescribes procedures and minimum operating standards for the implementation of Army safety and occupational health programs in the following areas:

- (1) Accident and Injury Investigation and Reporting
- (2) Contracting Safety
- (3) Safety Awards
- (4) Management Controls

c. The West Point Safety and Occupational Health Program regulations are organized in a series of eight topical West Point regulations as follows:

(1) West Point Regulation 385-1, Safety and Occupational Health Program Management

(2) West Point Regulation 385-2, Chemical and Biological Agents, Radiation, Nuclear, and Explosives (CBRNE) Safety

(3) West Point Regulation 385-3, Transportation Safety

(4) West Point Regulation 385-4, Workplace and Industrial Safety

(5) West Point Regulation 385-5, Off-Duty and Recreational Safety

(6) West Point Regulation 385-6, Emergency Planning and Response

(7) West Point Regulation 385-7, Safety and Occupational Health Training

(8) West Point Regulation 385-8, Occupational Health

d. As needed the West Point Safety Office will also publish compliance aids or programmatic guides in the form of West Point 385-series pamphlets, posters, and other tools to provide further guidance, explanations, compliance assistance, and examples to further the stewardship of the West Point safety culture.

1-2. References. Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this publication are explained in the Glossary.

1-4. Responsibilities. A successful West Point safety culture depends upon all officials and stakeholders fulfilling their safety responsibilities as follows:

a. Superintendent United States Military Academy (USMA). In accordance with Army Regulation 600-20 , Army Command Policy the Superintendent is dual-hatted and serves two roles in regard to the West Point Safety Program:

(1) The Superintendent is the senior military officer on West Point and serves as the Senior (formerly Installation) Commander for the installation. As the Senior Commander the Superintendent is responsible for the care of Soldiers, Families, and Civilians on West Point, including responsibility for the West Point Safety Program. The Senior Commander uses the Garrison as the primary organization to provide safety and occupational health program services and resources to customers in support of accomplishing their missions.

(a) The Senior Commander is responsible for synchronizing and integrating Army safety program priorities and initiatives at West Point.

(b) Unless prohibited by law or regulation, the Senior Commander may delegate, as necessary, assigned safety program duties and responsibilities to the Garrison Commander (GC). Such delegation shall be made in writing and specifically state the safety program duties and responsibilities so delegated and the termination date of the delegation.

(c) The Senior Commander establishes West Point safety program priorities among all resident and supported units.

(d) The Senior Commander prioritizes base operations support consistent with HQDA priorities and approved common levels of support (CLS) bands.

(e) The Senior Commander oversees the CLS services and capabilities provided to customers, and ensures that those services are provided within the HQDA guidance, designated priorities, and approved CLS bands and coordinates with the IMCOM Region Director to change HQDA-approved CLS bands to either green, amber, or red.

(f) The Senior Commander approves the West Point installation master plan consistent with HQDA long-range plans and goals through the IMCOM. The Senior Commander collaborates with the IMCOM Region Director before the submission of the installation master plan.

(g) As the General Court-Martial Convening Authority (GCMCA) at West Point, the Senior Commander appoints on orders West Point Class A and Class B Army Accident Investigation Boards in accordance with AR 385-10, 3-13c.

(g) The Senior Commander designates the Installation Safety Director for West Point to manage the installation-wide safety and occupational health program in support of all commands and activities at West Point. The Senior Commander also appoints the Career Program-12 (Safety) Activity Career Program Manager for West Point to provide advice to West Point's leaders about safety career management and to provide advice, guidance, and support to West Point's civilian safety careerists.

b. Garrison Commander. The Garrison Commander is dual-hatted as the Commander of the United States Army Garrison West Point and as the Senior Commander's executive agent for installation-level support.

(1) The Garrison Commander is the Senior Commander's senior executive for installation safety activities.

(2) The Garrison Commander is responsible for day-to-day operation and management of installation and base support safety services. The Garrison Commander ensures that installation safety services and capabilities are provided in accordance with HQDA directed safety programs, Senior Commander safety guidance, safety CLS, and IMCOM safety guidance.

(3) The Garrison Commander provides additional safety service support in accordance with HQDA directives and provides reimbursable services in accordance with memorandum of understanding or agreement (MOU/MOA).

(4) The Garrison Commander is responsible to deliver Family and installation safety programs, and coordinates and integrates the delivery of safety, industrial hygiene, preventive medicine, audiology, and occupational health support from other service providers.

(5) The Garrison Commander approves and issues Garrison safety policies in accordance with respective Army regulations, and West Point installation-level safety policies involving tenant units as directed by the Senior Commander.

c. West Point leaders at all levels. West Point leaders, including commanders, directors, and branch, division, activity and office chiefs, at all levels will:

(1) Provide leadership to their commands, activity's or unit's safety and occupational health program and accident reduction initiatives.

(2) Ensure that safety policies and procedures are established and enforced to protect personnel, equipment, and facilities under their command or leadership.

(3) Periodically review their activity or unit safety and occupational health program, standard operating procedures, and accident reduction initiatives by convening safety councils or committees, conducting internal safety audits, or other appropriate means.

(4) Provide adequate resources (e.g. time, funding, and personnel) for an effective safety and occupational health program.

(5) Establish accountability for safety and occupational health through the performance evaluation system for managers, supervisors, and leaders, or performance counseling sessions for all others.

(6) Proactively integrate risk management, as described in DA Pam 385–30, into mission activities to reduce or prevent the accidental loss of personnel, facilities, weapons systems, and equipment.

(7) Execute system safety responsibilities when purchasing materiel, software, or equipment for any Army operation or mission.

(8) Prohibit visitors from operating any military system, vessel, aircraft, or vehicle which may cause, or create a perception of, increased risk.

(9) Provide equipment improvement recommendations or Standard Form (SF) 368 (Product Quality Deficiency Report) for deficiencies, malfunctions, or failures that create unsafe conditions or hazards according to DA Pam 738–751.

(10) Ensure that range safety responsibilities and procedures are implemented according to AR 385–63.

(11) Ensure written safety SOPs are established as prescribed in AR 385-10 and DA Pam 385–10 to address hazards in all areas of responsibility.

(12) Commanders or their equivalent representatives will ensure that all organizations of at least battalion or battalion-equivalent size initiate enrollment or participate in the Army Readiness Assessment Program (ARAP) within 90 days of assumption of command and at the mid-point of their command tour.

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

(1) Maintain a safe and healthful workplace.

(2) Routinely inspect their work area for hazards.

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

(4) Utilize risk management during planning, preparation, and execution of all operations.

(5) Be responsible for accident prevention to the same extent that they are responsible for production, customer service, and mission accomplishment.

(6) Be held accountable for accidents and property damage occurring in operations under their direct supervision and control.

(7) Ensure that Military Personnel, Civilian Employees, Temporary and Seasonal Employees, and Volunteers are trained and competent to perform their work safely.

(8) Counsel and take action as necessary with Military Personnel and Civilian Employees who fail to comply with published workplace safety standards, safety and occupational health rules and regulations (including the use of personal protective clothing and equipment, and seatbelts) as set forth in the Occupational Safety Health Act; and Federal, DoD, and Army regulations.

(9) Conduct and document periodic safety meetings (such as safety awareness, training, and procedures review) with the Military Personnel and Civilian Employees they supervise.

(10) Protect Military Personnel and Civilian Employees who identify hazards, raise safety and health concerns, or engage in authorized safety and occupational health activities against any form of reprisal or discrimination.

(11) Initiate the necessary actions to facilitate accident notification, investigation, and reporting as soon as they become aware of the occurrence of an accident.

(12) Establish accountability for safety and occupational health through the performance evaluation system for managers, supervisors, and leaders, or performance counseling sessions for all others.

(13) Consult with the Civilian Personnel Advisory Center or Staff Judge Advocate prior to implementing any rules, policies, procedures, or SOPs that could change the conditions of employment of Civilian Employees.

(14) Determine the need for emergency planning and response, train employees, and rehearse procedures at least annually unless otherwise required.

e. Safety directors/managers and safety professionals. Each safety director, manager, or safety professional will:

(1) Serve as the principal advisor to their commander or equivalent in all safety and occupational health related matters in accordance with AR 385-10 and all applicable consensus standards.

(2) Execute the applicable elements of their superior's safety and occupational health program.

(3) Communicate best practices and share lessons learned to enhance awareness of hazards and solutions.

(4) Acquire the necessary knowledge, skills, and credentials to accomplish the safety and occupational health mission of their command or organization.

f. Military Personnel and Civilian Employees at all levels. Military Personnel and Civilian Employees at all levels will:

(1) Stop unsafe acts detrimental to Army operations and the public. In the case of contract operations, attempt to contact the Contracting Officer's Representative (COR) as soon as possible to report the hazardous condition or situation.

(2) Utilize the risk management process with the intent of preventing unnecessary accidents.

(3) Comply with applicable West Point safety regulations, the Army Safety and Occupational Health Program, Department of Defense safety standards, Executive Orders, Codes of Federal Regulation, the Occupational Safety and Health Act, applicable consensus standards, and local standard operating procedures (SOPs).

(4) Complete all mandatory Army safety and occupational health training.

(5) Use all personal protective equipment (PPE) and protective clothing provided, including seatbelts, according to training, hazard analyses, manufacturer's instructions, and all forms of warning or cautionary statements.

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

1-5. West Point Safety Policy.

a. It is West Point policy:

(1) To prevent accidents, injuries, occupational illnesses, and deaths by utilizing the risk management process to achieve a goal of no unnecessary losses.

(2) To hold both military and civilian leaders responsible for safety and occupational health program performance. Managers, supervisors, military personnel, and civilian workers are accountable for preventing accidents and workplace illness, but the ultimate safety of human and material resources is a leadership responsibility.

(4) To require all new equipment purchases and construction projects to meet or exceed applicable safety, life safety, fire protection, and health standards.

b. West Point will effectively integrate the following principles into all plans, programs, decision processes, operations, and activities:

(1) Implement the standards promulgated by the Occupational Safety and Health Act as implemented in Executive Order 12196; 29 CFR 1960; DOD Instructions 6055.1, 6055.04 and 6055.07 to provide a safe and healthful environment. West Point will comply with the requirements in all nonmilitary DOD operations and workplaces, regardless of whether work is performed by military or civilian personnel. When a conflict exists between standards, the most protective or stringent standard is applied.

(2) Instill in Military Personnel and Civilian Employees the need to prevent human errors and omissions affecting safety, readiness, and mission success by applying the risk management process.

(3) Encourage Military Personnel and Civilian Employees to report workplace hazards and ensure that no one is subject to restraint, interference, coercion, discrimination, or reprisal for exercising their rights to report unsafe or unhealthful conditions.

(4) Achieve a high degree of safety and mission effectiveness through systematic management of inherent mission risks. Employ the risk management process to identify and manage risks to personnel, missions, operations, training, procedures, equipment, and the environment to avoid loss of life, personal injury or illness, property loss or damage, or environmental harm in the course of duty.

(a) Ensure that safety is a principal element in all operations and utilize risk management in each phase of the training management cycle to identify hazardous conditions and correct shortcomings responsible for these conditions.

(b) Integrate risk management into all West Point decision-making processes.

(c) Integrate the requirement for protecting the force with the demand for realistic training and mission readiness.

(5) Ensure that the safety and health of Military Personnel, Civilian Employees, and the public is a primary concern in the acquisition, use, and disposal of equipment, facilities, and materials.

(6) Utilize the system safety and risk management process during acquisition of materials, equipment, facilities, and systems to identify and manage hazards during the complete life cycle and employ engineering principles to the utmost extent possible to eliminate risks and control residual risks.

(7) Take appropriate action to expeditiously correct discrepancies with statutory safety and occupational health requirements.

(8) Ensure that the Army Risk Reduction Program and Army Safety Program operate as mutually reinforcing programs.

1–6. Safety advancement. The requirements contained in this regulation represent minimum safety standards and requirements, therefore, Safety Professionals, Military Personnel, Civilian Employees, and West Point’s leadership at all levels are encouraged to constantly advance safety practices and risk management by applying new technology, innovative best practices, and improved risk management tools to further reduce exposure to unnecessary hazards.

1–7. Conflict resolution. West Point will comply with the standards promulgated by the Occupational Safety and Health Act in all nonmilitary-unique West Point operations and workplaces, regardless of whether work is performed by Military Personnel, Civilian Employees, Seasonal Employees, Volunteers, or contract employees. When requirements in this regulation conflict with a legal standard (such as the Occupational Safety and Health Act) or provide a lower degree of protection, the more stringent legal standard will apply. When requirements in this or any other Army regulation are equal to or exceed such requirements in providing workplace safety, the stricter standard will apply.

1–8. Obligation for coordination and collaboration. Whenever possible, all personnel on West Point will coordinate and collaborate with other West Point commands and organizations to develop mutual standards (Memorandums of Agreement or Understanding), procedures and processes (Standard Operating Procedures) to further enhance safety. As required, the Garrison will develop Memorandums of Agreement for safety support with all organizations on West Point.

Chapter 2

Safety Program Management

2-1. Strategic Safety Planning.

a. The Army Safety Program requires each safety office to develop strategic goals, a strategic safety plan, and (five) annual business plans to execute the strategic plan according to DA Pam 385-10.

(1) Each safety office authorized by a Table of Distribution and Allowances (TDA) on West Point will develop a five year strategic safety plan, including annual business plans for each of the five fiscal years covered by their strategic safety plan.

(2) Each Strategic Safety Plan will include organizational direction and safety metrics.

(3) Each safety office will include a summary of the status of its safety program metrics as part of its input for the West Point Installation Safety Council in order to update the Installation Commander on the status of each safety program on West Point.

c. Planning within safety offices will focus on the command's or organization's mission, vision, values, and goals and its responsibilities in support of the overall West Point Safety and Occupational Health Program.

d. Each safety office will review and update its strategic safety plan annually. Strategic planning should be conducted in time to identify the organizational goals to be achieved over the coming fiscal year, resources needed to achieve those goals, and funding required. Each annual strategic safety plan should serve as a supporting document for a safety office's annual operating budget (e.g. 1-N list).

e. Progress in implementing the plan is reviewed at least quarterly by the organization and reported at the next semi-annual West Point Installation Safety Council.

f. Commanders will review and approve their annual strategic planning package.

g. The West Point Safety Office will exchange strategic safety plans with the other safety offices on West Point to insure that all strategic safety planning reflects the priorities of the Senior Commander and to enhance collaboration and cooperation between the safety managers. This exchange will occur no later than 15 October of each new fiscal year.

2-2. Prioritization of Safety Functions and Tasks. All safety functions and tasks are prioritized by a safety manager and approved by the Commander or Activity Director based on the commander's guidance, regulatory requirements and strategic planning according to DA Pam 385-10.

a. All safety functions and tasks identified in Appendix J of DA Pam 385-10 that are not being met or completed are evaluated by a safety manager and communicated to the Commander of Activity Director to identify the potential risk to the organization at least annually.

b. Each year safety managers will provide their commander or director with the complete ranking of all safety functions and tasks found in Appendix J of DA Pam 385-10, along with a risk assessment for review and approval. Completion of this requirement is reported during the West Point Safety Council.

2-3. Safety Councils and Committees. There are four types of safety councils: installation, garrison, organization, and hazard based (radiation, explosives, chemical agent, or biological agent). The purpose of these councils is for commanders and leaders to review the status of their safety programs and accident trends.

a. Commands or organizations equal to the equivalent of a brigade, or higher (O-6 or GS-15, and above) are encouraged to convene their own internal safety council.

b. Commands or organizations of less than a brigade equivalent (O-6) are not required to convene their own safety council. These commands or organizations will participate in the installation and applicable hazard based safety councils, and any safety councils convened by their next higher level of command as directed.

c. Types of safety councils:

(1) Installation Safety Council. This council is required and chaired by the Senior Commander or a designated representative, and administered by the West Point Safety Office. The West Point Installation Safety Council is held during the month following the end of the second and fourth quarters of each fiscal year.

(2) Garrison Safety Council. This safety council is required for all Garrisons by the Installation Management Command. The U.S. Army Garrison West Point Safety Council is chaired by the Garrison Commander, administered by the USAG Safety Office, and is held during the month following the end of the first and third quarters of each fiscal year.

(3) Organizational Level Safety Councils. The commanders or senior leaders of the United States Corps of Cadets, Dean of the Academic Board, Director of Intercollegiate Athletics, and Commander of the Keller Army Community Hospital, are required to convene their own internal safety council, at least annually, to review their support of the Senior Commander's safety program and the status of their internal safety program.

(4) Hazard Based Safety Councils. These safety councils are based on the presence of a specific hazard on West Point (see West Point Regulation 385-2,

Chemical and Biological Agents, Radiation, Nuclear, and Explosives Safety). These councils are Chaired by the Garrison Commander and administered by the West Point Safety Office. All commands or organizations having a mission that involves the use, storage, or transportation of these hazards, and applicable subject-matter-experts (Fire Department, Occupational Health Clinic, etc.) are required to attend the appropriate council(s) as follows:

(a) Radiation. The West Point Radiation Safety Council is convened at least once each year and will begin at the conclusion of the second quarter West Point Safety Council.

(b) Ammunition and Explosives. The West Point Explosives Safety Council is convened at least once each year and will begin at the conclusion of the fourth quarter West Point Safety Council.

(c) Chemical Agent. The West Point Chemical Agent Safety Council is convened at least once each year and will begin at the conclusion of the second quarter West Point Safety Council if required.

(d) Biological Agent. The West Point Biological Agent Safety Council is convened at least once each year and will begin at the conclusion of the second quarter West Point Safety Council if required.

2-4 Safety Organization and Functions.

a. The West Point safety program is managed by an organization of four safety offices assigned to commands located on West Point (Appendix B). Each of these safety offices is independently structured, evaluated, resourced and managed by its parent command, but must also be capable of supporting the requirements of the West Point Senior Commander's Safety Program. Each safety office provides core Army safety functions found at Table 1-1 of AR 385-10 and Appendix J of DA Pam 385-10. In order to accomplish all of these required tasks and functions, the safety professionals develop collateral duty safety officers through a program of classroom training, on-the-job experience, and career development, that enables these employees to address low risk hazards and situations in their areas of responsibility, thus freeing up the full-time safety professionals to focus on higher risk hazards and program management.

(1) The West Point Safety Office provides safety and related loss control services to all tenant and satellite commanders without an authorized safety office in accordance with the Army Safety Program.

(2) The USMA and USCC Safety Offices provide safety and related loss control services to their assigned organizations within the USMA.

(3) The KACH Safety Office provides safety and related loss control services to all medical, dental, and veterinary activities on West Point.

b. West Point Regulation 385-8 provides the occupational health components of the West Point Safety and Occupational Health Program, including support from the Industrial Hygiene Office, Preventive Medicine Office, the Occupational Health Clinic and the West Point Safety Office.

c. Each safety organization will execute the tasks and functions that address all aspects of safety-on the job; off the job; military and civilian operations; integration of risk management; and other critical elements contained in Table 1–1 of AR 385-10 as required to meet mission requirements included in Appendix J of DA Pam 385–10.

d. The Senior Commander is ultimately responsible for the safety of people, the environment, and the public on West Point. To ensure this, formal agreements between the Garrison (host) and tenant organizations are necessary to ensure that all safety and occupational health responsibilities are addressed.

2–5 West Point Safety and Occupational Health Program Structure

a. The West Point Director of Safety and Occupational Health is the Senior Commander’s responsible official for the installation level safety and occupational health program on West Point.

b. The Director of Safety and Occupational Health advises the Senior Commander on installation safety issues, supports the Senior Commander on his or her installation safety initiatives, oversees execution of the West Point Safety Program, and synchronizes risk management integration efforts across West Point.

c. The Commander of Keller Army Community Hospital is the senior health official on West Point and the advisor to the Installation Commander on the occupational health aspects of the Occupational Safety and Health Act.

d. Each designated safety manager exercises staff supervision over their organization’s safety program, risk management, and accident prevention activities. Duties performed by each safety manager will include the full range of program management responsibilities shown on Table 1-1 of Army Regulation 385-10 and Appendix J of DA Pam 385-10. Safety managers are members of their commander’s personal staff and reports directly to that commander. All safety managers must meet Office of Personnel Management standards for Career Program - 12 Safety and Occupational Health. All Career Program - 12 safety professionals on West Point must obtain and maintain Army certification in safety and explosives safety, and other knowledge, skills, and third party certifications as required to successfully execute their mission.

e. Safety organizations are augmented by either additional duty (military) or collateral duty (Civilian) safety personnel to perform required safety and accident

prevention functions in organizations and industrial and administrative activities.
Additional safety personnel:

- (1) Are appointed by the commander on written orders.
- (2) Are an officer or civilian equivalent, at battalion or higher unit level.
- (3) Are at least a staff sergeant or equivalent civilian, at the company level.
- (4) Have met or will meet the training requirements of Chapter 10 of AR 385-10.
- (5) Have one year or more retainability in the position upon appointment.
- (6) Give their safety duties proper priority.
- (7) Report directly to their commander or director on safety related matters.
- (8) Coordinate duties with the supporting organization or installation safety office.

f. Civilian Employee collateral duty safety personnel are also used to augment the safety organization. When used, they:

- (1) Are appointed in writing on orders.
- (2) Have met or will meet the requirements of 29 CFR 1960.58.
- (3) Give their safety duties proper priority.
- (4) Report directly to their commander or director on safety related matters.
- (5) Coordinate duties with the supporting organization or installation safety office.

(6) Be a general schedule (GS) 11 or above, in organizations led by a lieutenant colonel (O-5) or GS-13, and corresponding grades at lower levels of command or leadership. In situations where a lower grade structure prohibits compliance with this standard, the Collateral Duty Safety Officer should be in a grade no more than one grade lower than the senior supervising employee.

i. Additional and collateral duty safety personnel are authorized use of official time for participating in safety and occupational health activities, including application of risk management, walk-around inspections, and other safety functions authorized by AR 385-10 in support of their organization or unit's mission.

2-6. Safety and Occupational Health Career Program.

a. The Office of Personnel Management safety and occupational health career field is designated as Career Program-12 (CP-12).

b. Commanders will ensure that personnel selected for assignment as safety professionals and perform safety and occupational health functions meet the requirements for these positions established by the Office of Personnel Management and CP-12 level certification requirements established for the position. The selection of candidates for key safety positions must be reviewed by the Army Safety Center for compliance with Army policy before an offer is made to the candidate.

c. The CP-12 Activity Career Program Manager (ACPM) is the senior CP-12 careerist at an installation. The Superintendent, as the Senior Commander, appoints the West Point Activity Career Program Manager for CP-12. The CP-12 ACPM provides advice, guidance, and support to West Point's leadership on matters relating to the career management of safety professionals on West Point. The CP-12 ACPM also provides support and advice to West Point's safety professionals on professional development and other career management issues.

(1) The ACPM engages and collaborates with supervisors and leaders to ensure that CP-12 maintains a well-qualified, motivated, and well-balanced civilian workforce capable of supporting their West Point missions.

(2) The ACPM assists with identifying training requirements and development of Individual Development Plans (IDP) for each safety professional by advising supervisors and leaders on safety training needed to meet their current and future mission's requirements. Army safety professionals are required to complete 4.0 Continuing Education Units (CEUs) each year in safety or occupational topics beyond the regulatory training requirements of their position (e.g. HAZWOPER, explosives safety).

(3) As requested, the CP-12 ACPM assists supervisors and leaders with the development and review of CP-12 Position Descriptions, job announcements, recruiting, and selection of safety professionals.

(4) The CP-12 ACPM reviews CP-12 Individual Development Plans and develops training strategies and opportunities for West Point's safety professionals.

(5) The CP-12 ACPM assists safety professionals with obtaining and maintaining their Army safety and explosives safety certifications.

(6) The CP-12 ACPM assists the Senior Commander by providing periodic reviews of the status of the CP-12 program during West Point Safety Councils.

d. Supervisors are responsible for coaching and counseling their safety professionals on their career development. This counseling includes a review of their training and experience and identifying training and developmental requirements and opportunities.

e. Each individual safety professional is responsible for their own career planning and personal development. Key to this is the establishment and execution of an Individual Development Plan that is reviewed at least annually as part of performance counseling.

Chapter 3

Safety Audits, Inspections, and Hazard Reporting

3-1. Safety Program Auditing. Safety offices will evaluate safety command or organization programs for integration of the Army Safety Program into the organization's mission and for effectiveness of execution, both internally and by higher command, on a periodic basis according to guidance in DA Pam 385-10. These evaluations are not compliance audits, but rather programmatic assessments to measure the overall effectiveness of management controls for integrating the Army Safety Program into their business process and mission execution. Compliance issues may be used as a measure of effectiveness but are not the primary focus of the audit.

a. Each Army safety office will conduct and document an annual evaluation of their program execution using the criteria in Appendix J of DA Pam 385-10 no later than the end of the second quarter each fiscal year. Each safety office will brief its chain-of-command on the risk identified from any shortcomings identified by this program evaluation and provide recommendations on mitigating the risk.

b. Each level of command, division/garrison level and higher located on West Point, will develop and implement a program that ensures each subordinate organization safety program is formally evaluated by the parent command every 36 months at the minimum. Status of the triennial safety audits is briefed by each safety office at each West Point Safety Council. The West Point safety audit program responsibilities are as follows:

(1) West Point Safety Office will audit all Garrison activities, Civilian Personnel Advisory Center (CPAC), Defense Automated Production Service (DAPS), Network Enterprise Command, Army Air Force Exchange Service, U.S. Army Corps of Engineers, Logistics Readiness Command, Defense Commissary Agency, Mission and Installation Contracting Command, West Point Schools, and U.S. Army Criminal Investigation Command activities located on West Point.

(2) United States Military Academy Safety Office will audit the Dean, Director of Intercollegiate Athletics, United States Corps of Cadets, and all other directorates, offices, and activities assigned to the United States Military Academy, including the U.S. Military Academy Preparatory School, located on West Point.

(3) Keller Army Community Hospital Safety Office will audit all commands, directorates, offices, and other activities assigned to Keller Army Community Hospital, Dental Command, and Veterinary Command located on West Point.

c. External triennial safety audits are conducted by major command and Army level safety offices. The results of these external audits together with any required action plans are briefed at the next West Point Safety Council

3-2 Safety Inspections.

a. Policy.

(1) Supervisors are responsible for conducting periodic documented inspections of their work area to identify hazards. Hazards reported by employees or identified through accident investigations and safety inspections are evaluated and tracked by the supporting safety office. Once a hazard has been evaluated, prompt action is required to correct significant risk hazards.

(2) Employees, both Military Personnel and Civilian Employees, are responsible for reporting any unsafe or unhealthful working conditions and accidents to their immediate supervisor, employee representative, or safety office.

(3) Management and employees will work together to identify, assess, prioritize, and correct hazardous conditions. Hazards are identified with Risk Assessment Codes (RAC) and abated on a worst-risk-first basis.

(4) Employees have the right to request that an OSHA representative conduct an inspection if they believe hazardous conditions are present in the workplace, but employees are encouraged, but not required, to contact their supporting safety office or the West Point Safety Office (845-938-3717) to resolve any safety hazards prior to contacting OSHA.

b. Workplace Safety Inspections.

(1) Each time a supervisor enters the workplace, he or she will conduct a visual safety inspection. Use of a log is required to record these inspections.

(2) Formal documented inspections (for example, using a checklist) are conducted periodically to ensure a complete and total evaluation of the workplace based upon the type and nature of the work as well as determining the PPE required.

(3) Whenever possible, recognized hazards are corrected on the spot.

(4) Information copies of work orders or service orders for hazards that cannot be corrected on the spot are submitted to the supporting safety office. All work orders for significant risk (RAC 1 and 2 hazards) will go through the supporting safety office and added to the organization's hazard tracking system until abatement is completed.

c. Standard Army Safety and Occupational Health Inspections.

(1) Safety inspections of all High and Moderate risk facilities or operations are conducted at least annually by a qualified Career Program – 12 safety professional competent to conduct the inspection. These inspections are conducted using the procedures outlined in DA Pam 385–10. Low risk facilities or operations can be

conducted no less than triennially by a qualified Career Program -12 safety professional, provided that a qualified and competent Collateral Duty Safety Officer has been assigned the responsibility of conducting and recording quarterly inspections, and reports any moderate to high risk hazards immediately to their supporting safety office.

(2) Facilities and operations involving special hazards are inspected more frequently as determined by the command's safety and occupational health program manager.

(3) The Civilian Personnel Advisory Office (CPAC) may request assistance in determining environmental differential pay or hazard pay cases based on existing hazards in a workplace. In these cases, a qualified Career Program – 12 safety and health professional will evaluate the specific workplace and conditions in order to provide a written, RAC based, opinion as to the nature of the hazards and the required protective procedures.

(4) Inspections of workplaces in contractor activities where fewer than 25 Army civilian employees are at the discretion of the Senior Commander based on existing conditions. While no formal annual inspection is required, the Senior Commander is obligated to ensure the health and safety of the Civilian Employees working in contractor facilities.

(5) Annual safety inspections for tenant activities that do not have a safety staff are conducted by the West Point Safety Office in accordance with their the host garrison and tenant activity agreement. If a safety professional from the tenant's parent command conducts an inspection this may be used in lieu of an annual inspection from the West Point Safety Office. Tenants are required to forward a copy of any safety inspection conducted by their parent command or other external authority to the West Point Safety Office.

(6) Collateral duty safety personnel trained, qualified, and appointed according to procedures in DA Pam 385-10 may perform inspections of low risk facilities or operations. Assistance from a safety professional is required for CDSOs to conduct an inspection of any moderate to high risk facility or operation. Safety professionals will mentor the CDSOs assigned to their areas of responsibility and conduct spot checks and "ride-alongs" periodically as a quality assurance measure and opportunity to train and professionally develop the CDSO.

(7) Safety professionals conducting inspections must have access to diagnostic equipment and to personnel necessary to identify, document, and analyze the significance of the hazards discovered during an inspection. Current reference materials pertinent to the work site, such as standards, regulations, SOPs, hazard analyses and job hazard analysis, risk assessments, safety data sheets, and TMs and FMs, must be readily available during an inspection.

(8) Safety inspections conducted by CP-12 safety professional may be conducted with or without prior notice. No-notice inspections are used when local safety and health personnel determine these can provide a significantly more meaningful assessment of actual operating conditions and practices. This can apply to inspections of first responder facilities, equipment, or operations, operations using hazardous materials that are Immediately Dangerous to Life or Health (IDLH), and childcare facilities. However, management must notify the appropriate representatives of Civilian Employees and recognized employee organizations when management receives prior notice of an inspection.

j. A representative of the official in charge of a workplace and an authorized representative of the Civilian Employees are given the opportunity to accompany the safety inspector during the physical inspection of a workplace. Garrison and activity commanders, or their designated representative, may deny the right of accompaniment to any person who, in their judgment, will interfere with the inspection.

k. Follow-up inspections are essential to ensure that hazards have been corrected, or have been identified to the appropriate activity for correction as with a service or work order, and tracked until completed.

l. Routine annual safety inspections are not conducted in conjunction with any other visit or inspection to ensure that adequate time and resources are available for the safety inspection.

3-3 Occupational Safety and Health Administration Inspections. The Garrison Commander and Staff Judge Advocate, and their designated representatives, are the authorized representatives of West Point in any and all dealings or communication with OSHA in response to inspections, requests for information, inspection findings, or employee complaints. In the event that an OSHA inspector arrives unannounced at a tenant activity, the safety manager or other responsible individual will immediately contact the Garrison Commander's office (845-938-2022). All further contact or responses between OSHA and all West Point commands or activities are channeled through the Garrison Commander's office and the Staff Judge Advocate. All responses to OSHA's requests for information, inspections, or employee complaints must first be subjected to a review for legal sufficiency by the SJA. Also all proposed remedial actions communicated to OSHA in response to an inspection finding or employee complaint must be reviewed by the SJA and tracked by the West Point Safety Office to conclusion.

3-4 Hazard Reporting.

a. Notices of violations. Notices of violations for RAC 1 and RAC 2 hazards detected during standard Army Safety and Occupational Health Inspections are recorded on DA Form 4753 (Notice of Unsafe or Unhealthy Working Condition) for all RAC 1 and RAC 2 hazards. All posted notices will describe the nature and severity,

probability, and associated risk of the violation; the substance of the risk management plan; and interim protective measures.

(1) Copies of each notice of unsafe or unhealthful conditions are provided to the appropriate official in charge of the workplace and any participating employee representative.

(2) The official in charge of the workplace where the condition was discovered will post the notice(s). Where it is not practical to post the notice at or near the hazard, it is posted in a prominent place where all affected personnel will readily see it.

(3) Delivery and posting of a notice takes place within 15 days of detection for safety violations and 30 days for health violations.

(4) The notice(s) remain posted for at least three working days or until correction, whichever is later.

b. Installation Hazard Abatement Plan, DA Form 4756.

(5) If the RAC 1 or RAC 2 hazard is not corrected within 30 days, or it is immediately apparent that it is not feasible to correct the hazard within 30 days, the commander or leader of the affected organization prepares a DA Form 4756, Installation Hazard Abatement Plan no later than 30 days from the time the hazard is detected.

(a) Organizations authorized a CP-12 safety professional will complete the DA Form 4756 and forward a copy to the West Point Safety Office, where the Plan is recorded and maintained until the hazard is fully abated.

(b) Organizations without an authorized CP-12 safety professional may contact the West Point Safety Office for assistance with completing the DA Form 4756. Once completed and approved by the organization's leadership, a copy of the DA Form 4756 is forwarded to the West Point Safety Office, where the Plan is recorded and maintained until the hazard is fully abated.

3-5 Written reports of violations. Written reports of violations resulting from Standard Army Safety and Occupational Health Inspections are provided to the responsible official through their commander or leadership. These reports cite hazards and safety management deficiencies and will include recommended corrective actions.

3-6. Employee Reports of Unsafe Working Conditions. Employees may report the presence of a workplace hazard to their supporting safety office or the West Point Safety Office at any time on a DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Condition, via e-mail, telephonically, in person, or through their employee representative. The employee may either sign the report or submit it anonymously through an employee representative or other method of their choice. The

supporting safety office has ten days in which to investigate and provide a response to the hazard report. If the report is submitted anonymously the supporting safety office may provide their response to an employee representative of the employee's choice.

a. The purpose of these employee reports is to inform leadership of the existence of, or potential for, unsafe or unhealthy working conditions. In the case of imminent danger situations, employees should submit these reports by the most expeditious means available. The points of contact for the safety and occupational health representatives for the Department of Defense, Department of the Army, West Point, and individual organizational safety offices are posted on DD Form 2272 in all workplaces.

- (1) Department of Defense.
Office of the Deputy Undersecretary of Defense (Installations & Environment)
3000 Defense Pentagon
Washington, DC 20301-3000
- (2) Department of the Army.
Office of the Assistant Secretary of the Army (Installations & Environment)
110 Army Pentagon Room 3E464
Washington, D.C. 20310-0110
- (3) Installation Management Command.
Safety Office
Installation Management Command
2405 Gun Shed Road
San Antonio, Texas 78234-1223
- (4) West Point.
West Point Safety Office
667A Ruger Road
West Point, New York 10996

b. Any employee or employee representative who believes that an unsafe or unhealthful working condition exists in any workplace where an employee is assigned has the right, and is encouraged, to make a report of the unsafe or unhealthful working condition to any safety office on West Point and request an inspection of the workplace for the purpose of abating the hazard. Upon the request of the employee making the report, no person shall disclose the name of the individual making the report or the names of individual employees referred to in the report, to anyone.

c. The safety manager receiving a report of unsafe or unhealthy working conditions will record the report on a log maintained at that safety office. The log will include all pertinent information, including date, time, reference number, location of condition, brief description of the condition, classification (RAC), and date and nature of action taken. A copy of each completed report is forwarded to the West Point Safety Office. The West Point Safety Office will maintain a copy of each completed report for at least five years

following the end of the calendar year in which the report was submitted. The status of all complaints is provided to the Installation Commander at the next scheduled West Point Safety Council.

d. An employee report of unsafe or unhealthy working conditions is not a grievance and the reporting employee will not be subjected to any form of reprisal for exercising their right to make this report.

e. Management response to an employee complaint.

(1) Although Executive Order 12196 allows Federal Agencies up to a maximum of 20 working days to respond to an employee complaint, Army policy sets a maximum period of ten working days to respond to an employee complaint.

(2) If an employee exercises their right to submit their complaint of unsafe or unhealthy working conditions directly to OSHA, the response period is set by OSHA in their letter informing the organization of the complaint. All organizations will make every effort to comply with this deadline, but if this is not possible the receiving organization will make a request to OSHA for an extension. Once a response is developed the responsible safety manager will submit it to the West Point Safety Office no less than two working days prior to the OSHA deadline. This is to allow sufficient time for a technical review by the Director of Safety, followed by a legal review by the Staff Judge Advocate. Only after these reviews have been accomplished will the response be released to OSHA.

3-7. Employee's right to appeal. If the employee originating the complaint is dissatisfied with the response from the supporting safety office, the employee may appeal to the Installation Commander. The Installation Commander will review the finding and take appropriate action. If the employee is dissatisfied with the Installation Commander's response, the employee may submit an appeal to the Installation Management Command (IMCOM) Safety Office. These appeals are transmitted through the Garrison Commander to IMCOM, which will review the finding, investigate as necessary and verify the appropriateness of the installation-level response. If the report of hazard is judged unfounded, a reply to the employee rejecting their appeal will explain the basis for the rejection and will advise the employee of their right to appeal to the Assistant Secretary of the Army for Installations and Environment. Upon receipt of an appeal, this official will review the case and reply to the employee with a statement of findings. If the appeal is rejected, the reply will advise the employee of their right to further appeal according to 29 CFR 1960 to the DOD-designated occupational safety and health official. At any time the employee may submit their complaint directly to OSHA without exercising any or all steps of this appeal process.

Chapter 4

Accident and Injury Investigation and Reporting

4-1. Purpose. It is West Point policy to investigate and report all Army accidents and use the lessons learned from these investigations to prevent future occurrences of similar accidents. The sole purpose of investigating and reporting accidents is prevention. At no time will leaders use the accident reporting process or products derived from an accident investigation as a basis for administrative or disciplinary actions against Military Personnel or Civilian Employees. Leaders will investigate, report, and analyze West Point accidents according to the requirements of AR 385-10, DA Pam 385-40, the Army Safety Center use and preparation guides, and other USACR/Safety Center-developed tools for accident investigation and reporting found at <https://safety.army.mil> .

4-2. Procedures.

a. The procedures for classifying, initial notification, investigating, and reporting are found in AR 385-10 and DA Pam 385-40.

b. Effective 1 January 2015 all commands, organizations, activities, and offices on West Point will use the Army Safety Center automated Report-It system to submit Army accident reports in order to coincide with the annual OSHA 300/300A reporting cycle.

c. The submitter of an accident report in Report-It will ensure that a courtesy copy of each Report-It accident report is provided to the West Point Safety Office when the accident report is submitted on-line to the Army Safety Center.

4-3. Military and Civilian OSHA Recordkeeping Requirements.

a. All West Point organizations identified with their own Unit Identification Code (UIC) will maintain OSHA Form 300 Logs of Work-Related Injuries and Illnesses separately for Military Personnel and Civilian Employees in accordance with Appendix I of DA Pam 385-40.

(1) All recordable workplace accidents and illnesses must be entered on the OSHA 300 Log within seven calendar days.

(2) The OSHA 300 Log is maintained for each calendar year beginning on 1 January and ending on 31 December.

(3) Using the data from the past year's OSHA 300 Log, an OSHA 300A is prepared and posted from at least 1 February through 30 April of the year following the period covered by the OSHA 300 Log.

(4) Each organization required to maintain an OSHA 300 Log and post an OSHA Form 300A will forward a copy of each to the West Point Safety Office no later than 30 January of the year following the end of the reporting period.

4-4. Handling Accident Information.

a. Safety accident investigation reports are official documents. These are used solely for accident prevention purposes and only released by coordination with the Army Safety Center Staff Judge Advocate. These reports and their attachments, or copies and extracts, will not be enclosed in any other report or document unless the sole purpose of the other report or document is accident prevention. Common-source documents, photographs, and those documents (other than witness statements) containing purely factual information that are available to other Army authorized investigations are an exception to this rule. Contact the West Point Staff Judge Advocate's Administrative and Civil Law Office at 845-938-6377 for assistance.

b. Personnel may not use safety accident reports, and the privileged documents contained therein, as evidence, or to obtain evidence in any disciplinary, administrative, or legal action such as—

(1) Determining or defending the determination of misconduct or line-of-duty status of Army personnel.

(2) Flight evaluation boards or MOS reclassification actions.

(3) Determining liability in claims for or against the Government.

(4) Determining pecuniary liability.

(5) Any other adverse personnel action.

c. Paragraph 4-3b above is punitive. Violations of paragraph 4-3b are punishable as a violation of a lawful general regulation under UCMJ, Art. 92. Penalties for violating Paragraph 4-3b include the full range of statutory and regulatory sanctions, both criminal and administrative. Violations by DA Civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4-5 Privileged Accident Investigation Information. In regard to a safety accident investigation, privileged safety information includes:

a. Information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

b. Products of deliberative processes of safety investigators, including—

(1) Draft and final findings, evaluations, opinions, preliminary discussions, conclusions, accident causes, recommendations, analyses, and other material that would reveal the deliberations of safety investigators.

(2) Draft and final diagrams and exhibits if they contain information that depicts the analysis of safety investigators.

(3) Animations that incorporate privileged safety information. Uninterpreted animations made exclusively from flight recorder raw data, including military flight operations quality assurance data, are not protected by the safety privilege and are generally releasable. However, prior to release, especially in cases where the product is derived from aggregate data; such animations must be reviewed for sensitive national security content. Animations found to include information that could compromise national security to any degree must be handled appropriately.

(4) Photographs, films, and videotapes that are staged, reconstructed, or simulated reenactments of possible or probable scenarios developed by or for the analysis of the safety investigator. However, photographs depicting a measuring device or object contrasted against accident evidence for the sole purpose of demonstrating the size or scale of the evidence are not considered privileged safety information and may be released.

(5) Life sciences material that contains analysis by a safety investigator.

(6) Notes taken by safety investigators in the course of their investigation, whether or not they are incorporated, either directly or by reference, in the final safety investigation report.

(7) Reviews and endorsements of safety investigation reports.

c. Refer all questions concerning privilege to the Staff Judge Advocate Administrative and Civil Law Office by calling 845-938-6377.

4-6 Release of Information from Safety Accident Investigation Reports.

a. All requests under the provisions of FOIA for information from, or copies of, safety accident investigation reports will be referred through command channels to Commander, U.S. Army Combat Readiness/Safety Center (CSSC-SS), 5th Avenue, Building 4905, Fort Rucker, AL 36362-5363. The USACR/Safety Center is the repository for all safety accident reports. The USACR/Safety Center commander has been delegated authority to act as the initial denial authority on requests for information from Army safety accident reports.

b. The Secretary of the Army is the authority to assert the privilege to oppose any court-ordered release of privileged safety information for all investigations.

c. If a safety accident investigation report is properly sanitized, the privileged portions may be released. Only the Commander, Army Safety Center is authorized to sanitize and release a safety accident investigation report.

d. Requests received directly from members of Congress or their staffs for access to accident reports will be referred to Headquarters, Department of the Army, Office of the Chief of Legislative Liaison, 1600 Army Pentagon, Washington, DC 20310–0107. That office will then relay the request to the USACR/Safety Center. The request for information will be conducted in accordance with DODI 6055.07, Enclosure 5, paragraph 5.

e. Requests from non-DOD Federal agencies for access to reports are governed by other provisions of this regulation and, in many instances, by interagency agreements or specific regulations. (For example, AR 95–30 governs the release of information to the Federal Aviation Administration.) Command and installation safety offices that receive such requests will contact their local staff judge advocate or legal advisor or the Army Safety Center command judge advocate (DSN 558–2924 or commercial (334) 255–2924) or via email (usarmy.rucker.hqda-secarmy.mbx.safe-helpdesk@mail.mil) for guidance.

f. Requests from foreign militaries for privileged safety information must come from their respective safety agencies. The privileged safety information or sanitized safety information will only be shared if a reciprocal international agreement has been established between the USACR/Safety Center and the Foreign Defense Organization.

g. Subpoenas for the production of accident reports or for the testimony of accident investigators will be referred to the recipient's legal advisor or staff judge advocate for action required by AR 27–40 in consultation with the Army Safety Center command judge advocate.

h. Requests for access to accident reports from other staff sections and DOD organizations and commands are governed by the restrictions in this paragraph. The procedures below will be followed in response to these requests.

(1) The requester must state the reason the information is needed and the purpose for which it will be used. If the requester's purpose is not solely for accident prevention and a legal investigation was conducted, the requester will state the reason the legal investigation will not satisfy the requester's need.

(2) If the requester's sole purpose for requesting the report is accident prevention, the entire report may be released with a warning that further disclosure by the requester is not authorized.

(3) If the requester intends to use the information for any purpose other than accident prevention, only common source data, the names of witnesses, photographs,

diagrams, and the results of scientific or technical tests will be disclosed. Personnel will not release the following information:

(a) The report's findings, recommendations, and the investigators analysis.

(b) The content of witness statements, both confidential and nonconfidential, if they were obtained on a promise they would not be used for purposes other than accident prevention.

(c) Medical records unless they meet the requirements of AR 40–66.

i. In addition to OSHA reporting forms, a copy of the non-privileged portions of safety accident investigation reports in which a DA Civilian employee is injured or property is damaged in a DA Civilian employee work area may be provided to the exclusive representative of the employee involved and to the appropriate safety and health committee, if requested. This information is provided for purposes of safety and/or accident prevention only.

j. Paragraph 4-5h(3) is punitive. Violations of paragraph 4-5h(3) are separately punishable as a violation of a lawful general regulation under UCMJ, Art. 92. Penalties for violating this paragraph include the full range of statutory and regulatory sanctions, both criminal and administrative. Violations by DA Civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4-7 Initial Notification, Reporting, and Support Requirements for West Point Accidents.

a. West Point will make available the expertise and resources required to ensure all accident and injury investigations are conducted in accordance with applicable military and regulatory standards. The responsibility for lead safety staff support for accident and injury investigations for all accident classes is as follows:

(1) The USMA Safety Office provides safety accident investigation staff support to the USMA staff, Dean of the Academic Board, Director of Intercollegiate Athletics, USMA Band, and the US Army Military Academy Preparatory School.

(2) The USCC Safety Office provides safety accident investigation staff support to the United States Corps of Cadets, including the USCC staff, Brigade Tactical Officer, Director of Military Instruction, Director of Physical Education, Director of Cadet Activities, Center for Personal Development, and the Simon Center for Professional Military Ethics.

(3) The KACH Safety Office provides safety accident investigation staff support to the Keller Army Community Hospital, Dental Activity, and Veterinary Clinic.

(4) The USAG-West Point Safety Office provides safety accident investigation staff support to all USAG directorates and all tenant activities without an on-site safety office, including the Logistics Readiness Center, Network Enterprise Center, Civilian Personnel Center, US Army Corps of Engineers, Army-Air Force Exchange Service, Defense Commissary Agency, Document Automation and Production Service, Mission and Installation Contracting Command, Criminal Investigation Command, Army Cyber Center, Defense Military Pay Office, and West Point Schools. The Occupational Safety and Health Administration, Army Safety Center, and tenant's parent commands have the option of providing their own accident investigation resources to investigate accidents occurring on West Point. In these situations the USAG-West Point Safety Office will provide required administrative and logistical support to the visiting accident investigators in accordance with AR 385-10 and DA Pam 385-40.

(5) Staff safety support for accident investigations is provided to visiting organizations or individuals operating in support of, or at the request of a West Point organization or activity by their host organization or activity. These include, but are not limited to, visiting athletes, civilian college students, Service Academy Cadets and Midshipmen, ROTC Cadets, international Cadets, military or civilian personnel supporting Cadet Summer Training, concerts, contractors, and visitors.

(6) The responsible safety office will notify the Army Safety Center concerning all Class A, Class B, or Class C (Aviation) accidents in accordance with the instructions provided in paragraph 3-8 of AR 385-10 and the Army Safety Center website, and provide a copy of the telephonic notification form (DA Form 7305 or 7306, Worksheet for Telephonic Notification) to the West Point Safety Office within eight hours for deaths or 24 hours for all other Class A, Class B, or Class C (Aviation) accidents or injuries.

b. In addition to the initial notification and reporting requirements,

(1) The supporting safety office accomplishes the required actions at the accident site, including site security, obtaining a security force, site preservation and evidence collection (if conditions require), and collection of initial eye-witness statements and other documentation as needed.

(2) The supporting safety office provides a briefing to the accident investigation board on the status of all preliminary actions taken up to the appointment/arrival of the board.

(3) The supporting safety office coordinates the selection of accident investigation board members and preparation of the appointment orders, up to and including approval by the General Court Marshall Convening Authority (GCMCA). At West Point the GCMCA is the Superintendent. The format for the accident board appointment orders is provided at Appendix B.

(4) The supporting safety office coordinates with other West Point organizations/activities required to support the accident investigation.

(5) The supporting safety office coordinates command review of the accident investigation report and any required briefings. All Class A and Class B accident board reports are forwarded to the West Point Safety Office for the installation-level review.

(6) The supporting safety office establishes and maintains an accident recommendation tracking system for recommendations with the safety office's area of responsibility.

(7) Accident Investigation Kits.

(a) Ground Accident Investigation Kit. The West Point Safety Office maintains the installation's ground accident investigation kit, and will issue the ground kit to the accident investigation board president upon request for the board's use during the investigation. The board's supporting safety office is responsible for replacing any spent, missing or damaged kit components at the conclusion of the investigation. The West Point Safety Office is responsible for maintaining the kit in a fully mission capable condition between investigations, replacing consumable items such as batteries, office supplies, etc. as needed.

(b) The 2^d Aviation Detachment maintains the installation aviation accident investigation kit and will issue the aviation kit to the accident investigation board president upon request for the board's use during the investigation. The board's supporting safety office is responsible for replacing any spent, missing or damaged kit components at the conclusion of the investigation. The 2^d Aviation Detachment is responsible for maintaining the kit in a fully mission capable condition between investigations, replacing consumable items such as batteries, office supplies, etc. as needed.

c. Occupational Safety and Health Administration (OSHA) Reporting.

(1) The Garrison Commander is responsible for all communication and matters between West Point and OSHA.

(2) Work-related Fatalities. Commanders, directors, and activity chiefs will notify the Garrison Commander immediately with any information in regard to any suspected work-related fatality involving West Point. The Garrison Commander will ensure that OSHA is notified within eight hours of the incident.

(3) Hospitalization, amputation, or loss of an eye. Commanders, directors, and activity chiefs will notify the Garrison Commander immediately with any information in regard to any work-related incident involving West Point that may result in any inpatient hospitalization, amputation, or loss of an eye involving within 24 hours of the incident.

4-8 Accident Investigation Boards.

a. Accident investigation boards are required to investigate Army on-duty Class A and B accidents and Class C aviation accidents.

b. Avoiding any perception of conflict of interest is paramount in selection of the accident investigation board members. All accident investigation boards, as the minimum, will include the following members:

(1) Board President. The accident investigation board president:

(a) Must be a field grade officer or equivalent Civilian Employee, and be in a grade higher than the subject(s) of the investigation.

(b) The Board President will not be selected from the brigade or brigade-equivalent organization that incurred the accident.

(c) Cannot have had any prior personal or professional association with the subject(s) of the investigation.

(2) Board Recorder.

(a) The Board Recorder is responsible for the administrative tasks required by the Board to include preparation of the final accident report in accordance with DA Pam 385-40.

(b) The Board Recorder will not be selected from the brigade or brigade-equivalent organization that incurred the accident.

(c) Cannot have had any prior personal or professional association with the subject(s) of the investigation.

(3) Medical Officer.

(a) KACH will provide a medical officer and any other health care professionals as required to serve on accident investigation boards.

(b) The Medical Officer will not be selected from the brigade or brigade-equivalent organization that incurred the accident.

(c) Cannot have had any prior personal or professional association with the subject(s) of the investigation.

(4) Safety Advisor.

(a) The safety advisor is a non-voting member of the accident investigation board. The safety advisor is assigned to advise the board on safety matters, procedural

issues, and technical aspects of the investigation, and to obtain resources required by the board.

(b) The Safety Advisor will not be selected from the brigade or brigade-equivalent organization that incurred the accident.

(c) Cannot have had any prior personal or professional association with the subject(s) of the investigation.

4-9 Support of Army safety Accident Investigations.

a. The Commander of KACH will support accident investigations as required by accident investigation board presidents or unit investigators. This support will include, but is not limited to, the following:

(1) Evaluating human and environmental factors that contributed to the accident.

(2) Providing medical, dental, and medical service corps personnel such as flight surgeons, radiologists, pathologists, dentists, industrial hygienists, and psychiatrists to serve as members or advisors to accident investigation boards.

(3) Performing biochemical testing of personnel involved in or contributing to all Class A, Class B, or Class C aviation accidents, or when deemed appropriate by the commander or physician (consult with the Armed Forces Medical Examiner System (AFMES), commercial (302) 346-8648, DSN 366-8648. Biochemical testing is required for all crewmembers and any other personnel who may have contributed to a Class A, Class B, or Class C aviation accident or on-duty ground Class A or Class B accidents.

(4) Performing physical examinations of surviving accident victims (per AR 40-501).

(5) Performing Autopsies. Guidance on performing autopsies is found in DA Pam 385-40. The individual conducting the autopsy will consult with the Armed Forces medical examiner, AFMES, by calling commercial (302) 346-8648, DSN 366-8648

(6) Assisting in obtaining results of autopsies conducted by civilian authorities.

(7) Conducting detailed external examinations (to include photographs) and full body X-ray examinations. Samples of blood, urine, and other body fluids of deceased accident victims will be obtained for laboratory testing when permission for an autopsy is refused.

(8) Providing admittance and disposition sheets to local safety offices.

b. Provost Marshal Office. The West Point Provost Marshal will support Army accident investigations by:

(1) Providing liaison with local law enforcement as required. This support will include providing accident information from DA Form 3946 (Military Police Traffic Accident Report) and daily blotters.

(2) Providing guards, traffic control, and site security for the accident scene. As required

(3) Providing traffic citation history and traffic flow information.

c. All other installation organizations (for example, the director of industrial operations and the director of engineering and housing) will support accident investigations as required.

4–10. Review of Accident Investigation Reports. All West Point accident investigation reports are processed as follows:

a. Initial review. The initial reviewing official is normally the commander or leader of the organization involved or the commander of the supervisor directly responsible for the operation, material, or persons involved in the accident. As the minimum the initial review will be conducted by an officer or civilian equal to at least a colonel (O-6). 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 Installation Safety Office.

b. Installation-level Safety Manager Review. The West Point Director of Safety will review the report to ensure that the entire accident report is prepared per instructions, and accident data are analyzed for prevention purposes. The Director of Safety will prepare the final staffing document and accident board package for submission to the Superintendent for approval, and later submit the report to the Army Safety Center after the Superintendent has approved the final report.

c. Army Headquarters Approving Authority. At West Point the Army headquarters approving authority for all accident board reports is the Superintendent. The Superintendent provides a 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).

Chapter 5

Contracting Safety

5–1. Introduction

a. This chapter prescribes West Point policy for integrating safety into the contracting process.

b. DA Pam 385–10 contains the Army’s technical requirements and processes for contract safety management, oversight, and control processes.

5–2. Policy.

a. Contract activities will be conducted in a safe and healthful manner that minimizes accidents as well as impacts on West Point operations, military and civilian employees, residents, and members of the public. Contractors are required to 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.

b. Commanders and directors will ensure that their safety and occupational health professionals are trained in contracting principles and procedures, and contract safety requirements and processes (see DA Pam 385–10).

c. In general, the requirements in this regulation and Army regulations do not apply to contractor personnel. Army standards, such as this regulation or AR 385-10, should not be referenced as a contract requirement unless the contractor is hired to perform safety and occupational health services for West Point or the Army.

d. According to DODI 6055.1, Army safety and health responsibilities in contractor plants and contractor operations on Army property are generally limited to helping to ensure the safety of Government-owned equipment, protection of the production base, protection of Government property and on-site Army personnel from accidental losses, and the protection of the public. Contractors are responsible for the safety and health of their employees and protection of the public at contractor plants and work sites.

e. Clauses outlining contractor safety requirements and responsibilities will be included in all solicitations and contracts as prescribed by the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the Engineer FAR supplement. (See DA Pam 385–10, chap 4.)

f. In addition to clauses as required by FAR, DFARS, and Engineer FAR supplement, activities will develop performance work statements and contract instructions and conditions that outline contractor safety requirements and responsibilities based on a risk assessment of the work to be performed and activity and/or command-unique requirements. Contracting Officer Representatives (CORs),

requiring activities, or the Defense Contract Management Agency, in consultation with West Point safety and occupational health subject matter experts, will develop additional and necessary clauses to mitigate risk. Note. The only means for imposing safety and occupational health requirements on a foreign contractor or subcontractor, or for imposing Army safety and occupational health requirements on any contractor, is by incorporating the requirement as a contractual requirement (for example, a contract clause, special clause, statement of work, guide specification, or contract modification).

g. Under the Occupational Safety and Health Act, all employers must comply with OSHA standards and must exercise reasonable diligence to determine whether violations of those standards exist. On multi-employer work sites, more than one employer may be considered responsible for a hazardous condition that violates an OSHA standard.

h. Contracting officers will consult with safety and occupational health subject matter experts to ensure that clauses for safety are included in solicitations and contracts as appropriate and necessary. Safety and occupational health subject matter experts will assist CORs with monitoring contract safety and occupational health compliance.

i. When contractor mishap reporting is a contract requirement, such mishaps will be reported as outlined in Chapter 3 of AR 385-10 and this regulation as well as DA Pam 385-40. In addition, the following will be reported:

(1) Injury or occupational illness to on-duty contractors.

(2) Damage to Government furnished material, Government furnished property, or GFE provided to a contractor.

(3) Contractor accidents involving Army property and personnel.

j. The COR will inform the local safety and occupational health office of instances where the contractor has been notified to take immediate action to correct serious or imminent danger conditions.

5-3. Army Oversight and Inspections of Contractor Operations.

a. Army oversight of contractor operations. Army oversight of contractor operations is restricted to the following instances:

(1) Where the Army has statutory authority for oversight, such as the manufacture of ammunition.

(2) Where it is in the best interest of the Army. (Army oversight has historically contributed to lower accident rates among certain contractor employees, on-time delivery of products and services (increased readiness), and ultimate savings to the Government.)

b. Occupational Safety and Health Administration inspections. Army contractors operating from Army or privately owned facilities, located on or off Army installations, are "employers" as defined in 29 USC 652 and those that follow and are subject to enforcement authority by Federal and State safety and health officials as stated in the following:

(1) Federal and State OSHA officials must be granted access to DOD contractor workplaces on DOD installations without delay and at reasonable times.

(2) 29 USC Chapter 15 does not authorize the Secretary of Labor to assert authority over working conditions for which another Federal agency or any State agency acting under 42 USC exercises statutory authority to prescribe or enforce standards or regulations affecting safety and occupational health.

(3) Pursuant to 33 USC 941, when contractor work is performed aboard vessels in dry dock or afloat within Federal maritime jurisdiction, Federal OSHA standards apply and inspections and investigations may be performed by Federal OSHA officials.

(4) Army contractors have the responsibility of responding to any citations issued by Federal or State OSHA officials for violations of applicable standards.

(5) Full information regarding citations issued to Army contractors for violations of Federal or State OSHA standards involving Army-furnished equipment, facilities, or other property will be referred to all appropriate personnel, to include the COR and contracting officer, for appropriate action.

c. Inspection of Contract Activities.

(1) The contractor is responsible directly to Federal or State OSHA for the safety and health of the contractors' employees.

(2) The safety staff of West Point's organizations will conduct safety and health evaluations of all workplaces and operations where Army personnel are regularly employed. Inspections of workplaces and operations on contractor facilities where fewer than 25 Army personnel are employed will be at the Superintendent's discretion based on existing conditions and potential risks. While no formal annual inspection is required, the Army is required to ensure the safety and health of their personnel in the contractor facility. In addition, evaluations will include determining if contractor operations jeopardize the safety and health of Army personnel and endanger Army property.

(3) West Point safety and occupational health programs will not perform any measurements; that is, perform worker exposure monitoring of contractor worker exposure to Army equipment, unless specifically provided for in contracts between the Government and the contractor.

5-4 Additional references to contract safety and health requirements. See the following sections of AR 385-10 for additional references to contract safety and health requirements:

- a. Chapter 5, Explosives Safety Management.
- b. Chapter 7, Radiation Safety Management.
- c. Chapter 9, System Safety Management.
- d. Chapter 11, Motor Vehicle Accident Prevention.
- e. Chapter 15, Aviation Safety Management.
- f. Chapter 17, Workplace Inspections.
- g. Chapter 20, Infectious Agents and Toxins.
- h. Chapter 21, Chemical Agent Safety Management.

Chapter 6

Safety Awards

6–1. Introduction. This chapter establishes safety awards for recognizing organizations and individuals for their contributions and enhancements to the West Point and Army Safety Programs.

6–2. Promoting Safety. Safety awards enhance West Point operations and improve safety awareness by recognizing and promoting individual and organizational accident prevention measures and successes.

6–3. Award Guidance. Criteria, policies, and procedures for nominating units and individuals for Army safety awards in this chapter are contained in DA Pam 385–10.

6–4. Department of the Army level Awards.

a. Army Headquarters Safety Award. This plaque is awarded on an annual basis by the SecArmy and/or CSA to ACOMs, ASCCs, DRUs, and ARNG that have demonstrated significant improvements, sustained excellence, and leadership in accident prevention programs.

b. Army Exceptional Organization Safety Award. This plaque is awarded each fiscal year to the general officer/senior executive service level organization, brigade, garrison (or equivalent), and battalion with the most effective overall safety program.

c. Army Individual Award of Excellence in Safety. This plaque is awarded each fiscal year to individuals who, in each of three categories-officer, NCO/enlisted, and DA Civilian-make the most significant contribution to accident prevention.

d. Army Industrial Operations Safety Award. This plaque is awarded each fiscal year to the organization with the most effective overall industrial operations safety program.

e. Army Excellence in Explosives Safety Award. This plaque is awarded each fiscal year to the organization with the most effective overall explosives safety program.

f. United States Army Safety Guardian Award. This plaque and certificate is presented by the ODASAF to individuals who, through extraordinary individual action in an emergency situation, prevent an imminently dangerous situation, prevent injury to personnel, or minimize or prevent damage to Army property.

g. Army Aviation Broken Wing Award. This plaque, certificate, and lapel pin is presented by the ODASAF to individuals who, through outstanding airmanship, minimize or prevent aircraft damage or injury to personnel during emergency situations.

h. United States Army Risk Management Safety Award. This plaque is awarded by the ODASAF to organizations or individuals who have made significant contributions to Army readiness through RM.

i. Sergeant Major of the Army, Superior Soldier Safety Award Plaque. The Sergeant Major of the Army awards this plaque to the Soldier who demonstrates “pockets of excellence” or “best practices” in safeguarding Army operations or personnel.

6–5. Army Headquarters and Organization-level Safety Awards.

a. Army Accident Prevention Award of Accomplishment. This award is presented to TOE or TDA detachments; company-sized units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities that have completed 12 consecutive months, or a major training exercise, or an actual deployment of greater than 120 days without experiencing a Class A, Class B, or Class C accident.

b. U.S. Army Aircrew Member Safety Award. Commanders present this award to aircrew members with at least 500 accident-free flight hours as a crewmember.

c. Other individual and organizational awards. Leaders at all levels will recognize safe performance of individuals and subordinate organizations. Leaders are encouraged to develop awards that are tailored to recognize the accident prevention accomplishments within their sphere of activity, interest, or operation. Leaders may use DA Form 1119–1 (Certificate of Achievement in Safety) or are authorized to design and use locally produced certificates or trophies.

(1) USMA, USCC, KACH, and other tenant organizations are encouraged to develop and implement organizational level safety award and incentive programs.

(2) The Garrison will develop and implement an organizational level safety award and incentive program that will include all other tenant organizations on West Point not subordinate to USMA, USCC, or KACH.

d. Unit Impact Award. Commanders are encouraged to develop and issue policies for safety impact awards to promote safety awareness through on-the-spot recognition of safety related actions that are above and beyond what is required of an individual or organization according to AR 600–8–22, chapters 3, 10, and 11. Authorized awards include: **medals, trophies, badges, commanders’ coins, and plaques**. Personal use items such as gym bags, clothing items, coffee mugs, and so forth should not be used as incentive awards to promote a safety program.

f. Army Safety Excellence Streamer. This streamer is presented to organizations that have met prescribed eligibility criteria:

(1) Completing 12 consecutive months without experiencing a Soldier or unit at fault Class A or Class B accident;

(2) One hundred percent completion of RM training; and

(3) Completing ARAP.

6–6. Unit Safety Certification. Unit safety certification is used to identify units-platoon size or larger-that have achieved levels of safety that deserve recognition. When the below criteria have been certified by the commander at the next level, a certificate will be issued by the West Point Safety Office recognizing the unit's achievement for the given period of time. To be certified, a unit must have completed the following:

a. Appointed in writing a safety officer who has completed the required level of training.

b. Implemented a safety program according to AR 385-10.

c. Reduced the number of accidents, both on and off the job, by 50 percent of the previous year.

d. Had in place an accident tracking and reporting system that complied with the requirements of AR 385-10.

e. Had in place a documented RM process demonstrating controls implementation and management of identified risks.

f. Sustained the above initiatives for a significant and established period of time, such as 1 year, 2 years, and so forth.

6–7. Educational Materials. Safety offices at all levels will publicize information on the Army's Safety Awards Program. Safety managers will ensure that all members of the organization are aware of this program.

6–8. Promoting the Prevention Awards Program. Commanders and directors at all levels will promote the prevention awards program using all available means. Typical procedures for promoting the Prevention Awards Program are placing articles in periodicals, posting flyers/posters concerning the program, including the program in unit or organizational training opportunities (sergeant's time, morning roll call, and so forth), and announcing on the Command Channel.

Chapter 7 Management Controls

7-1. Policy. Each organization on West Point will evaluate their internal safety and occupational health program annually in order to assure the Senior Commander that basic safety and occupational health policies and procedures are in place to provide the necessary safeguards upon which to build a positive safety culture. The mechanism to accomplish this assurance is the Army Safety Program Internal Control Evaluation Checklist. The leader of each organization identified by its own Unit Identification Code (UIC) will evaluate their safety and occupational health program at the conclusion of each fiscal year using the questions in Appendix D, and provide the results of their internal evaluation to the Superintendent no later than 1 December each year. Certification that this evaluation has been conducted is accomplished on DA Form 11-2 (Internal Control Evaluation Certification). Organizations with deficiencies identified by this process will provide a status briefing, with action plans, at the next semi-annual installation safety and occupational health council the following January.

7-2. Purpose. The purpose of this checklist is to assist leaders in evaluating the key internal controls identified by the Army and outlined in paragraph 4 below. This checklist is not intended to cover all controls. Leaders are encouraged to include examples of other measures implemented within their organization to enhance the safety culture in this annual report.

7-3. Instructions. Answers must be based on the actual (quantitative) testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at the end of each fiscal year. Certification that this evaluation has been conducted will be accomplished using a DA Form 11-2 (Internal Control Evaluation Certification) and forwarded to the West Point Safety Office for consolidation no later than 1 December after the end of each fiscal year.

7-4. Test questions. The Army Safety Program Management Control Test Questions are included at Appendix D.

Appendix A References

Section I Required Publications

Unless otherwise indicated, all publications are available at <http://www.apd.army.mil/>.

AR 11-2 Manager's Internal Control Program.

AR 40-21 Medical Aspects of Army Aircraft Accident Investigation.

AR 95-30 Participation in a Military of Civil Aircraft Accident Safety Investigation.

AR 385-10 The Army Safety Program.

AR 385-63 Range Safety.

AR 525-27 Army Emergency Management Program.

AR 600-20 Army Command Policy.

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 385-25 Occupational Dosimetry and Dose Recording for Exposure to Ionizing Radiation.

DA Pam 385-30 Mishap Risk Management.

DA Pam 385-40 Army Accident Investigations and Reporting.

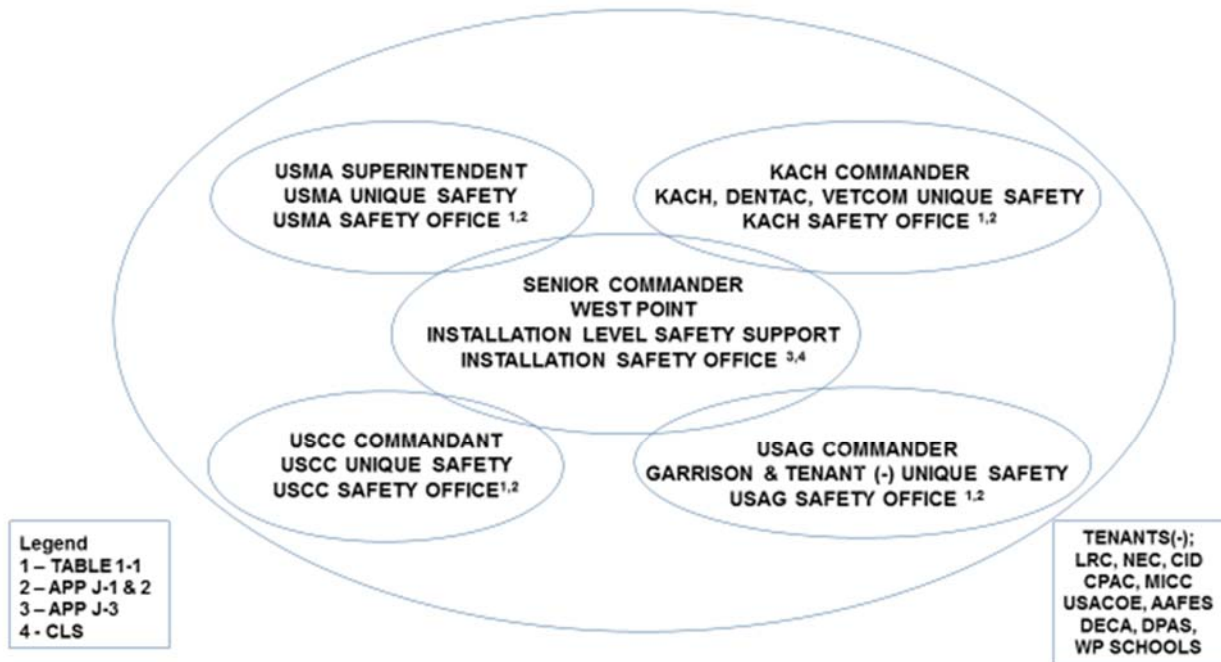
DA Pam 385-90 Army Aviation Accident Prevention Program.

IMCOM Regulation 385-10 Safety Program,
<http://www.imcom.army.mil/portals/0/hq/organization/safety/imcom-ar-385-10a.pdf>

Memorandum, United States Military Academy, Attn: MASG, subject: Appointment of the Director of the West Point Installation Safety and Occupational Health Office, 12 October 2014.

**Appendix B
West Point Safety Office Organization**

WEST POINT SAFETY ORGANIZATION



There are five safety offices located on West Point. Four safety offices (USMA, USCC, KACH, and USAG) are assigned to mission commanders and are responsible for providing safety support in accordance with Table 1-1 of AR 385-10 and Appendix J-1&2 of DA Pam 385-10 within their commands. The Garrison Safety Office also provides direct support to tenant organizations without an authorized safety staff at West Point. The fifth safety office is the West Point Installation Safety Office. This safety office supports the senior commander in his role as the installation commander, and provides installation-level safety in support of all the commands, organizations, and activities on West Point in accordance with Appendix J-3 of DA Pam 385-10 and the IMCOM Common Level of Support.

Appendix C

West Point Safety Audit Checklist.

1. Program Management.

- a. Accountability for safety responsibilities is included in performance evaluation and counseling.
- b. DD Form 2272, employee/employer rights and responsibilities, and/or OSHA equivalent, posted.
- c. Risk assessments are conducted for all activities.
- d. Commanders of companies and equivalent organizations, and above, establish and conduct a safety committee.

2. Accident Reporting.

- a. All reportable accidents/injuries are investigated and reported IAW AR 385-10 and DA Pam 385-40.
- b. Leaders report accidents/injuries to their supporting safety office within seven days.
- c. The supporting safety office posts accident/injury reports to their OSHA Log within seven days.

3. Training.

- a. Records of training are maintained for all employees.
- b. Employee's, Supervisor's, and Manager's OSHA safety training is completed.
- c. Commanders and their Sergeant Major or First Sergeant completed the Commander's Safety Course prior to command of their unit.
- d. CP -12 (Safety) employees completed Level 1 Safety and Occupational Health and Explosives Safety Certifications.
- e. CP-12 employees complete 4.0 CEUs (40 hours) of professional development training annually.
- f. Activities have a policy or procedure in place to identify safety training required for employees to allow them to safely and efficiently perform their duties based on their exposure to hazards in their workplace.

4. Collateral Duty Safety Officer(s).

- a. CDSO are appointed on written orders with at least one year of retainability.
- b. On-line CDSO training is completed within 30 days of appointment. AR 385-10, 10-8c, <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>
- c. CDSO is at least a Staff Sergeant or GS-07 at the company or equivalent level (ex. IRAC, RMO), or commissioned officer or GS-09 at the battalion or equivalent level (ex. DES, DOL).
- d. CDSOs attend the 10 Hour OSHA Course.
- e. CDSOs attend other specialty training identified on their CDSO IDP needed to assess hazards in all areas of their area(s) of responsibility.
- f. CDSOs conduct and document quarterly inspections.

5. Fire and Emergency Management.

- a. An applicable and up-to-date pre-accident plan established for this/all facilities.
- b. A Fire Marshal is appointed and trained.

6. Safety Awards.

- a. A policy or procedure is established to encourage recognition of achievement in safety or accident/injury reduction by employees.
- b. Activities have implemented the West Point Garrison unit certification program.
- c. Safety awareness, educational, and/or marketing materials are readily available to employees.

7. Motor Vehicle Accident Prevention.

- a. All employees operating an Army/Government owned/operated vehicle have completed the Army Accident Avoidance Course, or approved alternative course, within the past four years (<https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>),
- b. All military personnel have completed the Introductory Driver's Safety Course I.
- c. All military and civilian employees have attended the Local Area Driving Hazards Course II.

d. All military personnel under 26 years of age have completed the Intermediate Driver's Safety Course IIIA.

e. Policies/procedures are established and implemented to select, train, test, and license Army Motor Vehicle operator.

f. Commanders/directors developed/implemented SOPs for safe operation, use limitations, PPE, and vehicle safety requirements for all specialty vehicles within their command/organization.

g. Commanders/directors established/implemented a program to review driving records and train driver's on the restrictions, hazards and handling characteristics of 15 passenger vans.

h. Commanders/directors established/implemented a program to ensure the safe operation of tactical vehicles in tactical and non-tactical environments, on or off of the installation.

i. Commanders/directors of military personnel establish policies/procedures to identify motorcycle riders and ensure they complete all required motorcycle safety training.

j. Policies or procedures are in effect that address use of occupant restraint systems, distracted driving (use of cell phones, head phones, texting or other electronic devices), driver fatigue, and alcohol and prescription medications.

k. Commanders establish/implement a POV inspection program for their Soldiers using the checklists in the POV Toolbox at: <https://safety.army.mil> .

l. Emergency vehicle operators have completed their EVOC training within the past three years.

8. Public, Family, Off-duty Recreation and Seasonal Safety.

a. Policies/procedures are established and implemented for using the POV risk assessment (TRIPS) for travel during military leave, pass, TDY, and PCS plans, and civilian employee TDY and PCS plans.

b. The organization uses promotional programs and procedures to increase awareness of specific hazards associated with seasonal changes and holiday periods.

c. Army safety rules/procedures are applied to volunteers, seasonal, and teen age workers.

9. Workplace Safety.

a. Management has identified the job hazards present in each workplace and the applicable OSHA or other applicable standards necessary to adequately mitigate the risk to their employees.

b. Management ensures their employees are provided appropriate training to function safely within their workplace.

c. Management provides their employees the equipment, supplies, and other resources necessary to protect themselves from hazards in their workplace.

d. Management ensures that workplace safety devices (eye washes, fire extinguishers, first aid kits, AEDs, etc.) and personal protective equipment is properly maintained, serviceable, and is in a sanitary condition.

e. Management provides employees with written policies, procedures (SOPs), and plans required to mitigate workplace hazards.

10. Radiation Safety.

a. Radiation sources are identified and included on the radiation inventory.

b. Employees using, transporting, or disposing radiation sources have completed the required training.

c. A Radiation, Laser, or Radio Frequency Safety Officer has been appointed.

11. Workplace Inspections.

a. Supervisors periodically conduct and document inspections of their workplace to identify safety hazards.

b. Supervisors evaluate and track workplace hazards identified during their own inspections, CDSO or external inspections, or by employee complaints to ensure prompt action is accomplished to mitigate the hazard.

c. Supervisors enforce employee use of personal protective equipment, safety devices, and safe workplace practices.

d. Supervisors take appropriate corrective action when employees do not adhere to safety standards.

e. Employees are aware of their right to contact the Safety Office or OSHA if their safety complaints are not addressed by their supervisors and management officials.

f. A Notice of Unsafe or Unhealthful Working Conditions, DA Form 4753, or safety hazards assigned a RAC 1 or 2 are posted at least three (3) working days or until corrected.

g. Supervisors/management will develop an Installation Hazard Abatement Plan, DA Form 4756, for all RAC 1 or 2 hazards not abated within 30 days, and submit it to the Safety Office for approval by the 30th day, and provide an update every 30 days thereafter until corrected.

12. Electrical Safety.

a. Training is documented and these records are maintained on file for the duration of the employee's duties involving exposure to electrical and/or electronic work. Unqualified personnel that are not qualified electrical workers will be trained in and be familiar with any of the electrical safety related practices that might occur routinely in their work area. All personnel will receive training on general electrical related procedures and hazards and precautions in their workplace.

b. Policies/procedures exist to ensure extension cords used with electrical devices are rated at or above the current/voltage needed by the device.

c. Ground Fault Circuit Interrupters (GFCI) are available in damp or wet locations and within 6 feet of a water source.

d. Policies/procedures to safeguard employees from injury while they are working on or near de-energized electric circuits and equipment have been developed.

e. Electrical workers are provided with electrical PPE and arc rated protective clothing that is appropriate for the specific parts of the body to be protected and for the work to be performed.

f. Policies/procedures exist for defective or damaged electrical equipment to be removed from service and reported for repair or replacement.

13. Ammunition and Explosives Safety.

a. Have the employees listed in DA Pam 385-64, Figure 1-1, completed the required training?

b. Have safety professionals (CP-12) completed training as prescribed in the CP12 ACTEDS plan?

c. Are initial and refresher courses completed?

- d. Is training for firefighters; adequacy of plans and procedures for responding to A&E emergencies; conducting fire drills; and availability and adequacy of firefighter equipment and fire/chemical hazardous symbols?
- e. Is a risk assessment performed on all new or modified industrial operations and facilities involving A&E?
- f. Are written SOP procedures developed for each A&E operations?
- g. Are SOPs readily available at the work site?
- h. Are SOPs being reviewed annually?
- i. Are A&E being staffed for review and concurrences to the Safety Director?
- j. Is lightning protection system being tested at intervals as specified in table 17-1.
- k. Are records of the LPS being provided to the West Point USAG Safety Office for record keeping?
- l. Are explosives facilities licenses reviewed and validated at 12 month intervals?

SAFETY AUDIT CHECKLIST RATING CRITERIA

GREEN:

- a. Demonstrated ability to satisfy all aspects (physical and administrative) of applicable safety standards.
- b. Policies/procedures are current, relevant, and thoroughly implemented.
- c. Well established and functioning recordkeeping system.
- d. Safety is thoroughly integrated into the culture of the organization.

YELLOW:

- a. Capable of satisfying key aspects (physical) of applicable safety standards.
- b. Policies/procedures are outdated or not specific to the workplace, casually enforced.
- c. Evidence of effort to establish and maintain a recordkeeping system.
- d. Definite organization-wide emphasis on improving the safety culture of the organization.

ORANGE:

- a. Incapable of meeting key aspects (physical) of applicable safety standards.
- b. Policy/procedural documents are generic boilerplates that have little effect on operations.
- c. Little evidence of a functioning recordkeeping system, with some possible exceptions.

- d. Isolated pockets of positive safety values, but without organization-wide backing.

RED:

- a. Incapable of meeting fundamental aspects (physical) of applicable safety standards
- b. Policy/procedural documents virtually non-existent or outdated from sitting on the shelf, non-enforceable.
- c. Unable to identify a functioning recordkeeping system.
- d. The total absence of a viable safety culture, exposes employees to unidentified and/or unmitigated physical hazards in their workplace.

**Appendix D
Accident Investigation Board Appointment Order Format**

Letterhead

Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Accident Investigation Board Appointment Order

1. Under the provisions of AR 385-10, The Army Safety Program dated xx xxx xxxx (ex. 17 Sep 2013), the following individuals are appointed to investigate the Class (A or B) accident that occurred on xx xxx xxxx (ex. 31 Dec 2014), at xxxxxxxxxx (ex. Range 11) located on/at xxxxxxxx (ex. the West Point Military Reservation), xxxxxx (State).

BOARD PRESIDENT: Standard name line including: Full name, rank/grade, unit/organization of assignment, installation, Voting Member.

BOARD RECORDER: Standard name line including: Full name, rank/grade, unit/organization of assignment, installation, Voting Member).

BOARD MEDICAL OFFICER: Standard name line including: Full name, rank/grade, unit/organization of assignment, installation, Voting Member.

BOARD SUBJECT-MATTER-EXPERT(S): Standard name line including: Full name, rank/grade, unit/organization of assignment, installation, (indicate Voting or Non-voting status).

BOARD ADVISOR(S) (ex. Safety Specialist): Standard name line including: Full name, rank/grade, unit/organization of assignment, installation, Non-voting Member.

2. The purpose of the investigation is to gather and evaluate evidence, determine causal and /or contributing factors and prepare findings and recommendations to prevent future accidents of this nature. The Board Members are released from all other duties for the duration of the investigation for full-time participation in this investigation. This order will remain in effect until all requirements IAW AR 385-10 and DA Pam 385-40 are met. This order is subject to subsequent amendment/augmentation to include additional subject matter experts.

3. In accordance with the Health Insurance Portability and Accountability Act (HIPPA), Public Law 104-91 enacted by Congress on 21 Aug 1996, I delegate my authority as a military commander to members of the board to access protected health information about individuals who are Armed Forces personnel when it is deemed necessary by the Board President to assure the proper investigation of this accident.

4. The Point of Contact for this action is Mr. xxxxx xxxxxx, GS-13, xxxx Safety Manager, COM: xxx-xxx-xxxx, e-mail address.

XXXX X. XXXXXX
Lieutenant General, U.S. Army
Superintendent

Appendix E

Army Safety Program Management Control Test Questions.

- a. Has the organization established policies and procedures to execute its responsibilities and is it in compliance with its policies and procedures?
- b. Have rating elements measuring application and use of risk management and health and safety responsibilities been included in all DA Forms 67–9 (Officer Evaluation Report) and DA Forms 2166–8 (NCO Evaluation Report) for military leaders as well as DA Forms 7222 (Senior System Civilian Evaluation Report) for DA Civilian managers and supervisors?
- c. Has a written safety program, providing policy and procedures, been developed which incorporates the various elements based upon the organization’s mission?
- d. Has a safety and occupational health manager been designated in writing to exercise staff supervision over the safety and occupational health program? (This only applies to organizations with authorized safety and occupational health positions.)
- e. Does the designated safety and occupational health manager have direct access to the commander, director, or leader? (This only applies to organizations with authorized safety and occupational health positions.)
- f. Are the various safety and occupational health councils, boards, and committees meeting as required?
- g. Have strategic goals, objectives, and planning been executed and a business plan developed to implement them?
- h. Have formal agreements been developed with host and tenant organizations?
- i. Have command integrating agents developed and implemented plans and programs to integrate risk management into their functional area of responsibility?
- j. Have both quantitative and qualitative metrics been developed and are they being used to measure their safety program effectiveness?
- k. Do command safety and health managers meet Office of Personnel Management standards for the position of safety and occupational health manager? (This only applies to organizations with authorized safety and occupational health positions.)
- l. Has the command requested, obtained, and designated sufficient funds and other resources to carry out all responsibilities designated in this regulation?

m. Are safety offices conducting and documenting annual programmatic audits of their safety program execution using their performance indicators and matrices? (This only applies to organizations with authorized safety and occupational health positions.)

n. Is each level of command auditing each of their subordinate organizations' safety program execution using their performance indicators and matrices at least once every three years?

o. Are procedures in place and in operation to determine if facilities and equipment meet or exceed safety and health standards established in pertinent host Government, Federal, State, and local statutes and regulations and in Army regulations?

p. Are deficiencies abated?

q. Are practices and procedures that minimize accident risk incorporated into regulations, directives, SOPs, special orders, training plans, operations plans, and SOPs developed for all operations?

r. Are commanders, supervisors, and safety and occupational health staff provided specialized training to enable them to properly execute their safety and occupational health leadership and staff responsibilities?

s. Are there specific plans to ensure continuity of safety and occupational health and the risk management process during tactical operations or mobilization?

t. Is there a program or policy for reporting unsafe or unhealthful conditions?

u. Are standard Army safety and occupational health inspections performed to evaluate the status of the safety and occupational health program and risk management integration?

v. Are accidents being reported as required and correctly?

GLOSSARY

SECTION I

Abbreviations

A&E	ammunition and explosives
AAE	Army acquisition executive
ACOM	Army command
ACTEDS	Army Civilian Training, Education, and Development System
ADSO	additional duty safety officer
AFARS	Army Federal Acquisition Regulation Supplement
ANSI	American National Standards Institute
AR	Army regulation
ARAP	Army Readiness Assessment Program
ASO	aviation safety officer
CAI	centralized accident investigation
CDSO	collateral duty safety officer
CFR	Code of Federal Regulations
COR	contracting officer representative
COTS	commercial off-the-shelf
CP	career program
CPAC	Civilian Personnel Advisory Center
CSC	Command Safety Course
CYS	Child, youth, and school
DA	Department of the Army
DA Pam	Department of the Army pamphlet
DD	Department of Defense (Form)
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DODD	Department of Defense directive
DODI	Department of Defense instruction
DODM	Department of Defense manual
DRU	direct reporting unit
EO	executive order
FAR	Federal Acquisition Regulation
FM	field manual
FOIA	Freedom of Information Act
FY	fiscal year
GCMCA	general court-martial convening authority
GFE	Government furnished equipment
GS	general schedule
GHS	Global Harmonization System
HAZMAT	hazardous materials
IMCOM	U.S. Army Installation Management Command
JP	Joint publication
KACH	Keller Army Community Hospital

MEDCOM	U.S. Army Medical Command
MIL-STD	military standard
MOS	military occupational specialty
MPE	maximum permissible exposure
MTF	military treatment facility
NCO	noncommissioned officer
NDI	nondevelopmental item
OF	optional form
OSH	occupational safety and health
OSHA	Occupational Safety and Health Act, or Occupational Safety and Health Administration
PCS	permanent change of station
PEO	program executive officer
PL	public law
POC	point of contact
PPE	personal protective equipment
PM	preventive medicine, or Provost Marshal
RAC	risk assessment code
RDT&E	research, development, test, and evaluation
RM	risk management
SF	standard form
SOH	safety and occupational health
SOP	standing operating procedure
SSRA	system safety risk assessment
TB	technical bulletin
TC	training circular
TDA	table of distribution and allowance
TDY	temporary duty
TM	technical manual
UCMJ	Uniform Code of Military Justice
USACE	U.S. Army Corps of Engineers
USACR/SC	U.S. Army Combat Readiness/Safety Center
USAG	United States Army Garrison
USAIPH	U.S. Army Institute of Public Health
USC	United States Code
USCC	United States Corps of Cadets
USMA	United States Military Academy
USMAPS	United States Military Academy Prep School
VPP	Voluntary Protection Program
WG	wage grade

SECTION II

Terms

Accident Any unplanned event or series of events that results in death, injury, or illness to personnel, or damage to or loss of equipment or property. (Within the context of this regulation, accident is synonymous with mishap.)

Active Army Personnel Members of the Army who are on full-time duty in active military service, including cadets at the U.S. Military Academy.

Aircraft Free balloons, gliders, airships, and flying machines, whether manned or unmanned, weight-carrying structure for navigation of the air that is supported by its own buoyancy or the dynamic action of the air against its surfaces.

Annual Basis or Annually Annual basis or annually should be from the month of the current year to the same month of the following year. However, the time will not exceed 13 months. This does not apply to items covered under the Army Maintenance Management System.

Army Accident 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 DA Civilian personnel.
- c. Injury to Army military personnel on and 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).

NOTE: Army accident decision flowchart is at:

https://safety.army.mil/Portals/0/Documents/REPORTINGANDINVESTIGATION/IMMEDIATE/NOTIFICATIONINSTRUCTIONS/Standard/Is_it_an_Army_Accident.pdf

Army Leadership Army officers, NCOs, senior executive service officials, and GS employees designated, authorized, and held responsible and accountable by the Army to make decisions at various levels of the Army involving execution of the Army's mission. Designation must be documented in writing or contained in official orders.

Army Motor Vehicle Any appropriated fund (AF) or non-appropriated fund (NAF) vehicle that is owned, leased, or rented by DA or RC. A vehicle that is primarily

designed for over-the-road operation. A vehicle whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, MCs, fire trucks, and refueling vehicles.

Army National Guard personnel Military personnel who are on active duty for training; inactive duty training; annual training; active duty special work; temporary tour active duty; AGR; full-time manning.

Army personnel Active duty Army personnel, DA Civilian personnel, USAR personnel, ARNG personnel, and Reserve Officers' Training Corps personnel as defined in this regulation.

Army property Any item of Army property, or property leased by the Army, for which the Army has assumed risk of loss, such as aircraft, vehicle, building, structure, system, and so on.

Army Readiness Assessment Program A Web-based program that provides battalion equivalent and above commanders with data on their organization's readiness posture by assessing its safety climate and culture. Battalion and battalion equivalent commanders will enroll in the ARAP within the first 90 days of assumption of command.

Army Reserve personnel USAR personnel members who are on active duty for training; inactive duty training; annual training; full-time manning; temporary tour active duty; active duty for special work; AGR.

Army Risk Management Process A holistic approach to preserving readiness that applies 24 hours a day, 7 days a week to Soldiers, DA Civilians, and contract workers. The process has five phases that form a closed loop system of RM, mitigation, and evaluation.

Audit A process of collecting information about an organization's SOH management system and making judgments about its adequacy and performance, identifying both the strengths and weaknesses of the safety and health program as implemented by the organization. To ensure that all necessary safety and health program elements are operating and that procedures are in place for thorough implementation. The aims of auditing should be to establish that: appropriate management arrangements are in place; an adequate RM control system exists which reflects the hazard profile of the organization and is properly implemented; and appropriate workplace precautions are in place.

Business plan A comprehensive document that clearly describes how the safety office intends to obtain their strategic goals and objectives. It describes how they will execute their programs and processes, manage funding and manpower, and interface with other organizations to achieve those goals.

Command responsibility The philosophy that commanders down the entire chain of command are responsible for the safety of their personnel.

Commander An individual that lawfully exercises leadership authority over subordinates by virtue of rank or assignment. This includes the authority and responsibility for effectively using available resources for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. This also includes responsibility for health, welfare, morale, and discipline of assigned personnel in his or her “command,” according to FM 1–02 and ADP 6–0. Examples of commanders are as follows:

- a. Commander of an Army Headquarters, CONUS and OCONUS.
- b. Chief of Engineers (civil and military works).
- c. Commander, U.S. Army Space and Strategic Defense Command.
- d. Chief, NGB.
- e. Commander, U.S. Army Medical Research and Development Command.
- f. Commanders of Army installations with a full-time safety professional. This includes posts, camps, stations, and military communities.
- g. State adjutants general (ARNG).
- h. Commanders of USAR organizations with a full-time safety professional.
- i. Commanders of MTFs.
- j. Commanders in direct support of general support maintenance units.
- k. Director of facilities engineering.
- l. Provost marshal/law enforcement commander.
- m. Director of industrial operations.
- n. U.S. Army plant representative office.
- o. Commanders of modified table or organization and equipment, or TDA organizations.

Competent Authority An individual of the armed forces designated in command, responsible for the direction, coordination, and control of military forces. The

commander alone is responsible for everything his or her unit does or fails to do. He or she cannot delegate his or her responsibility or any part of it although he or she may

delegate portions of his or her authority to competent individuals. An individual designated by the commander to address areas of primary interest within that individual's technical expertise.

Contract A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 USC 6301, and those that follow.

Contracting agency The organization that has primary responsibility for monitoring, administering, and ensuring compliance with the contract, especially pertaining to the chemical agent program.

Contracting Officer A designated officer who performs administrative functions listed in the FAR.

Contractor Accident An accident that occurs as a result of a Government contractor's operations in which there is damage to U.S. Government or Army property or equipment, injury or occupational illness to Army personnel, or other reportable event.

Control Action taken to eliminate hazards or reduce their risk.

Counseling/advisory Activities associated with nonsupervisory advice/assistance provided by subject matter specialists on specific topics, for example, alcohol/drug abuse, mental health, community services.

Days Away From Work Those days when a person loses one or more work days as a result of an injury or illness, starting with the day after the injury occurred or the illness began and including calendar days the person was unable to work, regardless of whether the person was scheduled to work on those days. (See section 29 CFR 1904.7(b)(3) of Reference (h).) For military personnel, days away from work for on- and off-duty injuries and occupational illnesses include inpatient hospitalization, medical restrictions to quarters, convalescent leave, and commander directed removal from duties.

Days of Restricted Work or Transfer to Another Job Days on which a person is working but restricted from completing assigned tasks, works less than a full day or shift, or is transferred to another task to accommodate the injury or illness. Calendar days not scheduled to work are included in the count of days. Count of days is stopped when the person is either returned to their pre-injury or pre-illness job or permanently assigned to a job that has been modified or permanently changed to eliminate the routine functions the person was restricted from performing. For military personnel, restricted work or transfer to another job includes limited- and light-duty assignments.

Department of the Army Civilian Personnel Includes the following types of personnel:

a. Senior executive service, general management, GS, and Federal Wage System employees.

b. USACE employees.

c. ARNG and USAR technicians.

d. Nonappropriated fund employees (excluding part-time military).

e. Foreign nationals directly or indirectly employed by DA (paid by appropriated funds).

f. South/Student Assistance and Temporary Program employees; Volunteers in Service to America volunteers; Job Corps, Neighborhood Youth Corps, and Youth Conservation Corps Volunteers; Family Support Program volunteers.

Department of the Army Contractor A non-Federal employer engaged in performance of a DA contract, whether as prime contractor or subcontractor.

Department of the Army Installation A grouping of facilities located in the same vicinity that supports a particular DA functions. Installations may include locations such as posts, camps, stations, or communities, land, and improvements permanently affixed thereto which are under the DA control and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions as activities of that installation. In addition to those used primarily by troops, the term "installation" applies to such real properties as depots, arsenals, ammunition plants (both contractor and Government operated), MTFs, terminals, and other special mission installations.

Detriment A clause of loss, damage, or injury.

Educational Includes classroom training, excludes field settings such as field training exercises and maneuvers (for example, teach, instruct, brief, or counsel student, or audience activities).

Emergency An event for which an individual perceives that a response is essential to prevent or reduce injury or property damage.

Engineering controls Regulation of facility operations using prudent engineering principles, such as facility design, operation sequencing, equipment selection, and process limitations.

Engineering or construction Those activities associated with surveying, building, and erecting, disassembling, or destroying things. Examples: Lay/clear minefields, bridging, quarrying, welding, brazing, roofing, installing electrical wiring, painting, land surveying, demolition, clearing, digging, concrete work, masonry work, dredging, trenching.

Establishment A single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity will be treated as a separate establishment. Typically, an establishment refers to a field activity, regional office, area office, installation, or facility.

Evaluation A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

Exposure The frequency and length of time personnel and equipment are subjected to a hazard.

Facility A structure that is built, installed, or established to serve a defined purpose. An area within a building that provides appropriate protective barriers for persons working in the facility and the environment external to the facility, and outside of the building.

Federal Occupational Safety and Health Administration official Investigator or compliance officer employed by, assigned to, or under contract to OSHA.

First aid First aid is defined as using a list of procedures that are all-inclusive and is not a recordable injury. If a procedure is not on the list, it is not considered first aid for recordkeeping purposes. The following are the procedures contained in the list—

a. Using a nonprescription medication at nonprescription strength. However, if an employee is provided prescription medications or nonprescription medications at prescription strength, this is considered medical treatment.

b. Tetanus immunizations.

c. Cleaning, flushing, or soaking surface wounds.

d. Wound coverings, butterfly bandages, Steri-Strips®. The use of wound closure methods such as sutures, medical glues, or staples is considered medical treatment.

- e. Hot or cold therapy regardless of how many times it is used.
- f. Nonrigid means of support.
- g. Temporary immobilization device used to transport accident victims.
- h. Drilling of fingernail or toenail; draining fluid from blister.
- i. Eye patches.
- j. Removing foreign bodies from eye using irrigation or cotton swab. However, use of other methods to remove materials from the eye is medical treatment.
- k. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
- l. Finger guards.
- m. Massages. Massage therapy is first aid, but physical therapy or chiropractic treatment is considered medical treatment.
- n. Drinking fluids for relief of heat stress. (Drinking fluids for relief of heat stress is first aid, but administering an intravenous line is medical treatment.)

Government Motor Vehicle An item of equipment, mounted on wheels, which is designed for highway or land operations or both and which derives power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Ground Accident Any accident exclusive of aviation (flight/flight related/aircraft ground/UAS) (for example, AMV, ACV, PMV, marine.)

Hazard Any actual or potential condition that can cause injury, illness, or death of personnel or damage to or loss of equipment, property or mission degradation, or a condition or activity with potential to cause damage, loss, or mission degradation.

Hazard Analysis A hazard analysis is a clear, systemic, concise, well defined, orderly, consistent, closed-loop, quantitative or qualitative and objective methodology used to identify possible hazards within a mission, system, equipment or process that can cause losses to the mission, equipment, process, personnel or damage to the environment. Examples of hazard analyses are What-If, Preliminary Hazard Analysis, Sneak Circuit Analysis, Hazard and Operability Study, Fault Tree Analysis, Failure Mode and Effects Analysis, and Fault Hazard Analysis.

Hospitalization Admission to a MTF as an inpatient for medical treatment.

Imminent Danger Conditions or practices in any workplace that pose a danger that reasonably could be expected to cause death or severe physical hardship before the imminence of such danger could be eliminated through normal procedures.

Independent Evaluation The process used by the independent evaluators to independently determine if the system satisfies the approved requirements. It will render an assessment of data from all sources, simulation and modeling, and an engineering or operational analysis to evaluate the adequacy and capability of the system.

Independent Safety Assessment That document prepared by the USACR/Safety Center and forwarded to the AAE assessing the risk of the residual hazards in a system prior to the MDRs.

Individual Risk Risk to a single exposed person.

Injury A traumatic wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected, and is caused by a specific event, incident, or series of events or incidents within a single day or work shift.

Inspection Comprehensive survey of all or part of a workplace in order to detect safety and health hazards. Inspections are normally performed during the regular work hours of the agency, except as special circumstances may require. Inspections do not include routine, day-to-day visits by agency SOH personnel, or routine workplace surveillance (29 CFR 1960.2(k)). It is also the process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

Installation An aggregation of contiguous or near contiguous, common mission supporting real property holdings under the jurisdiction of the DOD within and outside CONUS. Examples include, but are not limited to, posts, camps, bases, and stations.

Installation-level Safety Director The senior full-time safety professional responsible for providing safety support to Army installations, including camps, stations, military communities, and USAR organizations.

Investigation A systematic study of an accident, incident, injury, or occupational illness circumstances.

Job transfer When an employee/Soldier is assigned to a job other than his/her regular job for part of the day as a result of an injury or occupational illness.

Life cycle The life of a system from conception to disposal.

Medical surveillance A program composed of pre-placement, job transfer, periodic, and termination examinations that are provided to all personnel potentially exposed to chemical agent health hazards in the work environment.

Medical Treatment Medical treatment is the management and care of a patient to combat disease or disorder. It does not include—

- a. Visits to a physician or licensed health care professional solely for observation or counseling.
- b. Diagnostic procedures.
- c. First aid.

Military Treatment Facility Civilian or uniformed Services medical centers, hospitals, clinics, or other facilities that are authorized to provide medical, dental, or veterinary care.

Military Personnel All Soldiers; that is, U.S. Army active duty personnel; USAR or ARNG personnel on active duty or full-time National Guard duty or in a paid drill status; Service Academy midshipmen/cadets; Reserve Officers' Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to DA; and members of other U.S. uniformed Services assigned to DA.

Military Unique Equipment, Systems, and Operations Excludes from the scope of 29 CFR 1960 the design of DOD equipment and systems that are unique to the national defense mission, such as military aircraft, ships, submarines, missiles, and missile sites, early warning systems, military space systems, artillery, tanks, and tactical vehicles; and excludes operations that are uniquely military such as field maneuvers, naval operations, military flight operations, associated research test and development activities, and actions required under emergency conditions. The term includes within the scope of the order DOD workplaces and operations comparable to those of industry in the private sector such as vessel, aircraft, and vehicle repair, overhaul, and modification (except for equipment trials); construction; supply services; civil engineering or public works; medical services; and office work.

Monitoring The continued or periodic act of seeking to determine whether a chemical agent is present.

Near miss A potentially serious accident or incident that could have resulted in personal injury, death, or property damage, damage to the environment and/or illness but did not occur due to one or more factors.

Nonappropriated fund employees Employees paid from nonappropriated funds, including summer and winter hires and special nonappropriated fund program

employees. Military personnel working part-time in nonappropriated employment are excluded.

Non-DOD component Any entity (Government, private, or corporate) that is not a part of DOD.

Occupational hazard Conditions, procedures, and practices directly related to the work environment that creates a potential for producing occupational injuries or illnesses.

Occupational illness Nontraumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; for example, exposure to toxins, poisons, fumes; or other continued and repeated exposures to conditions of the work environment over a long period of time. Includes any abnormal physical or psychological condition or disorder resulting from an injury, caused by long or short-term exposure to chemical, biological, or physical agents associated with the occupational environment. For practical purposes, an occupational illness is any reported condition that does not meet the definition of an injury.

Occupational Illness to Military or Department of the Army Civilian Personnel Injury to on-duty DA Civilian personnel. Army military on-duty or off-duty.

Occupational injury A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of the occurrence and a member or function of the body affected, and is caused by a specific event, incident, or series of events or incidents within a single day or work shift.

Office Activities associated with the performance of clerical, typing, and administrative type duties. Excludes supervisory activities. Examples include: typing/word processing; filing/posting; telephoning; and operating office machines.

Off duty Army personnel are off-duty when they—

- a. Are not in an on-duty status, whether on or off Army installations.
- b. Have departed official duty station, TDY station, or ship at termination of normal work schedule.
- c. Are on leave and/or liberty.
- d. Are traveling before and after official duties, such as driving to and from work.
- e. Are participating in voluntary and/or installation team sports.
- f. Are on permissive (no cost to Government other than pay) TDY.

g. Are on lunch or other rest break engaged in activities unrelated to eating or resting.

On duty Army personnel are considered on duty, for purposes of accidents, when they are—

a. Physically present at any location where they are to perform their officially assigned work. (This includes those activities incident to normal work activities that occur on Army installations, such as lunch, coffee, or rest breaks, and all activities aboard vessels.)

b. Being transported by DOD or commercial conveyance in order to perform officially assigned work (this includes reimbursable travel in PMVs for performing TDY but not for routine travel to and from work).

c. Participating in compulsory physical training activities (including compulsory sports) or other installation events.

Operational Control The authority to perform those functions of command over subordinate forces involving organizing and employing command and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and Joint training necessary to accomplish missions assigned to the command. It does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

Permanent Partial Disability Any injury or occupational illness that does not result in death or permanent total disability but in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

a. Loss of teeth-loss of fingernails or toenails.

b. Loss of tip of fingers or tip of toe, if it is repaired.

c. Disfigurement-sprains or strains that do not cause permanent limitation of motion.

Permanent Total Disability Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment. (The loss or loss of use of both hands, feet, eyes, or any combination thereof resulting from a single accident will be considered as permanent total disability.)

Privileged Safety Information Information that is reflective of a deliberative process in the safety investigation or given to a safety investigator pursuant to a promise of confidentiality, which the safety privilege protects from being released outside safety

channels or from being used for any purpose except accident prevention. It includes products such as draft and final findings, evaluations, opinions, preliminary discussions, conclusions, accident causes, recommendations, analyses, and other material that would reveal the deliberations of safety investigators, including reviews and endorsements. It also includes information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

Qualified Safety and Health Personnel Includes persons who meet Office of Personnel Management standards for SOH manager/specialist, GS-018, and safety engineer, GS/GM-803. Other job specialties will provide support in their respective specialty areas (see Table 2-1 in AR 385-10 for additional job specialties; includes other personnel determined to be equally qualified as compared to the above Office of Personnel Management standards).

Real time

A period of less than 15 minutes.

Recommendations Those actions advocated to the command to correct system inadequacies that caused, contributed, could cause or contribute to an Army accident. Also referred to in this regulation as corrective action, remedial measures and/or countermeasures.

Recordable Accident Reportable accident that meets the minimum criteria stated in the regulation for aviation and ground Class A through D accidents.

Reportable Accident All occurrences that cause injury, occupational illness, or property damage of any kind must be reported to the Soldier's/employees/unit's servicing/supporting safety office.

Reserve Officers' Training Corps personnel Includes the following:

a. Members of the Reserve Officers' Training Corps during periods of basic or advanced training at premises owned or under the control of the Army whether on duty or off duty.

b. Cadets performing professional enrichment training while under Army supervision and directed by competent orders, regardless of the location of the training site. Regular training on campus is excluded; that is, weekly drill and classroom instruction.

c. Cadets involved in rifle and pistol marksmanship training under Army supervision on any firing range.

d. Cadets undergoing Reserve Officers' Training Corps flight instruction.

Residual Significant Risk Residual significant risk is any risk remaining in a system after corrective actions have been executed.

Restricted Area Any area, usually fenced, at an establishment where the entrance and egress of personnel and vehicular traffic are controlled for reasons of safety and/or security.

Restricted Work Activity Individual's injury is such that they are unable to perform their normal duties (for example, light duty).

Risk Directly related to the ignorance or uncertainty of the consequences of any proposed action. Risk is an expression of possible loss in terms of hazard severity and hazard probability. Risk is the expected value of loss associated with a loss caused by a hazard expressed in dollars. The risk associated with this loss is mathematically derived by multiplying the probability of the loss's likelihood of occurrence by the probable dollar loss associated with the loss's severity. Note that risk has two dimensions-likelihood and magnitude, while a hazard has only one-varied magnitude.

Risk Acceptability That level of risk determined as tolerable in order to fulfill mission requirements. It represents a level of risk where either the output of resources to rectify safety deficiencies does not result in a proportional increase in the level of safety be provided; or so restricts the performance that the assigned mission cannot be executed.

Risk Acceptance A formal and documented process indicating Army leadership understands the hazard, its associated cause, and the probable consequences to mission, personnel, equipment, public and/or the environment and that they have determined that the total risk is acceptable because of mission execution. Risk acceptance is an Army leadership prerogative.

Risk Acceptance Level Denote the level of risk a particular level of Army leadership and management may accept. These levels are based on the magnitude of the risk involved and the duration of the risk acceptance.

Risk Assessment An evaluation of a risk in terms of loss should a hazard result in an accident and against the benefits to be gained from accepting the risk.

Risk Decision The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action and having the appropriate resources to control or eliminate the risk's associated hazard.

Risk Management A continuous process applied across the full spectrum of Army training and operations, individual and collective day-to-day activities and events, and base operations functions to identify and assess hazards/risks, develop and implement controls, make decisions, and evaluate outcomes; blends tactical, threat-based risks with accidental, hazard-based risks.

Safety Freedom from those conditions that can cause death, injury, occupational illness, or damage to, or loss of, equipment or property.

Safety Assessment Report A formal, comprehensive safety report summarizing the safety data that has been collected and evaluated during the life cycle before a test of an item. It expresses the considered judgment of the developing agency on the hazard potential of the item, and any actions or precautions that are recommended to minimize these hazards and to reduce the exposure of personnel and equipment to them.

Safety Controls Mandatory procedural safeguards approved by the SecArmy and determined to be necessary per safety studies and reviews. Safety controls ensure maximum safety of chemical agents throughout the life of the chemical weapon. Controls will be consistent with operational requirements.

Safety Objectives Criteria for comparing and judging measures for adequacy. Safety objectives incorporate the safest measures consistent with operational requirements.

Sanitized Information Safety investigation information where, after following the established procedures, privileged safety information and the identity of an accident are not revealed.

a. To sanitize a document, remove identifying information including:

(1) The date and location of the accident.

(2) Materiel identification number.

(3) Names, social security numbers, and other personal identifying information of participants, witnesses, and investigators.

(4) Information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

(5) Any other detail that directly, indirectly, or in aggregate identifies the accident or any individual who has given information pursuant to a promise of confidentiality.

b. Some accidents, due to widespread publicity or other unique circumstances, cannot be adequately sanitized. Under such circumstances, removal of this information may be inadequate since the identity of the accident is disclosed by the unique accident sequence. This information is not sanitized and will not be released.

c. When privileged safety information is sanitized, the findings, conclusions, causes, recommendations, opinions, analyses, and other indications of the deliberative

processes of safety investigators, safety investigation boards, endorsers, and reviewers are no longer considered privileged.

Note. Only the Commander, USACR/Safety Center may release a sanitized privileged accident report.

Service Contract A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a nonpersonal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis. Some of the areas in which service contracts are found include the following:

a. Maintenance, overhaul, repair, servicing, rehabilitation, salvage, modernization, or modification of supplies, systems, or equipment.

b. Routine recurring maintenance of real property.

c. Housekeeping and base services.

d. Advisory and assistance services.

e. Operation of Government-owned equipment facilities and systems.

f. Communications services.

g. Architect-engineering.

h. Transportation and related services.

i. Research and development.

Soldiering Noncombat activities peculiar to military life, includes receiving instruction/training in such activities, excludes classroom training. Examples are marching, police call, formation, barracks detail, and field sanitation.

Special Hazards Areas Areas identified containing hazards which due to their nature could not be eliminated through design selection and therefore depend upon training, procedures and PPE for control of the hazards to tolerable levels. Examples are paint booths, kitchens, machine shops, areas around conveyor belts, hazardous chemical storage areas, and so forth.

Supervisory Activities associated with the management of personnel. Examples are inspection tasks, directing workloads/work crews, monitoring work, crews, and planning unit activities.

Surveillance The observation, inspection, investigation, test, study, and classification of ammunition, ammunition components, and explosives in movement, storage, and use with respect to degree of serviceability and rate of deterioration.

System A composite, at any level of complexity, of trained personnel, procedures, materials, tools, equipment, facilities, and software. The elements of this composite entity are used together in the intended operational or support environment to perform a given task or achieve a specific production, support, or mission requirement.

Training related death A death associated with a noncombat military exercise or training activity that is designed to develop a military member's physical ability or to maintain or increase individual/collective combat and/or peacekeeping skills, and is due to either an accident or the result of natural causes occurring during or within one hour after any training activity where the exercise or activity could be a contributing factor. This does not apply to DA Civilians participating in a wellness program.

Volunteers Individuals who serve as unpaid assistants to facilitate the commander's ability to provide comprehensive, coordinated, and responsive services that support the readiness of Soldiers, DA Civilians, and their Families by maximizing technology and resources, adapting resources to unique installation requirements, eliminating duplication in service delivery, and increasing service effectiveness. An installation can have many types of volunteers, with each having specific guidelines that govern its management: statutory volunteers; individuals providing gratuitous service; volunteers for private organizations, and student interns.

Workplace A place (whether or not within or forming part of a building, structure, or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and in relation to an employee, includes a place, or part of a place, under the control of the employer (not being domestic accommodation provided for the employee).

Work-related injuries Injuries or occupational illnesses incurred while performing duties in an on-duty status.