

FY05
October - December
Safety Focus Agenda

1. Highlights: The beginning of a new fiscal year is an opportune time to establish procedures and actions necessary to ensure *Safety* is an integral part of every operation, both on and off duty. This integration begins with day-to-day processes at the sustaining base and includes both civilian workers and individual military personnel. Integration continues upward through senior management planning and programming processes at the highest levels. Integrating Safety into all that we do is dependant upon the actions of everyone.

Over the next 5 years US Army Garrison, Fort Detrick will establish practices/procedures to meet performance-based criteria for a managed safety and health system under OSHA's Voluntary Protection Program. The Voluntary Protection Program (VPP) promotes effective worksite-based safety and health. In the VPP, management, labor, and OSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. Understanding your safety responsibility is the first step to achieving safety integration. The following outlines some of Management/ Supervisory and Employee responsibilities:

Management/Supervisory Responsibilities

- Provide a workplace free of recognized hazards
- Comply with the occupational safety and health standards applicable to their agency
- Integrate risk management into planning as the basis for decision-making
- Monitor and inspect: operations and facilities
- Investigate and Report Accidents
- Identify hazards and/or initiate corrective measures to eliminate/reduce the hazards
- Ensure Employee Participation in the agency safety and occupational health program
- Provide motivation, training, direction, and controls to employees
- Provide employees an avenue to report unsafe/unhealthful working conditions and Protect employees from reprisal for said actions

Employee Responsibilities

- Comply with rules, regulations, and orders
- Use safety equipment and personal protective equipment
- Report unsafe conditions
- Report accidents/incidents

It is one thing to inform people of their responsibilities, but accountability is how you ensure people meet these requirements. Over the summer the US Army Garrison begin taking the steps necessary to include safety as a performance standard for all of their personnel. The following example performance standards were provided to assist them in this endeavor:

Management/Supervisory Personnel:

Sample 1:

Met Standard = Ensures subordinates are trained/educated on how to report hazards and work-related injury/illness.

Exceeded Standard = Ensures subordinates are adequately trained on the Occupational Safety and Health Program, investigates subordinates' work-related accidents, and manages each accident case to return injured worker back to full or light duty as early as possible. Recognizes safe performance of subordinates and reviews subordinates' performance at least annually for safety awards consideration.

Sample 2:

Met Standard = Reviews hazards identified by safety staff inspections and takes necessary action to mitigate the hazards.

Exceeded Standard = Conducts and documents safety inspections of assigned area(s) of responsibility in accordance with applicable safety and occupational health regulations, policies, and procedures. Expeditiously takes action to correct unsafe conditions and/or procedures, and ensures his/her employees comply with applicable safety and occupational health standards, rules, and regulations. Recognizes safe performance of subordinates and reviews subordinates' performance at least annually for safety awards consideration.

Sample 3:

Met Standard = Expeditiously takes action to correct unsafe conditions and/or procedures reported.

Exceeded Standard = Incorporates Risk Management into the work process to identify potential hazards, determine appropriate personal protective equipment, and include preventive measures in procedures to mitigate the hazards. Recognizes safe performance of subordinates and reviews subordinates' performance at least annually for safety awards consideration.

Examples of Safety Performance Measures

Non-Supervisory personnel:

Sample 1:

Met Standard = Complies with applicable Safety and Occupational Health requirements and directives and reports work-related personal injuries and government property damage to the immediate supervisor.

Exceeded Standard = Inspects the work site regularly to identify health and safety hazards/risks and works with the supervisor to mitigate hazards/risks to prevent personal injuries and government property damage.

Sample 2:

Met Standard = Identifies hazards associated with tasks prior to performing them and takes steps to safeguard self, employing methods such as: reading material safety data sheets on hazardous materials, wearing the appropriate personal protective equipment, and/or engineering the hazards out of the operation.

Exceeded Standard = Considers safety in their various job activities and uses the risk assessment/management control measures to ensure their own health and safety and also that of anybody else who may be affected by their actions.

Sample 3:

Met Standard = Maintains a safe work environment, including keeping the work area free of known hazards. Complies with occupational safety and health rules and regulations.

Exceeded Standard = Maintains a safe work environment, including keeping the work area free of known hazards. Complies with the various occupational safety and health rules and regulations and encourages safe behavior in fellow workers.

2. Holidays during the quarter:

11 OCT 04	Columbus Day (Monday)
11 NOV 04	Veterans Day (Thursday)
25 NOV 04	Thanksgiving (Thursday)
24 DEC 04	Christmas (Friday) (Federal Holiday observed)
31 DEC 04	New Year (Friday) (Federal Holiday observed)

3. Plans:

- a. Units to provide pre-holiday safety briefings and vehicle safety inspections before military depart for the holiday.
- b. Educate newly arrived personnel on the dangers of winter driving and the winter survival kit needed in each vehicle.
- c. Emphasize the importance of Reporting Near Misses as an accident reduction tool.
- d. Utilize the *Risk Management* process in the planning stage for new and/or changed operations.
- e. Remind personnel that with the arrival of fall/winter that daylight has diminished when most leave work at the end of the day. Do not just hop in your vehicle and take off at the end of the day without allowing time for your eyes to adjust. When coming from a well lit office to the reduced light of early evening allow time for your eyes to adjust before beginning the drive home.

4. Recommended Sources of Educational Material:

- a. Safety Bulletins Located on Safety web page
(http://www.detrick.army.mil/detrick/bulletin/safety/safety_bulletin.cfm):

Safety at Work:

- (1) Ladder Safety
- (2) Fire Safety at Work
- (3) Leader Involvement – Indiscipline Can Kill

Fall/Winter:

- (1) Winter Driving, are You Ready
- (2) Winter Hazard Warnings
- (3) Cold Weather-Know the Threat
- (4) Halloween
- (5) Christmas Tree Tips

Recreation Safety:

- (1) Hunting Safety
- (2) Prevention of Sports Injuries

Personal Safety:

- (1) Public Enemy Number One: Slips, Trips and Falls
- (2) Deadly and Deceptive – Protecting Your Family From Carbon Monoxide Poisoning

Automobile Safety:

- (1) POV Inspection Checklist
- (2) Maryland Driving Rules
- (3) Driving Safely in Winter Weather

- b. Safety Video Training Tapes (available for loan from the Installation Safety Management Office, 1500 Porter Street)

- (1) Ergonomics - Employee Training
- (2) Slips, Trips, and Falls
- (3) I Choose to Look the Other Way
- (4) Holiday Safety is No Joke

c. Safety Training Opportunities:

- Commander's Safety Course on line:

http://www.detrick.army.mil/detrick/bulletin/safety/work/cdr_course.cfm

- Hazard Communication Training (HAZCOM) 1 December 2004 (Contact the DCTEE for attendance)