

**DEPARTMENT OF THE ARMY  
Defense Language Institute Foreign Language Center  
and United States Army Garrison, Presidio of Monterey  
1759 Lewis Road  
Monterey, California 93944-3223**

**Safety  
\*STANDARD OPERATING PROCEDURES (SOP)**

**Summary.** This SOP prescribes policies, procedures, responsibilities and serves as a Memorandum of Agreement (MOA) for the Defense Language Institute Foreign Language Center (DLIFLC) and the United States Army Garrison, Presidio of Monterey (USAG, POM) Safety Program. It defines programs which are developed to assist leaders, directors, supervisors, service members and civilians in maintaining a safe working environment and conservation of military resources. For those programs not covered in this SOP, commandant/commander will use Army Regulation (AR) 385-10 to promulgate other applicable and/or more stringent policy.

**Applicability.** This SOP applies to all military and civilian personnel, contractors and tenant organizations located on the USAG, POM, Ord Military Community (OMC), Sharpe Army Depot, Riverbank Army Ammunition Depot, SATCOM, Camp Roberts, Benicia Army Cemetery, and schools, subordinate organizations, and contractors working in a Training and Doctrine Command (TRADOC) operational environment.

**Suggested Improvements.** The proponent for this SOP is the Installation Safety Office (ISO), DLIFLC and Presidio of Monterey. Users may send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms directly to the ISO, 1710 Private Bolio Road, Building 518, Monterey, CA 93944.

**Distribution.** This SOP is available in electronic media and may be accessed through the Presidio intranet on Army Knowledge Online (AKO) and DLIFLC Share Point.

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\* This SOP supersedes POM Regulation 385-1, dated 12 DEC 2008.

## ***Summary of Changes***

- Defines responsibilities of the USAG Safety Office (GSO) and DLIFLC Command Safety Office (CSO). The use of Installation Safety Office (ISO) shows duties of both offices and collaboration on core safety programs (para 3-1 c.).
  - Defines operational procedures for delegation of authority and resolution mediation by senior commander, (SC), CAC (para 4-2 b. (1) (2)).
  - Defines Common Levels of Support (CLS) according to AR 600-20, (para 4-2 b. (3)).
  - Updates the execution of the Safety and Occupational Health Advisory Council (SOHAC), (para 4-3e).
  - Updates safety award submission deadlines, unit safety certification and the Army safety streamer (para 4-4).
  - Updates policy for radiation safety management and applicable safety programs (para 5-2).
  - Defines support for accident investigation and injury reporting of DLIFLC federal civilians by the Garrison Safety Office (GSO) (para 7-1 b.)
  - Clarifies policy for use of hand-held items (cell phones, etc) while operating vehicles (para 9-1a).
  - Further defines requirements for motorcycles (para 9-2).
  - Incorporates changes to Hazard Communication (HAZCOM) requirements implemented by the update of 29 CFR 1910.1200, 2012 (chapter 11).
  - Includes administrative changes throughout the publication.
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## Chapter 1

### General

**1-1. Purpose.** This SOP prescribes policies, procedures, and responsibilities for managing the Commander's Safety Program. It provides specific requirements to supplement the Army Safety Program responsibilities defined in AR 385-10, The Army Safety Program, and DA Pam 385-10, Army Safety Program. Additionally, these instructions incorporate the requirements of the Occupational Safety and Health (OSH) Act of 1970. This SOP shall assist supervisors, managers, military and civilian employees in protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The primary objective of the Commander's Safety Program is to provide a safe and healthful working environment, free from recognized hazards. This program is based on the key elements of leadership, management commitment, employee involvement, risk management (RM) and continuous process improvement.

**1-2. References.** Required and related publications are listed in Appendix A.

**1-3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this SOP are explained in the glossary listed in Appendix B.

**1-4. Forms.** Forms used in this manual are listed in Appendix C.

## Chapter 2

### Responsibilities

#### 2-1. The DLIFLC Safety Director will:

a. Serve as principal advisor to their respective commander/commandant on all safety and occupational health issues pertaining to the execution of the command's mission.

b. Develop and maintain command/center/school safety and occupational health manual, standard operating procedure(s) (SOP), policies, and guidelines.

c. Maintain oversight of mission-unique safety issues.

d. Review, validate, and monitor integration of RM into all aspects of military training and operations IAW ATP 5-19, chapter 1-1.

e. Maintain a list of high-risk training courses for more frequent monitoring and review to ensure adherence to standards

f. Review and comment on new and revised installation directives and SOPs that affect mission training and operations.

g. Develop and implement a functional additional duty safety officers (ADSO) and collateral duty safety officers (CDSO) program IAW appendix B, TR 385-2.

h. Provide ADSO/CDSO assistance with prevention program materials/information, standards interpretations, and guidance. Provide installation specific and supplemental safety training for ADSOs/CDSOs.

i. Ensure heat/cold injury prevention training occurs annually.

j. Submit TRADOC Exposure Report on a quarterly basis to the TRADOC Safety Office.

k. Identify, analyze, and take action (for example, develop countermeasures) on mission safety issues and accident experience. Develop and disseminate branch safety essential elements of information. Integrate safety, RM countermeasures, and lessons learned into DOTMLPF and appropriate databases.

l. Ensure that all Army accidents are reported via REPORTIT (<https://reportit.safety.army.mil/>) and review reports submitted by supervisors and investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40 (Army Accident Investigations and Reporting). Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

## **2-2. Garrison Safety Manager shall:**

a. Advise the garrison commander on technical safety issues.

b. Assist installation staff, garrison, and tenant activities on safety and occupational health issues. Reports shall be submitted to higher HQ.

c. Manage the garrison commander's safety program. Collect and brief safety metrics to the command including goals, milestones, and trends as a function of safety performance. Monitor compliance and track renewal, changes, or updates to the commander's safety program.

d. Plan, develop, and submit a budget for the garrison safety program in support of the IMCOM, Common Levels of Support (CLS) for safety.

e. Train garrison managers and supervisors, additional or collateral duty safety officers and managers, and workers on practical applications of the Army and Installation Management Command (IMCOM) safety programs IAW applicable regulations and directives.

f. Develop and implement a standard safety inspection process that tracks corrective actions, trends, lessons- learned and following-up actions.

g. Provide input as requested for performance appraisals and position descriptions to reflect appropriate safety standards and evaluation criteria for managers, supervisors, and employees.

h. Advise contracting officers and civilian personnel of the integration of Safety and Occupation Health (SOH) requirements into contracts. Review contracts as applicable.

i. Review and provide recommendations on the purchase of safety equipment.

j. Manage the Army Traffic Safety Training Program (ATSTP) as the USAG, POM Contracting Officer's Representative (COR) in coordination with the IMCOM COR. Provide logistical support and implement the program.

k. Facilitate the SOHAC according to AR 385-10, in coordination with the CSO safety director, USAG, POM Fire Department (POM FD), Police Department (POM PD), Directorate of Public Works (DPW) and requested tenant organizations. Provide copies of the minutes to the IMCOM Region safety manager. Post for employee awareness.

l. Coordinate with the Civilian Personnel Advisory Center (CPAC) Injury Compensation Program Administrator (ICPA) to develop and implement accident prevention initiatives regarding workers' compensation program issues as part of the Federal Employee Compensation Act (FECA) working group.

m. Design, implement, and evaluate a safety inspection program for installation facilities and operations.

n. Ensure that all Army accidents are reported via REPORTIT (<https://reportit.safety.army.mil/>) and review reports submitted by supervisors and investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40. Ensure reports are accurate and complete. Analyze accident data to identify trends and develop and recommend countermeasures.

o. Evaluate effectiveness of safety training for all personnel on the installation.

p. Train, monitor, and professionally develop military ADSOs and civilian CDSOs.

q. Oversee the Army radiation safety program, IAW DA Pam 385-24 and AR 385-10, Chapter 7, to ensure proper procurement, licensing, receipt, inventory, maintenance, and/or disposal of radiation-producing sources or equipment on the installation.

r. Manage the garrison workplace safety program.

s. Prepare, review, issue arms room ammunition storage licenses and ensure compliance, subject to command limitations.

t. Review military construction (MILCON) and other construction projects, maintenance, repair projects, garrison service and procurement contracts.

**2-3. Supervisors shall:**

a. Implement the Army safety program.

b. Ensure employees follow SOH rules, regulations, policies and procedures including the use of personal protective equipment (PPE).

c. Implement and provide feedback on safety SOPs, training, and PPE requirements prior to performing work.

d. Review and document job hazard analysis (JHA) for work operations performed by employees IAW DA Pam 385-30.

e. Use the REPORTIT system to report Army accidents. REPORTIT is available on the US Army Combat Readiness/Safety Center (USACR/SC) website at <https://reportit.safety.army.mil>. Safety staff shall serve as reviewers for accident reports and assist supervisors in the proper use of the reporting tool.

f. Report injuries and illnesses according to subpart I, 29 CFR 1960 (Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters); DODI 6055.07 (Mishap Investigation, Reporting and Recordkeeping); AR 385-10; and DA Pam 385-40.

g. Evaluate and take actions to correct hazards reported by employees.

h. Request SOH review of purchased items such as PPE, tools, machinery, and office furniture unless reviews have already been performed.

i. Counsel and take action as necessary with service personnel or DA civilians who fail to follow safety standards, rules and regulations (including use of PPE and clothing), and seatbelts as set forth in the OSH Act; and Federal, DoD, and Army regulations and pamphlets.

j. Establish accountability for SOH through the performance evaluation system and performance counseling sessions.

**2-4. Additional Duty Safety Officers (ADSO) / Collateral Duty Safety Officer (CDSO) will:**

a. Assist the commander/dean/directorates in planning, organizing, publishing, and implementing the unit/ organization safety program IAW the annual Strategic Safety Plan (SSP)/OPLAN.

b. Maintain information concerning accident trends, safety policies, and safety management procedures as prescribed by the unit/organization commander/dean and directives from higher headquarters.

c. Conduct quarterly safety inspections of assigned buildings and workplaces IAW these instructions.

d. Report deviations of safety policy to your chain-of-command or immediate supervisor.

e. Promote safety awareness and educational programs.

f. Conduct accident investigations of incidents within your organization.

g. Assist the supervisor in submitting required accident reports to the CSO/GSO within **ten** working days of occurrence.

h. Ensure deliberate risk assessment worksheets, DD Form 2977, have been conducted and reviewed to show all hazards and controls developed for operations, events, memorandum of instructions (MOI) and Standard Operating Procedures (SOP).

i. Establish and maintain an organizational safety and occupational health bulletin / information board.

j. Notify the GSO/CSO when ADSO/CDSO appointment orders are expired/ rescinded.

**2-5. All Personnel, Military and Civilian will:**

a. Comply with SOH rules, regulations, and standards.

b. Use and maintain PPE and clothing provided for their protection.

c. Report any unsafe and unhealthful working conditions and accidents to their immediate supervisor.

d. Take appropriate actions to keep themselves, fellow employees, and third-party personnel safe and healthy.

**2-6. Contractors shall comply with OSHA standards and Federal, state, DoD, Army and local SOH requirements.**

**2-7. Contracting Officer Representatives (COR) shall:**

a. Ensure the contract requirements of AR 385-10, chapter 4 are included in the following:

- (1) Service and supply contracts.
  - (2) Construction contracts.
  - (3) Explosives and chemical facilities construction, work, and services.
  - (4) Biological research, development, test, and evaluation facilities construction, work, and services.
  - (5) Radiographic facilities construction, work, and services.
- b. Coordinate with the safety officials for the command or activity to evaluate and ensure contractor compliance with the SOH requirements in contracts.
- c. Notify contractors verbally requesting corrective action when noncompliance of requirements or conditions poses serious or imminent danger to the individuals' health or safety. Notify contractors in writing if problems persist. Safety violations will be documented and provided to the contracting officer for transmittal to the contractor who will be required to take corrective action.

**2-8. Authority to Halt Unsafe Operations.** All directors, managers and supervisors are authorized to halt any operation that presents imminent danger as defined in Chapter 1, Section II of AR 385-10, The Army Safety Program.

### **Chapter 3**

#### **Overview and Objectives of the Commander's Core Safety Programs**

**3-1. Commander's Safety Program objectives.** To ensure that safe work practices and operations are conducted on a daily basis; reduce costs associated with accidents and incidents and increase operational efficiencies. All personnel shall integrate safety into work processes by management commitment and worker involvement along with planned and authorized work activity.

**3-2. Formal Agreement.** The Commander/Commandant are responsible for the safety of people, the environment, and the public on their installation. This document will be considered a formal agreement between host garrison and tenant organizations to ensure that necessary SOH responsibilities have been addressed. Core safety program responsibility will be identified by the primary safety office of responsibility, if shared; both offices will be annotated to ensure coverage.

**3-3. Implementation.** The required core safety programs shall include, at a minimum:

- a. SOH Program Management. (CSO/GSO)
- b. Planning, program evaluations, councils and committees. (CSO/GSO)

- c. Accident investigation and reporting. (CSO/GSO)
- d. Contracting safety. (GSO/CSO)
- e. Explosives safety. (GSO/CSO)
- f. Public, Family, Off-Duty safety. (GSO/CSO)
- g. Radiation safety. (GSO)
- h. Safety Awards. (CSO/ GSO)
- i. Safety training and education. (GSO/CSO)
- j. Confined Space Safety. (GSO)
- k. Blood-borne Pathogen control. (GSO)
- l. Hazard Communications Standard. (GSO/CSO)
- m. Hazard analysis and risk management. (CSO/ GSO)
- n. Personal Protective Equipment. (GSO/CSO)
- o. Motor Vehicle and pedestrian accident prevention. (GSO/CSO)
- p. Facility Inspections. (GSO)
- q. Workplace inspections. (GSO/CSO)
- r. Industrial Operations. (GSO)

## **Chapter 4**

### **Administrative Procedures**

#### **4-1. Risk Management (RM) Policy.**

a. The primary method for reducing risks associated with activities and operations is through the sound application of Risk Management (RM). Managers and supervisors shall perform a risk assessment prior to any operation or activity. DD Form 2977 is available on the link in Appendix C. A copy shall be provided to the supporting safety office for review prior to all scheduled events. ATP 5-19 and DA Pam 385-30 provide guidance on how to conduct a risk assessment. Figure 4-1 below provides a sample of a completed deliberate risk assessment worksheet.

- b. RM policy is based on the four principles outlined in ATP 5-19, chapter 1:
  - (1) Integrate RM into all phases of missions and operations.
  - (2) Make risk decisions at the appropriate level.
  - (3) Accept no unnecessary risk. Accept no level of risk unless the potential gain or benefit outweighs the potential loss.
  - (4) Apply RM cyclically and continuously
- c. Commanders, directors, supervisors, faculty, and cadre will:
  - (1) Ensure RM is integrated into operations and training developed at every echelon in their area of responsibility.
  - (2) Conduct risk assessments at every stage and level of operations and training.
- d. Commandant/ Commander will ensure:
  - (1) Their designated SOH official reviews all applicable safety documents.
  - (2) A RM plan is developed, published, and integrated into training and operations.
  - (3) Training: DD Form 2977 (Deliberate Risk Assessment Worksheet) will be prepared daily to reflect current conditions and will be readily available to the senior official at the training site. All phases of an operation or training event must be considered and addressed during the RM process. The overall residual risk level identified on this worksheet will be accepted IAW the risk decision authority listed in paragraph g. Administrative and classroom training, designated as low risk, do not require completion of a daily RM worksheet.
- e. Commanders responsible for recurring training or sporting events directed by an official program may accept the risk associated with the training event on an annual basis. The accepted risk is valid only with approved control measures in place for all identified hazards. The senior leaders present during training will review all previously identified hazards and ensure control measures remain in place. Training events covered by the commander's annual acceptance will be reviewed by the safety director or garrison safety staff annually or when changes are made, to ensure all hazards are identified and control measures remain adequate.

| <b>DELIBERATE RISK ASSESSMENT WORKSHEET</b>   |  |   |   |   |                        |
|---|--|---|---|---|------------------------|
| <b>1. MISSION/TASK DESCRIPTION</b><br>Relocate and Conduct Jump FARP Ops. (04/09/20XX)  |  |   |   | <b>2. DATE (DD/MM/YYYY)</b><br>03/09/20XX   |                        |
| <b>3. PREPARED BY</b>   |  |   |   |   |                        |
| <b>a. Name (Last, First, Middle Initial)</b><br>Public / Robert / W   |  |   | <b>b. Rank/Grade</b><br>1LT / O-2   | <b>c. Duty Title/Position</b><br>3/5 Platoon Leader                                     |                        |
| <b>d. Unit</b><br>F Company, 1-3 CAB (Atk)  |  | <b>e. Work Email</b><br>robert.w.public.mil@mail.mil                          |   | <b>f. Telephone (DSN/Commercial (Include Area Code))</b><br>(000)-5451 / (555) 000-5451 |                        |
| <b>g. UIC/CIN (as required)</b><br>W3YTAA   |  | <b>h. Training Support/Lesson Plan or OPORD (as required)</b><br>OPORD XX-001 |   | <b>i. Signature of Preparer</b><br><b>DIGITAL SIGNATURE 12345678</b>                    |                        |
| Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions<br>(4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)  |  |   |   |   |                        |
| 4. SUBTASK/SUBSTEP OF MISSION/TASK  | 5. HAZARD  | 6. INITIAL RISK LEVEL   | 7. CONTROL  | 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT   | 9. RESIDUAL RISK LEVEL |
| Movement, emplacement and teardown  | Aircraft loading, air movement, and aircraft unloading   | <b>H</b>  | Detailed mission briefing, crew oversight of loading, detailed pax briefings.   | <b>How:</b> SOP and Rehearsal<br><b>Who:</b> Air Mission Commander                      | <b>M</b>               |
| N/A   | Limited visibility<br>- Night<br>- Dust/brownout         | <b>H</b>  | Ensure use of prevailing winds. Ensure NVGs are issued and used. Inverted Y used.   | <b>How:</b> SOP and Rehearsal<br><b>Who:</b> Platoon Leader                             | <b>M</b>               |
| FARP operations   | Enemy ground attack                                      | <b>EH</b>   | Security team attached to platoon. Construct hasty fighting positions upon arrival. Attack aircraft contact information on hand.      | <b>How:</b> OPORD tasking and Rehearsal<br><b>Who:</b> Company Commander                | <b>M</b>               |
| N/A   | Inexperienced, under-trained, and undisciplined Soldiers | <b>H</b>  | Team more experienced Soldiers with less experienced Soldiers.  | <b>How:</b> Team roster and Rehearsal<br><b>Who:</b> Platoon Sergeant                   | <b>M</b>               |
| N/A   | Enemy artillery threat                                   | <b>H</b>  | Rehearse react to artillery fires. Ensure chemical detection and ID equipment is on hand. Silent FARP procedures. No white light use. | <b>How:</b> PCI and Rehearsal<br><b>Who:</b> Platoon Sergeant                           | <b>M</b>               |
| <b>Additional entries for items 5 through 9 are provided on page 2.</b>   |  |   |   |   |                        |
| <b>10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):</b><br><input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> LOW   |  |   |   |   |                        |
| <b>11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION</b><br>The addition of a small security force is critical to the operation. Brigade S-3 has coordinated the addition. Rehearsal and communications is critical to mission success. Recommend approval based upon S-2 assessment of threat level to future aviation operations in the area. |  |   |   |   |                        |
| <b>12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK</b> <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE   |  |   |   |   |                        |
| <b>a. Name (Last, First, Middle Initial)</b><br>Smith / John / A  |  | <b>b. Rank/Grade:</b><br>LTC / O-5  | <b>c. Duty Title/Position</b><br>Battalion Commander  | <b>d. Signature of Approval Authority</b><br><b>DIGITAL SIGNATURE 12345678</b>          |                        |
| <b>e. Additional Guidance:</b><br>Mission will not depart without approved security team integrated, all members briefed, and rehearsal completed. Battalion Commander or S-3 will oversee the rehearsal.   |  |   |   |   |                        |

Figure 4-1. Sample DD Form 2977

f. The designated SOH official will:

(1) Assist in implementation of RM integration into command policy, procedures, and responsibilities for integration of RM in the commander's area of responsibility.

(2) Train supervisors, training developers, faculty, cadre, and evaluators in the RM processes, principles, and procedures.

g. Risk decision authority is based upon the residual risk of an activity, event or operation after application of control measures. Risk acceptance authority is as follows:

(1) Extremely high risk: The SC of general officer grade or Senior Executive Service (SES/IMCOM).

(2) High risk: Colonel/ O-6 or GS-15.

(3) Moderate risk: LTC/ O-5, CSM or GS-14.

(4) Low risk: CPT/ O3 or GS-13, in a leadership position.

#### **4-2. Operational Standards and Procedures.**

a. Operational Standards.

(1) Commandant/Garrison Commander shall ensure local safety policies comply with AR 385-10.

(2) Standards established by the Department of Labor pursuant to sections 6, 19 of Public Law 91-596 and the OSH Act of 1970 are adopted as Army safety standards and shall be complied within applicable Army workplaces.

(3) The U.S. Army Corps of Engineer SOH requirements policy, EM 385-1-1 (Safety and Health Requirements Manual), incorporates 29 CFR 1926 (Safety and Health Regulations for Construction) and applies to Army construction operations.

(4) Special operations, such as ammunition storage in arms rooms, are subject to mandatory safety standards and rules that derive from different regulatory agencies. The application of special functional standards does not exempt workplaces from other safety criteria. Compliance with publications describing job safety requirements is mandatory for this type of workplace.

b. Operational Procedures

(1) On 27 September 2012, the Commanding General, Combined Arms Center (CAC), in his capacity as the Senior Commander for the installation, delegated his

authority under AR 385-10 to the Commander/Commandant, DLIFLC. The Commandant has Senior Commander authority with regard to safety on the Presidio of Monterey and the ability to issue policy applicable to all units; however, the Commander/Commandant position is not the senior commander.

(2) Conflict resolution will be forwarded through command channels and resolved by the Senior Commander, CAC, concerning safety standards and policies outlined in DODI 6055.1 (DOD Instructions, Safety and Occupational Health (SOH) Program), AR 385-10 (The Army Safety Program).

(3) Conflicts regarding services over and above CLS and funding are handled by IMCOM, IAW AR 600-20, para 2-5.

#### **4-3. Planning, Program Evaluations, Councils and Committees.**

a. Planning. The Installation Safety Office (ISO) shall develop annual strategic safety plan (SSP) in a collaborative effort that includes key safety objectives, metrics, performance targets, and resource requirements. The safety action plans shall target top-loss areas affecting the installation and support DA and higher headquarters safety objectives.

b. The Garrison Commander shall review SSP on a periodic basis to effect required changes and updates; this will normally be accomplished after the initial Army Readiness Assessment Program (ARAP) survey.

c. Battalion-level commanders will initiate the Army Readiness Assessment Program (ARAP) within ninety (90) days after assumption of command and again, mid-point during assignment. Access to ARAP is available on the USACR/SC website at <https://arap.safety.army.mil>.

d. Program Evaluations. Safety program evaluations provide the command a current assessment of the effectiveness of the safety program. Evaluations identify systemic problems to be addressed, assess RM integration, and ensure compliance with applicable standards and policies. Courtesy copies of final evaluations shall be provided to ensure visibility and coverage of core programs by the commanders.

(1) DLIFLC will execute core programs and be evaluated annually IAW TR 385-2, para 1-6, Occupational Safety and Health policy, AR 385-10, chapter 2-11, and responsible for a full-spectrum safety program.

(2) The garrison safety manager shall ensure that SOH programs are evaluated annually using the organizational inspection program (OIP) checklists provided by IMCOM. A written report of the findings shall be provided to the garrison commander and shall specify the corrective actions planned and the date of scheduled completion.

e. The Commandant, DLIFLC and the Commander, USAG POM shall establish, chair and conduct semi-annual safety and occupational health advisory council (SOHAC) meetings in coordination with the guidance contained in AR 385-10, Paragraph 2-23. Provide records of the meeting minutes to committee members, and post for employee awareness.

f. The garrison safety manager shall conduct a radiation safety committee (RSC) meeting once a year or at the call of the designated committee chairperson. All directorates and tenant organizations that maintain store and use radioactive producing sources or equipment shall assign a representative in writing to this committee.

g. The safety director shall be a member of the committee, facilitate the RSC and meet the requirements of an effective radiation safety program that complies with the requirements of federal standards, ARs, and TR 385-2, chapter 10.

#### **4-4. Safety Awards.**

a. All directors, supervisors and leadership are encouraged to submit nominations for Army safety awards for outstanding individual or unit IAW DA Pam 385-10, Chapter 6 and AR 385-10, chapter 8. Award submission packets will be forwarded through the supporting safety office to higher headquarters for review and approval NLT 30 Nov.

b. Safety awards that recognize outstanding individual and organizational performance are strongly encouraged and may be submitted by supervisors to their supporting safety office for endorsement, review and approval of the commander.

#### **4-5. Unit Safety Certification.**

a. 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 verified by the commander at the next level, a certificate will be issued by the command safety office recognizing the unit's achievement for the given period of time. To be certified, a unit must have completed the following:

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

(2) Implemented a safety program IAW this SOP.

(3) Reduced the number of accidents, both on and off the job, by 50% of the previous year.

(4) Have in place an accident tracking and reporting system that complies with the requirements of this SOP.

(5) Have in place a documented RM process demonstrating risk assessment and resulting implementation and management of controls.

(6) Sustained the above initiatives for a minimum of 1-year.

#### **4-6. Army Safety Excellence Streamer.**

a. Recipients. Table of organization and equipment (TOE) or TDA detachments; company-sized units, battalions, or equivalent; installations are the recipients.

b. Eligibility Requirements.

(1) Detachments/company-sized units that have completed 12 consecutive months without experiencing a Soldier/unit at fault Class A or B accident and have 100 percent completion of risk management (RM) training within the last 24 months at time of submission. (The USACR/SC Web-based RM training fulfills this requirement.)

(2) Battalions, or equivalent, that have completed 12 consecutive months without experiencing a Soldier/unit at fault Class A or B accident and have 100 percent completion of RM training and completion of the Army readiness assessment program (ARAP) within the last 24 months at the time of submission. (The USACR/SC Web-based training fulfills this requirement.)

(3) Each level of command must endorse the request and verify that the unit is eligible for the streamer.

(4) Submit requests with supporting documents through the CSO for O-6 approval IAW DA Pam 385-10, 6-4e.

## **Chapter 5**

### **Safety Requirements**

#### **5-1. Explosives Safety.**

a. Explosives safety is governed by chapter 5 of AR 385-10 and DA Pam 385-64.

b. At no time will the cumulative total of all ammunition stored in the arms room exceed 100 pounds net explosive weight (NEW). Storage of ammunition and operational loads in unit arms room must be approved in writing by the garrison commander.

c. The garrison safety manager shall:

(1) Perform explosive safety risk assessments on all ammunition and explosives (AE) storage locations.

(2) Issue, review, renew, or cancel ammunition and explosives storage licenses IAW DA Pam 385-64 and current guidance from higher headquarters.

(3) Monitor operations involving (AE) to ensure compliance with explosives safety program requirements.

(4) Provide guidance and monitor the use and storage of non-standard ammunition items, including paintball or marking rounds.

(5) Monitor activities involving the upload, transportation, and storage of ammunition outside of licensed and authorized storage areas to ensure that safety requirements are met

(6) Ensure safety personnel involved in inspections of (AE) sites have received the appropriate training to perform duties in a competent manner.

d. Unit Commanders and the Director of Emergency Services shall:

(1) Ensure subordinate personnel comply with Army and IMCOM (AE) safety requirements, to include training on handling, transporting and storage of ammunition and explosives.

(2) Maintain training records for all personnel who are assigned to handle, transport and store ammunition.

(3) Commanders shall store only a limited quantity of ammunition required for operational necessity.

(4) Training ammunition shall be physically separated from operational ammunition and clearly marked as "Training Ammunition".

(5) All requests shall be routed through the GSO with the following documentation:

(a) Identification by type of ammunition (9mm, 12 gauge, etc.), the Department of Defense Identification Code, (DODIC) for each type of ammunition, total quantity of each type and total Net Explosive Weight (NEW) for each DODIC.

(b) A completed DA FORM 4604, security construction statement, signed by a qualified engineer.

(c) A completed DA FORM 2806, physical security survey report.

(d) A completed fire prevention inspection report. (Conducted within the previous 30 days).

(e) A completed arms room risk assessment, DD Form 2977.

## **5-2. Radiation Safety.**

a. Service personnel, the general public, and the environment shall be protected from ionizing and non-ionizing radiation hazards as low as reasonably achievable and equal to that required by 10 CFR 20 (Standards for Protection against Radiation), 10 CFR 51 (Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions) and Army policies such as chapter 7, AR 385-10 and DA Pam 385-24. The garrison shall implement a radiation protection program in compliance with Federal requirements.

b. Garrison Commander shall:

(1) Implement a written radiation safety program, to include procedures for emergency response and reporting procedures for radiation incidents and over-exposures.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and as low as reasonable achievable.

(3) Appoint a radiation safety officer (RSO) and alternate RSO to manage and execute the radiation safety program.

(4) Provide equipment, facilities, resources, support staff, and training to implement the radiation safety program according to NRC license requirements, DOD guidance, and Army policies.

(5) Implement a radiation safety committee according to DA Pam 385-24, 1-8.

c. Garrison safety manager shall:

(1) Oversee the radiation safety program and provide recommendations on safety and health issues related to radiological incidents.

(2) Review applications for Army radiation authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the responsible Region safety manager to the Commander, IMCOM.

(3) Implement the commanders written radiation safety program, to include procedures for emergency response and reporting procedures for radiation incidents and over-exposures.

(4) Coordinate with the POM FD to conduct one emergency response exercise annually to deal with a radiological hazard.

(5) Ensure that personnel who work with radioactive material (RAM) sources are performing in safe working conditions and following standard operating procedures developed according to applicable Federal, DOD, and Army regulations and directives and applicable state and local requirements.

d. The RSO shall:

(1) Provide recommendations on safety and health issues related to radiological incidents.

(2) Ensure occupational exposures to ionizing and non-ionizing radiation are maintained within regulatory limits and are as low as reasonably achievable (ALARA).

(3) Review applications for Army radiation authorization (ARA) for accuracy and completeness. ARA shall be forwarded through the responsible Region safety manager to the Commander, IMCOM.

(4) Ensure non-Army agencies and contractors have a valid Army radiation permit (ARP) before radioactive materials are allowed on the installation (see AR 385-24, Fig 2-2).

(5) Obtain and maintain copies of tenant ARA, and NRC licenses.

(6) Provide appropriate radiation safety training to garrison and tenant organization personnel who work with radioactive material or radiation producing equipment.

(7) Maintain a current inventory of all ionizing and non-ionizing equipment on the installation. Obtain needed information from tenant RSOs as necessary.

c. Commanders and supervisors shall ensure an SOP for operations using radioactive material (RAM) or radiation sources are published and enforced. Forward a copy of their SOP to the Garrison RSO. SOP shall include:

(1) Description of safe working techniques.

(2) Description of proper use of protective equipment and devices.

(3) Procedures for responding to and reporting of accidents or incidents.

(4) Procedures for appropriate daily pre-operational, operational, and post-operational instrument checks to ensure proper operation.

(5) Description of proper markings for controlled areas according to AR 385-10, TB Med 522, 525 and chapter 5-1, DA Pam 385-24.

(6) Requirements for and location of PPE as applicable.

d. Radiation safety program requirements include the following:

(1) Audits and Inspections. Conduct audits according to NRC License requirements and Army policies. Report results of audits and inspections to the garrison commander. Maintain copies on file according to Army records information management system (ARIMS). Complete audits annually.

(2) Commercial-off-the-Shelf (COTS) purchases of radioactive equipment. Radioactive material purchased COTS or directly from manufacture may carry NRC or state licensing requirements the garrison shall become legally responsible for upon purchase. For example, the garrison shall be held responsible for the training and leak test requirements of the SABRE 4000 explosive detector. The Garrison RSO shall be notified when equipment containing radioactive material is purchased to ensure requirements are met.

(3) Radioactive material licensing. Radioactive material or items containing radioactive material not licensed by the NRC or an Agreement State License with a current NRC Form 241 (Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters) and ARP are prohibited from being accepted, stored, or used. Unauthorized radioactive materials or items containing radioactive material discovered on the POM shall be reported to the Garrison RSO immediately by telephone or e-mail message. Secure unauthorized radioactive materials until instructions for corrective action are received.

(4) Radiation incident and accident reporting. Call 242-6332/5884 to report radiation incidents or accidents immediately. The Garrison RSO shall report the incident to the IMCOM radiation safety staff officer (RSSO) immediately by telephone or email. The handler or user shall secure the area and ensure the item is not disturbed until the RSO arrives or instructions are received from the RSSO when defective or broken radiological devices are discovered. The Garrison RSO must send a written report within 10 days after completing a full investigation through the CG, IMCOM to the commodity licensee.

(5) Radioactive material transportation. Equipment containing Army licensed radioactive materials shall not be transported in privately-owned vehicles. An equipment leak test, if required, shall be current before transportation.

(6) Procurement.

(a) Radioisotopes and ionizing radiation-producing equipment procurement requests shall be forwarded to the RSSO for review. Materials shall not be procured until the required NRC license is received.

(b) Submit an SOP for each project or operation involving ionizing radiation to the RSSO before procurement of equipment or source-material producing radiation. Include the subject, a brief description of the proposal, area, building, room number, source of ionizing radiation and activity, type of operation, and general safety precautions.

(7) Shipment of radioactive equipment.

(a) Transport outgoing equipment and materials according to 10 CFR 71 (Packaging and Transportation of Radioactive Material) or 49 CFR 173 (Transportation).

(b) The Garrison RSO shall brief vehicle operators and escorts on potential hazards, methods to minimize hazards, and emergency procedures when transporting radioactive equipment. Passengers are allowed in the backseat when radioactive material is stored there. Lock radioactive equipment left in an unattended vehicle inside or attached to the vehicle.

(c) Report incoming radioactive equipment and materials to the RSO within 3 hours of receipt during duty hours or 18 hours if received after duty hours.

(8) Storage of radioactive materials.

(a) Store radioactive materials in a fire-resistant building or enclosure.

(b) Lock and control access to storage facilities.

(c) Only authorized personnel are allowed storage area access.

(d) Individual users of radioactive material in temporary storage are responsible for the manner it is stored.

(9) Storage Area Sign Requirements. Radioactive material storage areas shall post or have available the following items and information:

(a) Caution-radioactive material sign.

(b) Emergency contact name and phone number.

(c) NRC Form 3 (Notice to Employees).

(d) Location of a copy of 10 CFR 19 (Notices, Instructions and Reports to Workers: Inspection and Investigations), 10 CFR 20 (Standards for Protection against Radiation), and section 206 of the Energy Reorganization Act of 1974 as described in 10 CFR 21 (Reporting of Defects and Noncompliance).

(e) No eating, drinking, smoking, chewing gum or applying cosmetics.

- (f) Location of NRC license for commodities being stored.
- (g) Local SOPs.
- (h) Notice of violation relating to the storage area.

(10) Incidents or losses. Report radioactive material losses immediately to the Garrison RSO. The RSO shall notify the responsible regional safety manager and the IMCOM RSSO. The responsible unit shall conduct a formal investigation for lost equipment. The report shall be provided to the Garrison RSO within 10 days.

### **5-3. Respiratory Protection Program (RPP).**

a. Policy. It is the policy of this command to prevent atmospheric contamination by harmful dust, smoke, fog, mist, fumes, fibers, gases, sprays or vapors. This will be done, as soon as practical by accepted engineering control measures and/or the substitution of less toxic materials. When these measures are not feasible, appropriate respirators shall be used that comply with all applicable National Institute for Occupational Safety and Health (NIOSH), OSHA, and Army standards in the RPP.

b. Responsibilities.

(1) Garrison safety manager will:

(a) Manage and supervise the RPP in coordination with the CALMED Commander and the installation respiratory protection director (IRPD).

(b) Ensure that respiratory equipment which meets National Institute of Occupational Safety and Health (NIOSH) standards is provided, equipment is properly maintained, and users are trained in the proper use/limitations of respirators.

(2) Commander, CALMED, in coordination with the SOH manager will:

(a) Provide direction to the IRPD to plan and annually evaluate the installation's respiratory protection program.

(b) Coordinate with the IRPD to prepare a local implementing SOP prescribing the installation's Respiratory Protection Program.

(c) Review and approve of any SOPs prepared for respirator use before it is published.

(d) Provide training and guidance to Respiratory Protection Specialists (RPS) on the requirements of 29 CFR 1910.134.

(e) Conduct annual evaluations of the Respiratory Protection Program, which may include work site inspections to ensure respirators are being used properly.

(f) Coordinate with the IRPD to designate the type of Respiratory Protection Equipment to be purchased or used.

(g) Provide guidance or assessments on developing respirator cartridge change schedules for respirators not equipped with an end-of-service-life indicator (ESLI).

(h) Coordinate with the CALMED occupational health nurse (OHN) to perform medical evaluations using the information in appendix C of 29 CFR 1910.134 to determine if Army personnel assigned to tasks requiring the use of respirators are physically and psychologically able to perform work while wearing prescribed respiratory protection.

(i) Inform supervisors as to whether employees are able to wear respiratory protection and perform work required, and coordinate with the civilian personnel office or RPS when necessary.

(j) Review workers' medical status annually.

(k) Perform fitting for corrective lens inside full-face piece respirators.

(3) Managers and supervisors who have employees requiring respiratory protection will:

(a) Establish a RPP IAW AR 11-34 and 29 CFR 1910.134.

(b) Provide sufficient funds, facilities, and qualified personnel to effectively and efficiently perform all duties required by the RPP.

(c) Appoint a qualified individual as Respiratory Protection Specialist (RPS).

(d) Request support from the CALMED IRPD to survey the work site to determine the type of respiratory protection best suited for the tasks involved.

(e) Plan, program, and evaluate the RPP at the organizational level.

(f) Function as the control point for the maintenance of records for the organization.

(g) Maintain necessary inventory levels of respirators, and accessories.

(h) Prepare a written job site SOP. The SOP will be approved by the IRPD prior to publishing. Procedures will describe the safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies.

(i) Not permit workers to perform task requiring respiratory protection when a respirator is not being worn or an effective fit cannot be obtained.

(j) Ensure workers perform proper respirator maintenance and appropriately store them when not in use.

(k) Include a statement in the civilian employee's job description that the use of respiratory protection equipment (RPE) is a requirement of employment.

(4) The respiratory protection specialist (RPS) will:

(a) Provide required training for each individual entered into the RPP.

(b) Establish the procedure for monitoring the breathing air quality for air supplied respirators and perform quality assurance evaluation.

(c) Function as the central focal point for the maintenance of records for the installation.

(d) Conduct inspections and evaluations of the RPP IAW AR 11-34.

(e) Conduct random inspections to determine if RPE is properly selected, used, cleaned, maintained, stored, and disposed in the proper manner.

(f) Maintain emergency stock of respiratory equipment.

(g) Issue respirators after determining that all requirements for medical evaluation, training, and fit testing are met.

(5) Respirator users will:

(a) Be familiar with the local implementing pamphlet, the procedures in their job site SOP, and the available respirators.

(b) Use respirators according to instructions and training.

(c) Perform positive and negative pressure tests ensuring satisfactory fitting and valve function each time respirators are used.

(d) Perform primary maintenance and cleaning of assigned respirators.

(e) Notify their supervisor of an inadequate respirator or if it is suspected that respiratory protection is needed.

(f) Store RPE in a clean and sanitary location within the work center to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

RPE will be packed or stored so the face piece and exhalation valves will not be damaged or subjected to crushing or cramming.

(g) Undergo prescribed medical surveillance when scheduled by the medical clinic.

c. Selection of Respirators.

(1) All RPE and replacement parts shall be matched according to the guidance of ANSI Z88.2 and NIOSH approved.

(2) Respirators will be selected with consideration of the following factors-

(a) Nature of the hazard.

(b) Extent of the hazard.

(c) Work requirements and conditions.

(d) Respirator limitations.

(3) The correct respirator will be specified for each applicable job by the supervisor and in written work procedures. Respiratory protection requirements for new or revised processes will be determined with the assistance of the RPS.

d. Training and Fit Testing.

(1) Training will be conducted IAW 29 CFR 1910.134 standard.

(2) Supervisors and workers will receive respirator training and instruction given by the GSO or other qualified individual. Such training will include –

(a) How to maintain/store a respirator.

(b) How to clean a respirator.

(c) What conditions require the use of respirators?

(d) How to fit the respirator.

(3) A qualitative face-fit test will be performed by RPS on each person required to wear a respirator and is required annually for regular users of respirators.

e. Authority to purchase respiratory protective equipment. DoD Civilian employees' RPE will be furnished at no cost to the employee. Directorates shall use appropriated fund accounts to purchase RPE per AR 385-10.

f. Maintenance and care of respirators.

(1) Respirator inspection.

(a) The supervisor will periodically conduct complete inspections of respirators and component parts.

(b) Respirator users must inspect their individual respirators daily, both before and after use to identify defects, tightness of the connections, cleanliness, and obvious damage.

(c) The RPS will conduct random inspections of the unit/directorate RPP.

(2) Cleaning respirators. Complete cleaning and sanitizing of respirators will be accomplished IAW the local, established SOP.

(a) Respirator users will wipe off all grease or other contaminants on respirator and respirator accessories with a clean rag daily.

(b) Solvents will not be applied to any part on the respirator.

(3) Maintenance and repair of all respirators should utilize parts made expressly for the respirator make and model being repaired.

g. Storing respirators.

(1) After inspection, cleaning, and necessary repair, respirators will be stored in a clean plastic bag, carton, or carrying case, as appropriate.

(2) Respirators will not be stored in personal lockers or tool boxes unless they are in carrying cases or cartons.

(3) Respirators should be stored with face pieces and exhalation valves resting in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.

(4) A standard steel storage cabinet with sufficient shelves, and the shelves close enough together, that only a single layer of respirators will fit on a shelf would be a suitable storage location.

(5) The location of storage cabinets should not be subject to direct sunlight, heat, extreme cold, excessive moisture, dust, damaging chemicals, or in a location where they would be subject to puncture.

h. Restrictions.

(1) The wearing of contact lenses with a respirator in contaminated atmospheres is prohibited.

(2) Respirators will not be worn when conditions such as a growth of beard, sideburns, a skull cap that projects under the face piece, or temple frame of glasses will prevent a good face seal.

(3) Each area and operation requiring RPE will be marked to inform personnel of the work hazards or health risks involved and the type of respirator needed.

i. Air quality.

(1) Breathing air for respirators may be supplied from cylinders or air compressors using grade "D" breathing air.

(2) Breathing air for respirators may be supplied from cylinders or air compressors. The requirements for grade "D" breathing air will be met as defined in Compressed Gas Association (CGA) specification G-7.1 according to 29 CFR 1910.134, which has specific requirements for contaminant level and moisture content.

(3) Cylinders will be tested and maintained as prescribed in Defense Logistics Agency Instruction (DLAI) 4145.25, AR 700-68, 49 CFR 173 and 49 CFR 178.

(4) Compressed oxygen will not be used in supplied air respirators or in open circuit self-contained breathing apparatus (SCBA) that have previously used compressed air. Oxygen will NEVER be used with airline respirators.

(5) Airline couplings will be incompatible with outlets for other gas systems to prevent inadvertent servicing of airline respirators with irrespirable gases or oxygen.

(6) Areas having heavy piping or outlet areas with more than one type of gas system will be properly marked with labels, signs, or color coded connectors to further prevent attempts to connect to irrespirable air supplies.

j. Recordkeeping.

(1) RPS will maintain local records of respirator training and fit and leak testing for at least the duration of employment or assignment, or as specified due to a specific contaminant exposure.

(2) The GSO will oversee the maintenance of records and the written RPP.

#### **5-4. Contracting Safety.**

a. Army SOH responsibilities in 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 SOH of their employees and protection of the public at contractor work sites.

b. Clauses outlining contractor safety requirements and responsibilities will be included in solicitations and contracts as prescribed by the Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the Engineer Federal Acquisition Regulation Supplement (EFARS). See DA Pam 385-10, chapter 4 for specific information on construction safety requirements.

c. In addition to clauses as required by FAR, DFARS, and EFARS, 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/command unique requirements.

d. Contracting officer representatives (CORs), the requiring activity, or Mission Installation Contracting Command (MICC), in consultation with local SOH SMEs, will develop additional and necessary clauses to mitigate risk. Note: The only means for imposing SOH requirements on a contractor or subcontractor is by incorporating the requirement as a contractual requirement. (For example, a contract clause, special clause, statement of work, guide specification, or contract modification).

#### **5-5. Industrial Operation Safety.**

a. The garrison safety manager shall ensure supervisors develop an SOP for each activity under their direct control and administration. Each SOP will be reviewed and approved prior to publishing.

b. Supervisors shall ensure that:

(1) A job hazard analysis (JHA) is conducted for each area classified as an industrial worksite.

(2) An SOP is written based on the completed JHA and is reviewed by the GSO prior to publishing.

(3) Each employee is provided a copy of the published SOP and briefed on the requirements so that they can execute the operation in an efficient, effective, and safe manner.

(4) Records are maintained confirming employees have sufficient training, licensure, qualification, and experience prior to assignment to a particular job or activity.

(5) Licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, material handling equipment, and other machinery that presents hazards to the operators or others in the immediate vicinity.

**5-6. Occupational Safety and Health Program (Workplace Safety).** Directors, deans and managers shall—

a. Conduct daily visual inspections of work areas to identify any hazards to employees and to ensure compliance with safety requirements.

b. Establish and enforce procedures that ensure supervisors are aware of and held accountable for safety responsibilities.

c. Take action to initiate corrective action for hazards identified during daily inspections or when reported by employees.

d. If corrective action cannot be accomplished in a reasonable amount of time, develop an interim control method to isolate the hazard, or block employee exposure to the hazard. Notify the ISO for technical assistance as necessary.

**5-7. Public, Family, Off-Duty, Sports, Recreational and Seasonal Safety.**

a. Garrison safety manager shall:

(1) Develop written programs for family, off-duty, sports, and recreational safety programs and ensure programs are implemented.

(2) Analyze off-duty and recreational accidents to identify activities associated with significant loss or injury rates.

(3) Implement strategies to reduce associated risks.

(4) Consider seasonal changes to risk levels for family, off-duty, sports and recreational activities.

(5) Promote the use of the Travel Risk Planning System (TRiPS) to ensure Service Members have applied Travel Risk Planning (TRiPS) to their leave, pass, TDY, or PCS travel plans, when driving out of the local area.

b. Directorate of Family Morale, Welfare and Recreation (DFMWR)

(1) Conduct an annual risk assessment, DD Form 2977 for all intramural sports activities and ODR program activities. See guidance established in AR 385-10, Chapter 6 and DA Pam 385-10, chapter 5.

(2) Maintain copies of completed risk assessments on hand for reference and safety briefings.

c. Safety Promotion.

(1) ISO will develop promotional messages to increase awareness of the specific hazards associated with the change of seasons, celebration of holidays and use of risk management.

(2) Supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize risk management and hazard reduction.

d. Organization Commanders shall:

(1) Establish policy and procedures for developing Family safety plans and promote community safety awareness. All Families should be encouraged in developing safety plans intended to keep the Family safe during normal activities, as well as during unplanned events.

(2) See DA Pam 385-10 for guidance to address safety plans and critical areas.

## Chapter 6

### Emergency Preparedness

**6-1. Planning.** An emergency preparedness officer is appointed by the Commander to direct, coordinate, maintain, and evaluate the development and publication of an installation protection plan. The goal of emergency planning is to protect life, health, property, and to restore normal operations as soon as possible. Ensure all DLIFLC & POM organizations, the cities of Monterey, Seaside, Marina, and Department of Emergency Services (DES) emergency responders have a current copy of the plan.

**6-2. Evaluation.** The emergency preparedness officer shall ensure annual plan exercises and evaluations are accomplished in coordination with civil agencies and local government to develop an effective response and recovery capability. Evaluations shall include:

- a. Reporting emergencies.
- b. Emergency evacuation, including type of evacuation and exit route assignments.
- c. Employees remaining to operate critical-facility operations during evacuations.

- d. Employee accountability after an evacuation.
- e. Employees performing rescue or medical duties.

**6-3. Emergency Response Plan/SOP.** All facilities will ensure a copy of 'What to do in an Emergency' are posted at each primary egress exits. See appendix D for Earthquake, Evacuation, Armed Intruder Lockdown and Fire drill SOP's.

**6-4. Fire Protection, Prevention and Training will be IAW POM Regulation 420-1.**

## **Chapter 7**

### **Accident Investigation and Reporting**

#### **7-1. Investigation.**

a. Army and garrison activities will investigate accidents according to chapter 3, AR 385-10 and DA Pam 385-40. Directorates shall initially report accidents utilizing the preliminary accident worksheet provided in the current Safety Action Plan. Any accident resulting in a fatality, permanent total disability, permanent partial disability or hospitalization of three or more personnel must be reported telephonically to the ISO within 30 minutes of the accident at 242-6332/5884/6507/6353.

b. Accidents shall be investigated and reported by the first-line supervisor, using the REPORTIT program located at <https://reportit.safety.army.mil/>. Directors, deans, and managers are required to conduct a review of accident reports submitted by their first-line supervisors for concurrence/non-concurrence and must be on a .mil AKO network. Online training of the REPORTIT system is available at <https://reportit.safety.army.mil/>. The GSO shall provide support and guidance to the DLIFLC federal civilian workforce for accident investigation, CA-1/OSHA injury reporting, trend analysis and remediation of identified hazards. This support may be on a reimbursable basis above IMCOM's common level of support (CLS) in accordance with AR 600-20, para. 2-5 as agreed upon by the Commandant/Commander and the Garrison Commander, GC. A courtesy copy shall be provided to the CSO on all accidents involving DLIFLC, DA Civilians for trend analysis and workplace hazard mitigation.

c. Army organizations shall use the REPORTIT program to report accidents. The CSO will be entered as safety office reviewer for quality assurance purposes. The GSO shall be provided a courtesy copy of all accident reports.

#### **7-2. Other Military Organizations on POM.**

a. Service units shall conduct their own accident investigation and reporting through their chain of command. Contact the CSO for support as needed.

b. Navy, Marine Corps and Air Force service units will comply with their service-specific accident reporting regulations. The GSO shall be provided a courtesy copy of

accidents sustained due to hazardous conditions on real property or facilities managed by USAG POM and upon request.

### **7-3. Contractor Accident Reporting**

a. Contracting Officer Representatives (COR) shall immediately report any accident which results in contract personnel requiring emergency medical treatment or which results in a fatality to the Installation Safety Office.

b. The same preliminary accident worksheet located in the GSO/CSO SSP shall be used to report contract employee injuries.

## **Chapter 8**

### **Safety and Occupational Health Training**

#### **8-1. Training Requirements.**

a. Safety training is a mandatory requirement and supervisors are directly responsible to ensure required training is completed. The ISO shall assess processes and operations to determine the safety training needed by employees and recommend processes for delivering the required training.

b. The GSO has developed a safety training matrix located in the current Strategic Safety Plan (SSP). The matrix contains quarterly scheduled training and "as required" training. Directors, managers and supervisors of staff and faculty shall coordinate with the GSO to schedule "as required" training. DCSOP's will disseminate annual training requirements or as directed by DA/higher headquarters.

#### **8-2. CP-12 SOH Specialists, ADSO, CDSO.**

a. SOH Specialists (CP-12 careerists) shall complete training IAW the Army Civilian Training, Evaluation, and Development System (ACTEDS). Level 1 certification is a mandatory requirement for all SOH Specialists within the first two years of assignment.

b. ADSO/CDSO will:

(1) Complete local ADSO/CDSO Course within 90 days of appointment and online ADSC/CDSO Course within 30 days of appointment. The online ADSC/CDSO Course is available at the USACR/SC) website at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>. Sister Services may substitute equivalent service branch safety training in lieu of these online courses. Proof of completion will be furnished to the GSO/CSO.

(2) ADSO/CDSO shall receive appropriate continuation training to adequately perform their duties.

## Chapter 9

### Motor Vehicle, Bicycle and Pedestrian Accident Prevention

#### 9-1. Motor Vehicle Accident Prevention.

a. Vehicle operators on DOD installations and operators of government-owned vehicles, on or off the installation, will not use cellular phones or other hand-held electronic devices unless the vehicle is safely parked, or they are using a hands-free device. This prohibition includes text messaging using hand-held devices. Government-supplied electronic equipment that may be used for text messaging or other hand-held uses is prohibited for use by DOD personnel while driving any vehicle whether or not on official Government business. Exceptions include medical, fire and law enforcement personnel in response to emergency calls and rescue operations when other communications devices are not available (i.e. radio). While driving, operating a vehicle safely is a driver's primary responsibility. Eating, drinking or reaching for objects are just a few of the distractions that impair a driver's ability to react.

b. All persons, military or civilian, under the age of eighteen are prohibited from using cellular phones while operating a privately owned vehicle (POV) while on or off the installation.

c. Roller skating, in-line skating, rollerblading, and skateboarding are prohibited on any roadway. These activities are permissible in parking areas after duty hours, unless otherwise designated, and require the proper wear and use of safety helmet, kneepads, and elbow pads at all times. During hours of reduced visibility, individuals must wear reflective gear that is visible from the front and rear.

d. Wearing/use of portable headphones, earphones, or other listening devices is prohibited on roadways/sidewalks while operating a motor vehicle, walking, jogging, running, bicycling, roller skating, rollerblading, in-line skating, or skateboarding. Use of headphones is authorized on Price Fitness Center and Hilltop fitness tracks and Soldier Field.

e. Leaving motor vehicles unattended with engine running is prohibited, unless an emergency exists.

f. Operators of any motorized equipment or vehicles used for transportation or recreation, such as stand-in scooters (e.g., "Segway") and chariots shall wear, at a minimum, protective helmets and retro reflective materials or clothing that is clearly visible from the front and rear. This motorized equipment shall be operated only on marked bike lanes or pedestrian lanes, when available. Operators will not operate them on public roads.

g. Motor vehicle operators shall limit their speed to no more than 10 MPH when passing troop formations.

h. Drivers and all passengers will use seatbelts. Children who are under the age of 8 must be secured in a car seat or booster seat in the back seat of a motor vehicle. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. Children 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.

i. All traffic shall stop when any bus is stopped with flashing/hazard warning lights. Traffic will resume only upon cancellation of flashing lights.

j. Vehicle operators are prohibited from smoking cigarettes, pipes, or cigars in a moving or parked vehicle while a person younger than the age of eighteen is present.

## **9-2. Motorcycle Requirements.**

a. Motorcycle safety training is required for all active duty Service Members prior to operation of a motorcycle on USAG, POM, OMC, Sharpe Army Depot, Riverbank Army ammunition depot and SATCOM, Camp Roberts or off the installation. Motorcycle training is provided by the GSO at no cost to active duty Service Members. Service Members shall receive an MSF completion card upon completion of motorcycle training. This card can be presented to the security guard at any access control point (ACP) to validate safety training has been completed.

b. Motorcycle licensing requirements and progressive training, IAW AR 385-10, para 11-9 and this SOP.

c. The following motorcycle PPE shall be worn by service personnel, at all times, on or off the installation:

(1) Helmets. Shall be certified to meet Department of Transportation (DOT) Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04, April 20, 2009. All helmets must be properly fastened under the chin.

(2) Eye protection. Designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(3) Foot protection. Any sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(4) Protective clothing. A long-sleeved shirt or jacket, long trousers and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly

encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

d. All PPE requirements applicable to motorcycles remain applicable to three-wheeled variants.

e. All DOD Civilians, Family members and passengers are required to comply with PPE requirements when operating or riding a motorcycle on or off DOD installations.

f. Each service unit will identify a primary/alternate motorcycle safety representative (MSR) to oversee the unit mentorship program IAW applicable service regulations. MSR's will forward a quarterly update of unit riders in their organization. This tool will help unit commanders identify 'at risk' or 'high risk' riders in their organizations and track completion of progressive training. MSR's will brief the commander or designated representative periodically on training status. Discrepancies will require follow up by leadership to ensure accuracy.

g. All service personnel assigned or attached to a TRADOC organization shall ensure each motorcycle rider is provided, reviews, and completes the DLI Form 385-1, Request for Motorcycle Safety Training, statement for motorcycle operator responsibilities. Service unit commanders may delegate signature authority to the first 0-3 in a leadership position. Mentorship meetings and ride documentation will be maintained on file to include DLI 385-1 by unit motorcycle safety representative (MSR) designated by the commander and available for inspection.

### **9-3. Bicyclist Safety Requirements.**

a. Bicyclists shall wear helmets and brightly colored reflective outer garment visible from the front and rear. Bicyclists shall use bike lanes, where they are available and shall ride in the same direction of traffic.

b. Bicyclists must observe basic speed laws and yield the right-of-way to pedestrians. During hours of reduced visibility, riders must ensure their bicycle is equipped with a lamp emitting a white light that, while the bicycle is in motion, illuminates the highway, sidewalk, or bikeway in front of the bicyclist and is visible from a distance of 300 feet in front and from the sides of the bicycle. A lamp or lamp combination, emitting a white light, attached to the operator and visible from a distance of 300 feet in front and from the sides of the bicycle, may be used in lieu of a lamp attached to the bicycle. A red reflector on the rear that shall be visible from a distance of 500 feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle.

c. Bicycles shall be equipped with the following:

(1) A white or yellow reflector on each pedal visible from the front and rear of the bicycle from a distance of 200 feet.

(2) A white or yellow reflector on each side forward of the center of the bicycle.

(3) A white or red reflector on each side to the rear of the center of the bicycle.

Note: bicycles equipped with reflectorized tires on the front and the rear need not be equipped with side reflectors. The reflectors and reflectorized tires shall be a type meeting requirements established by the California Department of Motor Vehicles.

#### **9-4. Pedestrian Safety.**

a. Use of personal electronic devices, including, but not limited to mobile/cellular/smart phones, etc, is prohibited while crossing the streets.

b. Road guards shall use reflective equipment that is visible 360 degrees. Troop formations will use flashlights during periods of reduced visibility.

c. Motorists shall yield the right-of-way to all pedestrians crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection. This does not relieve a pedestrian from the duty of using due care for his or her own safety. No pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard.

d. Pedestrians who are on a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles. This does not relieve the driver of a vehicle from the duty to exercise due care for the safety of any pedestrian in a roadway.

e. Pedestrians, both military and civilian will use designated paths for walking, jogging, or running. If there is no sidewalk, pedestrians or runners shall walk/run facing traffic to see any motorized vehicle as it approaches.

f. Service personnel, during hours of reduced visibility, walkers, joggers, and runners will wear reflective gear that is visible 360 degrees, such as reflective vest or waist belt.

#### **9-5. Troop Safety.**

a. Road guards will use reflective equipment.

b. Troop formation will use (flashlights/chemical sticks) during periods of reduced visibility.

c. Control of stragglers.

(1) Personnel unable to remain with the formation (i.e., stragglers) will immediately go to the extreme right side/shoulder of the road and, if possible, continue in the direction of the formation.

(2) Safeguard stragglers by one or both of the following methods-

(a) Use cadre, with appropriate safety equipment (e.g., reflective vests) to follow stragglers.

(b) Use a trail vehicle with flashing/hazard lights to pick up/follow stragglers.

(3) Stragglers will not remain in the roadway, thereby placing themselves in danger of being struck by vehicles.

#### **9-6. Directorate of Emergency Services Enforcement.**

a. The POM PD shall ensure security guards conduct checks to ensure all personnel attempting to access the installation are complying with all training, licensing and PPE requirements specified in this chapter.

b. Personnel identified by security guards as not meeting the provisions of this chapter will be denied access to the installation until such time as they can prove they meet the requirements specified in paragraph a. above.

### **Chapter 10**

#### **Workplace Inspections**

##### **10-1. Standard Army Safety and Occupational Health Inspection (SASOHI).**

a. The GSO shall conduct an annual SASOHI on all real property on USAG, POM, OMC, Sharpe Army Depot, Riverbank Army Ammunition Depot and SATCOM, Camp Roberts. An annual inspection schedule is located in the DLIFLC & POM Strategic Safety Plans (SSP). The schedule will be posted on the Long Range Calendars (LRC).

b. ADSO and/or CDSO shall accompany the garrison safety specialist during the inspection.

c. DLIFLC CSO will conduct periodic safety program management assessments for service units, provost and provost UGE schools to ensure regulatory guidance. The inspection schedule is part of the annual SSP and posted on the mission calendar.

##### **10-2. Quarterly and semi-annual workplace inspections.**

a. ADSO and/or CDSO shall conduct quarterly workplace inspections using the 'low hazard facility' checklist or IMCOM OIP inspection checklist provided in the SSP's.

b. Directors and managers shall conduct a semi-annual inspection of their workplace using the same checklist.

c. Inspection reports shall be submitted to the supporting safety office no later than the 10<sup>th</sup> day of each quarter.

## Chapter 11

### Hazard Communication Standard

#### 11-1. General.

a. Personnel who work with or who are exposed to hazardous chemicals must be trained about the operations in their work areas where hazardous chemicals are present, the location of the written hazard evaluation procedures, the list of hazardous chemicals and the required Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) are readily available in their workplace. They must also be educated about what action or equipment is necessary to avoid or reduce the potential dangers. All employees must be trained on the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

b. This standard does not apply to-

(1) Employees who encounter non-routine exposure to hazardous chemicals such as office personnel.

(2) Hazardous wastes regulated by the Environmental Protection Agency (EPA). Examples are contaminated soil and waste solvents covered under EPA regulations. Refer to the POM & OMC Hazardous Waste Management Plan at <http://www.monterey.army.mil/DPW/inc/hwmp.pdf> for hazardous waste or spill control or contact the DPW Environmental branch at (831) 242-7925.

(3) Tobacco or tobacco products.

(4) Manufactured articles with a specific shape or design. Such articles must have an end-use function dependent on that shape or design. Articles must also not release or cause exposure to a chemical hazard under normal conditions of use. Examples are chairs, phonograph records, and Styrofoam cups.

(5) Food, drugs, and cosmetics intended for personal consumption or use by employees while in the workplace. Examples are candy bars, aspirin, and lipstick.

c. Training requirements.

(1) All new employees shall receive training that meets the requirements of 29 CFR 1910.1200.

(2) Training on the Hazard Communication Standard is provided by the GSO on a quarterly basis and the schedule for training dates and times can be found in the Safety Training Matrix located in the annual SSP.

d. Directorates and tenant organizations which store and utilize hazardous chemicals must develop an SOP and must include, as a minimum, the following-

(1) An explanation of the types of operations and hazardous chemicals used in an individual's workplace.

(2) An explanation of how personnel can use and obtain chemical hazard information.

(3) The methods used to recognize and evaluate work and chemical exposure(s).

(4) An explanation of the potential physical and health hazards for chemicals used in the work area.

(5) PPE requirements.

(6) Administrative and engineering controls.

(7) Safe work practice guidelines.

(8) Protective clothing and equipment.

(9) The meaning of work area hazardous chemical warning labels.

(10) Emergency evacuation and notification procedures. If specialized or specific training in this area is required, contact the GSO.

(11) How to interpret hazard information and countermeasures on an MSDS/SDS.

## **11-2. Inventory.**

a. Supervisory personnel must prepare, maintain, and update a written hazardous chemical inventory. The inventory must be submitted to the Logistics Readiness Center (LRC) for approval and inclusion on the Authorized User's List (AUL).

b. The inventory must match the MSDS/SDS.

c. Employees must have access to the MSDS/SDS. Access will allow employees to gain information concerning their potential exposures.

d. Excess or unused solvents, paints, oil, flammable liquids or expended batteries can be turned into hazardous waste management office, bldg.4495, OMC, for recycle or safe disposal and prevents items from ending up in our landfills which protect our environment. Call 242-7204/7933 to coordinate turn-in of recyclables.

### **11-3. Labeling.**

a. Supervisors will ensure all containers of hazardous chemicals have adequate warning labels which include the appropriate pictogram required based on the hazard classification. Refer to 29 CFR 1910.1200 for specific labeling requirements.

b. All hazard warning labels must be in the English language. Hazard warning information in other languages may supplement the English version of the hazard warning label where appropriate.

## **Chapter 12**

### **Permit Required Confined Space (PRCS) Entry**

**12-1. Purpose.** This chapter outlines the policy, responsibilities and procedures to be used for the safe entry into confined spaces on POM and OMC.

**12-2. Scope.** This chapter applies to all employees, contractors and tenant organizations on POM and OMC.

**12-3. Definition.** "Permit Required Confined Space" - Is a space which by virtue of itself or an operation that results in having limited means of entry or exit; unfavorable ventilation natural or mechanical which could contain or produce dangerous air contaminants, and is not intended for continuous human occupancy.

### **12-4. Responsibilities.**

a. Garrison safety manager shall:

- (1) Assist all organizations in the identification and inventory of confined spaces.
- (2) Review and approve all PRCS permits.
- (3) Provide guidance and sources for PRCS training.
- (4) Review new or unique operations that potentially qualify as confined space entry.

b. CALMED Preventive Medicine branch shall:

- (1) Provide respiratory device selection support.

- (2) Include into Health Hazard Inventory Modular (HHIM) programs.
  - (3) Provide appropriate medical surveillance of employees.
  - (4) Provide technical guidance for air monitoring and sampling.
- c. Supervisors of Army employees or contractors performing PRCS operations will:
- (1) Ensure all Army employees/contract employees performing PRCS operations are provided initial and annual training.
  - (2) Maintain records of training and all PRCS entries made by employees.
  - (3) Ensure PRCS permits are reviewed with employees involved in PRCS entry.
  - (4) Ensure all PRCS operations are conducted in compliance with the applicable regulations and standards.
  - (5) Ensure all safety equipment to be utilized is approved, in proper working order, and calibrated prior to each use.
  - (6) Notify the GSO at 242-6332/5884/6507 and emergency response personnel.
  - (7) Implement appropriate lockout/tag out procedures.
  - (8) Ensure that the air in the confined space is tested and monitored prior to and during all operations.
  - (9) Have rescue equipment and personnel onsite during PRCS operations.

**12-5. Procedures.** The organization or contractor conducting confined space entry shall coordinate with the GSO for reviews of specific plans, SOPs, and the issuance of entry permits prior to the start any operations/programs.

#### **12-6. Training and Occupational Health Requirements.**

- a. All Army employees involved in PRCS operations will have initial and annual training that is coordinated through the GSO. Contractors shall provide documentation of appropriate training and certification to conduct confined space entry operations.
- b. Initial and annual cardiopulmonary resuscitation (CPR) and first aid training must be completed for rescue teams. Contractors must provide their own rescue team and documentation of rescue training.
- c. All Army employees who may be required to conduct PRCS entries must be enrolled in an occupation health medical surveillance program.

d. A list of Army employees eligible to conduct PRCS operations will be kept by the supervisor.

e. Army employees and contractors not meeting the above requirements are not qualified to conduct PRCS operations.

### **Chapter 13**

## **Exposure Control Plan for the Prevention of Bloodborne Disease Transmission**

**13-1. Purpose.** To establish the written exposure control plan for the prevention of bloodborne disease transmission IAW 29 CFR 1910.1030, Bloodborne Pathogens.

### **13-2. Definitions.**

a. Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

b. Contaminated - Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

c. Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

d. Parenteral - Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, bugs, and abrasions.

**13-3. Scope.** This covers all personnel who could "reasonably expect," as a result of performing their job duties, to face contact with blood and other potentially infectious materials. The following personnel fall under this category: personnel who administer first aid or CPR; child care providers; janitorial personnel; maintenance personnel; law enforcement personnel; firefighters; information technology technicians who perform work or access manholes; laundry workers, or supply personnel who handle dirty linens/laundry; hospital/clinic workers.

### **13-4. Plan Elements.**

a. The following will be incorporated into a plan called Infection or Exposure Control Plan for the prevention of blood borne disease transmission:

(1) Identification of those most likely to be involved in contact with blood.

(2) Controls and procedures that will be implemented to prevent disease transmission.

- (3) Training required for all who conduct first aid treatment.
  - (4) Vaccination available for protection against likely blood borne pathogens
  - (5) Medical evaluation systems when exposure has occurred.
  - (6) Plan review to ensure this plan is consistent with current practice for prevention of disease transmission.
- b. These points are reviewed in depth under the "Exposure Control Plan" heading.
  - c. A list of designated or certified first aid responders is maintained on each first aid kit cabinet.

### **13-5. Responsibilities.**

- a. Garrison safety manager shall:
  - (1) Ensure that personnel identified above receive training on an annual basis.
  - (2) Document any exposure reported and ensure that any individual who has been exposed to potentially infectious materials is referred to medical providers.
  - (3) Ensure that only qualified person(s) conduct(s) the training.
  - (4) Ensure that all records such as exposure and training records are maintained IAW SOPs.
- b. Any personnel who may have been exposed to potentially infectious materials shall report the incident to their immediate supervisor who in turn will report to the CALMED OHN and the GSO.
- c. Managers and supervisors shall assist the GSO in determining exposure.

### **13-6. Exposure Control Plan.**

- a. Identification of those most likely to be involved in contact with blood during first aid treatment.
  - (1) Those most likely to be exposed to blood borne disease transmission in the conduct of their daily work activities are those who are trained in the administration of first aid and CPR, and other jobs as defined under the "Scope" of this chapter. Those trained have successfully completed, within the past year or two, the American Red Cross or American Heart Association Standard First Aid training course and CPR.

(2) Those who handle the waste materials that could include the wastes from the first aid operations and from handling of materials generated through routine bodily functions (feminine hygiene products, used personal paper products) are identified as having potential contact with blood borne diseases. This includes all material handlers or cleaning crew involved in trash handling.

b. Controls and procedures that will be implemented to prevent disease transmission.

(1) Universal Precautions. Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Many people carry blood borne infections without visible symptoms. Many people carry blood borne infections without even knowing it.

(2) Engineering Requirements. Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this facility. The following engineering controls will be utilized at this facility: Specially marked bags for contaminated first aid materials.

c. Work Practice Controls.

(1) Hand washing facilities are available to the personnel who incur exposure to blood or other potentially infectious materials. At most facilities, hand washing facilities are located in the restrooms and first aid rooms. Units may also provide antiseptic towelettes which should be located in conspicuous/marked containers or locations such as the first aid kits/rooms. If the antiseptic towelettes are used, the hands are to be washed with soap and running water as soon as possible.

(2) After removal of personal protective gloves, personnel shall wash hands and any other potentially contaminated skin area immediately or as soon as possible with soap and water.

(3) If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as possible following contact.

d. Personal protective equipment (PPE). All PPE used at this facility will be provided without cost to the personnel. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

(1) Surgical latex gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious materials. Gloves should be readily accessible, first aid kits and emergency response bags will be stocked with gloves.

(2) Resuscitator devices are also available and accessible to employees who can be reasonably expected to resuscitate. Resuscitator devices have been issued to certified CPR providers.

(3) All repairs, replacements, cleaning/laundry, or disposal of PPE will be at no cost to the employees.

(4) All garments which are penetrated by blood shall be removed immediately or as soon as possible.

(5) Disposable gloves used at all facilities are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

e. Hepatitis B Vaccine.

(1) All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

(2) Employees who decline the Hepatitis B vaccine will sign a waiver.

(3) Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

f. Housekeeping. Good housekeeping protects every worker -- and it is every worker's responsibility. Here are general rules for housekeeping which may involve blood or potentially infectious materials:

(1) Clean all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials.

(2) Do not pick up any broken glass which may be contaminated with gloves or bare hands. Use tongs or a brush and dustpan.

(3) Place contaminated sharps and infectious wastes in designated containers, i.e. biohazard bags or boxes. Do not allow container to overfill.

(4) The supervisor will make appropriate coordination to properly dispose of these containers.

g. Post-exposure evaluation and follow-up. When the employee incurs an exposure incident, it should be reported to the appropriate director immediately to make available confidential medical evaluation and follow up, including at least the following elements-

(1) Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.

(2) Identification and documentation of the source individual, after consent is obtained.

(3) Collection and testing of blood from the exposed employee or HBV and HIV serological status.

(4) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

(5) Counseling.

(6) Evaluation of reported illness.

h. Training. Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. The supervisor will coordinate the training. All affected employees will receive annual refresher training within one year of their previous training. Training shall contain at a minimum the following elements-

(1) An accessible copy of the regulatory standard and/or copy of this program and an explanation of its contents.

(2) A general explanation of the epidemiology and symptoms of blood borne diseases.

(3) An explanation of the modes of transmission of blood borne pathogens.

(4) An explanation of the installation or the unit's exposure control plan and the means by which the employee can obtain a copy of the written plan.

(5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

(6) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE.

(7) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.

(8) An explanation of the basis for selection of PPE.

(9) Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and its availability.

(10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

(11) An explanation of the procedure to follow if an exposure incident occurs.

(12) Information on the post-exposure evaluation and follow-up available to the employee following an exposure incident.

(13) An explanation of the signs and labels and/or color coding.

(14) An opportunity for interactive questions and answers with the person conducting the training session.

i. Recordkeeping.

(1) Accurate records for each employee with occupational exposure shall be maintained in strict confidence. These records will be maintained for at least the duration of the employment plus 30 years.

(2) Training records shall be maintained for 3 years from the date on which the training occurred.

(3) Training records will include the following information-

(a) The dates of the training sessions.

(b) The names and job titles of all personnel attending the training sessions.

(c) The contents or a summary of the training sessions.

(d) The names and qualifications of persons conducting the training.

## Chapter 14

### Hazard Reporting

#### 14-1. Employee Hazard Reporting.

- a. Follow the procedures for employee reports of hazards located in 29 CFR 1960.28, 29, CFR 1960.46, and DA Pam 385–10.
- b. Complete reports under these procedures on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) according to DA Pam 385–10.
- c. Submit the report to the appropriate safety office (GSO/CSO), building 518, Tin Barn.

  
\_\_\_\_\_  
PAUL W. FELLINGER  
COL, IN  
Garrison Commander

22 September 2014  
Date

  
\_\_\_\_\_  
DAVID K. CHAPMAN  
COL, AD  
DLIFLC Commandant

14 OCTOBER 2014  
Date

## Appendix A:

### References

#### Required Publications

10 CFR 19 — Notices, Instructions and Reports to Workers: Inspection and Investigations

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part019/>

10 CFR 20 — Standards for Protection Against Radiation

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>

10 CFR 21 — Reporting of Defects and Noncompliance

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part021/>

10 CFR 30 — Rules of General Applicability to Domestic Licensing of Byproduct Material

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part030/>

10 CFR 51 — Environmental Protection Regulations for Domestic Licensing

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part051/>

10 CFR 71 — Packaging and Transportation of Radioactive Material

<http://www.nrc.gov/reading-rm/doc-collections/cfr/part071/>

29 CFR 1910 — General Industry Standards

<https://www.osha.gov/law-regs.html>

29 CFR 1926 — Safety and Health Regulations for Construction

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=Construction](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=Construction)

29 CFR 1960 — Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=1960](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1960)

29 CFR 1904 — Recording and Reporting Occupational Injuries and Illness

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=1904](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1904)

49 CFR 173 — Shippers-General Requirements for Shipments and Packaging

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr173\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr173_main_02.tpl)

DOD 4145.26-M — DOD Contractors' Safety Manual for Ammunition and Explosives

<http://www.dtic.mil/whs/directives/corres/pdf/414526mp.pdf>

DODI 6055.04 — DOD Traffic Safety Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>

DODI 6055.1 — DOD Safety and Occupational Health (SOH) Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605501p.pdf>

DOD 6055.05 — Occupational and Environmental Health (SOH)  
<http://www.dtic.mil/whs/directives/corres/pdf/605505p.pdf>

DODI 6055.07 — Mishap Notification, Investigation, Reporting and Recordkeeping  
<http://www.dtic.mil/whs/directives/corres/pdf/605507p.pdf>

DOD 6055.16 — Explosives Safety Management Program  
<http://www.dtic.mil/whs/directives/corres/pdf/605516p.pdf>

ARs, DA pamphlets, and DA forms are available at <http://www.apd.army.mil>.

TRADOC publications and forms are available at  
<http://www.tradoc.army.mil/tpubs/index.htm>

AR 11-34 — The Army Respiratory Protection Program  
[http://armypubs.army.mil/epubs/pdf/r11\\_34.pdf](http://armypubs.army.mil/epubs/pdf/r11_34.pdf)

AR 25-400-2 — The Army Records Information Management System (ARIMS)  
[http://www.apd.army.mil/pdf/r25\\_400\\_2.pdf](http://www.apd.army.mil/pdf/r25_400_2.pdf)

AR 75-1 — Malfunctions Involving Ammunition and Explosives  
[http://www.apd.army.mil/pdf/r75\\_1.pdf](http://www.apd.army.mil/pdf/r75_1.pdf)

AR 190-5 — Motor Vehicle Traffic Supervision  
[http://www.apd.army.mil/pdf/r190\\_5.pdf](http://www.apd.army.mil/pdf/r190_5.pdf)

AR 190-11 — Physical Security of Arms, Ammunition and Explosives  
[https://armypubs.us.army.mil/epubs/DR\\_pubs/DR\\_B/pdf/r190\\_11.pdf](https://armypubs.us.army.mil/epubs/DR_pubs/DR_B/pdf/r190_11.pdf)

AR 385-10 — Army Safety Program  
[http://armypubs.army.mil/epubs/pdf/r385\\_10.pdf](http://armypubs.army.mil/epubs/pdf/r385_10.pdf)

AR 420-1 — Army Facilities Management  
[http://www.apd.army.mil/pdf/r420\\_1.pdf](http://www.apd.army.mil/pdf/r420_1.pdf)

AR 600-22 — Army Command Policy  
[http://armypubs.army.mil/epubs/pdf/r600\\_20.pdf](http://armypubs.army.mil/epubs/pdf/r600_20.pdf)

AR 600-55 — The Army Driver and Operator Standardization Program  
[http://armypubs.army.mil/epubs/pdf/r600\\_55.pdf](http://armypubs.army.mil/epubs/pdf/r600_55.pdf)

AR 608-10 — Child Development Services  
[http://www.apd.army.mil/pdffiles/r608\\_10.pdf](http://www.apd.army.mil/pdffiles/r608_10.pdf)

AR 690-950 — Career Management  
[http://www.apd.army.mil/pdffiles/r690\\_950.pdf](http://www.apd.army.mil/pdffiles/r690_950.pdf)

ATP 5-19 — Risk Management  
[http://armypubs.army.mil/doctrine/ATP\\_1.html](http://armypubs.army.mil/doctrine/ATP_1.html)

DA Pam 385-10 — Army Safety Program  
[http://armypubs.army.mil/epubs/pdf/p385\\_10.pdf](http://armypubs.army.mil/epubs/pdf/p385_10.pdf)

DA Pam 385-16 — System Safety Management Guide  
[http://www.apd.army.mil/pdffiles/p385\\_16.pdf](http://www.apd.army.mil/pdffiles/p385_16.pdf)

DA Pam 385-24 — The Army Radiation Safety Program  
[http://www.apd.army.mil/pdffiles/p385\\_24.pdf](http://www.apd.army.mil/pdffiles/p385_24.pdf)

DA Pam 385-25 — Occupational Dosimeter and Dose Recording for Exposure to Ionizing Radiation  
[http://www.apd.army.mil/pdffiles/p385\\_25.pdf](http://www.apd.army.mil/pdffiles/p385_25.pdf)

DA Pam 385-30 — Mishap Risk Management  
[http://armypubs.army.mil/epubs/pdf/p385\\_30.pdf](http://armypubs.army.mil/epubs/pdf/p385_30.pdf)

DA Pam 385-40 — Army Accident Investigations and Reporting  
[http://armypubs.army.mil/epubs/pdf/p385\\_40.pdf](http://armypubs.army.mil/epubs/pdf/p385_40.pdf)

DA Pam 385-64 — Ammunition and Explosives Safety Standards  
[http://www.apd.army.mil/pdffiles/p385\\_64.pdf](http://www.apd.army.mil/pdffiles/p385_64.pdf)

EM 385-1-1 — Army Corps of Engineers Safety and Health Requirements Manual

MIL-STD-882D — DoD Standard Practice For System Safety

TB Med 522 — Control of Hazards from Protective Material Used in Self-Luminous Devices  
[http://armypubs.army.mil/med/DR\\_pubs/dr\\_a/pdf/tbmed522.pdf](http://armypubs.army.mil/med/DR_pubs/dr_a/pdf/tbmed522.pdf)

TB Med 525 — Control of Hazards to Health from Ionizing Radiation Used by the Army Medical Department  
[http://armypubs.army.mil/med/DR\\_pubs/dr\\_a/pdf/tbmed522.pdf](http://armypubs.army.mil/med/DR_pubs/dr_a/pdf/tbmed522.pdf)

TRADOC Pamphlet 385-1 — The TRADOC Model Safety Program and Self-Assessment Guide  
<http://www.tradoc.army.mil/tpubs/pams/TP385-1.pdf>

**Appendix B:**

**Glossary**

|       |  |
|-------|--|
| ADSO  | additional duty safety officer (military)  |
| AE    | ammunition and explosives                  |
| ALARA | as low as reasonably achievable            |
| AR    | Army Regulation                            |
| ARA   | Army radiation authorization               |
| ARIMS | Army Records Information Management System |
| ARP   | Army radiation permit                      |
| ATP   | Army Techniques Publication                |
| ATSTP | Army Traffic Safety Training Program       |
| CDSO  | collateral duty safety officer (civilian)  |
| CFR   | Code of Federal Regulations                |
| CSO   | command safety office                      |
| CG    | commanding general                         |
| CLS   | Common Levels of Support                   |
| COR   | contracting officer representative         |
| COTS  | commercial off-the-shelf                   |
| CP    | career program                             |
| CRM   | composite risk management                  |
| DA    | Department of the Army                     |
| DOD   | Department of Defense                      |

|        |   |
|--------|---|
| DOL    | Department of Labor                                   |
| DOT    | department of transportation                          |
| DLIFLC | Defense Language Institute Foreign Language Center    |
| DPW    | Department of Public Works                            |
| ESLI   | end of service life indicator                         |
| ERC    | emergency response coordinator                        |
| FAR    | Federal Acquisition Regulations                       |
| FD     | fire department                                       |
| FECA   | Federal Employees Compensation Act                    |
| GSO    | garrison safety office                                |
| DFMWR  | Directorate of Family, Morale, Welfare and Recreation |
| HAZCOM | hazard communication                                  |
| HAZMAT | hazardous materials                                   |
| ICPA   | injury compensation program administrator             |
| IAW    | in accordance with                                    |
| IH     | industrial hygiene                                    |
| ISO    | Installation Safety Office                            |
| IRPD   | installation respiratory protection director          |
| IMCOM  | Installation Management Command                       |
| JHA    | job hazard analysis                                   |
| MILCON | military construction                                 |
| MSDS   | material safety data sheet                            |
| NRC    | Nuclear Regulatory Commission                         |

|        |  |
|--------|--|
| OHN    | Occupational Health Nurse                                |
| OSHA   | Occupational Safety and Health Administration            |
| OSH    | Occupational Safety and Health                           |
| PAM    | pamphlet   |
| PD     | police department  |
| POM    | privately owned motorcycles                              |
| POM    | Presidio of Monterey                                     |
| POV    | privately owned vehicle                                  |
| PPE    | personal protective equipment                            |
| RAC    | risk assessment code                                     |
| RAM    | radioactive material                                     |
| RPS    | respiratory protection specialist                        |
| RM     | risk management  |
| RSO    | radiation safety officer                                 |
| RSSO   | Radiation Safety Staff Officer                           |
| SASOHI | Standard Army Safety and Occupational Health Inspections |
| SATCOM | Satellite Communication                                  |
| SOH    | safety and occupational health                           |
| SOHAC  | Safety and Occupational Health Advisory Council          |
| SOP    | standard operating procedure                             |
| SSP    | strategic safety plan                                    |
| TB     | technical bulletin                                       |
| TB MED | technical bulletin medical                               |

TRADOC U.S. Army Training and Doctrine Command

USACR/SC United States Army Combat Readiness/Safety Center

### **Appendix C:**

#### **Forms**

The following forms are available on Army Publishing Directorate at <http://www.apd.army.mil/> unless otherwise stated.

DA Form 285-ab — U.S. Army Abbreviated Ground Accident Report  
[http://www.apd.army.mil/pub/eforms/pdf/a285\\_ab.pdf](http://www.apd.army.mil/pub/eforms/pdf/a285_ab.pdf)

DA Form 2028 — Recommended Changes to Publications and Blank Forms  
<http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf>

DA Form 2806, Physical Security Survey Report  
<http://www.apd.army.mil/pub/eforms/pdf/a2806.pdf>

DA Form 4753 — Notice of Unsafe or Unhealthful Working Condition  
<http://www.apd.army.mil/pub/eforms/pdf/a4753.pdf>

DA Form 4754 — Violation Inventory Log  
<http://www.apd.army.mil/pub/eforms/pdf/a4754.pdf>

DA Form 4755 — Employee Report of Alleged Unsafe or Unhealthful Working Conditions  
<http://www.apd.army.mil/pub/eforms/pdf/a4755.pdf>

DA Form 4756 — Installation Hazard Abatement Plan  
<http://www.apd.army.mil/pub/eforms/pdf/a4756.pdf>

DA Form 4604, Security Construction Statement  
<http://www.apd.army.mil/pub/eforms/pdf/a4604.pdf>

DD Form 2977 — Deliberate Risk Assessment Worksheet  
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>

DLI Form 385-01 — Request for Motorcycle Safety Training (available on DLIFLC share point site)

NRC Form 3 — Notice to Employees (available in AR 385-24)

NRC Form 314 — Certificate of Disposition of Materials (available in AR 385-24)

OSHA Form 300 — OSHA Injury and Illness Log ([www.osha.gov](http://www.osha.gov))

OSHA Form 300-A - Summary of Work-Related Injuries and Illnesses ([www.osha.gov](http://www.osha.gov) )

OSHA Form 301 — Injuries and Illnesses Incident Report ([www.osha.gov](http://www.osha.gov) )

## **Appendix D:**

### **Emergency Response Plan / SOP's**

#### **D-1: Earthquake drill SOP**

a. Immediate Action. Once personnel feel the ground, floor or building begin to shake, immediately take the following actions:

(1) Get underneath your desk so that you are protected from falling debris.

(2) If you cannot get under a desk, get off of your feet and in a position where falling debris is least likely to strike you.

(3) Do not attempt to leave the building while the earthquake is occurring.

b. Once the earthquake is over:

(1) Check yourself for injury.

(2) Check others in your office for injury.

(3) Give immediate first aid, if required. The Emergency Preparedness Kits on each floor contain first aid items.

(4) Evacuate the building. (Execute Evacuation Drill SOP.)

c. Return to Building Authority.

(1) Small earthquake with localized damage. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.

(2) Large earthquake with damage to a large area [first responders (police, fire and EMS) may not arrive for some time.]

(a) Building chain of command must take charge of the situation.

(b) Treat and stabilize any injuries.

(c) Determine if the building can be reoccupied.

- (d) Check the outside of the building for visible structural damage.
- (e) Check the inside of the building for visible structural damage.
- (f) Check for downed power lines or sparking lines in the building.
- (g) Follow Installation Earthquake Response Plan.

## D-2: Evacuation drill SOP

a. Notification. The call to evacuate a building is usually in response to a threat (i.e. bomb, contamination, etc) and may come from a number of sources (i.e. threatening phone call, fire alarm, suspicious package, etc). Anyone receiving a call from POM PD/FD or the IOC with instructions to evacuate the building has the authority to evacuate the building. If someone is notified by an unknown source of a situation that threatens the occupants of a building, a competent authority (i.e. Dean, MLI, etc) determines the legitimacy of the threat and immediately initiates the evacuation drill and activates the building fire alarm. This will get everyone out of the building in an orderly fashion and alert the first responders of the threat.

b. Procedures. Once the evacuation order is given or the fire alarm is activated, all personnel are to calmly depart the building using the nearest exit, go directly to the pre-established assembly area, and report to your immediate chain of command for accountability. The Emergency Response Coordinator (ERC) and Emergency Response Assistants are responsible for securing the building Emergency Response Kits and taking them to the designated Assembly Area.

c. Accountability. Individuals are to report their presence to the section leader and stay in close proximity to the assembly area to provide assistance as needed and for accountability. Section leaders will account for their personnel and provide updated accountability status to the ERC. If personnel are unaccounted for, no one will reenter the building to look for them. First responders must be notified upon arrival the names and last known location of those not accounted for.

d. Responsibilities. The building ERC will designate **three** Emergency Response Assistants to provide assistance with responding to the threat. The *Accountability Assistant* will compile the accountability status from sections, another *First Responder Assistant* will call 911 and provide pertinent details (i.e. location, injuries, POC, etc) to first responders, and the *OPREP Assistant* will contact the Installation Operations Center at (831) 242-6912 to provide pertinent details regarding the emergency and assist with the development of the OPREP.

e. Return to Building Authority. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.

### **D-3: Lockdown drill SOP**

a. Notification. The call to lockdown any building may come from a number of sources. First responders and the IOC staff may direct lockdown based on a specific threat. Lockdown can also be initiated by someone who hears gunshots in the building or in the immediate area, or sees someone with a deadly weapon in the building or in the immediate area.

(1) IOC is not operational. POM PD/FD will notify the Garrison Commander, and Senior Commander, DPTMS or DCSOPS / SDO (after hours) of the need to lockdown a building. If speed is critical based on the threat, POM PD/FD may direct lockdown using a mass notification system (Dialer or Pop-up Messaging) or use Bullhorns to direct building lockdown.

(2) IOC is operational. POM PD/FD will notify the IOC either through the Liaison or the DES representative in the IOC. Again, if speed is critical based on the threat, POM PD/FD may direct lockdown using a mass notification system (Dialer or Pop-up Messaging) or use Bullhorns to direct building lockdown.

b. Activation Authority. Anyone who receives the call from POM FD/PD, hears gunshots, or observes someone with a deadly weapon has the authority to initiate lockdown procedures. GC, DGC, DPTMS or DES has authority to unilaterally direct lockdown procedures from the IOC.

c. All Clear Authority. The Incident Commander (First Responder) has the authority to direct personnel to come out of lockdown. Personnel may come out from behind locked doors once they receive the "ALL CLEAR" from a competent authority (i.e. Ad-Hoc Computer Messaging, Giant Voice, Law Enforcement personnel, etc).

d. Actions.

(1) Immediately lock all entrance doors to the room you are in. Leaders should quickly check the hallways and bathrooms to get all personnel behind a locked door as quickly as possible. Lock all windows from the inside and cover (drapes or blinds) so that no one can see inside.

(2) Place cell phones on vibrate so ringing cannot be heard from outside the room. Noise coming from a room may alert an intruder to your presence. Do not answer ringing phones. Phone calls can be made as long as your voice cannot be heard from outside of the room.

e. Accountability Procedure. Report accountability of personnel immediately after the "ALL CLEAR" signal is given by competent authority and report through their chain

of command. DCSOPS will compile accountability reports from DLIFLC Directorates and DPTMS will compile all accountability reports from Garrison Activities.

#### **D-4: Fire drill SOP**

a. Notification. The building fire alarm is the most common notification system to tell all building occupants to evacuate a building; however, anyone that sees a fire, or smells smoke or gas can initiate the order. If the building fire alarm has not been activated, anyone hearing the evacuation order should activate the building fire alarm system. This will inform POM FD / PD of the building emergency.

b. Procedures. Once the evacuation order is given or the fire alarm is activated, all personnel are to calmly depart the building using the nearest exit, go directly to the pre-established assembly area, and report to your immediate chain of command for accountability. The Emergency Response Coordinator (ERC) and Emergency Response Assistants are responsible for securing the building Emergency Response Kits and taking them to the designated Assembly Area.

c. Accountability. Report your presence to the section leader and stay in close proximity to the assembly area to provide assistance as needed and for accountability. Section leaders will account for their personnel and provide updated accountability status to the ERC. If personnel are unaccounted for, no one will reenter the building to look for them. First responders must be notified upon arrival the names and last known location of those not accounted for.

d. Responsibilities. The building ERC will designate **three** Emergency Response Assistants to provide assistance with responding to the fire. The *Accountability Assistant* will compile the accountability status from sections, another *First Responder Assistant* will call 911 and provide pertinent details (i.e. location, injuries, POC, etc) to first responders, and the *OPREP Assistant* will contact the Installation Operations Center at (831) 242-6912 to provide pertinent details regarding the emergency and assist with the development of the OPREP.

e. Return to Building Authority. The Incident Commander (First Responder) has the authority to direct personnel to return to the building. This may be done in person or by a mass notification system.