

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

Safety  
**SAFETY REGULATION**

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**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 and Department Army Pamphlet 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 USAFCOEFS Safety, 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>.

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\*This regulation supersedes FS regulation 385-10, 25 January 2011.

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## **CHAPTER 1**

### **Introduction**

**1-1. Purpose.** This regulation prescribes policies, responsibilities, and provides procedures for implementing, managing, and conducting the USAFCoE and Fort Sill 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 IAW AR 385-10.

b. Commanders and directors will:

(1) Have a written safety program. Appoint, in writing, an Additional Duty Safety Officer/NCO (ADSO) (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, and at battery level, will be in the rank of staff sergeant or higher. 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 will attend safety training instructed by the safety office within 90 days after being appointed.

(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 and office location 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 and implement procedures for an awards program (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.

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 CRM 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 the appropriate accident forms to the

safety office.

(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. 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 Composite Risk Management**

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

**2-2. General.** Leaders at every level must be aware of correct safety procedures during training. Conduct and document risk management training annually. 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 FCoE and Fort Sill 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) 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 material safety data sheet (MSDS) from the manufactures or importer for the HMs they may encounter while working in Army facilities, and provide MSDSs 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. 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. Material Safety Data Sheets.
- c. Inventories of workplace HMs.

- d. Documented training.
- e. Written programs.

### **3-4. Responsibilities.**

a. Garrison Commander is responsible overall for the Installation Hazard Communication Program (HCP) and 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) Complete the on-line hazardous communication "Train the Trainer."
- (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 MSDS 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 MSDSs 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. Installation Contracting Office (ICO) will incorporate clauses in contracts that require contractors to comply with DOD & OSHA standards as well as provide MSDSs of HMs they intend to use on projects.

e. Directorate of Logistics (DOL) will forward a copy of each MSDS, 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. Installation 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) Participate in all training designed to fulfill the requirements of this program.

## **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. Command 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 Garrison Commander has overall responsibility for the IRPP, and 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 Installation 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 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.

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

(2) 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.

(3) 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. DOL 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. Installation 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, 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.

I. 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 Garrison Commander has overall responsibilities for the Confined Space Entry Program and has full 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) by the Garrison safety.

**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 CRM 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](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 guidance on severe weather information, as it pertains to FCoE and Fort Sill, can be found in the FCoE and Fort Sill, Appendix 4 to ANNEX C to the USAFCEFS Emergency Management Plan.

a. Extreme High Temperatures. Refer to the Emergency Management Plan, GTA 5-8-12, and TB MED 507.

b. Extreme Cold Temperatures. Refer to the Emergency Management Plan, GTA 5-8-12, FM 21-10, and FM 21-11.

### **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 a 10 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.

g. Soldier Crew Tents pose a hazard in that the fabric does not breathe. All windows and flaps must be open to provide adequate ventilation. If windows and flaps are closed, it is possible to use all oxygen contained in the tent, especially during sleeping hours, resulting in 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/Cold Weather Injuries.** See appendix F and G.

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 October of each year. Cold injury prevention and treatment training to all personnel will be conducted prior to 15 April 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 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.** See appendix H.

## **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 USAFCOEFS military and civilian personnel and tenants with safety ISSAs with USAFCOEFS.

**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 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.
- 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. While grass cutting, edging, weed whacking, etc.

**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. DOL 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 footwear. 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.

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 FCoE and Fort Sill.

**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 pilot-in-command. 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 available 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 a machine or equipment that has been locked out.

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 and IMCOM ESMP requirements.

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

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

c. Installation Safety Office Manager (Garrison) 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 FCoE and

Fort Sill 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 Installation 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. Directorate of Logistics 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 explosive 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 DOL 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 L.

(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 Installation 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.

h. Unit Commanders/Directors will:

(1) Ensure personnel who handle ammunition receive training in the proper use and safe handling of ammunition.

(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.

**11-6. 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 instructions such as- 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 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, 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 52<sup>nd</sup> 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 CRM worksheet (DA Form 7566) 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: IMWE-SIL-LGS. DOL 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 Abbreviated Ground Accident Report (AGAR) guide. Accident class definitions are described in AR 385-10. DA Form 285 and DA Form 285-AB are available electronically listed under Forms on FCoE and Fort Sills Intranet. 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.

(2) Report all accidents resulting in personnel being given restricted work activity, light duty, or placed on a profile using DA Form 285-AB (AGAR) 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 on DA Form 285-AB 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. The command will provide hearing protection, at no cost, to personnel for protection against occupational noise exposure.

**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 inspect POVs of military personnel prior to holidays and also 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 treads 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. Composite 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.** Motorcycle riders operate motorcycles in accordance with DoDI 6055.04, AR 385-10, Fort Sill Supplement 1 to AR 190-5, AR

190-5, and the USAFCOEFS Commanding General policy message 09-17.

## **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. A desire for eye protection and a will to wear industrial safety glasses will be

stimulated among personnel by an educational program to include informal discussion, educational films, and the use of posters. Safety awards may increase motivation. Consider habitual nonuse of safety glasses and safety precautions in eye-hazardous areas as grounds for disciplinary action.

e. 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.

f. 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. Composite 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 eye wash stations weekly. Flush them for a maximum of 3 minutes to eliminate the potential of eye infection during emergency use.

(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. Preventive Medicine will:

(1) Make eye examination appointments for civilian personnel working in eye hazardous areas requiring safety glasses.

(2) Assist the 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. PM 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 (WMSDs) 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. Installation 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. Boating.

(1) Check the weather before you set out in your boat.

(2) Carry a Coast Guard approved life preserver for each person aboard. All boat occupants will wear life preservers at all times. The strap-on type is preferred.

(3) Load the boat and seat passengers properly before getting underway. Never overload the boat.

(4) Always 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.

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

(6) Give sailboats, canoes, and rowboats the right-of-way.

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

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

(9) 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.

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

c. 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.

d. 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.

e. 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. 200-10-01 and 02.

**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.** All bicyclists on FCoE and Fort Sill will follow Commanding General's policy on Bicycle Safety.

**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	Fish and Wildlife Branch, 442-4324/3314
Outdoor Adventure Center, 355-8270	Youth Services Center, 442-6745
DES Bicycle Squad, 442-5947	DES Crime Prevention, 442 4967
Red Cross, Pool, Life guarding and Water Safety, 355-2480	FCoEFSS Office, 442-4215/4466

## **Chapter 19**

### **Blood Borne Pathogens**

**19-1. General.** This chapter establishes responsibilities and procedures to eliminate or minimize occupational exposure to blood and bloodborne 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 MSDS.

### **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 in the Emergency Room, Ireland 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

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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 Safety Officer/NCO (ADSO) Program refer to DA Pam 385-1**

## **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)**

##### **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

**FM 5-19**

Composite Risk Management

\*Fort Sill Regulation 385-10, 16 January 2013

**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**

### **FCoE and Fort Sill Safety Awards Program**

**B-1. Purpose.** This appendix establishes the FCoE and Fort Sill Safety Award Program. It prescribes policies, procedures, and prerequisites for qualification and recognizes and rewards organizations and individuals for accident free accomplishment of their missions. 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.

**B-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.

#### **B-3. References.**

- a. AR 385-10, The Army Safety Program.
- b. AR 600-8-22, Military Awards.
- 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.

**B-4. Responsibilities.** FCoE and Fort Sill Commander is responsible overall for the installation Safety Awards Program and have the authority to make the decisions necessary to ensure the success of the program. Commanders and directors at all levels establish and implement procedures for the awards program.

#### **B-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 TRADOC Reg. 385-2 Chap 5.

#### **B-6. Procedures.**

a. Organizations, battalion size or equivalent, 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 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 Installation Safety Office for review. Commanders/directors should present local safety awards to individuals and groups where merited.

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 FCoEFS safety office.

e. All award nomination request packages must be complete with FS Form 51, supporting data, and award certificate.

**B-7. USAFCoEFS Commander's Awards.** Unit safety awards serve to encourage and reward safe individuals and collective behavior. The USAFCoEFS Commander has three awards to recognize units and individuals for outstanding accident prevention efforts and acts on FCoE and Fort Sill. Submit all nomination requests to the Installation Safety Office (Bldg 4700), no later than 1 November of each year.

a. USAFCoEFS Commander's SAFE award (Safety Award For Excellence). Units/organizations that have no recordable accidents and no DUIs during a 180-day period are eligible for the USAFCoEFS "Safety Award For Excellence."

(1) Individuals, including government contractors and family members, that meet the criteria above are also eligible for the USAFCoEFS Commander's "Safety Award For Excellence." Anyone can nominate a deserving individual through his or her supervisor, chain of command, or installation safety office. The Installation Safety Office certifies eligibility and forwards nominations to the USAFCoEFS Commander for approval.

(2) Recipients are awarded a certificate and given a 2 day training holiday.

b. USAFCoEFS Commander's Protect the Force Award (FCoE and Fort Sill Reg. 385-10). Units, which experience no recordable accidents or DUIs during a 180-day period, are eligible for the USAFCoEFS "Protect the Force Award."

(1) Individuals, including government contractors and family members, making significant contributions to safety are also eligible for the USAFCoEFS Commander's "Protect the Force Award." Anyone can nominate a deserving individual through his or

her supervisor, chain of command, or installation safety office. The Installation Safety Office certifies eligibility and forwards nominations to the USAFCoEFS Commander for approval.

(2) Recipients are awarded a certificate and given a 1 day training holiday.

c. USAFCoEFS Commander's Annual Safety Performance Award (FcoE and Fort Sill Reg. 385-10). The unit or activity demonstrating the most improved safety record and best overall accident prevention program.

(1) The nominating unit submits a completed "safety program evaluation" (see paragraph B-9). In addition, the nominating unit submits a memorandum for the award through the parent unit or directorate, through the installation safety office, to the USAFCoEFS Commander for approval and presentation of the award.

(2) The award request should address the positive efforts of units or activities in regards to safety performance and safety programs. Recipient organizations receive a certificate and a 1 day training holiday.

#### **B-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 safe performance within their organizations.

b. The following awards are initiated and approved by the unit commander/director.

(1) Unit Commander's Safety Award Program, criteria listed in unit SOP.

(2) Army Accidents Prevention Awards Program IAW DA Pam 385-10, chapter 6.

c. In addition to the awards listed above, commanders/directors may present U.S. Army Safety Certificates or create their own incentive awards. Examples of achievements may be personnel actions that eliminate or reduce high-risk behavior in the unit, outstanding safety ideas, or safest section/platoon. Commanders/directors sign the certificates (available through normal publication supply channels) citing the contribution for which the award is given.

d. Commanders/directors should use their own incentives to promote risk management in their organization. Examples of incentive awards commanders/directors could use are.

(1) Three or four day pass/time-off awards.

(2) Unit coins.

- (3) Special benefits (individual parking place, section recognition).
- (4) Promotional items such as savings bonds, coffee mugs, hats, shirts, etc.
- (5) COOP recognition or awards.

**B-9. Safety Program Evaluation Criteria for FCoE and Fort Sill Commander's Annual Safety Performance Award.**

a. Safety Program.

(1) Is the commander's/director's safety philosophy letter published and posted?

(2) Is the unit safety SOP published and distributed?

(3) Are all the required safety references on hand or available?

b. Designated Safety Representatives.

(1) Are the unit safety officers/noncommissioned officers appointed on orders?

(2) Has the installation safety office trained the unit safety officers or noncommissioned officers?

c. Commander's Safety Goals and Objectives.

(1) Are the safety goals clearly established in writing?

(2) Are the safety goals realistic?

(3) Are the safety goals being managed?

d. Proactive Accident Prevention Programs.

e. Training Standards and Enforcement.

(1) Are all unit personnel informed, in writing, as to how to report hazards and safety violations and are they encouraged to do so?

(2) Is risk analysis and management emphasized, required, and enforced?

(3) Is risk management integrated in all written operational procedures?

f. Accident Investigation. Are accident investigations conducted in accordance with DA Pam 385-40?

g. Accident Reporting. Is the unit reporting all accidents in accordance with AR

385-10, DA Pam 385-40, and FcoE and Fort Sill Reg. 385-10.

h. Award memorandum format



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

Unit address

(Office symbol)

Date

Memorandum Thru: Appropriate Safety Office address

For Commanding General: United States Army Fires Center of Excellence and  
Fort Sill, 455 Randolph Road, Fort Sill, OK 73503

Subject: USAFCoEFS Commander's (type of award)

1. Purpose of award.
2. Time period and reason.
3. Any other relevant information about the unit safety program.
4. Point of contact.

Commander signature  
Rank, Branch  
Commanding

## Appendix C

### Unit Safety Program Standard Operating Procedure (SOP)

**C-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.

#### **C-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 Material 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) Attend the First Sergeant and Commander's Orientation within 30 calendar days of assignment.

(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 unit drivers are trained before licensing for operation of military vehicles.

(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 DA Form 285 AB, when required. The Safety Officer will check for completion and accuracy before forwarding to the commander, who will forward to the SO.

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 as needed.

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.

**C-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 D

### Format for the Hazard Communication Program

**D-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 an Material Safety Data Sheet appears on the purchase request before being processed.

#### **D-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 MSDS 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.

#### **D-3. Material Safety Data Sheets (MSDS).**

a. The HCP manager and/or Safety Officer will be responsible for obtaining and maintaining the MSDS 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 MSDSs and will review them annually for accuracy and completeness of each MSDS. The MSDS system shall include—

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

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

b. The MSDS must include eight basic groups of information and must have all spaces completed and be written in English. The eight groups' are:

(1) Manufacturer's Information. This section lists the name, address, and phone number of the chemical manufacturer and the date the MSDS was prepared. Also, this is where you should look for an emergency phone number when you need more information.

(2) Hazardous Ingredients. This section tells you the common name and chemical identity for every hazardous ingredient. This section also lists the safe exposure limit, threshold limit values, and permissible limits for hazardous ingredients.

(3) Physical and Chemical Characteristics. The information in this section helps you identify a chemical by its physical form, color, and odor. Refer to this section when you need to know how a chemical behaves.

(4) Fire and Explosion Hazard Data. The information in this section lists the temperature at which a chemical will ignite and any unusual fire or explosion hazards. Listed are methods to extinguish the chemical if it catches fire.

(5) Reactivity Data. The information in this section tells you whether or not a chemical will react with itself or with other materials.

(6) Health Hazards. This section tells you how the chemical may affect you. Also, it lists how the chemical enters your body, as well as the symptoms of an overexposure and any medical conditions that may worsen due to exposure.

(7) Precaution for Safe Handling and Use. The information in this section tells you the steps you should follow to prevent accidents. This section also includes the manufacturers recommended methods for spill clean-up and waste disposal.

(8) Control Measures. This section describes necessary restrictions, such as local exhaust and general ventilation, refrigeration, and personal protective equipment. Refer to this section for the personal hygiene and work practices that prevent injuries.

c. The HCP manager keeps the originals on file IAW AR 25-400-2. The MSDS 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 MSDS has been obtained.

#### **D-4. Employee Training and Information.**

a. Before starting work, the respective supervisor/foreman of a new employee will go over their copy of the HCP and each MSDS 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 MSDS. 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 MSDS file and location of hazardous inventory list.

b. 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 MSDS on the new chemical(s) prior to use.

c. 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.

d. 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.

**D-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 MSDS attached with this program and from the HCP manager. The HCP manager will keep the originals on file.

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

**D-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.

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

## Appendix E

### Respiratory Protection Program Work Standard Operating Procedure Format

**E-1. Reference.** Respiratory Protection Program Instruction.

**E-2. Activity.** DOL Shop 5.

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

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

**E-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:

John Doe, Jr.  
(Supervisor)

Approved By-

Fred Smith  
(Director)

\*Fort Sill Regulation 385-10, 16 January 2013

## **Appendix F**

**Heat Injury Prevention- Refer to Public Health Command**

**<http://phc.amedd.army.mil/topics/discond/hipss/Pages/HeatInjuryPrevention.aspx>**

\*Fort Sill Regulation 385-10, 16 January 2013

## **Appendix G**

**Cold Weather Injury Prevention- Refer to Public Health Command**  
**<http://phc.amedd.army.mil/topics/discond/hipss/Pages/HeatInjuryPrevention.aspx>**

\*Fort Sill Regulation 385-10, 16 January 2013

**Appendix H**

**SAFETY PROCEDURES FOR TACTICAL WATER OPERATIONS**  
**Refer to AR 385-10, Chapter 13**

## **Appendix I**

### **Personal Protective Equipment Checklist**

- I-1.** Supervisors will provide PPE and training to all personnel in the use and maintenance of PPE.
- I-2.** Supervisors will ensure issued PPE is regularly maintained and properly stored.
- I-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.
- I-4.** Are workers requiring corrective safety lenses scheduled for examination with MEDDAC?
- I-5.** The following personnel will wear safety footwear.
  - a. Electrical workers.
  - b. Mechanics (all).
  - c. Carpenters.
  - d. Heavy equipment operators.
  - e. Warehouse workers.

- I-6.** PPE used will meet NIOSH, ANSI, and/or MSA standards.
- I-7.** Is there an established written policy for requisitioning PPE?
- I-8.** Do industrial hygiene or safety personnel evaluate the workplace to determine required PPE at the request of commander/supervisor?
- I-9.** Does the supervisor enforce use of issued PPE, by personnel, and have written policies to support this requirement?
- I-10.** Are PPE use requirement listed in job descriptions and listed as a condition of employment?
- I-11.** Is PPE maintained and stored in a clean and serviceable condition?
- I-12.** Where feasible, are hazards eliminated, through engineering or management controls, before PPE issued?
- I-13.** Are personnel advised of job hazards, required PPE, and their limitations?
- I-14.** Does supervisors maintain training records IAW AR 25-400-2?
- I-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.
- I-16.** Are contact lenses worn in conjunction with safety goggles or face shields in designated eye hazard operations if required?
- I-17.** Are unvented safety goggles used in high dust and chemical vapor operations?
- I-18.** Are only plastic frames used in electrical/electronic and flammable/explosive operations?
- I-19.** When the entire face needs protection from metal sparks, chemical splash, etc., are face shields used?
- I-20.** Is welding shield headgear kept clean, correct filter lenses installed, and cover plates changed/maintained?
- I-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.

**I-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.

**I-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.

**I-24.** Is light-reflecting material worn on clothing for better visibility during roadwork and after dark?

**I-25.** Are approved safety belts, harnesses, and climbing equipment, with lifelines, available and used for:

\*Fort Sill Regulation 385-10, 16 January 2013

- a. Work in high places where an employee can fall 6 feet or more.
- b. Confined spaces.

**I-26.** Are harnesses, belts, and lifelines rated with 5,400 pound breaking strength?

## **Appendix J**

### **Operations Requiring Personal Protective Equipment**

#### **J-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).

#### **J-2. Warehousing Operations.** Same requirements as paragraph 1.

#### **J-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.

#### **J-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).

**J-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).

**J-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”).

**J-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.

**J-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.

**J-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”).

**J-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.

**J-11. Asbestos Handling/Removal Operations.** Check with MEDDAC Preventive Medicine and DPW for mandatory EPA certified training requirements.

**J-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.

**J-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.

**J-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.

**J-15. VEHICLE MAINTENANCE WORKERS.**

a. Safety shoes.

b. Gloves, as needed.

- c. Coveralls.
- d. Hearing protection.

**J-16. OTHER SHOP MEMBERS.**

- a. Ear protection.
- b. Eye protection.
- c. Face protection.

**Appendix K**

**Army Mandatory Safety Training**

<b>COURSE</b>	<b>TARGET AUDIENCE</b>	<b>FORMAT/FREQ</b>	<b>SCHEDULE</b>	<b>TRACKING METHOD</b>
<b>Commanders Safety Course</b>	<b>Brigade, BN, Btry, Co Commanders and CSM's prior to assuming command</b>	<b>Online/Initial</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>Additional Duty Safety Officer Course</b>	<b>Additional Duty Safety Officers within 30 days of appointment</b>	<b>Online/Initial</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>Composite Risk Management Basic Course</b>	<b>All Soldiers and civilians</b>	<b>Online/Initial</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>Supervisors Safety Course</b>	<b>Civilian and Military supervisors of civilians</b>	<b>Online/Initial</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>Employee Safety Course</b>	<b>All civilian employees</b>	<b>Online/Initial</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>TRADOC Specific Safety and Risk Management Training</b>	<b>All combat developers, training developers &amp; eval., school instruct. &amp; cadre</b>	<b>Classroom/Initial and as needed</b>		
<b>Additional Duty Safety Officer or Collateral Duty Safety Officer Training</b>	<b>All ADSOs within 90 days of appointment</b>	<b>Classroom/Initial Refresher every 3 years</b>	<b>Contact 442-4701</b>	<b>Inspections</b>
<b>Radiation Safety Training</b>	<b>All Radiation Safety Officers</b>	<b>Classroom/Initial</b>	<b>Contact 442-2108</b>	<b>Inspections</b>
<b>Hazardous Communications</b>	<b>Organizations storing chemicals</b>	<b>On-line tr</b>	<b>Contact 442-4215</b>	<b>Inspections</b>
<b>ARMY TRAFFIC SAFETY PROGRAM</b>				
<b>COURSE</b>	<b>TARGET AUDIENCE</b>	<b>FORMAT/FREQ</b>	<b>SCHEDULE</b>	<b>TRACKING METHOD</b>
<b>Accident Avoidance Course</b>	<b>Anyone who operates an Army Motor Vehicle</b>	<b>Online/Initial/ Refresher every 4 years</b>	<b>https://crc.army.mil</b>	<b>Inspections</b>
<b>Local Hazards</b>	<b>New Soldiers &amp; civilians to Fort Sill</b>	<b>Classroom/Initial</b>	<b>In processing</b>	<b>Instructor Report</b>
<b>Intermediate Drivers Training</b>	<b>All Soldiers under 26 years of age</b>	<b>Classroom/Initial</b>	<b>https://airs.lmi.org</b>	<b>Army IMCOM Registration System</b>
<b>ATV Safety Training</b>	<b>Anyone who operate an ATV on Fort Sill</b>	<b>Range/Initial</b>	<b>https://airs.lmi.org</b>	<b>Army IMCOM Registration System</b>
<b>Motorcycle Basic Rider Course</b>	<b>New Military motorcycle riders</b>	<b>Classroom/Initial/ Range</b>	<b>https://airs.lmi.org</b>	<b>Army IMCOM Registration System</b>
<b>Motorcycle</b>	<b>Experienced Military</b>			

\*Fort Sill Regulation 385-10, 16 January 2013

<b>Experienced Rider Course</b>	<b>motorcycle riders</b>	<b>Classroom/Initial/Range</b>	<b><a href="https://airs.lmi.org">https://airs.lmi.org</a></b>	<b>Army IMCOM Registration System</b>
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## **Appendix L Amnesty Program**

**L-1. Purpose.** The ESMP Amnesty Program is intended to ensure maximum recovery of military ammunition, explosives, and valuable ammunition residue items.

**L-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.

**L-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

**L-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 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 761<sup>st</sup> Explosive Ordnance Detachment.

d. ASP personnel will accept turn-ins of ammunition under the Amnesty Program provisions during normal ASP hours

**L-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. Installation 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.

**L-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. They 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.

## Glossary

### Section I Abbreviations

ACDL	Army Commercial Drivers License
ACV	Army Combat Vehicle (Tracked)
ADSO	Additional Duty Safety Officer
AGAR	Army Abbreviated Ground Accident Report
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
DOL	Directorate of Logistics
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

GPM	Ground Precautionary Message
GSA	General Services Administration
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
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
LBE	Load Bearing Equipment
MACOM	Major Command
MANPRINT	Manpower and Personnel Integration Material Requirement
MHE	Material Handling Equipment
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
MSDS	Material Safety Data Sheet
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

\*Fort Sill Regulation 385-10, 16 January 2013

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
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
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 proponentcy**

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.

### **Composite risk management**

Making tradeoff decisions between potential/expected loss/injury versus the mission benefit of accepting the residual risk. Composite 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 CRM 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



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