

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

FSH Regulation
No. 385-10

13 March 1998

Safety
OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Supplementation to this regulation is prohibited without prior approval from the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston.

- 1. PURPOSE.** To prescribe policies and procedures for complying with applicable occupational safety and health laws and regulations, and to ensure the safety and health of all personnel at Fort Sam Houston (FSH) by managing the risks.
- 2. APPLICABILITY.** This regulation applies to all military, civilian and contractor personnel employed at FSH.
- 3. REFERENCES.** Required and related publications and forms are listed in Appendix A.
- 4. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms are explained in the Glossary.
- 5. GENERAL.** The FSH goal is to institutionalize safety and risk management into all U.S. Army Medical Department Center and School (AMEDDC&S) and U.S. Army Garrison (USAG) operations, systems, doctrine, and training, based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.
- 6. STATUTORY AND OTHER AUTHORITY.** Statutory authority is Public Law 91-596, Occupational Safety and Health Act (OSHA) of 29 Code of Federal Regulation (CFR) Parts 1910, 1926, and 1960 and other CFRs applicable to Occupational Safety and Health Services; Executive Order 12196; DODI 6055.1; AR 385-10, The Army Safety Program, and other applicable Occupational Safety and Health Regulations and Directives.
- 7. RESPONSIBILITIES.**

a. The Installation Commander will:

- (1) Provide a safe and healthful workplace for all employees.

(2) Require that commanders, tenant units, functional managers and supervisors enforce OSHA program requirements within their respective areas of responsibilities.

(3) Designate a OSHA manager.

(4) Organize and staff a safety organization.

(5) Ensure qualified safety, health, and fire protection personnel evaluate hazards and deficiencies and assign Risk Assessment Codes (RAC).

(6) Ensure occupational safety and health compliance is evaluated as part of the performance review required for commanders and military and civilian supervisors.

(7) Establish a safety and occupational health council.

(8) Provide sufficient funds and other resources to the Installation Safety Office (ISO) to carry out all responsibilities designated in this regulation, and to assure safety and occupational health program effectiveness.

(9) Require tenant activities to participate in the installation's safety program, as appropriate.

b. The Chief, ISO, will be designated as the Occupational Safety and Health (OSH) manager, and as such will:

(1) Serve as the principal staff advisor and technical consultant to the command staff, directors, division chiefs, and other elements, in support of the safety program.

(2) Implement plans, policies, and procedures designed to achieve compliance with Federal and Department of Defense (DOD) requirements.

(3) Analyze and interpret new or changing regulations and establish applicable implementation procedures.

(4) Coordinate with the union representatives as appropriate, and within the guidance promulgated by the installation.

(5) Administer an information management system that

generates accident, injury, and illness data, and safety/risk management information.

(6) Functions as the primary point of contact for all Department of Labor's Occupational Safety and Health Administration's visits and/or inquiries.

(7) Provides Army Medical Department Branch safety support.

(8) Ensures integration of occupational safety and health considerations into AMEDD systems, doctrine and training.

(9) Reviews work hazards as they apply to environmental differential/hazardous duty pay requests before final review, and action by Civilian Personnel Advisory Center (CPAC).

(10) Actively participate in the civilian resource conservation program committee.

(11) Develop and conduct a safety training program that includes at a minimum: supervisory training; collateral duty safety officer training; program specific training; job hazard analysis training, and risk management training.

(12) Serve as planner and recorder for the installation OSH council.

(13) Maintain a master file of Public Law 91-596; Executive Order 12196; 29 CFR 1910, 1926, and 1960; and relevant DOD and DA publications.

(14) Establish and maintain close liaison with other staff agencies to ensure maximum cooperation in the areas of fire protection, environmental protection, occupational health, industrial hygiene, and civilian personnel.

c. The Installation Medical Authority (IMA) will:

(1) Provide medical treatment for emergency illnesses and injuries for military members and for civilians employed on this installation.

(2) Establish an occupational health program to include medical surveillance in accordance with (IAW) AR 40-5, Preventive Medicine.

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(3) Maintain liaison with ISO.

(4) Conduct health education programs and participate in the installation safety training, as appropriate, and with the available resources.

(5) Conduct industrial hygiene and occupational health surveys and provide the results to the ISO as appropriate. This will include the assignment of RACs to health hazards identified IAW AR 385-10, and provide the information to the ISO for inclusion in abatement plans.

(6) Coordinate with private practitioners on the management of workplace illnesses and injuries.

(7) Provide data on occupational illnesses for exposure to chemical, biological, or physical agents, to include cumulative trauma disorders, to the ISO.

d. Commanders and chiefs of subordinate or tenant organizations will:

(1) Appoint either full-time or collateral duty safety officers (CDSO).

(2) Ensure compliance with occupational safety and health requirements.

(3) Enforce occupational safety and health rules and regulations to include the use of personal protective equipment (PPE).

(4) Ensure quarterly work site inspections are conducted with the resulting report forwarded to the safety office within 30 days after end of the preceding quarter.

(5) Establish internal safety committees as appropriate.

(6) Ensure proper codes are placed on the supply requisition for hazardous material in accordance with (IAW) chapter 13, DA Pam 710-2-1, Using Unit Supply System. (If it is local purchase, a statement requesting a Material Safety Data Sheet (MSDS) is required for hazardous material, IAW FSH Reg 385-3, Hazard Communication Program.)

e. The Director of Public Safety (DPS) will:

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(1) Establish the ISO as indicated above.

(2) Provide the resources as necessary to meet compliance requirements.

f. The CPAC will:

(1) Serve as the federal employees' Compensation Act administrator.

(2) Provide copies of the workers' compensation claims forms to the ISO and the IMA.

(3) Include participation of the ISO in the installation's Newcomers' Orientation.

(4) Provide guidance on the application of labor management relations to the OSH program.

(5) Coordinate with the ISO to provide OSH program training to civilian employees.

(6) Provide advise and assistance to supervisors concerning civilian discipline and performance appraisal requirements in regard to safety and health matters.

(7) Coordinate with the safety and health officials on all requests concerning EDP/HDP.

g. The Director of Contracting (DOC) will:

(1) Include safety provisions in contracts.

(2) Conduct pre-performance conferences that include safety and health personnel as appropriate.

(3) Provide basic safety training to the Contracting Officer Representatives (COR) to ensure they can recognize situations that require the ISO's input.

(4) Assist in the enforcement of contract safety requirements to include first day inspections as appropriate.

(5) Ensure provisions for MSDS are included when hazardous materials are locally purchased.

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(6) Ensure the existence of requirement for contractors to provide a list of hazardous chemicals, along with the MSDS's, to the safety office for approval, prior to the beginning of a job/project/service.

h. The Director of Public Works (DPW) will:

(1) Obtain review and coordination of new construction, facility modification projects, and work requests documents from the ISO.

(2) Give priority to abate the deficiencies associated with the inspections conducted by the ISO. The time limitations will be officially established by a memorandum between the DPW and the DPS.

(3) Ensure the design of new construction, equipment, or modifications meet OSH requirements.

(4) Coordinate with the ISO to establish a Contractor Safety Program.

(5) Enforce adherence, by contractors, to OSH requirements and the use of PPE.

(6) Notify contractors when safety requirements are not being met. Document these inadequacies and notify the ISO and the DOC if corrections are not promptly made.

(7) Ensure accidents involving contractor employees are promptly reported through the responsible contracting officer to the ISO.

i. The Director of Logistics (DOL) will:

(1) Periodically review the requisitioning process to ensure requesters are properly coding/identifying hazardous material, as appropriate.

(2) Ensure all hazardous materials are properly identified and labeled upon receipt, during storage, and when issued.

(3) Ensure all hazardous materials received have an MSDS, if it is a first-time purchase.

(4) Provide an MSDS to the user at the time of initial purchase, and when a new MSDS is issued.

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(5) Provide copies of all MSDSs to the ISO for review.

j. The Director of Community Activities (DCA) will ensure conformance to all appropriate OSHA, DOD/DA, and FSH requirements in both, appropriated and non-appropriated, activities.

k. All directors of installation directorates and divisions within the AMEDDC&S will:

(1) Appoint either full-time or CDSOs. The appointed individuals must have at least one year of retainability, be provided the training commensurate with the requirements established by the ISO, and be given sufficient time, as required, to perform the function.

(2) Ensure compliance with safety, occupational health, and fire prevention requirements.

(3) Enforce occupational safety and health rules and regulations to include the use of PPE.

(4) Ensure quarterly work site inspections are conducted with the resulting report forwarded to the safety office within 30 days of the end of the preceding quarter.

(5) Establish internal safety committees, as appropriate.

(6) Ensure that safety is adequately addressed in all standing operating procedures.

(7) Conduct routine safety meetings.

(8) Ensure DD Form 2272, DOD Occupational Safety and Health Protection Program, is posted on each official bulletin board.

(9) Notify the ISO of all accidents, incidents, and near misses as soon as possible, but not later than (NLT) 24 hours after occurrence. The FSH Form 96-E, Accident/Incident/Near Miss Report, should be used.

(10) Complete all appropriate accident Forms IAW AR 385-40, Accident Reporting and Records.

(11) Provide job safety training for employees, and document the training in local personnel files, as well as the installation level files, as appropriate.

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l. Supervisors will:

(1) Familiarize themselves with the health and safety requirements for all jobs/tasks performed under their supervision.

(2) Conduct a hazard assessment of the operations under their supervision, select PPE as appropriate, and certify in writing that the PPE is appropriate to afford protection from the identified hazards that have not been eliminated.

(3) Enforce the use of PPE and adherence to all safety and health requirements.

(4) Provide initial and refresher worksite specific training.

(5) Document training on FSH Form 98-E, Occupational Safety and Health Training Record.

(6) Ensure hazardous materials are properly labeled, stored and used.

m. Collateral Duty Safety Officers will:

(1) Attend the required training as established by the ISO. This represents the minimum training, with additional training being provided commensurate with the requirements of the respective organization.

(2) Conduct quarterly safety inspections of all work sites and submit the resulting reports to the ISO not later than 30 days past the end of the preceding quarter. (Delegation for multiple sites is permissible.)

(3) Assists the supervisors/chiefs/directors/commanders in the implementation of a total safety program, to include accident and incident reporting.

n. Military and Civilian Employees will:

(1) Comply with all occupational safety and health guidance.

(2) Promptly report safety and health concerns.

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(3) Promptly report injuries, illness, equipment damage, and near misses to the supervisor.

(4) Contribute suggestions which may assist in preventing accidents.

(5) Stop unsafe acts/and or report them to the responsible supervisor.

(6) Decline to perform an assigned task because of reasonable belief that the task poses an imminent risk, or death or serious bodily harm.

(7) Wear and maintain appropriate PPE as required.

8. OCCUPATIONAL SAFETY AND HEALTH COUNCIL. The Occupational Safety and Health Council for the AMEDDC&S and USAG is outlined in FSH Reg 385-1, Safety and Occupational Health Advisory Council. The council is established IAW AR 385-10 and Title 29, CFR 1960.17.

9. PREVENTION AND CONTROL OF WORKPLACE HAZARDS. Fort Sam Houston is committed to providing a safe and healthful workplace for all employees. To fulfill this requirement, all recognized safety and health hazards will be eliminated or controlled as quickly as possible. The selection and application of hazard controls are an integral part of the Army's five-step risk management process. This paragraph discusses the basic control principles to prevent workplace accidents and injuries.

a. Control Methods. A control is a barrier between a hazard and the people, or environment. The term barrier is not necessarily used as a physical barrier but as something that will practically eliminate the hazard. The hierarchy of controls is as follows: engineering controls, administrative controls, and PPE.

(1) Engineering control. Engineering controls include elimination of the hazard by not performing that particular function, substitution of a less hazardous material or methodology, or by applying a control mechanism such as ventilation, control switches, or wet methods to control the evolution of dusts.

(2) Administrative control. Administrative controls such as job rotation, signage, policies, procedures etc., are less effective than engineering controls, but are useful when the

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employees are trained and fully understand the procedures and processes.

(3) Personal protective equipment. The use of PPE is the least desirable of all control mechanisms because it depends on a number of factors. These include requirements to conduct a hazard assessment; select PPE based on the hazard assessment; train the workers in the proper use, inspection and limitations, and enforcement of usage.

b. Hazard Control Priorities. The following set of priorities should be used as a guide to selecting control methods. They are listed in order of importance within the hierarchy of controls.

(1) Eliminate the hazard by revising the design of the activity.

(2) Reduce the hazard by reducing the degree of severity or the probability of occurrence through redesign or re-engineering of the activity.

(3) Provide safety devices (guards, interlocks, shielding, etc.).

(4) Provide warning devices (horns, lights, signs, etc.).

(5) Provide administrative procedures (limit occupancy, follow detailed sequence, etc.).

(6) Provide PPE (gloves, goggles, respirators, etc.).

(7) Combination of the above (use spray paint respirators when spraying in a spray paint booth, etc.).

c. Application of Hazard Control Principles.

(1) Perform job hazard analysis on each operation. This includes listing every significant task, identifying potential hazards associated with the task, and identifying the control mechanism (principle) to prevent an accident/injury/incident. Appendix B is a sample of a safety analysis.

(2) System safety, industrial hygiene, and environmental reviews should be conducted and addressed during the planning,

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design, development, acquisition, and operation of systems, activities, and facilities.

(3) Operating procedures or similar directives must be developed in sufficient detail to include safety and health protection.

(4) Purchasing procedures should include attention to safety and health issues by incorporating appropriate specifications into requisitions and contracts.

d. Hazard Abatement. The ISO, IMA (Preventive Medicine), and fire department personnel will be responsible for performing an analysis of safety, industrial hygiene/occupational health, and fire hazards, respectively. The following procedures apply:

(1) The hazards will be risk assessed in terms of hazard severity and probability.

(2) The hazards will be assigned a RAC, IAW Table 3-3, AR 385-10.

(3) The hazards will be assigned a Cost Effectiveness Index (CEI) that includes the costs of abatement and the number of people exposed. The CEI will be used to prioritize abatement with a RAC (i.e., within the RAC 3s, 4s, and 5s).

(4) The abatement may be in the form of any of the control principles discussed above.

(a) RAC 1 hazards will be abated within 24 hours.

(b) RAC 2 hazards will be abated within 3 days.

(c) RAC 3 (IIC) hazards will be abated within 10 days.

(d) RAC 3 (other than IIC) hazards will be abated within 30 days.

(e) RAC 4 and 5 hazards will be abated as resources become available.

(5) Abatement plans. Where permanent abatement will take longer than 30 days for RAC 1 and RAC 2 hazards, abatement plans will be prepared. The plans will include interim control measures as necessary, and will be kept updated by spot checking and/or sampling.

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(6) The DA Form 4754, Violation Inventory Logs, will be maintained by the ISO to track the violations.

10. REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

a. Hazard Reporting. Detection of unsafe or unhealthful working conditions at the earliest possible time and prompt correction at the lowest working level are essential elements of the FSH program. All employees are encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor. Supervisors will:

(1) Investigate the situation and take appropriate corrective action.

(2) Contact the ISO for assistance.

(3) Keep the reporting employee informed of all action taken and/or on-going.

(a) Employees. Any employee (or employee representative) may submit a written report of an unsafe or unhealthful working condition directly to the ISO. The DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions, may be used for this purpose.

(1) Any employee may call the ISO or use the FSH Safety Helpline (295-SAFE (7233)).

(2) Employees shall correct safety deficiencies within their means, and report unsafe or unhealthful working conditions to their first-line supervisor verbally or in writing when they are not able to correct the deficiency.

(b) Installation Safety Officer.

(1) Upon receipt of a hazard report, the ISO will log the report, contact the originator by telephone to acknowledge receipt, and discuss the seriousness of the reported hazard. The

ISO shall advise the cognizant supervisor that a hazard has been reported.

(2) The ISO shall investigate all reports brought to his attention. Alleged imminent danger situations shall be investigated within 24 hours. Potentially serious situations shall be investigated within 2 days and all others within 5 days.

(3) If the report is a health or fire hazard, as opposed

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to a safety hazard, the ISO shall refer the report to the cognizant activity for investigation, as necessary.

(4) The ISO shall maintain the anonymity of personnel making a report if so requested by the reporting employee.

(5) The ISO shall retain the records IAW AR 25-400-2, Modern Army Recordkeeping System (MARKS).

(c) Supervisors.

(1) Shall respond to an employee report without malice against a reporting employee.

(2) Shall abate the concern/hazard.

(3) Shall inform the employee of their reporting rights and appeals.

(4) Shall post DD Form 2722, DOD Occupational Safety and Health Protection Program, along with blank DA Form 4755, for use by employees.

(d) Appeals. If the originator of a report is dissatisfied with the assessment, they are encouraged to confer with the ISO to discuss the matter further. If the originator remains dissatisfied, they may appeal to the FSH commander. Appeals are also available through the Inspector General, and the CPAC. Civilian employees may also submit concerns directly to the OSHA; however, the Secretary of Labor encourages employees to use the in-house hazard reporting procedures as the most expeditious means to achieve abatement.

11. ACCIDENT/INCIDENT/NEAR ISS REPORTING AND RECORDKEEPING.

a. Accidents that result in injury, death or property, degrade readiness and increase operational costs. Accident investigations aimed at determining root causes are necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends, conduct analyses, and assess the effectiveness of the overall program. Investigation and reporting need to be conducted IAW AR 385-40.

b. Near misses and other incidents are precursors to accidents; therefore, it is extremely important to capture this information to ensure that accidents do not happen under the same circumstances.

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c. Definitions.

(1) Class A accident. An accident in which the total cost of government property damage and Army personnel injuries is \$1,000,000 or greater, or occupational injury/illness results in a fatality or permanent total disability of Army personnel.

(2) Class B accident. An accident in which the total cost of government property damage and Army personnel injuries is \$200,000 or more, but less than \$1,000,000; or an occupational injury/illness results in permanent partial disability or hospitalization of five or more Army personnel.

12. ACCIDENT/INCIDENT/NEAR MISS REPORTING REQUIREMENTS.

a. Notification.

(1) During normal duty hours. Notify the next higher chain of command of a Class A or Class B accident or a military fatality. Telephonically notify the ISO, 221-9882, immediately of all accidents/incidents/near misses.

(2) During non-duty hours/weekends/holidays. Notify the Staff Duty Officer (SDO) of a Class A or Class B accident or of a military fatality either on- or off-duty. The SDO will then notify the occupational safety and health manager IAW SDO instructions. The ISO will be responsible for notifying the safety entity within the Medical Command (MEDCOM) and U.S. Army Safety Center. The notification should include at a minimum, the items listed below; however, the notification should not be delayed because certain elements are unknown:

(a) Date and time of the accident.

(b) Name, Social Security Number (SSN), unit of personnel and UIC.

(c) Extent of injuries and/or damages and location.

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

(e) Hazardous/sensitive materials involved.

(f) Weather conditions at time of accident.

(g) Brief synopsis of event. (Include whether

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alcohol/drugs were involved. For motor vehicle accident, include whether or not individual was wearing seatbelts and had received accident avoidance training.)

(h) Point of contact and telephone number.

(3) Reporting procedures.

(a) Submit FSH Form 96-E, on all accidents/incidents/near misses.

(b) Report all accidents resulting in \$2,000 damage to Army equipment or property, or \$2,000 damage to non-Army equipment or property as a result of Army operations (Army fault) on DA Form 285, U.S. Army Accident Investigation Report, and submit to the ISO within 7 days.

(c) Supervisors will fill out DA Form 285 for all military injuries and occupational illnesses resulting in more than one lost workday. The forms must reach the ISO within 7 workdays.

(d) Supervisors will report civilian workplace injuries and illnesses to the Support Division, CPAC, and Department of Labor. Office of Workers Compensation Forms (CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation; CA-6, Official Supervisor's Report of Employee's Death, and CA-16, Authorization for Examination and/or Treatment, are required).

(e) Section I of FSH Form 96-E, does not need to be completed for incidents/near misses.

(4) Responsibilities for the Occupational Safety and Health Manager:

(a) Implement policies and procedures for reporting and documenting accidents at FSH.

(b) Correlate the accidents/incidents/near misses and conduct statistical analysis.

(c) Publish relevant information to preclude recurrence.

(5) Responsibilities for the supervisor:

(a) Perform the appropriate notifications and submission of reports.

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(b) Instruct employees to report all accidents to them as soon as possible, no matter how minor.

(c) Assist employees in filling out and transmitting required accident reports.

(6) Responsibilities for the CDSO:

(1) Assist in reporting and documentation of accidents within their area of responsibility.

(2) Ensure that the ISO has been notified of all accidents/incidents/near misses.

(7) Responsibilities for employees: Promptly report all accidents, including near misses, to supervisory personnel.

13. ACCIDENT/INCIDENT/NEAR MISS INVESTIGATIONS. All accidents and incidents degrade readiness and increase operational costs. Near misses are the precursors to accidents and incidents; therefore, they will be investigated to the extent necessary to prevent future occurrence of similar events. Accurate records are necessary to establish trends, conduct analyses, and to assess the effectiveness of the overall program.

a. It is the responsibility of the Occupational Safety and Health Manager to:

(1) Implement policies and procedures for investigating, reporting, and documenting accidents/incidents/near misses at FSH.

(2) Provide assistance and advice.

(3) Provide training in investigative techniques to supervisors and CDSOs.

(4) Track corrective actions and disseminate the information taken in response to accidents/incidents/near misses.

b. It is the responsibility of the supervisor to:

(1) Thoroughly investigate all accidents/incidents/near misses.

(2) Maintain the scene to allow for proper investigation.

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(3) Assist safety personnel in the investigation and analysis of accidents/incidents/near misses.

c. It is the responsibility of the CDSO to:

- (1) Assist supervisors in investigations.
- (2) Seek assistance from the ISO as appropriate.

14. CENTRALIZED ACCIDENT INVESTIGATION OF GROUND (CAIG)

ACCIDENTS. The CAIG program established procedures for investigating on-duty Class A ground accidents are outlined in AR 385-40.

a. Accident Investigation Boards. On duty Class A/B training accidents and selected other categories of accidents as determined by the FSH commander, will be investigated by a CAIG investigation board. All CAIG investigation boards will employ general use accident investigation procedures IAW AR 385-40.

b. Investigation Reports. Investigation reports will include accident causes, contributing factors (if any), actions recommended, and actions taken (i.e., changes in local procedures and/or changes in proponent school house training, doctrine and/or material). An Equipment Improvement Report or Quality Deficiency Report is required when material failure is a cause or contributing factor. Class A and B training accidents not investigated by the U.S. Army Safety Center will be investigated by the installation/activity commander. Reports will be submitted to the ISO NLT 20 days from the date of the accident. The ISO will review and submit the reports to the MEDCOM Safety.

c. Installation Commander. The installation commander will appoint an accident investigation board for all on-duty Class A and B ground accidents, except those investigated by the U.S. Army Safety Center Accident Investigation Board, and those involving privately owned vehicles (POV) at off-duty facilities. The accident investigation board will consist of three members. Additional non-voting persons may be appointed as needed for technical expertise. Members of the board will be selected from organizations other than the unit where the accident occurred. The president of the board will be a field grade officer. The board will investigate to determine the causes of the accident, and make recommendations to prevent recurrence of a similar accident in the future. The board's written report will be kept confidential, and will be hand-carried by the president of the board to the major subordinate unit commander for technical

review and further staff action. One copy of the report will be hand-carried to the commander of the unit experiencing the accident. The commander of the unit experiencing the accident will complete DA Form 285, affix it to the report of investigation, and prepare a letter of transmittal which indicates concurrence or non-concurrence, and actions taken at their level to prevent similar accidents. Sufficient copies of the report will be made to allow the original and two copies to

be forwarded to the ISO, and provide a file copy for the major subordinate unit, and the unit experiencing the accident.

d. The Union. The union(s) may request from the Commander, U.S. Army Safety Center, a copy of the non-privileged portion of an accident investigation report in which a bargaining unit employee is injured or hurt.

e. Responsibilities. Commanders will initiate the following actions upon learning of a Class A or Class B accident:

(1) Ensure that personnel are cared for, and casualties evacuated and treated.

(2) Secure the accident site until relieved by proper authorities.

(3) Ensure incidents or events listed in AR 385-40 are reported to the nearest military police station, as soon as the first commander in the troop chain of command becomes aware of the incident, or event.

(4) Coordinate all actions with appropriate authorities for accidents occurring in areas not under Army control.

(5) Identify witnesses and have initial statements prepared.

(6) Secure operational, maintenance, and historical records of equipment involved.

(7) Secure training and personnel records of Army military/civilian personnel involved in the accident.

(8) Obtain and hold fuel and oil samples from Army motor vehicles and/or Army combat vehicles involved in the accident.

(9) Report to the safety investigator and Army claims authorities the location and custodian of any wreckage or evidence removed from the scene.

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(a) The Military Police will:

(1) Provide accident site security.

(2) Ensure the accident site is not disturbed until photographs are taken and the accident team arrives.

(b) The IMA will:

(1) Supply a medical officer as board member.

(2) Provide evacuation and treatment of injured personnel.

(3) Secure medical records of personnel involved.

(4) Provide industrial hygiene report as required.

(5) Obtain and refrigerate blood and urine samples from Army equipment operators, victims, and other personnel who have a direct involvement in the accident.

(c) The DPW will minimize environmental damage. The cleanup of oil, fuel, and other hazardous material spills will be accomplished as soon as possible. If a hazard exists, cleanup will take precedence over preservation of the accident site.

(d) The ISO will:

(1) Serve as the safety point of contact for the board.

(2) Ensure preliminary actions required by these instructions are initiated.

(3) Process information concerning the accident and progress of the investigation to MEDCOM.

(4) Provide for administrative support, to include office space with DSN telephone, reproduction machine capability, and essential typing support.

(5) Coordinate the activities and reports prepared and submitted by all agencies concerned with the accident, and send reports to MEDCOM Safety.

(e) The Adjutant General will publish orders for the

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investigation board to include those members from the U.S. Army Safety Center.

(f) The DOL will provide logistical support including equipment to recover wreckage when it is authorized to be moved (i.e., ground accidents involving multiple vehicles, injuries or fatalities as determined by the type of accident). Provisions will be made for a suitable and secure area for storage and technical inspection of wreckage.

f. Administrative Reporting Requirements. Information will be provided to this MEDCOM concerning additional expenditures of manpower, money, and time required for the installation to support this program. Information should be provided as each investigation is completed.

g. Findings and Recommendations. Responsible commanders will be briefed on tentative findings and recommendations at the conclusion of the field portion of the investigation.

h. Collateral Investigation Under Provisions of AR 15-6, Procedures for Investigating Officers and Boards of Officers. The U.S. Army Safety Center investigation does not relieve commanders of the requirement to conduct a collateral board investigation, IAW AR 385-40. However, the collateral board will not interview witnesses or disturb the accident site until authorized to do so.

(1) The CAIG program is not intended to interfere with, impede, or delay law enforcement agencies in the execution of regulatory responsibilities as they apply to the investigation of accidents for a determination of criminal intent and/or criminal acts. Neither investigation should hamper the other since accomplishment of both investigations is in the best interest of the Army. In accordance with AR 195-2, Criminal Investigation Activities, law enforcement agencies have priority to witness and to accident site access. The prudent exercise of this priority will permit accomplishment of the CAIG mission without conflict with law enforcement requirements.

(2) The DA Form 285 will not be used in the AR 15-6 investigation.

i. Limited Use Investigation. Investigators performing a limited use accident investigation requiring legal advice of the U.S. Army Safety Center Judge Advocate, need to call DSN 558-2924/2373, or commercial (334) 255-2924/2373.

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15. SAFETY TRAINING AND EDUCATION. Adherence to safe operating practices and procedures cannot be assured, unless there is a clear and defined knowledge of the job, its potential hazards, and the strategies necessary to perform the job properly. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. The OSH training, when properly applied, can result in both accident prevention, and performance improvement.

a. Responsibilities. Commanders and chiefs of subordinate or tenant organizations will establish and implement an OSH training program consistent with organizational needs and which meet the requirements of this paragraph. The installation safety office will:

(1) Oversee the installation-wide OSH training program, to include design, implementation, and evaluation.

(2) Develop and present OSH related training courses to include on-site delivery.

(3) Establish standards for course development, instructors, training methods, and documentation.

(4) Identify OSH related training needs and advise managers and supervisors of new training requirements.

(5) Assist managers and supervisors in identifying employee training requirements.

(6) Review requests for and approve all OSH training courses, course substitutions, and waivers.

(7) Maintain documentation for all training courses provided by the ISO.

(8) Determine budget requirements for training.

(9) Maintain a library of OSH training and reference material.

(a) Managers and supervisors will:

(1) Identify OSH training requirements and the training needs specific to the job responsibilities, operations, and

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hazards to which their personnel may be exposed. (Appendix C, is OSH Training Matrix.)

(2) Ensure personnel under their supervision attend and complete the required training.

(3) Provide job and hazard-specific orientation and training for new personnel or whenever procedural changes or system modifications have an impact on safety.

(4) Maintain written documentation of all OSH training on FSH Form 98-E.

(5) Include OSH training requirements in the annual employee training plans and appraisal reports.

(b) All personnel will:

(1) Attend "Introduction to OSH," which is a part of the new employee orientation, within the first month after starting work at FSH.

(2) Participate in the workplace specific training conducted by the supervisor to include all mandatory items identified in section I, FSH Form 98-E.

(3) Work only under the direct supervision of trained personnel until all training requirements are met.

(4) Complete all required courses.

(5) Use the knowledge learned from training to perform their jobs in a safe, healthful, and environmentally sound manner.

b. Specific Training Requirements. The following specific requirements represent the minimum training for all personnel and should not be considered inclusive:

(1) Command and/or local policy on occupational safety and health.

(2) Work unit policy on occupational safety and health.

(3) Individual responsibility for safety and health.

(4) Employee reporting procedures for hazardous

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operations/conditions.

(5) Awareness of hazards common to the individual's worksite, trade, occupation, or task.

(6) Specific hazards of chemicals/materials used in the workplace and HAZCOM.

(7) Personal protective equipment requirements for the job.

(a) Managers and supervisors shall receive OSH training to enable them to effectively support OSH programs in their areas of responsibility. The ISO will assist in developing the specific requirements as well as provide individual training upon request and within the staffing capabilities. Newly appointed supervisors shall receive OSH training within 120 days of their appointment, and will:

(1) Review FSH OSH program goals, objectives and special emphasis programs.

(2) Follow procedures for reporting, investigating, and abating hazards.

(3) Comply with accident/incident/near miss investigation and reporting.

(4) Review OSH performance indicators and trends for the installation as well as the respective organization.

(b) Contract and vendor personnel are responsible for providing their personnel with the required OSH training prior to working at FSH, and will ensure that:

(1) The documentation for training is available for review by the COR and/or ISO.

(2) All contractors and vendors will attend the contractor/vendor safety orientation course prior to performing work on FSH.

(c) Collateral duty safety officers. Upon appointment as a CDSO, an employee will be provided with appropriate training commensurate with the scope of the assigned responsibilities. Such training must include:

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(1) Essential features of Public Law 91-596, the Occupational Safety and Health Act (1970).

(2) Essential features of Executive Order 12196, Occupational Safety and Health Programs for Federal employees.

(3) Requirements of 29CFR 1960.59, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

(4) FSH Occupational Safety Program for CDSO's.

(5) FSH procedures for reporting unsafe or unhealthful working conditions.

(6) Identification and use of occupational safety standards and other appropriate rules and regulations.

(7) Specific job-related safety and health information such as safe work practices; use and care of PPE, and reporting of injuries, illnesses, and hazardous conditions.

c. Employee Representatives. Training for FSH personnel who are representatives of employee groups, such as recognized bargaining units, will include information and materials that will enable such groups to effectively assist in conducting workplace safety inspections, and monitoring safety program effectiveness.

d. Occupational Safety and Health Personnel. These personnel shall be trained through courses, laboratory experiences and field study to perform the necessary technical monitoring, consulting, inspecting, and tasks required. Training and education shall be provided following professional development plans and installation needs to support an effective OSH program. Individual development plans (IDPs) for each OSH professional shall be established. In addition, IDPs for OSH professionals shall be established to obtain eight continuing education units or equivalent annually. Training shall also include:

(1) On-the-job training on a continuing basis.

(2) Special courses of instruction, conferences, seminars, meetings, and the like related to assigned duties if they will contribute to their professional development.

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(3) Participation, as appropriate, in the local Chapter of the Federal Field Safety and Health Council; the American Society of Safety Engineers; the American Industrial Hygiene Association; the American Conference of Government Industrial Hygienists; the American Association of Occupational Health Nurses; the National Safety Council, or other professional organizations.

e. Professional Certification. Certification of individuals in their professional specialty is highly desirable and fully supported by the U.S. Army. Personnel are encouraged to obtain professional certification, such as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), and Certified Occupational Safety and Health Technologist (OSHT). Fort Sam Houston will support the efforts (within funding capability) of OSH personnel to become certified by providing funding for preparatory courses and attendance at meetings/courses for the purpose of maintaining certification.

f. Educational and Reference Material. Educational, reference, and promotional materials such as videotapes, posters, technical publications, pamphlets, and related materials are useful in promoting the prevention of workplace-related accidents and illnesses. Appropriate materials will be funded and purchased by the ISO. Appropriate materials shall be maintained and subscribed to as an integral element of the OSH program. Supervisors are encouraged to use the resources offered by the ISO as part of their training programs whenever possible. When training requirements cannot be satisfied by existing courses or materials, specialized training and materials can be developed. For information on current courses and a catalog of available aids contact the ISO at 295-7233.

16. SAFETY AWARDS.

a. Safety awards will be used as incentives for excellence in safety performance and/or programmatic contribution. Commanders at all levels will establish an awards program IAW AR 672-74, Army Accident Prevention Awards Program. Individual and organizational awards will be used to recognize achievements in preventing accidents. The following forms are available from the ISO:

- (1) DA Form 1118, Certificate of Merit for Safety.
- (2) DA Form 1119, Certificate of Achievement in Safety.

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(3) DA Form 1119-1, Certificate of Achievement in Safety.

b. Safety Promotional Items. Safety promotional items such as mugs, key chains, etc., will be budgeted for within each organizational element and within resource management/procurement regulations.

17. INSPECTION PROGRAM. The purpose is to provide policies and procedures for achieving compliance with facility safety and health inspection requirements for Federal agencies.

a. Discussion. Facility safety and health inspections are very important elements of an accident prevention program. Inspections are a principal means by which management and safety and health personnel identify hazardous conditions, unsafe work practices, and ensure corrective actions are taken. During facility inspections, the activities taking place within the facility will also be inspected with respect to OSHA compliance.

b. Qualifications for Inspectors. A successful inspection program requires trained, qualified, and competent inspectors. As a general rule, safety and health personnel responsible for inspections will be qualified for one or more of the Office of Personnel Management designations specified below:

- (1) GS-018, Safety and Occupational Health Manager.
- (2) GS-018, Safety and Occupational Health Specialist.
- (3) GS-803, Safety Engineer.
- (4) GS-019, Safety and Occupational Health Technician.
- (5) GS-804, Fire Protection Engineer.
- (6) GS-081, Fire Protection Specialist/Inspector.

(7) GS-1306, Health Physicist.

(8) GS-690, Industrial Hygienist.

c. Workplace Inspection Procedure. All workplaces will be inspected at least annually. High hazard areas will be inspected more frequently based upon an assessment of the potential for injuries, occupational illnesses, or property damage. The

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inspection follows the procedures outlined in Standard Army Safety and Occupational Health Inspections (SASOHI).

d. Inspection Team Composition. Inspections may be performed by individual members of the safety and health organizations at FSH or by teams composed of representatives from the ISO, in addition to the cognizant building manager or area supervisor. Additional team members may be added as required. These may include union representatives, operations personnel, other managers/supervisors or employees, environmental compliance personnel, and medical services personnel.

e. Inspection Protocol. The ISO representative will coordinate inspection schedules with the responsible building manager/area supervisor. The appropriate union representative will also be advised of scheduled inspections and invited to accompany inspection personnel during the inspection. During the inspection, the inspectors will inform the building manager/area supervisor of all deficiencies, the severity of the violations, and the timeframe allowed for corrective action. The building manager/area supervisor should document these deficiencies and initiate corrective actions as soon as possible.

f. Inspection Report. The ISO representative will provide a written record of inspection deficiencies to the functional unit responsible for correcting the hazard as soon as possible after the survey is completed. This report will specifically describe the violations or deficiencies noted during the inspection, reference the regulation or standard in violation, provide recommended corrective actions, and specify the level of severity of the violation. The functional unit has a 30-day suspense to identify corrective action taken or planned, to the ISO.

g. Imminent Danger Situations. When an imminent danger situation (a condition that immediately threatens to cause the loss of life or serious injury or illness of an employee) is discovered during an inspection, it shall be brought to the immediate attention of the cognizant supervisor. Immediate abatement action shall be initiated or the operation shall be terminated. Safety and health personnel are authorized to shut

down any situation that poses an imminent danger until an appropriate review can be made.

h. Corrective Actions. Violations of safety and health standards and other deficiencies noted during inspections will be corrected following the procedures of paragraph 10. The functional manager or area supervisor is normally responsible for

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ensuring that each violation is corrected within the timeframe specified and that a written plan of correction is submitted to the ISO. Once the ISO representative approves and verifies that the corrective action has been implemented, the action item will be closed. If the functional manager or area supervisor does not have the authority to correct the violation, the ISO representative shall identify the appropriate responsible person and obtain closure from him/her.

i. Responsibilities.

(1) The ISO will administer the Facility Safety and Health Inspection Program. This includes scheduling inspections, coordinating input from the inspection team, writing the inspection report, maintaining inspection files, and tracking corrective actions to closure; establish a database to allow for trending and analysis. Supervisors and/or functional managers will ensure that corrective actions for violations identified during inspections are implemented within specified timeframes.

(2) The DPW will provide immediate support to RAC 1 and RAC 2 deficiencies. Provide cost estimates for all deficiencies, and coordinate with the ISO on abatement projects.

18. OSHA SUBPROGRAMS. At a minimum, the following OSHA subprograms will be developed and/or provided under direct oversight by the ISO:

- a. FSH Memo 385-1, Contractor Safety (to be published).
- b. FSH Memo 385-2, Lock Out/Tag Out (to be published).
- c. FSH Memo 385-3, Respiratory Protection (to be published).
- d. FSH Memo 385-4, Personal Protective Equipment (to be published).
- e. FSH Memo 385-5, Materials Handling (to be published).
- f. FSH Memo 385-6, Confined Space (to be published).
- g. FSH Memo 385-7, Electrical Safety (to be published).

- h. FSH Memo 385-8, Chemical Hygiene (to be published).
- i. FSH Memo 385-9, Fixed, Portable Ladders (to be published).

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- j. FSH Memo 385-10, Ergonomics (to be published).
- k. FSH Memo 385-11, Radiation Protection (to be published).
- l. FSH Memo 385-12, Vision Conservation (to be published).
- m. FSH Memo 385-13, Hearing Conservation (to be published).
- n. FSH Memo 385-14, Hot Work Permit (to be published).
- o. FSH Memo 385-15, Fall Protection (to be published).
- p. FSH Memo 385-16, Asbestos (to be published).
- q. FSH Memo 385-17, Lead (to be published).
- r. FSH Memo 385-18, Machine Guarding (to be published).
- s. FSH Memo 385-19, Indoor Air Quality (to be published).
- t. FSH Memo 385-20, Personal Protective Equipment (to be published).

NOTE: After implementation, programs will be assessed to determine the thoroughness of the implementation.

19. ARMY SUBPROGRAMS. At a minimum, the following Army subprograms will be developed and/or provided under direct oversight by the ISO:

- a. FSH Memo 385-21, Troop Safety (to be published).
- b. FSH Memo 385-22, Range Safety (to be published).
- c. FSH Memo 385-23, System Safety (to be published).
- d. FSH Memo 385-24, Water Safety (to be published).
- e. FSH Memo 385-25, Ammunition and Explosive Safety (to be published).
- f. FSH Memo 385-26, Vehicle Safety (to be published).
- g. FSH Memo 385-27, Motorcycle Safety (to be published).
- h. FSH Memo 385-28, Aviation Safety (to be published).

APPENDIX A

REQUIRED AND RELATED PUBLICATIONS AND FORMS

1. Required Publications:

AR 15-6, Procedures for Investigating Officers and Boards of Officers.

AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

AR 195-2, Criminal Investigation Activities.

AR 385-10, The Army Safety Program.

AR 385-15, Water Safety.

AR 385-16, System Safety Engineering and Management.

AR 385-26, Use of Explosives and Pyrotechnics in Public Demonstrations, Exhibitions and Celebrations.

AR 385-30, Safety Color Code Marking and Signs.

AR 385-40, Accident Reporting and Records.

AR 385-63, Policies and Procedures for Firing Ammunition for Training Practice and Combat.

AR 385-64, Ammunition and Explosives Safety Standards.

AR 600-55, The Army Driver and Operator Standardization Program.

AR 672-74, The Army Accident Prevention Awards Program.

DA Pam 385-1, Small Unit Safety Officer/NCO guide.

DA Pam 385-3, Protective Clothing and Equipment.

DA Pam 710-2-1, Using Unit Supply System.

FSH Reg 385-1, Safety and Occupational Health Advisory Council.

2. Required Forms:

DA Form 285, U.S. Army Accident Report.

DD Form 2272, DOD Occupational Safety and Health Protection Program.

DA Form 4754, Violation Inventory Log.

DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions.

FSH Form 96-E, Accident/Incident/Near Miss Report.

FSH Form 98-E, Employee Safety and Health Training Record.

3. Related Publications.

AR 11-34, The Army Respiratory Protection Program.

AR 40-5, Preventive Medicine.

AR 40-15, Medical Warning Tag and Emergency Medical Identification Symbol.

AR 40-583, Control of Potential Hazards to Health from Microwave and Radio Frequency Radiation.

AR 200-1, Environmental Protection and Enhancement.

AR 420-47, Solid and Hazardous Waste Management.

AR 420-90, Fire Protection.

AR 700-52, Licensing and Control of Sources of Ionizing Radiation.

AR 700-141, Hazardous Materials Information System (HMIS).

TB MED 523, Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound.

TB MED 524, Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation.

1. A Job Hazard Analysis (JHA) is used to describe a process whereby each job is analyzed by breaking it into the specific tasks, identifying the potential hazards associated with the various tasks, and instituting remediation/protective actions to preclude the potential hazard from becoming an actual hazard that would impact the job.

2. Procedure:

a. Step 1 - Analyze the job to determine the majority and major tasks associated with performing the job.

b. Step 2 - Determine all potential hazards associated with particular task.

c. Step 3 - List the control mechanisms that will preclude the potential hazard from becoming an actual hazard.

3. Example:

a. Job: Installing a Traffic Sign (STOP) at an intersection.

Task 1: Controlling Traffic.

Potential Hazard: Vehicular Traffic.

Remediation/Protection:

- a. Supervisor brief personnel.
- b. Select time when traffic is at a minimum.
- c. Notify the military police.
- d. Determine if on-site military police is required or detour necessary.
- e. Wear protective/reflective/light clothing.
- f. Place pylons in near lane to divert traffic.

Task 2: Digging Hole.

Potential Hazard 1: Utility Underground.

Remediation/Protection -

- a. Obtain digging/penetration permit as appropriate.
- b. Locate utilities.
- c. Isolate utilities necessary*

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Potential Hazard 2: Condition on Hand Tools.

Remediation/Protection -

- a. Inspection of handles for cracks.
- b. Inspection of instrument for condition.

Task 3: Inserting Sign into Hole.

Potential Hazard: Lifting Heavy Object.

Remediation/Protection -

- a. Training in proper lifting techniques.
- b. Using two individuals for inserting the sign.

Task 4: Stabilizing the sign in the Hole.

Potential Hazard: Sign Falling onto Employee.

Remediation/Protection -

- a. Installing support brackets.
- b. Using two individuals.
- c. Immediately filling the hole removed soil.
- d. Compacting the soil.

Task 5: Departing the Job site.

Potential Hazard: Vehicular Traffic.

Remediation/Protection -

- a. Wear protective/reflective/light clothing.
- b. Relocate the vehicle to provide protection while removing pylons.
- c. Use flashers on the vehicle.

*May be necessary to contact someone who is trained in lockout/tagout or have these individuals trained in lockout/tagout.

4. The job analysis is a form of risk management; however, it is applied to specific jobs and not necessarily an activity or process as is risk management.

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APPENDIX C

OSH TRAINING MATRIX

Explanation:

1. The OSHA Training Matrix should be used to develop individual training plans. The training should be specific for the job and tasks involved. The Job Hazard Analysis should also be used to determine the training requirements.

2. The ISO will publish a Training Catalog, semi-annually, depicting the courses available through the ISO. The courses should be used to the maximum extent possible. Additionally, the ISO will assist in locating appropriate courses.

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GLOSSARY

ABBREVIATIONS:

AMEDD - Army Medical Department.

CAIG - Centralized Accident Investigation of Ground Accidents.

CDSO - Collateral Duty Safety Officer.

CFR - Code of Federal Regulations.

COR - Contracting Officer Representative.

CRCP - Civilian Resource Conservation Program.

EDP/HDP - Environmental Differential Pay/Hazardous Duty Pay.

IMA - Installation Medical Authority.

IH- Industrial Hygiene or Industrial Hygienist.

ISO - Installation Safety Office.

MSDS - Material Safety Data Sheet.

OSH - Occupational Safety and Health.

OSHA - Occupational Safety and Health Administration.

OSHAct - Occupational Safety and Health Act of 1970.

PPE - Personal Protective Equipment.

RAC - Risk Assessment Code.

SASOHI - Standard Army Safety and Occupational Health Inspection.

2. TERMS.

Collateral Duty Safety Officer. The CDSO is appointed by the functional manager to carry out the day-to-day safety responsibilities within an organization. The CDSO must be given appropriate time to perform these functions commensurate with the type and size of the organization.

Civilian Resource Conservation Program. The CRCP is the Army's program to conserve the civilian resources through management of

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accidents and injuries. A primary responsibility is to reduce workers' compensation costs and return employees to duty.

Fort Sam Houston. Refers to the garrison operations but also includes the AMEDDC&S, as well as other tenant organizations.

Risk Assessment Code. The use of the term RAC is associated with an expression of potential loss based on severity, probability, and exposure. This is standardized method with the DA of rating potential hazards in the workplace.

The proponent of this regulation is the Directorate of Public Safety. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCGA-DPS, Fort Sam Houston, TX 78234-5014.

/S/
JAMES B. PEAKE
Major General, MC
Installation Commander

DISTRIBUTION:

A,
B,
C