

Leader's
Safety
Desk
Reference



Quality Through Safety

INTRODUCTION:

The Fort Detrick Safety Program utilizes Risk Management which is a systematic approach to integrate and evaluate processes to ensure a safe and healthy environment. This Safety Desk Reference *is* a part of *a* continuing series of publications designed to help leaders build safety into their day-to-day operations. It is intended as a tool kit for military and civilian supervisors of the work force. The methods discussed here weld time-proven workplace safety principles to the Army's expanding application of risk-management techniques.

The Army's Civilian Accident Prevention Program (CAPP) has held Army-wide injuries and illness to less than 25 per thousand workers annually, but the tremendous cost, more than a half-million dollars per day - demands a relentless prevention effort.

We know the overwhelming majority of accidents result from human errors, compounded by unforgiving environments. For that reason, much of this desk reference is devoted to ways of improving worker efficiency and the workplace itself.

According to the Occupational Safety and Health Act of 1970, every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. This guide has been developed to help you meet that obligation.

Protecting the work force is a shared responsibility. Everyone at every level of every organization must feel an essential part of the accident-prevention process. But you as leaders make a unique contribution to job safety. You know the skills, the physical conditions, the capabilities, and the limitations of your people. You have authority to inspect, correct, and direct. No one is in a better position than you to prevent accidents before they happen. This book will help you accomplish that.

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I. THE NEED FOR A WORKPLACE SAFETY PROGRAM:

The purpose is to prevent employee injuries, maintain a state of military readiness to ensure employee quality of life and reduce compensation costs. Currently, Fort Detrick is

paying over \$422,000 thousand dollars annually in workers' compensation costs. With current budget restraints we can ill afford to lose these funds.

Managing Risks

All operations, both on and off duty, require decisions that include risk assessment as well as risk management. Every commander, supervisor, and individual, are responsible for identifying potential risks and adjusting or compensating appropriately. Risk decisions must be made at a level of responsibility that corresponds to the degree of risk, taking into consideration the significance of the mission and the timeliness of the required decision.

Commanders, managers, and supervisors all share responsibility for the health and safety of individuals engaged in activities under their direction or supervision. They must ensure that the activities of these individuals comply with all relevant regulations and accepted standards and that work activities are performed in a safe and considerate manner.

Preventing Losses

If you want to reduce the costs and risks associated with workplace injuries, illnesses, and fatalities, managers need to place as much emphasis on safety and health issues as other management issues such as production, service, and quality control. Establishing an effective occupational safety program helps support your mission while enhancing the safety and health of your employees. In identifying the processes and procedures for safety and health, you will find that unnecessary steps may have been included in the past or that certain items can be removed. However, the most important result will be a safe and healthful workplace for service members and civilian employees without associated compensation costs and lost time.

Safety is based on Wise Decisions

Workers do not intentionally hurt themselves! Workers are not different from you. As mentioned above, you need to identify the processes that are broken that allowed the worker to get hurt. It is easy to blame the worker. It is hard to look at ourselves.

Safety = \$\$\$

Lack of safety and lack of working safely costs. It is just as easy to learn to do something safely as it is to do it incorrectly. Recognize that a large percentage of workers learn by

being taught on the job by their fellow workers; therefore, if the teacher does something in an unsafe manner, that unsafe act is passed on.

“ If we always follow safety rules, we won’t be cost effective”. When you get down to the vast majority of the tasks that are performed everyday, they can be done safely without any additional cost. There are some that cost additional time – get a ladder instead of using a chair. Locking out the electricity in stead of working on it hot. Shoring the trench instead of skipping the protection. But what is the consequence if something does go wrong? Injury or death!

FACTS

Thirty-seven (37%) percent of all accidents occur within the first two (2) hours of work.

The majority of accidents occur on Monday.

The incident of accidents increase on Friday afternoons and the afternoon before holidays.

Employees bring their home problems to work and are often inattentive.

II. Regulatory Requirements

Occupational Safety And Health Administration (OSHA)

The regulations promulgated by OSHA apply at Fort Detrick and all other federal installations. Additionally, the President has signed a specific Executive Order mandating compliance by the Department of Defense (DOD).

The DOD and Department of Army have issued specific guidance concerning compliance with OSHA. These documents are available for review at the Installation Safety Office or can be accessed through links on the ISO website. OSHA posters and forms are as follows:

OSHA Poster DD Form 2272

DA Form 4753, Notice of Unsafe or Unhealthful Working Condition

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

Installation Hazard Abatement Plan, on data base

REFERENCE: AR 385-10, The Army Safety Program, for Army requirements

Additionally, OSHA can and does respond to complaints about unsafe or unhealthful working conditions at Ft. Detrick. OSHA can also conduct compliance inspections and

investigations. At the current time, OSHA cannot fine a military installation; however, legislation is pending to allow monetary recourse at DOD facilities.

Federal OSHA Standard: 29 CFR 1960.9 Standard Title: Supervisory responsibilities.
SubPart Number: B, SubPart Title: Administration

Employees (who exercise supervisory functions) shall, to the extent of their authority, furnish employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations and orders issued by the head of the agency with respect to the agency occupational safety and health program.

III. RESPONSIBILITIES:

a. Commanders/Directors will:

- (1) Personally lead the accident prevention effort, as he/she alone can provide the necessary motivation to ensure an effective safety program.
- (2) Appoint collateral duty safety officer/representative and/or NCO.
- (3) Establish a unit safety program that as a minimum includes procedures to ensure:

- (a) Prompt and complete processing of accident reports to include investigation and implementation of corrective action.
- (b) Risks are identified, evaluated, and eliminate/minimized.
- (c) Risk management is integrated into all operations and activities.
- (d) Safety award/recognition program is implemented and administered.

(e) Occupational Safety and Health Committees (Part 1960.36)

The occupational safety and health committees are organized and maintained to monitor and assist the installation/unit/activity safety and health programs. The committees must be composed of representatives of management and an equal number of nonmanagement employees or their representatives. Unit/activity occupational safety and health committees must be formed and a representative member(s) serve on the installation level committee. Some of the duties of the occupational safety and health committees are:

- Monitor and assist the safety and health program efforts and make recommendations to the official in charge on the operation of the program;

- Monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented;
- When requested by the agency Safety and Health Official, or when the committee deems it necessary for effective monitoring of agency establishment inspection procedures, participate in inspections of the establishment;
- Review internal and external evaluation reports and make recommendations concerning the establishment safety and health program;
- Review agency responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal...

b. Installation Safety Office will:

- (1) Serve as the Installation Commander's designated Safety and Occupational Health Official for the Installation.
- (2) Conduct Standard Army Safety and Occupational Health Inspection (SASOHI) of high-risk areas annually and /or as needed.
- (3) Maintain the Installation abatement Log, analyzing all hazards to determine degree of risk.
- (4) Ensure that practices and procedure that minimize accident risk are incorporated in regulations, directives, SOPs, special order, training plans, and operational plans.
- (5) Administer requirements of AR 385-10, (Army Safety Program), and AR 385-40, (Accident Reporting and Records) for the installation.
- (6) Administer the Safety Awards Program and recognition system on the Installation.
- (7) Stop operations at any time a serious incident/injury/or equipment damage could occur.

c. All officers, NCO's, and Civilian supervisors will:

- (1) General: Any soldier, who has authority over another soldier, whether the authority is permanent or temporary, is a supervisor. All supervisory personnel will assist the commander in the accident prevention program by intelligently promoting adherence to established safety procedures.
- (2) Maintain safe performance among the personnel under their command, the supervisor must:
 - (a) Explain and stress safety rules and the reason(s) for the rules.

- (b) All military with supervisory responsibilities will be able to personally perform and/or have demonstrated proper performance of the task.
- (c) Ensure the soldier/civilian is trained in the safe performance of the task assigned.
- (d) Make available safe tools and equipment and ensure these are maintained in a safe condition.
- (e) Consider individual abilities and limitations when assigning personnel task.

d. Collateral Duty Unit Safety Officer/NCO/Civilian Representative:

- (1) Assist the commander in establishing plans and procedures for conducting a unit safety program.
- (2) Ensure the commander's directives for controlling risk reach the key people who must implement them.
- (3) Conduct safety inspections, reviewing operating and training instructions, and initiating action(s) necessary to eliminate inherent or accident producing hazards.
- (4) Stop operations at any time when unsafe conditions or potential hazards to personnel exist.
- (5) Assist the commander in ensuring that accidents are investigated and reported IAW AR 385-40.
- (6) Establish contact with the host installation safety office for briefing on local policy, hazards, accident reporting requirements, etc.
- (7) Realize that it is the responsibility of the command and subordinate leaders, such as platoon leaders, first sergeants, civilian supervisors and team leaders, to execute the safety program and your role is to make recommendations and coordinate safety activities.
- (8) Be involved in the planning of all unit training and integrate safety up front.
- (9) Apply the risk management process outlined in DA Pam 385-1, Chapter 4.

e. Relationship between Unit Safety and Installation Safety Office:

- (1) Unit safety personnel act as their respective commander's/director's representative in formal safety actions such as surveys, investigations, and Safety & Occupational Health Meetings/Activities.
- (2) The unit safety officer is the normal POC for periodic Standard Army Safety and Occupational Inspections (SASOHI) and other mandatory surveys such as surety assistance visits.
- (3) Unit preparation for an inspection and responses to subsequent findings are to be executed or coordinated by the additional duty safety personnel.

- (4) The installation and/or command safety office provides, or offers assistance, with prevention program materials/information, standards interpretations, and training.
- (5) The unit submits reports, responds to taskers from the installation safety office and higher headquarters, and provides operational hazard information.

f. Service Members/Civilian Employee:

- (1) Accident prevention is the responsibility of each service member, both on and off duty, and for civilian personnel while on the installation and/or off the installation while in a duty status.
- (2) All personnel must comply with rules, regulations and SOP's.
- (3) Correct and/or report unsafe conditions.
- (4) Report all accidents.
- (5) Use appropriate protective devices and equipment.
- (6) As appropriate, warn others of known hazards or their failure to observe safety regulations.

Emergencies

To Report an Emergency:

- Dial/Call – 911
- Give your name and exact location
- Briefly describe the emergency condition

Assistance Numbers

Safety Office	301-619-7318
Provost Marshal	619-7114
Industrial Hygienist	619-7471
Radiation Protection	619-3156
Environmental Office	619-3163



1V. LEADERSHIP AND RISK MANAGEMENT

In the private sector, risk management (environmental, safety and health issues) is indeed managed. Companies with excellent safety programs and records do so not because OSHA, EPA or other regulatory compliance pressures as much as for the bottom line – profit. For every dollar spent on the direct costs of a worker’s injury or illness, much more is spent to cover the indirect costs. Consider what one lost-workday injury could cost you in terms of:

- Productive time lost by an injured employee;
- Productive time lost by employees and supervisors helping the accident victim;

- Down-time of operation;
- Clean-up and start-up of operations interrupted by an accident;
- Time to hire or train a worker to replace the injured worker until they return to work;
- Time and cost, for repair or replacement of damaged equipment or materials;
- Cost of continuing all or part of the employee's wages, plus compensation;
- Reduced moral among your employees, and perhaps lower efficiency;
- Cost of completing paperwork generated by the incident.

a. There are four rules that govern risk management:

1. **Integrate risk management into planning.** It must be the basis for decision making, not an afterthought or appendage. Deliberate planning, taking into account all risks, options, and feasible controls, helps leaders avoid improvised operations that breed accidents. Early integration is also particularly important in the design of procedures, equipment, and facilities because it prevents expensive re-engineering.
2. **Accept no unnecessary risks.** The manager who has the authority to accept a risk has the responsibility to protect the work force from unnecessary risks. An unnecessary risk is one that, if eliminated, still allows the accomplishment of the organization's mission.
3. **Make risk decisions at the proper level.** That's normally the lowest level consistent with resources, authority, and capability. For example, when senior leaders are bogged down in minute decisions, the organization is inefficient, and when first-line supervisors accept risks that could have catastrophic outcomes, proper control is lost. Therefore, the credible consequences of a course of action determine who should assume responsibility.
4. **Accept risks if the benefits outweigh the costs.** When a decision is called for, risk-management methods should be used to determine the best course of action. It is critical to weigh all the costs - real and potential - including long-term effects and legal impact.

b. RISK MANAGEMENT PROCESS:

There are five steps that should be adhered to in the risk management process:

1. **Identify hazards:** Step one in risk management is to identify hazards. Hazards are any conditions with the potential to cause damage or injury, or lessen you ability to perform you mission. All hazards should be identified before starting a new task

2. **Assess hazards:** Step two is to assess the hazards to determine their cumulative effect on the planned activity. Each hazard is analyzed to determine the probability of its causing a problem and the severity of the consequences should such a problem occur. Exercising judgment on how to eliminate or reduce hazards to lessen the overall risk is inherent in the risk assessment process. This step concludes with a risk assessment that describes the impact of the combined hazards. The result is a statement that qualifies the risk associated with the operation as high, medium or low.
3. **Develop controls and make risk decision:** Step three is to make a risk decision. Leaders must weigh the risk against the benefits of performing an operation. Unnecessary risk can endanger mission accomplishment and subject employees to unnecessary risk of accidents and injuries. Risk decisions are made at a level of management that corresponds to the degree of risk. Guidance should be established as to who makes which risk decisions. For example, low-risk decisions may be made by the intermediate supervisor, medium-risk decisions by middle management (activity/division), and high-risk decisions by top management (directors/ command staff) for acceptance or denial. The commander may elect to have some decisions made at lower levels of management.
4. **Implement controls:** Step four is to implement the controls established as a result of steps one through three. Included in this step is leader action to reduce or eliminate hazards. Controls may be as substantial as writing a SOP or as conducting a short safety briefing.
5. **Supervise and evaluate:** Step five is to supervise and evaluate. Supervision in this sense goes beyond ensuring that people do what is expected of them. It includes following up during and after an action to ensure that all went according to plan, re-evaluating the plan or making adjustments to accommodate unforeseen issues, and incorporating lessons learned for future use.

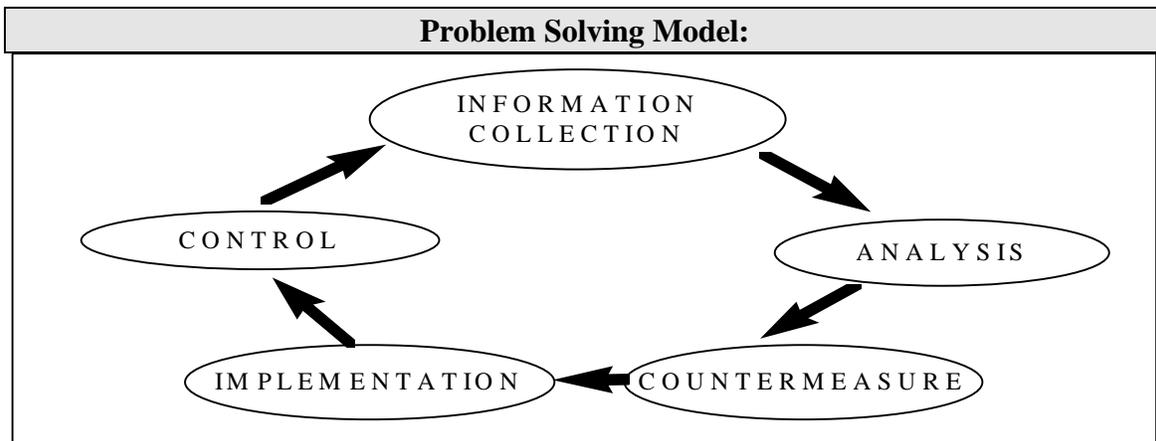
Good Practices:

1. **Know your workers:** Know their training status and their qualifications. Test knowledge of new employees, regardless of whether or not they have been previously certified in a certain area. Consider individual abilities when assigning job tasks.

2. **Know the rules:** Be aware of the safety precautions that fit your workplace. Know your equipment, its capabilities, and its condition. Study the publications that are available to guide you.
3. **Anticipate risks:** Seek advice and information on new missions and process.
4. **Encourage you workers:** Be receptive to your workers' ideas. They are a valuable source of firsthand knowledge of ways to prevent accidents.
5. **Assign sufficient resources:** Get the people and equipment needed to do the job safely. Do not allow false economies.
6. **Follow up:** See that you workers use the safeguards provided.
7. **Routinely spot check work:** If necessary, enforce safety rules through disciplinary action.
8. **Set the example: Demonstrate** safety in your own work habits and personal conduct. Do not undercut your instructions in the eyes of your workers.
9. **Investigate every accident:** There is something to learn from them all, however slight. Develop corrective measures to prevent similar accidents.
10. **Use the safety organization:** Its purpose is to help you get your job done.
11. **Accept responsibility:** Accident prevention is one of your prime obligations to your workers and to the Army.

V. ACCIDENT PREVENTION:

The responsibility of all leaders and supervisors is to develop and manage a pro-active safety program that collects sufficient information to identify through causation analysis any potential systemic problems, recommends effective countermeasures and implementation procedures to eliminate the system defects, and develops positive control measures to determine if the countermeasures are working as planned.



- INFORMATION COLLECTION
 - SOURCES
 - METHODS
- ANALYSIS
 - GROUP DATA
 - IDENTIFY SYSTEM DEFECTS
 - RISK ASSESSMENT
 - DETERMINE IMPACT
- COUNTERMEASURE
 - ELIMINATE OR CONTROL THE SYSTEM DEFECT
 - COST EFFECTIVE
 - MISSION SUPPORTIVE
- IMPLEMENTATION - ACTION PLAN, WHO WILL DO WHAT BY WHEN.
- CONTROL - MEASURABLE STANDARDS, QUALITY AND QUANTITY, THAT CHECK AND INSURE THE CONTERMEASURE IS WORKING AS PLANNED, I.E. TO ELIMINATE OR CONTROL THE SYSTEM DEFECT.

SURVEY / INSPECTION:

The Installation Safety staff conducts workplace inspections to identify and provide recommendations for correction of safety and health standard violations/hazards. An analysis of all hazards will be made to determine degree of risks. Commanders/Directors will be provided a written report outlining the hazards noted and corrective action recommended. It is the responsibility of the Commander/Director to provide written responses to the Installation Safety Office detailing action taken and/or planned to correct the hazards/violations noted and an anticipated correction/completion date and cost to abate. An installation abatement/violation log will be maintained by the Installation Safety Office and will be used to monitor Safety and Occupational Health compliance throughout the installation.

Inspections/surveys are conducted by the Installation Safety staff IAW AR 385-10 and may also be conducted at the request of Commander/Director and or designated safety official for a particular activity/workplace. Inspections/surveys may be conducted with or without prior notice. No-notice inspections will be used when installation safety personnel determine they will provide a significantly more meaningful assessment of actual operating conditions and practices.

What is Job Hazard Analysis?

Job Hazard Analysis (JHA) is a process that has evolved into a formal method to identify, assess, and correct risk potential. From the simplest tasks to the most complex task, a job is broken into its basic component parts and each task is analyzed to determine if there is a better, safer way to accomplish it.

A Job Hazard Analysis can be a useful process to analyze causes of fatalities, injuries, damage to equipment and health hazards. It also helps to identify ergonomic (man-machine interface) benefits for many jobs.

JHAs should be developed:

- First for jobs in which mishap frequency is highest;
- Next, where job injury or occupational illness has been severe;
- Then where the potential for serious injury, illness, death or substantial equipment damage is possible, even if no such mishaps have occurred;
- Finally, for new jobs.
 - a. There are four (4) basic steps of Job hazard Analysis.



(1) Select the Job:

- (a) Frequency of accidents.
- (b) Production of disabling injuries.
- (c) Severity potential.
- (d) New Jobs

(2) Break the Job Down:



- (a) Select the right person to observe.
- (b) Brief them on the purpose.
- (c) Observe them performing the job.
- (d) Record each step.
- (e) Check the steps with the operator.

(3) Identify Hazards and Potential Accidents:



- (a) Is there danger of striking against, stuck by, contact with?
- (b) Can the employee be caught in, on, or between objects?
- (c) Can the employee slip or fall?
- (d) Can the employee strain themselves by pushing, pulling, or lifting?
- (e) Is the environment hazardous?

(4) Develop solutions and Recommend Safe Job Procedures:



- (a) Find a new way to do the job.
- (b) Change the physical conditions that create the hazard.
- (c) Eliminate the hazards.
- (d) Reduce the job task frequency.

Job Hazard Analysis should also be incorporated into your training program. JHAs can serve as a training tool for a new or temporary employee to identify risks associated with

each job and the measures to take to prevent injury or equipment damage. Other factors to consider when performing a JHA are the physical make up of employees (workers' height, strength, endurance), experience of employees, will employees be working alone, and what are the critical positions in an operation.

VI. HOW TO REPORT HAZARDS:

Hazard reporting is intended to reduce accidents by identifying and eliminating potential safety and health hazards as required by the Occupational Safety and Health Act and pertinent Army Regulations. Anyone recognizing a safety and/or health hazard may report the hazard without fear of reprisal. Upon notification of an unsafe act/condition, the report will be investigated by the Installation Safety Division, and if the person reporting the hazard wishes to remain anonymous, their name will not be revealed. The priority for investigation of the hazard will be based upon the severity of the hazard and not upon the rank or position of the person submitting the report. Any action taken will be reported directly to the complainant.

Avenues to report hazardous acts/conditions:

(1) By telephone to the Installation Safety, extension 7318.

(2) Reported to the Installation Safety Division, by use of DA Form 4755, Employee Report of Alleged Unsafe or Unhealthy Working conditions. The report may be signed or it may be anonymous IAW AR 385-10. The report does not have to be submitted through channels. It may be submitted directly to the Installation Safety Division, Bldg. 1500.

(3) Utilizing the Fort Detrick Near Miss Program procedures as follows:

(a) Report the occurrence of a Near Miss by calling the Near Miss Hot-line, extension 3164 and leave pertinent information about the near miss on the recording, or

(b) Completing a Near Miss Report, FD Form 1400-R.

(c) All reports of a near miss should be reported to the immediate supervisor, who will determine urgency of the report. If the supervisor determines that immediate corrective action is required, he/she will consult with the Installation Safety Division prior to initiating corrective action and forward the report to the Installation Safety Division. If the corrective action needed does not fall within the area of responsibility for the supervisor of the individual reporting the near miss the report will be provided to the Installation Safety Division for the approval/initiation/coordination of corrective action.

NEAR MISSES:

Near misses are the precursors to accidents and incidents. Literally inches or fractions of inches may be the difference between a serious accident and a near miss. For example, an individual may be on a ladder and the ladder starts slipping side ways but catches on a nail or bolt sticking out. This should be reported so that ladder safety could be addressed throughout the organization and the need for tying off emphasized.

1. Objective: The Near Miss Program is established to identify and correct potentially hazardous conditions in the workplace.
2. Procedures:
 - a. Employee will, as soon as possible, place a Near Miss sticker at the site of incident. (The Fluorescent sticker will state, "Near Miss happened here. Call 619-7318 for information.") Employee will remove Near Miss sticker when corrective action has been taken.
 - b. Employee reports incident by:
 - (1) Completing a Near Miss Report form (FD Form 1400 R): Employee will discuss the incident with the supervisor who will sign, date, and return the form to the employee. The employee will provide the supervisor with a copy of the report and ensure that the original is taken to Safety and Environment, Installation Safety Office, Building #1500, as soon as possible.
 - (2) Or, Call the Near Miss Hot-line, 619-3164, and leaving pertinent information.
 - c. Supervisor will determine urgency of the report. If the supervisor determines that immediate corrective action is required, he/she will consult with Installation Safety Division prior to initiating corrective action. Otherwise, the report will be processed normally, and the supervisor will wait for the final follow-up report from Safety.
 - d. Installation Safety Division will:
 - (1) Approve immediate corrective action as referenced in 2c. Otherwise, the Installation Safety Division will review the Near Miss Report and approve/initiate corrective action.
 - (2) Be responsible for the Near Miss Hot-line. Safety will review messages daily, record information on the Near Miss Report form, and will contact the reporting person, if possible, within one working day. If Safety Division cannot contact the reporting individual, they will contact the supervisor of the reporting person. If the Near Miss was an anonymous report, Safety will follow-up and take appropriate corrective action.
 - (3) Send acknowledgment to the reporter of each Near Miss incident.

- (4) Send a copy of the completed Near Miss Report form to the employee and his/her supervisor after corrective action has been implemented.
- e. The U.S. Army Garrison Commander will demonstrate his support of the program by reviewing and signing each completed Near Miss Report.

VII. ABATEMENT PROCESS AND HAZARDS:

- a. Procedures. An analysis of all hazards will be made to determine the degree of risk. The procedures below will be followed by Table 3-1 taken from AR Regulation: 385-10, Hazard Severity.
 - (1) Hazards will be risk assessed in terms of hazard severity (table 3-1) and accident probability (table 3-2) and assigned a risk assessment code (RAC) (table 3-3). Cost of correction, future intended use of the facility, and availability of desirable alternative methods of control will be considered. Coordination will be effected between F&ES or Industrial Hygiene personnel to ensure that hazards identified by those organizations are entered into appropriate abatement plans according to AR 420-90, paragraph 6-9, and TB Med 503, paragraph 3-2e(2).
 - (2) Hazards will be eliminated on a worst-first basis. An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days. Individual deficiencies of an identical character may be grouped together into a single abatement plan or into an associated abatement project. Corrections of violations that have a high dollar cost can be included in the abatement. The command element involved will approve abatement plans.
 - (3) Procedures such as spot checking or sampling will be used to ensure that interim control measures are being implemented.
 - (4) Copies of abatement plans will be placed in each unit in the place where personnel notices are usually posted.
 - (5) Violations that are the responsibility of another Army Command or installation, DOD, or outside agency will be brought to the attention of the responsible official for action.
 - (6) MACOM representatives will review installation abatement plans at least annually to ensure adequate resource allocation and ensure non-resource-intensive corrective actions are accomplished. These plans are also subject to review by HQDA, OSHA, and union representatives.



AR Reg. 385-10, Table 3-1
Hazard severity

Category: I

Description: Catastrophic

Definition: Loss of ability to accomplish the mission or mission failure. Death or permanent total disability (accident risk). Loss of major or mission-critical system or equipment. Major property (facility) damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.

Category: II

Description: CRITICAL

Definition: Significantly (severely) degraded mission capability or unit readiness. Permanent partial disability, temporary total disability exceeding 3 months time (accident risk). Extensive (major) damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.

Category: III

Description: MARGINAL

Definition: Degraded mission capability or unit readiness. Minor damage to equipment or systems, property, or the environment. Lost day due to injury or illness not exceeding 3 months (accident risk). Minor damage to property or the environment.

Category: IV

Description: NEGLIGIBLE

Definition: Little or no adverse impact on mission capability. First aid or minor medical treatment (accident risk). Slight equipment or system

AR Reg. 385-10, Table 3-2
Accident probability

Probability: Frequent. Occurs very often, continuously experienced.

Level: (A)

Single item: Occurs very often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs.

Fleet or inventory of items: Occurs continuously during a specific mission or operation, or over a service life.

Individual soldier: Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.

All soldiers exposed: Occurs continuously during a specific mission or operation.

Probability: Likely. Occurs several times.

Level: (B)

Single item: Occurs several times in service life. Expected to occur during a specific mission or operation.

Fleet or inventory of items: Occurs at a high rate, but experienced intermittently (regular intervals, generally often).

Individual soldier: Occurs several times in career. Expected to occur during a specific mission or operation.

All soldiers exposed: Occurs at a high rate, but experienced intermittently.

Probability: Occasional. Occurs sporadically.

Level: (C)

Single item: Occurs some time in service life. May occur about as often as not during a specific mission or operation.

Fleet or inventory of items: Occurs several times in service life.

Individual soldier: Occurs some time in career. May occur during a specific mission or operation, but not often.

All soldiers exposed: Occurs sporadically (irregularly, sparsely, or sometimes).

Probability: Seldom. Remotely possible; could occur at some time.

Level: (D)

Single item: Occurs in service life, but only remotely possible. Not expected to occur during a specific mission or operation.

Fleet or inventory of items: Occurs as isolated incidents. Possible to occur some time in service life, but rarely. Usually does not occur.

Individual soldier: Occurs as isolated incident during a career. Remotely possible, but not expected to occur during a specific mission or operation.

All soldiers exposed: Occurs rarely within exposed population as isolated incidents.

Probability: Unlikely. Can assume will not occur, but not impossible.

Level: (E)

Single item: Occurrence not impossible, but can assume will almost never occur in service life. Can assume will not occur during a specific mission or operation.

Fleet or inventory of items: Occurs very rarely (almost never or improbable). Incidents items may occur over service life.

Individual soldier: Occurrence not impossible, but may assume will not occur in career or during a specific mission or operation.

All soldiers exposed: Occurs very rarely, but not impossible.

**AR Reg. 385-10, Table 3-3
Risk assessment code matrix**

Hazard Severity	Accident Probability				
	A	B	C	D	E
I	1	1	2	3	5
II	1	2	3	4	5
III	2	3	4	5	5
IV	3	4	5	5	5

VIII. ACCIDENT REPORTING:

You are required to report all accidents or incidents involving government/property equipment damage or personnel injury occurring on the job. Report accidents or serious incidents immediately to the Installation Safety Office (ISO) at 619-7318 either directly or through your unit safety representative.

a. Accidents incurred by on-duty civilians and military (both on and off duty) will be reported to the immediate supervisor.

b. The “Clinic First” procedure will be adhered to. Clinic first means that those personnel experiencing an on-the-job injury/illness will report to the Occupational Health Clinic for evaluation and/or documentation of the injury/illness. Military personnel must also report off-duty injuries. Civilian personnel can elect at that time to be treated by a private physician. Military personnel must also report to the Occupational Health Clinic for medical evaluation of accidents in lieu of reporting to sick call.

c. A FD Form 1326-R will be taken to the Occupational Health Clinic by personnel experiencing an accident. If the injury constitutes an emergency and/or due to closure of the Health Services the injured person is taken first to an outside physician, the FD Form 1326-R will be walked through the Occupational Health Clinic the next duty day for the completion of the medical section of the form. The FD Form 1326-R is not to be submitted to private physicians or hospitals. A copy of the FD Form 1326-R is provided at Appendix A.

d. Active duty accidents must also be reported IAW AR 385-40 on either a DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR) or a DA Form 285 (Army Accident Report) IAW the following shown in Table 1.

Table 1.
MILITARY PERSONNEL GROUND ACCIDENTS
NOTIFICATION & REPORTING REQUIREMENTS & SUSPENSES

Accident Class	AGAR	DA Form 285
<u>(On-Duty)</u>		
A	Not Required	Forward within 90 days to U.S. Army Center (USASC). Copy to Installation Safety Center within 3 days
B	Not Required	Forward within 90 days to USASC. Copy to Installation Safety within 3 days.
C	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required
D	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required
<u>Off Duty</u>		
A	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required
B	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required
C	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required
D	Within 30 days to USASC, Copy to Installation Safety within 3 days.	Not Required

IX. TRAINING:

All newly assigned personnel should be briefed before beginning assigned duties. The briefing will include individual's rights under OSHA, general safety responsibilities at Fort Detrick.

- a. Training frequency will vary with respect to the nature of the work environment and the skill/knowledge level required. Documentation of all training activities is essential.
- b. **Supervisor Responsibility:** Supervisors are required to ensure each employee is adequately trained and that training is documented. Safety training may include formal classes, written test, reading assignments, one-one discussions, on-the-job training, and skill demonstrations. All new employees to Ft. Detrick should attend the first available Newcomers orientation.

(1) Discuss the OSHA Poster DD Form 2272, to include its location.
Conduct safety briefings and/or distribute safety promotional literature prior to holidays.

X. TRAINING PROGRAMS Offered by ISO:

The Installation Safety Office has the responsibility to train / orient Collateral Duty Safety Appointees and their supervisors.

The following are training courses provided:

<u>Course</u>	<u>POC(s) and extension</u>
Hazard Communication (HAZCOM)	Mrs. Mangrum, X3153
Radiation Protection	Mr. Lovett, X3156
Supervisor/Collateral Duty Safety Course	Mrs. Mangrum, X3153
Accident Reporting/C R C P	Mrs. Weddle, , X3137
Respiratory Protection Training/Fit Testing	Mr. Brubaker, X3156
Bloodborne Pathogen	Mrs. Mangrum, X3153

XI. Occupational Safety and Health Programs (Army and/or OSHA Driven)

a. Ergonomics.

(REFERENCE: FD Regulation 385-9)

The field of study that seeks to fit the job to the person, rather than the person to the job. Includes the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interaction in the workplace.

The Fort Detrick Ergonomics Program focuses on the work environment and items such as the design and function of work stations, control, displays, safety devices, tools and lighting to fit the employees physical requirements and to protect their health and well-being. It may include restructuring or changing workplace conditions to reduce stresses that cause repetitive motion disorder(s). Fort Detrick Regulation 385-9 prescribes the policies and responsibilities for identifying, evaluating and controlling ergonomic problems.

The following actions will be taken for resolution of ergonomic related issues.

(1). Whenever an employee suspects an ergonomic issue exists, he/she will contact their immediate supervisor.

(2). The supervisor will attempt, without delay, to correct the problem.

(3). If the supervisor cannot make resolution, he/she will contact the Installation Safety and Occupational Health Manager, (Mr. Rudy Spencer, X7318) or safety representative to request a review of the area by the USAG Ergonomics Team.

(4). Members of the Ergonomics Team will visit the work site to discuss the problem and to make recommendations.

(5). A copy of survey results will be sent to the supervisor, division chief, commander, and/or director to implement the recommendation(s) as soon as practical.

b. Hazard Communication (HAZCOM) Program

On 21 November 1983, the Assistant Secretary of Labor for OSHA signed the HAZCOM Standard. This standard, incorporated into Title 29, Code of Federal Regulation (CFR), Part 1910.1200, under the enforcement jurisdiction of OSHA, was the result of growing concern over the proliferation of hazardous substances in the work place/environment and the potential adverse effects these substances may have upon the health, safety, and welfare of employees. By providing a comprehensive system for disclosing and disseminating information about hazardous substances, this legislation does enable individuals to detect and minimize effects of exposure to hazardous substances, as well as make reasonable decisions concerning their employment and living conditions.

The Installation Safety Office provides written HAZCOM program guidance to ensure a comprehensive HAZCOM program is provided and maintained for all Fort Detrick activities. The guidance is provided in Fort Detrick Regulation 385-5. The FD Reg. 385-5 outlines responsibilities and procedures to ensure compliance by all military and civilian personnel with the Hazard Communication Standard, for example military and civilian supervisors will:

- Ensure all personnel comply with all provisions of the HAZCOM program to include, but not limited to:

(1). Develop individual HAZCOM programs and maintain a complete and updated Material Safety Data Sheets (MSDS) file which is readily accessible to all personnel who are potentially exposed to, or handle, Hazardous Materials.

(2). Ensure employees receive training in accordance with the OSHA HAZCOM Standard.

(3). Maintain a HAZMAT inventory and provide a copy to the Installation Safety Office on an annual basis.

c. Confined Space Program

(REFERENCE: FD Regulation 385-7)

Confined Space: Spaces with restricted means of entry or exit, large enough for an employee to enter and perform assigned work, and not designed for continuous occupancy by the employee.

Confined spaces include storage tanks, bins, sewers, degreasers, boilers, vessels, tunnels, manholes, pits, etc. These enclosures, because of inadequate ventilation and/or the introduction of hazardous gases and vapors, may present conditions that could produce asphyxiation, produce poison or an explosion. Before entering a confined space, ensure compliance with OSHA requirements. In addition, before entering a “permit required confined space”. Notify the ISO for coordination with the F&ES to monitor for potential hazards and prepare for rescue. Other confined spaces should be monitored as appropriate.



d. Respiratory Protection Program

(REFERENCE: FD Regulation 385-16)

To protect employees from known respiratory suspected hazards the supervisor shall ensure the employee is enrolled in the Respiratory Protection Program.



e. Radiation Protection Program

(REFERENCE: Ft Detrick Reg. 385-11, Radiation Protection Program, for local requirements.)



Notify the Ft. Detrick Radiation Protection Officer at 619-7318 prior to bringing a radioactive source onto the job site.

f. **Personal Protection Equipment**

(REFERENCE: 29 CFR 1910, Subpart I and 29 CFR 1926.100-107 for specific requirements for various types of PPE. FD Regulation 385-8)



When engineered controls cannot eliminate a workplace hazard entirely, personal protective equipment (PPE) may be employed to ensure employee safety. Examples of PPE include: hard hats, safety glasses, chemical splash goggles, earplugs, and respirators. PPE must be clean and in good condition. For most work, shirts and substantial shoes (with safety toe, if necessary) must be worn. Shorts, tank tops or sandals are not considered safe or appropriate for most work operations..

g. **Hearing Conservation**

(REFERENCE: TB MED 501)



When entering an area that requires hearing protection or while assigned to a task that requires hearing protection, use the appropriate protective equipment such as earplugs or earmuffs.

g. **Heat Stress**



Avoid prolonged exposure to excessive temperatures that may produce symptoms of heat injuries. Personnel must be familiar with heat stress disorder symptoms and prevention. Know what to do in an emergency. Stress work rest cycles and drinking of water.

h. **Bloodborne Pathogens**

(REFERENCE: 29 Code of Federal Regulations 1910.1030)

Bloodborne Pathogen Program

The OSHA Bloodborne Pathogen standard is designed to protect the nation's workers from exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV), and other bloodborne pathogens. The standard is applicable to personnel for whom a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials may result from/in the performance of their duties. Therefore, employers have a particular responsibility to ensure that employees do not come into direct contact with blood or other potentially infectious materials while performing their job.

i. **Compressed Gas Cylinders**

(REFERENCE: FD Regulation 385-1)



Improper handling, storage, and use of compressed gas cylinders may create a fire, explosion, or toxic gas hazards. Minimize these hazards by following the procedures given below.

- (1) Handling:
 - a. Secure valve caps on cylinders during transport and storage.
 - b. Use a cylinder cart to transport cylinders.
 - c. Secure cylinders with a chain, strap or a cylinder stand.
 - d. Do not let cylinders strike against each other. Avoid dropping and rolling cylinders.

- (2) Storage:
 - a. Store cylinders in a secured upright position with valve caps on.
 - b. Protect cylinders from extreme weather and direct sunlight when stored outdoors.
 - c. Separate cylinders by the hazard class of the gases.
 - d. Full and empty cylinders should be separated with caps on and secured in place.
 - e. Oxygen, acetylene and fuel cylinders should be separated by 20 feet or a non-combustible barrier at least 5 feet tall with a ½ hour fire rating.

- (3) Use:
 - a. Place cylinders in an upright, secured position.
 - b. Always use the proper pressure regulator for the gas.
 - c. Use gauges, hoses, and other equipment that are chemically compatible with the gas and are designed to withstand the intended pressure.
 - d. Open valves slowly. Do not force a valve open.
 - e. Close the valves on cylinders that are not in use.
 - f. Stand off to the side when adjusting the regulator. It is common for regulators to explode with the front portion becoming a missile.
 - g. Flammable gases are subject to additional requirements.
 - h. Make sure flame arrestors are attached to the oxy-acetylene torches.



j. **Fire Prevention:**

- (1) All employees should familiarize themselves with the fire evacuation plan in your work area.
- (2) Locate the nearest alarm box or alternate alarm system.
- (3) Do not block fire protection equipment, including portable fire extinguishers, sprinkler heads, fire alarm pull boxes, building fire department connections, or fire hydrants.
- (4) Do not obstruct exit hallways and never chain or lock exit doors from the inside. In the case of double doors, both doors must be unlocked when the room is occupied.
- (5) Do not leave highly combustible materials – such as oily rags – unattended.
- (6) Welding and cutting requires a Hot Work Permit, DA Form 5383-R –

- contact the Fire Department at 619-2578.
- (7) Smoking in Ft. Detrick facilities is prohibited. Specific outside locations are designated for smoking.

k. **Electrical Hazards and Conditions**



Unsafe electrical conditions and practices may result in serious injury to personnel or property damage. Personnel must constantly be on the alert to detect electrical hazards and encouraged to report any hazards to their supervisors as soon as they are observed. Supervisors, in turn, report electrical problems to the maintenance office or the ISO.

l. **Equipment and Machinery Lock out/Tag Out**

(REFERENCE: FD Regulation 385-14)

Energy sources such as energized electrical systems components, pressurized (e.g. air, hydraulic, steam), and thermal and kinetic energy systems can be very hazardous to personnel performing work or maintenance. The best method of ensuring that hazards are controlled during maintenance is to isolate (i.e. lock out and tag) the associated energy sources until designed safeguards are reinstalled.

m. **Cranes and Forklifts**



The unsafe operation of cranes and forklifts can cause serious injury, property damage, and work delays. OSHA published the final rule with an effective date of 1 March 1999. The new standard includes specific training requirements. To handle heavy equipment safely, operators of cranes and forklifts must follow these requirements.

- (1) Never operate a crane or forklift unless you have completed a safety training program, and obtained your supervisor's approval.
- (2) Select the appropriate slings, ropes, and other equipment to move heavy material.
- (3) Inspect the equipment before you begin lifting material and ensure that loads are balanced.
- (4) Never exceed the rated load capacity of the crane or forklift.
- (5) Maintain a safety "Danger Zone" around forklift operations.
- (6) Set forklift tines to the maximum possible width.
- (7) Never allow passengers to ride on the forklift or crane.
- (8) Never lift material over personnel.
- (9) Never walk under a suspended load.
- (10) Follow all safety rules regarding speed, parking, loading, unloading, and moving loads.
- (11) Always drive and unloaded forklift with the forks on the downhill side.
- (12) Never turn a forklift side ways on a ramp.

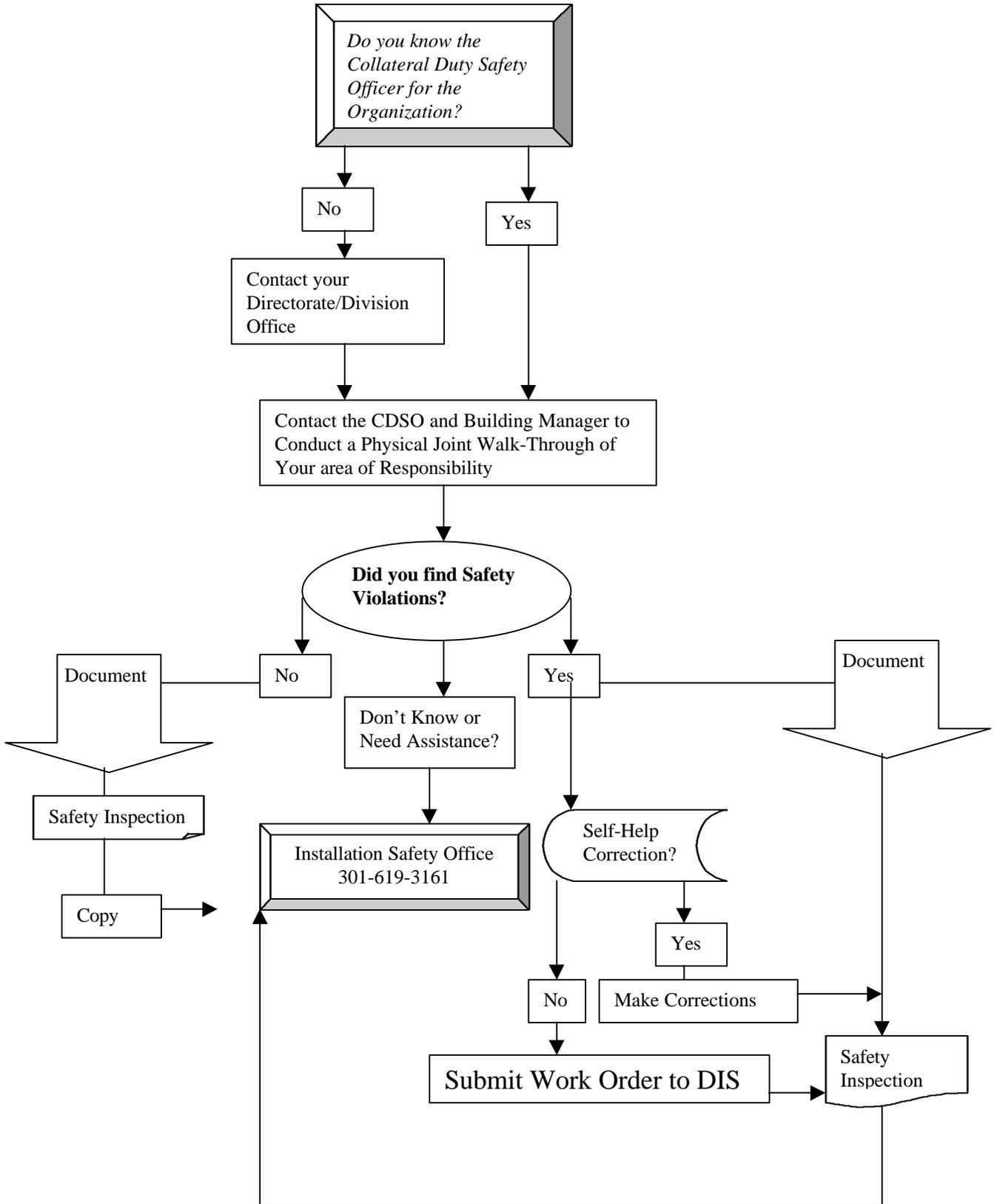
XII. Civilian Resource Conservation Program
(Reference: FD Regulation 385-6)

The Federal Employee Compensation Act (FECA) provides monetary compensation, medical care and assistance, rehabilitation, and re-employment rights to federal employees who sustain disabling injuries as a result of their federal occupation.

The Fort Detrick CRCP takes a more proactive approach by instituting case management into the process. A CRCP Coordinator works with the supervisor, injured employee, safety and medical staff to ensure prompt return to work. The CRCP manages a light duty program that reduces the workers compensation costs for the installation.

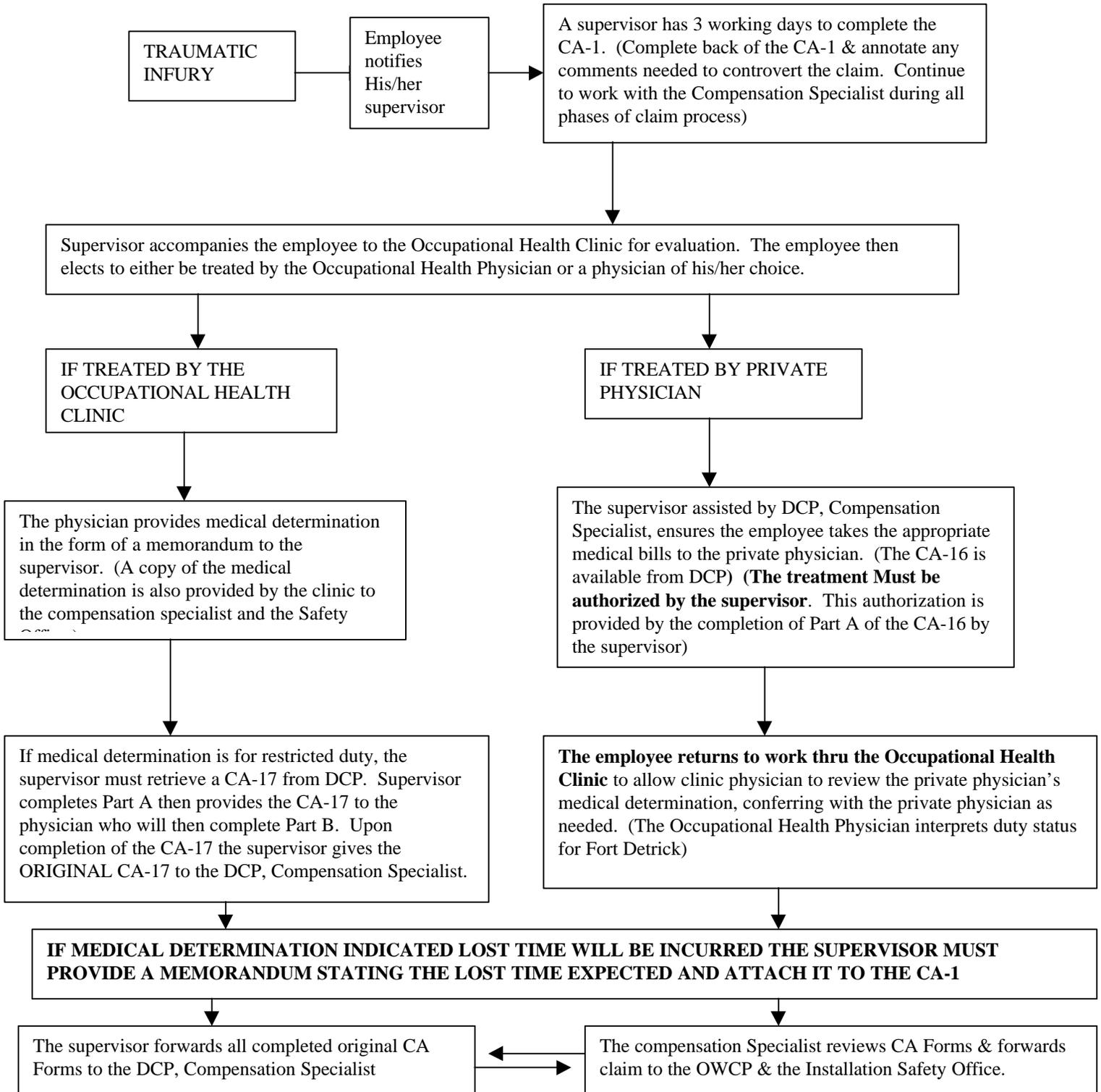
APPENDIX A

General Building Safety



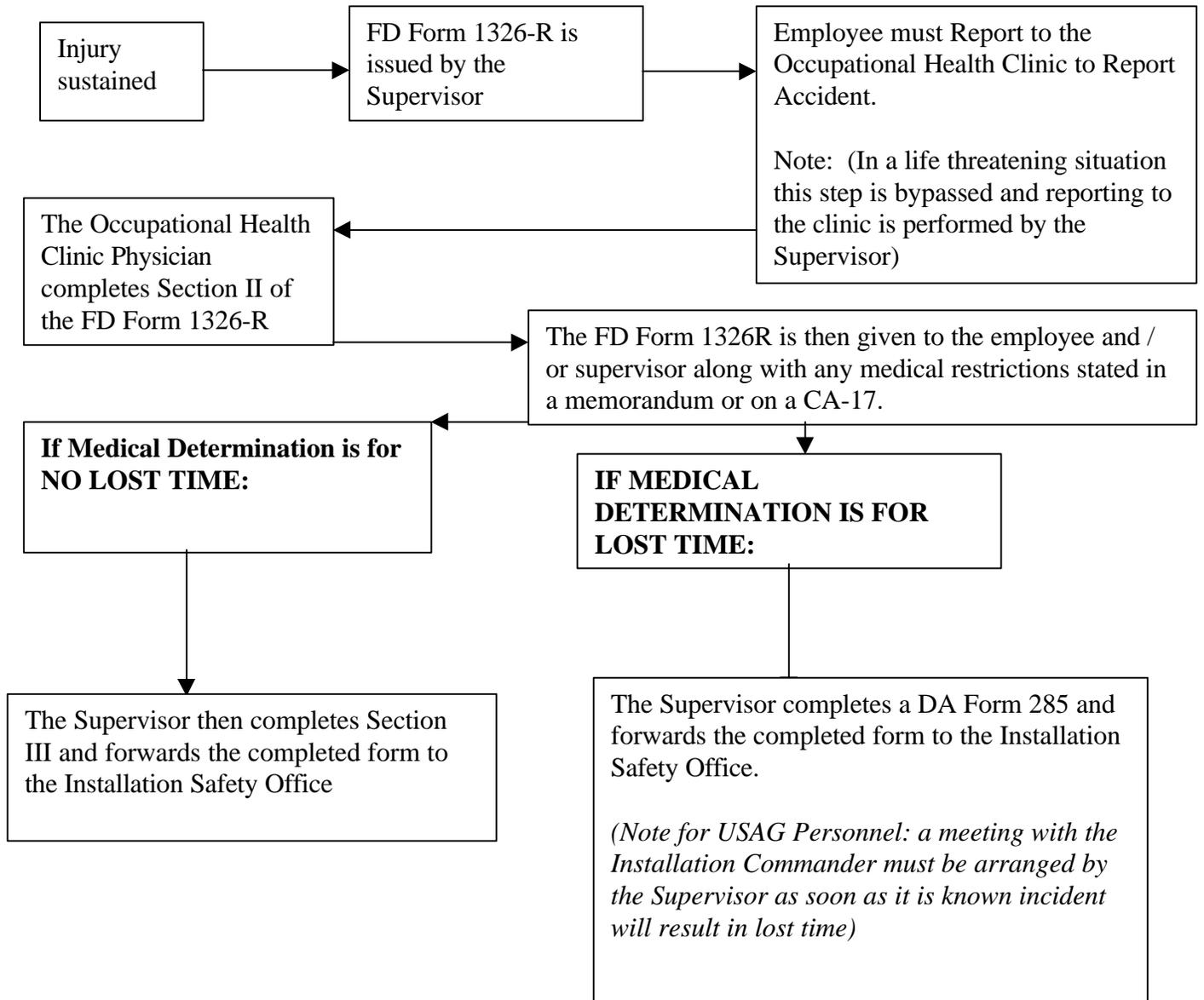
TRAUMATIC INFURY PROCESS FLOW CHART FOR COMPENSATION

(Involving Non-Emergency / Non – Life Threatening Situation)



TRAUMATIC INJURY PROCESS FLOW CHART

FOR THE FORT DETRICK FORM 1326-R (SAFETY FORM)



**FORT DETRICK RECORD OF OCCUPATIONAL INJURY/ILLNESS/INCIDENT
OF POTENTIAL HAZARD EXPOSURE**

SECTION 1. To be completed by supervisor and delivered by patient to dispensary.

1. NAME - Last, First, Middle Initial (Person injured)		2. Grade	3. SSN	4. Age
5. Occupation/Duty When Injured	6. Injury Hour Date	7. Return to Duty Hour Date		8. Location Where Injury Occurred Bldg # Room #
9. How Incident Occurred (tell exactly what employee was doing and what caused the injury/incident.)				
10. Unit or Organization	11. Name of Supervisor		12. Work Phone Number	

SECTION II. To be Completed by Medical Officer

1. Nature and Extent of Injury/Occupational Illness/Incident of Exposure		
Date Treated:		
2. Disposition (Check One)		
<input type="checkbox"/> Hospital <input type="checkbox"/> Send Home/Quarters <input type="checkbox"/> Return to Regular Duty <input type="checkbox"/> Return to Light Duty <input type="checkbox"/> Private Doctor <input type="checkbox"/> Other (Specify) _____		
3. Estimated Absence in Days Beyond Day on Which Injury Occurred	4. Name of Medical Officer	5. Telephone

SECTION III. Supervisor's Accident Analysis

<p align="center">ENVIRONMENTAL:</p> <ol style="list-style-type: none"> Unsafe Methods, Processes, Procedures Inadequate Safeguards, Safety Equipment Improper or Defective Equipment Hazardous Location Poor Housekeeping 	<p align="center">PERSONAL FACTORS:</p> <ol style="list-style-type: none"> Physical Conditions - Vision, Age, Wt., Fatigue Emotional - Anger, Fear, Resentment, Worry Lack of Skill or Knowledge Attitude - Indifferent, Belligerent Unsafe Wearing Apparel/Manner of Dress
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Using the Above Guidance, State Specific Causes:

Supervisor's Statement of Corrective Action Taken/Anticipated:

Supervisor's Signaturer:

SECTION IV. Patient's Statement

SECTION V. Safety Office Conclusion/Comment and Disposition

Signaturer:

Continued on back or form ___ Yes ___ No

NEAR MISS REPORT

(The proponent agency is MCHD-SH)

Show You Care, Tell Others

Location: _____

***Description:** (What Could Have Happened:)

Suggested Procedure to Prevent an Injury or to By-Pass Hazzard:

(Additional space is available on reverse.)

Person Reporting Incident: (Name Optional) _____ **Date Reported:** _____

Building Number: _____ **Phone Number:** _____

Supervisor: _____ **Date Received:** _____

Safety: _____ **Date Received:** _____

*** If you prefer, you may call in the report. The number is 619-3164.**

(Space below may be used, if needed, by person making report)

**Installation Safety Division
Follow-Up Report**

Action Officer: _____
(Signatuer/Title) (Date)

Thank you for making the Fort Detrick Community a safer place in which to work.

**Commander, U.S.
Army Garrison:** _____
(Signature) (Date)

*** If you prefer, you may call in the report. The number is 619-3164.**

NOTES PAGE

Subject:

NOTES PAGE

Subject:

Subject:
