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Safety

ARMY NATIONAL GUARD SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Summary. This is a complete revision of NGR 385-10. It incorporates the provisions of AR 385-10 and AR 385-40 and integrates the OSHA requirements into the ARNG Safety and Occupational Health Program.

Impact on Unit Manning System. This regulation does not contain information that affects the New Manning System.

Applicability. This regulation applies to the Army National Guard (ARNG). For the purpose of this regulation, each State Adjutant General is an installation commander. The term State includes the Territories and the District of Columbia.

Supplementation. States are authorized to supplement contents of this regulation, except statutory and DOD-directed requirements. Supplements will not be less stringent than regulatory requirements contained herein. If supplements are issued, States will furnish a copy to NGB-AVN-S.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Users will destroy interim changes on their expiration dates, unless sooner superseded or rescinded.

Suggested improvements. The proponent agency for this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-AVN-S, Bldg E6810, APG, MD 21010-5420.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

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Chapter 1
General

1-1. Purpose
This regulation establishes the Army National Guard (ARNG) Safety and Occupational Health Program and prescribes the policies, procedures, and guidelines for planning, organizing, coordinating, and controlling the implementation of the Safety and Occupational Health Program throughout the ARNG.

1-2. Policy
The safety and occupational health policy of the ARNG is to eliminate all accidental manpower and monetary losses to provide more efficient use of resources and enhance the readiness of the ARNG.

1-3. Scope
a. The ARNG Safety and Occupational Health Program provides for a continuing and comprehensive accident prevention effort that is compatible with the mission of the ARNG throughout all echelons of command in every operation and activity, including ARNG elements in joint field exercises or maneuvers. This program is designed to create safe and healthful conditions within the work/training environment and to promote safe and healthful practices for personnel on and off duty.

b. The ARNG Safety and Occupational Health Program at all levels is directed toward the prevention of all types of accidents, injuries, and occupational illnesses as defined in appendix D.

1-4. Responsibilities
a. Chief. National Guard Bureau (NGB-ZA) is responsible for the overall supervision of the ARNG Safety and Occupational Health Program, including the Occupational Safety and Health Act of 1970 (PL 91-596), and for coordinating with other HQDA staff agencies and the State adjutants general on matters pertaining to the prevention of accidents and occupational illnesses. This responsibility is delegated to the Director, ARNG.

b. Chief, ARNG Aviation Division (NGB-AVN) has staff responsibility for supervising the ARNG Safety and Occupational Health Program.

c. Chief, ARNG Safety Branch (NGB-AVN-S) is responsible for -

(1) Developing, implementing, and managing the ARNG Safety and Occupational Health Program to include general safety, aviation safety, radiological protection, and occupational health.

(2) Monitoring all regulations, directives, and training doctrines to determine that adequate provisions for safety, occupational health, and safe physical standards are incorporated.

(3) Identifying funding requirements for all personnel to ensure an integrated, comprehensive, and continuous safety and occupational health program throughout the ARNG.

(4) Identifying requirements for the career development of all ARNG safety and occupational health personnel.

(5) Reviewing exposure, accident experience trends, and activity safety and occupational health hazards for the ARNG and the various States and developing appropriate countermeasures.

(6) Providing safety services adequate to the expressed needs of the various States. Safety and occupational health services, as used herein, are defined as services required by States to promote accident and occupational health prevention efforts.

(7) Evaluating the ARNG Safety and Occupational Health Program.

d. The State adjutants general are responsible for

(1) Establishing, supervising, and directing a safety and occupational health program encompassing all operations and activities under their control.

(2) Establishing a State safety and occupational health office within the HQ STARC TDA with staff responsibility vested in the Assistant/Deputy Adjutant General (Army)/Chief of Staff (Senior Command Administrative Officer). A model State safety office should include as a minimum the following positions:

(a) State safety officer (may be the safety and occupational health manager).

(b) safety and occupational health manager (SOHM).

(c) safety and occupational health specialist (SOHS).

(d) occupational health nurse (OHN).

(e) clerk typist.

(3) Appointing a State ARNG Safety and Occupational Health Council, which will meet quarterly.

(4) Appointing a full-time support safety officer/NCO as -

(a) unit safety assistant.

(b) armory/facility safety officer/NCO. (Where appropriate the Unit/Armory/Facility Safety Officer/NCO may be the same individual.)

(5) Determining and identifying funding requirements to ensure an integrated, comprehensive, and continuous safety and occupational health program.

(6) Ensuring that adequate provisions for safe practices and safe physical conditions are incorporated in all regulations, directives, standing operating procedures (SOP), and orders.

(7) Providing for career development and certification of safety and occupational health personnel, and ensuring authorized personnel spaces are filled by personnel who meet qualification standards.

(8) Periodically reviewing exposure, accident experience trends, and activity hazards of command, installations, and facilities for which each has accident prevention/occupational health responsibility and develop corrective actions.

(9) Reporting accidents/occupational illnesses IAW this regulation and AR 385-40.

e. Commanders will ensure -

(1) All significant risks in tactical training operations are evaluated and minimized.

(2) Risks are controlled as fixes or risk acceptance decisions are documented.

(3) Unnecessary safety restrictions in tactical training are eliminated (e.g., those whose burden exceeds their benefit).

(4) New doctrine is evaluated for risk implications, and controls are established or risk acceptance decisions made.

(5) Effective published procedures exist for the conduct of accident prevention and health controls in tactical training.

f. Commanders and supervisors are responsible for appointing a safety officer/NCO at each unit, armory and other facilities.

1-5. Safety functions

a. The State safety officer serves as advisor to the Adjutant General and staff in matters pertaining to military unique safety requirements during UTAs and field training exercises, excluding aviation safety matters, as outlined in chapter 7.

b. State Army aviation officer (SAAO). The SAAO is responsible for establishing and supervising the aviation safety program IAW applicable aviation regulations.

c. State aviation safety officer (SASO). Duties and responsibilities are provided in NGB Pam 385-95, chapter 1.

d. Safety and occupational health manager (SOHM). The SOHM provides day-to-day functional management of the State General Safety Program for all elements of the ARNG within the State. Duties and responsibilities are contained in the appropriate position description.

e. Safety and occupational health specialist (SOHS). The SOHS normally works under the supervision of the State safety and occupational health manager providing day-to-day support of the State General Safety Program. Duties and responsibilities are contained in the appropriate position description.

f. Occupational health nurse (OHN). The OHN provides day-to-day functional management of the Occupational Health Program. Duties and responsibilities are contained in the appropriate position description.

g. Unit safety officer. A unit safety officer will perform the following minimum functions:

(1) Coordinate the Unit Risk Management Program of Combat Training Operations for the commander.

(2) Assist the commander in establishing plans and procedures for conducting a unit safety program.

(3) Assist the commander in supervising safety training as required.

(4) Assist the commander in conducting safety inspections, reviewing operating and training instructions, and initiating action necessary to eliminate inherent or accident-producing hazards.

(5) Assist the commander in ensuring that accidents are investigated and reported IAW AR 385-40 and this regulation.

(6) Coordinate with other unit safety officers and other staff officers to ensure maximum cooperation in connection with safety matters of mutual concern.

h. Armory and facility safety officers. The armory and facility safety officers will perform the following minimum functions:

(1) Establish and coordinate a program to provide accident prevention/occupational health controls for all operations and activities in the armory or facility and for all ARNG personnel engaged in training or other activities at the armory or facility.

(2) Arrange for procurement and selective use of safety posters, films, and other educational and promotional publications and materials.

(3) Coordinate with State and unit safety officers to ensure maximum cooperation in matters of mutual concern.

(4) Conduct armory/facilities safety inspections.

1-6. Safety councils

a. The ARNG Executive Safety and Health Advisory Council. The ARNG Executive Safety and Health Advisory Council, as required by PL 91-596 and Subpart F,

29 CFR Part 1960, will convene semiannually at the call of the executive chairperson to review and monitor safety and occupational health matters within the ARNG. The council will be composed of the ARNG Directorate division chiefs and a representative from the Office of Technician Personnel.

b. The ARNG Safety and Occupational Health Council. The ARNG Safety and Occupational Health Council is composed of key staff elements of the several States and is chartered to serve as advisory group to the Director, ARNG. The purpose of the council is -

(1) To review/analyze ARNG safety and occupational health objectives on a continuing basis.

(2) To discuss State-submitted issues and questions pertaining to the safety and occupational health programs.

(3) To evaluate and provide recommendations on the effectiveness of safety and occupational health policies/regulations.

(a) The Director, ARNG has appointed council members to serve from the functions listed below.

(1) General officer chairman

(2) U.S. Property and Fiscal Officer

(3) State plans, operations, and training officer

(4) Construction facility management officer

(5) Surface maintenance manager

(6) Safety and occupational health manager (State with over 15,000 total strength)

(7) Safety and occupational health manager (State with less than 15,000 total strength)

(8) Occupational health nurse (State with less than 15,000 total strength)

(9) Occupational health nurse (State with over 15,000 total strength)

(10) Separate brigade/division safety officer

(11) State support personnel management officer

(12) State Army aviation officer (multiple facility State)

(13) State command sergeant major

(14) Combat aviation/attack battalion safety officer

(15) Instructor pilot/aviation safety officer (single facility State)

(16) State surgeon

(17) NGB coordinator/recorder (from the ARNG Safety Branch)

c. Safety and occupational health councils. To facilitate staff supervision, commanders will appoint safety councils down to battalion level. Safety and occupational health councils may also be appointed by the Adjutant General at multiunit facilities or where a high hazard area exists. Membership at the State level should consist of the Assistant/Deputy Adjutant General (Army) or the Chief of Staff/Command Administrative Officer (chairperson), the general staff, State command sergeant major, construction facilities management officer, aviation officer, occupational health nurse, USPFO, other senior staff heads, and safety and occupational health manager (designated the executive secretary). Membership should also include non-management technician representing the union when recognized for ARNG technicians within the State. Membership below State level should consist of commanders, command sergeant major, safety officers, and NCO's from each command represented; to include motor officers, training officers, and other staff heads as appropriate. Designated safety councils will -

(1) Review the accident and occupational illness experience and prevention programs of command or activity.

(2) Review reports of fatal or other serious accidents/occupational illnesses.

(3) Review employee safety suggestions to improve conditions and increase efficiency.

(4) Forward a copy of State Safety Council minutes to NGB-AVN-S NLT 30 calendar days following the council meeting.

d. Procedures should be established for staffing recommendations to or through the commander for appropriate action concerning -

(1) Physical or structural alterations required to eliminate or control hazards.

(2) Changes in policies or SOPs to minimize unsafe acts.

(3) Plans to strengthen the Safety and Occupational Health Program.

(4) Recommendations for educational or promotional efforts designed to create and maintain interest in safety and to promote increased accident and occupational health prevention efforts.

1-7. Safety standards

a. The ARNG will employ safety and occupational health standards as stated in sections 6 and 19, PL 91-596, and the Occupational Safety and Health Act (OSHA) of 1970. The ARNG will remain consistent with DA standards as they relate to ARNG industrial-type operations, facilities, and equipment comparable to those found in the private sector.

b. 29 CFR Part 1960, DODI 6055.1, AR 385-10, and chapters 4 and 5, this regulation, contain specific requirements and guidance on implementing the OSHA Program.

c. In cases where there are unique military requirements for which no applicable OHSA standards exist, Army standards apply.

d. Some ARNG workplaces located in State facilities, or where State employees are employed, may also be subject to State OSHA standards. Any conflicts between State standards and the standards applied under this regulation should be reported to NGB-AVN-S for resolution.

e. Required annual workplace inspections may be conducted by ARNG personnel who have received formal training in workplace hazard recognition and are qualified to identify, document and analyze the significance of the hazards discovered during the inspection.

Chapter 2
Safety Training

2-1. General
The training of ARNG personnel in safe work practices is essential to efficient management. Conserving maximum combat capability demands a continuous forceful safety and occupational health training program. The program will be designed to optimize awareness of safe and healthful conditions and operations which will minimize accident and occupational health related injuries and illnesses.

2-2. Responsibilities
a. State adjutants general and commanders will integrate information on safety practices into training plans and literature.

b. Training of personnel in safety and occupational health topics will be IAW applicable OSHA, DOD, OPM, DA, and NGB directives. States adjutants general will provide training as required in AR 385-10.

2-3. Specialized safety and occupational health training
a. Resident and nonresident safety and occupational health courses for selected ARNG personnel are conducted by various Government agencies and civilian educational institutions. These courses are designed to provide students with knowledge in safety management, accident prevention, and occupational safety and health. Courses are announced in DA PAM 351-4 and other 351 and 385 series Army and ARNG publications. School applications should be screened by the State Safety and Occupational Health Office to ensure that only those who are assigned to safety and supervisory positions are approved.

b. ARNG Annual Safety and Occupational Health Conference and Workshop. NGB-AVN-S will conduct an annual Safety and Occupational Health Conference and Workshop for all States. The purpose of this conference and workshop is to provide assistance and training in the latest techniques and standards in safety. Attendance at the ARNG Annual Safety and Occupational Health Conference and Workshop is restricted to those individuals identified by the Chief, NGB in announcement messages.

c. Annual State safety and occupational health conference and workshop. Each State will conduct an annual State safety and occupational health conference and workshop for selected supervisory and staff personnel. State adjutants general will ensure that adequate funds are programmed to conduct this conference.

d. Special safety and occupational health courses. Special safety and occupational health training may be periodically conducted by NGB-AVN-S. Courses are designed for dedicated ARNG safety and occupational health personnel in areas where specific training is required and not available through other agencies.

e. OSHA compliance management courses. NGB-AVN-S will, within available resources and upon request by the State, conduct on-site OSHA compliance management courses for technician first line supervisors and selected personnel as required by 29 CFR Part 1960.55. Requests for this course will be submitted to NGB-AVN-S for approval at least 90 days before the desired course date.

f. Annual aviation safety day. Each State will sponsor and conduct an annual aviation safety day to be attended by all aviators, crewmembers, and noncrewmembers. This event will address aviation safety topics and issues and will be used to accomplish annual or semi-annual briefing items. Use of guest speakers is encouraged. Location and date are to be determined by the respective State; however, the event is not to be included as part of annual training. State adjutants general will ensure that adequate funds are programmed to conduct this event.

g. NGB-AVN-S will conduct annual additional duty safety officers courses at EAATS and WAATS.

2-4. ARNG safety and occupational health manager, safety specialist and occupational health nurse certification requirements
a. Safety and occupational health manager, safety specialist, and occupational health nurse positions require incumbent be NGB certified within a 3 year period from date of appointment.

b. Courses required for certification are listed at appendixes A and B.

c. ARNG safety and occupational health manager, safety specialists, and occupational health nurses are encouraged to pursue their career progression and upon meeting the above criteria, should forward a letter of nomination with copies of applicable diplomas and certificates to the NGB Safety Office. Upon verification NGB-AVN-S will award the certificate. Additional professional courses are available and will enhance the individual's ability and knowledge. NGB-AVN-S strongly encourages the use of these additional courses.

d. Courses required for certification are the same for the safety and occupational health manager and safety specialist (see app A).

2-5. Program evaluations

a. NGB-AVN-S will conduct periodic evaluations of State safety and occupational health programs using the evaluation checklist in appendix C. Additional evaluation criteria may be included to meet specific MACOM program needs.

b. State safety and occupational health personnel will conduct periodic visits to subordinate commands and evaluate the effectiveness of the safety and occupational health programs. Applicable survey criteria contained in appendix C may be supplemented by additional evaluation criteria for specific command or installation safety and occupational health programs.

Chapter 3
Investigating, Reporting, and Record Keeping

3-1. Reports and records requirements
State adjutants general will -

a. Supplement this regulation as necessary and implement the reporting requirements identified below. Implementing instructions will prescribe procedures that will ensure the expeditious reporting of accidents, accuracy and completeness of reports, adequate analysis of reports, and the timely submission of all accident reports and related reports prescribed here and in AR 385-40.

b. Assure that the State safety and occupational health office, organization/facility commanders, and office responsible for workers' compensation programs comply with the ARNG occupational safety and health requirements outlined in chapter 4.

3-2. Terms, classifications, rates, and types of ARNG accidents
An explanation is provided at appendix D.

3-3. Notification of ARNG accidents
State adjutants general will establish notification procedures to ensure that -

a. Commanders or supervisors are promptly notified of an accident and all circumstances surrounding it.

b. Personnel directly involved in, or individuals having knowledge of, an accident promptly report the events surrounding the accident to commanders and supervisors.

c. In the event of a class A or B accident, the responsible commander and supervisor will promptly notify the State safety office by the most expeditious means available. The State safety and occupational health office will immediately notify the U.S. Army Safety Center (USASC) Operations Center, AUTOVON 558-2660/4273, commercial (205) 255-2660/4273, to alert the Centralized Accident Investigation of Ground Accidents (CAIG) Team (see para 3-12). The following information will be provided to USASC:

(1) Type accident and location

(2) Classification of accident (Class A-fatal, etc.)

(3) Synopsis of accident information available

(4) Number of personnel involved/any civilian involvement

(5) Duty status of personnel involved

(6) Number of injuries/fatalities

(7) Nearest airfield that can accommodate Army C-12 aircraft (4,000 feet runway)

(8) Nearest airfield served by commercial airlines

d. Upon receipt of the above information, the USASC will take appropriate action as outlined in paragraph 3-12 and dispatch an investigation team to investigate the accident.

e. The State safety office will immediately notify NGB of class A and B accidents by telephone. During duty hours, telephone NGB-AVN-S, AUTOVON 584-8154, commercial (301) 671-8154. After duty hours, call the U.S. Army Operations Center, AUTOVON 225-6828 or 851-1800, commercial (202) 697-0218.

3-4. Investigating and reporting of ARNG accidents
A thorough accident investigation will provide the necessary information on which to base corrective action for improving accident prevention efforts.

a. Responsibilities. The commander of an organization or facility having experienced an accident will ensure that -

(1) The accident investigation is initiated immediately to ensure expeditious completion and forwarding of the accident report. The individual(s) involved in an accident will not be in charge of nor have any type of control of the investigation or the personnel conducting the investigation.

(2) The individual appointed to conduct the investigation has no personal interest in the outcome of the investigation.

(3) The causes are determined and effective corrective actions are instituted.

(4) DA Form 285 (app F) is prepared IAW instructions and other report(s) as required by this regulation are submitted, including analysis and corrective action(s) taken or anticipated to prevent a similar accident.

(5) For accidents which are compensable under the Federal Employees Compensation Act, the appropriate Department of Labor (DOL) Claim Form (CA-1, CA-2, CA-6) will be submitted to the support personnel management officer (SPMO). These forms (CA-1, CA-2, CA-6) will serve as the Army Accident Report (except as noted in para (6) below). Submission of claims to DOL will automatically enter them into the Army Safety Management Information System and the computerized installation Occupational Safety and Health Administration Log (OSHA 200). Claim forms will not be forwarded to the U.S. Army Safety Center or NGB-AVN-S. A copy will be retained at the State safety office to serve as the local supplement to the Log of Occupational Injuries and

Illnesses (OSHA Form 200) or the format in OSHA Publication 2014 (app H). The SPMO will provide copies of CA-1, CA-2, and CA-6 to the State safety and occupational health office.

(6) Property damage accidents involving ARNG technicians will continue to be reported on DA Form 285. Accidents involving ARNG technicians will also be reported on DA Form 285 if materiel failure is cited as a cause.

b. Reportable accidents. All accidents, injuries or occupational illnesses are reportable through command channels to the State safety office. The State safety office will be responsible for -

(1) Maintaining a file of the accident reports IAW AR 25-400-2 and AR 385-40.

(2) Analyzing reportable accident data for accident prevention.

c. Recordable accidents. Accidents classified as class A, B, or C (app D, para D-12), and selected class D, are recordable.

(1) DA Form 285 will be prepared for all accidents, excluding aircraft accidents and those reported in paragraph a(5) above, and will be forwarded through channels to the State safety and occupational health office as soon as possible but not later than 15 days after the accident.

(2) The State safety and occupational health office will -

(a) Support DA Form 285 investigations and report preparation as required.

(b) Complete the "SAFETY STAFF USE ONLY" section of each DA Form 285.

(c) Ensure that each DA Form 285 is prepared IAW instructions.

(d) Investigate and complete DA Form 285-1 IAW instructions.

(e) Maintain a file of accident reports IAW AR 25-400-2.

(f) Analyze accident data to prevent other accidents.

(g) As required, attach DA Form 285-1 and other investigation reports to each DA Form 285. For example, attach a technical inspection (TI), of materiel failure, police traffic accident reports, etc.

(h) Send original copy of each DA Form 285 with attachments to U.S. Army Safety Center, ATTN: CSSC-D, Fort Rucker, AL 36362-5363. For class A and B accidents only, send one copy of DA Form 285 to NGB-AVN-S. Send the report to arrive within 60 days from the date of the accident.

(3) Natural phenomena resulting in damage to Army property totaling $1,000 or more or injuries involving lost workday cases will be reported on DA Form 285.

(4) When ARNG military personnel or an ARNG technician or contractor employee in compensable status, is assumed to have died in an accident but the body is not recovered, a DA Form 285 will be completed by the safety and occupational health office manager and forwarded to NGB-AVN-S as soon as it is reasonably certain that a death has occurred.

d. Serious accidents and special OSHA reports, RCS 1146-DOL-XX, Report of Serious Accident (ROSA).

(1) The State safety and occupational health manager is responsible for submitting the ROSA.

(2) A ROSA will be completed on property damage accidents and occupational injuries or illnesses occurring to on-duty ARNG personnel and/or non-ARNG personnel involved as a result of ARNG operations, equipment, or materiel which result in one or more of the following:

(a) Fatal injuries.

(b) Missing persons (presumed to be dead).

(c) Hospitalization (or sick in quarters) of five or more personnel involved in a single occurrence.

(d) Property damage in excess of $500,000.

(3) ROSA will be transmitted by electronic message within 1 working day, using the format in appendix E. The message will be addressed to Office of Director of Safety//Office, Chief of Staff Army//ATTN: DACS-SF Pentagon, Washington, D.C. 20310-0200 with information copies to CDR USASC FT RUCKER,AL, 36362//CSSC-D// and CNGB APG MD, 21010//NGB-AVN-S//.

NOTE: ROSA is not required if accident is reported by a casualty report (AR 600-10), serious incident report (AR 190-40), or Preliminary Report of Aircraft Mishap (PRAM) (AR 385-40).

(4) Occupational injuries and illnesses to ARNG personnel caused by a worksite accident or exposure to the work environment will be reported IAW chapter 4, in addition to other accident reporting requirements of this regulation.

e. Nonaviation accident investigation boards.

(1) State adjutants general are designated as the appointing authority and will appoint accident investigation boards as may be required by AR 385-40, chapters 5, 6, 8, 9 and 10. Accident investigation boards consisting of one or more individuals will be appointed for -

(a) All class A accidents.

(b) Selected class B accidents, when deemed appropriate by the appointing authority.

(2) The unit or facility commander may designate an individual to conduct the accident investigation of Class C accidents. No official board is required.

(3) The appointing authority will -

(a) Appoint the president and other members of the board from the organizations other than the organization that experienced the accident. One person from the activity experiencing the accident may be designated as an advisor to enhance the investigation and reporting of the accident.

(b) Request support from NGB when the investigation requirements are beyond the capability of the State.

(c) Request guidance from NGB in appointing a board when an activity incurring the accident is not under the jurisdiction of the Adjutant General.

(d) Ensure that no member of the board has a personal interest in the outcome of the accident investigation procedures.

f. Coordination of information. When an ARNG motor vehicle or privately owned motor vehicle accident occurs, the ARNG official/accident investigation officer/board will coordinate with the appropriate provost marshal and local and/or State police to obtain all factual information surrounding the accident. When the military police have investigated the accident and have completed the Military Police Traffic Report (DA Form 3946), information from that form may be attached as a supporting document of the Army Accident Report.

g. Investigation of Army vehicle accidents.

(1) A technical inspection (TI) is required when a preliminary investigation reveals equipment failure, defective materiel, design deficiency, and/or the need for improvements in materiel.

(2) A TI will be performed as directed by the responsible surface maintenance manager (SMM). Assistance may be requested from the nearest installation where there is a Tank Automotive Materiel Readiness Command (TACOM) field maintenance technician (FMT). If the location of the nearest FMT is unknown, activities should contact TACOM. If the TI substantiates the initial determination, the TI should be attached to the quality deficiency report (QDR) (SF 368), which is required to be submitted IAW AR 385-40, paragraph 3-4g. A copy of the TI should also be attached to the DA Form 285 report.

(3) A technical inspection will be performed on all class A and B accidents.

h. Reporting of ARNG accidents at Army installations.

(1) ARNG unit commanders experiencing an accident at an Army installation will ensure the accident is investigated. National Guard personnel will investigate the accident; however, assistance may be provided by the installation commander if requested. Unit commanders will prepare and submit DA Form 285 to their adjutant general, ATTN: state safety occupational health office. The SOHM will complete the "SAFETY STAFF USE ONLY" section of the form, investigate and complete DA Form 285-1, if appropriate, and forward DA Form 285 with attachments to USASC. A copy of the DA Form 285 report shall be provided the installation safety office.

(2) When an accident occurs at an ARNG training site ARNG unit commanders will prepare and submit DA Form 285 to their adjutant general, ATTN: state safety and occupational health office. The SOHM will complete the accident report as specified in paragraph 3-4c(2). If the training site is located in another State, the SOHM will furnish a copy to the Adjutant General, ATTN: State safety and occupational health office, of the host State.

3-5. Reporting of special cases

a. Accidents involving more than one command.

(1) An ARNG commander or supervisor reporting an accident involving an ARNG organization or facility and another State or Active Army or Army Reserve command will ensure the accident is investigated, a DA Form 285 is prepared and a courtesy copy of the form is forwarded to the commander of the other State or Active Army or Army Reserve command concerned. A forwarding letter will indicate the command considered responsible for recording the accident and the command(s) responsible for recording other losses or data (i.e., injuries, property damage, or accrued mileage).

(2) After concurrence is reached as to the responsibilities and command charged with the accident, the DA Form 285 for ARNG recordable accidents will be forwarded IAW paragraph 3-4.

b. Commanders/supervisors closest to the location of an accident involving ARNG property or personnel in any of the situations listed below will investigate the accident and prepare and forward DA Form 285 to the safety office of the State/Active Army or Army Reserve command sustaining the loss in the accident.

(1) An accident occurring to an ARNG military member who is absent without leave (AWOL) will be reported if the member is scheduled for training (IDT, AT, AGR, ADSW, or ADT) and is carried on the DA Form 1379, U.S. Army Reserve Components Unit Record of Reserve Training.

(2) An accident occurring to an ARNG military member on a permanent change of station (PCS), leave, pass, or temporary duty, or an ARNG technician in a PCS or temporary duty (TDY) status, will be included in the accident experience or history of an organization, facility or State to which the person is permanently assigned. Accident experience of ARNG military personnel assigned on TDY as students at Army schools for courses of instruction in excess of 30 days will be included in the accident experience of the MACOM having command and control of the school.

(3) An accidental injury occurring to an ARNG military member in a PCS status (with or without leave) or an ARNG technician in a PCS or TDY status will be investigated by the commander closest to the location of the accident. The losing unit will sustain the loss and accordingly the unit identification code of the unit sustaining the loss will be entered on the DA Form 285, and the report will be forwarded directly to Commander, USASC, ATTN: CSSC-D.

NOTE: PCS status ends as of reporting date as indicated in assignment orders or arrival date, whichever occurs first.

c. State adjutants general will document DA or NGB-directed maneuver or exercise (e.g., brave shield, blazing trails, reforger) accident experience and exposure data, accomplish an accident analysis and report this information on DA Form 2398 to NGB-AVN-S.

d. State adjutants general will establish procedures for reporting accidents involving ARNG personnel or equipment at an installation/facility jointly occupied or under the command of another military service or State, including State-leased or State-owned facilities.

e. When a recordable accident (para 3-4c) occurs on an ARNG installation or facility, and it involves personnel or property of a nontenant activity of another military department, the appropriate safety and occupational health office will provide assistance in completing DA Form 285 for forwarding to the military department concerned.

f. State adjutants general will develop procedures to ensure that accidents involving damage to ARNG equipment/property and injury or occupational illness to ARNG personnel, occurring as a result of an Army/ARNG contractor operation, are investigated and reported. A record of the accident will be included in the owning State's accident review, record keeping, and statistical reporting system(s). A copy of the report will be forwarded to: Commander, USASC, ATTN: CSSC-D, Fort Rucker, AL 36362-5363.

3-6. Exceptions

The events and/or situations resulting in injury, illness, or property damage listed in AR 385-40, paragraph 2-9, will not be reported nor included in ARNG accident experience.

3-7. Forms, records, and reports

a. ARNG organizations/facilities will collect, maintain, analyze, and report property damage, injury, and occupational illness data as stated here to assess accident losses and to assist HQDA and the Chief, NGB in evaluating safety and occupational health programs.

b. A summary of Army accident reporting and recording requirements is in AR 385-40, table 3-1.

c. Sample DA Forms 285 and 285-1 are provided at appendix F.

d. Related forms are listed in AR 385-40, appendix A, section III.

e. Hazardous conditions involving Army/ARNG equipment will be reported on SF 368 (QDR) IAW DA Pam 738-750, chapter 12. One copy of the completed form will be forwarded to Commander, AMC, ATTN: DRCSF, 5001 Eisenhower Avenue, Alexandria, Virginia 22333.

3-8. Preparation and processing of DA Form 285, Accident Investigation Reports, RCS CSGPA-147(R4)(MIN)

a. Days hospitalized will be entered in block #25 followed by days restricted. Example: 0/2 = zero days hospitalized and two days restricted.

b. A statement relating whether or not drugs or alcohol were involved will be entered in block #35. Example: "No drugs/alcohol were involved in this accident."

c. DA Form 285 reports will be forwarded through channels to the appropriate SOHM for review. SOHMs will forward the completed form IAW paragraph 3-4c.

d. The SOHM is responsible for submitting a corrected DA Form 285 when an injured individual subsequently dies as a result of the accident. A corrected DA Form 285 will be submitted any time the basic information changes or additional information becomes available.

3-9. DA Form 2398, (Summary of Accident Exposure) RCS CSGPA-646(R2) (sample at appendix G)

a. States will maintain current summary data for analyzing accident experience.

b. The SOHM will prepare DA Form 2398 worksheet and complete DA Form 2398 and forward two copies quarterly reflecting exposure of assigned organizations to NGB-AVN-S. DA Form 2398 and worksheets are due NLT 15 calendar days following the end of the fiscal quarter. Appendix G contains instructions for completing the worksheet and DA Form 2398.

c. NGB-AVN-S will review each State's quarterly DA Form 2398 and forward a copy to Commander, USASC.

3-10. Safeguarding accident information

a. All requests under the provisions of the Freedom of Information Act for information from or copies of limited use accident investigation reports or class A, B, or C general use reports will be referred to the Commander, U.S. Army Safety Center, ATTN: CSSC-ZJA, Fort Rucker, AL 36362-5363, AUTOVON 558-3960, commercial 305-255-3960.

b. Army Accident Investigation Reports (DA Forms 285, 285-1, and 2398 series) are official Army documents to be used solely for accident prevention purposes. Accident reports and their attachments or copies and extracts will not be appended to or enclosed in any report or document, unless the only purpose of the other report or document is accident prevention. Accident reports will not be used as evidence, nor to obtain evidence in the following actions:

(1) In determining the misconduct or line of duty status of ARNG personnel.

(2) Before evaluation boards.

(3) In determining liability in claims for or against the Government.

(4) In determining pecuniary liability.

(5) As evidence for disciplinary action.

c. Policy guidance concerning release of accident information to the public is in AR 360-5.

d. Request and subpoenas for accident reports that are for use in litigation will be processed IAW AR 27-40. Other requests for accident information will be forwarded to NGB-JA, Washington, D.C. 20310.

e. Ground/air accident information concerning another military department will not be released outside the Department of the Army without the approval of the other military department concerned.

f. Procedures for safeguarding military police traffic accident reports (DA Form 3946) are in AR 190-45.

g. Legal questions pertaining to the release of safeguarded information will initially be referred to the staff judge advocate or other legal officials of the command responsible for providing legal support. Resolutions of such questions will be IAW AR 340-17 and other appropriate regulations.

3-11. The Army Privacy Program (AR 340-21)

Privacy act statements (DA Form 4368-R) are not required for personal information requested by DA Form 285 or 285-1.

3-12. Centralized accident investigation of ground accidents (CAIG)

a. Commander, U.S. Army Safety Center (USASC), will determine which selected class A and class B accidents will be investigated by CAIG investigation boards. Normally, off-duty, marine (water), chemical, explosives, nuclear, fire, and POV accidents are not investigated by the CAIG investigation boards; however, telephonic notification to Commander, USASC and NGB-AVN-S is required for any accident meeting class A or B criteria.

b. When the USASC has been notified IAW paragraph 3-3c, and the accident is selected for investigation by a CAIG team, the USASC will provide a military field grade investigation board president, a military investigator, a civilian investigator, and additional technical board members as deemed appropriate.

c. State adjutants general will provide additional board members necessary to complete a timely and accurate investigation. Normally, three additional board members (a senior equipment operator, a maintenance officer, and a medical officer) will be required; however, the specific qualifications of the additional board members will be based on the nature of the accident. The additional board members will not be from the unit/activity experiencing the accident.

d. The USASC will provide name, rank, and SSN of the USASC investigators, requirements for and desired qualifications of the local board members, and give the estimated time and place of arrival of the USASC board members.

e. To accomplish the investigation, the USASC will -

(1) Upon arrival at the accident site, assume responsibility for the investigation and completion of the formal technical report of investigation.

(2) Arrive equipped to conduct the investigation.

(3) Fund travel and per diem costs for USASC personnel.

f. The Adjutant General designated representative will -

(1) Initiate life-saving actions and coordinate with appropriate military and civilian authorities for the evacuation of deceased or injured personnel.

(2) Provide accident site security and ensure the site is undisturbed to the maximum extent possible, coordinating with appropriate civilian authorities to facilitate movement of public transportation and protect the public welfare.

(3) Identify all witnesses.

(4) Gather and secure operational, maintenance or historical records for all Army equipment involved in the accident.

(5) Gather and secure medical, training, and personnel records for all Army personnel involved in the accident.

(6) Immediately obtain and refrigerate blood and urine samples (20-40 ML blood, 50-100 ML urine) from all personnel involved in the accident.

(7) Appoint a local point of contact (POC) (the State safety manager is recommended) to meet the accident investigation board upon their arrival and support their efforts in a liaison capacity during the course of the investigation.

g. The Adjutant General designated representative will also be prepared to -

(1) Obtain fuel and oil samples from AMVs and ACVs involved in the accident for analysis at the nearest Army oil analysis program (AOAP) laboratory.

(2) Provide a photographer to assist the board in photographing the accident site.

(3) Publish orders for the investigation board to include those members from USASC.

(4) Recover Army equipment involved in the accident and/or return the accident site to its original condition as much as possible.

(5) Arrange for board administrative support; i.e., office space with AUTOVON telephone, reproduction machine capability, and essential typing support.

(6) Fund the cost of all required local support with the exception of travel and per diem of USASC personnel.

h. Commanders at each level of command will be briefed on tentative findings at the conclusion of the field portion of the investigation. These findings will be subject to further review and analysis at USASC. Final copies of the accident report will be prepared at USASC and forwarded to the lowest responsible command. The report will then be processed by the chain of command for review and comments by the State Adjutant General. The Director of ARNG is the approving authority.

i. USASC investigation does not relieve commanders of the requirement to conduct a collateral investigation IAW AR 15-6. However, the collateral board will not interview witnesses, or disturb the accident site until authorized to do so by the USASC accident investigation board president.

j. The CAIG program is not intended to interfere with, impede, or delay law enforcement agencies in the execution of regulatory responsibilities as they apply to the investigation of accidents for a determination of criminal intent and/or criminal acts. Neither investigation should hamper the other, since both are in the best interest of the Army. IAW AR 195-2, law enforcement agencies have priority to witnesses and accident site access. The prudent exercise of this priority will permit accomplishment of the CAIG mission without conflict with law enforcement requirements.

Chapter 4
ARNG Occupational Safety and Health Compliance and Federal Employees Compensation Act - Claims

4-1. General
This chapter prescribes the DOD, DA, and ARNG OSH program and the procedures and forms to be used in administering and reporting occupational injuries and illnesses as required by this regulation, The Occupational Safety and Health Act (PL 91-596); EO 12196; DODI 6055.1; 29 CFR, part 1960; AR 385-10; and AR 385-40.

4-2. Responsibilities
a. The Adjutant General will implement an occupational safety and health program consistent with EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 1000.3, DODI 1000.18, DODI 6055.7 and DODI 6055.1. (See appendixes J through M.)

b. The Adjutant General will provide for funding plans to support the occupational safety and health program.

c. The Adjutant General will establish an occupational health hazard abatement program consistent with DODI 6055.1 and AR 385-10. (See app I for sample forms DA 4753, DA 4754, DA 4755, DA 4756 and DD Form 2272.)

4-3. Application
This chapter applies to occupational injuries and illnesses incurred by ARNG excepted technicians and competitive civil service employees.

4-4. Reporting and record keeping procedures (RCS:1146-DOL-XX)
OSHA Form 200 Log of Federal Occupational Injuries and Illnesses, or format in OSHA Publication 2014 (see app H) will be maintained.

a. The OSHA Form 200 or format in OSHA Publication 2014 will be maintained at the lowest office responsible for submitting reports to the Office for Federal Workers Compensation Programs (OWCP).

b. Posting occupational injuries and illnesses. Requirements of 29 CFR 1960.71(d) must be met regarding posting of occupational injuries and illnesses.

c. Record or log of occupational injuries and illnesses.

(1) Each State shall maintain a record or log of all occupational injuries and illnesses for each establishment. Except as provided in 1960.71(b) and (c), the log is to be maintained at the establishment.

(2) Within 6 working days after receiving information on an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the record or log. For this purpose, the format printed in OSHA 2014 will provide the information required.

(3) Any occupational injury, illness or fatality reported on a Form CA-1, CA-2, or CA-6 to the employing establishment/agency shall be recorded on the log.

d. Supplementary record of occupational injuries and illnesses. In addition to the record or log of occupational injuries and illnesses provided under 1960.67, each State shall maintain a supplementary record for each occupational injury and illness. The record shall be completed within 6 working days after the receipt of information that an occupational injury or illness has occurred. For this purpose, OSHA Form No. 101, or OWCP Forms CA-1, CA-2 and CA-6 shall be completed in the detail required by the forms and the instructions therein.

e. Annual summaries of federal occupational injuries and illnesses.

(1) Each State, on a fiscal year basis, shall compile an annual summary of occupational injuries and illnesses as prescribed. The summaries shall be based on the record or log of occupational injuries and illnesses maintained pursuant to 1960.67.

(2) At the State's option, and consistent with the privacy act considerations and applicable bargaining agreements, the last page of the OSHA Form 200 or Format OSHA in Publication 2014, Log of Occupational Injuries and Illnesses, may be posted as the annual summary of federal occupational injuries and illnesses.

(3) Each State shall furnish NGB-AVN-S with a copy of its summary no later than 10 days from end of fiscal year (September 30).

f. Location of records. The log and supplementary records required by 1960.67 and 1960.68 shall be maintained at each establishment. Where, for reasons of efficient administration or practicality, a State must maintain these records at a place other than at each establishment, such State shall ensure that there is available at each establishment a copy of these records. These records shall be completed and as current as possible, in no case shall more than 6 months elapse between the recording of an illness or injury occurring in an establishment and the availability of records reflecting that injury or illness at that establishment.

4-5. Responsible occupational safety and health officials
For the ARNG AR 385-10, chapters 3, 4, and 5, are modified as follows:

a. The installation safety and occupational health officer will be the State safety and occupational health manager.

b. The MACOM OSH official is the Chief, ARNG Safety Branch.

4-6. Annual workplace inspections

EO 12196, 29 CFR part 1960.25, and DODI 6055.1 require that all workplaces, including offices, be inspected at least annually. For all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed, inspections should be conducted more frequently, as determined by the designated safety and health official or his/her designee based on extent and degree of risk of accident, injury, or illness involved.

4-7. Federal Employees' Compensation Act (FECA) Claims Reduction Program

In 1983 the President directed each Federal agency to reduce workplace injuries and illnesses by 3 percent per year. Workplace injuries and illnesses adversely affect efficiency, productivity, morale, and create a drain on scarce resources. In 1985, Chief, NGB established Federal occupational safety, health, and compensation goals for the several States. An aggressive safety and occupational health program and strong command emphasis are essential for achieving the Presidential goal.

a. Responsibilities.

(1) Chief, NGB-AVN-S will -

(a) Monitor achievement of the States in meeting the Presidential goals on the quarterly composite performance profile.

(b) Report achievement of the States to HQDA.

(c) Publish ARNG success stories as appropriate.

(2) The adjutants general will -

(a) Issue policy to the field on the Safety and Occupational Health Worker Compensation Program.

(b) Establish and appoint a FECA quality control subcommittee to -

1 Review and evaluate compensation claims.

2 Investigate claims and require additional evidence when necessary.

3 Recommend light duty based on medical opinion.

4 Assure that all claims are accurate and complete.

4-8. Technician injury and illness

Diagnosis and treatment of injury or illness sustained in performance of official duties is authorized by AR 40-3, paragraph 4-19 and under the Office of Workers' Compensation Program. To reduce the high cost of the injury compensation program, injured employees should report to the nearest Army medical treatment facility (MTF) for initial examination.

Chapter 5
ARNG Occupational Health Program

5-1. General
This chapter prescribes the ARNG Occupational Health Program for all full-time support (FTS) personnel, (AGR/technician/competitive Civil Service).

5-2. Objectives
Objectives of the ARNG Occupational Health Program are to -

a. Assure that all FTS personnel are physically, mentally, and psychologically suited to their work at the time of their assignment, and that physical and mental health are monitored to detect early deviations from the optimum.

b. Protect FTS personnel against adverse effects of health and safety hazards in the work environment.

c. Assure proper medical care of the occupationally ill and injured.

d. Reduce economic loss caused by physical deficiency, sickness, and injury of FTS personnel.

e. Prevent decreased combat readiness caused by occupational illness and injury of FTS personnel.

5-3. ARNG Occupational Health Program
a. The overall occupational health program promotes health and reduces risk of illness arising from the individual/work relationship. This encompasses special preventive measures for those exposed or potentially exposed to toxic materials, infectious agents, or other hazardous influences of the work environment.

b. Medical measures will be carried out according to professional standards in the field of occupational health. The State surgeon will provide technical guidance to the occupational health nurse.

c. A viable occupational health program requires continuing cooperation among managers, supervisors, personnel officers, safety and occupational health personnel.

d. As a minimum, the occupational health program within each State will include the following elements:

(1) Inventory of chemical, biological, radiological, and physical hazards in the work environment (para 5-13).

(2) Job-related and administrative medical surveillance (para 5-5).

(3) Education about job-related health hazards (para 6-3).

(4) Hearing conservation (para 5-9).

(5) Respiratory protection (para 5-10).

(6) Occupational vision (para 5-8).

(7) Pregnancy surveillance (para 5-11).

(8) Illness absence monitoring (para 5-7).

(9) Epidemiologic investigations (para 5-6).

(10) Maintenance and protection of occupational health, medical and administrative records (para 5-12).

(11) Industrial hygiene (para 5-13).

(12) Radiation protection (NGR 385-11).

(13) Hazard communication (NGR 385-10, chapter 6).

e. Other services that a State may provide when adequate resources are available include, but are not limited to -

(1) Group counseling on specific problems or habits affecting health.

(2) Disease screening.

(3) Voluntary periodic health examinations on an age-related basis.

5-4. Program functions
a. The Adjutant General will ensure that -

(1) FTS personnel are provided occupational health services.

(2) All managers and supervisors are informed of and carry out their responsibilities in the program.

(3) All FTS personnel are informed of potential occupational health hazards and safe practices/procedures, and are instructed in the wearing of personal protective equipment.

(4) A program for the recognition, evaluation, and control of unhealthful working conditions is established.

b. The occupational health nurse will -

(1) Manage, plan, direct and evaluate the occupational health program.

(2) Coordinate with directorate staff and facilities to ensure implementation of required occupational health services.

(3) Conduct or coordinate medical surveillance and health hazard training for FTS personnel potentially exposed to occupational health hazards, and evaluate or assess those requiring specific standards of physical fitness.

(4) Periodically visit work areas to observe work operations and potential hazards and maintain working relationships with supervisors and FTS personnel.

(5) Conduct or coordinate epidemiologic investigations of actual or suspected occupational illness.

(6) Provide advice and guidance to the Adjutant General and other concerned personnel regarding occupational health matters.

(7) Participate as a member of the State Safety and Occupational Health Council.

c. The support personnel management (SPMO) and military personnel officer (MILPO) will provide assistance to ensure efficient accomplishment of the overall program. This includes assisting occupational health and safety personnel to establish a system to -

(1) Identify FTS personnel in positions requiring specific standards of physical fitness and job-related medical surveillance.

(2) Schedule personnel for the required preplacement, periodic, and termination examinations.

(3) Advise applicants and FTS personnel regarding potential occupational health hazards, appropriate protective equipment, safety practices, and job-related medical surveillance requirements of their assignments.

d. The commander of the army medical treatment facility that may be providing medical support will -

(1) Program resources to ensure implementation of required occupational health services.

(2) Ensure physician support for occupational health services where there is no physician assigned.

e. All managers and supervisors will -

(1) Keep informed about occupational health hazards and the medical and safety requirements in activities under their control.

(2) Train and educate FTS personnel in coordination with the safety and occupational health office regarding job health hazards and appropriate safety practices.

(3) Enforce the use of protective clothing and equipment.

(4) Advise the occupational health nurse of proposed or actual changes in work operations that may affect the health or safety of the personnel.

(5) Provide the SPMO with the health and safety information necessary for job classification and placement actions.

(6) Assure that FTS personnel are referred for required job-related medical surveillance.

f. FTS personnel will -

(1) Follow safe and healthful work practices.

(2) Use personal protective equipment when required.

(3) Make note of and report suspected unsafe or hazardous work situations.

(4) Comply with requirements of the occupational health program.

5-5. Medical examinations

a. Job-related examinations. Preplacement, periodic, and termination medical surveillance will be provided to all FTS personnel potentially exposed to health hazards in the work environment or who are assigned to positions requiring specific standards of physical fitness. For military and competitive technicians, these examinations will be provided IAW NGB and Office of Personnel Management (OPM) policy and, if necessary, can be made a condition of employment. For all FTS personnel, these examinations are in addition to routine entrance and periodic examinations performed under AR 40-501. The occupational health physician, or designated representative, will review the occupational health hazards inventory and determine the scope and frequency of job-related examinations. The following documents will be used as the basis for making such determinations:

(1) DODI 6055.5-M.

(2) DHHS (NIOSH) Publication No. 81-123.

(3) TB MED 501.

(4) TB MED 502.

(5) TB MED 503.

(6) TB MED 506.

(7) TB MED 509.

(8) TB MED 510.

(9) TB MED 513.

(10) TB MED 514.

(11) TB MED 523.

(12) TB MED 524.

(13) TB MEDs, DA pamphlets, and other documents concerning job-related medical surveillance requirements as they are developed and formally issued.

b. Termination evaluations are required for those potentially exposed to hazards, such as noise, radiation, asbestos, and heavy metals. These individuals will be identified and referred for health evaluations prior to terminating their assignment.

c. Individuals not required to have preplacement examinations should be scheduled for baseline health screening evaluations as soon as feasible after hire. This will include as a minimum, health history, audiogram, vision and blood pressure.

5-6. Epidemiologic investigations

Such investigations will be conducted after the occurrence of suspected or proven occupational illnesses. Identification of apparent excessive numbers of

occupational injuries will be reported to safety personnel. Investigations will be made in coordination with safety and health officials.

5-7. Illness absence monitoring
Medical personnel will support the illness absence monitoring program for FTS personnel. Such support will include medical evaluations for -

(a) Support of a claim controversion.

(b) Personnel who are expected to be absent for 2 weeks or more due to a job-related illness or injury. Evaluations will be done by reviewing medical reports and/or performing an appropriate examination. Specialty consultation should be requested when indicated.

5-8. Occupational vision

a. An occupational vision program oriented toward preservation of eyesight is an essential part of the occupational health program (TB MED 506). An effective occupational vision program must include -

(1) Determination of degree of eye hazard for each job or area.

(2) A job analysis to determine the visual skills required for optimal work performance.

(3) A visual assessment of FTS personnel, through use of an approved vision screening device, to determine whether they possess the required visual skills.

(4) Biennial vision screening examinations of those employed in occupations with laser, microwave, high intensity light hazards, or other potentially eye-hazardous positions.

(5) Triennial vision screening of those routinely using video display terminals (VDT). Although VDTs are not considered to be eye-hazardous, vision screening is appropriate to ensure efficient visual performance at the special working distance of VDT screen placement.

(6) Elective periodic vision screening for FTS personnel in non-eye-hazardous positions may be provided, resources permitting, not more frequently than triennially.

(7) Referral of FTS personnel not possessing the desired visual skills. Technicians in eye-hazardous positions as determined under TB MED 506 will be provided this service at Government expense. All others will obtain the examination at the appropriate military treatment facility. FTS personnel not in eye-hazardous positions, as defined in AR 40-2, will obtain such professional examinations if desired at their own expense.

(8) Supervision of the use of eye protection (industrial safety eyewear) and eye hygiene.

(9) Education on proper eye protection and benefits of the occupational vision program.

(10) Periodic surveys of work areas to promote adequate illumination and evaluate other aspects of the work environment related to visual performance and eye safety.

(11) Review of contact lens use to assure safe wear. Contact lenses do not provide industrial eye protection, therefore additional protective eyewear must be used. Contact lenses will not be worn while working in areas where eye irritants, i.e.; chemicals, fumes, etc. are present.

b. Industrial thickness spectacle lenses are required for all personnel working in eye hazardous areas. FTS personnel working in eye-hazardous occupations will obtain eyewear IAW AR 40-63. Those working in noneye-hazardous occupations will obtain such eyewear at their own expense.

c. Procurement of industrial safety spectacles will be IAW AR 385-10. These spectacles will be provided to all FTS personnel working in potential eye-hazardous occupations and will meet the criteria of part 1910.33, title 29, Code of Federal Regulations (29 CFR 1910.33), and ANSI Standard Z87.1.

5-9. Hearing conservation

a. General. A hearing conservation program designed to prevent hearing loss from occupational exposure to noise is a priority occupational health program. The programs success requires continual command support. Procedures in TB MED 501 will be followed in the development and conduct of the hearing conservation program. Emphasis will be placed on hearing conservation under field conditions as well as the industrial environment.

b. Hazardous noise levels. Steady noise of 85 decibel A-weighted (dBA) or greater and impulse noise that exceeds 140 dB peak (P) are considered hazardous. High frequency and ultrasonic levels that exceed the exposure criteria in TB MED 501, paragraph 5, are also considered hazardous.

c. Program functions.

(1) Hearing conservation measures will be initiated whenever hazardous noise levels are known or suspected. Hazardous noise evaluations may be requested by commanders, supervisors, or employees and performed by trained personnel using approved and calibrated sound-measuring equipment.

(2) Noise-hazardous areas and equipment will be posted conspicuously with proper DANGER signs or decals IAW AR 385-30.

(3) Where feasible, engineering controls will be the primary means to protect personnel from hazardous noise. All practical design approaches to reduce hazardous noise through acoustical engineering will be explored. Priorities for engineering controls will be based on numbers of personnel exposed to a particular noise source, future intended use of the facility, and the risk assessment code assigned to that source.

(4) Approved hearing protective devices, will be provided and used by all personnel exposed to noise-hazardous areas and operations. Preformed earplugs will be fitted to both ears under medical supervision, IAW TB MED 501.

(5) All personnel routinely exposed to hazardous noise will receive annual instruction on the harmful effects of noise and in the proper use and care of hearing protective devices.

(6) Medical surveillance (audiometric testing) will be performed on personnel routinely exposed to hazardous noise. Such hearing tests will include reference, periodic (at least annual), and termination audiograms with proper medical and administrative followup action. All personnel, regardless of noise exposure, will have an initial and termination audiogram.

5-10. Respiratory protection

a. A respiratory protection program that protects personnel from unnecessary exposure to airborne concentration of toxic materials is an essential occupational health program element. Procedures in TB MED 502 will be followed in the development and conduct of the respiratory protection program.

b. Respirators are considered an acceptable method of protecting the health of FTS personnel only under the following circumstances:

(1) When it has been determined that there are no feasible engineering or work practice controls that can be used to adequately control the hazard.

(2) During intermittent, nonroutine operations (i.e., not exceeding 1 hour/day for 1 day/week).

(3) During the interim periods when engineering controls are being designed and/or installed.

(4) During emergencies.

c. A respiratory protection program must include -

(1) Assessment of respiratory hazards.

(2) Workplace hazard documentation.

(3) Selection of proper respiratory protection equipment based on workplace hazards.

(4) Respirator fit testing.

(5) Annual medical evaluation of individual's ability to wear a respirator.

(6) Annual training and health education.

d. The effectiveness of the respiratory protection program is largely determined by worker acceptance. Local purchase of respirators is authorized and will be made when necessary to obtain an acceptable face-fit. Personnel will wear only the type of respirator for which they were fit tested.

5-11. Pregnancy surveillance

a. The pregnancy surveillance program assures that -

(1) Females of childbearing age are informed about potential work area health reproductive hazards.

(2) Pregnant FTS personnel and fetus are not endangered by work assignments.

b. The program will include -

(1) Identifying work areas or occupations that present potential health reproductive hazards.

(2) Counseling all females of childbearing age during preplacement or periodic job-related examination about the nature of potential hazard to pregnancy. Referral to SPMO concerning job accommodation or transfer in event of pregnancy.

(3) Instituting a policy that encourages FTS personnel to notify the occupational health nurse as soon as the pregnancy is known.

(4) Assessing job assignment and work environment when pregnancy is known. When justified, specific job limitations should be recommended after consultation with the person's physician. Limitations due to pregnancy will be treated like any other medically certified temporary disability.

(5) Providing periodic followup and counsel as indicated including pregnancy outcome evaluation.

5-12. Records and forms

a. Occupational health records for technicians will be maintained and protected IAW FPM 293-31. Occupational health records for all other FTS personnel will be maintained and protected IAW AR 40-66. Health histories will be obtained from all FTS personnel.

b. In addition to medical testing data, results of environmental sampling affecting FTS personnel conducted under the occupational health program will be included in individual occupational

health records. Documentation of sampling, even for negligible results, is important in assessing the present and past exposure history and to meet legal obligations. NOTE: Atmospheric sampling results and recommendations will be posted in the work area to notify all FTS personnel.

c. The following forms are available for use by the occupational health nurse:

(1) Outpatient treatment record forms authorized by AR 40-66.

(2) DD Form 1141 record of occupational exposure to ionizing radiation.

(3) DD 2214 noise survey.

(4) DD 2215 reference audiogram.

(5) DD 2216 hearing conservation data.

(6) AF 2768 supplemental history occupational health exam, part II.

(7) DA 3075 occupational health daily log.

(8) DA 3076 (RCS MED-20 (R4)) Army occupational health report.

(9) Other occupational health forms as they are developed and approved for use in the Occupational Health Management Information System (OHMIS).

d. Overprints of standard forms may be used, when approved under AR 40-66, paragraph 7-2, to meet specific needs, such as a hazard specific health history checklist overprinted on SF 600 (health record - chronological record of medical care).

5-13. Industrial hygiene functions

Industrial hygiene functions delineated in TB MED 503 include -

a. Establishing and maintaining the Health Hazard Inventory Module (HHIM).

b. Developing the Industrial Hygiene Implementation Plan (IHIP).

c. Identifying potential occupational health hazards to determine the degree of hazard severity.

d. Assigning risk assessment codes (RACs) to every hazard evaluated and submitting written reports for inclusion in State hazard abatement plan.

e. Providing design review services.

f. Establishing workplace monitoring and conducting detailed investigations to determine the nature and extent of suspected health hazards.

g. Compiling and maintaining an inventory of industrial operations, toxic chemicals, and carcinogens.

h. Recommending use of personal protective clothing and equipment.

i. Worker education/training.

5-14. Testing facilities

Medical facilities to be used in the medical surveillance program are -

a. Army MEDCENs/MEDDACs per AR 40-3 and AR 40-5.

b. Medical treatment facilities of other Armed Forces or Federal agencies.

c. Civilian contract physicians, clinics, or hospitals.

Chapter 6
The ARNG Hazard Communication Program

6-1. General

This chapter provides requirements needed to meet the standards established by 29 CFR 1910.1200, 29 CFR 1960.59, DODI 6055.1, AR 700-141, OSHA, and most State regulations by ensuring that -

a. Hazardous chemicals used by ARNG personnel are evaluated to determine exposure hazards.

b. ARNG personnel are provided specialized job safety and health training, for specific hazardous chemicals used in the workplace.

c. Proper protective measures are taken while working with hazardous chemicals in the workplace.

6-2. Application

a. This chapter applies to all military, State and Federal personnel working in or for the ARNG to include contractors working in ARNG facilities and applies to all chemical or physical hazards which are known to be present in the workplace.

b. A written hazard communication program must be developed for every facility.

c. This guidance does not apply to -

(1) Hazardous waste when regulated by EPA.

(2) Tobacco and tobacco products.

(3) Wood and wood products.

(4) Articles such as chairs, containers, and items used within the workplace.

(5) Food, etc. brought into the workplace for worker's consumption.

(6) Cosmetics.

6-3. Responsibilities

a. The Adjutant General must ensure that a written hazard communication program is implemented IAW 29 CFR 1910.1200.

b. Supervisors are responsible to ensure that -

(1) This program is implemented in their workplace.

(2) Required training is provided.

(3) All hazardous chemicals used in their workplace are listed in the facility hazard communication program.

(4) All personnel have access to a material safety data sheet (MSDS) for each chemical used in their facility.

(5) The State occupational health nurse is advised when new chemicals are introduced into the workplace and provided with a copy of the MSDS for those chemicals.

(6) The State occupational health nurse is informed of any major change of a workplace operation or procedure.

(7) Contractors working at ARNG facilities are informed of hazardous chemicals or working conditions present in work area.

(8) All personnel have access to the hazard communication written program.

c. Contractors will ensure their personnel are aware of chemical and physical hazards found within a facility and are trained to protect themselves against those hazards. In addition contractors will provide a list of hazardous materials used while working on ARNG property or in ARNG facilities.

d. All personnel will comply with the following:

(1) Safe use and handling of chemicals listed in the facility's hazard communication program.

(2) Proper use of engineering controls, protective equipment, clothing, and safe procedures to prevent injuries caused by the chemical and physical hazards as described in the facility hazard communication program.

(3) Obtain supervisor's permission to introduce new chemicals into the work place.

(4) Obtain supervisor's permission to change an operation or procedure from the safe procedures described in applicable directives.

(5) Participate in all training programs designed to fulfill the requirements of the hazard communication program.

e. The State occupational health nurse will -

(1) Consolidate all MSDSs and distribute to the workplace as appropriate.

(2) Assist supervisors in meeting training requirements.

(3) Publish and maintain the hazard communication program.

(4) Maintain on a computer database a list of all hazardous chemicals used in the State. The database shall have the capabilities of sorting and compiling a list of the chemicals by national stock number (NSN), nomenclature, trade name, and location.

f. The U.S. Property and Fiscal Officer is responsible for -

(1) Furnishing the safety and occupational health office with a copy of each MSDS received from a manufacturer/distributor.

(2) Ensuring DA Forms 3953 for local purchase of items suspected of containing hazardous materials contains the statement--A MATERIAL SAFETY DATA SHEET MUST ACCOMPANY THIS PRODUCT.

6-4. Hazardous chemical list

a. The State hazard communication program will contain a list of all known hazardous chemicals in ARNG workplaces. Each facility hazard communication program will contain a list of chemicals used only in that facility. Each individual will sign and date a roster to indicate they are aware of the chemicals used in their workplace, the hazards associated with those chemicals, and the location of the MSDS for that chemical.

b. Hazardous chemicals found in the workplace but not included on the list will be added and reported to the safety and occupational health office. Reported items should include the trade name, nomenclature, national stock number (NSN), manufacturer, manufacturer's address, and the MSDS when available. The new item will be included on the next annual update of the facility hazard communication program.

6-5. Material safety data sheets (MSDS)

a. MSDSs will be available for each hazardous chemical used in each facility.

b. Supervisors will ensure that personnel are informed of the hazards noted on new MSDSs and that copies are forwarded to the State occupational health nurse.

c. MSDSs will be readily accessible during working hours. MSDSs may be maintained in the supervisor's office.

6-6. Labeling

a. Hazardous chemicals will have labels that include the following:

(1) Identity of contents.

(2) Appropriate hazard warnings.

(3) Name and address of the manufacturer.

b. Hazardous chemicals transferred from a properly labeled container to another container must bear the same label information as the original container.

c. Portable containers need not be labeled if the hazardous material will be used up during the work shift by the individual who performed the transfer.

d. All containers of hazardous chemicals will bear adequate warning labels except fuel tanks on vehicles, etc. Dip tanks must be labeled.

e. Hazardous chemicals received from commercial suppliers are not required to be relabeled. Labels developed by suppliers IAW the OSHA Hazard Communication Standard (29 CFR 1910.1200) are satisfactory. Department of Defense labeling system will be used for containers that have not previously been labeled.

6-7. Informing personnel

a. Personnel at each workplace will review the hazardous chemical list annually, then sign and date the roster.

b. New personnel will review the hazardous chemical list, and sign and date the roster prior to performing any tasks within a workplace.

c. All on-site contractors will be furnished a copy of the facility's hazard communication program and a list of hazardous chemicals and operations to which contractor personnel may be exposed.

d. To ensure new hazards are not introduced into the workplace, the facility supervisor must approve the procurement and use of new hazardous chemicals prior to their use or a change to any operation/procedure prior to implementation.

6-8. Training

a. Initial training will be given to each worker by the facility supervisor or his designee under the supervision of the State occupational health nurse prior to that worker conducting tasks in his/her workplace.

b. Training will be conducted annually.

c. Non-standard task training will be conducted by the supervisor when hazardous chemicals are used to accomplish non-standard tasks or are first introduced in the workplace.

d. Contractors are responsible to ensure their personnel are trained in the proper use of the MSDSs for hazardous chemicals they will come in contact with while working on the site.

e. Supplemental training will be conducted at special training sessions or at the facility safety meeting. A roster of attendees and a synopsis of the training will be sent to the State occupational health nurse.

Chapter 7
ARNG Aviation Safety Aircraft Accident Investigation and Reporting

7-1. General

ARNG aircraft accidents will be classified, investigated, and reported IAW AR 385-40, unless otherwise indicated here. State adjutants general are responsible for ensuring that AR 385-40 and this regulation are complied with by subordinate commanders and supervisors. This chapter, in conjunction with NGB Pam 385-95, establishes aviation accident prevention as an integral part of the ARNG Safety Program. It also prescribes policies, procedures, and guidelines for implementing the accident prevention function as part of the overall Army Safety Program (AR 385-10) and the Army Aviation Accident Prevention Program (AR 385-95).

7-2. Policy

At the discretion of the Chief, NGB, senior officers responsible for the State aviation program may be requested to prepare a brief and report to the NGB staff when their State has experienced an aircraft accident. The purpose of this action is to gain timely, first-hand information to determine if further corrective action by NGB or the State is necessary to implement the recommendations of the aircraft accident investigation board (AAIB). This information will also be furnished to other States as necessary for aviation accident prevention. Commanders, aviation officers, and supervisors will ensure compliance with requirements and establish others as necessary for the safe and conservative use of aviation resources under their control.

a. All activities having control of aviation assets will prepare supporting plans, in writing, to implement the program.

b. Commanders and supervisors will not waive safety requirements set by higher headquarters, except in emergencies. When an emergency waiver is needed, the higher headquarters will be informed promptly.

7-3. Aircraft accident investigation boards

a. General. The U.S. Army Safety Center (USASC) will investigate those selected ARNG aircraft accidents identified in AR 385-40. For each accident, USASC will provide board members as deemed appropriate. Where feasible or possible, the president of the board will be an Army guard member currently on flight status. In addition, the responsible local commander should be prepared to provide as board members a maintenance officer, flight surgeon, and/or IP/SIP in the type of aircraft involved.

b. Responsibilities.

(1) When an accident occurs, the responsible command will -

(a) Collect the information required in AR 385-40, paragraph 4-9. (This information is required for the initial notification, but it is not to delay the notification.)

(b) Immediately notify the USASC Operations Center by telephoning AUTOVON 558-4273/2660; commercial (205) 255-4273/2660.

(c) Notify NGB by telephone when a class A, B, or C aircraft accident occurs. During duty hours, telephone NGB-AVN-S, AUTOVON 584-8154; commercial (301) 671-8154. After duty hours, telephone the NGB duty officer, AUTOVON 225-6987; commercial (202) 695-6987. If no answer, telephone Army Operations Center, AUTOVON 227-0218; commercial (202) 697-0218.

(d) Appoint an aviation safety officer to serve as point of contact for the board and provide support outlined in AR 385-95 and AR 385-40 to include all required preliminary actions before arrival of USASC investigators.

(e) Appoint an aviation accident investigation board (AAIB) and publish orders for the board, to include those members from USASC, IAW AR 385-40.

(f) Make arrangements for administrative support; for example, office space, AUTOVON telephone, site passes, photographer, and essential typing support.

(g) Ensure wreckage remains undisturbed as long as possible.

(h) Maintain responsibility for -

1 Search and rescue efforts.

2 Security of crash site.

3 Equipment/aircraft required for wreckage recovery and all other logistical support.

4 Transportation arrangements for teardown examination.

5 Release of information (PIO).

6 Collateral investigation.

7 Cost of all support except for travel/per diem costs of USASC personnel.

(2) USASC will -

(a) Make the decision to investigate the aircraft accident.

(b) Provide name, rank, and SSN of USASC board members to responsible command and the requirements and desired qualifications for local board members.

(c) Give estimated time and place of arrival of USASC board members to responsible command.

(d) Assume responsibility for investigating the accident and completing the technical report upon arrival at the accident site.

(e) Arrive equipped to conduct the investigation.

(f) Fund travel and per diem costs for USASC personnel.

c. Post aircraft accident investigation procedures. Responsible commanders will be briefed on tentative findings at the conclusion of the field portion of the investigation by the USASC AAIB.

d. Disposition of aircraft accident reports.

(1) Final copies of the accident report will be prepared at USASC and forwarded to the lowest responsible command for processing through channels IAW AR 385-40. An advance copy will be forwarded to NGB-AVN-SA.

(2) For investigations conducted by the appropriate State, distribution of the aircraft accident reports will be IAW AR 385-40.

e. For all class A, B, and C aircraft accidents, the State Adjutant General will indicate in the reviewing comments the organization (with UIC) to which the accident is being charged and has the responsibility for corrective action. Determination of appropriate organization being charged with the accident will be IAW AR 385-40, paragraph 1-6.

f. If any organization has difficulty in determining an accident classification, or identifying the unit assigned the accident, contact NGB-AVN-S, AUTOVON 584-8154.

7-4. Aircrew responsibility when involved in an aircraft accident

After an aircraft has been landed as a result of damage or a forced/precautionary landing accomplished, the aircrew will make no attempt to restart or fly the aircraft until the aircraft has been released by the appropriate maintenance authority.

Chapter 8
Promotional and Educational Materials

8-1. General
The ARNG will use safety and occupational health posters, billboards, films, tapes, technical publications, and other safety promotional and educational material and services to create and maintain the interest in preventing accidents.

8-2. Procurement
a. Chief, NGB will program for certain safety and occupational health promotional and educational materials and services required in the execution of the ARNG safety and occupational health program on a nationwide basis.

b. State adjutants general and subordinate commanders and supervisors will supplement and augment the supplies outlined in AR 385-10, paragraph 5-5f, with safety and occupational health promotional and educational materials developed by other agencies (USASC, ARNG Multi Media Branch (NGB-AVN-MMB)) in their respective type operations as appropriate.

8-3. Budgeting and funding
State adjutants general will budget for funds to procure safety and occupational health promotional and educational materials and services that are determined to be required locally.

8-4. Management
NGB-AVN-MMB in coordination with NGB-AVN-S will administer the promotional and educational material requirements for the ARNG safety and occupational health program.

8-5. Multi media support
a. NGB-AVN-MMB will -

(1) Coordinate with NGB-AVN-S and the safety managers/specialists and occupational health nurses of the States in developing, acquiring, producing, and distributing safety promotional and educational materials.

(2) Coordinate with other DOD and federal agencies as required to acquire and distribute safety promotional and educational materials that will enhance the ARNG safety program.

(3) Provide guidance and assistance to the safety managers/specialists and occupational health nurses of the several States in managing their State safety promotional and educational program.

b. Through NGB-AVN-MMB, NGB-AVN-S develops and distributes the annual "SAFE GUARD" and "SAFE FLIGHT" countermeasure programs, targeted to identified safety program deficiencies, systems defects, management errors, or safety management errors. Countermeasures are selected based on analysis of current accident trends.

c. Direct communications between State safety personnel and occupational health nurses and NGB-AVN-MMB is authorized and encouraged.

Chapter 9
Safety Awards Program

9-1. General
HQDA and ARNG policy is to recognize outstanding effort and achievement in the prevention of accidents. All States will be cognizant of their subordinate commands, activities, and individuals when significant contributions are made to the efficiency, economy, or improvement of ARNG operations through accident prevention.

9-2. Awards presented by Headquarters, Department of the Army
The ARNG of the several States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia and individuals of the ARNG are eligible for DA awards. AR 672-74 is applicable. For award purposes, the ARNG is equated with major Army commands, and the ARNG of individual States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia are equated with Army divisions. Adjutants general may nominate their respective States for DA safety awards. Nominations will be submitted to NGB-AVN-S for review and forwarding.

9-3. Awards presented by Chief, NGB
To recognize outstanding performance in safety awareness, the Chief, NGB has established the following general safety awards:

a. The ARNG Safety Award of Merit/Honor.

(1) The ARNG Safety Award of Merit is an annual award presented to a State that has not experienced a class A or B accident in general safety within a fiscal year.

(2) The ARNG Safety Award of Honor is awarded to a State that has attained the requirements of the award of Merit for 3 consecutive years.

b. ARNG Distinguished Motor Vehicle Safety Award. This award will be presented to a State that has completed 5 consecutive years or has driven 25,000,000 miles without a class A or B motor vehicle accident beginning 1 October 1977. Vehicles covered under this award include Army motor vehicles passenger cars, station wagons, trucks, ambulances, fire trucks), Army combat vehicles (tanks, armored personnel carriers, self-propelled weapons), and other Army vehicles (tugs, bulldozers, fork-lifts, construction/engineer vehicles). The number of miles driven will be determined only on the Army motor vehicles.

c. ARNG Distinguished Aviation Safety Award. This award will be presented to a State that has completed 5 consecutive years or 40,000 flying hours without a class A or B aircraft accident beginning 1 October 1977.

d. State adjutants general will nominate their respective States for these awards by letter to Chief, NGB, ATTN: NGB-AVN-S, Building E6810, APG, MD 21010-5420. Nominations must be received by 30 June. Nominations for the ARNG distinguished motor vehicle and aviation safety awards must include the timeframes or hours flown/miles driven.

e. Awards to States will be based on NGB analysis of statistical data in the categories cited above.

9-4. Awards authorized to be presented by States and their subordinate elements

a. Eligibility. State adjutants general should establish safety awards programs. These programs provide for recognizing significant achievement in preventing accidents within all elements and by individuals under their command or operational control. States may use locally procured awards instead of or in addition to those described in b and c below.

b. Certificate of Merit for Safety. Commanders and supervisors at all levels are authorized to present the Certificate of Merit for Safety (DA Form 1118) to elements within their organization or facility. Eligibility for this certificate will be based on the completion of periods of outstanding accident prevention achievement.

c. Safety award for individuals. Commanders and supervisors at all levels are authorized to present a United States Army Safety Award (DA Form 1119 and DA Form 1119-1) annually, or upon completion of periods of accident-free experience. This award may be presented to unit commanders, military or civilian supervisors, military or civilian operators of ARNG motor vehicles, operators of other mechanical equipment, and other deserving personnel.

d. Procurement of awards.

(1) DA Forms 1118, 1119, and 1119-1 will be obtained through normal AG publications supply channels. All other awards for safety will be programmed for and procured locally.

(2) In addition to the Army and ARNG safety awards described in this regulation, individuals may be nominated for honorary awards for outstanding safety performance, or they may receive a monetary award for a safety suggestion as described in appropriate regulations or publications. Use of locally procured items, such as lapel pins, cups, plaques, and lighters, is authorized.

(3) State adjutants general will ensure that adequate funds are programmed for locally procured safety awards.

9-5. National Safety Council awards

a. Types of awards.

(1) Award of Honor

(2) Award of Merit

(3) Certificate of Commendation

(4) Safe Driver Award

b. Nominations.

(1) Nominations for National Safety Council awards by the Adjutant General for State, unit, or facility will be submitted to NGB-AVN-S, who will verify accident and program elements IAW current regulations.

(2) Submission of nominations. Nominations for State, unit, or facility awards will be forwarded by the State safety office to NGB-AVN-S not later than 20 August annually. Nominations will be submitted IAW AR 672-74.

c. Safe Driver Award.

(1) General. The National Safety Council Safe Driver Award Program, by providing a continuous flow of educational and promotional material, is designed to train and motivate motor vehicle operators in improving their driving performance. The Safe Driver Award is a part of the Motor Transportation Service, which is administered by the National Safety Council. Every year each eligible driver receives a certificate and a lapel pin. The Safe Driver Award for ARNG technician drivers, to be presented yearly, is designed to serve a function similar to the motor vehicle driver badge awarded to military drivers under AR 672-5-1. The State Adjutant General will budget funds for this program if the State participates.

(2) Eligibility. ARNG technician and civilian employees who operate military vehicles or private vehicles as a major duty in the conduct of official ARNG business without experiencing a preventable accident in a period of 1 year are eligible to receive the National Safety Council Safe Driver Award. A military vehicle, for the purpose of this award, will include any motor vehicle designed for over-the-road use, but to exclude forklift trucks, bulldozers, and all other specialized machinery that are not commonly operated on public thoroughfares. Military personnel other than technicians are not eligible for this award.

(3) Enrollment. Commanders and supervisors of organizations and facilities employing technicians and civilians as drivers who desire to enroll these drivers in the National Safety Council Safe Driver Award Program are authorized to communicate directly with the Manager, Motor Transport Department, National Safety Council, 425 North Michigan Avenue, Chicago, IL 60611, who will furnish complete information. The program will be administered by the SOHM.

(4) Coordination. Coordination between SOHMs, SPMOs and incentive awards committees will ensure the inclusion of recipients in award ceremonies and ensure maximum benefit to the ARNG through employer-employee relations.

9-6. Army aviation accident prevention unit awards

a. General. Army aviation accident prevention unit awards are presented by HQDA to recognize aviation units and individual aviators for significant aviation accident prevention achievements as indicated in AR 672-74.

b. Nominations. ARNG units and facilities meeting the criteria outlined in AR 672-74 may be nominated for these awards by the next higher headquarters. Nominations will be forwarded through the appropriate SASO to NGB-AVN-S, who will forward nominations to Commander, USASC.

9-7. Broken Wing Aviation Safety Award

The Broken Wing Aviation Safety Award is presented by HQDA to individuals who have demonstrated the highest degree of professional aviation skill while actually recovering an aircraft from an in-flight failure or malfunction necessitating an emergency landing. AR 672-74, is applicable to all ARNG personnel including students authorized to pilot or serve as aircrew members of Army aircraft. Nominations will be submitted IAW AR 672-74.

Chapter 10
Ammunition and Explosives Safety

10-1. General
This chapter prescribes NGB safety policy, responsibilities, and standards for -

a. Ammunition, explosives, and liquid propellants and for related facilities and activities.

b. Locating of facilities and activities not actually involving ammunition, explosives, and liquid propellants, but which would be exposed to such hazards if improperly located.

10-2. References
Required publications to plan and manage the ammunition and explosive safety program are -

a. AR 385-10, The Army Safety Program.

b. AR 385-60, Coordination with Department of Defense Explosives Safety Board.

c. AR 385-64, Ammunition and Explosives Safety Standards.

d. AR 385-65, Identification of Inert Ammunition and Ammunition Components.

e. DODI 6055.9 STD, Ammunition and Explosives Safety Standard.

10-3. Responsibilities
a. The Chief, NGB, develops policy, concepts, and requirements to implement the ARNG Ammunition and Explosives Safety Program.

b. The Adjutant General of each State is responsible for ensuring compliance with AR 385-64 by facilities within their respective States.

10-4. Quantity distance standards
Quantity distance standards specified in AR 385-64 are applicable to the ARNG. Any situation in which the required quantity distance cannot be complied with must either be waivered or the operation terminated.

10-5. Waivers
a. The waiver authority for ARNG is CNGB as specified by AR 385-64. AR 385-64, chapter 1, paragraphs 6 and 7 specify procedures for submitting requests for waivers and time limitations.

c. All explosive waiver requests must be accompanied by a waiver plan. The plan must include milestones, resources, and actions planned to eliminate the need for the waiver. Waivers are normally limited to 1 year or less. No waiver will be in effect for more than 5 years. Waivers will not be renewed unless all practicable means for correction have been exhausted and documented.

d. Explosive waiver requests must be submitted to Chief, NGB, ATTN: NGB-AVN-SG, Building E6810, APG, MD 21010-5420.

Chapter 11
Firing Ranges

11-1. General
This chapter prescribes NGB policy and procedures for firing ammunition for training and target practice conducted on outdoor ranges.

11-2. References
Required publications to plan and manage the outdoor range safety program are -

a. AR 385-62, Regulations for Firing Guided Missiles and Heavy Rockets for Training, Target Practice, and Combat.

b. AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat.

c. FM 25-7, Training Ranges.

11-3. Responsibilities
a. CNGB develops policy, concepts, and requirements to implement the ARNG Outdoor Range Firing Program.

b. The Adjutant General of each State is responsible for ensuring compliance with AR 385-62 and AR 385-63, by facilities, ranges, and units within their respective States.

11-4. Applicability
a. ARs 385-62 and 385-63 are the regulations that prescribe general safety policies and requirements necessary to minimize the possibility of accidents in the firing, and other uses, of ammunition, missiles, rockets, and explosives.

b. The ARNG must comply with the requirements specified in ARs 385-62 and 385-63.

c. Ranges not meeting one or more of the requirements specified in AR 385-62 or AR 385-63 can be utilized in continued support of training by obtaining a range safety waiver approved by CNGB.

11-5. Waivers
a. States requiring an initial range waiver should forward the request to Chief, NGB, ATTN: NGB-AVN-SG, Building E6810, APG, MD 21010-5420.

b. The initial request must include the following data for proper evaluation:

(1) Name and location of range.

(2) Type of weapon(s) and ammunition(s) to be fired.

(3) A statement citing the paragraph of the regulation to be waived.

(4) Topographic map/sheet of the area.

(5) An overlay accurately depicting the surface danger zone of the weapon(s) being fired, firing positions, and the direction of fire.

(6) Profiles through the gun-target-line showing the relative elevation of the firing line, target, and backstop (natural or man-made), if any. Also, furnish profiles from the firing position through the right and left limits of fire.

(7) The SOP for firing and range control.

(8) Other precautions that will be taken to achieve safety in operations to fully compensate for the lack of compliance with this regulation.

c. Waivers are issued on an annual basis and must be renewed each year. If no changes have been made to the range since the last waiver was issued, a statement to that effect and the information required in paragraphs 11-5, 6, (1 through 3) are the essential items for a waiver renewal.

d. Airspace requirements may be waived by the Federal Aviation Administration (FAA) only.

e. Water traffic requirements, as they apply to firing over navigable waters, may be waived by the U.S. Army Corps of Engineers only.

11-6. Inspection
FM 25-7, chapter 1 requires a safety acceptance inspection be completed on newly constructed, modified, or overhauled outdoor ranges before normal operations can begin. To insure that ranges remain safe an annual inspection should be conducted.

11-7. Ammunition issue
Live and blank ammunition will not be issued simultaneously to individual troops or crews of combat or combat support vehicles prior to the initiation of a force-on-force training exercise. Prior to initiating force-on-force training, commanders will ensure there is no live ammunition on board vehicles or in possession of troops.

11-8. Indoor firing ranges
Utilization of indoor firing ranges for any purpose must be IAW NGR 385-15, Responsibilities and Procedures for Inspection and Evaluation of ARNG Indoor Firing Ranges.

APPENDIX A

ARNG State Safety and Occupational Health Manager and Safety Specialist Certification

Completion of the following courses is required for certification in the Safety and Occupational Health Manager/Safety Specialist Position.

		CODE*	SCHOOL	DAYS
1.	Fundamentals of Army Accident Prevention (FAAP)	O	USASC	10
2.	Army Safety Program Management Course	R	USASC	5
	Fundamentals of Safety and Health Management	A	USDOL	4
3.	Occupational Safety and Health Course	R	USDOL	10
		A	USASC	10
		A	AMC	10
4.	Range Safety	O	TRADOC	5
5.	Explosive Safety	R	USASC	10
		A	AMC	10
6.	Army Accident Investigation Course	O	USASC	10
7.	Principles of Industrial Ventilation	O	USDOL	9
8.	Introduction to Industrial Hygiene for Safety Officers	R	USDOL	9
	Industrial Hygiene Aspects of the OSH Act	A	AMC	4
9.	Hearing Conservation	R	USAEHA	5
	Industrial Noise	A	USDOL	9
10.	Risk Management	O	USASC	5

*Recommended = R
Alternate = A
Only = O

APPENDIX B

ARNG State Occupational Health Nurse Certification

Completion of the following courses is required for certification in the Occupational Health Nurse Position.

	COURSE TITLE	CODE*	SCHOOL	DAYS
1.	Hearing Conservation	O	USAEHA	5
2.	Respiratory Protection	O	USDOL	9
3.	Industrial Toxicology	O	USDOL	9
4.	Basic IH Course (6HF11)	R	AHS	12
	Introduction to IH for Safety Personnel	A	USDOL	9
5.	Radiological Protection	O	CECOM	5
6.	Spirometry	O	NIOSH	2.5
7.	Occupational Safety and Health Course for Other Federal Agencies	R	USDOL	10

*Recommended = R
Alternate = A
Only = O

APPENDIX C

State Safety and Occupational Health Program Evaluation Checklist

NOTE: This criteria will be used by NGB-AVN-S to evaluate staff and State program efforts. Field organizations may use or modify as appropriate.

C-1. General

a. Has the Adjutant General established a safety and occupational health program, providing for the supervision and direction of the program? NGR 385-10, paragraph 1-4d(1).

b. Has the Adjutant General established a State Safety and Occupational Health Office with staff responsibility vested in the Assistant/Deputy Adjutant General (Army)/Chief of Staff (Senior Command Administrative Officer)? NGR 385-10, paragraph 1-4d(2).

c. Has the Adjutant General appointed a State ARNG Safety and Occupational Health Council? NGR 385-10, paragraph 1-4d(3).

d. Does the State ARNG Safety and Occupational Health Council conduct meetings quarterly? NGR 385-10, paragraph 1-4d(3).

e. Has there been a full-time support Safety Officer/NCO appointed as unit safety assistant in each unit and at each armory or facility? NGR 385-10, paragraph 1-4d(4).

f. Has the Adjutant General determined and identified funding requirements to ensure an integrated, comprehensive, and continuous safety and occupational health program? NGR 385-10, paragraph 1-4d(5).

g. Have adequate provisions for safe practices and safe physical conditions been incorporated in all regulations, directives, standing operating procedures (SOP), and orders and training doctrine? NGR 385-10, paragraph 1-4d(6).

h. Does the Adjutant General provide for career development of safety and occupational health personnel, and ensure authorized personnel spaces are filled by personnel who meet qualification standards? NGR 385-10, paragraph 1-4d(7).

i. Does the Adjutant General periodically review exposure, accident experience trends and activity hazards of command, installations and activities for which each has accident prevention/occupational health responsibility? NGR 385-10, paragraph 1-4d(8).

j. Are all accidents/occupational illnesses reported IAW NGR 385-10 and AR 385-40? NGR 385-10, paragraph 1-4d(9).

k. Are all significant risks in tactical training operations detected and evaluated using risk assessment techniques? NGR 385-10, paragraph 1-4e(1).

l. Are unnecessary safety restrictions (e.g., those whose burden exceeds their benefit) in tactical training eliminated? NGR 385-10, paragraph 1-4e(3).

m. Is new doctrine evaluated for risk implications and controls established or risk decisions made? NGR 385-10, paragraph 1-4e(4).

n. Have effective procedures been published for the conduct of accident prevention activities in tactical training? NGR 385-10, paragraph 1-4e(5).

o. Has a safety officer/NCO been appointed in each unit, armory and facility? NGR 385-10, paragraph 1-4f.

p. Does the State Safety Officer (if other than the State Safety Manager) serve as advisor to the Adjutant General and staff in matters pertaining to military unique safety requirements during UTAs and field training exercises, excluding aviation safety matters? NGR 385-10, paragraph 1-5a.

q. Is the State Safety and Occupational Health Manager providing the day-to-day functional management of the State General Safety Program for all elements of the ARNG within the State? NGR 385-10, paragraph 1-5d.

r. Is the State Safety and Occupational Health Manager performing those duties and responsibilities contained in the appropriate position description? NGR 385-10, paragraph 1-5d.

s. Is the Occupational Health Nurse providing the day-to-day functional management of the State Occupational Health Program with overall responsibility? NGR 385-10, paragraph 1-5e.

t. Is the Occupational Health Nurse performing those duties and responsibilities contained in the appropriate position description? NGR 385-10, paragraph 1-5e.

u. Are unit safety officers performing those functions and duties as outlined in NGR 385-10, paragraph 1-5f?

v. Are armory and facility safety officers performing those functions and duties as outlined in NGR 385-10, paragraph 1-5g?

w. Have safety councils been appointed down to battalion level? NGR 385-10, paragraph 1-6c.

x. Does membership on the State Safety Council follow criteria listed in NGR 385-10, paragraph 1-6c?

y. Do the appointed safety councils perform those duties outlined in NGR 385-10, paragraph 1-6c?

z. Does the State Safety and Occupational Health Program employ standards promulgated under sections 6 and 19, PL 91-596, 29 CFR Part 1960, DODI 6055.1, AR 385-10 and chapter 4 and 5 of NGR 385-10? NGR 385-10, paragraph 1-7.

C-2. Safety Training

a. Are safety training plans and literature prepared that will integrate information on safety practices (i.e., bulletins, AT instructions and regulations)? NGR 385-10, paragraph 2-2a.

b. Does the Adjutant General provide for training personnel in Safety and Occupational Health (OSHA)? NGR 385-10, paragraph 2-2b.

c. Are applications for safety schools screened to ensure that only those who are assigned to safety or supervisory positions are approved? NGR 385-10, paragraph 2-3a.

d. Has the Adjutant General provided for the conduct of an annual safety conference? NGR 385-10, paragraph 2-3c.

e. Have adequate funds been programmed to conduct an annual State safety conference? NGR 385-10, paragraph 2-3c.

f. Has the State Adjutant General requested assistance from NGB-AVN-S to conduct the NGB OSHA Compliance Management Course for supervisors? NGR 385-10, paragraph 2-3e.

g. Are the State Safety and Occupational Health Manager and the Occupational Health Nurse actively pursuing position certification within the 3 year timeframe? NGR 385-10, paragraph 2-4a.

h. Is the State Safety and Occupational Health Manager conducting periodic visits to major commands and evaluating the effectiveness of safety and occupational health programs? NGR 385-10, paragraph 2-5d.

C-3. Investigating, Reporting and Recordkeeping

a. Has the Adjutant General supplemented NGR 385-10 and implemented reporting requirements as outlined in NGR 385-10, paragraph 3-1a?

b. Have notification procedures been established for accident reporting to ensure prompt, detailed and accurate reporting? NGR 385-10, paragraph 3-3a and b.

c. Have notification procedures been established for reporting Class A and B accidents to comply with the Centralized Accident Investigation Ground (CAIG) requirements? NGR 385-10, paragraph 3-3c.

d. Does the State Safety and Occupational Health Office maintain a file of accident reports (CA-a, DA Form 285 and DA Form 285-1) in accordance with AR 25-400-2 and AR 385-40? NGR 385-10, paragraph 3-4b(1) and paragraph 3-4c(2)(e).

e. Does the State Safety and Occupational Health Office analyze reportable accident data for mishap prevention? NGR 385-10, paragraph 3-4b(2) and paragraph 3-4c(2)(f).

f. Is there a DA Form 285 prepared for recordable accidents, excluding aircraft accidents and those reported in paragraph 3-4a(5) and forwarded to the responsible SOHM within 15 days of the accident? NGR 385-10, chapter 3-4c(1).

g. Does the State Safety and Occupational Health Office support DA Form 285 investigations and report preparation (i.e., police reports, EIR's and QDR's) as required? NGR 385-10, paragraph 3-4c(2)(a) and paragraph 3-4c(2)(g).

h. Does the State Safety and Occupational Health Office complete the "Safety Staff Use Only" section of each DA Form 285? NGR 385-10, paragraph 3-4c(2)(b).

i. Does the State Safety and Occupational Health Office ensure that each DA Form 285 is prepared in accordance with instructions? NGR 385-10, paragraph 3-4c(2)(c).

j. Does the Sate Safety and Occupational Health Office investigate and complete DA Form 285-1 in accordance with instructions? NGR 385-10, paragraph 3-4c(2)(d).

k. Have copies of the DA Form 285 been sent to the USASC and copies for class A and B accidents sent to NGB-AVN-S by the State Safety and Occupational Health Office within 60 days from the date of the accident? NGR 385-10, paragraph 3-4c(2)(h).

l. Has the State Safety and Occupational Health Office completed a report of serious accident (ROSA) when required and forwarded copies to HQDA, USASC and NGB-AVN-S? NGR 385-10, paragraph 3-4d(1), (2) and (3).

m. Has the Adjutant General appointed accident investigation boards when required in accordance with NGR 385-10, paragraph 3-4e?

n. Is a technical inspection (TI) performed and a Quality Deficiency Report (QDR) completed and forwarded through channels and both attached to the DA Form 285 as support to the investigation? NGR 385-10, paragraph 3-4g.

o. Does the Adjutant General document DA/NGB-directed maneuver/exercise (e.g., Brave Shield, Blazing Trails, Reforger) accident experience and exposure data, accomplish an accident analysis and report this information on

DA Form 2398 to NGB-AVN-S? NGR 385-10, paragraph 3-5c.

p. Has the Adjutant General developed procedures to ensure that accidents involving damage to ARNG equipment/property and injury or occupational illness to ARNG personnel, occurring as a result of an Army/ARNG contractor operation, are investigated and reported? NGR 385-10, paragraph 3-5f.

q. Does the State Safety and Occupational Health Office prepare DA Form 2398 worksheet and complete DA Form 2398 at the end of each fiscal quarter for exposure of assigned organizations and forward to NGB-AVN-S within 15 calendar days? NGR 385-10, paragraph 309b.

r. Does the State Safety and Occupational Health Office maintain a current summary data file (DA From 2398) for analyzing accident experience? NGR 385-10, paragraph 3-9a.

s. Does the State Safety and Occupational Health Office safeguard accident information (DA Forms 285, 285-1, 2398 series) in accordance with NGR 385-10, paragraph 3-10a?

t. Do established notification procedures for reporting Class A and B accidents comply with the CAIG requirements and contain all the responsibilities and duties as required in NGR 385-10, paragraph 3-12?

C-4. ARNG Occupational Safety and Health Program

a. Has the Adjutant General implemented an occupational safety and health program consistent with EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 1000.3, DODI 1000.18, DODI 6055.7, DODI 6055.1 and AR 385-10? NGR 385-10, paragraph 4-2a.

b. Has the Adjutant General provided for funding plans to support the Safety and Occupational Health Program? NGR 385-10, paragraph 4-2b.

c. Has the Adjutant General established an occupational health hazard abatement program consistent with DODI 6055.1 and AR 385-10? NGR 385-10, prargraph 4-2c.

d. Is the OSHA Form 200, for Format in OSHA Publication 2014 Log of Federal Occupational Injuries and Illnesses maintained for technician personnel? NGR 385-10, paragraph 4-4a.

e. Is the OSHA Form 200, Summary and Log of Federal Occupational Injuries and Illnesses maintained at the lowest office responsible for submitting reports to the office for Federal workers compensation programs? NGR 385-10, paragraph 4-4a.

f. Are the requirements of 29 CFR 1960.71(d) complied with when postings are made to the OSHA Form 200 or format in Publication 2014? NGR 385-10, paragraph 4-3b.

Are all workplaces inspected/surveyed annually, to include offices? NGR-10, paragraph 4-6.

h. Does the State have an aggressive safety and occupational health program and strong command emphasis essential for the achievement of the presidential goal of a 3 percent per year reduction? NGR 385-10, paragraph 4-7.

i. Has the Adjutant General issued policy to the field on the Safety and Occupational Health Worker Compensation Program? NGR 385-10, paragraph 4-7(2)(a).

j. Has the Adjutant General established and appointed a quality control subcommittee to review and evaluate compensation claims? NGR 385-10, paragraph 4-7(2)(b).

C-5. Occupational Health Program

a. Does the Adjutant General ensure that workers under his or her command are provided occupational services as outlined in paragraph 5-3? NGR 385-10.

b. Does the Adjutant General ensure that supervisors at all levels are informed of and carry out their responsibilities in the Occupational Health Program? NGR 385-10, paragraph 5-4a(2).

c. Has the Adjutant General ensured that workers are informed of potential occupational health hazards and safe practices/procedures, and are instructed in the wearing of personal protective equipment? NGR 385-10, paragraph 5-4a(3).

d. Has the Adjutant General ensured that a program for the recognition, evaluation and control of unhealthful working conditions has been established? NGR 385-10, paragraph 5-4a(4).

e. Does the occupational health nurse coordinate with directorate staff and Army facilities to ensure that provisions of the required occupational health services are conducted? NGR 385-10, paragraph 5-4b(1).

f. Does the occupational health nurse coordinate with directorate staff and Army facilities to ensure that provisions of the required occupational health services are conducted? NGR 385-10, paragraph 5-4b(2).

g. Does the occupational health nurse coordinate with the directorate staff and Army facilities to conduct or coordinate medical surveillance and health hazard training for full-time support (FTS) personnel potentially exposed to occupational health hazards and evaluate those in positions requiring specific standards of physical fitness? NGR 385-10, paragraph 5-4b(3).

h. Has the occupational health nurse periodically visited work area to observe work operations and potential hazards and maintain a working relationship? NGR 385-10, paragraph 5-4b(4).

i. Does the occupational health nurse conduct and coordinate epidemiologic investigations of actual or suspected occupational illness? NGR 385-10, paragraph 5-4b(5).

j. Does the occupational health nurse provide advice and guidance to the Adjutant General and other concerned personnel regarding occupational health matters? NGR 385-10, paragraph 5-4b(6).

k. Have the SPMO and MILPO provided assistance and guidance to ensure efficient accomplishment of the overall Occupational Health Program? NGR 385-10, paragraph 5-4c.

l. Have the SPMO and MILPO provided support to occupational health and safety personnel to ensure that a system is maintained to identify personnel in positions requiring specific standards of physical fitness and job-related medical surveillance? NGR 385-10, paragraph 5-4c(1).

m. Have the SPMO and MILPO provided support to occupational health and safety personnel to ensure that a system is maintained to schedule personnel for the indicated preplacement, periodic, and termination examination? NGR 385-10, paragraph 5-4c(2).

n. Have the SPMO and MILPO provided support to ensure applicants and workers are advised regarding potential occupational health hazards, appropriate protective equipment, safety practices, and job-related medical surveillance requirements of their work assignments? NGR 385-10, paragraph 504c(3).

o. Has the commander of the medical treatment facility (MTF) providing medical support programmed resources to ensure compliance with occupational health services required by this regulation? NGR 385-10, paragraph 5-4d(1).

p. Has the commander of the MTF providing medical support ensured that physician support of occupational health services is available where there is no physician assigned? NGR 385-10, paragraph 5-4d(2).

q. Do managers and supervisors at all levels keep informed about occupational health hazards and the medical and safety requirements in activities under their control? NGR 385-10, paragraph 5-4e(1).

r. Do managers and supervisors at all levels train and educate their personnel regarding job health hazards and appropriate safety practices? NGR 385-10, paragraph 5-4e(2).

s. Do managers and supervisors at all levels enforce the use of protective clothing and equipment? NGR 385-10, paragraph 5-43(3).

t. Do mangers and supervisors at all levels advise the Safety and Occupational Health Office of proposed or actual changes in work operations that may affect the health or safety of the worker? NGR 385-10, paragraph 5-4e(4).

u. Do managers and supervisors at all levels provide the SPMO with the health and safety information necessary for effective job classification and placement actions? NGR 385-10, paragraph 5-4e(5).

v. Do managers and supervisors at all levels ensure that their personnel are referred for required job-related medical surveillance? NGR 385-10, paragraph 5-4e(6).

w. Do personnel follow safe and healthful work practices? NGR 385-10, paragraph 504f(2).

x. Do personnel use personal protective equipment when required? NGR 385-10, paragraph 5-4f(2).

y. Do personnel make note of and report suspected unsafe or hazardous work situations? NGR 385-10, paragraph 5-4f(4).

z. Do personnel comply with the requirements of the Occupational Health Program? NGR 385-10, paragraph 5-4f(4).

aa. Is preplacement, periodic, and termination job-related medical surveillance provided to all FTS personnel potentially exposed to health hazards in the work environment or who are assigned to positions requiring specific standards of physical fitness? NGR 385-10, paragraph 5-5a, b, and c.

bb. Are termination evaluations given to individuals potentially exposed to certain hazards, such as noise, radiation, asbestos, and heavy metals? NGR 385-10, paragraph 5-5b.

cc. Does the designated occupational health physician or his or her representative review the occupational health hazards inventory and determine the scope and frequency of the job-related examinations for personnel potentially exposed to health hazards? 385-10, paragraph 5-5a.

dd. Are individuals not required to have preplacement examination scheduled for baseline health screening evaluations? NGR 385-10, paragraph 5-5c.

ee. Has the State Safety and Occupational Health Office implemented an Occupational Vision Program in accordance with TB Med 506 and NGR 385-10, paragraph 5-8?

ff. Has the State Safety and Occupational Health Office implemented a Hearing Conservation Program in accordance with TB Med 501 and NGR 385-10, paragraph 5-9?

gg. Has the State Safety and Occupational Health Office implemented a respiratory protection program in accordance with TB Med 502 and NGR 385-10, paragraph 5-10?

hh. Has the State Safety and Occupational Health Office implemented a Pregnancy Surveillance Program? NGR 385-10, paragraph 5-11.

ii. Is a health history obtained from all FTS personnel upon employment? NGR 385-10, paragraph 5-12a.

jj. Are the health history records for technicians maintained and protected? NGR 385-10, paragraph 5-12a.

kk. Is the State Safety and Occupational Health Office performing those industrial hygiene functions in NGR 385-10, paragraph 5-13?

C-6. Hazard Communication Program

a. Has the Adjutant General ensured that a written Hazard Communication Program has been implemented? NGR 385-10, paragraph 6-3a.

b. Does the Hazard Communication Program follow the requirements in NGR 385-10, chapter 6?

C-7. ARNG Aviation Safety, Aircraft Accident Investigation and Reporting

a. Are all aircraft accidents classified, investigated, and reported in accordance with the AR 385-40? NGR 385-10, paragraph 7-1.

b. Do commanders, aviation officers, and supervisors ensure compliance with requirements and establish others as necessary for the safe and conservative use of aviation resources under their control? NGB 385-10, paragraph 7-2.

c. Has the activity having control of aviation assets prepared a support plan, in writing, to implement the program? NGR 385-10, paragraph 7-2a.

d. Do commanders and supervisors comply with the requirements of NGR 385-10, paragraph 7-2b, relating to waivers?

e. Do commanders and supervisors comply with the requirements of NGR 385-10, paragraph 7-3, relating to aircraft accident investigation boards.

C-8. Promotional and Educational Materials

Does the State Adjutant General budget for funds to procure safety promotional and education materials and services that are determined to be required locally? NGB 385-10, paragraph 8-3.

C-9. Safety Awards Program

Does the State Adjutant General have a Safety Awards Program? NGR 385-10, chapter 9.

C-10. Ammunition and Explosive Safety

a. Does the Adjutant General ensure compliance with AR 385-64 by facilities handling or storing ammunition, explosives and liquid propellents? NRG 385-10, paragraph 10-3b.

b. Are requests for explosive, ammunition and liquid propellants storage waivers submitted to CNGB through NGB-AVN-SG? NGR 385-10, paragraph 10-5d.

c. Are explosive waivers reviewed annually and have not been in effect for more than 5 years? NGR 385-10, paragraph 10-5c.

C-11. Firing Ranges

a. Does the Adjutant General ensure that facilities having outdoor ranges within the State are in compliance with AR 385-62 & AR 385-63? NGR 385-10, paragraph 11-3b.

b. Are requests for outdoor range waivers forwarded to CNGB through NGB-AVN-S? NGR 385-10, paragraph 11-5a.

c. Are outdoor range waivers renewed on an annual basis? NGR 385-10, paragraph 11-5c.

d. Has a safety acceptance inspection been completed on newly constructed, modified, or overhauled outdoor ranges? NGR 385-10, paragraph 11-6.

APPENDIX D

Explanation of Terms, Classifications, Rates, and Types of ARNG Accidents

D-1. ARNG Accident. As unplanned event or a series of events which results in one or more of the following:

a. Damage to ARNG property.

b. Injury to ARNG military members, on or off duty (para D-13b through f and para D-14).

c. Injury to on-duty ARNG technicians (military and competitive) or ARNG contractor personnel. (Para D-13a and g.)

d. Occupational illness to ARNG military members, ARNG technicians, or ARNG contractor personnel.

e. Injury or illness to non-ARNG personnel or damage to non-ARNG property as a result of ARNG operations.

NOTE: See AR 385-40, paragraph 2-9 for occurrences which do not constitute an Army/ARNG accident.

D-2. Property Damage. Includes real property (facilities or real estate), equipment or material where there is a cost to repair or replace.

D-3. Injury. Traumatic bodily harm such as a cut, fracture, amputation, burn, poisoning, stress or strain caused by a single or short exposure to an external force, toxic substance, or physical agent resulting in one or more of the following:

a. Fatality, regardless of the time between injury and death.

b. A lost workday case (as defined in para D-7).

c. A nonfatal case without lost workdays (as defined in para D-8).

d. Permanent total disability or permanent partial disability (as defined in para D-6).

D-4. Occupational Injury. Any on-duty injury to ARNG personnel caused by events or conditions in the occupational environment which requires more than first aid treatment (para D-9).

D-5. Occupational Illness. Any abnormal physical condition or disorder, other than one resulting from an injury (para D-3), caused by exposure to the occupational environment and resulting in any of the following:

a. Fatality, regardless of the length of the illness, while on duty and employed by the Army.

b. A lost workday case (as defined in para D-7).

c. A nonfatal case without lost workdays (as defined in para D-8).

d. Permanent total disability or permanent partial disability (as defined in para D-6).

D-6. Permanent Disabilities.

a. Permanent total disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment.

NOTE: The loss, or the loss of use of both hands, feet, eyes, or any combination thereof as a result of a single accident is considered permanent total disability.

b. Permanent partial disability. Any injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss of permanent impairment of any part of the body, with the following exceptions:

(1) Teeth.

(2) Toes, other than a big toe.

(3) Distal phalanx of any finger (excluding thumbs).

(4) Distal two phalanges of the little finger.

(5) Hernias (with the exceptions of in inguinal hernia that cannot be repaired).

(6) Hair, skin, fingernails, or any subcutaneous tissue, unless from such locations or in such amounts as to produce permanent disfigurement or loss of function.

NOTE: Hearing loss cases meeting the criteria for reporting in the Army Occupational Health Report (per AR 40-5) are permanent partial disabilities for the purpose of this regulation.

D-7. Lost Workday Case. Lost workday cases are subdivided into the following two categories:

a. Cases involving days away from work. There are cases in which an accident results in ARNG military members, technicians or contractor personnel missing one or more workdays. Days away from work are those workdays (consecutive or not) on which these personnel would have worked but could not because of injury or occupational illness. Excluded are days that these personnel would not have worked even though able to work, and the day of the injury or onset of occupational illness. Rearrangement of work schedules is not authorized to eliminate the requirement for reporting days away from work cases.

b. Cases involving days of restricted work activity. There are cases where ARNG military members, technicians, or contractor personnel may not have lost a workday, but because of an injury or occupational illness, the individual:

(1) Was assigned to another job on a temporary basis, or

(2) Worked at a permanent job less than full-time, or

(3) Worked at a permanently assigned job but could not perform all duties normally connected with it.

NOTE: Personnel (para D-13) must be present at their assigned duty station and performing duties in a restricted capacity as defined above to qualify as a restricted work activity case.

D-8. Nonfatal Cases Without Lost Workdays. Cases, other than lost workday cases, where ARNG military members, technicians or contractor personnel, because of an injury or occupational illness:

a. Were permanently transferred to another job or terminated, or

b. Required medical treatment greater than first aid (as defined in para D-9) or

c. Lost consciousness, or

d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case. This includes new diagnosed occupational illnesses detected on routine physical examinations.

D-9. First Aid. This is a one-time treatment for minor scratches, cuts, burns, and similar injuries that do not ordinarily require medical attention, plus any followup visits for observation. Such one-time treatment and followup visits will be considered first aid, even if provided by a physician. *ANSI standard Z16.4-1977 may be used in determining first aid cases.

D-10. Observation and Diagnostic Procedure. Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case or a nonfatal case without lost workdays, if:

a. No treatment or medication is given for the suspected injury or occupational illness, and

b. Competent medical authority determines the individual could have returned to his or her normal job without impairment or disability. This classification also applies when an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits. *ANSI standards Z16-4-1977 may be obtained from the Sales Department, American National Standards Institute, 1430 Broadway, New York, NY 10018.

D-11. Accident Cost. ARNG accidents are classified according to the severity of injury, occupational illness, or damage. For injury or illness, cost is used soley to provide a single, simple method of standardized classification, since severity of injury is generally proportional to cost. ARNG accident costs are computed as the sum of the costs associated with injuries, occupational illness, ARNG property damage, and non-ARNG property damage resulting from ARNG operations. The standardized cost data in AR 385-40, table 2-1, will be used to compute the cost of injuries and occupational illness to ARNG personnel. Actual time lost may not be known at the time a personnel injury or occupational illness accident report is submitted. If not, an official estimate of lost workdays, made by competent ARNG or other medical authority, will be used in computing the cost. Cost of damage to ARNG property and equipment will be computed using the actual cost of parts and labor. Labor costs will be determined by a standard rate of $14 per man-hour. To preclude any extended delay in reporting, the best official estimate is acceptable.

D-12. Accident Classification (excluding aircraft accident classification (chap 7)).

a. Class A Accident. An accident in which the resulting total cost of property damage, injury, or occupational illness equals $500,000 or greater; a fatality or permanent total disability occurs as a result of ARNG/Army operations; or an off-duty ARNG AGR is fatally injured.

b. Class B Accident. An accident in which the resulting total cost of property damage, injury, or occupational illness results in a permanent partial disability or hospitalization of five more more personnel.

c. Class C Accident. An accident in which the resulting total cost of property damage is $10,000 or more, but is less than $100,000; or an injury or occupational illness resulting in a lost workday case involving 1 or more days away from work (para D-7a).

d. Class D Accident. An accident in which the resulting total cost of property damage is less than $10,000; or an injury or occupational illness resulted in a lost workday case involving 1 or more days of restricted work activity (para D-7b) or a nonfatal case without lost workdays (para D-8).

D-13. Personnel Classifications. The following classifications are used in reporting ARNG accidents. Personnel classifications are selected on the basis of the status the individual(s) are in at the time of the accident.

a. ARNG Technicians, Federal civil service personnel and military employed under 32 U.S.C. 709.

b. Inactive Duty Training (IDT). Those individuals who are:

(1) Traveling directly to or from authorized training or performing authorized training as a member of the ARNG, consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties prescribed activities of the organization in which they are assigned, not to include periods of State active duty.

(2) Reserver Officer Training Corps (ROTC) cadets performing professional enrichment training while under ARNG supervision and directed by competent orders, regardless of the training site. Also included are cadets involved in rifle and pistol marksmanship training under ARNG supervision on any firing range.

c. Annual Training (AT). ARNG members and ROTC cadets, while under ARNG supervision and directed by competent orders, who are performing annual training under 32 U.S.C. 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.

d. Active Duty for Special Work (ADSW). Those members of the ARNG who are under competent orders, performing short term special missions, with or without pay, for periods of less than 179 days.

e. Active Duty Guard/Reserve (AGR). Those individuals serving on AGR under any of several ARNG programs (for example, AFTM, AGR-C, FTRF, SIDPERS, DAS-3, etc.).

f. Active Duty Training (ADT). Those individuals who are under competent orders performing tours of training duty under Title 10 for periods of 1-179 days. These tours of duty provide for return to non-duty status when the period of active duty is completed.

g. ARNG Contractor. A contractor employed in an ARNG activity or operation, or on an ARNG installation, including employees and technical representatives, which are performing work under Federal contract. An accident is not reported if such an employee is on the contractor's premises working on material for the ARNG. When reporting ARNG contractor accidents, indicate Army contractor on DA Form 285 (block 17).

h. Other. This category includes all persons not specifically covered in paragraphs a through g above, as follows:

(1) Employees of other Federal agencies.

(2) Other U.S. civilians.

(3) Off-duty ARNG technicians.

(4) Visitors and contractor employees injured on the installation in non-duty activities.

D-14. Duty Status Determination. The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination.
NOTE: Judgement may be required in some cases that do not fit the definition set forth below. Paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

a. On duty. ARNG personnel are on duty when they are:

(1) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.

(2) Being transported by Army or commercial conveyance to perform officially assigned work.

(3) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimburseable expenses are authorized.

(4) Participating in mandatory sports or physical training activities.

b. Off duty. Not in an on-duty status, whether on or off Army/ARNG installations.

D-15. Accident and Injury Rates. HQDA(DACS-SF) will evaluate accident, injury, and occupational illness rates prepared by the USASC. The USASC will also compute rates for personnel and material damage for special studies and accident/aircraft mishap prevention actions as required. In developing injury rates, the number of injuries will include fatalities, permanent total disabilities, permanent partial disabilities, and lost workday cases. This includes lost workdays and occupational illnesses meeting the criteria of class A, B, or C accidents (para D-12). The following official rates will be computed:

a. Injury Rates.

(1) An Active Army on-duty injury rate is the total number of injuries or occupational illnesses for each 200,000 man-hours of exposure during a specified period. Military exposure in this circumstance is the sum of the daily accountable strength figures for the reporting period, multiplied by eight (approximately 500 man-hours per person per quarter). Active Army personnel will include USAR and ARNG personnel and foreign military personnel attending service schools or performing special tours of duty. Military exposure for computing the Active/Army AGR injury rate (on and off duty) is the sum of the daily accountable strength figures for the reporting period multiplied by 24.

(2) The Army civilian employee injury rate is the total number of injuries or occupational illnesses for each 200,000 man-hours of exposure during a specified period. Civilian employee hours of exposure are the total hours worked, including work performed on authorized legal holidays and overtime work.

(3) An ARNG on duty injury rate is the total number of injuries or occupational illnesses for each 200,000 man-hours of exposure during a specified period. Exposure is the sum of the daily accountable strength figures for the reporting periods, multiplied by eight.

b. Accident Rates.

(1) ARNG motor vehicle accident rate. This rate is the total number of recordable ARNG motor vehicle accidents (class C or higher) which occurs for each 1,000,000 miles of ARNG motor vehicle operation during a specified period. Actual miles of operation will normally constitute the motor vehicle exposure. If actual miles of operation are unknown, realistic estimates of mileage will be used. No mileage exposure will be included for trailers, semitrailers, pushed or towed vehicles.

(2) ARNG overall accident rate. This rate is the total number of recordable (class C or higher) accidents (all types; for example, AMV, ACV, POV, PI, etc., excluding aircraft) which occurred for each 200,000 man-hours of exposure during a specified period. (refer to appendix G for exposure computations).

(3) Army Aircraft Accident Rate. The rates for rotary wing, fixed wing, and other types of Army aircraft will be computed on the number of class A aircraft accidents per 100,000 aircraft flight hours. These rates will include flight accidents and flight-related accidents. (Army aircraft accidents involving bailed, leased, or Government-furnished aircraft are excluded from Army aircraft accident rate. The Army cost per capita accident rate is the total cost of all recordable Army accidents including property damage and injury and illness cost divided by the assigned personnel strength for a specified period.

D-16. On-post and Off-post Accidents. Accidents or aircraft mishaps occurring within the confines or Army or ARNG-owned, leased, or DOD-controlled real estate are considered on-post accidents; all others are considered off-post.

D-17. Fire Accident. A fire, or an explosion followed by fire, incident to an ARNG operation or activity which results in:

a. The loss or damage to ARNG or non-ARNG property (including timber or grasslands (AR 420-90)).

b. Injury.

c. Occupational illness.

Proven cases of arson, incendiary fire, or dissident actions are excluded. Also excluded are fires resulting from properly fired ordnance in range impact areas. A fire resulting from a marine accident or an aircraft accident will be termed a marine accident or an aircraft accident.

D-18. Marine Accident. An ARNG accident that results in injury, collision, grounding, fire, or explosion -

a. That occurs to or on board, or as a result of the operation of any ARNG vessel or service craft.

b. That involves diving or swimming operations that result in injury or illness to person(s) or damage to a vessel, cargo, or other property.

(1) The term includes -

(a) Accidents occurring while loading or off-loading or receiving services at dockside.

(b) Damage to aircraft handled as a commodity on board.

(c) Accidents occurring up to the high water mark during amphibious or onshore warfare training operation.

(d) Damage and all injuries to ARNG personnel occurring on board, whether or not job related.

On DA Form 285, these accidents will be shown as marine diving, marine underway, or marine not underway, as appropriate.

(2) The term does not include accidents which re reportable under other major categories prescribed in tis regulation; for example, aircraft accident, missile, explosive, or chemical accident.

D-19. ARNG Motor Vehicle (AMV).

a. A motor vehicle -

(1) That is owned, leased (includes GSA vehicles that are under full operational control of the ARNG) or that is on hand receipt or like document, or rented by the ARNG for official business.

(2) That is primarily designed for over-the-road operations.

(3) Whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles. The following are not considered ARNG motor vehicles for the purpose of this definition:

(a) Motor vehicle equipment designed primarily for off-the-highway operations; such as tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. These vehicles are termed combat vehicles (para D-21) or other ARNG vehicles (para D-22).

(b) Privately owned motor vehicle (para D-23).

(c) Vehicles on hand receipt to, and operated by, non-ARNG persons or non-ARNG agencies and activities, such as the U.S. Postal Service or the American Red Cross.

b. On DA Form 285, those accidents involving motor vehicles operated but not owned by the ARNG (that is, those vehicles rented/leased by the ARNG for official business) will be classified as ARNG-operated vehicles.

D-20. ARNG Motor Vehicle Accident.

a. An accident involving the operation of an ARNG motor vehicle (para D-19) being operated as such at the time of the accident. Included are:

(1) Collisions with other vehicles, objects, or pedistrians.

(2) Personnel injury or property damage due to cargo shifting in a moving vehicle.

(3) Personnel injury in moving vehicles or by falling from vehicles.

(4) Towing or pushing accidents.

(5) Other injury and property damage as described in the term "ARNG accident".

b. The following accidents, although reportable and recordable, are not considered ARNG motor vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work; for example, vehicle falling off a jack or hoist, a tire explosion while inflating, or a finger cut off by a fan belt.

(3) Damage to a properly parked ARNG vehicle unless it is damaged by another ARNG/Army vehicle.

(4) Cargo directly damaged by weather.

(5) Damage to an ARNG motor vehicle resulting solely from natural phenomena. (act of God).

(6) Damage to an ARNG motor vehicle being handled as a commodity and not being operated under its own power.

(7) Damage to an ARNG motor vehicle caused by object thrown or propelled into it.

(8) Damage to an ARNG motor vehicle by fire when no ARNG motor vehicle accident occurred.

(9) Malfunction or failure of component parts as cited in AR 385-40, paragraph 2-29b.

D-21. ARNG Combat Vehicle Accident.

a. An accident involving the operation of combat vehicles or equipment; such as tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and similar equipment being operated as such at the time of the accident. Included are -

(1) Collisions with objects, pedestrians, or other vehicles (see b(3) below).

(2) Personnel injury or property damage due to cargo shifting in a moving vehicle.

(3) Personnel injury in moving vehicles or by falling from moving vehicles.

(4) Towing or pushing accidents.

(5) Other injury or property damage as described in the term "ARNG accident."

b. The following accidents, although reportable and recordable, are not considered ARNG combat vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading, unloading, or mounting, dismounting a combat vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work.

(3) Collision with an ARNG motor vehicle (para D-19), which will be considered an AMV accident regardless of the vehicle deemed most responsible for the collision.

(4) Damage to a parked combat vehicle, unless it is damaged by another combat vehicle.

(5) Damage to a combat vehicle resulting solely from natural phenomena.

(6) Damage to a combat vehicle being handled as a commodity and not being operated under its own power.

(7) Damage to a combat vehicle caused by objects thrown or propelled into it.

(8) Damage to a combat vehicle by fire when no combat vehicle accident occurred.

(9) Malfunction or failure of component parts as cited in AR 385-40, paragraph 2-29b.

D-22. Other ARNG Vehicle Accident. An accident involving damage or personnel injury during the operation of other ARNG vehicles; such as tugs, bulldozers, forklifts, road graders, and agricultural-type wheeled tractors.

D-23. Privately Owned Motor Vehicle (POV) Accident. A traffic accident, regardless of the operator, that does not involve ARNG motor vehicles but result in:

a. A fatality or lost workday case injury to ARNG military members (para D-13b through f).

b. Injury to ARNG technicians or contractor personnel in a compensable status.

c. Damage to ARNG property of $1000 or greater.

D-24. Personnel Injury - Other. Injury to personnel not covered by any other accident type.

D-25. Property Damage - Other. Property damage not covered by another accident type.

D-26. Other Terms, Classifications, and Reporting Criteria. Other terms and reporting criteria are in the references as shown:

a. Aircraft Accidents (AR 385-40, chap 4).
b. Explosive Accidents (AR 385-40, chap 6).
c. Chemical Agent Accidents and Incidents (AR 385-40, chap 7).
d. Missile System Accidents (AR 385-40, chap 6).
e. Radiation Accidents (AR 385-40, Ionizing and Non-ionizing chap 8).
f. Nuclear Accidents (AR 385-40, Reactor chap 10 and Weapons chap 9).

APPENDIX E

Sample Report of Serious Accident (ROSA) RCS 1146-DOL-XX

SUBJECT: Report of Serious Accident (ROSA), RCS 1146-DOL-XX

1. Date and hour = 1 January 1988, 0730 hours, Central Daylight Time.

2. Location = Fort Macon, Alabama.

3. Personnel and equipment involved - Active Army/Truck 1/4 Ton 4X4 M151A2

4. Unit assigned and Unit Identification Code (UIC) = 3000th Infantry Company, WO1234.

5. Classification of accident and total cost = Class A, $238,000.

6. Name, social security number, and rank = Jones, Henry W., 477-10-2990, SFC.

7. On duty or off duty = On duty.

8. Was accident due to training = Yes.

9. Action being performed at time of accident = Driving an Army Motor Vehicle (AMV).

10. Extent of injuries and property damage (including number of days lost from duty) = Fatality; truck destroyed.

11. Narrative report of the circumstances of the accident = Driver ran off road and hit a tree. Vehicle is a total loss.

12. Action(s) taken by the reporting activity/MACOM as a result of the accident = Investigation underway.

13. Name, address, unit, telephone number of safety professional to be contacted for further information= CPT John James, 10th Infantry Brigade, Fort Macon, Alabama (AUTOVON 100-1234).

Appendix F

UNITED STATES ARMY ACCIDENT INVESTIGATION REPORT

For use of this form, see AR 385-40; the proponent agency is DCSPER.

REQUIREMENT CONTROL SYMBOL CSGPA-[illegible]

NOTE: SPACES BELOW, DEFINED BY HEAVY LINES ARE FOR "SAFETY CENTER USE ONLY."

1 UNIT IDENTIFICATION		2 TIME AND DATE OF ACCIDENT				3 TIME OF DAY (Check one)	4 LOCATION
a. UIC	b. DESCRIPTION	a. YEAR	b. MONTH	c. DAY	d. HOUR	☐ a. DAWN ☐ b. DAY ☐ c. DUSK ☒ d. NIGHT	☒ a. ON-POST ☐ b. OFF-POST
WAGOEE	Co B, 2/69 Armor	88	04	13	0400		

5. EXACT LOCATION OF ACCIDENT

Georgetown Creek, Training Area 37, Vic Coord GP 123456, Camp Swampy, GA

SECTION A - PERSONNEL INVOLVED

6. NAME (Last - First - MI)	7. ADDRESS (Use official address for all Government personnel)	8. SOCIAL SECURITY NUMBER
Smith, William R.	Co B, 2/69 Armor 9th Armored Division Camp Swampy, GA 78901	123-45-6789

9. GRADE	10. AGE	11. SEX	12. MOS OR CIVILIAN JOB SERIES	13. FLIGHT STATUS	14. DUTY STATUS	15. NO. OF HOURS ON CONTINUOUS DUTY BEFORE ACCIDENT	16. NO. OF HOURS SLEEP IN LAST 24 HOURS (If hours on duty more than 8)
E6	26	☒ a. MALE ☐ b. FEMALE	19K30	☐ a. YES ☒ b. NO	☒ a. ON DUTY ☐ b. OFF DUTY	23	1

17. CLASSIFICATION AT TIME OF ACCIDENT (Check appropriate box)

☒ a. ACTIVE ARMY ☐ c. OTHER US MILITARY
☐ b. ARMY CIVILIAN ☐ f. ROTC
☐ c. ARMY CONTRACTOR ☐ g. DEPENDENT
☐ d. NONAPPROPRIATED FUND

NATIONAL GUARD: ☐ b. TECH ☐ c. IDT ☐ f. AT ☐ g. FTTD ☐ i. FTM ☐ m. ADT
ARMY RESERVE: ☐ a. IDT ☐ e. AT ☐ g. ADT ☐ h. FTM
FOREIGN NATIONAL: ☐ c. DIRECT HIRE ☐ d. CONTRACT HIRE ☐ f. KATUSA
☐ e. OTHER (Specify)

18. THIS PERSON'S ACTIVITY/TASK AT TIME OF ACCIDENT	19. IF THIS PERSON'S ACTIVITY WAS NECESSARY PART OF TRAINING, GIVE TYPE
Tank Commander M60A3 Tank	☐ a. BASIC (School) ☐ b. ADVANCED (School) ☐ c. OJT (Unit) ☒ d. PROFICIENCY (Unit) ☐ e. OTHER (Specify)

20. WAS THIS PERSON'S ACTIVITY PART OF FIELD EXERCISE?	21. WAS THIS PERSON'S ACTIVITY PART OF TACTICAL TRAINING?	22. OPERATIONAL CATEGORY (Identify operational category that best describes the overall mission at time of accident.)
☒ a. YES ☐ b. NO	☒ a. YES ☐ b. NO	Other Operations

23. SEVERITY OF INJURY TO THIS PERSON (Check only one)

☒ a. FATAL ☐ b. PERMANENT TOTAL DISABILITY ☐ c. PERMANENT PARTIAL DISABILITY ☐ d. LOST WORKDAY CASE - DAYS AWAY FROM WORK
☐ e. LOST WORKDAY CASE - RESTRICTED WORK ACTIVITY ☐ f. NONFATAL CASE WITHOUT LOST WORKDAYS
☐ g. FIRST AID ONLY ☐ h. NO INJURY ☐ i. MISSING AND PRESUMED DEAD

24. WORKDAYS LOST (estimate)	25. WORKDAYS RESTRICTED (estimate)	26. TYPE/NATURE OF INJURY/OCCUPATIONAL ILLNESS	27. BODY PART AFFECTED
		Crushed	Head

28. CAUSE OF INJURY/OCCUPATIONAL ILLNESS	29. VEHICLE RESTRAINT SYSTEM
Caught between tank commanders hatch cover and vision block	☐ a. USED ☒ b. NOT AVAILABLE ☐ c. NOT APPLICABLE ☐ d. AVAILABLE BUT NOT USED

30. THIS PERSON'S ERRORS WHICH CAUSED OR CONTRIBUTED TO THE ACCIDENT (Describe each mistake and the result)

Failed to recognize that the environmental conditions had exceeded the limits of the drivers passive night vision device (AN/VVS-2(V)2A)

SECTION B - PROPERTY AND/OR MATERIEL INVOLVED

31. LIST ALL PROPERTY INVOLVED IN THE ACCIDENT WHETHER DAMAGED OR NOT. IF ACCIDENT INVOLVED ARMY OPERATIONS, SHOW COST OF ANY DAMAGE

NO.	a. NAME OF ITEM (Complete nomenclature, i.e. name, type, model)		b. OWNERSHIP		c. AMOUNT OF DAMAGE
1	Tank, M60A3 SN 1234		Army		$34,951.00
2	Viewer Driver's Night Vision AN/VVS-2(V) 2A		Army		0
3					

32. MATERIEL FAILURE(S)/MALFUNCTION(S) WHICH CAUSED OR CONTRIBUTED TO THE ACCIDENT (Tell what failed and how it failed)

The limits of the Viewer, driver's night vision AN/VVS-2(V) 2A, were exceeded because of insufficient illumination. This failure was worsened by the device being incorrectly focused and water on the lens. The water refracted the flashes of lightning blocking the entire view plate.

33. CONTROL NUMBER FOR THE EIR COVERING EACH FAILURE/MALFUNCTION (Block 1 of SF 368)

SECTION C - ENVIRONMENTAL CONDITIONS INVOLVED

34. ENVIRONMENTAL CONDITION(S) WHICH CAUSED OR CONTRIBUTED TO THE ACCIDENT

Zero illumination, severe thunderstorms with heavy rain and intense lightning, exceeded the limitations of passive night vision devices used by vehicle operators

SECTION D - DESCRIPTION AND CORRECTIVE ACTION

35. FULLY DESCRIBE THE ACCIDENT (When materiel is listed in item 31, tell how involved personnel are related to it.)

While traveling in convoy on an unmarked tank trail at night in a thunderstorm, the vehicle (M60A3) drove off a 15 foot embankment into a stream bed. The driver was using the drivers night vision device (AN/VSS-2(V)2A) and was unable to see the embankment due to a thunderstorm, which caused the limitations of the passive night vision device to be exceeded. The SM serving as tank commander was killed instantly when his head was crushed between the TC hatch cover and the cupola.

36. ACTION TAKEN, ANTICIPATED, OR RECOMMENDED TO CORRECT THE CAUSE(S) OF THIS ACCIDENT

See continuation sheet

37. SIGNATURE OF COMMAND REPRESENTATIVE	38. COMMAND REVIEW a.	b.	c.

SAFETY STAFF USE ONLY

39. REPORT SUBMISSION	40. MACOM	41. LOCAL REPORT NUMBER	42. ACCIDENT TYPE	43. TYPE OF VEHICLE COLLISION
☒ a. INITIAL ☐ b. CHANGE	FORSCOM	101	ACV	Ran off road and overturned

44. SAFETY STAFF POINT OF CONTACT (Include printed name and phone)	45. SPECIAL REQUIREMENTS	46. DATE REPORT COMPLETED (YY MM DD)
James C. Johnson, AV 445-4545		880430

DA FORM AUG 80 285 EDITION OF 1 JUN 71 IS OBSOLETE

DA FORM 285 (Continued)

BOCK #36

a. Commander, Company B, 2d Battalion, 69th Armor, inform all assigned personnel of the facts and circumstances surrounding this accident, with emphasis on ensuring that all personnel are aware of the limitations of the drivers night vision device during severe weather and low ambient light conditions.

b. Commander, 2d Battalion, 69th Armor:

(1) Inform all subordinate units of the facts and circumstances surrounding this accident, with emphasis on the limitations of the drivers night vision device.

(2) Establish a procedure to monitor the driver's ability to see while using the night vision device, and allow judgment calls by the crews, on their ability to safety drive under adverse conditions.

c. Commander, 9th Armored Division:

(1) Inform all subordinate units of the facts and circumstances surrounding this accident, with emphasis on the limitations of the drivers night vision device.

(2) Establish a procedure that allows the lower chain of command the flexibility of determining when additional light sources are needed to operate at the lowest level.

(3) Establish a system to ensure that all drivers night vision devices are tested to determine if they are properly adjusted for maximum resolution.

d. Commander, Camp Swampy, establish a procedure which allows the crews of tracked vehicles using night vision devices the flexibility to determine when to modify operations under adverse conditions.

e. Commander, Army Materiel Command:

(1) Thoroughly test the drivers night vision device AN/VVS series, to determine the lower limits of the effective capabilities of the device, and then publish the results Armywide.

(2) Change TM 11-5855-249-10 and TM 11-5855-249-20 to include a proper caution concerning the hazards and limitations of driving with the night viewer during extreme environmental conditions.

(3) Ensure that adequate cautions are published in the current M60A3 technical manuals concerning the hazards and limitations of driving with the night viewer during extreme environmental conditions.

DA FORM 285 (Continued)

BLOCK #36

e. (4) Determine if the manufacturer's military specifications meet or exceed the Army's standards of ensuring that the drivers night vision devices are properly adjusted for maximum resolution. If the manufacturer's military specifications do not meet the Army Standards, change them accordingly.

(5) Establish written guidance to inform users of the AN/VVS-2(V)2A when the device is mechanically unsound for use.

(6) Establish a record keeping program for the AN/VVS-2(V)2A that will allow the user and maintenance personnel to determine the condition and past history of the equipment.

(7) Design and install an adequate system to clear water and debris from the viewer entrance window of the normal view blocks and the drivers night vision device. This system should not require the driver to have to remove his hands from the controls to operate.

f. Commander, TRADOC, establish training and doctrine guidance that allows greater flexibility of vehicle crews to determine when drivers night vision device capability is being exceeded and determine when to modify training operations under adverse light conditions.

INSTRUCTIONS FOR DA FORM 285

GENERAL. The unit having the accident must investigate it and complete this report. Complete only shaded items for nonfatal off-duty accidents not involving Army operations or materiel. For all other accidents, complete all items except those for safety staff or Safety Center use only. Type or print the report. Items may be continued on an attached sheet. Items not in the instructions are self-explaining.

1*a*. Enter the six-part unit identification code *(UIC)* of the unit having the accident.

1*b*. Enter the description of the unit. For example, enter HHC 2/34 Inf, 194 CAV, Yuma PG.

2. If unknown, estimate.

3. Dawn is between first light and official sunrise. Dusk is between official sunset and night.

4. "On Post" means the accident happened on property under Department of Defense control.

5. Enter facts needed to locate the accident scene. As needed, enter building number or direction and distance from closest landmark; enter street or highway name or number; enter city or military installation; enter state and country.

SECTION A - PERSONNEL INVOLVED

Complete this section for each person involved in the accident. "Involved" means a person who was injured or who caused or contributed to the accident. If more than one person was involved, use more forms and complete only this section on them. Witnesses and uninjured passengers are not considered involved. Be sure to also complete this section on each supervisor who caused or contributed to the accident. Give the supervisory error in Item 30. In case of damage to property with no personnel involved *(e.g., fire, natural disaster)*, report only Items 6, 7, and 8 for the property custodian or the hand-receipt holder.

7. Give official address for all Government personnel. Leave out for all others. Include the unit UIC if different from the UIC in Item 1.

8. Complete for all Government personnel. Leave out for all others.

9. Enter pay grade for all Government personnel including foreign national employees. For example, enter E6, O4, WG8, GS-12, C-5A. Leave out for all others.

10-13. Complete for Government personnel only. Leave out for all others.

14. "On Duty" means: *(a)* person was at duty station during duty hours; or *(b)* person was away from duty station during duty hours but on official business. Leave out for non-Government personnel.

15-16. Complete for Government personnel only. Leave out for all others.

18. Enter this person's activity or task. For example, enter firing rifle, lifting box, walking across street, driving truck.

19-21. Leave out if activity *(Item 18)* was not required for training. For example, exclude horseplay, chow run, stand down.

22. Pick the term below that best describes the overall mission of the activity or task in Item 18.

- Administrative; office
- Maintenance; repair, services
- Transportation; supply, disposal
- Production; construction
- Research; development, testing
- Emergency services, law enforcement
- Medical
- Physical training; recreation
- Food Services
- Other operation
- Personal; domestic
- Off duty

23. The following definitions apply:

b. Permanent total disability means person can never again do gainful work.

c. Permanent partial disability means person loses or can never again use a body part.

d. Lost workday case - days away from work means person misses one or more days of work.

e. Lost workday case - restricted work activity means person is temporarily unable to perform regular duties.

f. Nonfatal case without lost workday means person *(1)* was permanently transferred or terminated, *(2)* received treatment greater than first aid, *(3)* lost consciousness, or *(4)* had an occupational illness that did not result in fatality or lost workday.

g. First aid only means one-time treatment of minor injuries.

24. Estimate the number of workdays this person will lose. Do not update this estimate unless this person dies.

25. Estimate the number of workdays this person cannot perform all regular duties after going back to work.

26. Describe this person's injury or occupational illness. For example, enter third-degree chemical burn, first-degree thermal burn, compound fracture, dermatitis, headstroke, concussion.

27. For the injury or illness shown in Item 26, give the body part involved. For example, enter left knee, lungs, right thumb, nose.

28. Pick from the list below the event that resulted in the injury or illness. Then give the thing that produced it. For example, enter struck against *door*; bodily reaction due to *slip*; overexertion due to lifting *box*; exposure to *noise*.

- Struck against...
- Struck by...
- Fell from elevation onto...
- Fell from same level onto...
- Caught in/under/between...
- Rubbed/abrated by...
- Bodily reaction due to...
- Overexertion...
- Exposure to...
- External contact with...
- Ingested...
- Inhaled...

30. For each mistake this person made, pick one error from the list below. Use error in a sentence that includes the result of the error. For example, due to *improper attention*, SGT Jones did not yield the right of way to the other vehicle; PFC Smith made an *improper decision* to drive while under the influence of alcohol; Mr English *failed to follow procedures (SOP)* and began spot welding without his safety goggles in place; due to *inadequate planning* by the company commander *(CPT Wright)*, there was no unit ice and snow removal program. As a result, PFC Carr broke his arm by falling on the icy steps.

- Inadequate inspection
- Improper attention
- Failed to recognize
- Misjudged clearance/speed/weight/size
- Misinterpreted
- Failed to anticipate
- Inadequate planning
- Improper decision
- Inadequate improvising/troubleshooting/problem solving
- Failed to follow procedures/orders/laws
- Failed to comply with general rules/principles
- Improper simple physical action *(lift, hold, drop, hit, push, pull, sit, stand reach for, open, close, connect, disconnect, etc.)*
- Improper complex physical action *(walk, run, crawl, climb, carry, jump, align, adjust, steer, brake, etc.)*
- Inadequate communication *(ask, answer, signal, inform, etc.)*

SECTION B - PROPERTY AND/OR MATERIEL INVOLVED

31*a*. List all property involved in the accident whether damaged or not. For example, enter Tank, M60A1. "Property involved" means materiel which is damaged or whose use or misuse contributed to the accident.

31*b*. Give ownership for each item listed. For example, enter Army, Air Force, Army National Guard, contractor, or private.

31*c*. If accident involved Army operations, enter estimated total cost of damage. Total will include costs of parts and labor.

32. For each materiel failure or malfunction, pick one type from the list below. Use the type in a sentence to tell how the materiel failed. Include nomenclature of materiel as in Item 31. For example, M60A1 fuel line connector *vibrated*, loose and sprayed fuel over engine causing fire; F1500M road grader fuel brake master cylinder rubber piston seal *decayed* and failed causing loss of fluid and brake failure.

- Overheated/burned/melted
- Froze *(temperature)*
- Obstructed/pinched/clogged
- Vibrated
- Rubbed/worn/frayed
- Corroded/rusted/pitted
- Overpressured/burst
- Pulled/stretched
- Twisted/torqued)
- Compressed/hit/punctured
- Bent/warped
- Sheared/cut
- Decayed/decomposed
- Electric current action *(short, arc, surge, etc.)*

33. TM 38-750 requires a Category I EIR for materiel failures or malfunctions that cause or contribute to accidents.

SECTION C - ENVIRONMENTAL CONDITIONS INVOLVED

34. For each environmental condition, pick one type from the list below. Use the type in a sentence that describes its role in the accident. For example, driver's vision was restricted by fog; air breathed was *contaminated* by toxic fumes; heat exhaustion resulted from high *temperature*; person slipped and fell on *floor* made *slippery* by wax.

- Illumination *(dark, glare, etc.)*
- Precipitation *(rain, fog, ice, snow, etc.)*
- Contaminants *(fumes, dust, chemicals, FOD, etc.)*
- Noise
- Temperature/humidity
- Wind/turbulence
- Vibration
- Acceleration/deceleration
- Radiation *(sunlight, x-ray, LASER, etc.)*
- Work surface *(slippery floor, cluttered walkway, steep rough road, etc.)*
- Air pressure *(explosion, decompression, altitude effects, etc.)*
- Electricity *(lightning, arc, surge, short, shock, etc.)*

SECTION D - DESCRIPTION AND CORRECTIVE ACTION

35. Give the sequence of events that describes what happened leading up to and including the accident. In describing cause factors be sure to *(a)* name personnel making errors, *(b)* tell how involved personnel are related to materiel listed in Item 31, e.g., passenger in M151A2 or lighting immersion heater, and *(c)* tell how environmental conditions affected personnel or materiel. Continue on an attached sheet if necessary.

37. This item is to be completed by the commander or his representative.

38. Command review as locally required.

SAFETY STAFF USE ONLY

GENERAL. The safety staff will complete this section on all accidents. The safety staff will investigate all accidents requiring a DA Form 285-1 and will attach it to this report.

39. When change is checked, Items 1, 2, 6, and 8 must be completed plus any changes.

40. Enter MACOM of the unit shown in Item 1. For example, enter FORSCOM, TRADOC, USAREUR, NGB, or COE.

42. From the list below, select the type that best describes this accident. Types are listed in order of precedence to help pick one when more than one applies.

- Army motor vehicle
- Army combat vehicle
- Army operated vehicle
- Privately owned vehicle
- Marine diving
- Marine underway
- Marine not underway
- Other Army vehicle
- Fire
- Chemical
- Explosive
- Missile
- Radiation
- Nuclear
- Personnel injury – other
- Property damage – other

43. Describe the type of vehicle collision. For example, ran off road and overturned, head-on collision, sideswipe, or vehicle struck pedestrian.

DA FORM 285, Aug 80

ACCIDENT INVESTIGATION REPORT					REQUIREMENT CONTROL SYMBOL CSGPA-147(R4)	
1. LOCAL REPORT NUMBER	2. TIME AND DATE OF ACCIDENT				3. UNIT UIC	4.
#101	a. YEAR 88	b. MONTH 04	c. DAY 13	d. HOUR 0400	WAGOEE	PAGE 1 OF 1 PAGES
5. TELL WHAT HAPPENED	6. TELL WHAT CAUSED/ALLOWED IT TO HAPPEN				7. TELL WHAT TO DO ABOUT IT	
Precipitation (heavy rain), during the hours of darkness prevented the driver and tank commander of a M60A3 tank from seeing that the tank was proceeding toward an embankment drop off bordering a creek bed. As a result, the tank rolled to the right off the embankment and came to rest inverted in the creek bed. The tank commander sustained fatal injuries when his head became crushed between the tank commander's hatch and a vision block.	Precipitation (heavy rain), resulted in the driver and tank commander of the M60A3 tank not being able to see that the tank was approaching an embankment bordering the creek, because of over-confidence in equipment. That is, during the investigation of the accident, it became apparent that local users of M60A3 tanks had a misconception that the M60A3 tank drivers night viewer provided the vehicle with an all weather/night visibility operating capability. The investigation further revealed however, that a serious loss of resolution would occur in the night vision driver's viewer whenever the periscope entrance window was sprayed with a water simulating rain effect. Precipitation (heavy rain), resulted in the driver and tank commander of the M60A3 tank not being able to see that the tank was approaching an embankment bordering the creek because of inadequate supervision. That is, although several drivers had complained of difficulty in seeing where they were going and conditions should have been obvious to command and control personnel no action was taken to either halt forward movement of vehicles until weather conditions improved or resort to alternatives such as using service drive lights or infra red lighting. Instead, forward movements continued under blackout drive.				Recommend Commander, 9th Armored Division inform personnel of problems and remedies. That is, ensure that M60A3 tank users in the division are made aware of driver night viewer limitations during conditions of zero ambient illumination/inclement weather. Disseminate the highlights of this accident and lessons to be learned throughout the command as deemed necessary. Recommend Command AMC, inform personnel of problems and remedies. That is, publicize how very low/zero ambient light/severe inclement weather conditions can degrade the capabilities of night viewer devices via media such as "Safety of Use Message". Recommend Commander, 9th Armored Division take positive command action to discourage unsafe practices caused/allowed by inadequate supervision. That is, issue a Division Command Policy governing what is expected of subordinate command and control personnel when confronted by similar extremes of weather and visibility during tactical training exercises.	

DA FORM AUG 80 285-1 EDITION OF 1 JUN 71 IS OBSOLETE.

Instructions for DA Form 285-1, Accident Investigation Report

GENERAL. The safety staff will investigate and report each accident which (a) involves fatal injury to on-duty Army personnel; (b) involves fatal injury to other personnel due to Army operations; (c) is in the random sample specified by DA Circular; or (d) is a special category accident specified by DA Circular. Type or print this report. Continue on more copies of this form if needed. Send this report with the completed DA Form 285. Do not repeat Item 35, DA Form 285, on this report.

Each task error, materiel failure, or environmental condition (Item 4) may be caused by one or more system inadequacies (Item 5). Each system inadequacy may require one or more remedial measures (Item 6). Items 4, 5, and 6 will be in block format that shows the links between what happened, what caused it to happen, and what to do about it. For example:

ITEM 4	ITEM 5	ITEM 6
Task Error	System Inadequacy	Remedial Measure
	System Inadequacy	Remedial Measure
Materiel Failure	System Inadequacy	Remedial Measure
Environmental Condition	System Inadequacy	Remedial Measure

1. Same as Item 41 on DA Form 285.

2. Same as Item 2 on DA Form 285.

3. Same as Item 1 on DA Form 285.

5. WHAT HAPPENED.

■ Task Error. For each mistake made by Army personnel that contributed to the accident, pick one error from the list below. Use each error in a paragraph that tells what happened. In the paragraph, (a) give name of person; (b) give error made; (c) give guidance for correct performance (for example, cite AR, TM, FM, SOP, directive, law, or common practice); and (d) give result of error (how error contributed). For example, "SGT Jones made an improper decision to hand-guide the M60A1 track onto the sprocket. He should have used the power-pulley system prescribed in TM 9-2350-215-10, figure 3-11. As a result, his finger was crushed between an end connector and the sprocket."

a. Inadequate inspection
b. Improper attention
c. Failed to recognize
d. Misjudged clearance/speed/weight/size
e. Misinterpreted
f. Failed to anticipate
g. Inadequate planning
h. Improper decision
i. Inadequate improvising/troubleshooting/problem solving
j. Failed to follow procedures/orders/laws
k. Failed to comply with general rules/principles
l. Improper simple physical action (lift, hold, drop, hit, push, pull, sit, stand, reach for, open, close, connect, disconnect, etc.)
m. Improper complex physical action (walk, run, crawl, climb, carry, jump, align, adjust, steer, brake, etc.)
n. Inadequate communication (ask, answer, signal, inform, etc.)

■ Materiel Failure/Malfunction. For each failure or malfunction of Army materiel that contributed to the accident, pick one type from the list below. Use each type in a paragraph that tells what happened. In the paragraph, (a) give item name, type, and national stock number; (b) give type of failure; and (c) give result of failure (how it contributed). For example, "Flexible hose on hydraulic brake line (NSN 4720-00-555-2154) decayed. As a result, fluid leaked out and brakes failed."

a. Overheated/burned/melted
b. Froze (temperature)
c. Obstructed/pinched/clogged
d. Vibrated
e. Rubbed/worn/frayed
f. Corroded/rusted/pitted
g. Overpressured/burst
h. Pulled/stretched
i. Twisted/torqued
j. Compressed/hit/punctured
k. Bent/warped
l. Sheared/cut
m. Decayed/decomposed
n. Electric current action (short, arc, surge, etc.)

■ Environmental Condition. For each environmental condition that contributed to the accident, pick one type from the list below. Use each type in a paragraph that tells what happened. In the paragraph, (a) give the type of environmental condition; (b) tell what the environmental condition did to man or materiel; and (c) give the result (how it contributed). For example, "Dust obscured PFC Smith's vision. As a result, he could not avoid hitting the lead M60A1 tank which had stopped."

a. Illumination (dark, glare, etc.)
b. Precipitation (rain, fog, ice, snow, etc.)
c. Contaminants (fumes, dust, chemicals, FOD, etc.)
d. Noise
e. Temperature/humidity
f. Wind/turbulence
g. Vibration
h. Acceleration/deceleration
i. Radiation (sunlight, x-ray, LASER, etc.)
j. Work surface (slippery floor, cluttered walkway, steep/rough road, etc.)
k. Air pressure (explosion, decompression, altitude effects, etc.)
l. Electricity (lightning, arc, surge, short, shock, etc.)

6. WHAT CAUSED IT TO HAPPEN.

■ System Inadequacy. For each task error, materiel failure, and environmental condition, pick one or more system inadequacies from the list below. Use each one in a paragraph that tells how it caused or allowed the task error, materiel failure, or environmental condition to become a factor in the accident. In the paragraph, (a) briefly repeat the task error, materiel failure, or environmental condition; (b) say it happened "because of" the system inadequacy; and (c) give details to explain the system inadequacy. For example, "The flexible hose was permitted to decay to the point of failure because of inadequate written procedures for operation under normal conditions. That is, TM 9-2350-215-20 does not require inspection of the flexible hose during the quarterly maintenance service."

a. Inadequate school training
b. Inadequate unit training
c. Inadequate experience
d. Inadequate composure
e. Inadequate attention
f. Overconfidence
g. Lack of confidence
h. Inadequate motivation/mood (haste, command pressure, excessive self-motivation, improper attitude, etc.)
i. Fatigue
j. Effects of alcohol, drugs, or illness
k. Habit interference
l. Environmental conditions
m. Inadequate facilities or services
n. Improperly designed equipment or materiel
o. Inadequate manufacture, assembly, packaging, or quality control
p. Inadequate maintenance (inspection, installation, troubleshooting, recordkeeping, etc.)
q. Improper use of tool, equipment, or materiel
r. Inadequate written procedures for operation under normal conditions
s. Inadequate written procedures for operation under abnormal or emergency conditions

INADEQUATE SUPERVISION OR COORDINATION BY:

t. Higher command
u. Unit command
v. Staff officer (operations, maintenance, supply, safety, training, etc.)
w. Direct supervisor (instructor, platoon leader, squad leader, vehicle commander, noncommissioned officer in charge, etc.)

7. WHAT TO DO ABOUT IT.

■ Remedial Measure. For each system inadequacy, pick one or more remedial measures from the list below. Use each one in a paragraph that describes the corrective action. In the paragraph, (a) name the person or organization recommended to carry out the action; (b) give the type of remedial measure; and (c) explain the action. For example, "Recommend TARCOM revise procedures for operation under normal conditions. That is, revise paragraph 2-141 of TM 9-2350-215-20 to require serviceability inspection of all engine compartment items when the powerpack is removed. DA Form 2028 was submitted 16 Apr 1977."

a. Improve school training
b. Improve unit training
c. Revise procedures for operation under normal conditions
d. Revise procedures for operation under abnormal or emergency conditions
e. Insure personnel are ready to perform (training, experience, psychophysiological state, etc.)
f. Inform personnel of problems and remedies (meetings, publications, EIRs, etc.)
g. Positive command action (to encourage proper performance and discourage improper performance)
h. Provide personnel resources (number or qualifications) required for job
i. Redesign (or provide) equipment or materiel
j. Improve (or provide) facilities or services
k. Improve quality control
l. Perform studies to get solution to system inadequacy

IMPROVE SUPERVISION OR COORDINATION BY:

m. Higher command
n. Unit command
o. Staff officer
p. Direct supervisor

7 October 1988

Appendix G

Instructions for DA Form 2398 Worksheet.

When performing averages, round off average before you begin calculations to determine man-hours.

For example:

Technical Man-hours
Personnel Assigned
1st Month: 317
2d Month: 310
3d Month: 329 = 956 ÷ 3 = 318.66 (avg pers asgd)

319 X 500 = 159,500

When calculating IDT man-hours, once avg pers assigned is determined, perform entire calculation before rounding off.

For example:

If avg assigned pers = 319 then:

319 X 80% X 48 =

319 X .80 = 255.2 X 48 = 12,249.6 = 12,250 IDT man-hours

Instructions for Completing DA Form 2398.

Place State UIC in "UIC" Block.

Army Motor Vehicle Miles - self explanatory.

ARNG Technicians/Army Civilian Employees - self explanatory.

National Guard (IDT) - as indicated on worksheet place total hours of IDT and AFTP/ATA.

Other Man-hours (AT, ADSW, AFT, and AGR) - Add AT, ADSW, ADT, and AGR man-hours and place total in line 13 (DA Form 2398, 1 Jan 78 edition).

DA Form 2398 Worksheet - SAMPLE

Reporting Period: 2d QTR FY 86
(Qtr, FY)

Mileage: 56,790 X 6.5 = 369,135
gals used during qtr. + 12,225
(MOGAS & DIESEL ONLY) (Recruiter/GSA Miles = 381,360

Or Actual Miles Driven: _____

Technician Man-hours:

Personnel Assigned (includes exceptive & competitive)
1st month: 289
2d month: 310
3d month: 305 = 904 ÷ 3 301.3 (avg pers assigned)
301 X 500 = 150,500 or actual tech man-hours: _____
(avg pers asgd)

Inactive Duty Training Man-hours (IDT):
Personnel Assigned (includes ROTC members under ARNG supervision)
1st month: 776
2d month 770
3d month 695 = 2,241 ÷ 3 = 747 (aver pers asgd)

747 X 89 % X 48 hours = 31,912
(Avg pers asgd) (Attendance)
(percentage) + 272 AFTP & ATA hrs.

32,184 or actual IDT
man-hours: _____

AFTP/ATA Mandays:
68 X 4 = 272
Mandays

Annual Training (AT), Active Duty for Special Work (ADSW) and Active Duty for Training (ADT)

AT: 2,504 X 24 = 60,096 ADSW: 356 X 24 = 8,544
(# Mandays)

ADT: Do not include mandays for attendance at Active Army service schools or tours of duty at Active Army units/installations in excess of 30 days.
223 X 24 = 5,352
(# mandays)

Active Guard Reserve (AGR) Man-hours:
Inclused CFTM, AFTM, FTRF and any other programs under the AGR.

Personnel Assigned
1st Month 300
2d Month 298
3d Month 302 = 900 ÷ 3 = 300 (avg pers asgd)

300 x 500 = 150,000 or actual man-hours _____.
(avg pers asgd)

SUMMARY OF ACCIDENT EXPOSURE

THRU: SAFETY OFFICE ATTN: NGB-AVN-S, BLDG E6810 ABERDEEN PROVING GROUND, MD 21010-5420	TO: COMMANDER USASC, ATTN: CSSC-D FT. RUCKER, AL 36362-5363	FROM: STATE OF_____

MAJ COMMAND	REPORTING PERIOD		MAJOR GROUPING
UIC	BEGINNING 1 April 88	ENDING 30 June 88	STATE_____ UIC WØØQAA

		UNIT														
		UIC														
1	ARMY MOTOR VEHICLE MILES	MILES	3	8	1	3	6	0								
2	MILITARY PERSONNEL-TOTAL	MAN-DAYS														
3	ACTIVE ARMY	MAN-DAYS														
4	ARMY RESERVE-AT-ADT	MAN-DAYS														
5	ARNG TECHNICIANS ARMY CIVILIAN EMPLOYEES	MAN-HOURS	1	5	0	5	0	0								
6	OTHER ARMY PERSONNEL-TOTAL	MAN-HOURS														
7	ARMY RESERVE-INACTIVE DUTY TRAINING (IDT)	MAN-HOURS														
8	ROTC	MAN-HOURS														
9	NATIONAL GUARD (IDT)	MAN-HOURS	3	2	1	8	4									
10	ARMY CONTRACTOR EMPLOYEE	MAN-HOURS														
11	FOREIGN NATIONAL DIRECT HIRE	MAN-HOURS														
12	FOREIGN NATIONAL CONTRACT HIRE	MAN-HOURS														
13	OTHER-AT, ADSW, FTM, AGR	MAN-HOURS	2	2	3	9	9	2								

DA FORM 2398, 1 JAN 78

SUMMARY OF ACCIDENT EXPOSURE

THRU: SAFETY OFFICE ATTN: NGB-AVN-S, BLDG E6810 ABERDEEN PROVING GROUND, MD 21010-5420	TO: COMMANDER USASC, ATTN: CSSC-D FT. RUCKER, AL 36362-5363	FROM: STATE OF_____

MAJ COMMAND	REPORTING PERIOD		MAJOR GROUPING
UIC	BEGINNING	ENDING	STATE_____UIC

		UNIT															
		UIC															
1	ARMY MOTOR VEHICLE MILES	MILES															
2	MILITARY PERSONNEL-TOTAL	MAN-DAYS															
3	ACTIVE ARMY	MAN-DAYS															
4	ARMY RESERVE-AT-ADT	MAN-DAYS															
5	ARNG TECHNICIANS ARMY CIVILIAN EMPLOYEES	MAN-HOURS															
6	OTHER ARMY PERSONNEL-TOTAL	MAN-HOURS															
7	ARMY RESERVE-INACTIVE DUTY TRAINING (IDT)	MAN-HOURS															
8	ROTC	MAN-HOURS															
9	NATIONAL GUARD (IDT)	MAN-HOURS															
10	ARMY CONTRACTOR EMPLOYEE	MAN-HOURS															
11	FOREIGN NATIONAL DIRECT HIRE	MAN-HOURS															
12	FOREIGN NATIONAL CONTRACT HIRE	MAN-HOURS															
13	OTHER-AT, ADSW, FTM, AGR	MAN-HOURS															

DA FORM 2398, 1 JAN 78

Bureau of Labor Statistics
Log and Summary of Occupational Injuries and Illnesses

U.S. Department of Labor

For Calendar Year 19 ____ Page ____ of ____

Form Approved
OMB No 44R 1453

Company Name
Establishment Name
Establishment Address

NOTE: This form is required by Public Law 91-596 and must be kept in the establishment for 5 years. Failure to maintain and post can result in the issuance of citations and assessment of penalties. *(See posting requirements on the other side of form.)*

RECORDABLE CASES: You are required to record information about every occupational death, every nonfatal occupational illness, and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid). *(See definitions on the other side of form.)*

Case or File Number	Date of Injury or Onset of Illness	Employee's Name	Occupation	Department	Description of Injury or Illness	Extent of and Outcome of INJURY: Fatalities — Injury Related	Nonfatal Injuries — Injuries With Lost Workdays				Injuries Without Lost Workdays	Type, Extent of, and Outcome of ILLNESS: Type of Illness — CHECK Only One Column for Each Illness (See other side of form for terminations or permanent transfers)							Fatalities	Nonfatal Illnesses — Illnesses With Lost Workdays				Illnesses Without Lost Workdays
Enter a nonduplicating number which will facilitate comparisons with supplementary records.	Enter Mo./day.	Enter first name or initial, middle initial, last name.	Enter regular job title, not activity employee was performing when injured or at onset of illness. In the absence of a formal title, enter a brief description of the employee's duties.	Enter department in which the employee is regularly employed or a description of normal workplace to which employee is assigned, even though temporarily working in another department at the time of injury or illness.	Enter a brief description of the injury or illness and indicate the part or parts of body affected. Typical entries for this column might be: Amputation of 1st joint right forefinger; Strain of lower back; Contact dermatitis on both hands; Electrocution - body	Enter DATE of death. Mo./day/yr.	Enter a CHECK if injury involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if injury involves days away from work.	Enter number of DAYS away from work.	Enter number of DAYS of restricted work activity.	Enter a CHECK if no entry was made in columns 1 or 2 but the injury is recordable as defined above.	Occupational skin diseases or disorders	Dust diseases of the lungs	Respiratory conditions due to toxic agents	Poisoning (systemic effects of toxic materials)	Disorders due to physical agents	Disorders associated with repeated trauma	All other occupational illnesses	Enter DATE of death. Mo./day/yr.	Enter a CHECK if illness involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if illness involves days away from work.	Enter number of DAYS away from work.	Enter number of DAYS of restricted work activity.	Enter a CHECK if no entry was made in columns 9 or 9
(A)	(B)	(C)	(D)	(E)	(F)	(1)	(2)	(3)	(4)	(5)	(6)	(7) (a)	(b)	(c)	(d)	(e)	(f)	(g)	(8)	(9)	(10)	(11)	(12)	(13)
					PREVIOUS PAGE TOTALS →																			
					TOTALS (Instructions on other side of form.) →																			

INJURIES

ILLNESSES

Certification of Annual Summary Totals By _____ Title _____ Date _____

OSHA No 200

FOLD

OSHA No 200

POST ONLY THIS PORTION OF THE LAST PAGE NO LATER THAN FEBRUARY 1.

Instructions for OSHA No. 200

I. **Log and Summary of Occupational Injuries and Illnesses**

Each employer who is subject to the recordkeeping requirements of the Occupational Safety and Health Act of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses. This form (OSHA No. 200) may be used for that purpose. A substitute for the OSHA No. 200 is acceptable if it is as detailed, easily readable, and understandable as the OSHA No. 200.

Enter each recordable case on the log within six (6) workdays after learning of its occurrence. Although other records must be maintained at the establishment to which they refer, it is possible to prepare and maintain the log at another location, using data processing equipment if desired. If the log is prepared elsewhere, a copy updated to within 45 calendar days must be present at all times in the establishment.

Logs must be maintained and retained for five (5) years following the end of the calendar year to which they relate. Logs must be available (normally at the establishment) for inspection and copying by representatives of the Department of Labor, or the Department of Health, Education and Welfare, or States accorded jurisdiction under the Act.

II. **Changes in Extent of or Outcome of Injury or Illness**

If, during the 5-year period the log must be retained, there is a change in an extent and outcome of an injury or illness which affects entries in columns 1, 2, 6, 8, 9, or 13, the first entry should be lined out and a new entry made. For example, if an injured employee at first required only medical treatment but later lost workdays away from work, the check in column 6 should be lined out, and checks entered in columns 2 and 3 and the number of lost workdays entered in column 4.

In another example, if an employee with an occupational illness lost workdays, returned to work, and then died of the illness, any entries in columns 9 through 12 should be lined out and the date of death entered in column 8.

The entire entry for an injury or illness should be lined out if later found to be nonrecordable. For example: an injury which is later determined not to be work related, or which was initially thought to involve medical treatment but later was determined to have involved only first aid.

III. **Posting Requirements**

A copy of the totals and information following the fold line of the last page for the year must be posted at each establishment in the place or places where notices to employees are customarily posted. This copy must be posted no later than ***February 1 and must remain in place until March 1.***

Even though there were no injuries or illnesses during the year, zeros must be entered on the totals line, and the form posted.

The person responsible for the ***annual summary totals*** shall certify that the totals are true and complete by signing at the bottom of the form.

IV. **Instructions for Completing Log and Summary of Occupational Injuries and Illnesses**

Column A – **CASE OR FILE NUMBER.** Self-explanatory.

Column B – **DATE OF INJURY OR ONSET OF ILLNESS.**
For occupational injuries, enter the date of the work accident which resulted in injury. For occupational illnesses, enter the date of initial diagnosis of illness, or, if absence from work occurred before diagnosis, enter the first day of the absence attributable to the illness which was later diagnosed or recognized.

Columns C through F – Self-explanatory.

Columns 1 and 8 – **INJURY OR ILLNESS-RELATED DEATHS.**
Self-explanatory.

Columns 2 and 9 – **INJURIES OR ILLNESSES WITH LOST WORKDAYS.**
Self-explanatory.

Any injury which involves days away from work, or days of restricted work activity, or both must be recorded since it always involves one or more of the criteria for recordability.

Columns 3 and 10 – **INJURIES OR ILLNESSES INVOLVING DAYS AWAY FROM WORK.** Self-explanatory.

Columns 4 and 11 – **LOST WORKDAYS—DAYS AWAY FROM WORK.**
Enter the number of workdays (consecutive or no which the employee would have worked but could no cause of occupational injury or illness. The number of lo workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.
NOTE: For employees not having a regularly scheduled shift, such as certain truck drivers, construction workers, farm labor, casual labor, part-time employees, etc., it may be necessary to estimate the number of lost workdays. Estimates of lost workdays shall be based on prior work history of the employee AND days worked by employees, not ill or injured, working in the department and/or occupation of the ill or injured employee.

Columns 5 and 12 – **LOST WORKDAYS—DAYS OF RESTRICTED WORK ACTIVITY.**
Enter the number of workdays (consecutive or not) on which because of injury or illness:
(1) the employee was assigned to another job on a temporary basis, or
(2) the employee worked at a permanent job less than full time, or
(3) the employee worked at a permanently assigned job but could not perform all duties normally connected with it.

The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Columns
6 and 13 – **INJURIES OR ILLNESSES WITHOUT LOST WORKDAYS.** Self-explanatory.

Columns 7a
through 7g – **TYPE OF ILLNESS.**
Enter a check in only ***one*** column for each illness.

TERMINATION OR PERMANENT TRANSFER—Place an asterisk to the right of the entry in columns 7a through 7g (type of illness) which represented a termination of employment or permanent transfer.

V. **Totals**

Add number of entries in columns 1 and 8.
Add number of checks in columns 2, 3, 6, 7, 9, 10, and 13.
Add number of days in columns 4, 5, 11, and 12.
Yearly totals for each column (1-13) are required for posting. Running or page totals may be generated at the discretion of the employer.

If an employee's loss of workdays is continuing at the time the totals are summarized, estimate the number of future workdays the employee will lose and add that estimate to the workdays already lost and include this figure in the annual totals. No further entries are to be made with respect to such cases in the next year's log.

Definitions

OCCUPATIONAL INJURY is any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from an exposure involving a single incident in the work environment.
NOTE: Conditions resulting from animal bites, such as insect or snake bites or from one-time exposure to chemicals, are considered to be injuries.

OCCUPATIONAL ILLNESS of an employee is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

The following listing gives the categories of occupational illnesses and disorders that will be utilized for the purpose of classifying recordable illnesses. For purposes of information, examples of each category are given. These are typical examples, however, and are not to be considered the complete listing of the types of illnesses and disorders that are to be counted under each category.

7a. **Occupational Skin Diseases or Disorders**
Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc.

7b. **Dust Diseases of the Lungs (Pneumoconioses)**
Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, siderosis, and other pneumoconioses.

7c. **Respiratory Conditions Due to Toxic Agents**
Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

7d. **Poisoning (Systemic Effect of Toxic Materials)**
Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics, and resins; etc.

7e. **Disorders Due to Physical Agents (Other than Toxic Materials)**
Examples: Heatstroke, sunstroke, heat exhaustion, and other effects of environmental heat; freezing, frostbite, and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of nonionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn); etc.

7f. **Disorders Associated With Repeated Trauma**
Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration, or pressure.

7g. **All Other Occupational Illnesses**
Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

MEDICAL TREATMENT includes treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does NOT include first-aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

ESTABLISHMENT: A single physical location where business is conducted or where services or industrial operations are performed (for example: a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, bank, sales office, warehouse, or central administrative office). Where distinctly separate activities are performed at a single physical location such as construction activities operated from the same physical location as a lumber yard, each activity shall be treated as a separate establishment.

For firms engaged in activities which may be physically dispersed, such as agriculture; construction; transportation; communications; and electric, gas, and sanitary services, records may be maintained at a place to which employees report each day.

Records for personnel who do not primarily report or work at a single establishment, such as traveling salesmen, technicians, engineers, etc., shall be maintained at the location from which they are paid or the base from which personnel operate to carry out their activities.

WORK ENVIRONMENT is comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed in the course of an employee's work, whether on or off the employer's premises.

Agency _____ Bureau _____ Establishment _____

Log of Federal Occupational Injuries and Illnessess

Case or File Number	Date of Injury or Onset of Illness	Employee's Name	Occupation	Depart-ment	Description of Injury/Illness and Body Part Affected	INJURIES			ILLNESSES/DISEASES		
						Fatal Cases	Lost Time Cases	No Lost Time Cases	Fatal Cases	Lost Time Cases	No Lost Time Cases
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
					Previous page totals						
					Sub Totals						

Combined Totals	Fatal Cases	Lost Time Cases	No Lost Time Cases

Sample Accident Statistical Summaries

The Safety Office of each installation could provide accident summaries similar to those given below. A copy of these reports should be sent to the occupational health staff, as well as to those offices listed after each table description.

Table 1. Cumulative Safety Office Accident Analysis Report. A copy is sent monthly to supervisors covering their respective organization.

Table 2. Summary of Accidents by Day-of-Week/Time-of Day. This summary is sent to the division/branch/office level along with a printout that lists the specific accidents.

Table 3. Summary of Accidents by Building. This summary is sent to the division/branch/office level along with a printout that lists the specific accidents.

Table 4. Summary of Accidents by Age Group and Sex. This summary is sent to the division/branch/office level along with a printout that lists the specific accidents.

Table 5. Summary of Accidents by Length of Service. This summary is sent to the division/branch/office level along with a printout that lists the specific accidents.

Table 6. Summary of Accidents by Cost Area. This summary is provided to all supervisors, unions, etc., and is discussed at the Safety and Occupational Health Advisory Council Committee Meeting.

Table 7. Installation—Total Injuries by Body Part and Nature of Injury. This summary is provided to all supervisors, unions, etc., and is discussed at the Safety and Occupational Health Advisory Council Committee Meeting.

Table 8. Monthly Report of Employee Injury/Illness. Table shows number of accidents by SSN. Each supervisor gets a copy of this report monthly covering his own organization. The data is cumulative for a full fiscal year.

In addition to the above, statistical tables should be developed showing the monthly frequency rate of accidents by organization and the cumulative frequency rate by month for each fiscal year. These summary tables should be provided to all supervisors, unions, etc., and should be discussed at the monthly Safety and Occupational Health Advisory Council Committee Meeting.

DEPARTMENT OF DEFENSE SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM

THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, EXECUTIVE ORDER 12196 AND 29 CFR 1960 REQUIRE THE HEADS OF FEDERAL AGENCIES TO ESTABLISH PROGRAMS TO PROTECT THEIR PERSONNEL FROM JOB SAFETY AND OCCUPATIONAL HEALTH HAZARDS.

1. THE DEPARTMENT OF DEFENSE (DOD) DESIGNATED AGENCY SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS THE ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL).

2. THE NATIONAL GUARD BUREAU
DOD COMPONENT

DESIGNATED SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS

CHIEF, ARMY AVIATION DIVISION
TITLE ADDRESS

3. THE (STATE) ARNG
NAME OF INSTALLATION/FACILITY

SAFETY AND OCCUPATIONAL HEALTH DESIGNEE IS

(STATE SAFETY AND OCCUPATIONAL HEALTH MANAGER)
NAME/TITLE

4. THE (OMS, CSMS, USP & FO etc)
NAME OF INSTALLATION/FACILITY

SAFETY POINT OF CONTACT IS

NAME TELEPHONE NUMBER

5. THE
NAME OF INSTALLATION/FACILITY

OCCUPATIONAL HEALTH POINT OF CONTACT IS

NAME TELEPHONE NUMBER

NAME OF INSTALLATION/FACILITY

HAS THE RESPONSIBILITY TO:

1. COMPLY WITH APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)/DOD/DOD COMPONENT SAFETY AND OCCUPATIONAL HEALTH STANDARDS.
2. SET UP PROCEDURES FOR SUBMITTING AND RESPONDING TO EMPLOYEE REPORTS of unsafe and unhealthful working conditions.
3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment.
4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards.
5. ESTABLISH PROCEDURES TO ASSURE that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DOD safety and occupational health program.
6. POST NOTICES of unsafe or unhealthful working conditions found during inspections.
7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.
8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility.
9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.

DOD PERSONNEL HAVE THE RESPONSIBILITY TO:

1. COMPLY with all applicable OSHA/DOD/DOD component safety and occupational health standards.
2. COMPLY with (STATE) ARMY NATIONAL GUARD
NAME OF INSTALLATION/FACILITY
policies and directives relative to the safety and occupational health program.
3. USE personal protective equipment and safety equipment provided by your installation/facility.
4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.

DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:

1. HAVE ACCESS to applicable OSHA/DOD/DOD component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.
2. COMMENT on alternate standards proposed by DOD/DOD component.
3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include, in order of preference: the immediate supervisor, the safety or occupational health point of contact, the safety and occupational health designee for your installation/facility, the installation/facility commander, the safety and occupational health designee for your DOD component, the safety and occupational health designee for DOD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DOD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured.
4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DOD safety and occupational health program.

OTHER INFORMATION:

1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous worksite condition, he/she will insure an inspection of the worksite and he/she will report the results of the inspection in writing to the worker making the report.
2. Inspector General channels may be used to investigate complaints from either DOD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DOD civilian personnel, allegations of reprisal may also be initiated by them in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures.
3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster.
4. How well you carry out your safety and occupational health responsibilities will be an important factor in the success of the program.

DD Form 2272, Feb 87

7 October 1988

NOTICE NO.____OF

UNSAFE OR UNHEALTHFUL WORKING CONDITION

(DO NOT REMOVE NOTICE UNTIL CONDITION IS ABATED)

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

1. UNIT INSTALLATION Bldg 100, Camp Mabry	3. DATE OF INSPECTION 31 March 1988
2. OFFICIAL IN CHARGE OF WORKPLACE Dierburger	4. STANDARD VIOLATED 1900 - 1001(c)
5. LOCATION OF VIOLATION Vehicle Repair Shop	

6. DESCRIPTION OF UNSAFE OR UNHEALTHFUL CONDITION

All workers in brake repair area exposed to asbestos fibers. SOP not available covering brake lining repair. No protective containers available for disposal of asbestos dust and fibers. Area has not been tested (time weight average). No air respirators available.

7. RECOMMENDED ABATEMENT PROCEDURES

a. Interim

Check area for exposure level. Provide necessary containers for waste material. Provide protection as specified in standard 1910-1001.

b. Final: Abatement should be completed by

Discontinue operation in this area until corrections have been accomplished. Accomplish by 7 April 1988.

(NOTE: Prepare this form for violation CATEGORY I & II only)

8. ADDITIONAL INFORMATION CONCERNING THIS VIOLATION CAN BE OBTAINED FROM

CW4 Brown, AGTEX Safety and Occupational Health Office TELEPHONE NO. 5005

DA FORM 1 OCT 78 4753

☆U.S. Government Printing Office: 1980—310-881/8483

VIOLATION INVENTORY LOG

For use of this form, see AR 385-10; the proponent agency is ODCSOPS.

LOG OF SCHEDULE OF CORRECTIVE ACTION - COMPLIANCE WITH SAFETY AND HEALTH STANDARDS

NAME OF INSTALLATION
Building 100, Camp Mabry

ITEM	LOCATION OF INCONSISTENCY 1/ a	OSHA REFERENCE TITLE/PART b	OSHA REFERENCE SUB-PART 2/ c	INCONSISTENCY d	CORRECTIVE ACTION e	TARGET DATE FOR CORRECTIVE ACTION f	DEGREE OF DANGER 3/ g	ESTIMATED COST h
1	Vehicle Repair Shop	Asbestos	1910,1001 (a)(b)(c)	Workers exposed to fibers	Provide SOP to cover operation and protective containers for waste. Check time weighted average. Provide breathing device.	7 Apr 88	II	$15.00

NOTES:

1/ Such as "*Carpenter Shop and/or Building Number.*"

2/ Include paragraph number in another code if further referenced.

3/ Use Roman numerals (Category I - Immenent danger, Category II - Serious hazard Category III - Moderate hazard, Category IV - De minimus hazard)

DA FORM 1 OCT 78 4754

☆U.S. Government Printing Office: 1986—491-003/43227

EMPLOYEE REPORT OF ALLEGED UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office (Ref OSHA Poster on rights of employees and their representatives).

The undersigned *(check one)*

☒ Employee ☐ Representative of employees ☐ Other *(Specify)* _____

believes that a job safety or health hazard exists at the following place of employment

Battery Shop
CSMS - Bldg H1313
Camp Lincoln
USA

Does this hazard*(s)* immediately threaten serious physical harm? ☐ Yes ☒ No
If "yes" checked, immediately contact your supervisor or safety representative.

Name of official in charge LTC Abe Lincoln Telephone 7-3521

Operation/Activity CSMS

Exact location of worksite Room 9 NW Corner Bldg H1313

1. Kind of operation Maint & Repair of Batteries (Lead Acid)

2. Describe briefly the hazard which exists there including the appropriate number of employees exposed to or threatened by such hazard
Facilities for drenching of the eyes and body are not available in the event of acid spill or explosion in the shop--normally one individual works isolated in the shop.

3. List by number and/or name the particular occupational safety and health standard*(s)* which may have been violated, if known
29 CRF 1910.151(e)

4. *(a)* To your knowledge, has this hazard been the subject of any union/management grievance or have you *(or anyone you know)* otherwise called it to the attention of, or discussed it with the employer or any representative thereof? no

(b) If so, please give the results thereof, including any efforts by management to eliminate or reduce the severity of the hazard

5. Please indicate your desire:

☒ I do not want my name revealed to the official in charge.

☐ My name may be revealed to the official in charge.

WORK LOCATION	TELEPHONE NO.	DATE
Batt Shop CSMS	2968	31 Mar 88

TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE	SIGNATURE
Mr. I Need Help	

DA FORM 1 OCT 78 4755

☆ U.S. Government Printing Office: 1985—461-033/38662

INSTALLATION HAZARD ABATEMENT PLAN

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

1. PROJECT NO.	2. DATE PREPARED	3. DATE REVISED
1	17 May 1988	
4. ACTIVITY/ORGANIZATION	**5. HAZARD LOCATION(S)**	**6. RISK ASSESSMENT CATEGORY**
Vehicle Repair Shop	Brake Repair Bay Bldg 100, Camp Mabry	IIB

7. CITATION OF SPECIFIC OSHA AND OTHER STANDARD VIOLATED

No protective containers for excess asbestos fibers and dust collected from brake drums.

8. DESCRIPTION OF PROPOSED CORRECTIVE ACTION OR REMEDIAL MEASURES

SOP for operation in the brake area is being prepared and will be posted on shop bulletin board. Chief mechanic, shop foreman will have copies. Have requested Industrial Hygienist to test area for contamination (will perform test 18 May 88). Issued air respirators for personnel involved. Containers that can be sealed (OSHA Standard 1910-1001 (c)) have been placed in the immediate work area.

9.

ESTIMATED COST OF CORRECTIVE ACTION $ 210.00 APPROPRIATION _____

PROGRAM ELEMENT NUMBER _____ BUDGET COST ESTIMATED (BCE: YES _____ NO _____)

10. ESTIMATED ADDITIONAL OPERATING AND MAINTENANCE COSTS, IF ANY

$ NA

11. DESCRIPTION OF INTERIM HAZARD CONTROL MEASURES IN EFFECT

Area is closed. No work allowed until all requirements are met.

12. OTHER RELEVANT INFORMATION

NOTE 1: Prepare this form if hazard severity is CATEGORY I thru III and Mishap Probability is A or B.

NOTE 2: AGTEX will prepare this form if it takes over 30 days to correct hazard.

13. ESTIMATED ABATEMENT COMPLETION DATE

21 May 1988

PREPARED BY	APPROVED BY
CHARLES W. BROWN, CW4 Safety Specialist	

DA FORM 1 OCT 78 4756

☆ U.S. Government Printing Office: 1978—665 041/149

March 29, 1979
NUMBER 1000.3

Department of Defense Directive

ASD(MRA&L)

SUBJECT: Safety and Occupational Health Policy for the Department of Defense

References: (a) DoD Directive 1000.3, "Accident Prevention, Safety, and Occupational Health Policy for the Department of Defense, June 15, 1976 (hereby canceled)
(b) DoD Instruction 7041.3, "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972

A. REISSUANCE AND PURPOSE

This Directive (1) reissues reference (a) to update established policy and guidance for the prevention of mishaps throughout the Department of Defense; (2) redefines its scope; (3) assigns broad responsibilities to strengthen defense readiness through such prevention; and (4) provides for implementation within DoD of applicable public laws, executive orders, and Government regulations concerning safety and occupational health (SOH).

B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Defense Agencies, and the Unified and Specified Commands (hereafter referred to as "DoD Components"). For the purpose of this Directive, the Army-Air Force Exchange Service is considered a DoD Component.

2. Its provisions establish the basis for all DoD safety, fire protection, and occupational health programs. Specifically, it encompasses but is not necessarily limited to:

a. DoD safety programs in the fields of military operations and training; industrial and logistic operations (including the production, handling, and storage of explosives and chemical agents); research, development, and testing; retail sales; DoD property disposal; motor vehical operation; fire protection; and recreational activities; and

b. DoD programs for industrial hygiene, radiological health, and the preventive aspects of occupational medicine.

C. POLICY

Comprehensive programs shall be implemented within the Department of Defense to:

1. Protect DoD personnel from accidental death, injury, or occupational illness;

2. Protect DoD weapon systems, equipment, materiel, and facilities from accidental destruction or damage;

3. Protect the public from death, injury, illness, or property damage as a result of DoD operations;

4. Comply with applicable safety and occupational or environmental health regulations which Federal or State regulatory agencies promulgate, and

5. Prescribe and enforce standards or regulations applicable to those functions for which DoD has statutory authority over safety and occupational health matters.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)(ASD(MRA&L)) shall:

a. Advise the Secretary of Defense on SOH matters and act as the principal official responsible to assure implementation of the foregoing policy.

b. Provide supplemental policy and guidance to DoD Components and issue DoD instructions as necessary to implement SOH programs.

c. Coordinate policy and guidance with other principal assistants to the Secretary of Defense and with the Chairman of the Joint Chiefs of Staff when such policy or guidance affects their functional areas.

d. Provide for coordination and cooperation between the Department of Defense and other Government agencies with SOH regulatory responsibilities. In this regard, ensure appropriate DoD participation in the development of SOH standards that such agencies promulgate.

e. Ensure inclusion of SOH programs, as necessary, in DoD programing and budget guidance.

f. Establish a DoD management information system to identify and quantify SOH problems and trends.

g. Provide the Under Secretary of Defense for Research and Engineering (USDR&E) with recommendations for SOH research.

h. In coordination with the USDR&E, assure the application of system safety engineering principles, as well as appropriate SOH standards, in the acquisition and life cycle support of DoD weapon systems, equipment, material, and facilities.

i. Review, analyze, and evaluate DoD Component SOH programs for effectiveness, both in cost and resources management, in compliance with DoD Instruction 7041.3 (reference (b)).

j. Establish a DoD Safety and Occupational Health Council, consisting of the designated SOH officials of DoD Components, or their designees; the Chairman of the Department of Defense Explosives Safety Board; and representatives of appropriate offices within the Office of the Secretary of Defense. This council shall meet regularly to review program progress, problem areas, goals and objectives.

2. Other principal staff assistants to the Secretary of Defense shall ensure that all SOH related matters which affect this policy are coordinated with the ASD(MRA&L).

3. Heads of DoD Components, except the JCS, shall:

a. Designate a senior official to have overall responsibility for implementation of the policy set forth herein. Within the Military Department, this official shall be at the assistant secretary level.

b. Implement SOH programs to support the general policy set forth in section C., subject to any supplemental policy and guidance that the ASD(MRA&L) issues pursuant to section D.

c. Provide professionally qualified SOH staff sufficient to ensure effective implementation of such programs at all organizational levels.

d. Establish procedures to evaluate the effectiveness of SOH programs, identify significant problem areas, and set priorities for corrective actions.

e. Keep the ASD(MRA&L) informed of the status of SOH programs.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. DoD Components shall provide the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) with the name and title of the health official who will implement this Directive.

C. W. Duncan, Jr
Deputy Secretary of Defense

NUMBER 1000.18

DATE June 29, 1976

ASD(I&L)

Department of Defense Instruction

SUBJECT **Federal and State Occupational Safety and Health Inspections and Investigations at Contractor Workplaces on Department of Defense Installations**

Refs: (a) Public Law 91-596, "Occupational Safety and Health Act of 1970," December 29, 1970
(b) Assistant Secretary of Defense (I&L) Memorandum, "Contractor Relationships with Respect to the Occupational Safety and Health Act of 1970," March 29, 1974 (as reissued in Defense Procurement Circular 75-1, July 30, 1975)
(c) Title 29, Code of Federal Regulations, Subtitle B - "Regulations Pertaining to Labor," Chapter XVII, "Occupational Safety and Health Administration, Department of Labor," Part 1900, et seq.
(d) Title 42, United States Code, Secs. 2012, 2021, 2121(b), and 2201(b)
(e) DoD Regulation 5220.22-R, "Industrial Security Regulation," April 1, 1975, authorized by DoD Directive 5220.22, July 30, 1965
(f) DoD Manual 5220.22-M, "Industrial Security Manual for Safeguarding Classified Information," April 1, 1974, authorized by DoD Directive 5220.22, July 30, 1965
(g) Title 18, United States Code, Section 795
(h) Executive Order 10104, "Definitions of Vital Military and Naval Installations and Equipment," February 1, 1950
(i) Title 10, United States Code, Section 172
(j) Title 5, United States Code, Section 552, as amended by Public Law 93-502, "Freedom of Information Act"
(k) Title 5, United States Code, Section 552a, as amended by Public Law 93-579, "Privacy Act of 1974"
(l) Armed Services Procurement Regulation, "Contract Administration Functions," Section 1 - 406, October 1, 1975
(m) Title 33, United States Code, Section 941

I. PURPOSE AND SCOPE

This Instruction establishes Department of Defense (DoD) policy for Federal and State occupational safety and health inspections and investigations at contractor workplaces on DoD installations which are located within a State, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, the Trust Territory of the Pacific Islands, Wake Island, Outer Continental Shelf Lands defined in the Outer Continental Shelf Lands Act, Johnston Island, and the Canal Zone, including the territorial seas of such areas.

II. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, Unified and Specified Commands, and the Defense Agencies

(hereinafter referred to collectively as "DoD Components").

III. DEFINITIONS

As used herein, the terms contained in enclosure 1 apply.

IV. GUIDANCE

A. Public Law 91-596 (reference (a)) provides for the development, promulgation, and enforcement of occupational safety and health standards. The law applies to covered employment performed in workplaces located within the territorial limits specified in section I. of this Instruction. DoD contractors operating from DoD or privately owned facilities, located on or off DoD installations, are "employers" as defined in Public Law 91-596 (reference (a)), and are subject to enforcement authority by Federal and State safety and health officials as set forth below:

1. Federal OSHA and State OSHA officials must be granted access to DoD contractor workplaces on DoD installations without delay and at reasonable times, in accordance with section 8 (a) of Public Law 91-596 (reference (a)), except as otherwise provided in this Instruction.

2. Subject to the terms of any variance, tolerance, or exemption granted by the Secretary of Labor pursuant to Public Law 91-596 (reference (a)), a State may exercise jurisdiction over occupational safety and health matters involving a DoD contractor workplace, provided the State has an occupational safety and health plan approved by the Secretary of Labor. DoD contractors will be responsible for determining the status of applicable State occupational safety and health plans.

3. Authorized safety and health officials from States without OSHA-approved occupational safety and health plans may, subject to the exceptions provided elsewhere in this Instruction, exercise jurisdiction over occupational safety and health matters involving a DoD contractor workplace only when there are no relevant OSHA standards applicable to the work in progress.

4. Federal OSHA officials may perform occupational safety and health inspections in DoD contractor workplaces situated in areas where the United States holds exclusive Federal jurisdiction.

5. Regardless of whether or not a State has a federally approved plan, State safety and health officials have no authority in DoD contractor workplaces situated in areas where the United States holds exlusive Federal jurisdiction.

6. Section 4 (b) (1) of reference (a) does not authorize the

Secretary of Labor to assert authority over working conditions for which another Federal agency, or any State agency acting under 42 USC Section 2021 (reference (d)), exercises statutory authority to presecribe or enforce standards or regulations affecting occupational safety and health. Thus, Secretary of Labor authority does not extend to working conditions specifically covered by:

a. Any State nuclear safety or health standard or regulation implementing 42 USC Section 2021 (reference (d));

b. Any explosives safety or health standard or regulation implementing 10 USC Section 172 (reference (i)); or

c. Any nuclear safety or health standard or regulation implementing 42 USC Section 2012 and 2121 (b), or 2201 (b) (reference (d)).

7. Pursuant to the provisions of 33 USC Section 941 (reference (m)), when contractor work is performed aboard vessels afloat within the Federal maritime jurisdiction, Federal OSHA standards apply, and inspections and investigations shall be performed by Federal OSHA officials. Subject to a decision pending at the time of publication of this Instruction, the foregoing applies also to vessels in dry dock. Any questions in this regard should be referred to ASD (I&L), DASD (Environment and Safety).

B. Occupational safety and health standards promulgated under provisions of Public Law 91-596 (reference (a)), are enforceable by Federal or State OSHA officials as follows:

1. Federal OSHA officials will enforce only Federal standards in DoD contractor workplaces.

2. State OSHA officials operating under a federally approved plan may enforce State standards.

C. Pursuant to Title 29, Code of Federal Regulations, Part 1900, et seq., (reference (c)), DoD contractors have the responsibility of responding to any citations issued by Federal OSHA or State OSHA officials for violations of applicable OSHA or State OSHA standards.

D. Full information regarding citations and notices issued to DoD contractors for violations of OSHA or State OSHA standards involving DoD-furnished equipment, facilities or other property, shall be referred to the responsible Administrative Contracting Officer (ACO) for appropriate action in accordance with ASD (I&L) memorandum (reference (b)).

V. POLICIES AND PROCEDURES

A. DoD contractor workplaces may be inspected and accident or complaint investigations conducted by Federal or State OSHA officials subject to the exceptions noted in subsection IV.A.

B. DoD contractors shall not be provided with advance notice of

occupational safety and health inspections by Federal or State OSHA officials except:

1. In cases of apparent imminent danger to any DoD or contractor employee; or

2. When requested by Federal or State OSHA officials.

Any person who violates the foregoing is subject to a fine of not more than $1,000 or to imprisonment for not more than 6 months, or both.

C. Federal or State OSHA officials shall present appropriate identifying credentials and state the purpose of the visit to the DoD installation commander, or his authorized representative, and the ACO (if appropriate), before conducting an inspection of a DoD contractor workplace that is situated on a DoD installation.

D. When Federal or State OSHA officials require entry to a "Closed Area," and they cannot effectively be prevented from access to the classified material therein, the following procedures shall apply:

1. The contractor shall immediately notify the OSHA official and the DoD activity exercising security supervision over the contractor's workplace (DoD 5220.22-R, paragraph 1-108 (reference (e)) of the need for a personnel security clearance to enter the closed area.

2. The DoD security activity shall verify that access to classified material cannot be denied the OSHA offical through such means as covering the material to deny visual access, etc.

3. In the case of Federal OSHA officials, the DoD security activity, after verifying the need for a personnel security clearance, shall contact the appropriate cognizant security office and request verification of the Federal OSHA official's personnel security clearance. If the OSHA official's name is not on the list of cleared Federal OSHA personnel furnished the cognizant security office, the cognizant security office shall contact the OSHA Regional or Area office and request an appropriately cleared OSHA official.

4. In the case of State OSHA officials, the DoD security activity, after verifying the need for a personnel security clearance, shall in coordination with the State OSHA official, request the cognizant security office to contact the nearest OSHA Regional or Area office for a cleared Federal OSHA official to conduct the necessary inspection of the Closed Area.

E. Federal OSHA and State OSHA officials shall be accompanied on their inspections and investigations by representatives of the DoD installation commander, the ACO (as appropriate), and where requisite security clearances are verified, may be accompanied by representatives of the DoD contractor and his employees.

F. No photographs shall be taken by Federal OSHA or State OSHA officials on DoD installations. Any photographic services requested by such officials shall be provided by the installation commander or the appropriate ACO. Negatives and photographs shall be tentatively classified "Confidential" and submitted to the appropriate DoD Component official, or his authorized representative, for review as required for compliance with Title 18, USC section 795 (reference (g)) and Executive Order 10104 (reference (h)) prior to release to authorized Federal OSHA or State OSHA officials.

G. Full information regarding Federal OSHA or State OSHA inspections of DoD contractor workplaces which result in citations or notices of occupational safety and health violations that involve DoD-furnished equipment, facilities or other property shall be provided to the ACO for appropriate action. The ACO shall initiate processing actions in accordance with the current guidance provided in ASD (I&L) memorandum (reference (b)) and any other instructions issued by the ASD (I&L).

H. The DoD contractor is responsible for resolving issues related to citations, or requests for delays, variations, tolerances or exemptions of applicable occupational safety and health standards.

I. Federal OSHA or State OSHA officials shall have access to and be provided with copies of records and reports pertinent to specific DoD contractor accident investigations upon request unless prohibited from release by the Privacy Act (reference (k)) or exempted from release under the Freedom of Information Act (reference (j)).

J. Occupational safety and health inspections and investigations of DoD contractor workplaces by Federal OSHA or State OSHA officials shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when other times are mutually agreed upon by the concerned officials.

K. DoD installation commanders shall, as an act of courtesy, advise the applicable State OSHA office in writing of contractor workplaces located within areas of exclusive Federal jurisdiction.

L. DoD officials shall report, through supervisory echelons to the ASD (I&L), attn: DASD (Environment and Safety), any situation resulting from compliance with procedures in this Instruction that

could impair the national defense mission or adversely affect the national security.

M. The general principles contained in this subsection shall apply to safety and health officials from States which do not have OSHA approved occupational safety and health plans when exercising authority described in paragraph IV.A.3.

VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Three copies of implementing instructions shall be forwarded to ASD (Installations and Logistics) within 90 days.

FRANK A SHRIVER
Assistant Secretary of Defense
(Installations and Logistics)

Enclosure - 1
Definitions

DEFINITIONS

A. OSHA. Occupational Safety and Health Administration, Department of Labor.

B. Federal OSHA Official. Investigator or compliance officer employed by, assigned to, or under contract to, OSHA.

C. State OSHA Official. Investigator or compliance officer employed by a State which has an OSHA-approved occupational safety and health plan.

D. Department of Defense Installation. A grouping of facilities, located in the same vicinity, within the territorial limits specified in paragraph I of the basic instruction, which support particular DoD functions. Installations may be elements of a base, including locations such as posts, camps, stations, etc., or may be mobile platforms.

E. Exclusive Federal Jurisdiction. (Otherwise termed "exclusive legislative jurisdiction"). This term is applied to situations wherein the Federal Government has received, by whatever method, all the authority of the State, with no reservation made to the State except of the right to serve process resulting from activities which occurred off the land involved.

F. Closed Area. A controlled area established to safeguard classified material which, because of its size or nature, must be safeguarded by controlling access in accordance with DoD 5220.22-M (reference (f)).

G. Administrative Contracting Officer (ACO). A person who is a designated contracting officer, and who performs administrative functions listed in Armed Services Procurement Regulation, Section 1 - 406, (reference (l)).

H. Cognizant Security Office. The Defense Contract Administrative Services Region Office of the Defense Supply Agency having contract administrative services jurisdiction over the geographical area in which the contractor workplace is located (reference (e) paragraph 1 - 211).

I. DoD Contractor. A non-Federal employer engaged in performance of a DoD contract, whether as prime contractor or subcontractor.

J. DoD Contractor Workplace. Any place where work currently is being, recently has been, or will be, performed by contractor employees under a DoD contract, including a reasonable access route to and from the workplace. "Contractor workplace" does not include any area, structure, machine, apparatus, device, equipment, or material therein, with which the contractor employee is not required or reasonably expected to have contact; nor does it include any working condition for which OSHA jurisdiction has been preempted pursuant to Section 4 (b) (1) of Public Law 91-596 (reference (a)).

K. Imminent Danger. Any condition or practice in any DoD contractor workplace which is such that a danger exists which could reasonably be expected to cause a death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures.

Department of Defense
INSTRUCTION

October 26, 1984
NUMBER 6055.1

ASD(MI&L)

SUBJECT: DoD Occupational Safety and Health Program

References: (a) DoD Instruction 6055.1, "Department of Defense Occupational Safety and Health (OSH) Program," September 30, 1981 (hereby canceled)
(b) DoD Instruction 6055.2, "Personal Protective Equipment," May 3, 1978 (hereby canceled)
(c) DoD Instruction 1000.18, "Federal and State Occupational Safety and Health Inspections and Investigations at Contractor Workplaces on Department of Defense Installations," June 29, 1976 (hereby canceled)
(d) DoD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," March 29, 1979
(e) through (bb), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) and incorporates guidance in references (b), (c), and (d), thereby updating the policy, procedures, and responsibilities for administering a comprehensive DoD on-the-job occupational safety and health (OSH) program.

2. Cancels references (b) and (c).

3. Implements the provisions of references (e), (f), and (g) as they apply within the Department of Defense.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the National Guard Bureau), the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components"). For the purposes of this Instruction, the Army-Air Force Exchange Service is considered a DoD Component.

2. Encompasses all DoD personnel and operations worldwide. These provisions consider limitations on the applicability of references (e), (f), and (g), including the exemptions or exceptions from Department of Labor (DoL) oversight for military personnel, military-unique workplaces, specific conditions governed by other statutory authorities, and, in certain overseas areas, conditions governed by international agreements.

This DoD Instruction does not preclude DoD Components from prescribing supplementary requirements for special conditions, including those conditions over which the DoD Component itself, or in coordination with other Federal agencies, exercises statutory authority for safety and health matters.

3. Does not apply generally to DoD contractor personnel and operations, except for inspection requirements prescribed in enclosure 2 for specific conditions of contractor operations on DoD facilities or vessels. In all other matters affecting the safety and health of contractors' employees, the contractor is responsible directly to Federal or state Occupational Safety and Health Administration (OSHA) authorities as described in enclosure 4.

C. DEFINITIONS

Terms applicable to this Instruction are defined in enclosure 5.

D. POLICY

It is DoD policy that DoD Components shall establish and maintain comprehensive, aggressive OSH programs to protect all DoD personnel from work-related deaths, injuries, or occupational illnesses. Such programs shall conform to requirements in this Instruction.

E. RESPONSIBILITIES

1. The Heads of DoD Components shall:

a. Establish programs to implement the requirements of this Instruction. Such programs shall be under the cognizance of the safety and occupational health officials designated in accordance with paragraph D.3.a. of DoD Directive 1000.3 (reference (d)).

b. Ensure that the DoD Component budget submission includes appropriate financial and other resources to implement and administer effectively the component's OSH program under 29 U.S.C. 651 (reference (e)).

2. The Director, Washington Headquarters Services, shall:

a. Conduct the OSH program for the OSD and the OJCS, while implementing the requirements of this Instruction and other applicable OSH guidance issued to DoD Components.

b. Consistent with the responsibilities assigned in DoD Directive 5110.4 (reference (h)), establish and publish procedures to assist DoD Components in identifying and abating hazardous conditions in DoD-occupied, General Services Administration (GSA)-controlled administrative space and in DoD common-support facilities in the National Capital Region (NCR). These procedures shall provide for liaison with GSA to ensure required GSA support in accordance with the Federal Property Management Regulation (FPMR) (reference (i)).

c. Develop an industrial-hygiene workplace monitoring and support schedule in the NCR using available military and civilian industrial hygienists. The schedule shall ensure that NCR hazardous workplaces not within the specific jurisdiction of any other DoD Component are surveyed annually.

F. PROCEDURES

Program requirements and procedures are contained in enclosures 2, 3, and 4.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing instructions to the Assistant Secretary of Defense (Manpower,Installations, and Logistics) within 120 days.

Jerry L. Calhoun
Acting Assistant Secretary of Defense
(Manpower, Installations & Logistics)

Enclosures - 5
1. References
2. DoD OSH Program Requirements and Procedures
3. DoD Personal Protective Equipment Program Policy and Responsibilities
4. Guidance and Procedures for Federal and State OSH Inspections and Investigations at Contractor Workplaces on DoD Installations
5. Definitions

REFERENCES, continued

(e) Public Law 91-596, "Occupational Safety and Health Act of 1970," as amended (29 U.S.C. 651 et seq. (1976))
(f) Executive Order (E.O.) 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
(g) Occupational Safety and Health Administration (OSHA), Department of Labor, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," October 21, 1980 (29 CFR 1960)
(h) DoD Directive 5110.4, "Washington Headquarters Services," October 1, 1977
(i) Federal Property Management Regulation "Management of Buildings and Grounds," Chapter 101, "Accident and Fire Prevention Standards" (41 CFR 101)
(j) DoD Instruction 6050.5, "Hazardous Material Information System," January 25, 1978
(k) DoD Instruction 6055.7, "Mishap Investigation, Reporting and Recordkeeping," December 16, 1981
(l) Title 29, Code of Federal Regulations, Subtitle B - "Regulations Relating to Labor (Continued)," Chapter XVII, "Occupational Safety and Health Administration, Department of Labor," Part 1900, et seq.
(m) Title 5, United States Code, Section 71
(n) DoD 4270.1-M, "Construction Criteria," December 1983, authorized by DoD Directive 4270.1, July 11, 1983
(o) DoD Instruction 5000.36, "System Safety Engineering and Management," December 6, 1978
(p) Field Operations Manual, Occupational Safety and Health Administration (OSHA), United States Department of Labor, OSHA Instruction CPL 2.45A (current edition)[1]
(q) DoD 5000.12-M, "DoD Manual for Standard Data Elements," December 1982, authorized by DoD Instruction 5000.12, April 27, 1965
(r) DoD Directive 4270.24, "Unspecified Minor Construction, Emergency Construction, and Restoration or Replacement of Damaged or Destroyed Facilities," March 21, 1983
(s) DoD Instruction 6055.5, "Industrial Hygiene and Occupational Health," April 30, 1980
(t) OFSS-0001, "Federal Supply Schedule Program Guide," September 1977
(u) Title 42, United States Code, Sections 2012, 2021, 2121(b), and 2201(b), "Atomic Energy Act of 1954," as amended
(v) Title 33, United States Code, Section 941
(w) Assistant Secretary of Defense (I&L) Memorandum, "Contractor Relationships with Respect to the Occupational Safety and Health Act of 1970," March 29, 1974 (as reissued in Defense Procurement Circular 75-1, July 30, 1975)
(x) DoD 5220.22-R, "Industrial Security Regulation," February 1984, authorized by DoD Directive 5220.22, December 8, 1980
(y) Title 18, United States Code, Section 795
(z) Executive Order (E.O.) 10104, "Definitions of Vital Military and Naval Installations and Equipment," February 1, 1950

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[1] Available from: Superintendent of Documents, U.S. Government Printing Office, Dept 33, Washington, DC 20402 (request publication number OSHA 2081)

(aa) Title 5, United States Code, Section 552, as amended by Public Law 93-502, "Freedom of Information Act"
(bb) Title 5, United States Code, Section 552a, as amended by Public Law 93-579, "Privacy Act of 1974"
(cc) Federal Acquisition Regulation, "Contract Administration," Part 42
(dd) DoD 5220.22-M, "Industrial Security Manual for Safeguarding Classified Information," March 1984, authorized by DoD Directive 5220.22, December 8, 1980

DoD OSH PROGRAM
REQUIREMENTS AND PROCEDURES

1. General Administration

a. Management Responsibility. The operation of an effective on-the-job OSH program is a line management responsibility at all echelons. Responsible DoD officials at each management level, including first-line supervisors, shall, to the extent of their authority, comply with OSH program guidance and regulations and provide DoD personnel safe and healthful working conditions. Performance evaluations of those responsible DoD officials shall reflect personal accountability in this respect, consistent with the duties of the position, with appropriate recognition of superior performance, and conversely, with corrective administrative action, as appropriate, for deficient performance.

b. Nonsupervisory Personnel Responsibilities. Nonsupervisory DoD personnel shall comply with all applicable OSH program rules and regulations. Specifically, this requirement shall include compliance with work safety and health standards, proper use of personal protective equipment and clothing, and prompt reporting to DoD management of unsafe conditions, hazardous exposure, or occupational injury or illness. Failure to comply with this requirement can form the basis for administrative action.

c. Specialized Staffing. Officials shall be designated at echelons of command consistent with the DoD Component's organizational structure, including installation and unit levels, to serve as principal command advisers, monitors, and points of contact for OSH matters. The assignment of such responsibility as a primary or collateral duty; the professional qualifications, grade, and military or civilian status of such officials; and the size and qualifications of their respective staffs will vary according to the mission, size, and organization of the commands concerned. These are matters that must be resolved within each DoD Component. However, regardless of internal administrative relationships, it is essential that safety, occupational health, injury compensation, and fire protection staff personnel work in close coordination. Overall staffing of these functions, including supporting organizations such as safety centers and environmental health centers of the Military Departments, shall be sufficient to carry out all of the responsibilities in this Instruction.

d. Protection Against Reprisal

(1) As a matter of equity and to protect the integrity of both the hazard identification system and mishap investigations, DoD Components shall establish positive procedures to protect all DoD personnel from coercion, discrimination, or reprisals for participation in the OSH program. Such procedures shall include provisions to preserve individual anonymity, when requested; to ensure prompt, impartial investigation of allegations of reprisal; and to provide appropriate administrative action when such allegations are substantiated. The use of inspector general channels to investigate such allegations is appropriate for military complaints. The use of either administrative or negotiated grievance procedures, as applicable, is the remedial measure for civilian employee complaints.

(2) Under the provision of 29 CFR 1960 (reference (g)), the above protection against reprisal extends specifically to the right of a civilian employee to decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard-reporting and abatement procedures. In this situation, both the affected employee and local management shall be entitled to the considered opinion of a qualified safety, fire prevention, or health professional on the extent of the hazard.

e. Dissemination of Information

(1) Specific work safety and health procedures and precautions regarding hazards, including hazardous materials, applicable to individual workplaces, as well as hazard report forms, shall, to the maximum practicable extent, be readily available at the workplace. Component programs shall ensure that personnel are informed of the location, availability, and procedures to obtain additional technical safety information that they may require. See DoD Instruction 6050.5 (reference (j)) for additional information on the collection and distribution of data on hazardous materials.

(2) In addition, DoD personnel shall be informed of the location and means to contact the local OSH office or offices serving their installation, facility, or unit, and of the nature and scope of program information, applicable regulations, basic reference standards, and specialized consultations that are available in such offices.

(3) Installations shall maintain copies of 29 U.S.C. 651 et seq., E.O. 12196, 29 CFR 1960 (references (e), (f), and (g)), applicable DoD OSH standards, and DoD Components' program Directives or Instructions directly applicable to the installation. Those publications shall be maintained at the safety office or another central location and shall be available for ready reference. DoD Components shall make individual copies of written Component program instructions that apply directly to the local installation available to supervisors and appropriate employee representatives.

(4) Posters that inform employees of the substance of references (e), (f), and (g), as implemented in this Instruction, shall be placed permanently in conspicuous locations at DoD civilian workplaces on DoD installations. The Director, Defense Logistics Agency, shall develop and stock such posters for DoD-wide use. The posters shall include a core text provided by DoL and appropriate additional details, as described in reference (g). All DoD Components, except the Military Departments, shall use this DoD poster. The Military Departments may use the DoD poster or design and distribute their own posters, using the DoL core text.

f. Reports, Recordkeeping, and Mishap Investigations

(1) Requirements for these program elements are contained in DoD Instruction 6055.7 (reference (k)).

(2) DoD installations that employ civilians shall maintain a log of all workplace injuries and illness using OSHA Form 200, "Summary Report of Occupational Injuries or Illness," or an equivalent form. The summary portion of the report shall be posted in a conspicuous place not later than 45 days after

the conclusion of the fiscal year. That summary portion of the report shall be posted for a minimum of 30 days. A similar log shall be maintained for military personnel, with on-duty and off-duty mishaps recorded separately.

(3) Within the Department of Defense, the right of access to relevant civilian employee exposure and medical records shall be in accordance with the provisions and definitions of 29 CFR 1910.20 (reference (l)), regardless of any argument concerning the applicability of that part to Federal agencies within the language of 29 CFR 1960 (reference (g)).

g. Use of Official Time. Use of official time and travel is authorized where participation in OSH program activities is prescribed in this Instruction.

2. OSH Standards

a. General

(1) DoD Components shall utilize and comply with the standards promulgated by OSHA under 29 U.S.C. 651 et seq. (reference (e)) in all nonmilitary-unique DoD operations and workplaces, regardless of whether work is performed by military or civilian personnel. Guidance for implementation is in subsection c., below. DoD Components may develop and apply standards that are alternate or supplemental to such OSHA standards, provided that the approval procedures described in subsections d. and e., below, are followed.

(2) Although these OSHA-prescribed or -approved standards are the primary measure of workplace safety and health, DoD Components shall, in addition, ensure compliance with other applicable regulatory standards related to OSH that are issued under statutory authority by DoD or other Federal agencies (such as the Departments of Transportation and Energy, the Environmental Protection Agency, the Nuclear Regulatory Commission, or the Food and Drug Administration).

(3) Conflicts between regulatory standards shall be referred to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) (ASD(MI&L)), who will bring the matter to the attention of the Secretary of Labor and other responsible Federal officials, as appropriate.

b. Military-Unique Equipment, Systems, Operations, or Workplaces (as defined in enclosure 5). DoD Components shall apply OSHA and other non-DoD regulatory safety and health standards to military-unique equipment, systems, operations, or workplaces, in whole or in part, insofar as practicable. When military design, specifications, or requirements render compliance infeasible, or when no regulatory standard exists for such military application, DoD Components shall develop and publish special military standards, rules, or regulations prescribing OSH measures.

c. Implementation of OSH Standards

(1) DoD Components shall implement OSH standards by any of the following methods:

(a) Issuance of Instructions or Regulations that adopt OSHA standards and other applicable safety-related regulatory standards by reference, or by verbatim reprint of those documents.

(b) Publication of DoD Component or cognizant command regulations, Directives, Instructions, manuals, or technical orders that incorporate the criteria of OSHA standards and other applicable safety-related regulatory standards in a format appropriate to the Component's mission, organization, operations, and administrative practices. Such publications may paraphrase, transpose, or adapt these standards to specific conditions without altering the basic criteria. Components also may incorporate additional specifications or requirements not included in the basic standards, applicable either in general or under prescribed conditions, to make those standards more informative or protective. Further, Components may prescribe more stringent exposure limits or monitoring frequencies than those in the basic OSHA standards. Finally, after consultation with employees, which shall include compliance with any applicable 5 U.S.C. 71 (reference (m)) requirements concerning labor management relations, Components may utilize provisions of the latest edition of an OSHA reference standard provided that such provisions are deemed equally or more stringent than the original Section 6 OSHA reference standard edition.

(2) Regardless of the form of implementation, DoD Components shall ensure that the implementing documents are:

(a) Current, including changes in the regulatory standards.

(b) Available, with the basic standards, at the installation level.

(c) Understood and complied with by affected personnel and implementation is enforced by supervisors. In cases of noncompliance, management should document the noncompliance and should consider disciplinary action against the offender and the supervisor, as appropriate.

(d) Applied, where appropriate, in the acquisition of goods and services and during the design, alteration, or construction of new or upgraded systems and facilities. In this regard, requirements of DoD 4270.1-M (reference (n)) and DoD Instruction 5000.36 (reference (o)) apply. Requirements for retrofit in applicable workplaces are in section 5., below.

(3) DoD Components shall implement OSHA emergency temporary standards (ETS) on the effective date established. Federal court rulings that advance or delay implementation of change, or that rescind OSHA standards, including ETS, shall be adhered to by DoD Components, although Components may continue to apply more stringent criteria than OSHA.

d. Alternate OSHA Standards-Approval Procedures. If a DoD Component desires to use a later edition of an OSHA Reference Standard when it is not obvious whether or not that later edition provides equal or greater protection than the original, or when a Component determines that an OSHA standard should be modified for application to particular working conditions of the Component that are not military-unique, a proposed alternate standard shall be developed and submitted to the ASD(MI&L) after consultation with other DoD Components and with affected employees or their representatives. The ASD(MI&L) will review the proposed standard and, barring nonconcurrence, forward the standard to the Secretary of Labor for approval. Upon approval of an alternate standard, the originating DoD Component may proceed with implementation and shall provide a copy of the final document to other DoD Components who, in turn, may elect to adopt the standard. The ASD(MI&L) shall maintain and publish a list of such approved alternate standards. The letter of transmittal to the ASD(MI&L) must contain:

(1) A statement explaining why the alternate standard is required.

(2) A description of the proposed alternate standard.

(3) An explanation of how the proposed alternate standard affords equal or greater protection than the standard or standards it replaces.

(4) An indication that employee or employee representative comments were solicited, and a summary of such comments.

(5) A description of interim protective measures in effect pending decision on the alternate standard.

e. Supplementary OSHA Standards Development Procedure. In workplaces where OSHA standards apply but do not cover, or only partially cover, existing conditions, DoD Components may adopt available national concensus standards or develop other protective measures to ensure the safety and health of DoD personnel. If the uncovered conditions are not military-unique, DoD Components shall (1) modify, as necessary, or adopt available national concensus standards as a supplementary standard, or (2) commence development of an original supplementary standard. In either case above, the DoD Component shall advise the ASD(MI&L), who will advise OSHA. Barring nonconcurrence from OSHA, the supplemental standard may be implemented upon completion. The ASD(MI&L) shall maintain and publish a list of such approved supplementary standards.

f. Joint-Use Facilities. When personnel of different DoD Components, or of DoD Components and other Federal agencies, work in the same installations, the DoD Components and other Federal agencies involved shall be governed by the host-agency standards. See FPMR (reference (i)) for procedures involving GSA. When other agency standards conflict with OSHA standards, DoD Components shall refer the matter to the ASD(MI&L).

g. Review of Proposed National Standards. The Military Departments and appropriate Defense Agencies shall review proposed safety and health standards or standards criteria published for comment by OSHA, other regulatory agencies, the National Institute of Occupational Safety and Health (NIOSH), and concensus standards organizations. Appropriate comments will be submitted directly to the agency concerned, unless a consolidated DoD response is requested. Inputs for a consolidated DoD response will be forwarded to the ASD(MI&L).

3. Inspections. DoD Components shall conduct inspection programs to identify hazardous conditions and work practices in all DoD workplaces. In addition, DoD Components shall prescribe and conduct inspection programs of contractor operations that take place on DoD installations and vessels in order to protect DoD personnel and property and to enforce compliance with those specific OSH standards prescribed by the Department of Defense or DoD Components.

a. DoD Workplace Inspections. The following requirements apply to formal inspections, as distinguished from routine, day-to-day evaluation and monitoring visits by local DoD OSH personnel.

(1) Installations and operations where DoD personnel are employed regularly shall be inspected formally, at least annually. Inspections of workplaces in contractor installations where fewer than 25 DoD personnel are employed shall be at the DoD Component's discretion, based on existing conditions. While no formal annual inspection is required, the DoD Component is required to ensure the health and safety of their employees in the contractor facility. Potential high-risk areas on DoD installations shall be inspected more frequently, based upon assessment of the exposure and potential severity of hazards. DoD Components shall establish guidelines for frequency and other details of these additional inspections. Upon request of the civilian personnel office, qualified safety and health professionals shall evaluate specific workspaces and conditions and provide the civilian personnel office a professional opinion as to whether or not current criteria for award of environmental differential pay or hazard pay differentials are met.

(2) Personnel who conduct such formal inspections shall have the technical knowledge to identify hazardous conditions. DoD Components shall determine minimum qualifications for inspectors, based on an evaluation of field conditions and the complexity of the area of operation to be inspected. Inspectors shall be provided with appropriate test equipment.

(3) Formal inspections may be conducted with or without prior notice. No-notice inspections shall be conducted when, in the judgment of safety and health personnel, those inspections would provide a more accurate assessment of actual operating conditions and practices.

(4) Inspectors shall consult with authorized employee representatives or, in their absence, workplace personnel on matters affecting the employees' safety and health. Inspectors may offer the employees, or their representatives, the opportunity to identify unsafe or unhealthful working conditions. Inspectors should take advantage of the expertise available from local sources. The inspector is authorized to deny accompaniment to any person whose presence or conduct interferes with a fair and orderly inspection.

(5) IMMINENT DANGER SITUATIONS DISCOVERED DURING AN INSPECTION SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE AFFECTED EMPLOYEES AND APPROPRIATE SUPERVISORY PERSONNEL, INCLUDING THE INSTALLATION HEAD, IF NECESSARY, AND IMMEDIATE MEASURES SHALL BE TAKEN TO ELIMINATE OR REDUCE THE HAZARD, OR TO CEASE OPERATIONS AND WITHDRAW EXPOSED PERSONNEL.

(6) Upon completion of a formal inspection:

(a) Conducted by an oversight organization, a closing conference shall be held and a notice of unsafe or unhealthful working conditions shall be prepared for each risk-assessment code (RAC) 1, 2, or 3 hazard that was not corrected immediately. The official in charge of the workplace, or a designated representative, and an appropriate employee representative shall be given the opportunity to participate in the closing conference.

(b) Conducted by command OSH professionals, the inspectors shall confer with the official in charge of the workplace or a designated representative to advise that official of any unsafe or unhealthful working conditions identified during the inspection. A notice of unsafe or unhealthful working conditions must be posted for each hazard with a RAC 1, 2, or 3 that was not corrected immediately. An appropriate employee representative shall be given the opportunity to participate in any such conference.

(7) Written reports of workplace inspections shall be forwarded to appropriate functional managers or local commanders for action to ensure correction of deficiencies. These reports shall cite criteria or Directives violated, other unsafe work practices, and management deficiencies observed. The report shall include the notices of unsafe or unhealthful conditions and recommended corrective actions. It shall be retained on file until the deficiencies have been corrected and for at least 5 years thereafter.

(8) Copies of each notice of unsafe or unhealthful conditions shall be given to the appropriate official in charge of the workplace and any participating employee representative. In nonmilitary-unique workplaces, notices shall be posted by the official in charge at or near each place that an unsafe or unhealthful condition exists or existed. Where, because of the nature of the workplace, it is not practicable to post the notice at or near the hazard, it shall be posted in a prominent place where it will be observable readily by all affected personnel. In military-unique workplaces, the same or modified notices shall be posted, as feasible. Delivery and posting shall take place within 15 days after the inspection for safety violations and 30 days from the date that it is determined that a hazard exists for health violations. The notices shall remain posted for 3 working days or until correction, whichever is later. All posted notices shall describe the nature and severity of the violation, the substance of the abatement plan, and interim protective measures.

(9) Procedures shall be established to document and followup the correction of deficiencies identified during an inspection.

(10) Inspections of areas containing classified information shall be conducted following policies outlined in DoD Component security regulations.

(11) In nonmilitary-unique workplaces staffed with civilian personnel, the additional requirements below apply for formal annual inspections conducted by the command and for oversight inspections conducted by a higher authority.

(a) Appropriate representatives of civilian employees and recognized employee organizations shall be notified when management receives prior notice of an inspection.

(b) A representative of the official in charge of a workplace and authorized representatives of civilian employees shall be afforded an opportunity to accompany the inspector during the physical inspection of workplaces. The employee representative shall be selected by the civilian employees, either directly, or when applicable, pursuant to agreements reached with labor organizations representing such employees. Such representatives may be different persons during separate phases of the inspection.

b. DoL Inspections and Investigations of DoD Working Conditions. In accordance with the provisions of E.O. 12196 (reference (f)), OSHA and NIOSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of all DoD workplaces except military-unique workplaces (defined in enclosure 5) and nonmilitary-unique workplaces that are staffed exclusively with military personnel.

(1) Such inspections may be (a) in response to a complaint from a DoD civilian employee or employee representative, (b) in conjunction with OSHA's annual evaluation of agency programs, (c) part of the OSHA targeting program at installations with high compensation claims rates, or (d) solely at the discretion of the Secretary of Labor.

(2) Procedures for such inspections conform generally to those described above for internal DoD inspections. Those procedures are in Chapter 13 of the OSHA Field Operations Manual (reference (p)).

(3) DoL representatives shall be admitted to conduct inspections at appropriate DoD workplaces without delay, at reasonable times, and in a reasonable manner.

(4) DoL representatives initially will report to the DoD installation commander or the commander's representative. They shall be required to show proof of appropriate security clearance if entry into closed areas is required. A closing conference with the installation commander or that commander's designee shall be arranged before the DoL inspector's departure. The installation commander shall invite authorized representatives of employees to attend the opening and closing conferences.

(5) DoL representatives shall, upon request, be provided access to safety and health information on worksites to be visited. Such information may include data on hazardous materials in use, copies of recent DoD inspection or survey reports, employee hazard reports, abatement project information, and accident or injury compensation claims data.

(6) When DoL representatives issue hazard correction lists (HCLs), as outlined in Chapter 13 of the OSHA Field Operations Manual (reference (p)), local DoD officials should treat such HCLs in the same manner as internal DoD notices of unsafe or unhealthful working conditions, provide for prompt abatement of hazards and initiation of interim safeguards, and notify the issuing office.

(7) Response to DoL inspection reports shall originate at the local level. Unresolved conflicts may be elevated to a higher command and DoD echelons for interagency resolution. Normal internal communication within DoD command channels is encouraged to inform higher echelons of the results of DoL inspections and to coordinate responses to DoL.

(8) Components shall investigate and report mishaps involving civilian employees in accordance with DoD Instruction 6055.7 (reference (k)), including 48-hour telephone notification to the ASD(MI&L) of any serious occupational injury or illness that results in the death of a DoD civilian employee or in the hospitalization of 5 or more personnel when one is a DoD civilian employee. The ASD(MI&L) will, in turn, immediately notify the Office of Federal Agency Safety and Health Programs of the serious occupational injury or illness. Such notification shall relate the circumstances of the mishap, names of individuals involved, any actions taken or planned, and the status of the Component investigation. DoL officials shall be authorized, upon local request, to accompany DoD investigators during investigation of such accidents and shall be shown or provided pertinent DoD general use or legal mishap investigation reports as defined in reference (k) or summaries thereof. DoL officials may inspect for residual hazardous conditions at mishap sites on DoD installations.

4. Hazard Reports. Early detection of unsafe or unhealthful working conditions and prompt correction of related hazards at the lowest possible working level are essential elements of mishap prevention. Accordingly, DoD Components shall operate hazard identification and reporting programs that contain provisions to:

a. Publicize the existence of the programs and inform all DoD personnel of their right and obligation to report hazardous situations to appropriate DoD officials. Full involvement of military and civilian personnel and, when applicable, labor organizations representing civilian personnel, is essential.

b. Hold first-line supervisors primarily responsible for investigating and correcting any hazardous condition that they observe or have reported to them, and for reporting such condition promptly to a superior authority or local safety and health officials if immediate onsite correction is not possible.

c. Encourage employees to make oral reports to supervisors as the most prompt and effective method of identification and, for imminent danger situations, make initial oral reports mandatory.

d. Simplify and standardize procedures for submitting written reports of hazardous conditions to local safety and health officials and ensure that standard hazard report forms are available readily at workplaces for employees to use, whether or not oral reports are made. Existing data elements from DoD 5000.12-M (reference (q)) will be used in these reports when practicable.

e. Protect the identity of the person making a report if that person does not want his or her name revealed.

f. Ensure the investigation of valid reports as soon as possible but no longer than 24 hours for imminent danger situations, 3 working days for potentially serious situations, and 20 working days for lesser conditions.

g. Provide an interim or complete response in writing to the originators of all reports within 15 working days of the completion of the inspection for safety violations (30 days for health violations) or within 15 working days of the receipt of the report if no inspection is considered warranted. In the latter case, the rationale for the lack of an inspection should be stated. If an interim response is made, an expected date for the complete response shall be provided.

(1) If an inspection discloses that a hazardous condition exists, the complete response shall include a summary of the action taken or the expected action and a correction plan. If the inspection results in a determination that no significant hazard exists, the reply shall include the basis for that determination.

(2) The complete response shall encourage but not require the originator to contact informally the installation safety or health officials if he or she requires additional information or is dissatisfied with the response to a report. The complete response also shall indicate the appropriate channel or channels available for formal appeal.

h. Ensure that reports of hazardous conditions that cannot be corrected immediately are logged. Copies of all written reports of unsafe or unhealthful working conditions and records of action taken are to be retained at a reasonably accessible location, including a Federal records retention center, for at least 5 years after the end of the calendar year to which the reports relate.

5. Correction of Hazardous Conditions. DoD Components shall establish systematic priority programs to correct or reduce hazardous conditions in all DoD workplaces.

a. Programs for abatement of hazards identified in military-unique equipment, systems, operations, or workplaces shall be implemented and funded in accordance with procedures and priorities established within the individual DoD Components.

b. Programs for abatement of hazards in nonmilitary-unique DoD workplaces shall include the following provisions:

(1) Primary Responsibility. The primary responsibility for correction rests with local command or management with assistance, as necessary, from higher authority. Components shall prescribe procedures to submit, review, prioritize, and fund valid projects that are beyond the capability of local authorities.

(2) IMMINENT DANGER SITUATIONS. IMMEDIATE ACTION SHALL BE TAKEN TO ELIMINATE OR REDUCE SUBSTANTIALLY HAZARDS THAT CONSTITUTE IMMINENT DANGER SITUATIONS, WHICH ARE DEFINED IN ENCLOSURE 5. WORK SHALL BE STOPPED AND EXPOSED PERSONNEL SHALL BE WITHDRAWN UNTIL SUCH ACTION IS TAKEN.

(3) RACs 1, 2, and 3. Hazards with RACs 1, 2, and 3 shall be corrected as promptly as practicable on a "worst-first" basis.

(4) RACs 4 and 5. Deficiencies with RACs 4 and 5 may be deferred for correction during scheduled repair or replacement, as provided in DoD Directive 4270.24 (reference (r)).

(5) Hazard-Abatement Plans. Hazards that have been assigned RACs 1, 2, and 3 and that require more than 30 days for correction shall be recorded in a formal installation hazard-abatement plan. Employees or representatives of employees exposed to hazardous conditions shall be informed of the provisions of the abatement plan. When applicable, a copy of the plan shall be provided to recognized labor organizations. The plan shall include the following standard data for each hazard (or logical grouping of similar hazards):

(a) *The date of hazard identification (year, month, and day) (YYMMDD).

(b) *The date of submission of the plan (YYMMDD).

(c) *The location of the hazard or hazards.

(d) A description of the hazard or hazards, including reference to applicable standards.

(e) *The RAC (with hazard severity, probability of single occurrence, and annual personnel exposure cited separately).

(f) A summary of interim measures adopted to protect employees from the hazard or hazards.

(g) A description of the abatement action, including the estimated cost and time required to accomplish the abatement action (from the starting date of that action). If the abatement action is delayed, an explanation of the circumstances of the delay shall be included.

(h) *The cost effectiveness index (CEI) (as described in enclosure 5).

(i) *The abatement priority number (as defined in enclosure 5).

*Items marked with an asterisk have been registered in the DoD Data Element Program.

(j) A closeout statement indicating the following:

1 The completed abatement action, actual cost of that action, and the date of completion.

2 If the process has been discontinued or if the worksite has been vacated.

(6) Deficiencies Involving GSA Facilities. FPMR (reference (i)) describes procedures to follow for deficiences that involve GSA. The following information, extracted from a memorandum of understanding between GSA and OSHA, further amplifies those procedures.

(a) To assist tenant agencies in determining the validity of agency reports of safety and health concerns, GSA will make available to tenant agencies a list of professional organizations and individuals that can provide agencies with workplace and industrial hygiene surveys. The tenant agency will bear the expense of any survey to identify and document their concerns. Upon completion of the survey and presentation of the resultant report to GSA by the agency in accordance with FPMR (reference (i)), GSA will then proceed to abate any conditions that need to be addressed. OSHA will cooperate with this procedure and, whenever OSHA receives an allegation of an unsafe or unhealthful condition, other than imminent danger situations, from a Federal agency occupying space under the authority of GSA, a response letter will be sent by OSHA alerting the tenant agency of the availability of the above list, with a copy to GSA. In the response letter to the tenant Federal agency, OSHA will request the agency to forward a copy of the resultant report findings, if any, to both OSHA and GSA. OSHA will then monitor GSA or the agency with respect to the abatement of the hazardous condition.

(b) If a serious hazard or an imminent danger situation is reported, OSHA will inspect or otherwise act to ensure that the condition is addressed in an expeditious manner.

(7) Deficiencies Involving Other DoD Components or Agencies. Correction of hazards that are the responsibility of another DoD Component, Federal agency, or private organization shall be brought to the attention of the appropriate party for corrective action. Problems that a DoD Component cannot resolve shall be referred to the ASD(MI&L).

(8) Funding for Hazard Abatement

(a) Operating plans and budgets shall include appropriate planning, programming, and resources to correct RAC 1, 2, and 3 hazards from the abatement plan according to abatement priority numbers and any supplemental DoD program guidance.

(b) Funding shall be accomplished generally from local operations and maintenance monies or overhead funds in industrially funded activities.

(c) All construction and modernization projects are required to incorporate safety, life-safety, fire protection, and health standards. Many existing hazards are abated as a by-product of new construction that has been justified for other reasons. However, military construction projects, whose paramount justification is abatement of such hazards, normally do not involve new construction, but typically consist of retrofit of one or more existing facilities, such as the installation or replacement of ventilation systems in places where toxic chemicals present hazards to personnel. An exception to this general rule could occur when a life-cycle analysis results in the determination that replacement or relocation of an existing facility is more cost effective than correction of multiple, or gross, existing hazards. In this regard, also see the requirements of DoD Instruction 5000.36 (reference (o)).

(d) When abatement projects require military construction funds or exceed local funding ceilings, local commanders shall submit such plans to a higher authority for review and centralized programming. Since such programs may involve substantial resources and are subject to program and budget review at the congressional level, the use of standardized methodology to determine abatement priority numbers is essential. Accordingly, DoD Components shall use the methodology described in enclosure 5 or a Component-developed, equally definitive methodology.

(e) DoD Components shall make provisions to account for actual expenditures for hazard abatement projects at all echelons of command.

6. OSH Training. Each DoD Component shall establish programs to provide appropriate OSH training for military and civilian personnel in the following groups: nonsupervisory personnel, representatives of civilian employees, first-line supervisors, commanders and other senior officials, full-time OSH personnel, and collateral-duty OSH personnel. The goal of such training programs is to enable each person to participate effectively in the Component's program and to perform his or her work in a safe and healthful manner. Additional specifics related to occupational health are in DoD Instruction 6055.5 (reference (s)).

a. To encourage efficient use of DoD resources and to avoid unnecessary duplication, DoD Components shall, before establishing additional OSH training and education resources, consider the use of existing programs in other DoD Components or Federal agencies.

b. DoD Component procedures to implement the guidance set forth above shall include the following minimum requirements:

(1) Nonsupervisory Personnel Training. Specialized job safety and health training appropriate to the work performed, including the provisions of relevant OSH standards, hazards associated with any materials used in the workplace, hazard reporting, and provisions of the DoD Component OSH program. The training also shall include protection and obligations of personnel under this and related DoD Instructions and the Component's implementing guidance.

(2) Civilian Employee Representatives. Training to prepare such representatives to assist in the maintenance of safe and healthful workplaces. The extent of any such training, in addition to that given other employees, shall depend on local needs.

(3) Supervisors. In supervisors' responsibilities, include training for (a) providing and maintaining safe and healthful working conditions for employees; (b) recognition, reporting, and elimination of hazards; (c) employee safety motivation; (d) mishap investigation; and (e) development of other skills required to implement the DoD Component's program at the working level.

(4) Senior- and Middle-Grade Commanders and Management Officials. Such orientation and background information as required to establish policy and direct the management of the DoD Component's OSH program.

(5) Full-time OSH Personnel. Formal and informal training courses, educational programs, and other activities to enable those personnel to function effectively as professional advisors to commanders or management officials. Provide training and work assignments to encourage professional certification and career development.

(6) Collateral-Duty OSH Personnel. Include such training as required for the performance of the duties specified in DoD Component programs.

7. Councils and Conferences

a. DoD Safety and Occupational Health Councils

(1) The Department of Defense has opted not to establish OSH committees that conform to the provisions of E.O. 12196 (reference (f)). At the national level, the DoD Safety and Occupational Health Council, established under DoD Directive 1000.3 (reference (d)), shall address matters under the purview of this Instruction.

(2) At the installation level, DoD Components shall (a) operate local safety and occupational health councils to foster mutual cooperation and open channels of communication, (b) make recommendations to the installation commander, and (c) perform such additional tasks as the commander or the council chairman may direct. Although these councils are established under this Instruction primarily to address on-the-job personnel safety and health matters, the scope of their considerations may, and should, be expanded to include other safety concerns of the command.

(a) Such councils shall be chaired by the installation commander or the commander's designee, who shall be a senior line-management official.

(b) Councils shall meet regularly (at least quarterly) and shall publish the minutes of the meetings.

(c) Membership of these councils shall include representatives of appropriate functional areas, such as line and staff supervision, safety, occupational health, fire prevention, traffic control, personnel, facility engineering, injury compensation, and, when applicable, representatives of recognized labor organizations.

(d) All correspondence from these councils shall be confined to DoD channels.

(e) DoD Components may exempt from the requirements of this paragraph installations that have very small populations.

(3) Establishment of councils at DoD Component headquarters, major commands, or intermediate echelons, and at local shop or division levels shall be at the Component's discretion.

b. Federal Advisory Council on OSH. The Department of Defense shall participate in the activities of the Federal Advisory Council on OSH and shall provide representation from DoD Components on its various committees and subcommittees.

c. Field Federal Safety and Health Councils. DoD Components are encouraged strongly to support these councils and make available, where appropriate, facilities for meetings and educational resources (films, libraries, or guest speakers). Normally, official representation from an installation shall consist of one management representative and one representative of civilian employees, both on official time. Additional participation is at the discretion of DoD Components in accordance with perceived benefits.

d. Federal Safety and Health Conferences. Attendance and participation of DoD personnel in regional and national Federal OSH conferences are encouraged when DoD's programs will benefit from those conferences. Components or major commands that plan to sponsor OSH seminars or workshops should consider scheduling such meetings in conjunction with a Federal Safety and Health Conference.

8. Goals, Objectives, and Self-Evaluation

a. In order to provide direction of effort and meaningful program evaluation, each DoD Component shall establish annual goals and objectives appropriate to the Component's size, mission, organization, and identified problem areas. Complementary goals and objectives should be established for subordinate echelons of command.

b. DoD Components shall establish procedures to evaluate the effectiveness of OSH programs at all command levels. These evaluations shall consider compliance with Component program directives issued to implement this and other related DoD Instructions, the substantive results of mishap prevention efforts as determined from an analysis of data generated under DoD Instruction 6055.7 (reference (k)), and the accomplishment of Component goals and objectives. Each DoD installation shall receive an onsite evaluation from an appropriate higher command at least once every 3 years.

9. Acquisition of Materials and Material-Safety Data Sheets

a. DoD Components shall ensure that supplies, equipment, devices, and other material procured by or for themselves, other DoD Components, or other Federal agencies are safe for their intended use and comply with applicable Federal safety and health standards and labeling requirements. If a procured item subsequently is discovered to be unsafe when used according to directions, the procuring Component shall advise all known recipients.

b. Suitable safeguard controls shall be established for items recalled by the manufacturer for safety and health reasons, either voluntarily or on advice from regulatory authority. The decision to recall items from in-use status shall be determined in each case according to the severity of the hazard.

c. In addition to DoD distribution, the Director, Defense Logistics Agency, shall make available to other Federal agencies microfiche copies of the automated DoD files of material-safety data sheets, on a reimbursable basis, through the Government Printing Office or the National Technical Information Service.

DoD PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY AND RESPONSIBILITIES

1. POLICY

a. Whenever feasible, occupational hazards will be eliminated through engineering or management controls. (DoD Instruction 5000.36, reference (o), should be used for new procurement or modernization programs for systems, subsystems, equipment, and facilities.)

b. Personal protective equipment appropriate to the work situation shall be provided by the DoD Component concerned at Government expense in the following situations:

(1) When engineering or management controls are not feasible.

(2) When development or installation of engineering controls are pending.

(3) When short-term, nonroutine operations, for which engineering controls are not practical, occur.

(4) When emergencies are involved; such as spills (including cleanup operations), ventilation malfunctions, emergency egress, and damage-control activities.

c. A DoD Components' usage of environmental differential pay or hazard pay differentials for civilian employees, when warranted, does not obviate the responsibility to provide appropriate personal protective equipment and to continue efforts to eliminate or reduce any hazardous conditions that justify such pay.

d. Nonappropriated fund activities shall provide personal protective equipment from their own funds, unless provided for in a host-tenant agreement.

2. RESPONSIBILITIES

Heads of DoD Components, while administering their agencies' OSH programs, shall:

a. Evaluate workplaces, including applicable hazardous material data, to determine personal protective equipment requirements. Qualified safety and health personnel shall perform these evaluations and select appropriate personal protective equipment.

b. Ensure that personal protective equipment conforms to OSH standards, including the certification and specification requirements. Problems encountered with personal protective equipment procured through GSA shall be reported to GSA per procedures in the Federal Supply Schedule Program Guide (reference (t)). Problems that cannot be resolved through this process shall be referred to the ASD(MI&L).

c. Conduct appropriate medical evaluations to determine each employee's capability to perform assigned tasks when there is a reasonable expectation that the use of protective equipment may result in undue physiological stress.

d. Train personnel in the selection, use, inspection, and care of personal protective equipment required for their work situation and maintain records of such training.

e. Ensure that protective equipment worn by personnel is fitted properly.

f. Ensure that appropriate periodic inspection, cleaning, disinfection, and maintenance of personal protective equipment is performed by qualified personnel.

g. Provide proper storage of personal protective equipment to protect against environmental conditions that might degrade the effectiveness of the equipment or result in contamination during storage.

h. Ensure compliance with the prescribed use of personal protective equipment. All supervisors and managers should become involved in this effort by personal example and precept. In cases of noncompliance, managers shall document the noncompliance and consider disciplinary action as a corrective measure against the offender and the supervisor, as appropriate.

i. Identify instances of nonuse, misuse, or malfunction of personal protective equipment that result in injury or occupational illness to DoD personnel. These deficiencies shall be reported as causal factors in the mishap reporting system established by DoD Instruction 6055.7 (reference (k)), with sufficient detail to permit evaluation and correction of problems associated with the deficiencies.

GUIDANCE AND PROCEDURES FOR FEDERAL AND STATE OSH INSPECTIONS AND INVESTIGATIONS AT CONTRACTOR WORKPLACES ON DOD INSTALLATIONS

1. GUIDANCE

a. The Occupational Safety and Health Act of 1970 (reference (e)) provides for the development, promulgation, and enforcement of OSH standards. DoD contractors operating from DoD or privately owned facilities, located on or off DoD installations, are "employers" as defined in reference (e), and are subject to enforcement authority by Federal and state safety and health officials as stated in the following:

(1) In accordance with reference (e), Federal and state OSHA officials must be granted access to DoD contractor workplaces on DoD installations without delay and at reasonable times, except as otherwise provided in this Instruction.

(2) Subject to the terms of any variance, tolerance, or exemption granted by the Secretary of Labor pursuant to reference (e), a state may exercise jurisdiction over OSH matters involving a DoD contractor workplace, provided the state has an OSH plan approved by the Secretary of Labor. DoD contractors will be responsible for determining the status of applicable state OSH plans.

(3) Authorized safety and health officials from states without OSHA-approved OSH plans may, subject to the exceptions provided elsewhere in this enclosure, exercise jurisdiction over OSH matters involving a DoD contractor workplace only when there are no relevant OSHA standards applicable to the work in progress.

(4) Federal OSHA officials may perform OSH inspections in DoD contractor workplaces situated in areas where the United States holds exclusive Federal jurisdiction.

(5) Regardless of whether or not a state has a federally approved plan, state safety and health officials have no authority in DoD contractor workplaces situated in areas where the United States holds exclusive Federal jurisdiction. Only Federal inspectors may exercise authority in exclusive Federal jurisdiction areas.

(6) The Occupational Safety and Health Act of 1970 (reference (e)) does not authorize the Secretary of Labor to assert authority over working conditions for which another Federal agency, or any state agency acting under the Atomic Energy Act of 1954 (reference (u)), exercises statutory authority to prescribe or enforce standards or regulations affecting OSH.

(7) Pursuant to the provisions of 33 U.S.C. 941 (reference (v)), when contractor work is performed aboard vessels in drydock or afloat within Federal maritime jurisdiction, Federal OSHA standards apply and inspections and investigations shall be performed by Federal OSHA officials.

b. OSH standards promulgated under provisions of reference (e) are enforceable by Federal or state OSHA officials as follows:

(1) Federal OSHA officials will enforce only Federal standards in DoD contractor workplaces.

(2) State OSHA officials operating under a federally approved plan may enforce state standards.

c. Pursuant to DoD Directive 4270.24 (reference (r)), DoD contractors have the responsibility of responding to any citations issued by Federal or state OSHA officials for violations of applicable standards.

d. Full informtion regarding citations and notices issued to DoD contractors for violations of Federal or state OSHA standards involving DoD-furnished equipment, facilities, or other property shall be referred to the responsible administrative contracting officer (ACO) for appropriate action in accordance with The Assistant Secretary of Defense (I&L) Memorandum (reference (w)).

2. PROCEDURES

a. DoD contractor workplaces may be inspected and mishap or compliance investigations may be conducted by Federal or state OSHA officials, subject to the exceptions noted in subsection 1.a. of this enclosure.

b. DoD contractors will not be provided advance notice of OSH inspections by Federal or state OSHA officials, except (1) in cases of apparent imminent danger to any DoD or contractor employee, or (2) when requested by Federal or state OSHA officials. Any person who violates the provisions of this subsection is subject to a fine of not more than $1,000 or imprisonment for not more than 6 months, or both.

c. Federal or state OSHA officials shall present appropriate identifying credentials and state the purpose of their visit to the DoD installation commander or that commander's authorized representative and the ACO (if appropriate) before conducting an inspection of a DoD contractor workplace that is situated on a DoD installation.

d. When Federal or state OSHA officials require entry to a closed area and cannot effectively be denied access to the classified material therein, the following procedures shall apply:

(1) The contractor immediately shall notify the OSHA official and the DoD activity exercising security supervision over the contractor's workplace (See DoD 5220.22-R, reference (x)) of the OSHA official's need for a personnel security clearance in order to enter the closed area.

(2) The DoD security activity shall verify that access to classified material cannot be denied the OSHA official through such means as covering the material to deny visual access.

(3) In the case of a Federal OSHA official, the DoD security activity, after verifying the need for a personnel security clearance, shall contact the cognizant security office and request verification of the Federal OSHA official's personnel security clearance. If the OSHA official's name is not on the list of cleared Federal OSHA personnel furnished to the cognizant security office, that office shall contact the OSHA regional or area office and request an appropriately cleared OSHA official.

(4) In the case of a state OSHA official, the DoD security activity, after verifying the need for a personnel security clearance, shall, in coordination with the state OSHA official, request the cognizant security office to contact the nearest OSHA regional or area office for a cleared Federal OSHA official to conduct the necessary inspection of the closed area.

e. Federal and state OSHA officials shall be accompanied on their inspections and investigations by representatives of the DoD installation commander and the ACO (as appropriate) and, where requisite security clearances are verified, may be accompanied by representatives of the DoD contractor and that contractor's employees.

f. No photographs shall be taken by Federal or state OSHA officials in closed areas of DoD installations. Any photographic services for closed areas may be requested by such officials and shall be provided by the installation commander or the appropriate ACO. Negatives and photographs tentatively shall be classified CONFIDENTIAL and submitted to the appropriate DoD Component official, or that official's authorized representative, for review as required for compliance with 18 U.S.C. 795 and E.O. 10104 (references (y) and (z)) before release to authorized Federal or state OSHA officials.

g. The DoD contractor is responsible for resolving issues related to citations or requests for delays, variations, tolerances, or exemptions of applicable OSH standards.

h. Federal or state OSHA officials shall have access to and be provided with copies of records and reports pertaining to specific DoD contractor mishap investigations upon request, except when prohibited from release by 5 U.S.C. 552 and 5 U.S.C. 552a (references (aa) and (bb)).

i. OSH inspections and investigations of DoD contractor workplaces by Federal or state OSHA officials shall be conducted within reasonable limits and in a reasonable manner during regular working hours, except when other times are agreed upon mutually by the concerned officials.

j. DoD installation commanders shall, as an act of courtesy, advise in writing, the applicable state OSHA office, of contractor workplaces located within areas of exclusive Federal jurisdiction.

k. DoD officials shall report, through supervisory echelons to the ASD(MI&L), Attn: DASD(EO&SP), any situation resulting from compliance with procedures in this Instruction that could impair the national defense mission or affect adversely the national security.

l. The general principles contained in this paragraph shall apply to safety and health officials from states that do not have OSHA-approved OSH plans when those officials are exercising authority described in paragraph 1.a.(3), above.

DEFINITIONS

1. Abate. To eliminate or reduce an OSH hazard by complying with applicable OSH standards criteria or taking equivalent protective measures.

2. Abatement Priority Number (APN). A two-part code that combines a RAC and CEI expressed as: APN 2(7), where 2 is the RAC and (7) is the CEI.

3. Administrative Contracting Officer (ACO). A designated contracting officer who performs administrative functions listed in the Federal Acquisition Regulation (reference (cc)).

4. APN Rank Order. A priority listing of abatement projects in order of APNs, grouped by RACs and by CEIs in ascending order within identical RACs; for example:

1(3)
1(5)
2(1.5)
2(4)
3(3)
3(5.2)

5. Closed Area. A controlled area established to safeguard classified material that, because of its size or nature, must be safeguarded by controlling access in accordance with DoD 5220.22-M (reference (dd)).

6. Cognizant Security Office. The Defense Contract Administration Services Region of the Defense Logistics Agency having contract administration services jurisdiction over the geographical area in which the contractor workplace is located (see 18 U.S.C. 795, paragraph 1-211, reference (y)).

7. Consultation with Representatives of Employees. Includes written or oral consultations or conferences with employees or their representatives, including, when applicable, negotiations or other dealings with labor organizations that represent such employees.

8. Cost Effectiveness Index (CEI). A measure that represents, in a single value, the ratio between the cost of an abatement project and the potential effectiveness (measured in terms of reduced frequency and severity of mishaps) to be derived from implementing the abatement project. The method for computing the CEI is depicted in table 3.

9. DoD Contractor. A non-Federal employer engaged in performance of a DoD contract, whether as prime contractor or subcontractor.

10. DoD Installation. A grouping of facilities, located in the same vicinity, that support particular DoD functions and are located within a state, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, Trust Territory of the Pacific Islands, Wake Island, Outercontinental Shelf Lands defined in the Outercontinental Shelf Lands Act, Johnston Island, and the Canal Zone, including the territorial seas of such areas. Installations may be elements of a base, including locations such as posts, camps, or stations, or may be mobile platforms.

11. DoD Personnel

a. Civilian. Includes Senior Executive Service, General Manager, General Schedule, and Wage Grade employees (including National Guard and Reserve technicians); Merit Pay System employees; Nonappropriated Fund employees; Youth/Student Assistance Program employees; and foreign nationals directly employed by DoD Components.

b. Military. Includes all military personnel on active duty; Reserve or National Guard personnel on active duty or in drill status; service academy midshipmen or cadets; Reserve Officer Training Corps cadets, when engaged in directed training activities; and foreign national military personnel assigned to DoD Components.

12. Evaluation. A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

13. Exclusive Federal Jurisdiction. (Otherwise termed "exclusive legislative jurisdiction.") This term applies to situations where the Federal Government has received, by whatever method, all the authority of the state, with no reservation made to the state, except of the right to serve process resulting from activities that occurred off the land involved.

14. Federal OSHA Official. Investigator or compliance officer employed by, assigned to, or under contract to OSHA.

15. Imminent Danger. Conditions or practices in any workplace that pose a danger that reasonably could be expected to cause death or severe physical harm before the imminence of such danger could be eliminated through normal procedures. (See hazard severity category I or II and mishap probability category A.)

16. Inspection. The process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

17. Occupational Hazard. Conditions, procedures, and practices directly related to the work environment that create a potential for producing occupational injuries or illnesses.

18. OSHA. Occupational Safety and Health Administration, DoL.

19. Qualified Safety and Health Personnel. Includes persons who meet Office of Personnel Management (OPM) Standards for Safety and Occupational Health Manager/Specialist GS-018, Safety Engineering Technician GS-802, Safety Engineer GS-803, Safety Technician GS-019, Aviation Safety Officer GS-1825, Air Safety Investigating Officer GS-1815, Fire Protection Engineer GS-804, Fire Protection Specialist/Marshall GS-081, Medical Officer GS-602, Health Physicist GS-1306, Industrial Hygienist GS-690, Occupational Health Nurse GS-610, Environmental Health Technician GS-699, or other personnel determined to be qualified equally as compared to the above OPM standards.

20. Risk Assessment. An expression of potential loss, described in terms of hazard severity, mishap probability, and exposure to hazard. Subdefinitions follow:

a. Hazard Severity. An assessment of the expected consequence, defined by degree of injury or occupational illness that could occur from a hazard. A hazard is classified by an uppercase Roman numeral according to the criteria in table 1.

b. Mishap Probability. An assessment of the likelihood that, given exposure to a hazard, a mishap will result. A mishap probability is classified by an uppercase letter according to the criteria in table 1.

c. Exposure to Hazard. An expression of personnel exposure that considers the number of persons exposed and the frequency or duration of the exposure.

d. Risk Assessment Code (RAC). An expression of the risk associated with a hazard that combines the hazard severity and mishap probability into a single Arabic numeral as in table 1.

21. State OSHA Official. Investigator or compliance officer employed by a state that has an OSHA-approved OSH plan.

22. Workplaces

a. Nonmilitary-Unique Workplaces and Operations. DoD military and civilian workplaces and operations that are comparable generally to those of the private sector. Examples include facilities involved and work performed in the repair and overhaul of weapons, vessels, aircraft, or vehicles (except for equipment trials); construction; supply services; civil engineer or public works; medical services; and office work.

b. Military-Unique Equipment, Systems, Operations, or Workplaces

(1) Equipment and systems that are unique to the national defense mission, including the operation, testing, and maintenance procedures dictated by design configuration. Examples are military weapons, aircraft, ships, submarines, missiles and missile sites, early warning systems and sites, military space systems, ordnance, tanks, and tactical vehicles.

(2) Operations or workplaces that are uniquely military, such as field maneuvers; combat training; naval operations; military flight and missile operations; associated research, test, and development activities; and actions required under emergency conditions.

c. DoD Contractor Workplace. Any place including a reasonable access route to and from, where work has been, will be, or is being performed by contractor employees under a DoD contract. "DoD contractor workplace" does not include any area, structure, machine, apparatus, device, equipment, or material therein with which the contractor employee is not required or reasonably expected to have contact; nor does it include any working condition for which OSHA jurisdiction has been preempted pursuant to Section 4(b)(1) of Pub. L. 91-596 (reference (e)).

TABLE 1

DERIVING RACs
FOR
SAFETY HAZARDS

Use the matrix and descriptive definitions below to determine the RAC.

MISHAP PROBABILITY

		A	B	C	D
HAZARD SEVERITY	I	1	1	2	4
	II	1	2	3	4
	III	2	3	4	5
	IV	4	4	5	5

HAZARD SEVERITY

I - Death or permanent total disability
II - Permanent partial disability or temporary total disability in excess of 3 months
III - Lost-workday mishap or compensible mishap
IV - First-aid or minor supportive medical treatment, or simply violation of standard

MISHAP PROBABILITY

A - Likely to occur immediately
B - Probably will occur in time
C - Possible to occur in time
D - Unlikely to occur

RACs

1 - Critical
2 - Serious
3 - Moderate
4 - Minor
5 - Negligible

TABLE 2

DERIVING RACs
FOR
HEALTH HAZARDS

STEP 1. Using the following procedures to assess points, determine the health hazard severity category (HHSC). The HHSC reflects the magnitude of exposure to a physical, chemical, or biological agent and the medical effects of exposure.

A. Exposure Points Assessed

		Exposure Conditions			
		<CT	Occasionally - >CT Always - <STD	>CT ≤STD	>STD
AER	NO	0	3	5	7
POSSIBLE?	YES	1-2	4	6	8

AER = Alternate exposure route, such as skin absorption, ingestion
CT = DoD component threshold that triggers surveillance actions, such as microWatts/cm^2, dB, parts per million

STD = DoD exposure limit, such as Threshold Limit Value and Permissible Exposure Limit

B. Medical Effects Points Assessed

Condition	Points
No medical effect, such as nuisance noise and nuisance odor	0
Temporary reversible illness requiring supportive treatment, such as eye irritation and sore throat	1-2
Temporary reversible illness with a variable but limited period of disability, such as metal fume fever	3-4
Permanent, nonsevere illness or loss of capacity, such as permanent hearing loss	5-6
Permanent, severe, disabling, irreversible illness or death, such as asbestosis and lung cancer	7-8

C. Determine the HHSC by totaling the points assessed and using the following guide:

Total Points (sum of A and B, above)	HHSC
13-16	I
9-12	II
5-8	III
0-4	IV

STEP 2. Using the following guides to assess points, determine the mishap probability category (MPC) for health hazards. The probability of mishap reflects the duration of exposure and the number of exposed personnel.

A. Duration of Exposure Points Assessed

		Length of Exposure		
		1-8 hr/wk	>8 hr/wk, not continuous	continuous
Type of Exposure	Irregular, intermittent	1-2	4-6	-
	Regular, periodic	2-3	5-7	8

B. Number of Exposed Personnel Points Assessed

Number of Exposed Personnel	Points
<5	1-2
5 to 9	3-4
10 to 49	5-6
>49	7-8

C. Determine the MPC for health hazards by totaling the points assessed and using the following guide:

Total Points (sum of A and B, above)	MPC
14-16	A
10-13	B
5-9	C
<5	D

STEP 3. Determine the RAC for health hazards by using the following matrix to measure health hazard severity and mishap probability factors.

		MISHAP PROBABILITY			
		A	B	C	D
HAZARD SEVERITY	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

TABLE 3

COMPUTING THE ESTIMATED CEI AND ABATEMENT PRIORITY

1. Compute CEI as follows:

(a) Find severity/probability multiplier in the matrix and record below:

	MISHAP PROBABILITY			
	A	B	C	D
I	188	63	21	7
II	63	21	7	2
III	21	7	2	1
IV	7	2	1	.26

NOTE: The multipliers in this matrix represent a proportional distribution of the annual cost and frequency of DoD mishaps, and are derived from an analysis of actual DoD mishap experience.

_____

(b) Record the average or equivalent number of persons exposed daily to the hazard during the course of a year:

_____

(c) Compute the Effectiveness Index:

(a) x (b) = (c)
( ) x ( ) = ( )

(d) Obtain the estimated cost of the abatement project:

$_____

(e) Compute CEI:

(d) ÷ (c) = (e)
( ) ÷ ( ) = ( )

2. Combine RAC and CEI to obtain the APN:

RAC (from Table 1 or 2)	CEI	APN
	+ (from 1.(e), above)	= RAC (CEI)
_____	+ ( )	= ___ ( )

December 16, 1981

NUMBER 6055.7

Department of Defense Instruction

ASD(MRA&L)

SUBJECT: Mishap Investigation, Reporting and Recordkeeping

References: (a) DoD Instruction 1000.19, "Mishap Investigation, Reporting and Recordkeeping, October 18, 1979 (hereby canceled)
(b) Defense Safety and Occupational Health Program Policy Memorandum (SOHPPM 80-2), "Management-by Objectives Review of Safety and Occupational Health Programs," February 20, 1980 (hereby canceled)
(c) Defense Safety and Occupational Health Program Policy Memorandum (SOHPPM 80-4), "Interim Changes to Mishap Reporting and Recordkeeping Requirements," December 23, 1980 (hereby canceled)
(d) through (q), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) and incorporates provisions of references (b) and (c) pursuant to the provisions of DoD Directive 1000.3 (reference (d)) to update guidance for investigation, reporting, and recordkeeping on accidents and occupational illnesses to:

a. Inform the Secretary of Defense on the loss of assets through mishaps;

b. Provide a factual basis for the allocation of resources in support of DoD mishap prevention programs; and

c. Comply with the Occupational Safety and Health Administration's (OSHA's) reporting requirements in accordance with E. O. 12196 (reference (e)) and OSHA Regulation (reference (f)).

2. Provides format and instructions for preparing reports to fulfill the needs generated by references (d), (e), (f), and DoD 5154.4-S (reference (g)).

3. Centralizes the collection, analysis, and reporting of DoD fire loss data.

4. Cancels Report Control Symbol DD-M(SA) 1447.

5. Authorizes the publication of DoD 6055.7-M, "DoD Fire Incident Reporting Manual," to standardize existing fire reporting systems of the Military Departments and the Defense Logistics Agency, and to prescribe reports compatible with the requirements of the Federal Emergency Management Agency.

B. APPLICABILITY AND SCOPE

1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff and the Unified and Specified Commands, and the Defense Agencies (hereafter referred to as "DoD Components"). For the purposes of this Instruction the Army-Air Force Exchange Service is considered a DoD Component.

2. Its provisions are not intended to modify DoD Instruction 7730.12 (reference (h)), or JCS Joint Reporting Structure (reference (i)).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), or designee, the Deputy Assistant Secretary of Defense (Equal Opportunity and Safety Policy), shall:

a. Represent the Secretary of Defense in matters concerning both the Department of Defense and the Department of Labor (DoL) regarding mishap reporting procedures.

b. Consolidate DoD Components inputs for required DoL reports, and submit a consolidated DoD report to the DoL.

c. Periodically adjust the cost criteria of this Intruction to reflect changing economic conditions.

d. As required, direct special emphasis programs to reduce losses due to mishaps in selected areas.

2. Heads of DoD Components shall establish procedures, in accordance with section E.2., under the cognizance of a designated safety and occupational health official, and shall:

a. Collect, maintain, analyze, and report standardized property damage, injury, and occupational illness data as set forth herein. This process should include input of data from all available sources, including medical patient disposition forms and civilian employee compensation forms.

b. Ensure that effective corrective action is taken on identified mishap causal factors.

c. Ensure that historical safety data (lessons learned) are considered and used during the development and acquisition of new systems.

d. Furnish upon request to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) such data as may be required to evaluate Component programs and develop DoD special emphasis

programs. These reporting requirements will be in compliance with the policies and provisions of DoD Directive 5000.19 (reference (j)) and DoD Directive 5000.11 (reference (k)).

e. Designate a focal point responsible for forwarding information relative to serious mishap reports, as required in enclosure 3.

3. The Secretary of the Navy, or designee, shall:

a. Develop and maintain DoD 6055.7-M, consistent with DoD 5025.1-M (reference (l)), for use at DoD installations for reporting fires and fire department responses.

b. Maintain a central DoD file of fire incident reports, including the standardization of all data elements.

c. Designate an organization to receive fire incident reports from DoD installations and prepare consolidated DoD reports for submission to the Federal Emergency Management Agency. Data elements and codes shall be registered and standardized in accordance with DoD Directive 5000.11 (reference (k)) as a prerequisite to report or central file development.

E. PROCEDURES

1. General. DoD Components shall adopt the mishap categories, classification criteria, and reporting formats and procedures contained in this Instruction. This does not inhibit DoD Components from collecting, classifying, and maintaining additional data for their individual mishap prevention needs.

2. Reporting and Recordkeeping. Minimum reporting and recordkeeping requirements for DoD mishaps follow.

a. Mishap Investigation Reports

(1) General

(a) The proximate result of any mishap investigation is a document which provides the essential details of the mishap. This may be a simple form that records the minimum details of the mishap, or it may be a complete record which includes photographs, drawings, and map overlays; a narrative description of the occurrence, the resulting injuries, occupational illness, or property damage; statements of witnesses; findings; conclusions; recommendations; and a summary of corrective actions taken or anticipated.

(b) DoD Components shall establish procedures to ensure that all mishaps are investigated, and that the essential data are recorded. Interservice participation, as observers, is authorized and encouraged during the conduct of the investigations of mishaps involving systems common to more than one Component. The depth of each investigation and its associated report is based on the severity or significance of the mishap. Except as noted in subparagraph (d) below, mishap reports involving severity Class A, B, or C occupational injuries or illnesses will include as a minimum the information required in OSHA Form 101F or its equivalent.

(c) DoD Components shall develop qualification criteria for mishap investigators based on the complexity or severity of the mishaps involved.

(d) For civilian employee mishaps involving severity class D occupational injuries or illnesses, an entry on the Log of Occupational Injuries and Illnesses (OSHA Form 100 F) is in most cases sufficient. Likewise, as a minimum, retrievable log entries may suffice for nonfatal, off-duty military injuries. DoD Components shall, however, investigate mishaps that have serious potential, regardless of the severity classification.

(e) DoD Components shall provide for the review of mishap reports by appropriate levels of management and establish a system to identify problem areas and ensure that corrective actions, validated and approved by competent authority, are monitored until corrective action is complete.

(2) Types of Mishap Investigation Reports. When a mishap occurs, there may be several reasons for recording data relating to the mishap. The two most important reasons are for future mishap prevention and for legal considerations. These separate objectives may require separate reports; that is, in certain cases a legal investigation report may be required, or advisable, in addition to a report developed primarily for mishap prevention. Descriptions of these types of reports and their relationship to each other are explained below:

(a) Limited Use Mishap Investigation Reports. These are internal communications of the Department of Defense whose sole purpose is prevention of subsequent DoD mishaps. They are required for all flight mishaps and are authorized for use in certain other mishaps as explained below. This special category of investigative reports makes certain that all available information is obtained and analyzed.

1 Since much of this information is available only from persons directly or indirectly involved in the mishaps, a means must be provided to establish frank and open exchange of such information without fear of recrimination or other adverse action.

2 All persons who provide information to mishap investigators of this special category under a promise of confidentiality may be assured that Department of Defense will use its best efforts to honor the promise if the record containing that information becomes the subject of a request under the Freedom of Information Act (DoD Directive 5400.7, reference (m)).

3 In addition to flight mishaps, Limited Use Mishap Investigation Reports may be used for mishaps involving other complex weapon systems and associated equipment, (such as: ships and shipboard systems, guided missiles, laser devices, or armored vehicles) when the determination of causal factors is vital to the national defense. The selection of system categories to be included in this application of Limited Use Mishap Investigation Reports is delegated to the Components and shall be prescribed in the Components' implementing documents.

4 The following restrictions are imposed on the handling of Limited Use Mishap Investigation Reports:

a Reports may not be used as evidence (1) for disciplinary action; (2) in determining the misconduct or line-of-duty status of any personnel; (3) before any evaluation board; or (4) to determine liability in administrative claims for or against the Government.

b To the extent permissible under the law, reports may not be released in their entirety to the public or any federal agency outside the Department of Defense. Subject to court order to the contrary, reports may not be used in any legal proceeding, civil or criminal. The Department of Defense will use its best efforts to obtain available appellate review of a court order to release a report. Exceptions to the foregoing are stated in c, below.

c Notwithstanding the restrictions on the use and release of these reports in their entirety, a summary of the purely factual material, including date, time, location, type system, and weather, and attachments, such as photographs, examination of wreckage, maps, and transcripts of air traffic communications, may be released as required by law or pursuant to court order, or upon specific authorization of the Component's designated disclosure authority. To facilitate the separation of factual material, the Components shall structure these reports so that the factual material is easily identifiable and separately retrievable.

d The notation "Limited Use Mishap Investigation Report" shall be used by all DoD Components for the identification of these reports.

(b) General Use Mishap Investigation Reports. Reports prepared to record data concerning all reportable DoD mishaps not covered by Limited Use Mishap Investigation Reports. The primary purpose of these reports is to prevent future mishaps. Although their use for other purposes for reasons of economy is not specifically prohibited, DoD Components shall specify any reasonable and necessary restrictions on their internal handling and use to encourage the uninhibited cooperation of essential witnesses. Witnesses may be advised that their statements may not be used for internal DoD disciplinary purposes. Promises may not be given, however, that the information will be treated as exempt from mandatory disclosure in response to a request under the Freedom of Information Act (DoD Directive 5400.7, reference (m)).

(c) Legal Mishap Investigation Reports. Reports of investigations conducted under procedures prescribed by the DoD Components' Judge Advocates General, legal counsel, or other authority. Although factual information acquired by a mishap investigator shall be made available to the legal investigation, the latter is conducted independently and apart from other types of mishap investigations. Legal mishap investigation reports are used to obtain and preserve all available evidence for use in litigation, claims, disciplinary action, or adverse administrative actions. DoD Components shall prepare this type of investigation report, in addition to any authorized Limited Use Mishap Investigation Report, whenever a mishap involves one or more of the following:

1 Fatality.

2 Anticipated litigation for or against the government or a government contractor.

3 Anticipated disciplinary or adverse administrative action against any individual.

4 Probable high public interest.

b. Log of Federal Occupational Injuries and Illnesses (OSHA No. 100F). A log shall be maintained for civilian personnel at each DoD installation or distinctly separate DoD activity using the format and instructions contained on the OSHA Form 100F. On-duty injuries and occupational illnesses shall be entered on the log within 6 work days of notification of such occurrences.

c. Annual Summary Report of Federal Occupational Injuries and Illnesses (OSHA No. 102F). DoD Components shall prepare and forward two copies of the annual summary for civilian personnel to the ASD(MRA&L) no later than 40 calendar days after the close of the calendar year, and post a copy at each installation or separate DoD activity, or otherwise make public, not later than 45 calendar days after the close of the calendar year.

d. DoD Consolidated Report of Injuries, Occupational Illnesses, and Property Damage. The requirements and instructions for this report are contained in enclosure 4.

e. Instructions for Management-by-Objectives (MBO) Review of Safety and Occupational Health Programs. Annually, in April, the Military Departments and selected Defense Agencies shall present individual briefings for an MBO review of their safety and occupational health programs. The briefing shall be based on the data requirements as described in paragraphs A through C of enclosure 4.

f. Special Reporting of Serious Mishaps. The requirements and instructions for these reports are contained in enclosure 3.

g. Special Reporting of Selected Explosive and Chemical Agent Mishaps to the Department of Defense Explosives Safety Board. The requirements and instructions for these reports are contained in enclosure 5.

3. Reportable Mishaps. Reporting and analysis of classes A, B, and C mishaps are required. Recording and summary tabulation of classes A through D mishaps to civilian personnel on OSHA Form 102F is likewise required. The following mishaps are exceptions that need not be reported under this Instruction:

a. Mishaps involving nuclear weapons, reactors, or radioactive materials involved in these systems. These are reportable in accordance with the provisions of DoD Instruction 0-7730.12 (reference (h)). However, other radiation mishaps are reportable.

b. Damage or injury by direct action of an enemy or hostile force.

c. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, drones, rockets, nonnuclear munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones or nonnuclear munitions, the reason for jettison is not malfunction.

d. Malfunction or failure of component parts that are subject to normal wear and tear and have a fixed, useful life less than the complete weapon systems or unit of equipment, provided (1) the malfunction or failure is the only damage, and (2) the sole action is to replace or repair that component part. When the malfunction or failure of a component part results in damage to another component part, this exception does not apply; such as, the failure of a jet engine turbine which results in damage to the aircraft fuselage; or a blown aircraft tire which results in damage to the wheel well or aircraft structure.

e. Injuries associated with nonoccupational diseases, where the disease itself, not the injury, is the proximate cause of the lost time; such as, a minor laceration suffered by a hemophiliac which results in time away from work.

f. Attempted or consummated suicide or homicide, or intentionally self-inflicted injuries.

g. Injuries resulting from altercations, attack, or assault, unless incurred in the performance of official duties where an attack or assault would not be a felony; such as, a nurse assaulted by a patient in a mental institution.

h. Injuries sustained before entry into the a Military Service, or civilian employment, unless specifically aggravated by current tenure of service.

i. Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.

j. Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.

k. Injuries that result from (1) preexisting musculoskeletal disorders, or (2) minimum stress amd strain (simple, natural, nonviolent body positions or actions as in dressing, sleeping, coughing, or sneezing). These are injuries unrelated to accident-producing agents or environments normally associated with active participation in daily work or recreation.

l. Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.

m. Death due to natural causes that are unrelated to the work environment.

n. Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing.

o. Foreign object damage (FOD) to aircraft, air-breathing missiles, or drone engines discovered during scheduled engine disassembly.

p. Property damage as a result of vandalism, riots, civil disorders, or felony acts, such as arson.

4. Fire Incident Investigation and Reporting. DoD installations with organized fire departments shall utilize the reporting format and instructions prescribed in DoD 6055.7-M. At locations where non-DoD fire departments perform fire fighting services, a copy of that fire department's fire report shall be submitted to the central DoD file.

5. Contractor Mishaps. Each head of a DoD Component, or designee, shall:

a. Develop procedures to ensure that mishaps which occur as a result of a Government contractor's operations in which there is reportable damage to DoD property or injury or occupational illness to DoD personnel are investigated and reported. This includes nondelivered equipment for which the Government has assumed responsibility.

b. For mishaps, exclusive of explosives, determine if such investigations are to be made by the contractor or DoD personnel. In either case, a record of the mishap shall be included in the Component's mishap review, recordkeeping, and statistical reporting system.

c. For explosive mishaps in government-owned contractor-operated (GOCO) facilities, the contracting Component, unless otherwise directed by ASD(MRA&L), shall conduct the investigation and prepare a report on behalf of the Department of Defense. Assistance may be requested from the Defense Explosive Safety Board, the Defense Logistics Agency, and the contractor.

6. Cost Data

a. The standardized cost data contained in the tables in enclosure 6 shall be used to compute the cost of injuries and occupational illness of DoD personnel reported in this Instruction. In those cases where the actual time lost is not known at the time a report is submitted, the best official estimate of lost workdays shall be used in computing the cost of the injury or occupational illness.

b. The direct cost of damage to DoD property shall be computed utilizing the actual cost of repair or replacement, including workhours to repair, or the best official estimate available.

c. A standard rate of $14 per workhour, (determined by the Office of the Deputy Assistant Secretary of Defense (Supply, Maintenance, and Transportation)), shall be used for labor cost computations.

d. In the case of destroyed aircraft, acquisition plus modification costs shall be used.

e. When an aircraft engine is damaged to the extent that it must be returned to a repair facility, the cost of such damage shall be reported either as the established repair cost or computed as 17 percent of the initial unit cost.

f. The cost of intentionally jettisoned items, as listed in paragraph E.3.c. shall not be included in the cost of the mishap.

g. When other aircraft components are damaged to the extent that they must be returned to a repair facility, the reported cost for repair shall be computed at 15 percent of the initial unit cost.

h. In the event of a mishap which involves two or more DoD Components, the total cost shall be reported by the DoD Component found most responsible. If there is any disagreement that cannot be resolved among the DoD Components involved, each Component shall report its own losses.

7. Duplicate Reporting. To avoid duplicate reporting of DoD Component personnel regularly assigned to another DoD Component, injuries and occupational illnesses shall be reported by the organization of assignment, rather than the parent DoD Component.

8. Access to Records. Heads of DoD Components, or designee, shall;

a. Develop procedures to release or withhold information contained in mishap investigation reports in accordance with DoD Directives 5400.7 and 5400.11 (references (m) and (n)).

b. Ensure the availability to DoD personnel of other records maintained under this Instruction, and with the permission of DoD personnel involved, to representatives of DoD civilian employees. This procedure shall be in accordance with other pertinent statutes, regulations, instructions, and any applicable collective bargaining agreements.

c. Ensure that records required by this Instruction are retained at a reasonably accessible location, including a federal record retention center, for at least 5 years following the end of the calendar year to which they relate.

9. Cross-feed of Mishap Data

a. The Secretaries of the Military Departments, or designees, shall:

(1) Provide for the crossfeed of mishap data which involves like equipment or similar operations. This crossfeed shall include appropriate information relative to equipment safety modifications.

(2) Establish procedures to review safety modifications directed by the Federal Aviation Administration for possible application to similar DoD aircraft.

b. Heads of DoD Components, or designees, shall:

(1) Where there are significant industrial operations, participate in the Failure Experience Data Bank of the Government-Industry Data Exchange Program (GIDEP) (reference (o)). Each SAFE-ALERT issued by GIDEP as a result of part, component, process or material failure shall be reviewed and appropriate action taken to disseminate the information contained therein.

(2) Establish procedures to ensure the timely distribution of the lessons learned from significant mishaps to all affected organizations within the Department of Defense.

F. INFORMATION REQUIREMENTS

The reporting and recordkeeping requirements of this Instruction have been assigned the following Interagency and Internal Report Control Symbols:

1. Interagency Report Control Symbol 1146-DOL-XX has been assigned to paragraphs E.2.a.(2)(a), b., c., and f.

2. Report Control Symbol DD-M(A)1446 has been assigned to paragraph E.2.d.

3. Report Control Symbol DD-M(AR)1020 has been assigned to paragraph E.2.g.

4. The fire incident reporting requirements prescribed in subsection E.4., including the establishment of the Navy's central DoD report file, are assigned Interagency Report Control Symbol 1564-FEM-AN.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective on January 1, 1982. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days.

Lawrence J. Korb
Assistant Secretary of Defense
(Manpower, Reserve Affairs & Logistics)

Enclosures - 6
1. References
2. Definitions
3. Special Reporting of Serious Mishaps
4. Instructions for Preparing DoD Consolidated Report of Injuries, Occupational Illnesses, and Property Damage
5. Special Instructions for Reporting Selected Explosive/Chemical Agent Mishaps
6. Table for Computing Standard Costs of Injuries and Occupational Illnesses of DoD Personnel

REFERENCES, continued

(d) DoD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," March 29, 1979
(e) Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
(f) Occupational Safety and Health Administration Regulation, "Basic Program Elements for Federal Employees Occupationsl Safety and Health Program," October 21, 1980 (29 CFR Part 1960)
(g) DoD 5154.4-S "DoD Ammunition and Explosives Safety Standards," January 1978, authorized by DoD Directive 5154.4, January 24, 1978
(h) DoD Instruction 0-7730.12, "Notification Procedures for Accidents and Significant Incidents Involving Nuclear Weapons, Reactors, and Radioactive Materials," August 1, 1976 (FOUO)
(i) JCS, Joint Reporting Structure, Volume II, Part 2, "Operational Status Reports," May 1974[1]
(j) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976
(k) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
(l) DoD 5025.1-M, "Directives System Procedures," authorized by DoD Directive 5025.1, October 16, 1980
(m) DoD Directive 5400.7, "DoD Freedom of Information Act Program," March 24, 1980
(n) DoD Directive 5400.11, "Personal Privacy and Rights of Individuals Regarding Their Personal Records," August 4, 1975
(o) Government-Industry Data Exchange Program, "Policies and Procedures Manual," October 1977, officer in charge, GIDEP Operations Center, Corona, California 91720 [1]
(p) ANSI Z16.4-1977, American National Standard for Uniform Recordkeeping for Occupational Injuries and Illnesses," July 8, 1977 [2]
(q) DoD Instruction 7230.8, "Leases and Demonstrations of DoD Aircraft," June 9, 1976
(r) DoD Instruction 6055.1, "Department of Defense Occupational Safety and Health (OSH) Program," September 30, 1981

[1] Available through normal publication channels

[2] Available from the American National Standards Institute, 1430 Broadway, New York, New York 10018

DEFINITIONS

1. DoD Mishap. An unplanned event, or series of events, which results in damage to DoD property; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on or off duty; injury to on duty civilian personnel; damage to public and private property or injury and illness to non-DoD personnel as a result of DoD operations.

2. Property Damage. Damage to facilities, equipment, or material where the total cost to repair or replace is at least $1,000.

3. Injury. Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or 1-day exposure to an external force, toxic substance, or physical agent. In the case of environmental factors, such as, toxic chemicals, single exposures are associated with accidents and spills in workplaces where the specific agent is not normally in the environment. An injury must be reported if it results in a:

a. Fatality, regardless of the time between injury and death.

b. Permanent total disability or permanent partial disability.

c. Lost workday case (as defined below).

d. Nonfatal case without lost workdays (as defined below).

4. Occupational Illnesses. Any abnormal physical condition or disorder, other than one resulting from an injury (as defined above) caused by repeated exposure to chemical, biological, or physical agents associated with the occupational environment and resulting in any of the following:

a. Fatality, regardless of the length of the illness.

b. Permanent total disability or permanent partial disability.

c. A lost workday case (as defined below).

d. A nonfatal case without lost workdays (as defined below).

5. Lost Workday Case

a. Cases Involving Days Away From Work. Cases in which a mishap results in DoD personnel missing 1 or more days of work. Days away from work are those workdays (consecutive or not) on which DoD personnel would have worked but could not because of injury, occupational illness, or job related physical deficiencies detected during medical surveillance examinations. Excluded are days that DoD personnel would not have worked even though able to work, and the day of the injury or onset of occupational illness.

b. Cases Involving Days of Restricted Work Activity. Cases in which DoD personnel may not have lost a day of work, but because of an injury or occupational illness:

(1) Were assigned to another job on a temporary basis, or

(2) Worked at a permanent job less than full time, or

(3) Worked at a permanently assigned job, but could not perform all duties normally connected with it.

6. Nonfatal Cases Without Lost Workdays. Cases, other than lost workday cases, in which DoD personnel, because of an injury or occupational illness:

a. Were permanently transferred to another job or terminated, or

b. Required medical treatment greater than first aid (as defined below), or

c. Lost consciousness, or

d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case.

NOTE: Although the DoL includes a "restriction of work or motion" in this subcategory, DoD Components need not record such cases unless the restriction is severe enough to fit the "lost workday case involving days of restricted work activity" category. These latter are "class D" mishaps, but will be recorded as lost workday cases on OSHA Form 102F.

7. First Aid. Any one-time treatment and any followup visit for the purpose of observation of minor scratches, cuts, burns, and splinters, which do not ordinarily require medical care. Such one-time treatment and followup visit for observation is considered first aid, even though provided by a physician or registered professional personnel. NOTE: ANSI Standard Z16.4-1977 (reference (p)) may be used to assist in the determination of first aid cases.

8. Observation/Diagnostic Procedure. Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case or a nonfatal case without lost workdays, provided no treatment or medication is given for the suspected injury or occupational illness, and competent medical authority determines the individual could have returned to his normal job without impairment or disability. This classification applies also where an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits.

9. Mishap Severity Classification. DoD mishaps are classified according to the severity of resulting injury, or occupational illness, or property damage, or both. Severity is generally expressed in terms of cost. In the case of injury or illness, this is used solely to provide a single, simple method of standardized classification, since severity of injury is generally proportional to cost. Costs are calculated as the sum of the costs associated with injuries, occupational illness, DoD property damage, and non-DoD property that is damaged in a DoD mishap. Additionally, if injury or occupational illness results, an event is reportable even if the associated costs are less than the minimum dollar criterion. Classify DoD mishaps as follows:

a. Class A Mishap. The resulting total cost of property damage and personnel injuries is $500,000 or greater; or a DoD aircraft is destroyed; or an injury/occupational illness results in a fatality or permanent total disability.

b. Class B Mishap. The resulting total cost of property damage and personnel injuries is $100,000 or more, but less than $500,000 or an injury/occupational illness results in permanent partial disability or the hospitalization of five or more personnel.

c. Class C Mishap. The resulting total cost of property damage and personnel injuries is $10,000 or more, but less than $100,000; or an injury/occupational illness results in a lost workday case with days away from work.

d. Class D Mishap. The resulting total cost of property damage and personnel injuries is less than $10,000; or an injury/occupational illness resulted in a lost workday case with days of restricted work activity or a nonfatal case without lost workday.

10. DoD Personnel.

a. Civilian On Duty. DoD Civil Service employees (including National Guard and reserve technicians, unless in military duty status); nonappropriated fund employees (excluding part-time military); Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; foreign nationals employed by DoD Components; and Army-Air Force Exchange Service employees.

b. Military. All U.S. military personnel on active duty; U.S. Military Reserve or National Guard personnel on active duty or in drill status; Service Academy cadets; Reserve Officer Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to DoD Components.

11. Non-DoD Personnel. Off duty DoD civilian personnel; persons employed by other federal agencies; and other civilians and foreign nationals not employed by Department of Defense.

12. Duty Status Determination. These definitions are for mishap reporting purposes only and have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below. Paragraph A.2.7 of ANSI Standard Z16.4-1977 (reference (p)) may be used to assist in this determination.

a. On Duty. When DoD personnel are:

(1) Physically present at any location where they are to perform their officially assigned work. (This includes those activities incident to normal work activities that occur on DoD installations, such as, lunch or coffee breaks and all activities aboard vessels.)

(2) Being transported by DoD or commercial conveyance for the purpose of performing officially assigned work. (This includes reimbursable travel for temporary duty performed in private motor vehicles, but not routine travel to and from work.)

(3) Participating in compulsory sports or physical training activities.

b. Off Duty. Not in an on-duty status, whether on or off DoD installations ashore.

13. DoD Aircraft

a. All manned weight-carrying devices supported in flight by bouyancy or dynamic action and owned by DoD Components (including reserve forces and National Guard) that are:

(1) Operated and exclusively controlled or directed by a DoD Component.

(2) Furnished by the government or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD Component, when the government has assumed ground and flight risk.

(3) Under test by a DoD Component. (This includes aircraft furnished by a contractor or another government agency when operated by a DoD aircrew in official status and a DD Form 250 has been executed to certify that DoD has accepted the aircraft).

b. Does not include aircraft that are:

(1) Leased or loaned (except as specified above) to contractors, commercial airlines, other government agencies, or foreign governments, when the lessee has assumed risk of loss. (See DoD Instruction 7230.8, reference (q)).

(2) Civil aircraft owned by civil operators and accomplishing contract air missions for the DoD Components.

(3) Factory new production aircraft, not formally accepted on a DD Form 250 by the DoD Component concerned. Mishaps which involve such aircraft are reported as contractor mishaps when the government has assumed financial responsibility for the aircraft.

(4) Flying club aircraft or privately-owned aircraft hangared on DoD installations.

14. Intent to Fly. Exists when an aircraft engine is started or a helicopter rotor brake is released for the purpose of commencing authorized flight. Intent to fly continues until the aircraft comes to rest with the engine(s), propeller(s), or rotor(s) stopped and brakes set or wheel chocks in place as appropriate for the type of aircraft and the landing surface involved. An

aircraft's engines are considered started or running the instant an attempt is made to set any one engine in motion, either by power from within or outside the aircraft.

15. Aircraft Mishap. A mishap involving DoD aircraft when intent to fly exists.

a. Flight Mishap. Those mishaps in which there is damage to the aircraft itself. (NOTE: Explosives, chemical agent, or missile events that cause damage to a DoD aircraft with intent to fly are categorized as flight mishaps to avoid dual reporting. However, the provisions of enclosure 5 apply for flight mishaps involving explosives or chemical agents.)

b. Flight Related Mishap. Those flight mishaps in which there is no damage to the aircraft itself; such as, injury to ground crew or passengers, or other property damage.

16. Aircraft Ground Mishaps. Ground and marine mishaps which involve damage or injury/occupational illness sustained from maintenance, handling or servicing of aircraft without intent for flight. For DoD reporting purposes, however, these mishaps shall be included in either aircraft ground or marine categories, as applicable.

17. Marine Mishap. Except as noted below, any DoD mishap that occurs to, or on board, or as the result of the operation of, a DoD combat vessel or service craft, or that involves DoD diving or swimmer operations.

a. The term includes mishaps occurring while loading/off-loading or receiving services at dockside, and mishaps occurring up to the high water mark during amphibious or inshore warfare training operations. It applies also to all injuries to DoD personnel occurring on board, whether or not job-related.

b. The term does not include mishaps that are reportable under other major categories prescribed in this Instruction, such as, flight, missile, explosive/chemical agent; nor to injuries to assigned personnel that occur away from the vessel, whether or not job-related. Mishaps occurring on board that result from shipyard, repair facility, or private contractor operations are not marine mishaps. Such mishaps are categorized as ground (other) or contractor mishaps if reportable injury or damage to DoD personnel or property occurs.

18. Explosives and Chemical Agents

a. Explosives. All items of ammunition; propellants, liquid and solid; high and low explosives; pyrotechnics; and substances associated with the foregoing that present real or potential hazards to life or property. The term includes any device or assembly of devices which contains an explosive material. Examples are: bombs, guided or unguided; water and land mines; depth charges; nonnuclear 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.

b. Chemical Agent. A chemical compound intended for use in military operations, to kill, seriously injure, or incapacitate persons through its chemical properties. Excluded are riot control agents, chemical herbicides, smoke and flame. For the purpose of this Instruction, pesticides, insecticides, and industrial chemicals, unless selected by DoD Components for chemical warfare purposes, are also excluded.

19. Explosives and Chemical Agent Mishaps

a. Explosive Mishap. An unplanned explosion or functioning of explosive material or devices except during combat. This includes inadvertent actuation, jettisoning, release or launching of explosive devices. It also includes mishaps that result from off-range impacts of ordnance. For mishap reporting purposes, dummy (inert) ordnance shall be considered as an explosive device any time it is used in training or test situations to simulate an actual item.

b. Chemical Agent Mishap. Any unintentional or uncontrolled release of a chemical agent when:

(1) Damage occurs to property from contamination, or costs are incurred for decontamination.

(2) Individuals exhibit physiological symptoms of agent exposure.

(3) The agent quantity released to the atmosphere is such that a serious potential for exposure is created by exceeding the applicable maximum allowable concentration-time levels for exposure of unprotected workers or the general population.

20. Guided Missile. All missiles propelled through air or water which are unmanned, guided by internal or external systems, and self-propelled. The term includes individual major missile components such as stages, guidance and control sections, payloads other than nuclear reentry vehicles; system equipment required to place the missile in an operational status while at the launch or launch control facility or on the launching aircraft; and system equipment required to launch and control the missile. Examples are: intercontinental ballistic missiles; surface-to-air, air-to-air, and air-to-surface guided missiles; torpedoes; and remotely piloted vehicles. The term includes all missiles that are:

a. Owned in whole or in part by a DoD Component.

b. Operationally controlled by a DoD Component.

c. On bailment or loan to a non-DoD agency for modification, test or experimental project for a DoD Component.

d. Under test by a DoD Component.

21. Guided Missile Mishap. A mishap involving guided missiles or missile support equipment except when in transportation or storage. (NOTE: The provisions of enclosure 5 apply for missile mishaps involving the explosive components of a guided missile.)

22. Ground Mishap. A mishap resulting from DoD operations in the following subcategories:

a. Government motor vehicle (GMV) mishap, as defined below.

b. Fire, as defined below.

c. Combat training mishap, as defined below.

d. Ground-other mishap which includes all other on duty ground mishaps, and consists primarily of mishaps in industrial type environments ashore.

23. Government Motor Vehicle (GMV). A motor vehicle which is owned, leased or rented by a DoD Component (not individuals); primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are: passenger cars, station wagons, ambulances, buses, motor cycles, trucks and tractor-trailers. The following are not considered GMVs for the purpose of this Instruction:

a. Motor vehicle equipment designed primarily for off-the-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural type wheeled tractors, and aircraft tugs. (These vehicles are categorized as special purpose or combat vehicles according to their use.)

b. Vehicles on memorandum receipt to, and operated by, non-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross.

24. Government Motor Vehicle Mishap. A mishap involving the operation of a DoD motor vehicle, being operated as such at the time of the mishap.

a. These mishaps include collisions with other vehicles, objects or pedestrians; personal injury or property damage due to cargo shifting in a moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; and other injury and property damage as described under the term mishap.

b. The following mishaps, although reportable and accountable are not considered as motor vehicle mishaps. They are accountable under other ground categories.

(1) Personnel injuries that occur while loading or unloading, mounting or dismounting a motor vehicle which is not moving.

(2) Cargo directly damaged by weather.

(3) Damage to a properly parked DoD vehicle unless it is damaged by another DoD vehicle.

(4) Damage to a DoD motor vehicle resulting solely from natural phenomena.

(5) Damage to a DoD motor vehicle being handled as a commodity and not being operated under its own power.

(6) Damage to a DoD motor vehicle caused by objects thrown or propelled into it.

(7) Damage to a DoD motor vehicle by fire when no DoD motor vehicle accident occurred.

25. Fire. A fire, or an explosion followed by a fire, which occurs in the ground category of mishaps. Property damage, injuries or occupational illnesses that are the result of a fire will be recorded in this subcategory in the DoD Consolidated Report of Injuries, Property Damage and Occupational Illnesses.

26. Combat Training Mishap. Ground mishap that involves peacetime military operations. The term includes any one, or a combination of the following:

a. Combat Vehicle, Equipment Damage. Damage to combat equipment or vehicles such as tanks, self-propelled gun mounts, armored carriers, amphibious vehicles ashore, and field communication equipment, in the course of operational training.

b. Combat Training Injuries. Personal injuries resulting from unique military training activities ashore, such as maneuvers, field training military parachute or survival training.

27. Miscellaneous DoD Mishap. Mishaps that are not the result of a DoD operation but which involve DoD injuries and occupational illnesses and damage to DoD property.

a. Private Motor Vehicle (PMV) Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a GMV but results in a fatality or lost workday case injury (involving days away from work) to military personnel, on or off duty; or to on duty civilian personnel or reportable damage to DoD property.

b. Other Military Mishap. A mishap ashore, other than PMV, that results in a fatality or a lost workday case injury involving days away from work, to DoD military personnel not involved in a DoD operation whether or not on a DoD installation, or in damage to DoD property not resulting from DoD or DoD contractor operations.

c. Contractor Mishap. A mishap resulting from contractor operations which results in injury/occupational illness to DoD personnel or damage to DoD property. Note: Injury or occupational illness or damage to contractor personnel or equipment is not included, but are reported instead through the private sector OSHA system.

28. Department of Labor, OSHA, Causal Factors. OSHA terms to be used in the analysis of mishaps required in enclosure 4.

a. Unsafe Equipment Factors. Insufficient safety and health consideration in design, manufacture, or repair of machinery, equipment, facility, and tools. Use this reason to identify errors in design, planning, or construction. Examples: unguarded nip points; congested layout; and inferior equipment.

b. Inadequate Preventive Maintenance Program. Machine, equipment or facility maintenance. Examples: oil or grease leaking from machinery, temporary wiring, sling maintenance, and broken ladder.

c. Improper Operating Procedures. Lack of adequate job instructions (procedures for operating a machine or accomplishing a job assignment). Examples: failure to identify or prescribe protective equipment.

d. Insufficient Training. Lack of job training or work experience at present job assignment. Examples: not working in regularly assigned job, little experience at present job, skilled job which requires more training than employee possesses.

e. Physiological Factors. Less than normal physical or mental functioning of an employee as determined by medical authorities. Examples: fatigue, temporarily ill, taking medication, and under the influence of alcohol and drugs.

f. Unsafe Work Practice. Failure to follow prescribed practices intended to protect employee from physical harm. Examples: operating machinery or equipment at excess speeds, using short-cut methods, and not wearing prescribed personal protective equipment.

29. Crane Lift. For purposes of this Instruction, overhead and gantry cranes as defined in OSHA Standard 1910.179; crawler, locomotive and truck cranes as defined in OSHA Standard 1910.180; and derricks as defined in OSHA Standard 1910.181.

SPECIAL REPORTING OF SERIOUS MISHAPS

A. The requirements of this enclosure are not intended to modify the Joint Chiefs of Staff, Joint Reporting Structure (reference (i)).

B. DoD Components shall establish procedures for reporting serious mishaps to the DASD(EO&SP) or designee, the Director for Safety and Occupational Health Policy, within 48 hours of their occurrence. This may be accomplished by telephone or message copy . This requirement includes the following on-duty mishaps:

1. All class A mishaps.

2. Those mishaps which result in hospitalization of five or more personnel.

C. The report shall include:

1. Date and local time of mishap.

2. Location.

3. Extent of injuries and property damage.

4. Narrative report of the circumstances of the mishap.

5. Any action(s) taken by the DoD Component as a result of the mishap.

D. The ASD(MRA&L), or designee, will forward to the Secretary of Labor serious mishap reports which are applicable to the requirements of E.O. 12196 (reference (e)).

E. The Secretary of Labor may require additional information concerning certain mishaps. Requests for additional information shall be handled by the ASD(MRA&L), or designee, giving due consideration to the provisions of DoD Directives 5400.7 and 5400.11 (references (m) and (n)).

F. Serious mishaps reported to the DoD Explosive Safety Board under explosive or chemical agent mishaps (enclosure 5) need not be reported separately to the ASD(MRA&L).

INSTRUCTIONS FOR PREPARING DOD CONSOLIDATED REPORT OF INJURIES OCCUPATIONAL ILLNESSES AND PROPERTY DAMAGE
(RCS DD-M(A) 1446)

A. The reporting period for this report is January 1 to December 31. The report is a summary of mishap data for the entire calendar year. Submit two copies to the ASD(MRA&L) no later than 90 days following the close of the reporting period. The Military Departments and selected Defense Agencies shall present also an MBO review based on their consolidated reports. The briefings shall include:

1. Discussion of 3 prior year trends.

2. Results of Component self-evaluation.

3. Analysis of principal problem areas, casual factors, and corrective action.

4. Success in meeting prior year goals and objectives.

5. Degree of compliance in problems associated with program under DoD Instruction 6055.1 reference (r).

6. Status of hazards abatement systems.

7. Hazardous material information system.

8. Occupational health surveillance programs.

9. Current year goals and objectives.

10. Special interest items prescribed separately.

B. DoD Components which are not notified to prepare the MBO briefing shall submit a narrative MBO review along with the consolidated report. The narrative review shall include the same detail as the MBO briefings and covers the same areas as outlined above.

C. The MBO briefing and the narrative MBO reviews will be the basis for the ASD(MRA&L) annual self-evaluation report to the Department of Labor.

D. DoD Components may use the attached format or a computer printout to forward this data. If a printout is used, it must be in the same format. The statistical data submitted for this report should agree with the data submitted on OSHA Form 102F.

E. Specific instructions for completing the report are as follows:

1. Consolidated report of injuries and property damage (attachment 1 to this enclosure).

a. Column 1 - Category. These are the mishap categories as defined in enclosure 2.

b. Column 2 - Total Mishaps. This should equal the sum of entries in column 3 for each mishap category.

c. Column 3 - Severity Code. Enter the number of mishaps in each severity class listed for each category of mishap.

d. Column 4A. Selfexplanatory.

e. Column 4B. Lost Workday Cases. Enter the total number of Lost Workday Cases for each category of mishap.

f. Column 4C. Permanent Total Disability (PTD). Enter the total number of PTDs for each category of mishap.

g. Column 4D. Permanent Partial Disabilities (PPD). Enter the total number of PPDs for each category of mishap.

h. Column 4E. Lost Workdays. Enter the total number of lost workdays for each category of mishap. (Exclude lost workdays associated with PTD and PPD injuries.)

i. Column 4F. Non-DoD Injuries. Enter the number of non-DoD personnel killed or injured as a result of DoD operations.

j. Column 5A. DoD Injury Cost. Enter the total cost of DoD fatalities and injuries for each category of mishap.

k. Column 5B. Property Damage, Non-DoD. Enter the estimated cost for damage to non-DoD property resulting from DoD mishaps for each category of mishap.

l. Column 5C. Property Damage, DoD. Enter the cost of damage to DoD property resulting from DoD mishaps for each category of mishap.

m. Column 5D. Total Cost. Enter the sum of Columns 5A, 5B, and 5C for each category of DoD mishap.

2. Consolidated report of occupational illnesses (attachment 2 to this enclosure).

a. Column 1 - Category. These are the mishaps categories as defined in enclosure 2.

b. Column 2 - Total Mishaps. Enter the sum of entries in column 4 of each category of mishap.

c. Column 3 - Self-explanatory.

d. Column 4A - Fatalities. Selfexplanatory.

e. Column 4B - Lost Workday Cases. Enter the total number of lost workday cases (as defined in enclosure 2) for each category of mishap.

f. Column 4C - Nonfatal Case Without Lost Workdays. Enter the total number of these cases (as defined in enclosure 2) for each category of mishap.

g. Column 5 - Illness Codes. Enter the total number of each occupational illness, by OSHA Form 100F codes, for each category of mishap.

h. Column 6 - Cost of illnesses. Enter the total cost of occupational illnesses for each category of mishap using cost table in enclosure 6.

3. Severity Class D Mishaps. Data for civilian severity class D mishaps will be computed annually by the ASD(MRA&L) from information reported on OSHA Forms 102F.

4. Mishap Rates (attachment 3 to this enclosure). The report will include the following rate data:

a. Government Motor Vehicle:

(1) GMV mishap rate. Class C or higher mishaps per 1,000,000 miles of operation.

(2) GMV fatality rate. DoD fatalities per 100,000,000 miles of operation.

b. Injuries and Occupational Illnesses:

(1) DoD Civilian rates per 200,000 manhours.

(2) On-duty military rates per 100,000 personnel.

c. Flight Mishap Rate:

(1) Class A mishaps per 100,000 flight hours (Includes aircraft mishaps and flight related mishaps).

(2) Destroyed aircraft per 100,000 flight hours (Includes aircraft that are not economically repairable).

(3) Fatalities per 100,000 flight hours.

d. Private Motor Vehicle. Military fatality rate per 100,000 personnel.

Attachments - 3
1. DoD Consolidated Report of Injuries and Property Damage
2. DoD Consolidated Report of Occupational Illnesses
3. DoD Mishap Rates

DoD CONSOLIDATED REPORT OF INJURIES AND PROPERTY DAMAGE

REPORT PERIOD ENDING DATE (YYMMDD)

CATEGORY 1		TOTAL MISHAPS 2	SEVERITY CODE 3 CLASS			INJURIES 4												INJURY AND PROPERTY DAMAGE COST 5			
						FATALITIES 4A		LOST WORKDAY CASES 4B		PTD 4C		PPD 4D		LOST WORK DAYS 4E		NON-DOD INJURIES 4F		DOD INJURY COST ($1,000s) 5A	PROPERTY DAMAGE ($1,000s)		TOTAL COST ($1,000s) 5D
			A	B	C	MIL	CIV	MIL	CIV	MIL	CIV	MIL	CIV	MIL	CIV	FAT	INJURIES		NON DOD 5B	DOD 5C	
DOD OPERATIONS	AIRCRAFT																				
	FLIGHT																				
	FLT RELATED																				
	SUB TOTAL																				
	ACFT GRND																				
	MARINE																				
	UNDERWAY																				
	NOT UNDERWAY																				
	DIVING																				
	SUB TOTAL																				
	MISSILE																				
	EXP/CHEM AGENT																				
	GROUND																				
	GMV																				
	COMBAT TNG																				
	FIRE																				
	OTHER																				
	SUB TOTAL																				
	OPERATIONS TOTAL																				
MISC.	PMV																				
	OTHER OFF DUTY																				
	CONTRACTORS																				
	SUBTOTAL																				
GRAND TOTAL																					

DoD CONSOLIDATED REPORT OF OCCUPATIONAL ILLNESSES

REPORT PERIOD ENDING DATE (YYMMDD)

CATEGORY	TOTAL MISHAPS		OCCUPATIONAL ILLNESS CASES			CASES BY ILLNESS CODES							COST OF ILLNESSES
			FATALITIES 4A	LOST WORKDAY CASES 4B	NON-FATAL CASES WITHOUT LOST WORKDAYS 4C	21	22	23	24	25	26	29	
FLIGHT		MIL											
AIRCRAFT		CIV											
FLT RELATED		MIL											
		CIV											
MARINE		MIL											
UNDERWAY		CIV											
NOT UNDERWAY		MIL											
		CIV											
DIVING		MIL											
		CIV											
SUBTOTAL		MIL											
		CIV											
MISSILE		MIL											
		CIV											
EXP/CHEM AGENT		MIL											
		CIV											
GROUND		MIL											
GMV		CIV											
COMBAT TRAINING		MIL											
		CIV											
FIRE		MIL											
		CIV											
OTHER		MIL											
		CIV											
SUBTOTAL		MIL											
		CIV											
CONTRACTORS		MIL											
		CIV											
GRAND TOTAL													

DoD Mishap Rates

Government Motor Vehicle:

Miles of operation _____

GMV Mishap Rate (Per 1,000,000 Miles of Operation _____

GMV Fatality Rate (Per 100,000,000 miles of operation) _____

Injuries and Occupational Illnesses

DoD Civilian (Rates per 200,000 hours):

Number of personnel _____

Hours of Exposure _____

Injury Rate (A,B,C) _____

Occ. Illness Rate _____

On Duty Military (Rates per 100,000 personnel):

Number of personnel _____

Injury Rate (A,B,C) _____

Occ. Illness Rate _____

Flight (Rates per 100,000 flight hours)

Flight Hours _____

Class A Mishap Rate _____

Fatality Rate _____

Number of Destroyed A/C _____

Destroyed Aircraft Rate _____

Private Motor Vehicle - Military (Rate per 100,000 personnel)

Fatality Rate _____

6055.7 (Encl 5)
Dec 16, 81

SPECIAL INSTRUCTIONS FOR REPORTING
SELECTED EXPLOSIVE/CHEMICAL AGENT MISHAPS
(RCS DD-M(AR) 1020)

A. The DoD Explosive Safety Board (DDESB) exercises statutory authority to prescribe explosive safety standards for explosives and chemical agents under DoD jurisdiction. These standards apply to both DoD operations and contractor operations in government-owned contractor-operated (GOCO) plants. In order to provide information for the ASD(MRA&L) to assess the effectiveness of current explosive safety procedures and standards and to develop additional safety standards, the details of certain explosives/chemical agent mishaps must be reported to the DDESB.

B. The procedures for reporting the mishaps are contained in chapter 9 of DoD 5154.4-S (reference (g)). Essentially these procedures require:

1. An initial telephone report within 3 hours after receipt of notification concerning mishaps that meet one or more of the following criteria. A followup electrically transmitted message with any additional information shall be submitted within 2 workdays to Chairman, DDESB, Alexandria, VA, 22331.

a. A fatality or lost workday case (involving days away from work) to DoD or non-DoD personnel;

b. $200,000 or more property damage;

c. Production interruption which exceeds or will exceed 72 hours;

d. Significantly degraded operational capability;

e. Probable high public interest.

2. An electrically transmitted message to the DDESB, within 3 workdays after receipt of notification, concerning mishaps that meet one or more of the following criteria:

a. $10,000 or more property damage;

b. Production interruption exceeding 24 hours;

c. Individuals exhibiting physiological symptoms of agent exposure;

d. An unintentional or uncontrolled release of a chemical agent where the agent quantity released to the atmosphere is such that a serious potential from exposure is created by exceeding the applicable maximum allowable agent concentration-time levels for exposure of unprotected workers or the general population.

3. A mishap report, submitted to the DDESB as soon as possible, but no later than 6 months after the occurrence of mishaps that meet the criteria of B.1. or 2. above. Mishaps occuring during the transportation of ammunition, explosives, or chemical agents by commercial carriers are excluded from this reporting requirement, unless contractual obligations so stipluate.

6055.7 (Encl 6)
Dec 16, 81

TABLE FOR COMPUTING COSTS OF INJURIES AND OCCUPATIONAL ILLNESSES OF DOD PERSONNEL

A. The attached table provides standardized average figures for use in computing injury/occupational illness costs for DoD reporting purposes. The figures include the costs of:

1. Pay while away from work.

2. Medical treatment.

3. Hospitalization.

4. Dependent survival.

5. Unused training costs.

6. Gratuities.

7. Compensation.

8. Disability Retirement.

9. Burial.

NOTE: For civilian employees, use actual worker compensation costs, whenever available.

B. In using the attached table, the following special definitions apply:

1. Fatal Injury or Occupational Illness. One that results in death from a mishap or the complications arising therefrom, regardless of the length of time intervening between the mishap and a subsequent death.

2. Permanent Total Disability. Any nonfatal injury or occupational illness that in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation. NOTE: The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single mishap will be considered as a permanent total disability.

3. Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

a. Loss of teeth.

b. Loss of fingernails or toenails.

c. Loss of tip of fingers or tip of toe without bone involvement.

d. Inguinal hernia, if it is repaired.

e. Disfigurement.

f. Sprains or strains which do not cause permanent limitation of motion.

4. Cases Involving Days Away from Work. An injury or occupational illness that does not result in death or permanent disability but which results in a lost workday case involving days away from work.

5. Cases Involving Days of Restricted Work Activity. An injury or occupational illness greater than first aid that does not result in death, permanent disability, or days away from work, but that results in a lost workday case involving days of restricted work activity.

NOTE: Add these costs in those cases where individuals have lost workdays and returned to work but have additional days of restricted work activity as defined in enclosure 2.

Attachment - 1
Cost Standards Table

C. The following mishaps, although not required to be reported under this enclosure, shall be reported whenever the information to be obtained can contribute to the development or verification of safety procedures or standards:

1. A nuclear weapon accident or nuclear weapon significant incident shall be reported in accordance with DoD Instruction 0-7730.12 (reference (h)). However, the investigation resulting from a mishap which involves the nonnuclear explosive components of such a weapon or device should be provided to the Chairman, DDESB, to aid in the development or verification of high explosive safety procedures and standards.

2. An unplanned explosion, fire, or functioning of ammunition and explosives that does not meet the requirements of B.1 or 2., above, for mandatory reporting when, in the opinion of the investigating officer, it produces data which may be of permanent value in evaluating explosives or chemical agent safety.

3. A mishap relating to the employment of ammunition, explosives, or chemical agents during combat.

4. Explosive damage or injuries caused by action of an enemy force.

5. Accidental and deliberately inflicted gunshot wounds from small arms handling, test firing operations, and similar incidents which result from personnel error, inadequate training, or malfeasance.

D. Each DoD Component shall designate a central office to be responsible to the DDESB for these reporting requirements.

E. The DDESB shall, when directed by the ASD(MRA&L), participate in an advisory role in the investigation of explosive/chemical mishaps which involve GOCO facilities.

COST STANDARDS TABLE

	Submarine/ Flying Officer	Other Officers	Enlisted Personnel, Cadets	Civilian Employees[4]	Program Youth/Student Assistance Program Employees and Foreign Nationals[4]
Fatality	$ 330,000	$ 150,000	$ 47,000[1] 102,000[2]	$ 174,000	$ 102,000
Permanent Total Disability[3]	476,000	321,000	190,000	146,000	148,000
Permanent Partial Disability[3]	80,000	55,000	43,000	96,000	67,000
Lost Workday Case					
Days Away from Work	170/day	170/day	120/day	100/day	75/day
Days Hospitalized[5]	445/day	445/day	395/day	375/day	350/day
Restricted Work Activity	50/day	50/day	50/day	50/day	50/day

1 Nonflight crew member fatality

2 Flight crew member fatality

3 Total costs, including days away from work and days hospitalized

4 For civilian employees, use actual worker compensation costs when available

5 Includes cost for days away from work

DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
6055.7, Ch 1	February 27, 1987	6000 series

ATTACHMENTS None

INSTRUCTIONS FOR RECIPIENTS

The following pen change to DoD Instruction 6055.7, "Mishap Investigation, Reporting and Recordkeeping," December 16, 1981, is authorized:

PEN CHANGE

Page 10, subsection F.4., line 3. Delete "Interagency Report Control Symbol 1546-FEM-AN". Insert "Department of Defense Report Control Symbol DD-FM&P(AR) 1765".

EFFECTIVE DATE

The above change is effective immediately.

James L Elmer
JAMES L. ELMER, Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1
1 MAR 84

PREVIOUS EDITIONS ARE OBSOLETE

APPENDIX N

References

Section I - Required Publications

AR 15-6	Boards, Commissions, and Committee Procedures for Investigating Officers and Boards of Officers (cited in para 3-12)
AR 25-400-2	The Modern Army Recordkeeping System (MARKS) (cited in para 3-4)
AR 27-40	Legal Services - Litigation (cited in para 3-10)
AR 40-3	Medical, Dental, and Veterinary Care (cited in para 4-8)
AR 40-5	Preventive Medicine (cited in para 5-15)
AR 40-63	Ophthalmic Services (cited in para 5-8)
AR 40-501	Standards of Medical Fitness (cited in para 5-5)
AR 40-583	Control of Potential Hazards to Health from Microwave and Radio Frequency Radiation (cited in para 5-8)
AR 360-5	Public Information (cited in para 3-10)
AR 385-10	Army Safety Program (cited in para 1-7)
AR 385-30	Safety Color Code Markings and Signs (cited in para 5-9)
AR 385-40	Accident Reporting and Records (cited in para 1-4)
AR 385-60	Coordination with Department of Defense Explosives Safety Board (cited in para 10-2)
AR 385-62	Regulations for Firing Guided Missles and Heavy Rockets for Training, Target Practice, and Combat (cited in para 11-2)
AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat (cited in para 11-2)
AR 385-64	Ammunition and Explosives Safety Standards (cited in para 10-2)

AR 386-65	Identification of Inert Ammunition and Ammunition components (cited in para 10-2)
AR 385-95	Army Aviation Accident Prevention (cited in para 7-1)
AR 672-74	Army Accident Prevention Awards (cited in para 9-2)
NGR 385-15	Policy, Responsibilities, and Procedures for Inspection and Evaluation of ARNG Indoor Firing Ranges (cited in para 11-2)
NGB PAM 385-95	Army National Guard (ARNG) Aviation Accident Prevention Plan (cited in para 7-1)
DA Pam 738-750	The Army Maintenance Management System (TAMMS) (cited in para 3-7)
DODI 1000.3	Safety and Occupational Health Policy for the Department of Defense (cited inpara 4-2)
DODI 1000.18	Federal and State Occupational Safety and Health Inspections Investigations at Contractor Workplaces and Department of Defense Installations (cted in para 4-2)
DODI 6050.5	Hazardous Material information System (cited in para 5-1)
DODI 6055.1	Department of Defense Occupational Safety and Health (OSH) Program (cited in para 4-6)
DODI 6055.2	Personal Protective Equipment (cited in para 5-1)
DODI 6055.3	Hearing Conservation (cited in para 5-1)
DODI 6055.5	Industrial Hygiene and Occupational Health (cited in para 5-1)
DODI 6055.5M	Occupational Health Surveillance Manual (cited in para 5-5)
DODI 6055.9 STD	Ammunition and Explosives Safety Standards (cited in para 10-2)
TB MED 501	Occupational and Environmental Health: Hearing Conservation (cited in para 5-5)
TB MED 502	Occupational and Environmental Health: Respiratory Protection program (cited in para 5-5)
TB MED 503	The Army Industrial Hygiene Program (cited in para 5-14)
TB MED 506	Occupational Vision (cited in para 5-5)

TB MED 509	Spirometry in Occupational Health Surveillance (cited in para 5-5)
TB MED 510	Interim Guidelines for the Evaluation and Control of Occupational Exposure to Waste Anesthetic Gases (cited in para 5-5)
TB MED 513	Occupational and Environmental Health Guidelines for the Evaluation and Control of Asbestos Exposure (cited in para 5-5)
TB MED 514	Occupational and Environmental Health Requirements for Painting Operations (cited in para 5-5)
TB MED 523	Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound (cited in para 5-5)
TB MED 524	Control of Hazards to Health from Laser Radiation (cited in para 5-5)
TPR 293-32	Employee Medical File System (EMFS) (when published) (cited in para 5-12)
TPR 335	Merit Placement for National Guard Technicians (cited in para 1-4)
TPR 752	Discipline and Adverse Actions (cited in para 5-9)
TPR 810	Workers' Compensation (cited in para 4-8)
PL 91-596	Occupational Safety and Health Act (OSHA) of 1970 (cited in para 1-4)
EO 12196	(Executive Order) Presidential Order (cited in para 4-2)
CFR 29-1910	Occupational Safety and Health Standards (cited in para 4-2)
CFR 29-1960	Department of Labor Regulations on Federal Employee Occupational Safety and Health Programs (cited in para 4-2)
DHHS (NIOSH)	Occupational Health Guidelines for Chemical Hazards (cited in para 5-5)
FM 25-7	Training Ranges (cites in para 11-2)

Section II - Related Publications

AR 40-66	Medical Records and Quality Assurance Administration
AR 190-40	Serious Incident Report
AR 190-45	Records and Forms
AR 195-2	Criminal Investigation Activity
AR 340-17	Release of Information and Records from Army Files
AR 340-21	The Army Privacy Program
AR 600-10	The Army Casualty System
AR 600-85	Alcohol and Drug Abuse Prevention and Control Program
AR 635-100	Officer Personnel
AR 672-5-1	Military Awards
ANSI Z16.4-1977	Uniform Recordkeeping for Occupational Injuries and Illnesses
ANSI Z87.1	Practice for Occupational and Educational Eye and Face Protection
DA Pam 351-4	U.S. Army Formal Schools Catalog
PL 99-661	Title VI, DOD Authorization Act, 1987, November 14, 1986

NOTES:

1. DOD Directives, Instructions, and Manuals, and military standards (MIL STDs) can be obtained from the U.S. Department of Commerce, National Information Service, 5285 Port Royal Road, Springfield, VA 22161 using DD Form 1425 (Specifications and Standards Requisition). (703 487-4600)

2. National Institute for Occupatinal Safety and Health and National Bureau of Standards Handbooks can be obtained from the Superintendent of Documents, Government Printing Office, WASH DC 20402.

3. National Fire Prevention Association publications can be obtained from the National Fire Prevention Association, Batterymarch Park, Quincy, MA 02269.

4. United States Public Health Service publications can be obtained from the Interagency Program Retail Food Protection Branch, Food and Drug Administration, 200 C Street, SW, WASH DC 20204.

5. U.S. Army Environmental Hygiene Agency publications can be obtained from Commander, USAEHA, ATTN: HSHB-A, Aberdeen Proving Ground, MD 21010-5422.

6. U.S. Environmental Protection Agency publications can be obtained from the National Technical Information Service, Port Royal Road, Springfield, VA 22161.

7. American National Standards Institute publications can be obtained from the American National Standards Institute Incorporated, 1430 Broadway, New York, NY 10018.

8. Unless otherwise noted, all other publications and blank forms are available through normal publications channels.

By Order of the Secretary of the Army:

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Executive,National Guard Bureau

Distribution: A, B, C

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC 20310-2500
29 December 1989

National Guard Regulation 385-10
Change 1

Safety

ARMY NATIONAL GUARD SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Summary. This is a change to NGR 385-10, 7 October 1988. Changes have been made throughout this regulation. The major change to this regulation is to provide for safety in performance standards for military and civilian managers and supervisors which will include accident prevention and occupationnal health responsibilities as a rating element. Other changes provide for telephone number changes and clarifies the requirement for state safety council's to meet at least quarterly. Eliminates the requirement for the submission of a DA Form 285-1. Alerts users that an internal control review checklist has been published. Establishes a policy where the Chief, National Guard Bureau has the discretion of calling to his office senior officers who are responsible for the ground safety program when their State has experienced a serious ground accident.

Suggested improvements. The proponent agency for this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-AVN-S, Bldg E6810, APG, MD 21010-5420.

1. NGR 385-10, 7 October 1988, is changed as follows:

Throughout. There is no longer a requirement for the submission of a DA Form 285-1.

Page i. Internal control systems paragraph is revised to read as follows:

Internal control systems.
This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and a checklist for conducting internal control reviews has been published under a separate cover.

Page 1-1, paragraph 1-2. Paragraph 1-2 is revised to read as follows:

a. The safety and occupational health policy of the ARNG is to eliminate all accidental manpower and monetary losses to provide more efficient use of resources and enhance the readiness of the ARNG.

b. The ARNG will comply with all the provisions of AR 385-10 as well as any additional requirements contained herein. Performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and occupational health responsibilities will be considered in Army Civilian Performance Ratings, Officer Evaluation Reports (OER), and Noncommissioned Officer Evaluation Reports (NCOER).

c. At the discretion of the Chief, National Guard Bureau (CNGB), senior officers responsible for the State safety and occupational health program may be requested to prepare a brief and

report to the National Guard Bureau staff when their State has experienced a serious ground accident. The purpose of this action is to gain timely, first-hand information to determine if further corrective action by NGB or the State is necessary to implement the recommendations of the Centralized Accident Investigation Ground Team (CAIG). This information will be furnished to other States as necessary for ground accident prevention.

Page 1-3, paragraph 1-6. Add the following subparagraph:

(5) Councils will meet quarterly and will publish the minutes of the meetings.

Page 3-1, paragraph 3-3e. Paragraph 3-3*e* is revised to read as follows:

e. The State safety and occupational health office will immediately notify the National Guard Bureau (NGB) of class A and B accidents by telephone. During duty hours, telephone NGB-AVN-S, AUTOVON 584-8154 or commercial (301) 671-6754. After duty hours, call the ARNG Support Center, AUTOVON 858-6001 or commercial (301) 981-6001.

Page 4-2, paragraph 4-7. Paragraph 4-7 is revised to read as follows:

The Army adopted a goal of a 2 percent reduction in new lost time compensable injury/illness rates for the FY 89-93 timeframe. The new program is entitled, "*Conservation of Civilian Resources Program*" and concentrates on cost. Workplace injuries and illnesses adversely affect efficiency, productivity, morale, and create a drain on scarce resources. In 1989, Chief, NGB established injury/illness rates for the several States. An aggressive safety and occupational health program and strong command emphasis are essential for achieving the Army goal.

Page 4-2, paragraph 4-7a(1)(a). Replace "*Presidential*" with "*Army*." Replace "*composite performance profile*" with "*management analysis profile*."

Page 6-2, paragraph 6-5a. Add the following sentence at the end of paragraph 6-5*a*: Safety and occupational health personnel will review MSDS for hazardous chemicals before use.

Page 6-2, paragraph 6-8. Add the following subparagraph:

f. Training must be documented on DD Form 1556 or DD Form 1556-1 and filed permanently in the employee's OPF or the soldier's OMPF. As a minimum complete, blocks 1, 2, 3, 7, 8, 11, 12, 13, 17, 18, 24, 33, and 36. Place the following statement in block 18: "*Do not destroy, retain this record for the duration of employment/enlistment plus 30 years.*"

Page 9-1, paragraph 9-3b. Add the following sentence after the first sentence in paragraph 9-3*b*: Award will be issued in 5 year or 25,000,000 mile increments whichever occurs first and any subsequent award will be based on that date.

Page 9-1, paragraph 9-3c. Add the following sentence at the end of paragraph 9-3*c*: Award will be issued in 5 year or 40,000 flying hour increments and any subsequent award will be based on that date.

Page 9-1, paragraph 9-3d. Paragraph 9-3*d* is revised to read as follows:

d. The National Guard Bureau Safety Branch (NGB-AVN-S) will initiate, verify, and issue these

awards. Accident experience and additional criteria will be reviewed in January of each year for the preceding fiscal year to allow for any late reporting.

Page 11-1, paragraph 11-4c. Change *"CNGB"* to read: *"the State Adjutant General."*

Page 11-1, paragraph 11-8. Paragraph 11-8 is revised to read as follows:

11-8. Indoor firing ranges
Utilization of indoor firing ranges for any purpose must be IAW NGR 385-15, Policy, Responsibilities, and Procedures for Inspection/Evaluation and Use of ARNG Indoor Firing Ranges.

Page A-1, appendix A. Add the following course to appendix A:

Introduction to ARPS 0 USASC 5

Page C-4, paragraph C-4d. Change the word *"for"* preceding format in OSHA to read: *"or."*

Page C-5, paragraph C-5e. Delete. Renumber the remaining subparagraphs "f through kk" to read: "e through jj."

Page D-3, paragraph D-12b. Paragraph D-12b is revised to read as follows:

b. Class B Accident. An accident in which the resulting total cost of property damage, injury, or occupational illness is $100,000 or more, but less than $500,000 or results in a permanent partial disability or the hospitalization of five or more personnel.

Page D-5, paragraph D-14a. Add the following subparagraph:

(5). Traveling directly to or from Inactive Duty Training (IDT).

Page K-1, appendix K. Add to title at top of page: *"Appendix K"*

Page N-1, appendix N Add after "Section I - Required Publications:" (Required publications are authorized only to the level of distribution listed in the publication.)

2. Post these changes according to DA Pam 310-13.

3. File this change in front of the publication for reference purposes.

By Order of the Secretary of the Army:

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