Department of the Army ***Fort Sill Regulation 385-10**
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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Safety

SAFETY REGULATION

Summary. This regulation prescribes policy, procedures, and responsibilities for the United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS) Accident Prevention Program. It implements requirements of the Occupational Safety and Health Act of 1970 as implemented in Executive Order 12196; 29 Code of Federal Regulations 1960; Department of Defense Instructions 6055 Series; Army Regulation (AR) and Department of the Army (DA) Pamphlet (PAM) 385-10.

Applicability. This regulation applies to all military, Civilian, and contracting personnel working on USAFCOEFS. Tenant commands and activities may establish host tenant agreements to cover specific issues necessary to implement their accident prevention programs in accordance with requirements unique to their Major Army Commands (MACOMs).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Safety Office, USAFCOEFS, 4700 Mow-Way Road, Suite 465, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the Safety Office, USAFCOEFS. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Fires Center/Fort Sill Safety Office.

Distribution. This regulation is distributed solely through the Director of Human Resources, Administrative Services Division Homepage at http://sill-www.army.mil/USAG/publications2012.html.

***This regulation supersedes FS regulation 385-10, 16 January 2013.**

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CHAPTER 1
Introduction

1-1. Purpose. This regulation prescribes policies, responsibilities, and provides procedures for implementing, managing, and conducting the USAFCOEFS Safety and Occupational Health (SOH) Program in accordance with federal law and Army regulations.

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

1-3. Explanation of Abbreviations and Terms. Abbreviation and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, the Army Records Information Management System website (https://www.arims.army.mil).

1-5. Policy. The command's policy is to minimize accidents by maintaining safe and healthy work environments. Utilize all material and equipment in accordance with current safety standards and regulations. Conduct safety awareness training, require participation, and enforce the USAFCOEFS SOH Program at all levels of command.

1-6. Responsibilities.

a. FCoE and Fort Sill Senior Commander, as the Installation Senior Safety Officer (ISSO), will provide the leadership and necessary resources to fully implement and administer all aspects of the FCoE and Fort Sill SOH Program in accordance with (IAW) AR 385-10.

b. Commanders and directors will:

(1) Have a written safety program. Appoint, in writing, an Additional Duty Safety Officer/Noncommissioned Officer (ADSO/NCO) (If a Civilian, the position title is Collateral Duty Safety Officer (CDSO)). The ADSO at battalion or higher level units will be a commissioned officer or DA Civilian, and at battery level, will be in the rank of staff sergeant or higher, or DA Civilians IAW AR 385-10. Provide a copy of the appointment orders to the Fires Center of Excellence/Fort Sill Safety office (FCOEFSS). Have the ADSO complete the online additional duty safety course within 30 days of appointment. The ADSO/CDSO will attend resident safety training within 90 days after being appointed on orders.

(2) Maintain safe operations and practices and prevent accidents within their respective areas.

(3) Enforce safety work procedures, good housekeeping practices, and personal protective equipment (PPE) use.

(4) Administer proper corrective action for violation of safety and health rules.

(5) Ensure thorough training in proper job procedures and safety practices for all employees.

(6) Administer expeditious investigation and reporting of all accidents in accordance with DA Pam 385-40.

(7) Ensure all personnel are assigned to a medical surveillance and training program and attend all appointments and scheduled classes.

(8) Promptly abate all safety and health deficiencies.

(9) Include safety standards in supervisors' performance appraisals.

(10) Budget and fund for safety supplies, equipment, and training.

(11) Establish and maintain a safety board to display safety and occupational health policies and materials. Strategically place safety posters throughout the area. Some posters are available from the safety office. Use posters designed by members of the unit and oriented toward unit needs whenever possible. These are normally more effective than stock posters. Replace posters frequently. They lose their effectiveness rapidly.

(12) Maintain a reading file of available safety literature. Include items such as safety standard operating procedures, bulletins, newsletters, memorandums, pamphlets, and other safety correspondence that applies to the organization.

(13) Post contact information, office location, and photo of ADSO/CDSO on all safety bulletin boards. Include locations where personnel notices are usually placed. The following items below are mandatory to be posted:

(a) Safety and Occupational Health Protection Program (DD Form 2272).

(b) Employee Report of Alleged Unsafe/Unhealthful Working Conditions (DA Form 4755).

(c) Commanders Safety Policies.

(14) Establish written awards program to include unit, battalion (BN), brigade (BDE) and higher for awards program signed by Commander (see appendix B).

(15) Develop a Unit Safety Standard Operating Procedure (see appendix C). Units/organizations that adopt a higher headquarters safety program must have a memorandum signed by the commander/director.

(16) Conduct quarterly safety meetings down to battery/company level with a representative from each section and record minutes of the meeting. Maintain meeting minutes for record.

(17) Brigade, battalion, and company commanders, Command Sergeant Majors (CSMs) and First Sergeants (1SGs) will complete the Commander's Safety Course prior to assuming Initial Entry Training (IET) duties IAW TRADOC 350-6, Par 5-1. Organizations other than IET, Commanders must complete Commanders Safety Course prior to assuming command IAW AR 385-10, Par 10-6.

(18) Ensure that all Soldiers and Army Civilians complete the On-Line Risk Management Course (AR 350-1, Par G-15) within 60 days of assignment or hiring.

(19) Ensure all Army Civilians complete the Employee Safety Course (DA PAM 385-10, Par 10-4) within 30 days of assignment or hiring.

(20) Ensure all personnel Military or Civilian that rate Civilians complete the Managers or Supervisors Safety Course (AR 385-10, Par 10-5) within 60 days of assignment.

(21) Appoint personnel at all levels of command for the following additional duties that fall within safety oversight, and ensure training is complete within 30 days of appointment:

(a) Hazardous Communications/Globally Harmonized System (HAZCOM) On-line registration: https://fcoe.tradoc.army.mil/sites/FCoE_Safety/SitePages/Home.aspx

(b) Fire Prevention, FS 420-90 (Call 442-5911 to schedule training)

(c) Master Driver, AR 600-55, Par 4-2 (Register through Schools NCO)

(d) Motorcycle Mentor, FS 385-10, App K (Current on MSF, Experienced, a leader)

(e) Radiation Safety, DA Pam 385-24, Par 1-4 (Only if organizations have Radiation Comodities)

c. Safety Directors and Managers will:

(1) Develop mishap prevention and loss control measures and programs.

(2) Prepare specific activity safety rules and regulations for approval and issue by the Commander.

(3) Organize, coordinate, and conduct safety inspections, surveys, and workplace monitoring programs to identify violations, hazards, and deficiencies in the operations of facilities and equipment.

(4) Conduct safety mishap investigations, studies, and analyze reports of injuries or illnesses and property damage to identify causal factors. Determine trends, and initiate program improvement action.

(5) Maintain complete and accurate records on the mishap, injury, and occupational illness experience to fulfill all reporting requirements.

(6) Record safety and health violations and deficiencies, recommend corrective actions, and conduct follow-up inspections.

(7) Maintain liaison with plan and design officials on the adequacy of tools, equipment, facilities, designs, plans, and specifications from the safety and health standpoint. Integrate safety precautions into all plan and design efforts.

(8) Develop, coordinate, and provide classroom instruction safety training and education to additional duty safety personnel. Conduct required specific safety refresher training every three years and where conditions warrant, specialized training.

(9) Provide consultation service, advice, and guidance to all activity organizational elements and levels of supervision covering technical aspects of safety, principles of hazard recognition and control, and application of safety principles as they relate to employees and the workplace.

(10) Coordinate the preparation of the activity annual safety program budget.

(11) Serve as the technical authority in the procurement of approved PPE and as coordinator for all facets of the personal protection, noise control, and sight conservation programs.

(12) Analyze investigation reports of accidents (regardless of who conducts the investigation) and make recommendations to the commander for corrective action.

(13) Establish written goals and objectives for the command's SOH program and continued evaluation of program performance.

(14) Implement a hazard reporting system that provides employees with a method of reporting unsafe or unhealthful working conditions. Review Risk Management work sheets.

d. All Leaders/Supervisors will:

(1) Ensure the safety of all military and Civilian subordinates within their department, ensure safe condition of the work area, and enforce safety rules and regulations.

(2) Correct, eliminate, and report all unsafe, unhealthful working conditions within their areas to their safety representative.

(3) Provide appropriate safety procedures or PPE (e.g., clothing, goggles, masks, etc.) when employees face potentially hazardous conditions. Provide safety

training and enforce standards.

(4) Report all accidents involving bodily injury, no matter how minor, to include damage to property and equipment. Submit all recordable accidents through the REPORTIT Army Accident Reporting System.

(5) Arrange immediate medical care and attention for employees injured on the job.

(6) Implement all Federal and DA rules and regulations.

(7) Conduct daily safety inspections within your departments, correct deficiencies, and maintain property and equipment in a safe operating condition.

(8) Document safety inspections on a monthly basis and maintain inspection records for one year.

(9) Ensure compliance with all safety training and medical surveillance programs and require strict adherence to all schedules and appointments.

(10) Document all safety, fire, and occupational health training provided to employees.

e. ADSO/CDSO's shall:

(1) Complete the On-Line ADSO/CDSO course within 30 days of appointment.

(2) Complete required resident training within 90 days of appointment call (580) 442-2212/2265/2266 to schedule seat.

(3) Post contact information and photo on safety boards in their footprint.

(4) Conduct quarterly low hazard inspections that must be documented and maintained for a minimum of one year.

(5) Schedule Annual Standard Army Safety and Occupational Health inspections with the Fort Sill Safety Office.

f. Soldiers and Civilian employees will:

(1) Immediately report all occupational injuries or illnesses to their safety representative no matter how minor.

(2) Abide by all verbal or written safety rules given by a supervisor and/or safety professional.

(3) Accomplish work in a manner that will assure your own and other employees' safety and health.

(4) Report all unsafe or unhealthful working conditions to your supervisor.

(5) Use and maintain all personal protective clothing and equipment specified for the safe performance of your duties.

Chapter 2
Risk Management

2-1. Purpose. This chapter establishes requirements for training safety measures for USAFCOEFS. All USAFCOEFS units must assess and control the risks associated with all potentially hazardous operations. The risk management process will be used IAW AR 350-1, AR 385-10, ATP 5-19, FM 3-0, DA Pam 385-1, IMCOM Regulation 385-10 and TRADOC Reg. 385-2.

2-2. General. Leaders at every level must be aware of correct safety procedures during training. All personnel shall complete the On-Line Risk Management training within 60 days of assignment or hiring, and further complete ongoing annual risk management training and document training. Subordinates follow and learn from the actions of leaders in the performance of their duties. Safety is no exception. Soldiers develop a "sixth safety sense" after being exposed to repetitive words and deeds that reflect leader's safety awareness and concern. Moreover, Soldiers be aware that you are accountable for accidents when you fail to exercise prudent caution or fail to accomplish a task in which you are trained or instructed. There is no choice between safety and realism. Safety always prevails.

2-3. Risk Management. Leaders at all levels utilize risk management procedures to integrate safety into planning and implementation phases of all operations to effectively accomplish the mission and provide protection against accidental losses of personnel and equipment.

2-4. Risk Acceptance Authorities. All personnel assigned to USAFCOEFS will follow current Commanding General‘s Policy on Risk Management and Risk Acceptance Authority.

Chapter 3
Hazard Communication Program

3-1. Purpose. To provide guidelines and assign responsibilities for the implementation of 29 CFR 1910.1200, Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS)/Globally Harmonized Standard (GHS), and Appendix D, at USAFCOEFS subordinate commands and tenant activities.

3-2. Scope.

a. This program applies to all USAFCOEFS military and Civilian personnel and tenant activities who work with chemicals/hazardous materials (HMs) or who must routinely pass through or work in areas that use HMs as part of the operations. It also applies to organizations storing over a daily use of chemicals.

b. This program does not apply to contract workers working in government facilities. Contractors must receive the safety data sheet (SDS) from the manufactures or importer for the HMs they may encounter while working in Army facilities, and provide SDSs of the HMs they use on Army facilities to the contracting office.

3-3. Policy. FCoE and Fort Sill provides a safe and healthful workplace for its personnel and fully implements the DOD & OSHA, HCS/GHS. Accordingly, supervisors warn personnel working with or exposed to HMs in the workplace of health hazards of these chemicals and the protective measures available through:

a. Container labels and warning tags.

b. Safety Data Sheets.

c. Inventories of workplace HMs.

d. Documented training.

e. Written programs.

3-4. Responsibilities.

a. The ISSO is responsible overall for the Installation Hazard Communication Program (HCP) delegated to the Garrison Commander who has authority to make the decisions necessary to ensure the success of the program.

b. Commander/director of each organization appoint in writing a hazardous communications program manager who will-

(1) All personnel assigned on orders as the HAZCOM representative shall register and complete the FCOE HAZCOM/GHS Train the Trainer class. Register by calling (580) 442-2212-2265-2266

(2) Provide overall program management that includes establishing plans, policies, coordination, and procedures for the effective implementation of the HCP.

(3) Provide technical guidance and coordinate a training program.

(4) Assess compliance with program requirements.

(5) Ensure SDS Sheets are readily accessible at area where chemicals are

located.

(6) Ensure Inventory check lists are completed and maintained at each location where chemicals are located.

c. Medical Department Activity (MEDDAC), Preventive Medicine will-

(1) Assist by providing technical guidance upon request and participating in formal training programs.

(2) Evaluate SDSs of "new" material to minimize the addition of HMs to the command's supply system.

(3) Conduct hazard evaluation and identify HMs in the workplace and the employees covered by the program. An industrial hygienist will conduct and document the evaluation, which must include-

(a) Identification of HMs that are physical or health hazards. Exclude from the assessment items such as hazardous waste (HW), drugs, food, tobacco, and common consumer products (household detergents, typing correction fluid, etc.), if other regulations cover them or they are used in the same manner as in typical consumer applications.

(b) Identification of employees potentially exposed to the HM. Potential exposure situations could occur during normal work activities, nonroutine tasks, and accidental spills.

d. Mission & Installation Contracting Command (MICC) will incorporate clauses in contracts that require contractors to comply with DOD & OSHA standards as well as provide SDSs of HMs they intend to use on projects.

e. Logistics Readiness Center (LRC) will forward a copy of each SDS, provided by vendors, to MEDDAC Preventive Medicine for review and approval.

f. Directorate of Public Works (DPW) will ensure proper identification and marking of piping systems, equipment, and storage tanks containing HM.

g. Civilian Personnel Advisory Center, (CPAC) will assist in identifying Civilian employees requiring training as required by law or for the success of the command’s HCP.

h. Fort Sill Safety Office has oversight and monitors the HCP.

i. Commanders, directors, and supervisors will appoint a HM/HW manager who develops, implements, and maintains a written HCP for their workplace in accordance with 29 CFR 1910.1200. A written program is in appendix D.

j. Army military and Civilian employees will-

(1) Use and handle HMs safely and in accordance with manufacturer's specifications.

(2) Use engineering controls, protective equipment, and safe procedures to prevent HM mishap.

(3) Obtain supervisor’s approval prior to introducing new HMs into the workplace or changing operations or procedures using HMs.

(4) All personnel that have a potential to come in contact with chemicals shall be trained. All training shall be documented and maintained on file for a period no less than one year.

Chapter 4
Respiratory Protection Program

4-1. Purpose. To implement the command's Installation Respiratory Protection Program (IRPP) as required by AR 11-34, DA Pam 385-10, and 29 CFR 1910.134(c).

4-2. Scope. This applies to all units assigned or attached to USAFCOEFS elements.

4-3. Policy. USAFCOEFS has a commitment to provide a safe and healthy workplace for its personnel and to fully implement a respiratory protection program. Unit/Organization provides respiratory protection equipment, at no cost, to personnel for protection against chemical and other respiratory hazards when the following conditions exist.

a. Engineering and/or administrative hazard controls are not feasible.

b. Development of hazard controls is pending.

c. Short-term, nonroutine operations for which engineering and/or administrative hazard controls are not feasible.

d. Emergency situations (e.g., spill response, damage control, etc).

e. At the request of an employee.

4-4. General. Safety and health standards establish permissible exposure limits (PELs) for airborne concentrations of potentially hazardous dusts, fumes, mists, and vapors. When engineering controls are not feasible, or as an interim step, implement a respiratory protection program governing respirator selection, use, maintenance, and release of appropriate respirators to employees.

4-5. Responsibilities.

a. The ISSO has overall responsibility for the IRPP, delegated to the Garrison Commander who has full authority to make necessary decisions to ensure the success of the program. Commander appoints an Installation Respiratory Protection Program Manager (IRPPM) and an Installation Respirator Specialist (IRS).

b. The Garrison Safety Manager is the IRPPM. IRPPM coordinates all aspects of the IRPP and advises Garrison Commander of the actions required to ensure the success of the program.

c. The Installation Commander designates the IRS. The IRS is preventive medicine and can be contacted at (580) 442-8725. The IRS will:

(1) Train or ensure that training of supervisors and workers is accomplished and perform required fit testing.

(2) Coordinate annual program evaluations to ensure-

(a) Use of engineering and administrative alternatives when possible.

(b) Issuance of respirators and respirator cards after determining that all requirements for medical evaluations, training and fit testing are met.

(c) Local respiratory protection managers, respirator users, and their supervisors receive annual respiratory protection training.

(d) Maintenance of records pertaining to respirator training, fit testing, and employee exposures are maintained IAW AR 25-400-2.

(e) Ensure repair/proper disposal of respirators and verify that adequate levels of spare parts are maintained.

(f) Coordinate with fire department to conduct monthly inspections of emergency use respirators and Self Contained Breathing Apparatus (SCBAs). The IRS maintains records of these inspections IAW AR 25-400-2.

(g) Establish the procedures for monitoring the breathing quality for air-supplied respirators.

d. Respiratory protection equipment purchased will be approved by the National Institute of Occupational Safety and Health (NIOSH).

e. LRC and other supply representatives will issue only American National Standards Institute (ANSI) or Mine Safety and Health Administration (MSHA) approved respiratory protection equipment or NIOSH approved equipment.

f. DPW will:

(1) Install and maintain breathing air systems capable of providing Grade D breathing air where required.

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

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

g. The Fire Department will:

(1) Provide training for firefighters using Respiratory Protection Equipment (RPE) and respirator specialists in coordination with the Installation Respirator Specialist FCFSSO and Preventive Medicine Service as outlined in AR 11-34. Training includes the following:

(a) Handling, use, and maintenance of respirators.

(b) Respirator selection based on the contaminant in the atmosphere and the appropriate protection factor to include the approval of Industrial Hygienist of a selected respirator and cartridge.

(c) Records management.

(d) Medical and safety aspects of the program.

(e) Fitting and testing of respirators.

(f) Coordinating with respirator specialists to inspect monthly the emergency use respirators and SCBAs.

(g) Being available for emergency situations where a SCBA would be required to enter a contaminated atmosphere.

h. Garrison Safety Office Manager will:

(1) Evaluate, annually, the RPP IAW CFR 1910.134 and review SOPs during the annual Standard Army Safety and Occupational Health Inspections (SASOHI).

(2) Perform work site inspections to determine the type of RPE best suited for the task involved. Safety Manager requests the Industrial Hygienist perform surveys where personnel suspect there is hazards to health.

(3) Conduct random inspections to ensure respirator specialists maintain records of monthly inspection conducted on emergency use respirators and SCBA.

i. MEDDAC, Preventive Medicine will:

(1) Conduct a medical examination/evaluation on personnel who are identified to wear a respirator. Contact the Occupational Health (OH) clinic for an appointment.

(2) Notify the IRPPM and CPAC when an employee is unable to pass a medical examination.

(3) Provide technical guidance and actively assist the IRPPM in meeting program-training requirements.

(4) Assist the safety manager in reviewing the RPP and conducting on site evaluations.

(5) Provide training to the IRS.

j. CPAC will:

(1) Refer personnel considered for employment, requiring the use of RPE, to the OH Clinic for a pre-employment physical examination.

(2) Assist installation managers in reassigning employees required to wear RPE, who are unable to do so properly, as determined by the OH Clinic.

k. Commanders, directors, and supervisors appoint a unit respiratory protection manager who will:

(1) Ensure a Health Hazard Assessment is conducted and posted, of existing, new, or modified operations, regarding respiratory protection.

(2) Fund and issue RPE to personnel who have successfully completed medical and fit testing requirements.

(3) Ensure workers use respirators IAW this regulation and local SOPs

(4) Ensure all respirator users and their supervisors receive annual respirator training.

(5) Ensure scheduling of medical examination for all respirator users as required for that specific hazard(s). Ensure scheduling of fit-tests by the IRS.

(6) Coordinate with the IRS, who shall ensure that employees using a tight-fitting face piece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT) prior to initial use of the respirator or whenever a different respirator face piece (size, style, model, or make) is used and at least annually thereafter.

(7) Maintain all records pertaining to respirator training, fit-testing, employee exposures to respiratory hazards such as welding fumes and HM/HW spills IAW AR 25-

400-2.

(8) Inspect and document monthly the respirators used in routine situations, during cleaning, and emergency use IAW the manufacture's recommendations for use. In addition, inspect the SCBA monthly.

(9) Develop, implement, and maintain a respiratory protection program standing operating procedure. A sample standing operating procedure is at appendix E.

(10) Maintain respirators and replace deteriorated respirators, as needed.

(11) Ensure employee performance standards reflect safety and the use of PPE.

(12) Coordinate employee fitting for corrective lenses for use inside full face-piece respirators to assure proper vision.

l. Respirator users will:

(1) Fit-check respirators before each use and use respirators in accordance with this instruction.

(2) Ensure the respirator is fully functional at all times and report any problems involving the use of respirators to the supervisor.

(3) Inspect and repair respirators prior to use, and clean and disinfect respirators after use.

(4) Comply with the requirements of this instruction. Failure to comply may result in administrative action.

4-6. Respirator Selection. Order only NIOSH approved respirators.

4-7. Respirator Use.

a. Use only NIOSH approved RPE.

b. Do not make modifications or substitutions to the respirators.

c. Only the person fit tested for the respirator may use it.

d. Do not fit individuals with interfering facial hair for respirators.

e. Do not wear contact lenses with the respirator.

f. Inspect the respirator per manufacturer’s instructions before donning.

g. Perform a respirator fit-check per manufacturer's instructions when donning a respirator.

h. Upon detecting an odor from the work process, develop difficult breathing, or suspect a leak, while using a respirator, leave the work area without delay. Do not reenter until you have resolved the problem, either by replacing cartridges, restoring airflow, or other means, as necessary.

i. When temporarily removing respirators during breaks in work operations, move away from the work area to prevent worker exposure and to keep the inside of the respirator face-piece clean. Protect respirators from contamination before redonning.

j. Clean, disinfect, and return respirators to the storage facility after each use.

4-8. Respirator Inspection. Respirator users inspect all respirators in accordance with manufacturer's instructions.

4-9. Respirator Cleaning and Disinfecting. Clean and disinfect respirators after each use.

4-10. Respirator Storage.

a. Store clean respirators in sealed plastic bags, away from sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Keep the storage area clean and sanitary.

b. Store respirators in such a way as to prevent crushing that can result in deformation of the face-piece or exhalation valve.

4-11. Repair and Maintenance. The IRS will:

a. Perform respirator assembly and repair, as authorized.

b. Not attempt to replace components or to make adjustments or repairs beyond the manufacturers' recommendations or with parts from different manufacturers.

4-12. Medical Examinations.

a. A physician or occupational health nurse, under the direction of a physician must medically evaluate all respirator users to ensure that they can wear a respirator and perform the required work without adverse health effects.

b. An optometrist must fit users of prescription eyewear with respirator spectacles when the users wear full-face respirators.

4-13. Training. The IRS or unit respiratory protection program manager will-

a. Instruct and train respirator users and their supervisors in the proper use of respirators and users limitations.

b. Include the following in annual training:

(1) Types of hazardous atmospheres and their effects on worker health.

(2) Respirator selection.

(3) Respirator use and limitations.

(4) Respiratory Protection Program requirements.

(5) Respirator inspection procedures.

(6) Respirator donning and fit-testing procedures.

c. Provide and document effective training to employees who are required to use respirators as mandated by the standard. The training must be comprehensive, understandable, and recur annually as required by the standard and more often, if necessary.

4-14. Fit-Testing. IRS/local respiratory protection managers conduct fit testing IAW AR 11-34 and 29 CFR 1910.139 and manufacturers instructions, only after OH approval.

4-15. Program Evaluation. USAFCOEFS respiratory program manager or IRS will conduct an annual program evaluation to determine program effectiveness using the Respiratory Protection Program Inspection Guide and take appropriate actions to correct any discrepancies.

Chapter 5
Confined Space Entry Program

5-1. Purpose. To implement the USAFCOEFS Confined Space Entry Program as required by AR 385-10, DA PAM 385-10, and 29 CFR 1910.146.

5-2. Scope.

a. This program applies to all military and Civilian units assigned or attached to USAFCOEFS with personnel required to enter a permit required, confined space to include aircraft fuel cells.

b. This program does not apply to contractors or contract workers working in government facilities. Contractors must, however, be informed of known permit spaces and permit space entry requirements, any identified hazards, the Army's experience with the space, and precautions or procedures to be followed when in or near permit-

required spaces.

5-3. Policy. Fort Sill must provide a safe and healthful workplace for its personnel and ensure units/organizations implement the OSHA, Confined Space Entry Program as necessary. Units/organizations that have personnel working in permit-required confined spaces must be made aware of the confined space hazards. Personnel must have appropriate PPE and any other equipment necessary for safe entry.

5-4. Responsibilities. The ISSO has overall responsibilities for the Confined Space Entry Program delegated to the Garrison Commander who has authority to make necessary decisions to ensure the success of the program.

5-5. Basic Program Elements. Basic program elements and procedures for confined space entry are outlined in DA Pam 385-10, Para. 14-4 & 29 CFR 1910.146(c).

Chapter 6
Hazard Abatement Program

6-1. Purpose. This chapter informs personnel working on Fort Sill the reporting procedures of hazards identified in the workplace.

6-2. Responsibilities. Personnel will:

a. When applicable, complete a work order (DA Form 4283) or submit a service order to DPW at 442-3251.

b. DPW will send all "safety" or "fire code violations" that require a work order to correct/repair, to the Fort Sill safety office where the work order will be assigned a Risk Assessment Code (RAC).

6-3. Hazard Reporting. Establish procedures for employee reports of hazards IAW DA Pam 385-10, 29 CFR 1960.28 and 29 CFR 1960.46. Any employee can report an unsafe condition by using the following methods:

a. Complete a DA Form 4755.

b. Contact the safety office at 442-4466/4701.

Chapter 7
Tactical Safety Program

7-1. Purpose. To provide safety guidance and procedures for tactical operations within USAFCOEFS in order to reduce to an absolute minimum, the hazards encountered during tactical training.

7-2. Scope. These procedures apply to all active duty and reserve units and activities while participating in tactical operations within USAFCOEFS.

7-3. Policy. Commanders have the ultimate responsibility for the personnel and equipment under their command. Leaders and supervisors are specifically responsible for the personnel and equipment in their charge. All personnel have the moral responsibility to take prudent actions to avoid losses due to accidents. Everyone has the authority to stop an unsafe act.

7-4. General. Accidents and injuries increase during tactical operations. An analysis of accidents, through lessons learned show a pattern of recurrence in certain types of accidents. Lack of sleep, failure to follow established procedures, failure to enforce the procedures, hasty decisions made due to OPTEMPO pace, all contribute to accidents during tactical operations.

7-5. Risk Management. Decision-makers at every level will employ the RM process as specified in AR 385-10. Soldiers, down to the lowest level, need to know and understand the hazards they face and take control measures to implement. For further information on Risk Management or risk management publication references, see Chapter 2 of this regulation.

7-6. Field Space Heaters.

a. References.

(1) TRADOC Regulation 385-2, TRADOC Safety Program.

(2) AR 600-55, Motor Vehicle and Equipment Operator Selection Training, Testing and Licensing.

(3) TM 10-4500-200-13, Heaters Space- Radiant Type.

(4) TM 9-4520-257-12&P, Operators and Units Maintenance Manual Heater, Space, Radiant, Large (H-45).

b. Procure and use only heaters authorized for Army use by the Defense Logistics Agency. Obtain information regarding heaters at: http://www.natick.army.mil/soldier/media/print/Smartbook_Web.pdf

(1) Commercially Procured Space Heaters. Do not use commercially procured space heaters on Fort Sill for use in Army field training or operations.

(2) A listing of Army approved heaters can be found on the FCoE safety Sharepoint under Safety toolbox.

(3) Only personnel trained, tested, and licensed IAW AR 600-55, chapter 6, can setup and operate heaters. The responsible unit fire or safety representative inspects each heater before use.

(4) For operation procedures, refer to the technical manuals listed in Para 8-6a.

(5) Do not use CO detectors outdoors. CO detectors are not designed or proven for outdoor use and do not have a means for calibration. CO detectors used in an outdoor environment provide a false sense of safety and cannot provide early warning.

7-7. Severe Weather. All weather watches, warnings and advisories are disseminated to Fort Sill units and agencies IAW Fort Sill Reg.115-9 and Fort Sill Operation Center (FSOC) local procedures.

a. Extreme High & Cold Temperatures. Refer to GTA 5-08-012, FM 21-10, and TB MED 507.

b. **Tornado Watch**. Conditions are favorable or expected but not occurring or imminent. Atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes. Remain alert for approaching storms. Listen to NOAA Weather Radio, commercial TV or radio for weather information.

c. Tornado Warning. Conditions are occurring or imminent. A tornado has been sighted or indicated by weather radar. If you may be in the path of the storm, move to a previously designated safe area. Tornado watches and warnings are issued as soon as the conditions are identified. Use the available time, once you note a warning, to prepare for one of nature's most destructive storms. Stay informed about the approaching storm. Sometimes tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado.

d. Lightning Detection, Warning and Safety Procedures:

(1) Criteria: Lightning at 30 miles.

(2) Actions:

(a) Notify personnel of increased lightning hazard.

(b) Prepare to cease unnecessary outdoor activity.

(c) Have nonessential personnel find shelter.

(3) Criteria: Lightning at 15 miles. Or thunder heard by personnel, but no lightning flash observed.

(4) Actions:

(a) Secure outdoor equipment.

(b) Cease outdoor activity other than securing equipment and critical tasks.

(c) Personnel not occupied due to activity curtailment should move to designated lightning shelter.

(5) Criteria: Lightning at 8 miles or lightning observed.

(6) Actions:

(a) Immediate cessation of outdoor activity. Abandon efforts to secure equipment if not completed.

(b) All personnel take cover in designated shelter. If no other shelter is available, personnel can move to hardtop automobiles for shelter. Personnel on foot should find low risk locations and disperse if no other options are available.

NOTE: If lightning activity is reasonably probable plan for:

1. Monitoring of lightning activity. Designate a responsible person for monitoring.

2. A lightning shelter consisting of a permanent substantial structure or a shelter specifically designed for personnel protection against lightning.

3. Priority of work efforts in the event that outdoor activity is curtailed. Curtailment of low priority activities will minimize personnel exposure to lightning hazards.

4. Communication of the lightning hazard on-site. How will all personnel be notified? If located in training area, prepare in advance an evacuation plan prior to training to transport all personnel to a safe location.

5. Protected location for operational (mission essential) personnel.

6. Personnel awareness of the lightning hazard. Awareness can be promulgated through a handout for personnel or more formal training.

7-8. Tents.

a. Set up tents for billeting personnel and storing unit equipment and supplies in rows with a 6 feet clearance on all sides. Keep a10 feet clearance between a double row of tents and any other row of tents with frames.

b. Set up tents away from roads and trails. Do not cross tent ropes.

c. Choose or create tent areas level and free of potholes, sharp rocks, and other hazards.

d. Do not locate POL storage areas within 50 meters of tents. Store single cans

of fuel at least 50 feet from the tent. When possible, locate POL storage areas at a lower elevation than bivouac areas to prevent fuel leaks from drawing towards the tents.

e. Plan and establish walking paths between tents.

f. Ensure camouflage nets do not touch space heater stovepipes in tents and heater exhaust is vented away from tents. Proper vents and spark arrestors must be used on heaters use (2), 10 pound A,B,C fire extinguishers.

g. All fuel burning heaters consume oxygen. Adequate ventilation must be maintained at all times. Keep roof vents clear of snow, ice or debris. Open doors, windows, flaps, hook and loop fastener wall closures as needed to introduce sufficient fresh air to replace oxygen consumed by heaters. If symptoms of headache, dizziness, fatigue, nausea, or irregular breathing occur, move affected personnel to fresh air. **Failure to comply with this warning may result in personal injury or death.**

7-9. Field Mess. Refer to applicable field and technical manuals. Burner Units**.** Only properly trained and licensed mess personnel are authorized to operate burner units.

7-10. Use of Safety Equipment. All personnel operating or riding as a passenger in an Army motor vehicle will wear seat belts when sitting in seats in which seat belts have been installed. The vehicle operator is responsible for informing passengers of the seat belt requirement. Personnel operating or riding in Army tactical vehicles while operating in the training areas will wear Kevlar helmets. Ensure wheeled vehicle tailgates are locked in the up position. If installed, secure restraining straps, extending across rear cargo beds, before vehicle movement. For further guidance refer to AR 385-10.

7-11. Prevention of Heat Illness/Cold Weather Injuries.

a. Commanders and leaders at all levels are responsible for the prevention of heat/cold weather injuries.

b. All organizations will conduct heat injury prevention and treatment training to all personnel prior to 15 April of each year. Cold injury prevention and treatment training to all personnel will be conducted prior to 15 October each year.

c. Use field sanitation team members or other trained personnel to monitor heat/cold weather conditions and advise on risk factors.

d. Identify and mark personnel who have a previous heat/cold weather injury or is at possible risk.

e. When ambient temperatures reach 75 degrees Fahrenheit or greater use Wet Bulb Globe Thermometer (WBGT) to monitor temperature and update hourly. Follow unit SOP if required to update WBGT sooner.

f. Detailed information on prevention of heat/cold weather injuries can be found

on the Fort Sill Intranet in the Fort Sill Blue Book (HIP Pocket Guide), TRADOC Reg 350-29, and TB MED 507.

7-12. Safety Procedures for Tactical Water Operations.

NOTE: All government vehicles shall have and use a ground guide at all times while maneuvering in areas of congestion and low visibility areas.

7-13. Ground Guide Requirements.

a. Use ground guides according to the provisions of this regulation, AR 385-10, FM 21-60, ATP 4-11, and TC 21-305-20. Ground guides are required when wheeled and tracked vehicles are backed or when moved within an assembly area or motor pool. Ground guides will be properly trained according to the listed references of this memorandum.

b. Assistant drivers for other operations will, at minimum, be familiar with the vehicle operations and trained for ground guide duties.

c. Ground guides are required when wheeled and tracked vehicles are backed or when moved within an assembly area or motor pool.

(1) Ground guides will be properly trained according to FM 21–60, TC 21–305–20, and TC 21–306.

(2) For information regarding rail-vehicle transportation, refer to Military Traffic Management Command Transportation Engineering Agency's TM 55–2200–001–12, and other appropriate publications available from SDDC.

(3) Engineer vehicles operating outside of supervised or controlled access construction sites will use the ground guide standards for tactical or combat-wheeled vehicles. Operators of graders, bulldozers, and other engineer vehicles will walk around the vehicle before starting the engine to ensure that the area is clear of obstructions.

(4) When backing or maneuvering in controlled access construction sites, a signal person will be provided when the point of operation (includes area of load travel and area immediately surrounding the load placement) is not in full view of the vehicle, machine, or equipment operator; when vehicles are backed more than 100 feet; when terrain is hazardous; or when two or more vehicles are backing in the same area.

(5) When operating a vehicle, machine, or equipment within a controlled access construction site and the point of operation is in full view, the operator may back without the assistance of a signal person or spotter provided—

(a) The operator walks behind the vehicle, machine, or equipment to view the area for possible hazards.

(b) A reverse signal alarm is activated which is audible above the surrounding noise level according to 29 CFR 1926.602.

d. Army combat vehicle safety guidelines. The intercom must be operational and in use. Moving an ACV without a TC or VC and a working intercom or dismounted ground guide is prohibited.

e. Operators will move ACVs in motor pools, parking areas, cantonments, assembly, and sleeping areas only when a dismounted ground guide assists. When visibility is reduced, guides will use flashlights to direct vehicles. The TC or VC, driver, and dismounted ground guide will maintain visual contact at all times.

f. Railhead, port, supercargo, and escort operations. *Simultaneous operations.* Many of these operations require maneuvering in tight spaces with multiple simultaneous operations in the immediate vicinity. Personnel assigned to operate vehicles and materials handling equipment will be trained, licensed, and experienced. Ground guides will be sued and will be conspicuous by illumination device or high visibility clothing.

g. Moving an ACV without a TC or VC and a working intercom or ground guide is prohibited. Operators will move AVCs in motor pools, parking areas, cantonments, assembly, and sleeping area only when a dismounted ground guide assists.

7-14. Army Combat Vehicles (ACV) and Army Motor Vehicle (AMV) Safety

a. All ACV and AMV operators will be properly trained and licensed for the vehicle they are operating.

b. AMV Safety. Army combat and track vehicles in single vehicle movement will have a TC or a VC in the grade of E-5 or above and with vehicle specific training. For convoy operations involving more than one vehicle, a TC or VC in the grade of E-5 or above is required in each vehicle; however, the Battery Commander may request in writing, and the Battalion Commander may approve, exceptions to policy specifically regarding convoy operations in insufficient E-5s and above are available within the unit due to manning shortages and/or TDA/TOE authorization.

c. Assistant Driver (AD). Tactical AMVs in single vehicle movement will have an AD. The AD or vehicle operator will be in the grade of E-5 or above. For convoy operations involving more than one tactical AMV, an AD in each vehicle within the convoy will be in the grade of E-5 or above; however, the Battery Commander may request in writing, and the Battalion Commander may approve, exception to the policy specifically regarding convoy operations if insufficient E-5s and above are available within the unit due to manning shortages and/or TDA/TOE authorizations.

d. Assistant Driver Scheduling. If more than 10 hours are needed to complete operations, commanders will assign an AD who is qualified to operate the vehicle and is trained in Ground Guide (GC) procedures. AD for other operations will, at minimum, ne familiar with the vehicle operations and trained for ground guide duties. Other operations require assistant drivers are listed below.

(1) More than 4 hours of mission are expected to be during darkness.

(2) The need to wear mission-oriented protective posture equipment is anticipated.

(3) Night vision goggles will be worn during the mission.

(4) Travel over unfamiliar terrain will require detailed en-route navigation.

(5) Use of ground guide is anticipated and required.

(6) Deteriorating weather or road conditions are expected.

(7) High-value or mission-critical weapons systems or equipment is being transported.

(8) Other unusually difficult mission conditions are expected.

7-15. Vehicle Commander

a. *Senior occupant.* The senior occupant of an AMV or ACV is the senior ranking individual present or, in the case of a combat vehicle, the VC, and is responsible for the overall safety of the occupants. The senior occupant or VC will—

(1) Ensure that the requirements of this regulation and AR 600–55 are met.

(2) Ensure that the vehicle is operated in a safe manner and according to applicable AMV standards and traffic safety laws.

(3) Ensure that the driver is licensed on the vehicle to be operated.

(4) Prevent drivers who appear fatigued or who are physically, emotionally, or mentally impaired from operating a vehicle.

(5) Ensure that drivers obey headphone and listening devices, operator distraction, and alcohol consumption restrictions.

(6) Ensure that vehicle occupants use occupant restraint devices at all times. If the senior occupant cannot be ascertained, the driver will be responsible for enforcement.

(7) Ensure that the authorized seating capacity of the vehicle is not exceeded.

(8) Assist the driver in identifying unsafe mechanical conditions of the vehicle.

(9) Report hazardous operating conditions of vehicles according to the organization's maintenance SOPs.

(10) Identify road and/or other driving hazards.

b. Army combat and track vehicle commanders. Each ACV will have a TC or VC who will occupy the commander's positon within the vehicle. The TC or VC will receive vehicle-specific training on the vehicle's capabilities and limitations.

7-16. Vehicle Antennas

a. Operators of vehicles equipped with radio antennas should be familiar with the fire and electrocution hazards associated with antennas contacting overhead power lines.

b. Antennas will be clipped under the antenna-retaining clip when vehicles are operated in areas that may have overhead power lines.

c. Vehicle operators should not stop their vehicles under power lines. This could increase the risk of an electrical shock if the antenna tie down fails.

d. When antennas on tracked and wheeled vehicles are secured, they will be tied down to a height of between 8 feet and 13 feet. The ends of the antennas will be blunted with an antenna tip assembly or antenna ball and tied down.

(5) Antennas will be removed and stored inside the vehicle before loading onto the railcar.

7-17. Required Eye Protection/Eye Armor.

a. The wear of eye protection applies to the battlefield and Fort Sill. To train as we fight, commanders, leaders, and cadre will ensure that all personnel are provided and wear approved eye protection when firing any weapon, system, or when there is risk of impact injury to the eyes.

b. Risk Management worksheets will reflect this requirement to mitigate potential injury. Our personnel's sense of sight must be protected and preserved through prevention, engaged leadership and enforcement.

c. For a list of approved eye armor refer to Authorized Protective Eyewear List (APEL) at http://www.peosoldier.army.mil/equipment/eyewear/.

Chapter 8
Personal Protective Equipment (PPE)

8-1. Purpose. To implement the USAFCOEFS PPE Program as required by AR 385-10 and 29 CFR 1910, Subpart I 132, 133, 134, 135, 136, 137, 138, and 1910.95.
8-2. Scope. This instruction applies to all military and Civilian personnel and tenants on Fort Sill.

8-3. Policy. USAFCOEFS will provide a safe and healthful workplace for its personnel. USAFCOEFS will take engineering controls and administrative actions to eliminate the work and/or health hazards. Where this is not possible, prescribed PPE, training, at no cost to the employee will be provided by their organization for protection against hazards. Provide PPE when the following conditions exist:

a. Engineering and/or administrative hazard controls are not feasible.

b. Development of hazard controls is pending. Job Hazard Analysis will assist in determining the requirement for wearing specific PPE.

c. Short-term, non-routine operations for which engineering and/or administrative hazard controls are not feasible.

d. Emergency situations (e.g., spill response, damage control, etc). The use of PPE is mandatory when prescribed by supervisory personnel, and qualified safety and health personnel, also when operating conditions present work hazards and health risks.

e. Commanders, leaders, and cadre will ensure that all personnel are provided and wear approved eye protection when firing any weapon, system, or when there is risk of impact injury to the eyes

Refer to Appendix F and G for examples of tasks and required PPE.

8-4. General. Hazard awareness training, supervisory accountability, and equipment availability are major elements of an effective PPE program. Initial evaluations identify workplace hazards and the equipment needed to protect employees against those hazards. Management must use these evaluations to formulate standing operating procedures for employees and train them to understand the purpose and limitations of PPE. Supervisors are held accountable for employees' testing, use, and maintenance of PPE to protect themselves against workplace hazards.

8-5. Responsibilities.

a. The Safety managers will:

(1) Ensure implementation of the PPE program and monitor workplaces for PPE program compliance.

(2) Ensure units coordinate workplace health hazard evaluations and medical monitoring requirements with MEDDAC Preventive Medicine.

(3) Ensure that units request appropriate items (respirators and chemical resistant suits and gloves) intended specifically for the operation.

b. MEDDAC Preventive Medicine will:

(1) Conduct evaluations of workplaces to identify PPE requirements.

(2) Determine if workers assigned to tasks requiring the use of PPE are physically and psychologically able to perform work while wearing prescribed PPE. Review the medical status of the PPE user during annual physical examinations.

(3) Prescribe specifications of PPE being purchased.

c. LRC will:

(1) Obtain the prescribed specifications of the PPE being purchased from MSA or NIOSH.

(2) Maintain common PPE items such as coveralls, safety belts, and other items that are listed in Appendix I.

d. ICO will purchase only PPE that meet OSHA, American National Standards Institute (ANSI), and/or NIOSH.

e. CPAC will provide assistance in identifying Civilian employees who require PPE to perform their job as required by law.

f. Commanders, directors, and supervisors will:

(1) Formulate standing operating procedures on PPE use and maintenance. Ensure personnel understand and comply with prescribed procedures. Provide procedures for counseling and disciplinary action for:

(a) Employees who repeatedly do not wear required PPE or who operate equipment without proper safeguards in place.

(b) Supervisors who do not enforce the use of required PPE and equipment safeguards will receive counseling.

(2) Identify positions in operations that require the use of PPE, type of PPE and ensure job descriptions identify PPE requirements (see appendix J).

(3) Budget for purchase and provide personnel with appropriate/approved

PPE for tasks/operations.

(4) Provide training on PPE use and maintenance and maintain records on training and issue.

(5) Inspect equipment to ensure safeguards (e.g., blade guards, noise control devices, ventilation systems, etc.) are operating and properly maintained.

g. Military and Civilian employees will-

(1) Comply with the provisions of AR 385-10, this regulation, instructions provided by their supervisors, and MEDDAC Preventive Medicine regarding the use and care of PPE.

(2) Wear and provide normal maintenance for PPE provided by their supervisors to prevent injuries and illnesses.

(3) Not modify or alter issued PPE.

(4) Report hazards and defective equipment to their supervisors.

8-6. Army-Funded PPE.

a. Supervisors will requisition, store, maintain, and issue PPE deemed necessary to prevent work-related injuries and illnesses at no cost to employees. Items made available include, but are not limited to-

(1) Eye protection.

(2) Protective headgear.

(3) Hearing protection.

(4) Respiratory protection equipment.

(5) Gloves (to include chemical resistant gloves).

(6) Footwear.

(7) Torso clothing such as Ty Vec if necessary.

b. The Army funds purchase of standard and nonstandard items (e.g., safety harnesses, lineman belts, lineman's gloves, etc.) for issue to personnel as authorized by Common Table of Allowances (CTA) 8-100, 50-900, 50-909, 50-970; AR 385-10, Section 7903 of Title 5, USC, Section 19 of the 1970 OSHA Act, and Public Law 91-596.

c. Maintain the floor of every workroom so far as practicable in a dry condition. Where wet processes are used, maintain drainage and false floors, platforms, mats, or provide other dry standing places, where practicable, or provide appropriate waterproof footgear. The commander/director or supervisor may furnish items not considered PPE, but equipment for protection against inclement elements or operations peculiar to the occupation, if they determine the items are necessary to prevent accidents, injuries, illnesses, or diseases, and that the government will benefit from the action.

8-7. Employee-Owned PPE. USAFCOEFS prohibits use of employee-owned PPE in the workplace.

8-8. PPE Issue, Control, Use, and Maintenance.

a. Supervisors will maintain control over the issue, use, and maintenance of all workplace PPE. Issued PPE will remain at the workplace at all times.

b. Supervisors shall issue PPE and provide training to employees. Employees will be responsible for the sanitation and maintenance of PPE.

c. Employees who deliberately damage, alter, or fail to use required PPE to prevent exposure to hazards related to operations in the workplace will receive disciplinary action.

Chapter 9
Aviation Accident Prevention Program

9-1. Purpose. To establish the Aviation Accident Prevention Program for the USAFCOEFS. This program assigns responsibilities, outlines policies and procedures for the prevention, investigation, and reporting of aircraft mishaps.

9-2. Scope. This publication is applicable to all units and personnel assigned, attached or operating at USAFCOEFS.

9-3. Policy.

a. Aviation mishap prevention is a command responsibility. Commanders will ensure compliance with safety requirements.

b. Passengers transported in military aircraft, regardless of rank or position, will not overrule the judgment of the designated crew or pilot. No training mission is of sufficient importance to warrant unnecessary risk to the aircraft or the passengers.

9-4. Responsibilities. The Installation Aviation Safety Officer (IASO) is responsible for the aviation safety management within USAFCOEFS. The IASO areas of responsibility include Henry Post Army Airfield (HPAAF), all stage fields, heliports, aviation training areas, aviation safety education, and the commander's aviation pre-accident plan implementation and quarterly rehearsal. Aviation Safety Issues that need

to be submitted outside USAFCOEFS (i.e., MACOM, U.S. Army Safety Center) need to be addressed through IASO, Airfield Operations Division, DPTMS.

9-5. Procedures. Policies and procedures pertaining to the USAFCOEFS Accident Prevention Program are located in Fort Sill Reg 385-1, Fort Sill Reg. 95-1 & 23, Fort Sill Reg. 385-4, and HPAAF SOP.

Chapter 10
Lockout/Tagout Program

10-1. Purpose. This chapter requires that units/directorates establish a lockout/tagout program to prevent personnel injury or damage to machines or equipment from uncontrolled release of stored energy.

10-2. Explanation of Terms.

a. Affected Employees. Employees who operate machines or equipment.

b. Authorized Employees. Those trained and certified maintenance and servicing personnel who conduct service and/or maintenance on machines or equipment that produce energy sources.

c. Incidental Employees. An employee who, under normal circumstances, would not be in an area where a system is under lockout and tagout but is required to enter or pass through such an area.

d. Lockout. The preferred method of isolating machines or equipment from energy sources. Lockout is the placement of a locking device that physically holds an energy control point, such as a switch, lever, or a valve handle in the off position and makes it impossible to operate or release its energy.

e. Tagout. The placement of a tag on an energy isolating device indicates that the equipment controlled by the device is being serviced/maintained and will not be operated. Each activity/shop will maintain a log to identify equipment tagged out, the date tagged out, the person applying the tag, and the date the tag was removed.

10-3. Responsibilities. Commanders and directors will be responsible for implementation of the lockout/tagout program. Commanders/directors will-

a. Identify all energy producing machines and equipment that require lockout/tagout procedures. Examples are clearing blocked or jammed mechanisms, performing maintenance on equipment with hydraulic, pneumatic or metallic, electrical circuits, and electronic devices.

b. Develop a written lockout/tagout training program for authorized employees to

include certification, documentation, and file.

c. Establish lockout/tagout standing operating procedures for machines and equipment.

d. Ensure authorized employees comply with OSHA 29 CFR 1910.147.

e. Provide locking devices, locks, and tags to authorized employees. Issue one key and lock per energy source and another key to the responsible authority.

10-4. Training. Provide and document training to ensure that the purpose and function of the hazardous energy control procedures are understood. Supervisors will train employees in the knowledge and skills required for the safe application, usage, and removal of energy controls.

a. Train each authorized/affected employee in the recognition of hazardous energy sources, the type and magnitude of energy exposed to in the workplace, and the methods and means for energy isolation and control.

b. Instruct each authorized/affected employee in the purpose and use of the energy control procedures.

c. No incidental employee will restart or reenergize equipment that has been locked out. Only authorized personnel may reenergize equipment.

d. Supervisors conducting training for authorized employees ensure compliance with OSHA 29 CFR 1910.147 standard, DA Pam 385-10, and that specific requirements of the equipment or material manufacturer are taught. As a minimum, address the following-

(1) An explanation of the Energy Control Standard.

(2) Guidelines on when to use lockout/tagout.

(3) The recognition of hazardous energy sources.

(4) The application of energy controls.

(5) The removal of lockout/tagout devices.

(6) The lockout/tagout procedures that involve more than one person, work shift change, special situations, and use of contractor.

(7) Provide training when new employees are assigned, change in machine, equipment or process that present a new hazard, and when a new energy control procedure or standard is established.

(8) Document and certify in writing all training. Include each employee's name and the dates of training.

10-5. Organization Standing Operating Procedure for Lockout/Tagout. Authorized employees will notify all affected employees of intent to initiate lockout/tagout procedures prior to service or maintenance. Ensure that no person is exposed before disconnecting any energy sources.

a. Operate energy isolating device (switch, valve, or other mechanism) to isolate the machine/equipment from its energy source. Stored energy such as in springs elevated machine members, rotating fly wheels, hydraulic systems, air, gas, steam, or water pressure accumulators must be dissipated or restrained by methods such as repositioning, blocking or depressurizing.

b. Lockout and tagout the energy isolating devices. Any equipment not capable of being locked will use a lockout system that can be directly attached or installed. Each person working on the system will install his/her own lock and tag.

c. Install locks that are durable and applicable for the type of machine/equipment used.

d. Install tags directly, or as close as safely possible to the energy-isolating device. Position the tag so that it is immediately obvious to anyone attempting to operate the device. Attach tags with self-locking plastic electrical ties or metal ties for heat producing machine/equipment. Ensure the name, date, and unit or organization of the person who installed the lockout device is written on the tag, and only that person will remove the lock. The only exception is that if there is an accident; provide the investigator a key to the lock.

e. Use the normal operating controls to make certain the equipment will not operate. Caution- Return operating controls to "neutral" or "off" position after the test. The equipment is now locked out and tagged out.

f. Before restoring machines/equipment to normal production operations ensure it is safe to operate. Make a final inspection checking the equipment and surrounding area to ensure that there are no obstructions or incomplete work, and that personnel are physically clear of the machine/equipment. Remove all tools from the machine/equipment, reinstall the guards, and remove all locks and tags. Notify personnel that the locks and tags were removed and the equipment is in service.

g. Operate the energy isolating devices to restore energy to the machine/ equipment.

Chapter 11
Explosives Safety

11-1. Purpose. To establish FCoE and Fort Sill Explosives Safety Program and to

provide implementing instructions regarding program requirements, actions required, responsibilities, and to implement the FCoE and Fort Sill Explosives Safety Program.

11-2. Scope. The policies and administrative procedures contained in this regulation apply to all military and Civilian personnel, units or activities assigned or attached to FCoE and Fort Sill.

11-3. Policy. FCoE and Fort Sill is committed to providing a safe and healthful workplace for its personnel by keeping personnel exposure to explosives to an absolute minimum.

11-4. General. AR 385-10, DA Pam 385-64, IMCOM Regulation 385-10, IMCOM Regulation 5-13, and TRADOC Regulation 385-2 govern the conduct of munitions operations.

11-5. Responsibilities.

a. FCoE and Fort Sill Commander will provide the leadership and necessary resources to fully implement and administer all aspects of the ESMP IAW AR 385-10, DA Pam 385-64, IMCOM Regulation 385-10, IMCOM Regulation 5-13, and TRADOC Regulation 385-2.

b. Garrison Commander

(1) Establish a comprehensive written explosives safety program to ensure compliance with Army, IMCOM & TRADOC ESMP requirements.

(2) Provide resources to ensure Garrison Safety Office personnel receive required explosives safety training.

(3) Implement an ammunition and explosives amnesty program and provide amnesty containers.

c. Garrison Safety Office Manager will:

(1) Serve as the Installation's point of contact for all explosive safety actions.

(2) Ensure preparation and annual review of explosive licenses.

(3) Ensure site plans/safety submissions of new and revised storage facilities are thoroughly staffed within the organization and in accordance with DA Pam 385-64. Ensure all exposures, military, and Civilian, are indicated on the site plans.

(4) Coordinate, process, and forward, requests for explosive safety waivers/exemptions and risk acceptance certificates through command channels to the appropriate action office at Army Command.

(5) Thoroughly staff explosive safety actions prior to forwarding to the Garrison Safety office and ensure clear definition of operational needs that the actions will satisfy projected requirements.

(6) Ensure annual inspections of all ammunition operations are being conducted.

(7) Monitor ammunition activities involving transportation and storage of ammunition for compliance with applicable explosive safety regulations.

(8) Ensure quantity-distance (QD) arcs are being annotated on USFCOEFS master planning maps.

(9) Manage the Amnesty Program IAW Appendix L.

d. FCoE Safety and Brigades with assigned Civilian Safety and Occupational Health Specialist will:

(1) Ensure units under their oversight comply with ESMP requirements.

(2) Conduct and document AE locations/Arms Room annual inspections and licenses review of units under their oversight and provide the Garrison Safety Office a log of the inspections and date of licenses review.

(3) Thoroughly staff explosive safety actions prior to forwarding to the Garrison Safety office and ensure clear definition of operational needs in the actions will satisfy projected and unit requirements.

(4) Ensure all their Army Command, Corp, or Division ESMP requirement of met.

e. Logistic Readiness Center will:

(1) Ensure ammunition operations are being conducted in accordance with licensed and applicable explosive safety requirements.

(2) Ensure the Munitions Branch, Quality Assurance Specialist Ammunition Surveillance (QASAS), coordinates with the safety office on conditions that require license modification, Department of Defense Explosive Safety Board (DDESB) submissions, etc.

(3) Provide technical assistance to QASAS concerning all weapon safety issues.

(4) Submit work order to DPW to have ASP lightning protection/ground system inspection test 90 days before the expiration of latest report.

(5) Provide the following items for review during explosive safety inspections.

(a) An explosive safety report and lot locator.

(b) The latest lightning protection/ground system inspection report.

(c) Copies of work orders for corrections of safety deficiencies.

f. QASAS will:

(1) Manage the installation's Ammunition Surveillance Program.

(2) Submit Ammunition Condition Reports to the JMC Demilitarization/APE Management Division and forward disposition instructions to the LRC for preparation of movement documentation.

(3) Verify Class V serviceability prior to issue any receiving unit and upon receipt to the ASP.

(4) Oversee the Installation Amnesty Program IAW with Appendix I.

(5) Provide explosives safety inspections and Class V technical serviceability support to other Army units and activities in the installation's support area (see AR 5-9).

(6) Respond to reports of munitions malfunctions and conduct investigations in conjunction with Garrison Safety, Range Control, and supporting JMC representatives; assure timely reports and that controls are placed on affected munitions.

g. DPW will conduct semi-annual test of lightning protection/ground system. DPW will provide a copy of all results to the Fort Sill Safety Office for review and analysis.

h. Unit Commanders/Directors will:

(1) Ensure personnel who handle ammunition receive training in the proper use and safe handling of ammunition in accordance with Table 1-1 of the DA Pam 385-64 and have attended the AMMO Handlers Class provided by the Ammunition Supply Point (ASP) on Fort Sill. (Certificate requires recertification every 2 years).

(2) Ensure the vehicle used to transport ammunition meets all DOD and DOT requirements for movement over public roads.

(3) Ensure that only qualified personnel repack ammunition to guarantee that ammunition is packed to meet all shipping and storage requirements.

(4) Properly block, brace, or otherwise secure the ammunition load in the

transport vehicle to prevent movement under normal conditions.

(5) Locate and store ammunition at appropriate sites at the training areas. If a new ammunition storage site is requested, the requesting organization must develop and submit request through proper channels.

(6) Ensure soldiers know the safety procedures to follow in the event of an accident or malfunction involving ammunition.

(7) Ensure the ammunition is the right type for its intended use and has been approved as being safe for firing over soldier's heads as required.

(8) Ensure there is no unnecessary handling of ammunition to include only opening the amount of ammunition required to meet training requirements.

(9) Ensure soldier awareness of restrictions and prohibitions are specified in the range standing operating procedures.

(10) Ensure proper certification of personnel transporting ammunition.

(11) Ensure consideration for where ammunition will be located in respects to Hazards of electromagnetic radiation to ordnance (HERO), Hazards of electromagnetic radiation to Fuel (HERF), and Hazards of electromagnetic radiation to Personnel (HERP) IAW AR 385-10. Unit Risk Management Worksheets will identify these type hazards when present and provide controls that mitigate them, and will be authorized by the appropriate commander.

11-6. Transportation of Ammunition. The following is mandatory anytime ammunition is removed from authorized storage locations to include exercises.

a. Avoid areas of dense population/congestion. Do not park vehicle in these areas or on public parkways for any reason, except for mechanical breakdown. Guard vehicles hauling ammunition at all times after leaving the Ammunition Supply Point (ASP).

b. Give drivers special instruction requirements for marking/ placarding, mechanical condition, route of travel, and refueling. Inspect all trucks using DD Form 626 (Motor Vehicle Inspection) and DD Form 836 (Special Instructions for Motor Vehicle Drivers).

c. Ammunition Transportation Routes

(1) This information is provided to inform units training on FCoE and Fort Sill of the routes that are authorized for transporting ammunition from the Ammunition Supply Point (ASP) to the East and West Range training areas. These are the only designated routes for vehicles transporting Hazard Class 1.1 and 1.2 ammunition. You may transport limited quantities of Hazard Class 1.3 and 1.4 ammunition on alternate

routes to meet mission requirements (i.e., storage in unit arms rooms where permitted by regulation).

(2) Routes from ASP to the East Range.

(a) Primary Route. Depart the ASP through the West exit and continue straight on the howitzer trail leading to Tower Two Road. Turn right on to the howitzer trail parallel to Tower Two Road. Turn right on Artillery Ridge Road. Turn left on to the howitzer trail between building 7290 and 1490. Turn right at the first "Y" intersection in the howitzer trail. Follow the howitzer trail to Currie Road. Turn left on Currie Road. Follow Currie Road to Bateman Road to White Wolf Bridge. Cross White Wolf Bridge and immediately turn left on to Punch Bowl Road. Turn right onto the howitzer trail that runs parallel to Apache Gate Road and proceed to Knob Hill howitzer trail. Turn right on Knob Hill howitzer trail and cross Apache Gate Road to Knob Hill Road. Follow Knob Hill Road to Quinette Road. Turn left on Quinette Road and proceed to East Range training areas.

(b) Alternate Route. Depart ASP through the East exit and continue right on Hirsch Road to the howitzer Trail and turn left. Continue on howitzer Trail to I 44 under pass to Berry Road. Turn left on Berry Road to Hoyle Bridge low water crossing **(Do Not Cross Hoyle Bridge).** Use this route only when you cannot use the primary route.

(3) Routes from ASP to the West Range. Depart the ASP through the West exit and continue straight on the howitzer trail leading to Tower Two Road.

(a) To travel to the southern section of the West Range. Turn left onto the howitzer trail parallel to Tower Two Road. Turn right on the first howitzer trail and cross Tower Two Road. Follow the howitzer trail to Mow-Way House. Continue to McKenzie Hill Road. Turn right on McKenzie Hill Road. Proceed to the southern section of the West Range.

(b) To travel to the northern section of the West Range. Turn right on to the howitzer trail parallel to Tower Two Road. Proceed to the northern section of the West Range. Units may also use the route designated in paragraph (2) above with the following modifications. After the sentence "Cross White Wolf Bridge and immediately turn left on to Punch Bowl Road" the directions read "Follow Punch Bowl Road to the West Range training areas."

(4) Vehicles departing the ASP from the North Gate/Ammunition Holding Area will go north on Hanson Road to Artillery Ridge Road.

(a) To travel to the East Range turn right on Artillery Ridge Road. Following the direction from Artillery Ridge Road as written above in paragraph (2).

(b) To travel to the southern section of the West Range turn left on Artillery Ridge Road. Turn left on the howitzer trail parallel to Tower Two Road. Continue straight on the howitzer trail and turn right on the howitzer trail prior to Minor Road.

Follow the howitzer trail to Mow-Way House. Continue to McKenzie Hill Road. Turn right on McKenzie Hill Road. Proceed to the southern section of the West Range.

(c) To travel to the northern section of the West Range turn left on Artillery Ridge Road. Turn right on the howitzer trail parallel to Tower Two Road and proceed to the northern section of the West Range. Units may also turn right on Artillery Ridge Road and us the route designated in paragraph (2) above with the following modifications. After the sentence "Cross White Wolf Bridge and immediately turn left on to Punch Bowl Road, follow Punch Bowl Road to the West Range training areas.

(5) Units leaving the ranges with live ammunition will follow the routes in reverse. The above route restrictions do not apply to vehicles returning residue except as noted in the Post Range Regulation, Fort Sill Reg. 385-1.

d. Commercial ammunition carriers entering the post.

(1) Primary Route. Enter Apache Gate and park in the vehicle inspection area until cleared by ASP personnel. Upon the completion of the inspection the vehicle continue straight on Apache Gate Road to Currie Road. Follow Currie Road to Searight Road and turn right. Turn left on Hirsch Road. Follow Hirsch to Burrill Road. Turn right on Burrill Road. Follow Burrill Road to the Van Gate entrance to the ASP. Turn right at the Van Gate entrance. The Van Gate entrance to the ASP is across from the water tower north of Babcock Road.

(2) Alternate Route. Enter 52nd Street Gate and Continue on Mow Way Road and turn left on Tower Two Road. Continue 1.2 miles and turn right on the road leading to the ASP West Gate.

11-7. Explosives Site Plan Submissions. Prepare site plans/safety submissions in accordance with DA Pam 385-64 and DOD 6055.9-STD. Submit site plans/safety submissions for projects to include-

a. New constructions or modification of facilities for ammunition and explosive activities.

b. Facilities not involved with ammunition and explosives that are located within the explosives hazards circle zone.

11-8. Ammunition Storage in Unit Arms Room. Do not use unit arms rooms in troop buildings to store class 1.1 or 1.2 ammunition. Comply with procedures in Fort Sill Reg. 700-1, Storage of Training and Ceremonial Ammunition in Arms Rooms. Obtain approval to store limited quantities of class 1.3 and 1.4 ammunition which you can store at these locations for alert and security purposes consistent with mission requirements. All arms rooms will have a current explosive license (FS Form 700) and RM worksheet (DD Form 2977) posted. The explosive license will be approved by the Garrison Safety Manager.

11-9. Inspections.

a. Inspect all ammunition storage sites at least annually. Ensure what is actually stored is in accordance with license issued.

b. Ensure storage compatibility is correct.

(1) Verify QD separation requirements stipulated in license.

(2) Evaluate storage facilities to include adequacy of earth cover on magazines, barricades, and condition of lightning protection/grounding system and ventilators.

c. Ensure inspection reports are maintained IAW AR 25-400-2, and you have listed outstanding deficiencies on an abatement program.

11-10. Waivers/Exceptions. DA Pam 385-64 provides definitions and procedures for obtaining a waiver or exception. Submit all requests for waivers or exceptions through command safety channels to Cdr, USAG, ATTN: ASCW-LSI-D. LRC will coordinate waiver/exemption requests with the Commander, USAFCOEFS will grant waivers.

11-11. Field Storage. Ensure that explosives stored temporarily in a field environment are in accordance with DA Pam 385-64.

Chapter 12
Accident Reporting and Investigation

12-1. General. Accident reporting and investigation will be in accordance with AR/DA Pam 385-10, DA Pam 385-40, IMCOM Reg 385-10, TRADOC Reg 385-2, and this regulation.

12-2. Responsibility. Commanders and supervisors experiencing the accident will ensure prompt notification to the safety office.

12-3. Accident Reporting and Recording. All categories of Army accidents on-and-off duty, involving Army operations, personnel both military/Civilian on duty and equipment are reportable. Record accidents as prescribed in DA Pam 385-40 and the accident online reporting system REPORTIT. Accident class definitions are described in AR 385-10. For DA/DoD Civilians a CA-1 or CA-2 must also be completed. Units will report/investigate all accidents.

a. On-Duty Accident Requirements.

(1) Immediately notify the FCoEFS safety office of all fatal and serious accidents in accordance with below procedures. Refer to DA Pam 385-40 for security requirements for a Class A or B accident. Report all accidents, resulting in property damage, immediately to the safety office. Provide information thru Serious Incident

Reports (SIRs) through your chain of command. Ensure FCoEFS safety is part of the distribution.

(a) Emergency Operations Center (McNair Hall, Bldg 455).

(1) During duty hours: 442-3241/3242.

(2) Nonduty hours: 442-4912.

(b) FCoEFS safety office.

(1) During duty hours: 442-4701/2266/4466/4215.

(2) Nonduty hours: FCoE Safety, 442-4701 or 580-917-3832. Garrison Safety, 442-4466 or 580-917-2272.

(3) Report all accidents resulting in personnel being given restricted work activity, light duty, or placed on a profile using online reporting system REPORTIT to the FCoEFS safety within 10 workdays of the accident. Report on-duty Civilian injuries and illnesses IAW FCoE and Fort Sill Reg. 690-15 and AR 385-10. Commanders/commandants experiencing an accidental death of any TRADOC Soldier, on-duty DA Civilian, or contract employee will convene a fatality review board (FRB) and conduct a fatality after accident review (FAAR).

b. Off-Duty Accident Requirements.

(1) Notify the FCoEFS safety through command channels of all fatal off-duty accidents involving military personnel in accordance with procedures in subparagraph 13-3 a (1) and (b) 2.

(2) Report all military accidents resulting in lost time via online reporting system REPORTIT within 10 workdays of the accident occurrence.

c. Immediately report all accidents involving munitions, chemical agents, radiation, or equipment that may cause adverse publicity to the command or the Army, to the safety office through the appropriate command channels.

Chapter 13
Hearing Conservation Program

13-1. Purpose. To implement the Fort Sill hearing conservation program as required by AR 40-5, 29 CFR 1910.95 c through o and DA Pam 40-501.

13-2. Scope. These procedures apply to all military and Civilian personnel who are exposed to hazardous noise in the workplace on Fort Sill.

13-3. Policy. Fort Sill has a commitment to provide a safe and healthful workplace

for its personnel and to fully implement a hearing conservation program. Unit/Organization will provide hearing protection, at no cost, to personnel for protection against occupational noise exposure.

a. It is the organizations responsibility to arrange noise survey from FT Sill Industrial Hygiene by contacting(580) 442-8725 or 8791. These must be scheduled annually or when new equipment is introduced.

13-4. General. Safety and health standards establish permissible noise exposure limits, whenever noise exposure equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or equivalently, a dose of fifty percent.

13-5. Responsibilities. The Garrison Commander is responsible overall for the Installation Hearing Conservation Program and has the authority to make the decision necessary to ensure the success of the program. The Hearing Conservation Officer will manage and coordinate all aspects of the hearing conservation program.

13-6. Procedures. All policies, procedures and responsibilities pertaining to the Hearing Conservation Program is outlined in DA Pam 40-501, The Army Hearing Conservation Program.

Chapter 14
Motor Vehicle Accident Prevention Program

14-1. Purpose. To establish responsibilities and procedures for carrying out the FCoE and Fort Sill Motor Vehicle Accident Prevention Program as required by DoDI 6055.04 and AR 385-10.

14-2. Scope. This program applies to all military and Civilian personnel assigned or attached to FCoE and Fort Sill.

14-3. Responsibilities. Commanders at all levels will ensure that-

a. Procedures are prescribed for the safe operation of all vehicles owned or leased by the government, and POVs on and off Army installations and contractor vehicles on-post.

b. Vehicle operations and maintenance are carried out in accordance with Army publications and technical manuals. Base documentation of inspections on Federal Highway Safety Program Standards (HSPS).

c. Motor vehicle activities and accident data are collected, analyzed, and evaluated to identify where we can focus efforts on accident prevention.

d. Personnel are selected for testing and training. Ensure proper licensing procedures are met.

e. Supervision of Army drivers is maintained.

f. Enforce Seat Belt usage requirements.

g. Training, education and motivation programs dealing with POVs are developed and applied.

14-4. Prevention of Motor Vehicle Accidents.

a. Select, train, test, and license drivers according to AR 600-55, Fort Sill Supplement 1 to AR 190-5.

b. Ensure DA Form 348, 5984E and OF 346 have correct information. Ensure information on the 5984E and OF 346 matches what is listed on the DA Form 348.

14-5. Unsafe Operations. The operation of any Army owned or leased vehicle in an unsafe mechanical condition or in an unsafe manner is prohibited.

14-6. Safe Driving Operation.

a. Commanders will ensure that POVs of military personnel are inspected prior to holidays and for Soldiers taking leave, TDY, PCS, or pass if driving over 250 miles to his/her destination. Supervisors will ensure a Travel Risk Planning System (TRiPS) risk assessment has been completed before departure.

b. Recommend inspecting the following items:

(1) Proper functioning of restraining devices.

(2) Tire tread depth.

(3) Lights, horn, windshield, and windshield wipers (operation and efficiency).

(4) Emergency Brake.

(5) Properly inflated spare tire with functioning jack system.

(6) Emergency warning devices.

(7) Proof of insurance, valid drivers license, and current registration.

14-7. Vehicle Safety Standards.

a. Before vehicle dispatch, commanders or their representatives will ensure that drivers perform preventive maintenance operation checks.

b. Ensure restraint systems are used by both the driver and passengers.

c. Ensure vehicle capacity is not exceeded.

14-8. Requirement for POV Accident Prevention

a. Command Emphasis Required.

b. Driver Training. Commanders will insure soldiers less than 26 years of age attend the Intermediate Driver's training within 60 days of being assigned at FCoE and Fort Sill unless they can provide documentation showing they have already received the training.

c. Discipline. Command involvement.

d. Risk Management. Use the Risk Assessment and Control Options for POV Operations.

e. Standards. Set high and unmistakable standards and enforce them. Follow the army regulatory traffic standards and be uncompromising on the use of **seatbelts** and **motorcycle safety equipment,** (AR 385-10, Fort Sill Supplement 1 to AR 190-5, and AR 190-5). Educate soldiers on the risks of **speed**, **fatigue**, and use of **alcohol**. Conduct mandatory POV safety inspections and random roadside checks. Emphasize the use of designated drivers for social events.

f. Provide Alternative for Soldiers who drive POVs by scheduling activities on post to keep soldiers on post and off the road. Keep gyms, recreation centers, and other places soldiers use off-duty open later. These same measures also can provide alternatives to alcohol use. Look for transportation alternatives and promote their use.

14-9. Motorcycle Training and Operation. Refer to Appendix K.

Chapter 15
Occupational Vision Program

15-1. Purpose. To implement a comprehensive Occupational Vision Program that is applicable to all Military and Civilian personnel of this installation as required by AR 40-5, AR 385-63, TB MED 506, and CFR 1926.102, Authorized Protective Eyewear List (APEL).

15-2. Scope. The ability to use one's vision effectively and with safety depends upon an efficient vision program that includes:

a. Periodic determination of employees' (Civilian and military) visual capacity and referral of those with defective vision for professional eye care.

b. Determination of visual acuity necessary for a particular occupation, and

utilization of this determination for job placement.

c. Insuring that adequate lighting is available for each occupational activity.

d. Insuring the availability and utilization of both environmental and personal measures necessary for maximal eye safety.

e. Continuity health education program pointing out the benefits of the Occupational Vision Program and stimulation cooperation of all concerned.

15-3. General.

a. The prevention of eye injury is much more profitable than its treatment by any known medical or surgical means.

b. Commanders at every echelon insure that safety or other technically qualified personnel are used to determine inherent and manmade hazards to the eye are analyzed at each physical operation. Standing operating procedures will reflect the result of such operating analyses by including a mandatory requirement for the use of protective clothing and equipment, including safety spectacles (prescription and plane) or full face shields as appropriate to prevent injury. Use absorptive lenses for specific operations where excess light is not readily controlled, such as welding operations. Conduct continuous studies to maintain maximum safety standards.

c. Furnish to military and Civilian personnel items of protective clothing and equipment that are required to comply with safety regulations and procedures. The cost of personal safety equipment will be borne by the installation or activity to which these personnel are assigned.

d. Contact lenses themselves do not provide eye protection in the industrial sense. Do not wear them in a hazardous environment without appropriate covering safety eyewear.

e. Lessons learned from past and current combat operations reveal that wearing proper eye protection (eye armor) is the best control measure to mitigate eye injury and loss of sight. The wear of eye protection applies to the battlefield and Fort Sill. To train as we fight, commanders, leaders, and cadre will ensure that all personnel are provided and wear approved eye protection when firing any weapon, system, or when there is risk of impact injury to the eyes. Risk Management worksheets will reflect this requirement to mitigate potential injury. Our personnel's sense of sight must be protected and preserved through prevention, engaged leadership and enforcement.

15-4. Responsibilities.

a. Commanders and directors are responsible for the establishment and implementation of occupational vision and health activities at all levels.

b. Supervisors, both military and Civilian, will:

(1) Assure that personnel in occupations associated with hazardous areas of duties are provided with and instructed in the proper use of eye protective equipment while in eye hazardous areas.

(2) Identify by name to Preventive Medicine personnel exposed to eye hazard and ensure they receive vision screening.

(3) Ensure personnel receive and properly use eye protection.

(4) Provide adequate illumination in the workplace.

(5) Ensure contact lenses are not used during exposure to eye hazardous chemicals or air contaminants and not worn when using a respirator.

(6) Ensure hazard evaluations and illumination surveys are conducted when operational changes warrant.

(7) Take appropriate disciplinary action on personnel who knowingly and repeatedly violate the provisions of this section.

(8) Inspect and test fixed eye wash stations weekly. Flush them for a maximum of 3 minutes to eliminate the potential of eye infection during emergency use. Portable self-contained eyewash stations will be inspected, maintained, and operated in accordance with manufactures recommendations.

(9) Ensure that individuals working in identified eye hazard areas are scheduled and report for annual eye examinations.

(10) Use portable eyewashes only in facilities without plumbing. Do not put into service any portable eyewash until approved by a safety representative.

(11) Inspect portable eye washes and showers for proper operation monthly and document the inspections IAW AR 25-400-2.

c. Safety Managers will:

(1) Advise commanders/directors on the Occupational Vision Program.

(2) Promote compliance with the Occupational Vision Program.

(3) Inform commanders and supervisors of personnel who knowingly violate provisions of this program.

d. Occupational Health will:

(1) Conduct eye examination for Civilian personnel working in eye hazardous

areas requiring safety glasses. Call 558-2436 to schedule an appointment.

(2) Assist them in promoting compliance with the Occupational Vision Program and provide training on the effects of poor illumination, eye injury prevention, and the proper use, care, and storage of personal protection.

e. MEDDAC will- Provide eye examinations to military and Civilian personnel who require safety glasses.

f. Individuals will:

(1) Report for all scheduled medical examinations.

(2) Comply with the requirements for the use and maintenance of eye protection.

15-5. Materials and Services.

a. Commanders/supervisors will complete a properly funded purchase request and forward it to the Chief, MEDDAC, Logistics Division, Medical Supply, FCoE and Fort Sill, Oklahoma for procurement of safety glasses.

b. OH will schedule individuals for appointments for eye examinations and fitting for safety glasses.

c. Limit personnel to one pair of prescription glasses annually unless:

(1) Glasses are broken as a result of an occupational operation.

(2) Corrective lens prescription changes.

(3) Approved by the Chief of Optometry.

(4) Assigned duties require tinted lenses for outdoor use.

Chapter 16
Ergonomic Program

16-1. Purpose. This program establishes responsibilities and procedures for implementing the ergonomics program to prevent workplace injuries on Fort Sill IAW DA Pam 385-10. Ergonomics is the science of fitting the work environment to the people who do the work. Refer to AR 40-5 and DA Pamphlet 40-21 for more policies, responsibilities, and procedures for identifying, evaluating, and controlling specific ergonomic problems or contact Preventive Medicine.

16-2. Scope. This program applies to all military and Civilian personnel working on Fort Sill. Prevention of work-related musculoskeletal disorders (WSDS) and associated risk factors will preserve and protect our personnel. This result will decrease medical related cost for our military and Civilian work force.

16-3. Responsibilities. The following activities and personnel will:

a. Fort Sill Safety Office.

(1) Evaluate workplace for ergonomic problems. This includes equipment testing requirements.

(2) Advises leaders in resolution of ergonomic related issues.

(3) Coordinates train the trainer workshops as required.

(4) Develops and disseminates ergonomic awareness materials.

(5) Maintains and reviews injury and illness records related to ergonomic problems to develop trend analysis.

b. Preventive Medicine.

(1) Assists in evaluating the workplace for ergonomic problems.

(2) Assists in conducting ergonomic training as needed.

(3) Assists in identifying personnel with ergonomic related injuries.

(4) Provides technical assistance in identification and resolution of ergonomics issues.

c. Commanders and Directors.

(1) Establish ergonomic plan.

(2) Ensure supervisors are trained on ergonomic factors that apply to their area of responsibility.

(3) Ensure area of responsibility is periodically evaluated for identification of ergonomic deficiencies and take appropriate corrective action.

(4) Ensure ergonomics are implemented in all job safety analysis, as appropriate.

d. Supervisors.

(1) Develop ergonomic plan applicable to the area of responsibility.

(2) Train employees on reporting procedures for reporting ergonomic related disorders and the importance of early reporting.

(3) Include ergonomic considerations in job safety analysis.

(4) Evaluate the area of responsibility to ensure ergonomic standards are met.

(5) Provide protective equipment to reduce potential ergonomic injury or illness while engineering controls are implemented.

(6) Ensure ergonomic considerations are integrated into the purchase of new furniture.

e. Individuals.

(1) Assist supervisors in identifying ergonomic hazards.

(2) Report symptoms of possible ergonomic related injuries or illnesses.

(3) Use protective devices or equipment as required.

Chapter 17
Family and Recreational Safety

17-1. General. As leaders, one of our primary concerns must be the safety of our soldiers, their families and Civilian employees. The mission is to prevent these accidents from happening. The keys to success are heightened command emphasis, education, and vigorous enforcement of family and recreational safety.

17-2. Purpose. To acquaint FCoE and Fort Sill personnel and military family members with hazards existing in the FCoE and Fort Sill and Lawton area.

17-3. Water Safety. Ensure Soldiers and their family members/friends understand the importance of safety when dealing with water-related activities.

a. Swimming. Use common sense and good judgment when swimming, abide by the following rules, and prevent accidents.

(1) Never enter the water unless you can swim or float. Learn to swim for your own protection and the protection of others.

(2) Never swim alone. Use the buddy system. Try to swim in supervised areas only.

(3) Never dive into unfamiliar water without first determining that no dangerous obstacles are present in the area. Obey "No Diving" signs. Swim close to the shore.

(4) Swim only in areas protected by authorized lifeguards and suitable lifesaving equipment.

(5) Never drink alcohol and swim.

(6) Know your ability and stay within your limitations.

(7) Do not swim immediately after eating.

(8) Do not engage in horseplay.

(9) Do not swim in unauthorized areas.

(10) Portable wading pools will be under the constant surveillance of an adult member. Drain when not in use!

b. Identification of weak and non-swimmers

(1) Unit size organizations shall have at a minimum one (1) Certified Water Survival Instructor (WSI). To register personnel for this training, contact MWR (580) 442-6200 and register for next available 40 hour course. Training is conducted at Rinehart Indoor Swimming Pool. This training is free of charge, and graduates receive certification from the American Red Cross.

(2) Commanders shall conduct 100% swimming assessments on permanent party military personnel to identify those that are weak or non-swimmers. Collectively unit certified WSI's and Lifeguards will evaluate military personnel in their unit to determine their swimming capabilities and provide evaluation results to their respective command. Commander's will maintain documentation of evaluations and by name lists of those that declare or are identified as weak or non-swimmers and those refusing to be evaluated.

Organizations will register for training at:
http://www.sillmwr.com/Forms/recreation/pools/Pool_Rinehart_PT_Reservations.pdf

(3) Commanders will conduct an assessment on any incoming personnel within 30 days of their arrival to the unit to evaluate their swimming capabilities. Commander's will maintain documentation of evaluations and by name lists of those that declare or are identified as weak or non-swimmers and those refusing to be evaluated, to assist in determining individual risk.

(4) Minimum requirements to achieve in order not to be considered a weak or non-swimmer:

i. Swim front crawl 25m
ii. Swim elementary back stroke 25m
iii. Swim side stroke 25m
iv. Swim breast stroke 25m
v. Tread water for 1min
vi. Float on back for 1min
vii. . Submerge and swim a distance of 3-5 body lengths underwater without hyperventilating and return to surface.

(5) Commanders will encourage and allow personnel identified as weak or non-swimmer to coordinate swim training with unit level WSI's, and/or register for

swimming classes with MWR; Mr. Jason Browning (580) 442-6200 training is free of charge. MWR has classes that will accommodate almost any work schedule, they offer two specific classes. Adult Swim Lessons, Mondays and Wednesdays from 19:15 to 19:45 and Soldier only swimming lessons Tuesdays and Thursdays 19:15 to 19:45 at Rinehart Indoor Pool. Summer month lessons are offered Monday-Thursday 12:00-12:30.

c. Boating.

(1) Personal Flotation Devices (PFD's) will be worn at all times, by all personnel while operating or as a passenger on any type of vessel that operates in the water on any water area within Fort Sill boundaries.

(2) Types of vessels that operate in the water include but not limited to:

(a) Boats propelled by motor, Sails, Paddles/Oars, or wind

(b) Personal water craft, jetskis, hydrojets, hovercraft

(c) Kayaks, Canoes, Dinghies, Floating platforms, Standup paddleboards

(d) Outriggers, inflatable tubes/loungers, water skis/boards, sitting or standing wake boards, water tricycles, or any other type of equipment operated on water.

(3) At no time shall vessel be operated overcapacity on any water area on Fort Sill. Check the weather before you set out in any water vessel.

(4) Wear a Coast Guard approved life preserver for each person aboard. Occupants will wear life preservers at all times. The strap-on type is preferred.

(5) Load the boat and seat passengers properly before getting underway. Never overload the water vessel.

(6) For boats propelled by motor or sails you must carry a paddle or oar and provide the necessary running lights for nighttime operation; also, a flashlight, anchor, tool kit, first aid kit, bail bucket, some spare parts, and include a Coast Guard approved fire extinguisher in the boat.

(7) Use only UL® approved safety gas cans to carry extra gasoline. Do not smoke while refueling cans or motor tanks.

(8) Give sailboats, canoes, and rowboats and other small vessels the right-of-way.

(9) Never motor through areas where there are swimmers.

(10) Keep an eye on the weather and get to shore before a storm breaks.

(11) Learn to handle your boat by practicing near shore in quiet, shallow water. Know the rules of right-of way, channel markings, anchorage, and use of lights.

(12) Always instruct at least one other person on board how to operate the boat.

(13) Keep warning device on boat to signal for help in case of emergency or maintenance problem.

d. Boat Trailer - Towing and Launching.

(1) Ensure towing does not exceed vehicle requirements.

(2) Allow for extra room when passing due to boat weight and length.

(3) Use a safety chain between vehicle and trailer.

(4) Make sure that trailer tires are good and that wheels are in alignment.

(5) When launching your boat, use a guide to assist you in backing.

e. Water Skiing.

(1) Always wear a Coast Guard approved PFD designed for water skiing.

(2) The boat driver should turn off the engine when a skier is in the water near the boat.

(3) Communication. Know and use signals.

(4) Powerboats towing water skiers should have at least two people aboard, one to operate the boat and one to maintain visual communication with the skier.

(5) **Never** ski after dark.

f. Fishing.

(1) Avoid precarious reaching and balancing.

(2) Sit down to pull a starter rope.

17-4. Procedures for Hunting Safety. Procedures for hunting are outlined in Fort Sill Reg. 200-1 and Fort Sill Cir. 200-14-01.

NOTE: Personnel who have or wish to purchase a firearm are

required to follow all local, state and federal rules. All personnel are encouraged to attend the Fort Sill Privately Owned Weapon (POW) Safety Course that is held quarterly. Contact (580) 442-2212-2265-2266 to register for this class.

Chapter 18
Running, Jogging, and Bicycle Safety

18-1. Purpose. The purpose of this chapter is to provide information to all personnel who run, jog, or ride a bicycle on Fort Sill. Refer to Fort Sill Supplement 1 to AR 190-5 and the Fort Sill Blue Book for more information on exercising or units conducting physical training on the installation safely.

18-2. Scope. These safety procedures apply to all military and Civilian personnel who perform these physical activities on the installation.

18-3. Running and Jogging. The use of a reflective device is required outdoors for all Service Members and Civilians on Fort Sill if walking, jogging, or biking in unsecured areas where vehicular traffic has access. The use of the buddy system is highly recommended and encouraged. Use populated routes so that assistance can quickly be rendered in case of an emergency. Runners and joggers will:

a. Use the extreme edge of the roadway facing approaching traffic.

b. Do not run more than two abreast.

c. Give the right of way to vehicles on roads and at intersections.

d. Wear light colored clothing, a reflective vest, belt, or arm band and carry a flashlight or baton during reduced visibility.

e. Do not wear headphones, earphones, or use cell phones when running on any roadway. These devices can be used on closed routes where runners/joggers are physically separated from traffic.

18-4. Bicycle Safety. Refer to Appendix J.

18-5. Other Recreational Activities. Contact one or more of the following facilities to obtain safety tips and information on other recreational activities such as, hiking, camping, fishing, canoeing, scuba diving in-line skating, basketball, tennis and other related activities-

Wichita Mountain Wildlife Refuge, 429-3222	Sportsman Services , 442-3553
Outdoor Adventure Center, 355-8270	Youth Services Center, 442-6745
Fort Sill Safety, 442-4466/4701	DES Crime Prevention, 558-6527

Chapter 19
Bloodborne Pathogens

19-1. General. This chapter establishes responsibilities and procedures to eliminate or minimize occupational exposure to blood and bloodbome diseases, i.e., Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

19-2. Requirements. The following requirements shall be implemented:

a. Exposure Control Plan. Commanders, directors and chiefs, and staff offices/departments having personnel with occupational exposure to bloodborne pathogens or other infectious materials shall establish a written Exposure Control Plan designed to eliminate or minimize personnel exposure. The Exposure Control Plan shall contain at least the following elements:

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

(2) A copy of the Exposure Control Plan shall be accessible to all personnel.

(3) The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures that affect occupational exposure and reflect new or revised personnel positions with occupational exposure.

b. Methods of compliance are stated below:

(1) General. Standard precautions shall be observed to prevent contact with blood or OPIMs. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

(2) Engineering and work practice controls. Engineering and work practice controls shall be used and evaluated annually to eliminate or minimize personnel exposure. When occupational exposure remains after institution of these controls, PPE shall also be used.

(3) Hand washing facilities, which are readily accessible to personnel, shall be provided. Antiseptic hand cleanser, in conjunction with clean cloth/paper towels or antiseptic towelettes, may be used when hand-washing facilities are not available. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

(4) Personnel will wash their hands immediately or as soon as feasible after removal of gloves or other PPE.

(5) Personnel will wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these body areas with blood or OPIMs.

(6) Specimens of blood and OPIMs shall be placed in a container that prevents leakage during collection, handling, or transport. Infectious materials in containers will be taken to the Logistics Branch at Reynolds Army Community Hospital for disposal.

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

19-3. Personal Protective Equipment (PPE).

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

b. The supervisor shall accomplish the following:

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

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

c. Employees will comply with the following:

(1) Remove garments that are penetrated by blood or OPIMs as soon as possible.

(2) Remove PPE before leaving the work area and place in an appropriate designated area or container for storage, washing, decontamination, or disposal.

(3) Wear impermeable gloves when it can be reasonably anticipated that personnel may have hand contact with blood, OPIMs, mucous membranes, and non-intact skin or when handling or touching contaminated items or surfaces.

(4) Replace disposable (single-use) gloves, such as surgical or examination gloves, as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Multiple use gloves

may be decontaminated for re-use if the integrity of the glove is not compromised.

(5) Wear masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, when splashes spray, spatter, or droplets of blood or OPIMs may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

(6) Appropriate protective clothing such as, but not limited to, gowns, aprons, or similar outer garments shall be worn during occupational exposure situations depending upon the task and degree of exposure anticipated.

19-4. Housekeeping.

a. The worksite will be maintained in a clean and sanitary condition. The supervisor shall implement an appropriate written schedule for cleaning and method of appropriate decontamination.

b. All equipment, as well as environmental and working surfaces, shall be cleaned and decontaminated after contact with blood or OPIMs.

c. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, when surfaces are overtly contaminated, after any spill of blood or OPIMs, and at the end of the work shift.

d. Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, i.e., brush and dust pan, tongs, or forceps.

19-5. Regulated Waste (Infectious Waste). Regulated Waste (Infectious Waste) will be disposed of as follows:

a. Placed in containers that is closable.

b. Bagged at point of generation and placed into sturdy, leak proof containers.

c. Identified by red/orange bags or biohazard label or sticker.

d. Placed in containers/bags that are closed before removal from generating area to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

e. Placed in a second container if outside contamination of the regulated waste container occurs. The second container shall meet the regulatory requirements of the first container/bag.

19-6. Laundry.

a. Contaminated laundry shall be handled as little as possible with a minimum of agitation to prevent contamination of the person handling it.

b. Contaminated laundry shall be bagged or containerized at the location where it was used.

c. Contaminated laundry shall be placed and transported in labeled, leak proof bags. It may be necessary to use double bags to prevent soak-through and/or leakage of fluids to the exterior.

d. The supervisor shall ensure that personnel who have contact with contaminated laundry wear protective gloves and other appropriate PPE.

19-7. Labeling Procedures.

a. Labels shall be fluorescent orange or orange-red, contain the biohazard symbol and the word BIOHAZARD in a contrasting color, and attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal of the label. Labels will be affixed as close as possible to the container.

NOTE: Red bags or red containers may be substituted for labels.

b. Access to work areas that contain potential "BIOHAZARDS" will be identified, and access is by authorized individuals only.

c. A biohazard bag or container (red/red orange) or biohazard label will be used for infectious waste.

19-8. Employee Health Components.

a. The Hepatitis B vaccine will be made available to personnel who have been determined by the Chief, Preventive Medicine Service, to be at high risk for occupational exposure to blood or other potentially infectious material (OPIM). Hepatitis B vaccine is available for personnel in high-risk occupations. Requests for the vaccine are issued by the OHS and administered by the Immunization Clinic, Reynolds Army Community Hospital.

b. Civilian employees who choose not to accept the offer of the Hepatitis B vaccination must sign the mandatory declination statement (paragraph 20-13, this regulation) per 29 CFR 1910.1030. If an employee initially declines the vaccination but later decides to undergo the vaccination series, the employer must provide the vaccine at that time provided the employee is still occupationally exposed.

19-9. Post-Exposure Evaluations and Follow-Up.

a. Personnel who have had an exposure to blood or OPIM are to seek a medical evaluation immediately. The medical evaluation will be conducted by Reynolds Army

Community Hospital, with a consultation to OHS for follow-up. The medical evaluation and follow-up will include the following elements:

(1) Documentation of exposure route and circumstances surrounding the exposure incident.

(2) Identification of the source individual should be determined if feasible. The source individual's HIV and HBV infection status must be determined and documented per laws and regulations related to consent for testing, documentation, and confidentiality.

(3) The source individual's laboratory results, as they pertain to exposure, will be made available to the affected individual. The affected individual must be informed of applicable confidentiality laws relative to source individual.

(4) Collection of the individual's blood for baseline HBV and HIV serological testing must be done as soon as possible after consent is obtained. If the individual consents to a baseline blood collection but does not give permission at that time for HIV testing, the sample must be stored in a manner that would preserve it for testing within the next 90 days. This 90day period provides time for the individual to receive counseling and make an informed decision about testing. If within the 90-day period the individual decides to proceed with testing and provides consent, OHS will submit the order to conduct the testing as soon as possible.

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

(1) A copy of the Blood Borne Pathogens Standard.

(2) A description of the affected individual's duties as they relate to the occupational exposure.

(3) Documentation of route of exposure, circumstances as to how exposure occurred, and results of the source individual's blood testing related to the exposure incident, if available, and the affected individual's medical records.

c. The health care provider must provide the "Health Care Professional's Written Opinion" to the supervisor who, in turn, must give a copy to the affected individual within 15 working days of the completion of the evaluation.

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

19-10. Recordkeeping.

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

(1) Name and social security number of the individual.

(2) A copy of the individual's Hepatitis B vaccination status.

(3) Testing and examination results and follow-up procedures.

(4) A copy of the health care professional's written opinion and information provided by the employer to the health care professional about the exposure incident.

(5) Medical records must be maintained for at least the duration of employment plus 30 years.

b. Training Records. Information that must be maintained in these records includes the following:

(1) Dates of the training sessions.

(2) Contents or a summary of the training sessions.

(3) Names and qualifications of the people conducting the training sessions.

(4) Names and job titles of all personnel attending the training sessions.

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

19-11. Information and Training.

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

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

19-12. Employee Declination Statement for Hepatitis B Vaccine. Civilian employees who choose not to accept the offer of the Hepatitis B vaccination must sign a mandatory declination statement per 29 CFR 191O.1030 (f) (2) (iv). I understand that due to my occupational exposure to blood or OPIMs, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time.

I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or OPIMs and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____
SIGNATURE

_____
DATE

Chapter 20
Proponency Safety Program Refer to TRADOC 385-2

20-1. PURPOSE. To implement Training and Doctrine Command (TRADOC) policies and responsibilities for Branch Safety Proponency which focuses on the integration of safety into all TRADOC mission domains, e.g., Doctrine, Organization, Training, Materiel, Leadership, Personnel, and Facilities (DOTMLPF).

20-2. SCOPE. This program applies to all organizations, directorates, staff offices/departments, and personnel involved in the development, execution, and assessment of United States Army Fires Center of Excellence and Fort Sill School (USAFCoEFS) mission functions.

20-3. Objectives. The objectives of this program are to integrate safety in each phase of the Systems Approach to Training (SAT) and Combat Developments process. Specifically, to identify hazards and risks up front, eliminate or control hazards through engineering and training, track residual hazards, analyze branch accident experience, and work lessons learned back into the development and training processes. These actions are being implemented to enhance the Army's Combat mission by providing safer equipment, doctrine that incorporates risk management to preserve assets, and soldiers with a conscientious sense for safety and the necessary knowledge to prevent accidental losses.

Chapter 21
Additional Duty/Collateral Safety Program

21-1. PURPOSE. The Additional Duty Safety Officer Soldier (ADSO)/Collateral Duty Safety Officer Civilian (CDSO) assist the Commander/Director in the implementation of the Safety and Occupational Health Program

21-2. GENERAL. Leaders and supervisors at all levels, military and Civilian, are the Safety Officers for their respective organizations and are directly responsible for the health and welfare of the Soldiers and Civilians entrusted to their care. Accident prevention is a Leadership responsibility. The Commander is the Safety Officer and is the foundation of the Safety Program.

21-3. OBJECTIVES. The ADSO makes recommendations and coordinates safety activities. Leaders ensure the execution of, and compliance with, the unit Safety Program. The ADSO/CDSO assists in the establishment and implementation of an effective unit Safety Program.

21-4. ADDITIONAL/COLLATERAL DUTY SAFETY PERSONNEL

a. Additional duty/collateral duty safety personnel are required to complete an online course, either the ADSC or the Collateral Duty Safety Course (CDSC). These courses focus on safety responsibilities for additional duty/collateral duty safety personnel at various levels of command. The ADSC/CDSC establishes the Army standard for trained and qualified additional/collateral duty safety personnel. Course completion will also satisfy the requirements for completing a local unit safety officer course.

b. Fort Sill Safety will provide additional training to new ADSOs/collateral duty safety officers (CDSOs) quarterly to ensure that they can sufficiently perform their ADSO/CDSO duties. Training include command and local safety occupational health requirements; evaluation and abatement of local hazards; local procedures for reporting and investigating allegations of reprisals; the recognition of local potential hazardous conditions and environments; identification and use of Army, command, and local required SOH standards; and other appropriate rules and regulations that will assist ADSOs/CDSOs in performing their duties. Contact Fort Sill Safety at 442-2212-2265-2266 to enroll in safety courses.

c. Additional/collateral duty safety personnel are required to complete the ADSC/CDSC online course within 30 days of appointment. ARNG and USAR personnel are afforded 90 days to complete the course. The new ADSC/CDSC is hosted on the USACR/Safety Center online training management system. The USACR/Safety Center course certificates are provided to users upon successful completion of the course. Fort Sill Additional Duty Safety Officer follow-on training course will be completed within 90 days after appointment.

21-5. Military Additional Safety Personnel will:

(1) Be appointed by the commander on written orders.

(2) Be a commissioned officer, at battalion and higher unit levels.

(3) Be in the rank of staff sergeant or higher, at the company level.

(4) Have met or will meet the training requirements of chapter 10.

(5) Have 1 year or more retainability in the unit upon duty appointment.

(6) Give their safety duties proper priority.

(7) Report directly to their unit commander on safety related matters.

(8) Coordinate activities with their TRADOC/Mission or Garrison safety office.

21-6. DA Civilian Collateral Safety Personnel will:

a. Be appointed in writing on orders.

b. Have met or will meet the requirements of AR 385-10.

c. Give their safety duties proper priority.

d. Report directly to their unit commander or director on safety related matters.

e. Coordinate activities with their supporting safety office.

f. Be a general schedule (GS) 11 or above, at battalion and higher unit levels.

Appendix A
References

Section I
Required Publications

American National Standards Institute (ANSI)

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 40-5
Preventive Medicine

AR 190-5
Motor Vehicle Traffic Supervision

AR-385-10
The Army Safety Program

AR 600-8-22
Military Awards

AR 600-55
The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 672-20
Incentive Awards

American Society of Testing of Materials (ASTM)

ATP 5-19
Risk Management

DA Pam 40-21
Ergonomics Program

DA Pam 40-501
Hearing Conservation Program

DA Pam 385-1
Small Unit Safety Officer/NCO Guide

DA Pam 385-10
Army Safety Program

DA Pam 385-24
The Army Radiation Safety Program

DA Pam 385-30
Mishap Risk Management

DA Pam 385-40
Army Accident Investigation and Reporting

DA Pam 385-64
U.S. Army Explosives Safety Program

DoD/I 6055 Series
Safety & Occupational Health Program

Fort Sill Circular 200-10-01 and 02
Hunting and Fishing Seasons and Bag Limits/Deer and Elk Hunting on Fort Sill

Fort Sill Reg 95-1
Army Aviation- General Provisions and Flight Regulations

Fort Sill Reg 95-23
Unmanned Aerial System Flight Regulations

Fort Sill Supplement 1 to AR 190-5
Motor Vehicle Traffic Supervision

Fort Sill Reg 200-1
Recreational Use, Management, Harvest, and Protection of Natural Resources

Fort Sill Reg 385-1
Post Range Regulation

Fort Sill Reg 385-4
Fort Sill Ground Pre Accident Plan

Fort Sill Reg 420-90
Fort Sill Fire and Emergency Services Fire Prevention Regulation

IMCOM Reg 5-13
Installation Ammunition Support

IMCOM Reg 385-10
IMCOM Safety Program

TRADOC Reg 385-2
TRADOC Safety Program

29 CFR 1910 and 1926 Series
OSHA Standards for General Industry and Construction

29 CFR 1960.58
Basic Program Elements for Federal Employees OSHA

Appendix B

Unit Safety Program
Standard Operating Procedure (SOP)

B-1. Written Safety SOP. Commanders at every level will establish and maintain a continuing, comprehensive and aggressive accident prevention program throughout their units. SOPs need not be lengthy, but must be, as a minimum in accordance with DA Pam 385-1.

B-2. Safety SOP.

a. Purpose. To ensure a continuing, aggressive preventive safety program throughout the unit.

b. References. AR 385-10, DA Pam 385-40, USAFCoEFS Reg 385-10, IMCOM Reg 385-10, and TRADOC Reg 385-2 and FORSCOM Reg 385-1.

c. Scope. This SOP outlines the organization of the unit safety program and the responsibilities of personnel implementing that safety program.

d. Objective. The objective is to improve the effectiveness of the unit by minimizing personnel injury and equipment losses.

e. Responsibilities. The commanding officer is responsible for assuring the accident prevention program meets the requirements of current regulations. The following personnel are responsible as indicated.

f. Additional Duty Safety Officer/NCO will:

(1) Attend the ADSO Course taught by the safety office.

(2) Ensure the Safety Data Sheets are on hand for all hazardous chemicals used in the workplace.

(3) Ensure all personnel are briefed on the hazardous materials their job requires them to use IAW Fort Sill Reg. 385-10.

(4) Establish and maintain a unit safety bulletin board containing current safety literature and information below:

(a) DD Form 2272 and DA Form 4755.

(b) Commanders safety policies, emergency phone numbers and preliminary loss reports.

(c) Pre-accident and pre-emergency plan.

(d) Post local/seasonal safety information, eye/ear protection memorandum, and tornado shelter locations.

(5) Make regular inspections of the unit and initiate action to correct the discrepancies detected. Document inspections and send a copy forwarded to the FCoEFS safety office.

(6) Investigate or coordinate the investigation of accidents occurring within the unit. Prepare accident reports when appropriate. Contact the safety office (or host Safety Office) for technical assistance, when necessary.

(7) Establish and maintain an accident case file for all accidents during the current and previous calendar year IAW AR 25-400-2.

(8) Conduct periodic safety briefings for personnel. Present initial safety briefing to newly assigned personnel.

(9) Brief the commander regularly on the status of the unit accident prevention effort.

(10) Establish and maintain a safety book with the following items at a minimum:

(a) Appointment orders.

(b) Safety training certificates.

(c) Annual safety inspection report.

(d) Low Hazard safety inspection report.

g. The unit commander will:

(1) Assure newly assigned personnel report to the unit Safety Officer/NCO for safety orientation.

(2) Establish, in writing, a safety SOP for specific operations. Enforce the procedures established.

(3) Integrate current safety requirements into all activities and plans.

(4) Assure training of personnel is adequate for safe operation of equipment to avoid injury or equipment loss.

(5) Assure necessary protective equipment and clothing is available, as required, for daily operations.

(6) Ensure all personnel complete the following Required Training (Refer to Appendix K in this regulation for training requirements)

(a) Fort Sill Commanders/First Sergeants Course

(b) All personnel complete Risk Management On-Line Course within 60 days of assignment or hiring

(c) All Army Civilians complete Employees Safety Course

(d) All personnel Military or Civilian who rate Civilians complete either the Managers or Supervisors On-Line Safety Course

(7) Control the use of hazardous chemicals to ensure safe use and disposal.

(8) Ensure all unit members are familiar with the hazards of their workplace, such as the hazardous materials used there.

(9) Review accident reports.

h. The unit motor officer/NCO will:

(1) Ensure vehicle operators have completed written and performance testing prior to licensing for operation of military vehicles both tactical and NTV.

(2) Conduct safety briefings to unit drivers.

(3) Establish safe operating procedures for motor pool operations and provide enforcement measures.

(4) Ensure that personnel operating military vehicles have completed the on-line Accident Avoidance Course.

(5) In the absence of a motor officer/NCO, the unit commander will appoint someone to perform the above duties.

i. Accident Reporting. Report all accidents to the supervisor. Pending the arrival of the Additional Duty Safety Officer/NCO, the supervisor of the injured person will begin the investigation to determine why the accident happened. The supervisor will complete the online reporting system REPORTIT when required. The Safety Officer will check for completion.

j. Unit Safety Committee. The unit safety committee will consist of all members of the unit staff, to include the safety officer and will operate in conjunction with regularly scheduled staff meetings. Problems concerning safety will be discussed and resolved during these meetings. The Safety Officer will provide documentation of actions and meeting minutes.

k. Safety Awards. Personnel who actively support and contribute to the unit safety program will receive special recognition. Leaders will identify supervisors, drivers, and other individuals, who deserve, and recommend them for recognition and award as appropriate. An awards committee comprised of the Additional Duty Safety Officer, XO, and CSM will establish criteria and type of awards to recognize individuals or subunits/divisions/branches.

B-3. As appropriate the SOP will also address the following Areas/Programs.

a. Confined Space Entry.

b. Respiratory Protection.

c. Hearing Conservation.

d. Lockout/Tagout Procedures.

e. Risk Management.

f. Protective Clothing and Equipment Use.

g. Convoy Procedures.

h. Range Safety.

Appendix C

Format for the GHS/Hazard Communication Program

C-1. General. In order to comply with 29 CFR 1910.1200 and AR/DA Pam 385-10 the following written Hazard Communication Program (HCP) is to be implemented for Brigade and Directorate HCP Managers. All Brigade and Directorate HCP Managers will keep the originals on file. All personnel will use it. The HCP manager is responsible for ensuring the program is current and enforced. Provide a copy of this program to an employee upon hiring and to any employee upon request. The HCP manager will be contacted when a copy of the program is needed. Keep the program updated when new chemicals or hazards are introduced into the working environment and review it annually. The HCP manager will check all chemical purchase requests to be sure a statement requesting a Safety Data Sheet appears on the purchase request before being processed.

C-2. Container Labeling.

a. Supply receiving person is responsible for all containers of hazardous chemicals and materials entering the workplace and will assure that the chemical containers are properly labeled with the following-

(1) Chemical name.

(2) Hazard warnings.

(3) Name and address of the manufacturer, importer, or responsible party.

b. Do not use container(s) of hazardous material(s) until it has been checked by supply receiving person for proper labeling and that an SDS is either accompanied the product, or is already on file. If you will transfer the hazardous material or chemical to a separate container, the person responsible for HAZCOM will ensure that the new container is properly labeled (i.e., that all secondary containers are labeled with an extra copy of the original manufacturer's label or with generic labels that have a block for identity and blocks for the hazard warning). The only exception to secondary labeling is when hazardous materials are transferred from a labeled container to a portable container that is intended only for the immediate use by the employee who performs the transfer. The HAZCOM manager and/or Safety Officer will review the labeling system annually and update the labels as required. The person responsible for HAZCOM will ensure that the containers are labeled and identified properly. The HCP manager will also inform employees of the hazards associated with chemicals contained in products within the work areas.

C-3. Safety Data Sheets (SDS).

a. The HCP manager and/or Safety Officer will be responsible for obtaining and maintaining the SDS system for each organization. The HCP manager will review

incoming data sheets for new and significant health/safety information and ensure that the new information is given to the affected employees. The HCP manager will keep copies of all SDSs and will review them annually for accuracy and completeness of each SDS. The SDS system shall include—

(1) A current master inventory list of all SDSs, indexed by numerical number, to the SDS referenced on the inventory list.

(2) The identity used on the SDS will be the same as used on the container label.

b. The SDS must include 16 sections of information and must have all spaces completed and be written in English. The 16 sections are:

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

c. The HCP manager keeps the originals on file IAW AR 25-400-2. The SDS is part of the program for use by employees. Each HCP manager keeps a current and up-to-date copy of the program on file. Do not use new chemicals until an SDS has been obtained.

C-4. Employee Training and Information.

a. All personnel assigned on orders shall register and complete the resident HAZCOM/GHS train the trainer training within 90 days of appointment. Those appointed shall provide training as required in b. below.

b. Before starting work, the respective supervisor/foreman of a new employee will go over their copy of the HCP and each SDS applicable to their job. (Specify methods to be used, i.e., handouts, videotapes, etc.). Before using any new chemical, inform all employees of its use, instruct employees on safe use, and train employees on hazards associated with the new chemical. All employees will attend additional training, as appropriate, to review the HCP and SDS. Appropriate library reference materials are discussed during the training session(s). The minimum orientation and training for a new employee must include:

(1) An overview of the requirements contained in the HCP, 29 CFR 1910.1200 and DA Pam 385-10.

(2) Chemicals present in workplace operations and this office.

(3) Locations and availability of the written HCP.

(4) Physical and health effects of the hazardous chemicals listed on the inventory list of this program.

(5) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

(6) How to lessen or prevent exposure to these hazardous chemicals through control/work practices and PPE.

(7) Steps taken to lessen or prevent exposure to the chemicals listed on the inventory list.

(8) Emergency procedures to follow if exposed to any chemicals.

(9) Location of SDS file and location of hazardous inventory list.

c. Prior to a new chemical hazard being introduced into any section of the workplace, each employee is informed and trained as outlined above and/or as outlined on the attached Employee Training Guidelines by the HCP manager who is responsible for ensuring the availability of the SDS on the new chemical(s) prior to use.

d. After attending the training class, each employee signs a form to verify that they attended the training, that the written HCP was made available for review, and that he/she understands the HCP.

e. Before entering an establishment, each employee will ascertain the hazards and then take appropriate action for protection. If the employee has any question about what protection they need, they will contact the HCP manager immediately.

C-5. INVENTORY LIST OF HAZARDOUS CHEMICALS. The following is a list of the hazardous chemicals used in this workplace. Further information is available from the SDS attached with this program and from the HCP manager. The HCP manager will keep the originals on file.

SDS INDEX No.	HAZARDOUS MATERIAL
1	(Name of material, etc.)

C-6. Nonroutine Tasks.

a. Before any nonroutine task is performed, advise employees that they must contact (name or title of HCP manager) for special precautions to follow. The HCP manager shall inform any other personnel of potential exposure. (No nonroutine tasks are known to exist at the time of preparation of this program.) (Include this statement if applicable; otherwise delete.)

b. In the event nonroutine tasks are required due to potential exposure of personnel, the HCP manager will provide the following information about the activity as it relates to the specific chemicals, expected to be encountered.

(1) Specific chemical name(s) and hazard(s).

(2) PPE required and safety measures to be taken.

(3) Measures that have been taken to lessen the hazards include ventilation, respirators, presence of other employee(s), and emergency procedures.

C-7. Other Personnel Exposure. Contractors are responsible for providing their own HCP.

Appendix D

Respiratory Protection Program Work Standard Operating Procedure Format

D-1. Reference. Respiratory Protection Program Instruction.

D-2. Activity. LRC Shop 5.

D-3. Operation. Flame cutting, arc welding, hazardous material use, hazardous waste management, and asbestos.

D-4. Respirator Specification. Half-mask, air-purifying respirator, with combination cartridge, for dust, mist, fumes, and organic vapor.

D-5. Respirator Usage.

a. Obtain new cartridges from your supervisor/respirator program manager. Be sure to get your correct size.

b. Inspect respirator for defects.

c. Don respirator, making sure no interfering facial hair (unshaven beards, long sideburns) protrudes between your face and the respirator face-piece.

d. Perform a positive and/or negative pressure fit-check to ensure that you have a good face-to-face-piece seal.

e. Leave the work area to check and readjust your respirator and/or change your cartridges whenever you notice odor or breathing resistance.

f. Clean, maintain, and properly store your respirator after each use.

g. Do not wear contact lenses while on duty during operations. Use prescription glass insert.

Responsible Person:

John Doe
(Safety Monitor/Supervisor)

Prepared By:	Approved By-
John Doe, Jr.	Fred Smith
(Supervisor)	(Director)

Appendix E

ELECTRICAL SAFETY

E-1. Commanders, directors, and managers at Fort Sill will include electrical safety in SOH policies and training that emphasizes prevention of electrical related accidents in their organization. Electrical hazards will be mitigated to the lowest possible risk level in all operations including all Army work sites, recreational areas, office areas, training areas, construction zones, contingency operations, range facilities, vehicle operations, and storage facilities. Leaders/managers and supervisors will ensure that effective electrical safety procedures prescribed in DA Pam 385–26 are appropriately integrated into their operations. Supervisors of Army electrical related operations will ensure that standard electrical safety operating procedures are developed and all personnel working in electrical related operations are appropriately trained.

E-2. All personnel will receive annual electrical safety training that relates to their work environment. Records of training (i.e. attendance rosters) will be kept on file for one year or until the next annual training event is completed. Training will be provided to all new employees on electrical safety within 30 days of employment or the start of their new position. General basic Electrical safety training is available at https://fcoe.tradoc.army.mil/sites/FCoE_Safety/SitePages/Home.aspx

E-3. The FCoE DPW Director is appointed as the "Authority Having Jurisdiction" (AHJ) for all electrical systems, codes, and standards. Units, DPW, contractors requesting/performing electrical work must submit all plans/work requests, Energized Electrical Work Permits (EEWP), etc. to the Operations and Maintenance (O&M) department of this office and receive approval before work may begin.

E-4. SOP's will be established for all frequently-performed hazardous electrical operations that have been identified through job safety analyses.

E-5. Risk Management (RM) Worksheets will be created or updated to include all electrical hazards that are identified for all missions and work environments. RM worksheets will be signed by the appropriate authority IAW the CG's Policy on Risk Management and Risk Acceptance Authority. Civilian/ Contracted personnel will conduct job hazard analysis for proper risk assessment.

E-6. Supervisors will ensure electrical safety requirements and risk management/ analysis is applied to mitigate electrical safety hazards.

E-7. Energized Electrical Work Permits (EEWP) documents will be required for all electrical work conducted in the Limited Approach Boundary of Arc Flash Boundary or energized electrical conductors or on circuit parts > 50 volts or higher or where an electrical hazard exists. EEWP permits are supplied by the Operations and Maintenance (O&M) Branch of DPW. (FS Form 7) A completed copy of this form will be turned into the O&M department of DPW and forwarded to the FCoE Safety Office for filing.

E-8. Safety at all levels will include electrical safety in all evaluations to include the annual Standard Army Safety and Occupational Health Inspection (SASOHI), Range Inspections and On The Spot inspections.

E-9. Units will ensure that all training products are reviewed to ensure they include electrical safety guidance. This guidance will be included in all RM worksheets, training development plans, lesson plans, SOPs, and unit policies.

E-10. Lock Out, Tag Out procedures will be in place to safeguard employees when working on or near de-energized electrical circuits and equipment. Procedures will be provided by the O&M Branch of DPW to ensure all personnel (to include contractors) conduct lock out, tag out procedures appropriately. DPW O&M will ensure that inspections are conducted on all approved lock out, tag out electrical work.

E-11. Job safety briefings will be conducted by a qualified person-in-charge for all work on energized electrical circuits/equipment. The person-in-charge must include the basic requirement as listed in DA Pam 385-26 paragraph 3-5a. In accordance with DA Pam 385-26.

Note: **Qualified Person** includes personnel to include employees (and their supervisors) working on or near exposed electrical circuits or unlisted equipment posing a shock or arc flash hazard who have received work specific training, and demonstrate knowledge and skills needed to control the hazards associated with the electrical work. A worker may be qualified for one kind of electrical work, but not for another. **Unqualified personnel** do not perform such work and have not received the required training and are not knowledgeable about the hazards associated with conducting electrical related work.

E-12. Commanders, directors, and managers at Fort Sill will create and enforce a policy that states whenever feasibly possible, electrical circuits and equipment will be de-energized prior to conducting work. Energized work will not be conducted unless it has been determined by Authority Having Jurisdiction (AHJ) that de-energization is not possible and an EEWP is required.

E-13. Commanders, directors, managers, and personnel at Fort Sill will ensure that all electrical equipment used is labeled by a National Recognized Testing Laboratory or approved by the Authority Having Jurisdiction (AHJ).

E-14. All personnel will ensure that circuits, surge-protectors, wall outlets, etc. are used appropriately, in accordance with labeling, and not overloaded by exceeding the amperage rating of the electrical devices label. (Example: Surge-protector rated at 12 Amps has 10 items plugged into it that will draw 15 Amps to operate) Additional electrical safety information is included in Fort Sill Regulation 420-90.

Appendix F

Personal Protective Equipment Checklist

F-1. Supervisors will provide PPE and training to all personnel in the use and maintenance of PPE.

F-2. Supervisors will ensure issued PPE is regularly maintained and properly stored.

F-3. The following personnel will wear safety eye wear.

a. Welders/metal workers.

b. Painters/chippers/grinders.

c. Fuel handlers.

d. Maintenance workers.

e. Carpenters/woodworkers.

f. Tactical vehicle/heavy equipment operators.

g. Pest controllers.

h. Electricians.

i. Mechanics/repairmen.

j. Warehousemen.

k. Firing weapon systems to include small arms.

F-4. Are workers requiring corrective safety lenses scheduled for examination with MEDDAC?

F-5. The following personnel will wear safety footwear.

a. Electrical workers.

b. Mechanics (all).

c. Carpenters.

d. Heavy equipment operators.

e. Warehouse workers.

F-6. PPE used will meet NIOSH, ANSI, and/or MSA standards.

F-7. Is there an established written policy for requisitioning PPE?

F-8. Do industrial hygiene or safety personnel evaluate the workplace to determine required PPE at the request of commander/supervisor?

F-9. Does the supervisor enforce use of issued PPE, by personnel, and have written policies to support this requirement?

F-10. Are PPE use requirement listed in job descriptions and listed as a condition of employment?

F-11. Is PPE maintained and stored in a clean and serviceable condition?

F-12. Where feasible, are hazards eliminated, through engineering or management controls, before PPE issued?

F-13. Are personnel advised of job hazards, required PPE, and their limitations?

F-14. Does supervisors maintain training records IAW AR 25-400-2?

F-15. Do eye protectors conform to ANSI Z87.1 standards and the following performance standards?

a. Provide adequate protection against the particular hazards of the workplace.

b. Fit properly and cause minimal discomfort.

c. Are durable, easily cleaned, and labeled.

F-16. Are contact lenses worn in conjunction with safety goggles or face shields in designated eye hazard operations if required?

F-17. Are unvented safety goggles used in high dust and chemical vapor operations?

F-18. Are only plastic frames used in electrical/electronic and flammable/explosive operations?

F-19. When the entire face needs protection from metal sparks, chemical splash, etc., are face shields used?

F-20. Is welding shield headgear kept clean, correct filter lenses installed, and cover plates changed/maintained?

F-21. Does head protection conforms to ANSI standards and the following performance requirements?

a. Constructed of lightweight, nonconductive, fire and water-resistant material.

b. Issued to and used by personnel in designated job descriptions and operations to protect from electrical, bump, and falling object hazards.

c. Meet ANSI Z89.1, class A and Z89.2, class B standards when used in electrical hazard areas.

d. Hat/cap suspension units showing evidence of cracks, tears, frays, or other signs of deterioration are replaced.

e. Hats/caps with cracks of any size are replaced.

F-22. Does foot protection conform to ANSI Z41 and ASTM F standards and the following performance requirements?

a. Issued to and used by personnel in designated job descriptions and operations to protect from falling objects hazards.

b. Requirements for nonconductive, nonsparking, or nonskid soles are considered when selecting foot protection for use in electrical, chemical, or slip hazard sites.

c. Conductive shoes for explosive items are cleaned and tested annually and personnel are not permitted to wear wool, silk, nylon, or rayon socks/hose with shoes.

F-23. Is appropriate apparel worn for protection from heat, chemicals, or similar hazards, specifically?

a. Boots of rubber, vinyl, plastic or other synthetic material provided for personnel working in wet processes.

b. Rubber or synthetic coveralls/aprons provided for protection against corrosives.

c. Specific flame retardant clothing provided for protection in hot work operations such as welding.

d. Rubber or synthetic gloves provided for protection against the harmful effects of solvents, corrosives, and other workplace chemicals.

e. Gloves are intact and checked/tested before use. Electricians' gloves must be nonconductive and tested every 3 months.

F-24. Is light-reflecting material worn on clothing for better visibility during roadwork and after dark?

F-25. Are approved safety belts, harnesses, and climbing equipment, with lifelines, available and used for:

a. Work in high places where an employee can fall 6 feet or more.

b. Confined spaces.

F-26. Are harnesses, belts, and lifelines rated with 5,400 pound breaking strength?

Appendix G

Operations Requiring Personal Protective Equipment

G-1. Receiving and Loading Operations.

a. Mandatory PPE.

(1) Safety shoes.

(2) Leather gloves.

b. Conditionally Mandatory PPE.

(1) Hard hat (in designated hard hat areas and when in the proximity of overhead operations).

(2) Safety glasses (in designated eye hazard area, removing, banding, dusty conditions).

(3) Hearing protection (when operating or working near labeled noise hazard equipment).

G-2. Warehousing Operations. Same requirements as paragraph 1.

G-3. Heavy Equipment and Forklift Operations.

a. Mandatory PPE.

(1) Safety shoes.

(2) Hard hats.

(3) Safety glasses.

b. Conditionally Mandatory PPE. Hearing protection when operating labeled, noise hazard equipment.

G-4. Hand-Held/Stationary Power Tools.

a. Mandatory PPE.

(1) Safety shoes.

(2) Safety glasses/shield.

b. Conditionally Mandatory PPE.

(1) Hard hats (in designated areas or in proximity of overhead operations).

(2) Hearing protection (when operating labeled, noise hazard equipment).

G-5. Solvent Cleaning/Painting (Spray and Brush) Operations.

a. Respirator (when spraying/brushing solvent base paints in unventilated shops as recommended by MEDDAC Preventive Medicine).

b. Hearing protection (in designated noise hazard areas).

c. Hard hats (in designated hard hat areas or when working in proximity of overhead operations).

d. Face shield (when there is potential for splashing or spraying).

e. Gloves, solvent resistant (when handling liquids).

G-6. Grinding Operations.

a. Mandatory PPE. Safety glasses or face shields with safety goggles/glasses.

b. Conditionally Mandatory PPE. Hearing protection (in designated noise hazard areas and when working with equipment labeled “noise hazard”).

G-7. Battery (Acid) Charging/Handling Operations. Mandatory PPE.

a. Face shield with chemical goggles.

b. Apron, rubber.

c. Gloves, rubber.

d. Rubber safety shoes or rubber overshoes over safety shoes.

G-8. Welding, Brazing, and Gas Cutting Operations. Mandatory PPE.

a. Apron, leather.

b. Leggings, leather.

c. Sleeves, leather.

d. Gloves, leather.

e. Goggles/helmet, welders impact resistant with shaded lens.

f. Safety shoes.

g. Respirator with fume filter if required.

G-9. Nonleaking Hazardous Material and Waste Operations.

a. Mandatory PPE.

(1) Gloves, leather (chemical resistant if containers are in poor condition).

(2) Safety shoes.

(3) Coveralls.

b. Conditionally Mandatory PPE.

(1) Goggles/face shield when handling corrosives.

(2) Hard hat (in designated hard hat areas or when working in proximity of overhead operations).

(3) Hearing protection (when working in proximity of equipment labeled “noise hazard”).

G-10. Designated Confined Space Operations.

a. Mandatory PPE.

(1) Safety harness and lifeline.

(2) Hard hat.

b. Conditionally Mandatory PPE.

(1) Respiratory protection (determined by RACH Preventive Medicine).

(2) Eye protection (in dust, mist, and vapor-contaminated atmospheres).

(3) Hearing protection.

(4) Gloves.

(5) Body protection.

G-11. Asbestos Handling/Removal Operations. Check with MEDDAC Preventive Medicine and DPW for mandatory EPA certified training requirements.

G-12. Hazardous Material Spill Response/Containment/Cleanup Operations.

a. Mandatory PPE (known exposure level). Level B consists of SCBA with full-face mask, chemical resistant outerwear, gloves, foot cover, and gloves.

b. Mandatory PPE (unknown exposure level). Level A consists of SCBA and fully encapsulating chemical resistant suit.

NOTE: Only personnel that are designated, as a spill team member will participate in the operation. They must have received mandatory OSHA certified training and be certified.

G-13. Meat Cutting Operations.

a. Eye/face protection when operating machinery.

b. Gloves or knife protection bandage.

c. Shoes and rubber overshoes.

d. Cold climate clothing.

e. Apron.

f. Hearing protection.

G-14. General Ground/Lawn Maintenance Workers.

a. Hearing protection.

b. Foot protection.

c. Hand protection.

d. Head protection.

e. Long pants.

f. Eye protection.

g. Reflective Vest when working near traffic or roadways.

G-15. VEHICLE MAINTENANCE WORKERS.

a. Safety shoes.

b. Gloves, as needed.

c. Coveralls.

d. Hearing protection.

G-16. OTHER SHOP MEMBERS.

a. Ear protection.

b. Eye protection.

c. Face protection.

Appendix H

Army Mandatory Safety Training

COURSE	TARGETAUDIENCE	FORMAT/FREQ	SCHEDULE	TRACKING METHOD
Commanders Safety Course	Brigade, BN, Btry, Co Commanders and CSM's prior to assuming command	Online/Initial	https:// crc.army.mil	SASOHI Inspections
Additional Duty Safety Officer Course	Additional Duty Safety Officers within 30 days of appointment	Online/Initial	https:// crc.army.mil	SASOHI Inspections
Risk Management Basic Course	All Soldiers and Civilians	Online/Initial	https:// crc.army.mil	SASOHI Inspections
Supervisors Safety Course	Civilian and Military supervisors of Civilians	Online/Initial	https:// crc.army.mil	SASOHI Inspections
Employee Safety Course	All Civilian employees	Online/Initial	https:// crc.army.mil	SASOHI Inspections
TRADOC Specific Safety and Risk Management Training Additional Duty Safety Officer or Collateral Duty Safety Officer Training	All combat developers, training developers & eval., school instruct. & cadre All ADSOs within 90 days of appointment	Classroom/Initial and as needed Classroom/Initial Refresher every 3 years	Contact 442-4701	Inspections
Radiation Safety Training	All Radiation Safety Officers	Classroom/Initial	Contact 442-2108	SASOHI Inspections
GHS/Hazardous Communications	Organizations storing chemicals	Classroom	Contact 442-2266	SASOHI Inspections
ARMY TRAFFIC SAFETY PROGRAM				
COURSE	TARGET AUDIENCE	FORMAT/FREQ	SCHEDULE	TRACKING METHOD
Accident Avoidance Course	Anyone who operates an Army Motor Vehicle	Online/Initial/ Refresher every 4 years	https:// crc.army.mil	SASOHI Inspections
Local Hazards	New Soldiers & Civilians to Fort Sill	Classroom/Initial	In processing	Instructor Report
Intermediate Drivers Training	All Soldiers under 26 years of age	Classroom/Initial	https:// imc.army.mil	SASOHI Army IMCOM Registration System
ATV Safety Training	Anyone who operate an ATV on Fort Sill	Range/Initial	https:// imc.army.mil	Army IMCOM Registration System
BRC-1 Motorcycle Basic Rider Course	New Military motorcycle riders	Classroom/Initial/ Range	https:// imc.army.mil	SASOHI Army IMCOM Registration System
BRC-2 Experienced Riders Course	Experienced Military motorcycle riders	Classroom/Initial/ Range	https:// imc.army.mil	SASOHI Army IMCOM Registration System

Appendix I
Amnesty Program

I-1. Purpose. The ESMP Amnesty Program is intended to ensure maximum recovery of military ammunition, explosives, and valuable ammunition residue items.

I-2. Applicability. This program is applicable to all personnel assigned or attached to FCoE and Fort Sill, to include Army Reserve and Army Guard organizations and individuals.

I-3. References:

a. Army Regulation 190-11, Physical Security of Arms, Ammunition and Explosives, 15 November 2006; RAR 28 June 2011

b. Army Regulation 385-10, The Army Safety Program, 23 August 2007; RAR 04 October 2010

c. DA Pamphlet 385-64, Ammunition and Explosives Safety Standard, 24 May, 2011

d. DA Pamphlet 710-2-1, Using Unit Supply Systems (Manual Procedures), 31 December 1997

e. IMCOM Regulation 5-13, Installation Ammunition Support, 07 February 2008

f. IMCOM Regulation 385-10, Safety Program, 01 June 2010

I-4. General.

a. The program is established to provide an opportunity for individuals to return ammunition that has been stolen, misplaced, or erroneously left in the possession of an individual. These returns can be made without fear of prosecution. Therefore, amnesty turn-ins will not be the basis for initiation of an investigation of individuals making the turn-in.

b. The Ammunition Amnesty Program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition after reconciling their account will make an amended turn-in on DA Form 581. Any item deemed unsafe will be reported to Explosive Ordnance Detachment (EOD) or Quality Assurance Specialist Ammunition Surveillance (QASAS).

c. Anyone can turn in any .50 caliber and below to any ammunition amnesty containers located at the Minor Road Wash Rack, Berry Street Wash Rack, and the Ammunition Holding Area (AHA). For ammunition above .50 caliber along with any explosive, immediately call the 761st EOD at 442-2888 or QASAS at 442-4408.

d. ASP personnel will accept turn-ins of ammunition under the Amnesty Program provisions during normal ASP hours

I-5. Responsibilities.

a. The Garrison Commander will:

(1) Plan, schedule, publicize (in coordination with the Public Affairs Office), and execute semi-annual amnesty days twice a year during fall and spring post-wide cleanup. This facilitates the collection of abandoned or unauthorized ammunition or explosives and exercise Fort Sill Amnesty Program.

(2) Additionally, Fort Sill will coordinate with the local communities to ensure the
Amnesty Program is known and understood by Fort Sill Soldiers and Family members.

b. Unit Commanders will:

(1) Ensure properly trained personnel are available to evaluate ammunition and explosives prior to movement for turn-in from training locations.

(2) Ensure personnel discovering ammunition reconcile their account and amend the DA Form 581. Any item deemed unsafe will be reported to EOD or the QASAS.

(3) Brief Soldiers on the Ammunition Amnesty Program procedures quarterly and prior to each exercise or training event that requires the use of ammunition. A reminder should be given during pre-firing briefings.

(4) Ensure the location and telephone number of the ASP and the amnesty collection points are posted throughout the unit area.

(5) Not hinder or investigate Soldiers utilizing the amnesty boxes.

c. Garrison Safety Office will:

(1) Promote the Amnesty program semi-annually through media sources and memorandums.

(2) Approve location of amnesty collection points and ensure proper design of collection containers.

d. QASAS will:

(1) Determine location of amnesty collection containers

(2) Ensure contents of container removed bi-weekly

(3) Accept ammunition turned in under the provisions of the amnesty program. Individuals turning ammunition or explosives as part of amnesty program will not be required to have a turn document. The ASP will initiate a DA Form 581 turn-in document to establish an audit trail.

I-6. Amnesty-collection containers.

a. Amnesty-collection containers are located at Minor Road Wash Rack, Berry Street Wash Rack, and the Ammunition Holding Area (AHA).

b. Collection containers are positioned to ensure proper quantity-distances for 1.4 explosives and fire safety. The will not be placed in populated area next to inhabited buildings.

c. Designed with opening not larger than necessary to accept .50 caliber ammunition and to prevent extraction through the deposit opening.

Appendix J
Bicycle Safety Program

J-1. Purpose. General. Over the past twenty years, the Army has lost several Soldiers due to bicycle accidents; unfortunately, one of those Soldiers came from our formation. Riding a bicycle is a great source of transportation, enjoyment and exercise but inherently dangerous without taking proper precautions. If you chose to ride on or off the installation, dangers abound, especially on high density roads where separate bicycle lanes are not available. Narrow road shoulders and traffic speed require special attention to remain safe and free from injury while operating with public traffic. In most states, bicyclists and motorists are treated equally.

J-2. Applicability. This program is applicable to all personnel assigned or attached to FCoE and Fort Sill, to include Army Reserve and Army Guard organizations and individuals that ride their bicycles on FT Sill.

J-3. General.

a. Our cyclists need to be aware of the potential risks while riding, understand safe operating practices, and continually keep their guard up to prevent future accidents. Leader involvement at all levels, combined with personal discipline of the rider, will ensure a safe ride and return to their final destination.

b. The state of Oklahoma requires that bicyclists obey all traffic control devices/signs, properly signal your intentions, and ride in the direction of traffic as motor vehicles do. Injury and loss due to a bicycle accident is a preventable occurrence.

J-4. Responsibilities.

a. All bicyclists Military members, DA/DOD Civilians, contractors, visitors and Family members riding a bicycle on Fort Sill will:

(1) Ensure that the bicycle is safe and in good working condition for operation (e.g. breaks, tires, lights, cables, chain and reflectors).

(2) Obey all traffic controls, signs and posted hazard warnings.

(3) Not ride more than two abreast.

(4) Wear a bicycle helmet approved by the Consumer Product Safety Commission (CPSC). Helmets certified by the American Society for Testing and Materials may also be worn, but when purchasing a new helmet, riders should look for the CPSC certification.

(5) Not use a cell phone device, wear headphones, earphones, or other listening devices while bicycling on or adjacent to roadways. The operation of a bicycle while using listening devices is strictly prohibited on DOD installations.

(6) Adhere to day and nighttime visibility requirements. Due to a bicycle rider's small profile, making yourself visible to motor vehicle operators is essential in mitigating potential accidents. Visibility: All bicycle riders will wear a brightly colored (e.g. white, yellow, orange, neon etc.) upper garment during daylight hours and a reflective garment at night. The color of the Army Combat Uniform (ACU) does not satisfy this requirement. Reflective belts do not meet the requirement as the upper garment for day or night. Backpacks if worn must meet the same visibility requirements as the day and night upper garment. Reflective belts may be placed around the backpack to meet visibility requirement. Riders will equip their bicycles with and use a headlight and taillight during the hours of darkness/reduced visibility. Blinking red taillights provide motorists the best visibility of a rider. Reflectors can be added as another element to enhance visibility.

(7) Not carry more persons on a bicycle than the number for which it is designed and equipped. Any person propelling a bicycle will ride on or astride a permanently mounted seat.

(8) Operate bicycles upon the roadway as near to the right side of the road as possible and signal using appropriate hand/arm signals while turning, stopping, or altering direction. When turning, you must signal continuously at least 100 feet before the turn and while you are stopped and waiting to turn, unless use of your hand is needed to control your bicycle.

Right Turn Left Turn Stop

(9) Not carry packages or other articles that prevent the bicyclist from keeping at least one hand on the handlebars.

(10) Not operate a bicycle under the influence of drugs or alcohol. You can be charged for driving under the influence (DUI) or driving while intoxicated (DWI).

(11) Secure all bicycles left unattended to a permanent structure by an appropriate locking device.

(12) It is always a good safety practice for Soldiers, Civilians, and Family members to wear proper personal protective equipment (PPE) while riding off post. Recommended PPE consists of: an approved bicycle helmet, protective eyewear,

sturdy footwear, brightly colored garments during the day and a reflective garment during hours of darkness/limited visibility.

b. Commanders/Leaders:

(1) Promote and support bicycle safety in your organization.

(2) Incorporate bicycle safety into unit safety program and safety briefings.

(3) Enforce on-post safety requirements as outlined in this program.

(4) Establish procedures to ensure that subordinate commanders and Soldiers within their commands are thoroughly familiar with the provisions of this program.

J-5. Suggested Mitigation Tools. For years, drivers and motorcycle riders have used the acronym **SIPDE** – **S**earch, **I**dentify, **P**redict, **D**ecide, and **E**xecute. This common acronym is used in defensive driving/riding safety training and is directly applicable to bicycle riders as they anticipate actions others on the road may take. This is a continuous process used to identify and mitigate hazards encountered while riding.

J-5. Enforcement. Installation authorities will enforce the provisions within this policy, administer written citations to personnel that are not in compliance, and deny access to anyone not wearing proper personal protective equipment.

APPENDIX K

Fort Sill Motorcycle Program

K-1. Purpose. This provides policy for all motorcycle operations on/off Fort Sill.

K-2. Applicability. This program is applicable to all Fort Sill organizations, personnel, Family members, contractors and visitors.

K-3. References.

a. Department of Defense Instruction 6055.4, DODI Traffic Safety Program, 23 January 2013, Incorporating Change 2.

b. AR 385-10, The Army Safety Program, 27 November 2013, Effective Date: 27 December 2013.

K-4. Responsibilities.

a. Commanders, directors, and supervisory personnel will enforce the standards contained in this policy to promote safe motorcycle operations on and off Fort Sill.

b. Fort Sill point of entry gates security personnel will deny access to anyone not meeting the requirements of this policy. Fort Sill Police will enforce these standards on the installation and issue citations of non-compliance.

c. Fort Sill Safety Office shall maintain a POM Accident Dashboard that captures motorcycle accident trend data and post to the Safety SharePoint Motorcycle Mentorship Page, and provide as required to commanders.

K-5. Policy.

a. This policy applies to all Service Members (SM) Active or Reserve, Civilian personnel and Family members assigned, working/visiting or residing on Fort Sill. The number of motorcycle riders continues to increase. Our continued concern with motorcycle operations will require the personal involvement of leaders at all levels and the personal discipline of motorcycle operators. Fort Sill must foster an environment for safe motorcycle operations. Together, we will keep Team Sill SM's, Civilians, and Family members safe. Anyone, to include visitors and contract personnel, operating or riding as a passenger on a motorcycle on Fort Sill must wear the required personal protective equipment (PPE) as listed in para K-9. of this policy. (See enclosures 9 and 10). All motorcycles, mopeds, and motor scooters must be licensed and/or registered by appropriate civilian authorities in order to be operated on Fort Sill. If the state in

which licensed requires a special license to operate a motorcycle, moped, or motor scooter, those licensing requirements will apply on Fort Sill. Can-Am, "Trikes" and other non-enclosed 3 wheeled street-legal vehicles shall be considered motorcycles and the provisions of this policy will apply. In addition, the use of personal protective equipment will be IAW Para. K-9. of this policy. This paragraph is punitive. Service members who fail to comply with the requirements of this policy may be subject to adverse administrative action or punishment under the Uniform Code of Military Justice (UCMJ).

b. To establish the Fort Sill Motorcycle Safety Program to promote and foster an environment of safe motorcycle use for riders both on and off duty. Unit Motorcycle Safety Programs will be inspected annually during the Standard Army Safety Occupational Health Inspection (SASOHI) conducted by the Mission/Garrison Safety Office, or Brigade Tactical Safety Specialist respectively.

c. Motorcycle accidents continue to be a leading cause of SM fatalities and serious injuries Army wide. An analysis of Fort Sill motorcycle accidents reveal indiscipline, overconfidence, excessive speed and inexperience of the rider as contributing factors in our past accident experiences. ***The National Highway Traffic Safety Administration estimates that per mile traveled, the number of deaths on motorcycles was over 26 times the number in cars placing those that elect to ride a motorcycle at higher risk than those who do not.*** Every leader and SM must be committed to and actively involved in accident prevention, especially the prevention of motorcycle accidents. Commander/Leader participation from the top down, training, mentorship, counselling and integration of risk management, will be the driving force behind our motorcycle safety program.

d. Saving lives and reducing the number of motorcycle accidents requires the dedicated support of every Commander, Leader, and SM. The Fort Sill Motorcycle Safety Program includes mandatory progressive training, leader mentorship, and the reinforcement of a SM's personal responsibility to keep safe.

e. By name roster (Encl 7) of SM and Civilian riders will be filled out by unit mentors and submitted through brigades or equivalent to the Fort Sill Safety Office NLT COB on the last working day of the first full week of DEC, MAR, JUN and SEP. SM dirt bike/ATV riders will be included.

f. By name roster (Encl 8) of SM Mentors will be filled out by Brigade/Battalion or equivalent mentors and submitted to the Fort Sill Safety Office NLT COB on the last working day of the first full week of DEC, MAR, JUN and SEP.

K-6. Required Training.

a. Mandatory Progressive Training for SMs. Training consists of Basic Riders Course (BRC), Experienced Rider Course (ERC) or BRC-11, Military Sport Bike Rider Course (MSRC) or Advanced Rider Course (ARC), Motorcycle Refresher Training (MRT}, and Sustainment Training (ST). Prior to the operation of a motorcycle on or off the installation, military personnel will successfully complete an appropriate Motorcycle Safety Foundation (MSF) based course or State-approved curriculum for motorcycle operator's safety training endorsed by the Office of the Deputy Under Secretary of Defense Installations and Environments (DUSO (I&E)). All training is provided to active duty military on the installation at no cost to the motorcycle rider. Motorcycle Training is scheduled through the Army IMCOM Registration System at https://imc.army.mil/airs/usg_disclaimer.aspx . All SM motorcycle riders will complete the progressive training described in the following paragraphs, (Enclosure 2). Although training is not available for civilians at Fort Sill, it is highly encouraged that DA/DOD civilians complete an approved motorcycle safety course to enhance rider skills. This paragraph is punitive. Service members who fail to comply with the requirements of this policy may be subject to adverse administrative action or punishment under the UCMJ.

b. Can-Am Spyders® and three-wheeled motorcycle training requirement. The requirement for BRC, as modified by the MSF interim guidance applicable to three-wheeled motorcycles, applies to exclusive three-wheeled motorcycle operators until the pending MSF three-wheeled basic rider course is released by the MSF and evaluated or adopted by the U.S. Army. This guidance will be provided on the United States Army Combat Readiness/Safety Center Web site.

c. If a modified MSF-BRC curriculum is not available, novice three-wheel operators shall be allowed to complete one of the following: take the BRC (using a two-wheeled trainer motorcycle) or a State-sponsored "Sidecar and Trike" Education Program course that can help generally associate them with the risks and handling characteristics of three wheeled vehicles. Fort Sill SMs operating a Can-Am Spyder® or three-wheeled motorcycle are required to attend the Fort Sill BRC on a two wheeled trainer motorcycle, 16 hours additional unit mentor training and attend a MSF/State approved Three Wheeled Motorcycle Course within 90 days of completing the BRC.

d. All three-wheeled operators shall familiarize themselves with and follow the manufacturer's instructions and safety precautions pertaining to their vehicle.

e. **BRC.** The BRC is the initial training course for all SM motorcycle riders. The BRC provides basic knowledge and skills required to safely operate a motorcycle. SM

riders have the option to take this course on a Fort Sill provided motorcycle or their personally owned motorcycle.

f. **16 Hour SM Rider Training.** After successful completion of the BRC, SMs will operate their motorcycle while accompanied by the unit Motorcycle Mentor who will have visual contact of SM riders until 16 hours of follow on rider training has been accomplished and documented with start and end mileage. SMs will complete the 16 hours of training prior to being allowed to ride unsupervised at any time on or off post, except for riding to training and back to living quarters. (This applies to all newly assigned SMs to FT Sill and those who have not completed the full progression of training). Motorcycle Mentors will provide instruction and evaluate rider skills during this time to ensure riders are prepared for safe operation. Follow on Rider Training will consist of classroom, range, and road check ride (Encl 13). Training will be recorded on the riders Motorcycle Operators Qualification Record (Encl 12). Rider Mentors will notify the commander of 16 hour completion or if additional training is required. The commander will make final determination of approval or dis-approval of training completion.

g. **ERC/BRC-11.** After successful completion of the BRC and 16hrs of mentor rider training, (cruiser/touring type) motorcycle riders must complete the ERC or BRC-11 within 90 days of completing the BRC. (This applies to all newly assigned SMs to FT Sill and those who have not completed the full progression of training).

h. **MSRC/ARC.** After successful completion of the BRC and 16hrs of mentor rider training SM (Sport/Sport Tour type) motorcycle riders must complete the MSRC or ARC within 90 days of completing the BRC. (This applies to all newly assigned SMs to FT Sill and those who have not completed the full progression of training).

i. **MRT.** Prior to operation, all redeployed (six month and greater deployments) or if SMs have six months or more not operating a motorcycle, SM will complete the MRT. The MRT will be provided by individual organizations SM Mentor. SM Riders will attend this training with their own Privately Owned Motorcycle for which they are licensed and registered in their name.

j. **Sustainment Training.** Every 5 years following completion of the ERC/BRC-11 or MSRC/ARC, SMs shall repeat the ERC/BRC-11 or MSRC/ARC based on the type of motorcycle owned or operated.

k. SMs who are certified on their own motorcycle and purchase a new motorcycle will be evaluated by their commander and motorcycle mentor using (Encl 5) Commanders Motorcycle Change Evaluation Worksheet. This evaluation will determine

if repeating any stage of required training is required due to change in size, configuration, or handling characteristics of the new motorcycle. Commander and Mentor must sign this document and it will be maintained in rider packeUfile by mentor for SMs duration in that unit, and relinquished back to SM upon PCS, ETS, or Retirement. SMs being attached or reassigned on Fort Sill will have their rider packeUfile forwarded to the commander of the gaining unit by the losing command. BOE in-processing checklists and clearing papers will include SM rider in-processing and clearing checks with BDE Motorcycle Mentor.

K-7. Commander/Leader Mentorship.

a. All SM riders will have a face to face evaluation with the commander and unit mentor. Commanders will complete the Commanders Rider Evaluation (Encl 1) on all SMs. New commanders along with unit mentor will complete this evaluation on all SM Riders in their organization within 60 days from change of command.

b. Commanders will conduct formal counseling DA Form 4856 for SMs that are out of tolerance with requirements of the Fort Sill Motorcycle Program and annotate that they are in a NO RIDE status until they come into compliance. (See fig 1 deficiency notes as example)

c. Support and promote unit level motorcycle safety activities within regulatory limits.

d. Promote activities that reinforce positive training, mentorship and riding.

e. Enforce motorcycle training requirements outlined in paragraph K-6. Motorcycle mentor training events will be added to unit training calendars and briefed during training meetings.

f. SM and Civilian riders will be identified (Encl 7) by organization, Name, age, rank/grade and type of motorcycle. Mentors will track additional information on SMs to include Progressive Training, TCLOCS (Encl 11), Rider Evaluation Worksheet (Encl 1), and No Ride Counseling Statements for those not in compliance with this program. All SMs will be assigned an appropriate mentor and complete the Motorcycle Safety Contract (Encl 3) or Dirt Bike/ATV Safety Contract (Encl 4). This contract will be signed by SM, commander, 1SG, and mentor. This contract will be maintained on SMs rider packeUfile.

g. Establish unit motorcycle mentorship program at brigade, battalion, and company/battery or equivalent Civilian levels. Select and appoint suitable mentors (both standard/cruiser and sporUsport touring motorcycles) to coach unit motorcycle

riders. Brigade mentors will monitor/train and inspect subordinate unit administration of the Motorcycle Mentorship Program (MMP).

h. Commanders and leaders will receive training on the Fort Sill Motorcycle program during Pre-Command, 1SG/BC, Cadre Training, and Drill Sergeant Orientation Courses. This training will be provided by Fort Sill safety personnel.

i. Commanders will conduct an Incident Review Board (IRB) on all motorcycle accidents that occur in their command. The IRB will be briefed to the Fort Sill Chief of Staff within 7 work days of the incident. The format for the IRB will be provided by the Fort Sill Safety Office. The briefing organization will schedule the meeting with the Chief of Staff. At a minimum, battalion/battery commander, CSM/1SG, mentor, and Fort Sill Safety will be present for the brief.

j. Commanders will establish procedures to ensure that subordinate commanders and Soldiers within their commands are thoroughly familiar with the provisions of this program.

PART III - SUMMARY OF COUNSELING
Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

SPC Soldier, You are being informed that you are not permitted to ride your motorcycle (exception is to and from) an MSF Course to make you compliant with Army Regulation 350-10 and Fort Sill Reg 385-10. This is a NO RIDE COUNSELING

You are deficient in the following area's noted below.

___1. Missing documentation (MSF Training Cards, Drivers license with Motorcycle endorsement, Current Insurance verification, motorcycle safety contract, current registration.)

___2. Have not completed BRC course.

___3. Have not completed the BRC2 or Military Sportbike Riders Course prior to riding.

___4. Have not completed MRT(upon redeployment from deployment of 6 months or greater) or not have operated a motorcycle for 6 or more months

___5. Have not completed your 5 year sustainment traning. (BRC2/ERC or MSRC)

___6. Have not attended quarterly meeting and or verified PPE meets army standard.

___7. Have not completed a T-CLOCS inspection with no deficiencies.

___8. Have not participted in quarterly unit check rides. (determination made by how many check rides have been conducted.)

___9. You have ridden your motorcycle in violation of AR 350-10 and FT Sill Reg 385-10 and have not completed your retraining to the level in wich the Commander is satisfied you can operate your motorcycle.

__10. You have not completed the 40hrs of rider training with your mentor.

Failure to follow these orders is a violation of article 92 (Failure to obey order or regulation) of the UCMJ and may result in punative actions.

FIG 1

K-8. Unit Motorcycle Mentors.

a. Shall be an experienced (five years or more on the appropriate motorcycle type) and current SM motorcycle rider in good standing. Motorcycle Mentors will be proven leaders, selected by maturity and skill level. Meaningful unit mentorship will be conducted to assess, educate, and enhance rider skills.

b. Completed the BRC, 16hrs unit mentor training if required by this policy, and based on type of motorcycle operated, complete the ERC/BRC-11 or MSRC/ARC prior to assignment as a mentor.

c. Use Mentor Checklist (Encl 8) to create/sustain mentorship program and understand requirements. This checklist will be completed quarterly and maintained by mentor for two years.

d. Conduct quarterly meetings with motorcycle riders assigned to the unit. Civilian riders are encouraged to participate in the MMP. The meeting agenda at a minimum will include personal protective equipment checks, motorcycle T-CLOCS inspections, MSF progressive training compliance, License/insurance checks and refresher briefings on safe riding techniques. Minutes shall be maintained of these meetings to include topics covered and a sign-in sheet of those in attendance.

e. Conduct and document as a minimum, quarterly unit check rides for SM riders. This will be SM riders appointed place of duty. The annual Fort Sill Freedom Thunder Motorcycle Safety Rally ride event will satisfy the requirement for one check ride if monitored and properly recorded by the unit mentor. Mentors will complete a Risk Assessment DD Form 2977 signed by appropriate level commander and maintain these on file for a minimum of one year.

f. Act as a conduit of information to Leaders and Soldiers for motorcycle safety education and awareness.

g. Set the standard for responsible motorcycle riding.

h. Mentor SMs in purchasing, riding and maintaining motorcycles.

i. Monitor and evaluate SM's skill development during the 16 hours of rider training and provide the commander periodic assessments of rider skills, capabilities and training. Notify the commander of rider 16 hour completions.

j. Track SM riders and inform the commander of sustainment training progress, and riders that are not in tolerance of training requirements.

k. Organize and promote activities to enhance motorcycle safety by unit affiliation or riding events.

l. Maintain a roster of motorcycle operators (Encl 7) assigned to the unit.

m. Maintain and update riders Motorcycle Operators Qualification Record to reflect current experience and training.

n. Battalion and Brigade mentors will maintain a roster (Encl 6) of all mentors one level down in their organization.

o. SM rider packet/file will contain a copy of current MSF training card, driver's license with motorcycle endorsement, current insurance verification, current registration, signed motorcycle/Dirt Bike/ATV safety contract (Encl 3 or 4), commanders evaluation worksheet (Encl 1) and Commanders Motorcycle Change Evaluation Worksheet (Encl 5) if used, and riders Motorcycle Operators Qualification Record (Encl 12).

p. T-CLOCS (Encl 11) will be conducted on SM motorcycles quarterly and maintained with the Motorcycle Mentor of that organization. T-CLOCS will be maintained for the SMs duration in that organization. Deficiencies identified during T-CLOCS inspection will be corrected prior to operation.

q. Mentors who are leaving the command will turn all rider packets/files, and checklists over to the commander before departure. Commander will maintain rider information until a qualified replacement is appointed.

K-9. Individual Responsibilities (SMs, Civilians, Family members and visitors).

a. Comply with installation, local, state, and Army motorcycle training, licensing and operating requirements. SMs will carry their Motorcycle Safety Foundation card as proof of course completion at all times while operating a motorcycle.

b. Share accident and/or near miss information during quarterly mentorship meetings.

c. Use risk management in purchasing, riding, and maintaining motorcycles. SMs will notify unit mentor prior to purchasing a new motorcycle.

d. Properly maintain and wear required Personnel Protective Equipment (PPE) for both on and off post riding. SMs will wear PPE at all times while on or off post. Operators must ensure that passengers comply with these PPE requirements. *Civilians, Family members and visitors will wear the same PPE as SMs when operating or riding on Fort Sill.* Three wheel variants such as a Can-Am or Trike require the same PPE as a two wheel motorcycle. Minimum PPE consists of:

(1) A helmet that meets Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04. All SMs will wear an approved helmet at all times on or off post. This standard also applies to Dirt Bike/ATV

helmets. Helmets will be properly fastened under the chin. Novelty helmets are not authorized. (Dirt Bike/ATV riders will wear an approved helmet)

(2) Protective clothing: Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion resistant materials (such as leather, Kevlar®, or Cordura®) and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material. Dirt Bike riders will wear Chest, Knee, Shin guards, and padded full fingered gloves (Encl 9).

(3) Foot protection. Sturdy over the ankle footwear that affords protection for the feet and ankles. Durable leather or ballistic-type cloth athletic shoes that cover the ankle may be worn. Typical PT running shoes do not meet this requirement. It is recommended that Dirt Bike/ATV riders wear footwear that exceeds this requirement.

(4) Eye protection. Eye protection designed to meet or exceed ANSI Standard Z 87.1. Impact or shatter resistant goggles, wraparound glasses or full face shield properly attached to the helmet. Operators may not substitute windshield or fairing for proper eye protection. Dirt Bike/ATV riders will wear approved eye protection)

(5) Upper Outer Garment. SMs assigned to Fort Sill, will wear a fluorescent and reflective vest, shirt or jacket at all times when operating a motorcycle or riding as a passenger on a motorcycle, on or off post, regardless of local Civilian requirements (Encl 10). All other personnel operating a motorcycle or riding as a passenger on Fort Sill will wear a fluorescent and reflective vest, shirt or jacket at all times, and are encouraged to wear such equipment off Fort Sill. All motorcycle operators and passengers must ensure outer garments are properly secured, clearly visible, and not covered. <u>The light-weight mesh physical training vest and fluorescent PT belt are not authorized to wear as a substitute of the fluorescent and reflective vest. shirt. or jacket.</u> The PT belt or light-weight mesh physical training vest may be used to cover a backpack if worn. Backpacks covered with the PT belt or light-weight mesh physical training vest or other high visibility material is not a substitute for the fluorescent and reflective vest, shirt, or jacket requirement. This requirement does not apply to Dirt Bike/ATV riders. Enclosure 8 provides examples of authorized fluorescent and reflective vests, shirt, and jackets.

e. Support installation and unit motorcycle safety initiatives.

f. SM riders will Identify themselves to their chain of command at the time of assignment to the unit, or when planning to purchase a motorcycle.

g. Report their involvement in any motorcycle accident to unit leadership.

h. Unit motorcycle mentorship meeting attendance is mandatory for all SMs. Seek out mentorship from skilled, responsible, and positive riders. *Demonstrate self-discipline and defensive driving when operating a motorcycle. Recognize the inherently dangerous nature of motorcycle operation and stay clear of motorcycle organizations and riders that contribute to high risk behavior.*

i. PUNITIVE ORDER. Service members who fail to comply with the requirements of the Fort Sill Motorcycle Safety Program are subject to adverse administrative action or punishment under the UCMJ.

j. Contact Fort Sill safety at 442-4215 or 442-4466 for course information.

Commanders Rider Evaluation Worksheet

1. IAW the Fort Sill Motorcycle Safety Program, Service Members (SM) that choose to ride Motorcycles/Dirt Bikes/ATVs are required to have an evaluation conducted by the Commander and unit Motorcycle Mentor. Understanding the inherent risk associated in riding Motorcycles/Dirt Bikes/ATVs, my evaluation will assess required skills and qualifications to safely operate them.

Name/Rank/Grade/MOS/Position: _____

DOB/AGE: _____ **Telephone #** _____

Address: _____

E-Mail Address: _____

Unit/Organization: _____

Commander Name/Telephone: _____

Type of Motorcycle (year/make/model):_____

Motorcycle Endorsement# (attach a Photocopy:—

Licensing State, License # (attach a photocopy):_____

State of Registration/Insurance Information (attach a photocopy):_____

_____ (State -Expiration Date)

_____ (Insurance company -Policy Number- Expiration Date)

Evaluation Questions	
1. Does SM have a motorcycle endorsement on his/her state license?	Yes ☐ No
2. Does SM currently own a Motorcycle/Dirt Bike/ATV?	Yes ☐ No
3. If yes what type? Sport/Touring/Cruiser/3 wheeled/Can-Am/Dirt Bike/ATV	
4. Is SM planning on purchasing a Motorcycle/Dirt Bike/ATV within 12 Mths?	Yes ☐ No
5. If purchasing a motorcycle/Dirt Bike/ATV, what type and when?	
6. Has motorcycle ever had a TCOLCs Inspection?	Yes ☐ No
7. Last date of TCLOCs Inspection?	
8. Is SM current with MSF progressive training as stated in Encl 2?	Yes ☐ No
9. How many miles has the SM operated a motorcycle in the past year?	
10. SMs riding experience? Highway/City/Rural Naried?	
11. How many years of riding experience does SM have?	
12. Has SM ever been in a Motorcycle/Dirt Bike/ATV accident?	Yes ☐ No
13. If involved in an accident, what was the cause?	
14. Has the SM been cited for traffic violations?	Yes ☐ No
15. If yes what type of citation?	
16. Does SM currently own required proper PPE and serviceable?	Yes ☐ No
17. What is SMs overall individual risk assessment? Circle one: High Med Low	

Commanders Rider Evaluation Worksheet

2. *COMMANDER and MENTOR MUST SIGN* and a copy of the completed worksheet will be maintained by the unit motorcycle mentor in the Soldiers rider packet/file. This is an inspectable item.

MSF BRC Completion Date:_____ **MSF Card #:**_____

16 Hour Mentor Rider Training Completion Date:_____Start Mileage_____End_____

MSF ERC/BRC-11/ARC Completion Date:_____ MSF Card #: _____

_ MSF MSRC/ARC Completion Date:_____ MSF Card #: _____

Dirt Bike/ATV Training Completion Date:_____

MSF or State Approved Three-Wheel Rider Course Completion Date:___Card#___

Notes: _____

_____

_____

SM Acknowledgement of this evaluation:

I understand and will comply with the Motorcycle Safety Programs progressive training and Personal Protective Equipment requirements

_____ _____

Signature Date

Command Recommendation
Based on careful consideration and evaluation, it has been determined that Rank: Name:_____is within compliance of Army and Fort Sill training requirements and is approved to ride their motorcycle/dirt bike/ATV. Commander Signature Date Motorcycle Mentor Signature Date
Based on careful consideration and evaluation, it has been determined that Rank: Name:_____will require additional training to operate a motorcycle/dirt bike/ATV safely and be re-evaluated in 90 days. Commander Signature Date Motorcycle Mentor Signature Date

Commanders Rider Evaluation Worksheet

MOTORCYCLE STYLE/CLASS INFORMATION

Class Cruiser l\.lotorcycle	Cruiser motorcycle !!. mimic the style of American machines from the 1930s to the early 1960s, even though they have benefited from advances in metallurgy and design. The riding position always places the feet forward. 'L'"mally the bands are up and the spine erect or leaning back slightly, which some riders find to be more comfortable for long-distance riding. Chopper style motorcycles would be categorized as a type of cruiser. A cruiser is a type of motorcycle where the rider has a straighter position while sitting and the feet are always in a forward position on the bike, meaning they are resting up or in front of the rider.
Class Touring Motorcycle	Touring motorcycles commonly hat"e large dispiacement fairings and screens that offer a relatii.ely high degree of weather and wind protection, large capacity fuel tanb for long ranges bet\-veen fill-ups, and a more rela'led, more upright seating position than sport-bikes. These motorcycles can be further subdi\ided into multiple sub-categories, which are commonly used terms within the motorcycle industry.
Class Sport bike	Sport bikes, :r.ometimes called performance bikes or "crotch rockets," emphasize speed, acceleration, deceleration, and maneu\"erability. Because of this, there are certain design elemenn that most motorcycles of this type will .share. Sport bikes ha\e comparafr\ely high performance engines resting inside a lightweight frame. The combination of these help maintain structural integrity and chassis rigidity. Front and rear tires are larger and wider than tires found on other types of motorcycles to accommodate higher cornering speeds and greater lean angles. Fairings may or may not be found on a sport bike. Tue performance of some stock s.port bikesis so high that they can be used on a.race track right off the shovroom floor. Rider position and ergonomics are compromised in fayer of weight distribution and aerodynamics. This generally means. higher foot pegs. that move the tegs closer to the body and more of a reach to a lower set of hand controls which positions the body and center of gra\ity forward and over the tank.
Class Sport Touring bike	Sport-tou:rers combine attributes of a sport bike and a touring motorcycle. They are built for comfortable tong-distance travel while maintaining a forward-leaning riding position, good handling, and high performance.
Can-Am/Trike	Can-Am, or 3 Wheeled Motorcycle "Trike" is a non-enclosed street-legal \"ehicle very similar to the tv.:o wheeled motorcycle. Handling characteristics for three wheels is different than their counterparts on two wheels. Riders need to be familiar vith proper handling in turns and cun-es and braking. The three wheel suspension pro\ides stability for the rider and eliminates the need for ha\ing to hold or balance the vehicle in the upright position. This type of \"ehicle has become populanvith older motorcycle riders \Yho callllot operate on two wheels anymore but s.till \Yant to ride.

Mandatory Progressive Training

Sport Bike

Sport Bike → Enters Unit Mentorship → Complete **BRC** → Complete 16 Hrs Unit Rider Training → Complete MSRC/ARC within 90 days of BRC → Continue Participation in Unit Mentorship → 5 years from last **MSRC/ARC** requires Sustainment Training

Cruiser/Tour

Cruiser Bike → Enters Unit Mentorship → Complete **BRC** → Complete 16 Hrs Unit Rider Training → Complete ERC/BRCII within 90 days of BRC → Continue Participation in Unit Mentorship → 5 years from last **ERC/BRC II/ARC** requires Sustainment Training

Can Am- Trike

3 Wheel Cycle → Enters Unit Mentorship → Complete **BRC** prior to operation → Complete 16 Hrs Unit Rider Training → Attend 3 Wheel MSF or State approved course within 90 days of BRC → Continue Participation in Unit Mentorship → Repeat 3 Wheel approved Course every 5 years as Sustainment Training

Dirt Bike

Dirt Bike → Enters Unit Mentorship → Complete **BRC** prior to operation → Continue Participation in Unit Mentorship

ATV

ATV → Enters Unit Mentorship → Complete ATV Course prior to operation → Continue Participation in Unit Mentorship

Sustainment

5 Years from last MSF course → Sport Bike **MSRC** Complete → Repeat **MSRC** every 5 Years → Continue Participation in Unit Mentorship

5 Years from last MSF course → Cruiser **ERC/BRC-II** Complete → Repeat **ERC/BRC-II** every 5 Years → Continue Participation in Unit Mentorship

Refresher

Upon return from a deployment that was 180 days or greater or 6 months not riding → Attend **MRT** provided by your unit prior to operation, with the exception of riding to training site → Continue Participation in Unit Mentorship

Enclosure 2

DEPARTMENT OF THE ARMY
USAFCOEFS Safety Office
4700 Mow-Way Road Suite 467
Fort Sill, OK. 73503

Motorcycle Safety Contract

1) I am a Service Member (SM) assigned or attached to Fort Sill, Oklahoma. I have identified myself as a potential motorcycle rider (current or future) and I understand my responsibility as an operator of a motorcycle to do so in a safe manner and IAW the provisions of all local laws, DOD and Army regulations, directives and local policies.

2) I understand that before I operate a motorcycle on or off a DOD installation, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws) and will successfully complete a Motorcycle Safety Foundation (MSF) based course or State-approved curriculum for motorcycle operator's safety training endorsed by the Office of the Deputy Under Secretary of Defense Installations and Environments (DUSD (I&E), which I am responsible for scheduling. I understand that I must complete all progressive training, sustainment training, and refresher training as required in the Fort Sill Motorcycle Program.

3) Required safety equipment and personnel protection equipment (PPE). As an operator of a privately owned motorcycle, Can-Am or 3 wheeled motorcycles I understand that all safety equipment will be fully operational and the headlight turned on at all times. Whenever I operate a motorcycle, Can-Am or 3 wheeled motorcycles, I will wear the appropriate PPE. I am aware that the PPE requirements are: A helmet that meets Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04. Helmets will be properly fastened under the chin. Novelty helmets are not authorized. Full fingered gloves or mittens designed for use on a motorcycle, long sleeved shirt/jacket and long trousers, boots or over the ankle sturdy shoes, Impact or shatter resistant goggles, wraparound glasses or full face shield attached to the helmet that meet or exceed ANSI Standard Z 87.1. Approved eye protection may be darkened for daylight use; however, they must be clear during the hours of darkness or adverse weather conditions. Operators may not substitute windshield or fairing for proper eye protection; eyeglasses alone are not proper eye protection. I will wear a fluorescent and reflective vest, jacket or shirt at all times when operating a motorcycle or riding as a passenger on a motorcycle, on or off post, regardless of local civilian requirements. I will ensure that my outer garments are properly secured, clearly visible, and not covered. I further understand that the light-weight mesh physical training vest and fluorescent PT belt are not authorized to wear as a substitute of the fluorescent and reflective vest or jacket. The PT belt or light -weight mesh physical training vest may be used to cover a backpack if worn. Backpacks covered with the PT belt or light-weight mesh physical training vest or other high visibility material is not a substitute for the fluorescent and reflective vest, jacket, or shirt requirement.

4) **Cautions and Hazards:** I fully understand my responsibility to comply with all the requirements for motorcycle operation and that these requirements apply to me on and off duty, on or off post. I will never ride while under the influence of alcohol. I will obey all state and installation regulatory signs and signals.

MOTORCYCLE SAFETY CONTRACT

5) My **goal** is to ensure that I am fully aware of the hazards and risks associated with motorcycle operation and that I fully and freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I have been counseled on, and fully understand my responsibilities as a motorcycle operator. I have read and understand the Fort Sill Motorcycle Safety Policy, and the information provided in this document.

SM Signature/Date	Commander/Director Signature/Date
Motorcycle Mentor Signature/Date	lSG Signature/Date

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USAFCOEFS Safety Office
4700 Mow-Way Road Suite 467
Fort Sill, OK. 73503

Dirt Bike/ATV Safety Contract

1) I am a Service Member (SM) assigned or attached to Fort Sill, Oklahoma. I have identified myself as a Dirt Bike/ATV rider (current or future) and I understand my responsibility as an operator of a Dirt Bike/ATV to do so in a safe manner and IAW the provisions of all local laws, DOD and Army regulations, directives and local policies.

2) I understand that before I operate a Dirt Bike/ATV on or off a DOD installation, I will be appropriately licensed if required by state law. Dirt Bike Riders will successfully complete the Motorcycle Safety Foundation (MSF) Basic Rider Course. Dirt Bike Riders will attend Dirt Bike Riders Safety Training when offered. ATV Riders will attend the Fort Sill ATV Safety Training Course. I am responsible for scheduling all required training. I understand that I must complete all required training prior to operation.

3) Required safety equipment and personnel protection equipment (PPE). As an operator of a Dirt Bike/ATV, I understand that all safety equipment will be fully operational. Whenever I operate a Dirt Bike/ATV, I will wear the appropriate PPE. I am aware that the PPE requirements are: A helmet that meets Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04. Helmets will be properly fastened under the chin. Novelty helmets are not authorized. Full fingered padded gloves, long sleeved shirt/jacket and long trousers, boots or over the ankle sturdy shoes, chest protector/knee/shin guards. Impact or shatter resistant goggles, wraparound glasses or full face shield attached to the helmet that meet or exceed ANSI Standard Z 87.1.

4) **Cautions and Hazards:** I fully understand my responsibility to comply with all the requirements for Dirt Bike/ATV operation and that these requirements apply to me on and off duty, on or off post. I will never ride while under the influence of alcohol. I will obey all state and installation regulatory requirements.

5) My **goal** is to ensure that I am fully aware of the hazards and risks associated with operating a Dirt Bike or ATV, and that I fully and freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I have been counseled on, and fully understand my responsibilities as a Dirt Bike/ATV operator. I have read and understand the Fort Sill Motorcycle Safety Policy, and the information provided in this document.

SM Signature/Date	Commander/Director Signature/Date
Motorcycle Mentor Signature/Date	lSG Signature/Date

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USAFCOEFS Safety Office
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Fort Sill, OK. 73503

Commanders Motorcycle Change Evaluation Worksheet

1. IAW the Fort Sill Motorcycle Safety Program, Ser\rice Members (SM) that choose to upgrade the class/style of the motorcycle they ride, are required to have an evaluation conducted by the Commander and unit Motorcycle Mentor. Understanding the inherent risk in motorcycle riding and the risk of my SM changing to a different style or class of motorcycle, my recommendation for additional training is listed below. My recommendation has been based on careful consideration and evaluation by myself and my unit motorcycle mentor.

Evaluation Questions		
1. Does the new motorcycle change from one class to another?	Yes	No
2. If changing class of motorcycle, will it put this SM at additional risk?	Yes	No
3. If the new motorcycle has a larger engine, what is the size difference in CC?	CC =	
4. Will the engine size difference if any put this SM at additional risk?	Yes	No
5. If the new motorcycle has a different weight, what is the difference in Lbs?	Weight =	
6. Will the weight difference if any put this SM at additional risk?	Yes	No
7. Has the SM completed all required progressive MSF training as specified in ENC 2 up to the point of changing motorcycles?	Yes	No
8. Is the SM riding experience sufficient to operate the new motorcycle?	Yes	No
9. Has the SM been cited for any previous traffic violations?	Yes	No
10. If yes, what type of traffic citation?		
11. Has SM been in an accident on current motorcycle?	Yes	No
12. If involved in an accident, what was the cause?		

2. *COMMANDER and MENTOR MUST SIGN* and a copy of the completed worksheet will be maintained by the unit motorcycle mentor in the SM's rider file.

Command Recommendation

Based on careful consideration and evaluation, it has been determined that Rank:
Name:_____is within compliance of Army and Fort Sill requirements and **will not require additional training** to safely ride his new motorcycle.

Commander Signature Date Motorcycle Mentor Signature Date

Based on careful consideration and evaluation, it has been determined that Rank:
Name:_____**will require additional training** to operate his new motorcycle safely and be in compliance with the Fort Sill Motorcycle Safety Program.

Commander Signature Date Motorcycle Mentor Signature Date

Motorcycle Style/Class Information

Class Cruiser Motorcycle	Cruiser motorcycles mimic the style of American machines from the 1930s to the early 1960s, even though they have benefited from advances in metallurgy and design. The riding position always places the feet forward. Usually the hands are up and the spine erect or leaning back slightly, which some riders find to be more comfortable for long-distance riding. Chopper style motorcycles would be categorized as a type of cruiser. A cruiser is a type of motorcycle where the rider has a straighter position while sitting and the feet are always in a forward position on the bike, meaning they are resting up or in front of the rider.
Class Touring Motorcycle	Touring motorcycles commonly have large displacement fairings and screens that offer a relatively high degree of weather and wind protection, large capacity fuel tanks for long ranges between fill-ups, and a more relaxed, more upright seating position than sport-bikes. These motorcycles can be further subdivided into multiple sub-categories, which are commonly used terms within the motorcycle industry.
Class Sport bike	Sport bikes, sometimes called performance bikes or "crotch rockets," emphasize speed, acceleration, deceleration, and maneuverability. Because of this, there are certain design elements that most motorcycles of this type will share. Sport bikes have comparatively high performance engines resting inside a lightweight frame. The combination of these help maintain structural integrity and chassis rigidity. Front and rear tires are larger and wider than tires found on other types of motorcycles to accommodate higher cornering speeds and greater lean angles. Fairings may or may not be found on a sport bike. The performance of some stock sport bikes is so high that they can be used on a race track right off the showroom floor. Rider position and ergonomics are compromised in favor of weight distribution and aerodynamics. This generally means higher foot pegs that move the legs closer to the body and more of a reach to a lower set of hand controls which positions the body and center of gravity forward and over the tank.
Class Sport Touring bike	Sport-tourers combine attributes of a sport bike and a touring motorcycle. They are built for comfortable long-distance travel while maintaining a forward-leaning riding position, good handling, and high performance.
Can-Am/Trike	Can-Am, or 3 Wheeled Motorcycle "Trike" is a non-enclosed street-legal vehicle very similar to the two wheeled motorcycle. Handling characteristics for three wheels is different than their counterparts on two wheels. Riders need to be familiar with proper handling in turns and curves and braking. The three wheel suspension provides stability for the rider and eliminates the need for having to hold or balance the vehicle in the upright position. This type of vehicle has become popular with older motorcycle riders who cannot operate on two wheels anymore but still want to ride.

Name of Mentor	MENTOR for BDE-BN-BTRY-Directorate	Age of Mentor	Rank/Grade	Years Riding	Mentor for what type of Motorcycle Sport-Cruiser-Touring-CanAm	BRC I Date completed	BRC II completed	SBRC Completed	ARC completed	Rider Coach? Y or N	Phone	E-Mail

Enclosure 7 Rider Tracker

Organization	Name	Age of Rider	Rank/Grade	Type: Sport/Dirt/Cruiser/ATV/Can-Am	BRC I Date	16 Hour Rider Training	BRC II/ARC/SBRC Date	Dirt Bike/ATV Date	Registration	Insurance	Next Training Due	CDRS Evaluation Signed	Contract Signed	No Ride Counseling	TCLOCS Date	Remarks

Fires Center of Excellence Motorcycle Mentor Checklist

The following checklist is a tool to assist in the evaluation of unit Motorcycle Mentorship Programs (MMP), and to ensure they are in place and compliant with the Fort Sill Motorcycle Program, current regulations, policies and standards.

Organization: _____

Mentor Rank/Name: _____ TEL _____

Inspector(s): _____

Inspection Date: _____

Yes	No	N/A		
☐	☐	☐	1.	Has the unit Appointed a Motorcycle Mentor that has over 5 years of riding experience and is in tolerance with current progressive motorcycle training?
☐	☐	☐	2.	Are copies of Mentorship quarterly training/meetings, attendance rosters, minutes, on file? Are MMP events scheduled on BDE, BN, and BTRY training calendars, does the training show that the minimum items are covered during training/meetings? (minimum items are: Inspection of Personal Protective Equipment (PPE), motorcycle TCLOCs inspections, and refresher briefings on safe riding techniques)?
☐	☐	☐	3.	Are Motorcycle Riders identified, is a tracker of all riders (SM and Civilians) maintained that includes; Name, Rank, Type of Motorcycle, (SM only) include Date Completed MSF Progressive Training to include: Basic Rider Course I (BRC I), Experienced Rider Course (ERC) or Basic Rider Course II (BRC II), Military Sportsbike Rider Course (MSRC), Advanced Rider Course (ARC), 16 Hour Rider Training for new riders, Dirt Bike/ATV and Motorcycle Refresher Training (MRT), commanders signed counseling as required?
☐	☐	☐	4.	Has the mentor conducted TCLOCS, and Required PPE inspections and has records on file for all motorcycles, dirt bikes/ATVs at a minimum of every 6 months?
☐	☐	☐	5.	Has the Mentor provided counseling to SMs on the purchasing, riding and maintaining of motorcycles, dirt bikes/ATVs?

Enclosure 8

Yes	No	N/A	
☐	☐	☐	6. Has the Mentor evaluated SM's skill development and recommended appropriate training? (Is couseling's on file? Are all Riders in compliance with MSF progressive training?
☐	☐	☐	7. Does the Mentor track and inform Commander's of SMs riding progress and completed training? (Counseling sheet, riders Motorcycle Operators Qualification Record, rider tracker on file, CDR's are aware of riders)
☐	☐	☐	8. Does the Mentor ensure that quarterly unit check rides are conducted? (Freedoms Thunder Safety Rally event counts as one ride if monitored and recorded by the unit Mentor) Are RM Worksheets on file for rides?
☐	☐	☐	9. Does the Brigade, Battalion or Battery Mentor's (dependent on rider numbers within commands) keep all required documentation on file for each rider? (Required Documentaion: Copy of MSF/training cards, state driver license with endorsement, current insurance card, current motorcycle registration, signed motorcycle/dirt bike/ATV contract, commanders rider evaluation worksheet, and signed counselings)
☐	☐	☐	10. Has the Mentor ensured that SM riders have been counseled "NOT TO RIDE" who are not in tolerance with Fort Sill training requirements, required documentation is missing or not on file, or the rider is a hazard to themselves or others. Ensure the commander has signed the counseling and ordered the rider "NOT TO RIDE"
☐	☐	☐	11. Is the BDE Mentor providing the FCoE Safety Office with quarterly updates on the Motorcycle Rider and Mentor Trackers?

NOTES:

_____

_____

_____

_____

_____

_____

_____

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USAFCOEFS Safety Office
4700 Mow-Way Road Suite 467
Fort Sill,OK. 73503

Dirt Bike/ATV Personal Protective Equipment

1. Depicted below are examples of personal protective equipment for Dirt Bike and ATV operation.

Chest Protectors

Full Finger Padded Gloves

Knee/Shin Guards

Helmets

Boots

Goggles

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Upper Outer Garment

1. Depicted below are examples of authorized fluorescent and reflective vests, shirts, and jackets. Vests, jackets or shirts are brightly colored and incorporate reflective material for high visibility during both day and nighttime hours of motorcycle operation.

T-CLOCS Inspection Checklist

T-CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	
T-TIRES & WHEELS				
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK -- "thud" = loose spoke	Front	Rear
	Cast	Cracks, dents.	Front	Rear
	Rims	Out of round/true = 5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No freeplay (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
C-CONTROLS				
Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.		
	Pivots	Lubricated.		
Cables	Condition	Fraying, kinks, lubrication: ends and interior.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		
L-LIGHTS				
Battery	Condition	Terminals; clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.		
Reflectors	Condition	Cracked, broken, securely mounted.		
Wiring	Condition	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.		
	Aim	Height and right/left.		
	Operation	Hi beam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Operation	Flashes correctly.	Front left	Front right
			Rear left	Rear right
O-OIL				
Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.		
	Hypoid Gear Oil, Shaft Drive	Transmission, rear drive, shaft.		
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.		
	Coolant	Reservoir and/or coolant recovery tank -- check only when cool.		
	Fuel	Tank or gauge.		
Leaks	Engine Oil	Gaskets, housings, seals.		
	Hypoid Gear Oil, Shaft Drive	Gaskets, seals, breathers.		
	Hydraulic Fluid	Hoses, master cylinders, calipers.		
	Coolant	Radiator, hoses, tanks, fittings, pipes.		
	Fuel	Lines, fuel valve, carbs.		
C-CHASSIS				
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.		
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.		
	Swingarm Bushings/ Bearings	Raise rear wheel, check for play by pushing/pulling swingarm.		
Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right
Chain or Belt	Tension	Check at tightest point.		
	Lubrication	Side plates when hot. Note: do not lubricate belts.		
	Sprockets	Teeth not hooked, securely mounted		
Fasteners	Threaded	Tight, missing bolts, nuts.		
	Clips	Broken, missing.		
	Cotter Pins	Broken, missing.		
S-STANDS				
Center Stand	Condition	Cracks, bent.		
	Retention	Springs in place, tension to hold position.		
Side stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).		
	Retention	Springs in place, tension to hold position.		

Date: _____ Owner: _____ Signature: _____

Inspector: _____ Signature: _____

Expiration Date: _____ Insurance: _____ Expiration Date: _____ Registration: _____

Enclosure 11

MOTORCYCLE OPERATOR'S QUALIFICATION RECORD

NAME (Last, first, initial)			Driver's License		
JONES, BILLY Q.			NUMBER 1234562ZAT	DATE ISSUED 6 SEPTEMBER 2001	
			ENDORS M	RESTRICTIONS GLASSES	
SEX MALE	DATE OF BIRTH 20JULY 1980	COLOR HAIR/EYES BLU/BROWN	HEIGHT 74"	WEIGHT 210	RANK/POSITION SSG

SECTION I - QUALIFICATIONS

TYPE OF POM	YEAR/MAKE	MODEL/ENG SIZE	BRC DATE	16 HOUR TRAINING	BRCII DATE	MSRC DATE	NAME OF MENTOR
Sport	2013 Kawasaki	NINJA/650	21 JUN 2013	N/A	2 AUG 2014	N/A	SSG RUSHING
Cruiser	2015 Harley	Soft tail	21 JUN 2013	1 JAN 2016	5 APR 2016	N/A	SSG BLAND

SECTION II - BACKGROUND AND EXPERIENCE

TYPE OF POM	YEAR/MAKE	MODEL/ENG SIZE	TYPE OF RIDING	YEARS RIDING			SATISFACTORY EXPERIENCE VERIFIED BY
Sport	2013 Kawasaki	NINJA/650	Varied, mostly rural	5 Years			SSG BLAND

Type of riding experience: City, Highway, Rural, Varied

SECTION III – PERFORMANCE RECORD

(List chronologically as "credits" – training and retraining, and as "debits" - accidents, citations, ect.)

16 Hour Follow-On Training: Start Mileage:_____ End Mileage:_____ Completion Date:_____

DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTIONTAKEN
20 NOV 15	MENTOR TRAINING		HAZARD RECOGNITION	SSG BLAND 4 Hours
1 DEC 15	MENTOR TRAINING		PROPER TCLOCS INSPECTION	SSG BLAND 4 Hours
10 DEC 15	MENTOR TRAINING		PROPER CRASH AVOIDANCE	SSG BLAND 4 Hours
1 JAN 16	MENTOR TRAINING		30 MILE CHECK RIDE	SATISFACTORY – SSG BLAND 4 Hours
16 JUN 16		ACCIDENT	HIT BY VEHICLE NO FAULT	ONE ON ONE MENTOR TRAINING – SSG BLAND 1 Hour (Accident Avoidance)

Enclosure 12

Required 16 hours Additional Rider Training

Classroom / Motorcycle	Time	Mentors Initials	Rating = Pass/Fail
Types of Curves (Classroom)	**2 hours**		
Single Left			
Single right			
Compound			
Search-Setup-Smooth			
Common Accident Reoccurrences			
Lane Choice/ Position			
Situational Awareness (Classroom)	**2 hours**		
Traffic			
Choke Points			
Risk Offset			
SEE- Search, Evaluate, Execute			
Blind Spots			
Motorcycle Fit (Classroom)	**4 hours**		
Types of Motorcycles			
Stance on Motorcycle			
Protection			
Being visible			
Motorcycle Familiarity			
Controls			
Motorcycle Maintenance			
Parts of the Motorcycle			
T-CLOCS			
Knowledge Test (Classroom)	**1 hour**		
Range Execution	**4 hours**		
Curve left			
Curve right			
Offset			
Stopping			
Quick maneuver			
Turn from stop			
U-turn/ box			
Road Riding Execution	**3 hours**		
Left turn			
Right turn			
Lane Choice/ Position			
Turn from stop			
Obstacle Avoidance			
Situational Awareness			
Posture on Motorcycle			
Control of Motorcycle			
Test Results = **Range Results =** **Road Results =** **Total Results =**			

Enclosure 13 * Note: Training Materials are located @ FCoE Safety SharePoint, Motorcycle Mentor Information Page

Appendix L

U.S. Army Fires Center of Excellence and Fort Sill (USAFCoEFS) Safety Awards Program

L-1. Purpose. This appendix establishes the USAFCoEFS Safety Award Program prescribing policy, procedures, and prerequisites. It recognizes and rewards organizations and individuals for safety accomplishment within their organizations. It also recognizes and rewards them for making significant contributions to the USAFCoEFS accident prevention effort. The program is designed to instill a sense of pride and accomplishment in organizations and individuals for promoting safety.

L-2. Applicability. This program is applicable to all personnel assigned or attached to USAFCoEFS to include Army Reserve, Army National Guard organizations and individuals.

L-3. References.

a. AR 385-10, The Army Safety Program.

b. AR 600-8-19, Army Enlisted Promotions.

c. AR 672-20, Incentive Awards.

d. DA Pam 385-10, Army Accident Prevention Awards Program.

e. IMCOM Regulation 385-10, IMCOM Safety Program.

f. TRADOC Regulation 385-2, TRADOC Safety Program.

L-4. Responsibilities. The Senior Commander is responsible overall for the Fort Sill Safety Awards Program and has the authority to make the decisions necessary to ensure the success of the program. Commanders and directors at all levels are to establish and implement procedures for the awards program.

L-5. Policy.

a. The safety awards program recognizes units, activities and individuals who make significant contributions to the accident prevention effort. Awards are an essential part of an effective accident prevention program. The use of incentives in an accident prevention program is effective in motivating individuals to work safer and accept less risk.

b. This appendix lists awards that are available through USAFCoEFS. Higher level awards are listed in AR 385-10 Chap 8, and other MACOM Safety Regulations. Consult your MACOM Safety Professional for more information.

L-6. Procedures.

a. Brigade, battalion size or equivalent organizations, battery/company commanders/directors shall establish procedures to implement this program. Organizations will recognize and reward subordinate elements and individuals for noteworthy contributions in accident prevention, safety and risk management.

b. Approval for Army level safety awards is based on overall safety records and presented in accordance with the criteria established in DA Pam 385-10. Submit all safety awards through the Fort Sill Safety Office (FSSO) for review. Commanders/ directors should present local safety awards (e.g., coins, time off, DA Form 1119-1 Certificate of Achievement in Safety) to individuals and groups where merited see Fig 1.

c. It is contrary to DA policy to approve duplicate awards for the same event. Therefore, the individual initiating the award must decide which type of recognition would be the most appropriate, a safety award or another form of recognition, such as a medal or performance award.

d. If you need unit accident statistics or further information about awards, contact the FSSO at 442-2212/2265/2274/2266.

e. All award nomination request packages must be complete with FS Form 51, supporting data, and award certificate.

Fig 1

Note: *This form can be found on the Fort Sill Safety SharePoint in Safety Toolbox under 1-Army Safety then Awards tab.*

L-7. USAFCoEFS Commander's Awards. Unit safety awards serve to encourage and reward safe individual and collective behavior. The USAFCoEFS Commander has three awards to recognize units and individuals for their achievement in safety. Submit all nomination requests with supporting documentation and signed FS Form 51 Staffing Sheet from requesting unit through BDE to the FSSO (Bldg 4700).

a. **USAFCoEFS Commander's Safety Award for Excellence.**
This is an annual Achievement Award signed by the USAFCoEFS Commanding General to battalion and higher commands and their equivalents. ***(Example Fig 2)***

(1) **Criteria:** Zero recordable accidents AND zero DUI's for a 365 day period. Battalion Commander must meet Army Readiness Assessment Program requirements. All commanders, executive officers and, if an IET Unit, the CSM/1SG must have completed the Online Commanders Safety Course. Each battery/company/ organization, battalion and brigade have an Additional (Military)/Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in their most recent Standard Army Safety and Occupational Health Inspection (SASOHI). Accidents are calculated from date of last incident.

(2) **Award Presented:** Certificate of Achievement signed by USAFCoEFS Commanding General and a 2 day training holiday.

(3) **Impact:** IAW AR 600-8-19 par 3-17. d., once a BDE/BN receives the USAFCoEFS Commander's Safety Award for Excellence, the commander, LTC and higher, or any general officer may award a DA Form 2442 (Certificate of Achievement) to individual service members within their organization during that award period to earn 5 promotion points for each award (maximum of 20 points in a career).

(4) Battery/company, smaller units, organizations to include directorates shall be equally recognized by their immediate higher command after meeting above criteria. Awarded by 05-06 rank commanders.

b. **USAFCoEFS Commander's Superior Achievement in Safety.**
This is a semi-annual Achievement Award signed by the USAFCoEFS Commanding General to battalion and higher commands and their equivalents. ***(Example Fig 3)***

(1) **Criteria:** Zero recordable accidents AND zero DUI's for a 180 day period. Battalion commander must meet Army Readiness Assessment Program requirements. All commanders, executive officers and, if an IET unit, the CSM/1SG must have completed the Online Commanders Safety Course. Each battery/company/ organization, battalion and brigade have an Additional (Military)/Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in their most recent Standard Army Safety and Occupational Health Inspection (SASOHI). Accidents are calculated from date of last incident.

(2) **Award Presented:** Certificate of Achievement signed by USAFCoEFS Commanding General and a 1 day training holiday.

(3) **Impact:** IAW AR 600-8-19 par 3-17. d., once a BDE/BN receives the USAFCoEFS Commander's Superior Achievement in Safety, the commander, LTC and higher, or any general officer may award a DA Form 2442 (Certificate of Achievement) to individual service members within their organization during that award period to earn 5 promotion points for each award (maximum of 20 points in a career).

(4) Battery/company, smaller units, organizations to include directorates shall be equally recognized by their immediate higher command after meeting above criteria. Awarded by 05-06 rank commanders.

c. **USAFCoEFS Commander's Protect the Force Award.**
This is a semi-annual Award signed by the USAFCoEFS Commanding General to battalion and higher commands and their equivalents. ***(Example Fig 4)***

(1) **Criteria:** Zero recordable accidents OR zero DUI's for a 180 day period. Battalion Commander must meet Army Readiness Assessment Program requirements. All commanders, executive officers and, if an IET unit, the CSM/1SG must have completed the Commanders Safety Course online. Each battery/company/organization, battalion and brigade have an Additional (Military)/Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in their most recent Standard Army Safety and Occupational Health Inspection (SASOHI). Accidents are calculated from date of last incident.

(2) **Award Presented:** Certificate signed by USAFCoEFS Commanding General.

(3) Battery/company, smaller units, organizations to include directorates shall be equally recognized by their immediate higher command after meeting above criteria. Awarded by 05-06 rank commanders.

(4) Individuals, Soldiers and Department of the Army Civilians making significant contributions to USAFCoEFS accident prevention efforts are also eligible for the USAFCoEFS Commander's "Protect the Force Award." Anyone can nominate a deserving individual through his or her supervisor or chain of command. The FSSO certifies eligibility and forwards nominations to the USAFCoEFS Commander for approval. Recipients are awarded a Certificate of Achievement in Safety signed by the Commanding General.

L-8. Unit Commander's/Director's Safety Award Program.

a. Commanders at all levels will recognize safe performance displayed by individuals and units under their command. Commanders and directors have several

options available to recognize unit and individuals safe performance within their organizations.

b. The following awards are initiated and approved by the unit commander/director with criteria for awards listed in their SOP.

(1) Commanders' Coin, Trophy, Plaque.

(2) Time Off Award.

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

(4) Individual Unit Certificate.

(5) Medal (Army Achievement).

(6) DA Form 2442 (Certificate of Achievement) to individual service members within their organization during that award period to earn 5 promotion points for each award (maximum of 20 points in a career).

(7) Personal use items such as gym bags, clothing items, coffee mugs, and so forth should not be used as incentive awards to promote a safety program.

(8) Special benefits (individual parking place, ½ day off, 2 day PT of choice).

c. In addition to the awards listed above, commanders/directors should use incentives to promote Risk Management in their organization. Commanders/directors may create their own incentive awards to award personnel that eliminate or reduce high-risk behavior in the unit, create outstanding safety ideas, or demonstrate to be the safest section/platoon. Commanders/directors sign the certificates citing the contribution for which the award is given. Examples of incentive awards commanders/ directors could use are:

(1) Commanders' Coin, Trophy, Plaque.

(2) Time Off Awards.

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

(4) Individual Unit Certificate.

(5) Medal (Army Achievement).

(6) DA Form 2442 (Certificate of Achievement) to individual service members within their organization during that award period to earn 5 promotion points for each award (maximum of 20 points in a career).

(7) Personal use items such as gym bags, clothing items, coffee mugs, and so forth should not be used as incentive awards to promote a safety program.

(8) Special benefits (individual parking place, ½ day off, 2 day PT of choice).

DEPARTMENT OF THE ARMY
YOUR UNIT LETTERHEAD
107 NE EDWARDS STREET
FORT SILL, OK 73503-8034

Office Symbol Today's date

MEMORANDUM THRU
BN Info Here
BDE Info Here
Director, FCoE/Fort Sill Safety Office, Bldg. 4700, Mow-Way Road, Fort Sill, OK 73503

FOR Commanding General, United States Army Fires Center of Excellence and Fort Sill, Bldg. 455, Randolph Road, Fort Sill, OK 73503

SUBJECT: USAFCoEFS Commander's Safety Award for Excellence Award Nomination Request

1. The purpose of this memorandum is to nominate the Unit info Here Field Artillery or Air Defense Artillery Brigade for the USAFCoEFS Commander's Safety Award for Excellence. During the period of XXXX through XXXX. Unit info here has satisfied all requirements in Fort Sill Reg 385-10 par L-7 a. stating: "Zero recordable accidents AND zero DUI's for a 365 day period. Battalion Commander has met Army Readiness Assessment Program requirements. All commanders, executive officers and if an IET Unit the CSM/1SG have completed the Commanders Safety Course On-Line. Each Battery/Company/Organization, Battalion and Brigade have an Additional (Military) /Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in our most recent Standard Army Safety & Occupational Health Inspection (SASOHI)". All staff were instrumental in the guidance, review and enforcement of safety standards that provided optimum safety for each Soldier. It is understood that Safety is everyone's business, and not to look the other way on or off duty. These collective efforts made the Unit info Here safety program a great success and deserving of this award of a Certificate of Achievement and a 2 day training holiday.

2. Unit info Here takes the safety of every Soldier seriously and has made its safety program the standard within the BRIGADE/BATTALION. I highly endorse this unit for the USAFCoEFS Commander's Safety Award for Excellence Award.

3. The point of contact for this memorandum is the undersigned at 442-XXXX.

IGOT MINE
LTC, FA
Commanding

FIG 2

DEPARTMENT OF THE ARMY
YOUR UNIT LETTERHEAD
107 NE EDWARDS STREET
FORT SILL, OK 73503-8034

Office Symbol Today's date

MEMORANDUM THRU
BN Info Here
BDE Info Here
Director, FCoE/Fort Sill Safety Office, Bldg. 4700, Mow-Way Road, Fort Sill, OK 73503

FOR Commanding General, United States Army Fires Center of Excellence and Fort Sill, Bldg. 455, Randolph Road, Fort Sill, OK 73503

SUBJECT: USAFCoEFS Commander's Superior Achievement in Safety Nomination Request.

1. The purpose of this memorandum is to nominate the Unit info Here Field Artillery or Air Defense Artillery Brigade for the USAFCoEFS Commander's Superior Achievement in Safety. During the period of XXXX through XXXX, Unit info Here has satisfied all requirements in Fort Sill Reg 385-10 par L-7 b. stating: "Zero recordable accidents AND zero DUI's for a 180 day period. Battalion Commander has met Army Readiness Assessment Program requirements. All commanders, executive officers and if an IET Unit the CSM/1SG have completed the Commanders Safety Course Online. Each battery/company/organization, battalion and brigade have an Additional (Military)/Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in our most recent Standard Army Safety and Occupational Health Inspection (SASOHI)." All staff were instrumental in the guidance, review and enforcement of safety standards that provided optimum safety for each Soldier. It is understood that Safety is everyone's business, and not to look the other way on or off duty. These collective efforts made the Unit info Here safety program a great success and deserving of this award of a Certificate of Achievement and a 1 day training holiday.

2. Unit info Here takes the safety of every Soldier seriously and has made its safety program the standard within the BRIGADE/BATTALION. I highly endorse this unit for the USAFCoEFS Commander's Superior Achievement in Safety

3. The point of contact for this memorandum is the undersigned at 442-XXXX.

IGOT MINE
LTC, FA
Commanding

FIG 3

DEPARTMENT OF THE ARMY
YOUR UNIT LETTERHEAD
107 NE EDWARDS STREET
FORT SILL, OK 73503-8034

Office Symbol Today's date

MEMORANDUM THRU
BN Info Here
BDE Info Here
Director, FCoE/Fort Sill Safety Office, Bldg. 4700, Mow-Way Road, Fort Sill, OK 73503

FOR Commanding General, United States Army Fires Center of Excellence and Fort Sill, Bldg. 455, Randolph Road, Fort Sill, OK 73503

SUBJECT: USAFCoEFS Commander's Protect the Force Award Nomination Request

1. The purpose of this memorandum is to nominate the Unit info Here Field Artillery or Air Defense Artillery Brigade for the USAFCoEFS Commander's Protect the Force Award. During the period of XXXX through XXXX, Unit info Here has satisfied all requirements in Fort Sill Reg 385-10 par L-7 c. stating: "Zero recordable accidents OR zero DUI's for a 180 day period. Battalion Commander has met Army Readiness Assessment Program requirements. All commanders, executive officers and if an IET Unit the CSM/1SG have completed the Commanders Safety Course Online. Each battery/company/organization, battalion and brigade have an Additional (Military)/Collateral (Civilian) Duty Safety Officer appointed and fully trained for this period. Achieved a compliance in our most recent Standard Army Safety & Occupational Health Inspection (SASOHI)." All staff were instrumental in the guidance, review and enforcement of safety standards that provided optimum safety for each Soldier. It is understood that Safety is everyone's business and not to look the other way on or off duty. These collective efforts made the Unit info Here safety program a great success and deserving of this award of a Certificate signed by the CG.

2. Unit info Here takes the safety of every Soldier seriously and has made its safety program the standard within the BRIGADE/BATTALION. I highly endorse this unit for the USAFCoEFS Commander's Protect the Force Award.

3. The point of contact for this memorandum is the undersigned at 442-XXXX.

IGOT MINE
LTC, FA
Commanding

FIG 4

Glossary

Section I
Abbreviations

ACDL	Army Commercial Drivers License
ACV	Army Combat Vehicle (Tracked)
ADSO	Additional Duty Safety Officer
AIDS	Acquired Immunodeficiency Syndrome
ALARA	As Low as Reasonably Achievable
AMV	Army Motor Vehicle (Wheeled)
ANIS	American National Institute Standards
ANSI	American National Standards Institute
AR	Army Regulation
ASP	Ammunition Supply Point
BDO	Battle Dress Over Garment
BRM	Basic Rifle Marksmanship
CALL	Center for Army Lessons Learned
CDSO	Collateral Duty Safety Officer
CFR	Code of Federal Regulations
CHO	Chemical Hygiene Officer
CHP	Chemical Hygiene Plan
CO	Carbon Monoxide
COEA	Cost Operational Effectiveness Analysis
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPR	Cardiopulmonary Resuscitation
DA	Department of the Army
DA Pam	Department of Army Pamphlet
DDESB	Department of Defense Explosive Safety Board
DOC	Directorate of Contracting
DOD	Department of Defense
DODI	Department of Defense Instruction
DOT	Department of Transportation
DPW	Directorate of Public Works
DTLOM	Doctrine, Training, Leader Development, Organization Design
ECP	Exposure Control Plan
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FM	Field Manual
FMVSS	Federal Motor Vehicle Safety Standards
FORSCOM	U.S. Army Forces Command
FCoEFSS	Fires Center of Excellence and Fort Sill Safety
GHS	Globally Harmonized System
GPM	Ground Precautionary Message

GSA	General Services Administration
GSO	Garrison Safety Office
GVWR	Gross Vehicle Weight Rating
HAZCOM	Hazard Communication
HBV	Hepatitis B Virus
HCP	Hazard Communication Program
HCS	Hazard Communications Standard
HHIM	Health Hazard Information Module
HERO	Hazards of electromagnetic radiation to ordnance
HERF	Hazards of electromagnetic radiation to Fuel
HERP	Hazards of electromagnetic radiation to Personnel
HIV	Human Immunodeficiency Virus
HM	Hazardous Material
HPAAF	Henry Post Army Airfield
HSPS	Highway Safety Program Standards
HW	Hazardous Waste
IASO	Installation Aviation Safety Officer
IAW	In Accordance With
IER	Independent Evaluation Report
IMCOM	Installation Management Command
IRPP	Installation Respirator Protection Program
IRPPM	Installation Respirator Protection Program Manager
IRS	Installation Respirator Specialist
ISSA	Interservice Support Agreement
ISSO	Installation Senior Safety Officer
LBE	Load Bearing Equipment
LRC	Logistics Readiness Center
MACOM	Major Command
MANPRINT	Manpower and Personnel Integration Material Requirement
MHE	Material Handling Equipment
MICC	Mission Installation Contracting Command
MJWG	MANPRINT Joint Working Group
MNS	Mission Need Statement
MOPP	Mission-Oriented Protective Posture
MOS	Military Occupational Specialty
MP	Military Police
MRE	Meal Ready to Eat
MSHA	Mine Safety & Health Administration
MWO	Modification Work order
MWR	Morale, Welfare, & Recreation
NBS	National Bureau of Standards
NCO	Noncommissioned Officer
NCRP	National Council on Radiation Protection
NDI	Non Developmental Item
NIOSH	National Institute of Occupational Safety & Health

NMC	Not Mission Capable
NRC	Nuclear Regulatory Commission
NVD	Night Vision Device
OCONUS	Outside the Continental United States
OPLAN	Operations Plan
OPORD	Operation Order
ORD	Operational Requirement Document
OSHA	Occupational Safety and Health Administration
PEL	Permissible Exposure Limit
PFD	Personal Flotation Device
PM	Preventive Medicine
PMCS	Preventive Maintenance Checks & Service
POI	Program of Instruction
POL	Petroleum, Oil, and Lubricant
POV	Privately Owned Vehicle
POW	Privately Owned Weapon
PPE	Personal Protective Equipment
QASAS	Quality Assurance Specialist Ammunition Specialist
QD	Quantity Distance
RAC	Risk Assessment Code
RACH	Reynolds Army Community Hospital
RSO	Radiation Safety Officer
SAR	Safety Assessment Report
SAT	System Approach Training
SBCCOM	U.S. Army Soldier Biological & Chemical Command
SCBA	Self Contained Breathing Apparatus
SDS	Safety Data Sheet
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
SPF	Sun Protection Factor
SSMP	System Safety Management Plan
SSRA	System Safety Risk Assessment
SSWG	System Safety Working Group
TDA	Table of Distribution & Allowance
TEMP	Test & Evaluation Master Plan
TIR	Test Incident Report
TIWG	Test Integration Working Group
TLV	Threshold Limit Value
TM	Technical Manual
TMP	Transportation Motor Pool
TOE	Table of Organization & Equipment
TRADOC	U.S. Army Training and doctrine Command
TWA	Time Weight Average
USAFCOEFS	U.S. Army Fires Center of Excellence Fort Sill
USAFCoEFSS	U.S. Army Fires Center of Excellence Fort Sill Safety

USAFAS	U.S. Army Field Artillery School
USACRSC	U.S. Army Combat Readiness Safety Center
WBGT	Wet Bulb Globe Temperature

Section II
Terms

Branch Safety Proponency

School commandants are the safety proponents for their branch, responsible for integrating safety into the development and employment of service school products (for example, DTLOMS) and monitoring safety performance of branch units and proponent materiel systems worldwide.

Risk Management

Making tradeoff decisions between potential/expected loss/injury versus the mission benefit of accepting the residual risk. Risk Management supports the commander's overall estimate and decision making process. The objective is to accomplish the mission safely by identifying and eliminating unnecessary risk.

Explosives

All items of ammunition; propellants, liquid and solid; high and low-yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material. Examples are bombs, guided or unguided; water and land mines; depth charges; non-nuclear warheads; explosive-loaded projectiles; explosive components of aircrew escape systems; missile propellants; unguided missiles; pyrotechnic, illuminating, and signaling devices; and cartridge-actuated tools, such as stud drivers.

Risk

An expected loss or danger resulting from a hazard. Risk is expressed in terms of estimated severity and probability of injury or damage. Over time, uncontrolled HIGH-level risks will produce high levels of loss.

Risk acceptance

A formal or implied decision to accept the consequences of a risk based on a risk assessment.

Risk assessment

Evaluation of expected consequences of a risk against the benefits gained from accepting the risk.

Safety awareness

A consciousness of hazards and the knowledge to avoid them or minimize their effect. Safety awareness training gives leaders the knowledge and motivation to accomplish the mission while unnecessarily jeopardizing the lives of personnel or readiness of equipment. Safety awareness leads to a proactive approach that uses RM to evaluate the risks and eliminate those with inadequate benefits.

Systems approach to training

TRADOC's process to develop training or instructional systems that consists of five interrelated phases- analysis, design, development, implementation, and evaluation.

Water operations

Tactical water crossings by vehicle, boat, pontoon bridge, raft, foot, and over water operations.

Section III
Special Abbreviations and Terms

This section contains no entries.

IMSI-SO

HQ, U.S. ARMY GARRISON
OFFICIAL
FORT SILL, OK

GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Intranet
428th FA Brigade
434th FA Brigade
75th FA Bridage
30th ADA Brigade
31st ADA Brigade
MEDDAC
DENTAC