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Cyber Center of Excellence
Fort Gordon, GA 30905-5000

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Safety
U.S. ARMY CYBER CENTER OF EXCELLENCE AND FORT GORDON COMMAND
SAFETY PROGRAM

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History: This regulation supersedes Fort Gordon Regulation 385-10 dated 21 June, 2012 in its entirety.

Summary: This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of the U.S. Army Cyber Center of Excellence and Fort Gordon, Georgia Safety Program. For those programs not covered in this regulation, commanders and commandants will use Army Regulation (AR) 385-10 to promulgate other applicable and/or more stringent policy.

Applicability: This regulation applies to the Cyber Center of Excellence and Fort Gordon, TRADOC schools, subordinate organizations, and contractors operating within the Cyber Center of Excellence and Fort Gordon operational environments to include the Gillem Enclave.

Proponent and exception authority: The proponent for this regulation is the Commanding General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this authority in writing, to a division chief with the proponent agency or its direct reporting unit or field- operating agency, in the grade of colonel or the civilian equivalent. To request an exception or waiver to this regulation, send a

written request to Secretary General Staff at Commander, U.S. Army Cyber Center of Excellence and Fort Gordon, ATZH-CG, 506 Chamberlain Avenue, Building 29808, Room 901, Fort Gordon, Georgia 30905 or usarmy.gordon.cyber-coe.mbx.secretary-of-the-general-staff@mail.mil prior to initiating deviation Identify specific conflict(s) with regulation and provide justification for the request and alternate measures. Include an assessment of the associated risk with the request. Army management and control process. This regulation does not contain management control provisions.

Supplementation: Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Commander, U.S. Army Cyber Center of Excellence and Fort Gordon, ATZH-CG, 506 Chamberlain Avenue, Building 29808, Room 901, Fort Gordon, Georgia 30905 or usarmy.gordon.cyber-coe.mbx.secretary-of-the-general-staff@mail.mil

Suggested improvements: Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Cyber Center of Excellence and Fort Gordon, ATZH-CG, 506 Chamberlain Avenue, Building 29808, Room 901, Fort Gordon, Georgia 30905 or usarmy.gordon.cyber-coe.mbx.secretary-of-the-general-staff@mail.mil

Distribution: This regulation is only available on the U.S. Army Cyber Center Homepage at <http://www.gordon.army.mil>.

This revision, dated 1 May 2015, supersedes USASC&FG Regulation 385-10, 21 June 2012

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Glossary

Chapter 1

Introduction

1-1. Purpose

To establish policies, procedures, and responsibilities for implementation of the Army Safety Program at Fort Gordon. This regulation supplements existing regulatory requirements and information published in other references. It is not all-inclusive.

1-2. Applicability

This regulation applies to all Soldiers, Airmen, Sailors, Marines, Department of Defense Civilians, dependents, contractors, and tenant personnel assigned or attached to Fort Gordon and Gillem Enclave as specified in applicable service and support agreements. The provisions of this regulation apply in peacetime and during domestic emergencies and are advisory for deployed units engaged in combat operations.

1-3. References

A list of required and related publications is provided at the end of this regulation.

1-4. Explanation of abbreviations and terms

The glossary contains abbreviations used in this regulation.

1-5. Responsibilities

a. Senior Commander (SC) will:

- (1) Serve as the principal safety officer for all installation activities.
- (2) Set safety priorities for all activities conducted on the installation.
- (3) Establish an Installation Safety Office (ISO), consisting of U.S. Army Training and Doctrine Command (TRADOC) and the Installation Management Command (IMCOM) personnel, to execute safety program responsibilities of the Primary Mission and all Installation activities in accordance with Army Regulations and Directives.
- (4) Appoint a Command Safety Director to manage, and direct the ISO.
- (5) Ensure the ISO is adequately staffed and funded for professional training, safety programs are adequately resourced, all safety requirements are addressed and given priority when budgets are submitted to TRADOC and IMCOM.
- (6) Plan, program and execute a mission specific command safety and accident prevention program.

- (7) Appoint the Command Safety Director to the Special Staff.
 - (8) Ensure the Command Safety Director reports directly to the SC.
 - (9) Senior rate the Command Safety Director.
 - (10) Promote safety awareness and enforce compliance with standards:
 - (a) Clearly assign responsibility and accountability for the safety and occupational health of Service Members, Department of Defense Civilians, contractors, and family members.
 - (b) Ensure commanders and leaders aggressively manage safety and occupational health programs within their organizations, develop performance metrics to monitor effectiveness, establish accountability in their units by clearly defining performance expectations in the NCOER, OER, and Total Army Performance Evaluation System.
 - (c) Ensure commanders and leaders incorporate safety as a part of all personnel counseling sessions with emphasis on positive actions to improve safety and occupational health program management, implement risk management, and reduce preventable accidents.
- b. Garrison Commander will:
- (1) Serve as the principal safety officer for all garrison activities.
 - (2) Enforce the SC safety priorities for all garrison activities.
 - (3) Promote safety awareness and enforce compliance with standards:
 - (a) Clearly assign responsibility and accountability for the safety and occupational health of Service Members, Department of DoD Civilians, tenant unit personnel, contractors and family members.
 - (b) Aggressively manage safety and occupational health programs within their organizations, develop performance metrics to monitor effectiveness, establish accountability throughout the Installation by clearly defining performance expectations in the NCOER, OER, and Total Army Performance Evaluation System.
 - (c) Ensure safety is a part of all personnel counseling sessions with emphasis on positive actions to improve safety and occupational health program management, implement risk management, and reduce preventable accidents.
 - (4) Ensure the ISO and programs are adequately resourced, all justified safety

requirements are addressed and given priority when budgets are submitted to IMCOM.

(5) Ensure ISO resources are used to manage the installation safety and accident prevention program.

c. Command Safety Director will:

(1) Establish, manage, and direct the ISO.

(2) Serve as principal advisor to the Senior Commander and command staffs on safety and occupational health issues.

(3) Coordinate directly with higher headquarters, other Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), other services, state/federal agencies, and other institutions and associations as required. Coordinate as appropriate, with the Combat Readiness Center (CRC) on those issues that have significant Army-wide safety, Regimental Signal Corp safety and occupational health implications.

(4) Develop command safety and occupational health policy.

(5) Assist, as appropriate, in the conduct of ground Centralized Accident Investigations (CAIs) and direct Installation Accident Investigations (IAIs), as required.

(6) Direct the review and evaluation of Mission and Garrison Unit Safety Programs as required or in conjunction with other inspection and evaluation programs IAW Department of the Army Regulations, established service and support agreements.

(7) Represent the command on safety issues not previously listed affecting or involving the command.

(8) Assist leaders in managing safety and occupational health programs within their organizations; develop performance metrics to monitor effectiveness and establish accountability throughout the Center and Fort Gordon by recommending performance expectations for inclusion in the NCOER, OER, and Total Army Performance Evaluation System.

d. Commanders and Installation Directors will:

(1) Effectively manage risk to ensure the protection of all personnel, facilities, equipment, and materials entrusted in their care.

(2) Publish a written Commander's/Director's Safety Philosophy that supports the Senior Mission Commander's safety imperatives. (TRADOC Units battalion-level and above, IMCOM Installation Units Directorate Level and above)

(3) Publish a Safety Standing Operating Procedure (SOP) that mandates safety awareness, risk management, and enforces the unit's compliance with current safety standards. The SOP will detail the responsibilities and duties of the unit's Additional Duty Safety Officer (ADSO) IAW Training and Doctrine Command (TRADOC) Regulation 385-2. It will contain the SC's delegation of risk acceptance authority. The SOP will comply with Army Regulations and Policies regarding all safety doctrine and programs.

(4) Promote safety awareness and enforce compliance to standard:

(a) Clearly assign responsibility and accountability for the safety and occupational health of Service Members, Department of Defense Civilian employees, contractors, and family members. Aggressively manage safety and occupational health programs within their organizations. Develop performance metrics to monitor effectiveness and establish accountability throughout the organization by clearly defining performance expectations in the NCOER, OER, and Total Army Performance Evaluation System.

(b) Include safety in all personnel counseling sessions with emphasis on positive actions to improve safety and occupational health program management, implement risk management, and reduce preventable accidents

(c) Ensure accident notification and pre-accident plans are developed for both home station and deployed locations. Tailor plan(s) to account for individual unit circumstances and brief as part of unit pre-deployment briefings. A copy of the pre-accident plan(s) should accompany all deploying elements.

(d) Ensure accident investigation and reporting requirements, as required by Department of Defense (DOD), Army, and this regulation, are accomplished as specified.

(e) Establish and fund an accident prevention awards program as required by applicable regulations.

(f) Appoint an Additional Duty Safety Officer (ADSO) IAW TRADOC Regulation 385-2 or IMCOM Regulation 385-10 (as applicable), to perform safety and accident prevention functions for company-sized units or equivalent and above that are not authorized a full-time safety position. The unit/organization will maintain a copy of the appointment orders, online Additional Duty Safety Course (ADSC) certificate, as well as any required local ADSC certificate.

e. ADSOs will:

(1) Be a commissioned officer/warrant officer or civilian in the grade of GS-11 or higher at battalion and higher equivalent.

(2) Have the rank of staff sergeant or above or be civilian in the grade of GS-7 or

higher, at company or equivalent level.

- (3) Complete the online ADSC within 30 days of appointment.
- (4) Have one year or more of retain-ability in the unit upon duty appointment.
- (5) Report directly to the commander/director on safety related matters.
- (6) Perform the duties and responsibilities outlined in this regulation, Directives, Army Regulations, and other applicable statutes.
- (7) Assist the commander/director by developing and implementing accident prevention programs that encompass the entire scope of the unit's mission.
- (8) Manage the unit/organizational Accident Prevention Awards Program.

1-6. Accident Prevention Policy and Goals

Accident prevention is inherently a command function; however, preventing accidents is not just a leadership function. Every member of the team has a responsibility to identify hazards and implement control measures in order to prevent accidents.

1-7. Safety Program Inspections and Surveys

a. Safety program inspections provide the Commander/Director a gauge to measure the effectiveness of the unit's accident prevention program. The basis of inspection standards is applicable standards, policies, and accepted practices. Deficiencies and recommendations noted in inspection results with regard to facilities shall include a Risk Assessment Code (RAC) to provide the commander a means by which to establish priorities for correction and compliance. Acceptance and implementation of recommendations is at the discretion of the commander; however, compliance with regulatory and statutory requirements is mandatory. Army Regulation 385-10 specifies inspection criteria and requirements.

b. ADSOs at each level of command will conduct at least one safety inspection quarterly for low risk facilities. Commanders will ensure a Standard Army Safety and Occupational Health Inspection (SASOHI) is conducted at least annually for all workplaces. Document inspections to ensure correction of discrepancies.

c. The ISO will inspect all High and Medium-Risk areas and assist in other inspections as specified in appropriate service and support agreements.

1-8. Safety Councils

The purpose of safety councils is to provide a forum that allows leaders to review the unit safety programs, identify areas for emphasis, direct resources to those areas that

pose the greatest risk, and disseminate relevant information to units in a forum which is conducive to learning.

a. The Senior Commander Safety Council.

(1) The mission of this council is to identify major or broad safety related deficiencies of systemic problems on the installation and propose appropriate policy/guidance for approval by the Senior Commander.

(2) The council will publish minutes of the Senior Commander Safety Council meetings.

(3) The council will meet at least semi-annually. Commanders (TRADOC, Installation and tenant) or their delegates along with their Safety Officer will attend this meeting.

(4) Unit Safety Council Meetings.

(5) Battalion level and higher commanders and directors will conduct safety councils at least semi-annually to provide subordinates with current command safety guidance, information, and standards. Safety officers should attend staff meetings and provide information and feedback on current safety issues, trends, and countermeasures/lessons learned. Tenants will conduct periodic meetings with Safety Officers IAW their parent unit directives.

(6) Council minutes will be reviewed and approved by the Commander, and be published and maintained by the Council Recorder, IAW AR 25-400-2, The Army Records Information Management System (ARIMS).

(7) The unit will publish minutes of the Unit Safety Council/Safety Officer meetings within 20 working days after the meeting, and maintain copies in the unit Safety Book and unit files. Units are encouraged to invite safety personnel from the ISO to the meetings.

Chapter 2 Safety Awards Program

2-1. Introduction

This chapter establishes safety awards for recognizing organizations and individuals for their contributions and enhancements to the Army Safety Program.

2-2. Promoting Safety

Safety awards enhance Army operations and improve safety awareness by recognizing and promoting individual and organizational accident prevention measures and

successes. Commanders at all levels are responsible for establishing, implementing and funding an awards program, and recognizing units and individuals for outstanding accident prevention efforts IAW assigned MACOM and DA policy. The Safety Awards Program is established in AR 385-10, The Army Safety Program.

2-3. Award Guidance

Criteria, policies, and procedures for nominating units and individuals for the awards in this chapter are contained in AR 385 – 10.

2-4. Organizational Level Safety Awards

a. Army Accident Prevention Award of Accomplishment. This award is presented to TOE or TDA detachments; company-sized units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities that have completed 12 consecutive months, or a major training exercise, or an actual deployment of greater than 120 days without experiencing a Class A, Class B, or Class C accident.

b. Other individual and organizational awards. Leaders at all levels will recognize safe performance of individuals and subordinate organizations. Leaders are encouraged to develop awards that are tailored to recognize the accident prevention accomplishments within their sphere of activity, interest, or operation. Leaders may use DA Form 1119–1 (Certificate of Achievement in Safety) or are authorized to design and use locally produced certificates or trophies.

c. Unit Impact Award. Commanders are encouraged to develop and issue policies for safety impact awards to promote safety awareness through on-the-spot recognition of safety related actions that are above and beyond what is required of an individual or organization according to AR 600–8–22, chapters 3, 10, and 11. Authorized awards include: medals, trophies, badges, commanders' coins, and plaques. Personal use items such as gym bags, clothing items, coffee mugs, and so forth should not be used as incentive awards to promote a safety program.

d. The Senior Commander may award a Certificate of Achievement to individuals or units for exemplary accomplishment in the field of accident prevention. Forward nominations through the installation/activity commander to Director, ISO, ATTN: IMGO-SO Fort Gordon, Georgia 30905.

e. Army Safety Excellence Streamer. This streamer is presented to organizations that have met prescribed eligibility criteria:

(1) Completing 12 consecutive months without experiencing a Soldier or unit at fault Class A or Class B accident;

(2) One hundred percent completion of RM training; and

(3) Completing ARAP.

2-5. Unit Safety Certification

a. Appointed in writing a safety officer who has completed the required level of training.

b. Implemented a safety program according to AR 385-10 and this regulation.

c. Reduced the number of accidents, both on and off the job, by 50 percent of the previous year.

d. Had in place an accident tracking and reporting system that complied with the requirements of this regulation.

e. Had in place a documented RM process demonstrating controls implementation and management of identified risks.

f. Sustained the above initiatives for a significant and established period of time, such as 1 year, 2 years, and so forth.

2-6. Educational Materials

The Installation Safety Office and Unit Safety ADSOs at all levels will distribute educational and marketing information on the Army's Safety Awards Program. Safety officers will ensure that all members of the organization are aware of this program.

2-7. Promoting the Prevention Awards Program

Commanders at all levels will promote the prevention awards program using all available means. Typical procedures for promoting the Prevention Awards Program are placing articles in the installation and local newspapers, posting flyers/posters concerning the program, including the program in unit training opportunities (sergeant's time, morning roll call, and so forth), and announcing in local electronic media (radio and television).

Chapter 3

Accident Investigation and Reporting

3-1. Accident Investigation and Reporting

a. All Army accidents and incidents, including occupation illnesses and injuries, regardless of how minor, are reportable to the ISO within 24 hours for all Class C, D and E incidents telephonically at (706) 791-7233 / 4721 / 2906. The immediate supervisor will submit the completed Cyber CoE Initial Notification of Accident / Injury / Illness Report (Appendix D) via encrypted email, marked FOUO and Protected by

Privacy Act to the unit ADSO, Commander and First Sergeant within 24 hours. Unit ADSOs will review for completeness and forward to the next higher ADSO for review. The report will be sent to the ISO POC email account for TRADOC unit reports. Tenant units will submit their report to the usarmy.gordon.cyber-coe.mbx.fort-gordon-safety-office@mail.mil.

b. All Class A and B accidents will be reported immediately to the ISO POC for on or off post incidents. TRADOC units with companies or detachments located on other installations will report all accidents IAW reporting procedures in this paragraph. . Commanders/Directors will investigate and report unplanned events (accidents) as required by DA Pam 385-40, Accident Reporting and Records.

c. Army units at Fort Gordon will submit all accidents using the REPORT IT software program located on the CRC webpage <https://safety.army.mil> to the ISO.

c. Air Force, Navy, and Marine units will report accidents through their service specific accident reporting software and furnish a courtesy copy to the ISO at ftgordon.safety@us.army.mil.

3-2. Responsibilities

a. The commander who first becomes aware of any Class A or B Army accident on Fort Gordon will:

(1) Notify the ISO immediately telephonically at (706) 791 – 7233 / 4721 / 2906 during duty hours.

(2) For non duty hours immediately call the Installation Operations Center (IOC) at (706) 791- 9747. The IOC will contact the ISO On Call POC and provide the Name, Rank, Unit and phone numbers of the individual reporting the incident.

(3) Notify the immediate commander of all personnel involved

(4) Immediately notify other requirements as determined by circumstance, e.g., Range Control for accidents occurring on ranges.

(5) Direct unit safety officers not to contact the Combat Readiness Center directly.

(6) Guard and preserve the accident scene.

(7) Secure all pertinent records and files.

b. The ISO will:

(1) Proceed to the accident site. The ISO will work with the unit commander and safety officer on site to ensure that the accident scene is preserved and all hazards

abated or risks mitigated.

(2) Notify the Combat Readiness Center and provide information required on the DA Form 7306-R, Worksheet for Telephonic Notification of Ground Accident, or the DA Form 7305-R, Worksheet for Telephonic Notification of Aviation Accident when the accident involves Army units/personnel.

(3) Request support for appropriate accident investigation board personnel through Fort Gordon IOC Tasking Officer.

(4) Support personnel tasked to serve on the accident investigation board by providing TDY orders, assisting with travel arrangements, and any other information required.

(5) Serve as the liaison between the accident investigation board and the unit experiencing the accident.

(6) Prepare orders appointing the Accident Investigation Board for signature by the Commanding General.

(7) Set up the in/out briefing.

(8) Be responsible for proper staffing of the completed accident report and subsequent forwarding to the Army Combat Readiness Center. Maintain a file copy of the accident report, as required.

c. DPTMS:

(1) Publish a tasking letter directing units to provide support for the Accident Investigation Board, as determined by the ISO.

(2) Ensure units provide standard name line to the Safety Office within 24-hours of receiving tasking.

(3) Maintain contact with the ISO, as required, to ensure that issues are resolved in a timely manner.

d. Personnel tasked to serve on the accident investigation board will:

(1) Immediately, provide standard name line to the ISO.

(2) Immediately report to the ISO or other designated location as directed. This will be their sole place of duty. Board members coming from another location will schedule travel immediately. Accomplish travel by the fastest means available.

(3) Perform duties as assigned by the Accident Investigation Board President and

consistent with requirements specified in Army Regulations.

(4) Complete the accident investigation and report findings and recommendations IAW format specified by Army Regulation.

(5) Be informed that duration of TDY will be until the accident report is completed or the Commanding General appointing the Accident Investigation Board releases the board member.

e. Commander of unit experiencing the accident will:

(1) Cooperate fully with the ISO and Accident Investigation Board members.

(2) Secure records and other documentation as directed by the President of the Accident Investigation Board.

(3) Provide timely personnel support and information upon request.

3-3. Chain of Command Review

a. The following are required of all units in which the accident occurred on Fort Gordon property, or involved Fort Gordon property, equipment, or manpower.

(1) Within 10 days of a Class A or B accident, the Brigade Commander from the Installation or TRADOC Unit or equivalent, will brief the Chief of Staff, U.S. Army Cyber Center of Excellence. Include in the briefing what happened, why it happened, and the chain of command's assessment of the unit safety program. The ISO will coordinate the briefing. An important part of the briefing will include an assessment of the victim's personal habits, attitude toward safety, and if drugs or alcohol contributed to the accident.

(2) Organizations sustaining a Class A or B accident THAT IS NOT experienced on Fort Gordon, or involve Fort Gordon property, equipment or manpower will use the review process established within their commands and provide a courtesy brief to the Center Chief of Staff as soon as reasonably possible. Provide briefing results to the ISO, ATTN: ATZH-IS, for accident analysis.

(3) Brief unit personnel on the circumstances and lessons learned within 30 days.

3-4. Civilian Accident Reporting

Report and investigate all accidents involving civilian employees that occur on duty. Reports of accidents will be in writing and on the appropriate Office of Workman's Compensation Program/Compensation Act (OWCP/CA) form and DA Form 285 or AGAR (as applicable). The OWCP/CA forms will be processed through the CPAC; the DA Form 285 or AGAR will be processed through the ISO. Report all serious accidents

telephonically as soon as possible, but in any event within 2 hours, to the ISO at 706-791-SAFE (7233). Serious accidents are accidents resulting in hospitalization of one or more persons, employee's amputation, loss of an eye, or a fatality. The accident scene will be secured and physical evidence preserved until released by a safety specialist assigned to the ISO or the President of an Accident Investigation Board.

3-5. Tenant Units

Active duty Soldiers, civilian, and contractor personnel assigned to tenant units will report all accidents through their chain of command. When an accident occurs within the Fort Gordon AOR or involves Fort Gordon equipment, manpower, or facilities, tenant units will investigate the incident and furnish a copy of the report to the ISO, ATTN: IMSO-SO within 10 days of the accident or as specified in the appropriate service and support agreement.

Chapter 4 Risk Management

4-1. Unit Commander's Responsibility

It is the Commander's responsibility to ensure that all Army personnel complete Mandatory Safety Training, Appendix C, within the required time frame from Appendix C. <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>. Other services will adhere to the training requirements of their respective services.

4-2. Risk Acceptance

The Commanding General for the U.S. Army Cyber Center of Excellence is the approving authority for all extremely high - risk operations. These include, but are not limited to Non-Standard maneuver live fire exercises, exercises that require deviation approval, and overhead fire. The first O6 Commander in the chain of command is the approving authority for high risk operations; the Garrison Commander is the approving official when no Command Select List O6 is authorized. The first O5 Commander (or equivalent) in the chain of command is the approving authority for medium risk operations and all Live Fire ranges/exercises. The first O3 Commander (or equivalent) is the approving authority for low risk operations.

4-3. Risk Management

Commanders will ensure a DD Form 2977, Deliberate Risk Assessment, is developed, approved and adhered to for all training, exercises and operations IAW ATP 5-19, Risk Management. Units will not artificially lower risk assessments to avoid obtaining a higher commanders' approval. Units will comply with USACyberCoE&FG Reg 350-19 for time lines on submitting an approved DD 2977. At a minimum, units will review and make necessary updates to the DD 2977 for approval 24 hours prior to the event, if conditions differ from the original.

4-4. Systems Safety Risk Management

a. The ISO will monitor the development of branch specific material and develop a position on materiel developer's System Safety Risk Assessments (SSRA) for proponent materiel systems and materiel changes IAW the provisions of DA Pam 385-16, Appendix E.

b. Fort Gordon service schools, Installation organizations and tenant commands will apply risk management techniques IAW DA Pam 385-16 and ACOM, ASCC, OR DRU policy to eliminate or control hazards associated with proponent products. During the design of material systems and training tasks, tenant organizations will identify, evaluate, and develop a position on the acceptability of the safety risks of residual hazards and formally document risk decisions.

c. Copies of this risk decision should be provided to the Command Safety Director when there is a reasonable expectation that installation personnel will be affected by the facility, operation, and/or training. Risk decision signature authority for tenant activities resides within their chain of command and as specified in appropriate service and support agreements. Risk decision signature authority for TRADOC and Center schools is as follows:

(1) CG, TRADOC, retains signature authority at HQ, TRADOC (CG, DCG, CofS) for high risk SSRAs, (Part III, Recommendations by the Combat Developer) IAW DA Pam 385-16, paragraph 1-4a(3) and TRADOC Reg 385-2, paragraph 4-4a(2). The proponent commander or commandant will sign and forward to HQ TRADOC, ATCS-S, his or her position on acceptability of high residual risks. Proponent general officer commanders or commandants have signature authority for the TRADOC position on medium and low risk SSRAs. The proponent commanders or commandants may delegate signature authority for low risk SSRAs to the Development and Integration Directorate.

(2) In the absence of the person with signature authority, the person designated as acting commander/commandant for a general officer may approve the risk assessment or school position on residual risks.

(3) User testing. All tests and pretests involving Soldiers require safety releases. Proponents will:

(a) Provide a safety release recommendation and request a user test safety release from U.S. Army Developmental Test Command, Directorate for Test Management (CSTE-DTC-TM), 314 Longs Corner Road, Aberdeen Proving Ground, MD 21005-5055 or e-mail tm@dtc.army.mil for TRADOC-sponsored concept evaluation programs, customer tests, nonmaterial force development tests, and experimentation user tests. Additional information can be obtained at www.dtc.army.mil or by calling (410) 278-1315.

Note: Communications-Electronics Command (CECOM) will request other safety releases and safety confirmations for all other larger combat related equipment.

(b) Obtain a safety release from the ISO prior to pre-test troop training for local tests, experiments, appraisals, and demonstrations involving troops

(c) Fielding of new systems and their support facilities on Fort Gordon. All commanders, Center, Installation and tenant IAW specific service and support agreements will provide a safety release prior to beginning of construction or deployment of new systems or facilities within the installation boundaries or have a reasonable expectation of affecting any portion of the Fort Gordon community. The safety release will be kept on file in the organizational safety officer's files with a copy maintained at the ISO and be available for review upon request.

Chapter 5 Safety on the Roadways

5-1. Army Traffic Safety Training Program (ATSTP)

a. Intermediate Driver Training (IDT). All newly assigned Service Members under the age of 26 years are required to attend the IDT. This course is a mandatory 2.5 hour block of classroom instruction in traffic safety and will be provided at no cost to the Service Member. Commanders must ensure that Service Members attend this mandated training.

b. Remedial Driver Training (RDT). Service Members and DoD civilian employees (operating a GOV) assigned or attached to Fort Gordon who are cited by military police for a moving violation, seat belt violation, or found to be at fault in a traffic accident, are required to attend a four hour block of instruction. Soldiers cited for Driving While Impaired (DWI) whether on or off the installation must attend DIT. Offenders, military or civilian, are required to attend the RDT within 60 days of receiving the citation. Failure to attend the training will result in the loss of installation-driving privileges until the attendance requirement has been met. Enforcement of this training is a commander's responsibility.

5-2. Motorcycle Safety Training (ATSTP program)

a. All Service Members must complete an approved Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) prior to operation of any motorcycle, on or off the installation. Commanders should counsel Service Members to enhance their motorcycle safety awareness and encourage safe operation of motorcycles prior to the operation of a motorcycle on or off the installation. MSF training shall be provided at no cost to Service Members, and leave shall not be charged to attend the required training. To register, go to: <https://apps.imcom.army.mil/airs/>.

b. Military personnel must complete either the Experienced Rider Course (ERC) for cruiser- style motorcycles, or the Military Sport Bike Riders Course (MSBRC) for sport-style motorcycles no later than one year and no earlier than 60 days after completing the BRC. Military personnel who fail to satisfactorily complete exercises during either the ERC or MSBRC may be recommended to retake the BRC at the discretion of the Rider Coach. This course will be provided at no cost. Personnel recommended to attend the BRC will not be eligible to retake the ERC/MSBC until successful completion of the BRC. This course is conducted monthly per ATSTP training calendar.

c. Motorcycles must have two rearview mirrors, one on each side of the handlebars “or fairing”). Operators of motorcycles must be currently licensed to operate a motorcycle by civil authorities. Motorcycles and mopeds must have headlights turned on at all times. Civilian personnel must wear the same protective clothing specified for Soldiers when operating or riding a motorcycle or moped on Army installations, or while on government business off the installation.

5-3. Requirements for Personal Protective Equipment (PPE)

Please see USACCoE&FG Reg 210 - 3 for PPE requirements.

5-4. Mopeds

The definition of motor vehicles excludes mopeds. Mopeds are characterized as motorized vehicles 50 cubic centimeters or less in displacement, having not more than two brake horsepower that cannot propel the moped more than 30 miles per hour. Additionally, a moped does not require clutching or shifting as does a motorcycle. Mopeds are exempt from registration and licensing, but the operator must be at least 15 years of age, and have in their possession an instructional permit, limited permit, or valid driver’s license. PPE requirements are the same for mopeds as they are for motorcycles. See 5 - 3above.

5-5. Bicycles

a. All military bicyclists will wear a reflective belt/vest and approved safety helmet while operating their bicycles on and off-post. Government civilian employees, dependents, and visiting civilian bicyclists will wear helmets at all times and clothing with reflective material during hours of reduced visibility. Riders will ride with the traffic and obey all traffic signs and laws. No off road riding is allowed within Training Complex areas. Riding is prohibited within all Training Complex roads, except for special coordinated events. Restrictions within Training complex start West of North Range Road & 12th Street intersection and West of Range Road & Carter Road.

b. All bicycle riders will also wear an approved bicycle helmet while riding on Fort Gordon. An approved helmet is one that meets or exceeds the Consumer Product Safety Commission. Previously purchased bicycle helmets certified by the American Society for Testing and Material may also be worn but when purchasing a new helmet,

riders should look for the Consumer Product Safety Commission standards or Snell Memorial Foundation Standards for bicycle helmets.

c. All bicycles being operated at night will be equipped with a working headlight, tailing and reflectors, which are visible to 300 feet, and the bicyclist will wear a reflective upper outer garment.

5-6. Travel Risk Planning System (TRiPS)

a. The Army's Safety Campaign Plan requires that commanders ensure Soldiers who operate a POV (including a motorcycle) in conjunction with leave or pass complete TRiPS at <https://safety.army.mil/>. This automated tool helps the Soldier plan trips prior to departure. It identifies potential hazards, proposes controls or alternate courses of action to mitigate the hazards, and establishes a level of risk for the planned event. Results of the assessment are forwarded to the supervisor for review to facilitate dialogue between the Soldier and the first-line supervisor.

b. Unless otherwise on leave, a mileage pass is required for all travel by Privately Owned Motor Vehicle or Privately Owned Motorcycle (POV/POM) exceeding 150 miles (one way). At a minimum, all leaves and passes exceeding the 150 mile radius will have a POV/POM unit inspection and TRiPS assessment. Commanders will ensure overall daily travel by POV/POM will not exceed 400 miles per day, per individual.

5-7. Traffic Rules for Pedestrians

a. Troop Formations.

(1) Will only be held at designated training areas (ex: Barton Field, tracks, gyms, sports complexes).

(2) In Accordance With (IAW) USACCoE&FG Reg 210-3, no running/marching is allowed on Avenue of the States, 19th Street from Chamberlain Avenue to Gordon Highway, Rice Road, 15th Street, and Chamberlain Avenue.

(3) All Soldiers will wear a reflective safety belt or vest while participating in PT, marching, working in a detail, performing police call on or along an improved road, or performing duties as a vehicle convoy guide on Fort Gordon. The belt or vest must be visible from the front and rear and unobstructed (not concealed) by clothing or equipment.

(4) Formations will proceed "WITH TRAFFIC."

(5) Formations must remain on the right side of the roadway, taking no more than one lane. Troop formations will double time across roadways. When traffic signals are in the area of the troop crossing, troops will wait until traffic is halted by the traffic signal.

(6) All formations will have the four corners of the formation marked by wearing reflective vests and utilize front and rear road guards wearing reflective belts/vests regardless of visibility. Flashlights must be used by road guards and other personnel designated by the leaders during periods of limited visibility.

(7) Formations must use Directorate of Plans, Training, Mobilization and Security (DPTMS) approved run routes or gain approval in writing for such deviations to include the following supporting documentation:

- (a) Detailed explanation of activity.
 - (b) Map of exact proposed routes.
 - (c) Risk assessment and control measures.
 - (d) Safety and first aid plans, to include coordinated MP support.
- b. Pedestrians. Individual walkers, joggers, runners, etc.

(1) Pedestrians must obey all traffic control devices unless otherwise directed by law enforcement personnel.

(2) Wearing any device that obstructs hearing (walkman, radio, etc.) is prohibited on all roadways. An earphone for a cell phone hands-free device may be worn in one ear only. Headphones, radios, etc., may be worn on Barton Field or other designated off-road tracks.

(3) Sidewalks and designated crosswalks must be used when available. Pedestrians will travel on the left side of the roadway facing traffic when sidewalks are not available.

(4) Reflective arm and leg bands, vests, or belts are required during hours of limited visibility such as before sunrise, after sunset, and during foggy or rainy conditions. Wearing of light colored clothing is highly recommended.

(5) Running, jogging and walking is prohibited on Avenue of the States, 19th Street from Chamberlain Avenue to Gordon Highway, Rice Road, 15th Street, and Chamberlain Avenue. Individual runners, joggers, and walkers are permitted to use sidewalks along these streets.

(6) Streets will not be used as playgrounds. Playing, sports, and games is strictly prohibited in roadways.

(7) All DoD and contractor personnel who are exposed to traffic hazards as a part of their assigned duties will wear fluorescent or reflective personal protective equipment.

(8) Running, jogging and walking is prohibited within all Training Areas within the Training Complex unless special events are coordinated per 5-7. a. (7) above.

5-8. Vehicle Ground Guides

a. Ground guides are required:

- (1) When vehicles enter congested, confined, motor pool, or bivouac areas.
- (2) Before a wheeled or track vehicle is moved in an assembly, motor pool or bivouac area.
- (3) During movement within or through an assembly area. Tracked vehicles require two ground guides, front and rear. Guides must be able to see each other, be visible to the driver, and be located 10 meters in front and off to the side of the driver, not in the vehicle's path.
- (4) When traveling cross-country, during periods of reduced visibility (extreme ground fog, snowstorms, dust/sand storms, etc.).
- (5) Anytime when backing up a vehicle.
- (6) In isolated areas where ground guides are unavailable, the driver will dismount, go to the rear of the vehicle, check clearance and then sound horn before backing.
- (7) To wear a reflective vest or belt over the shoulder and under the arm (bandolier style) to allow better visibility when acting as convoy guides on-post or off-post.

5-9. Use of Communication Devices While Operating a Motor Vehicle

a. The use of cell phones, or any other communication device, while operating any type of vehicle on post, is prohibited. Drivers will be presumed to be using a cell phone, or any other device, if they are holding it in their hands for any purpose, to include placing or answering a call, sending or receiving text messages, checking voice mail, or obtaining GPS or other data. Hands-free devices, such as speakers and earphones are authorized for use with cell phones.

b. As an exception to the above prohibition, authorized emergency and law enforcement personnel may use cell phones or other communication devices in the performance of their emergency and law enforcement duties. This includes receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission-critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices. There is no exception when off-duty, or for personal communications not related to their duties.

c. Federal employees shall not engage in text messaging when driving a Government owned vehicle, when driving a privately owned vehicle while on official Government business, or simultaneously operating a vehicle and electronic communication equipment supplied by the Government.

d. Except for an earpiece, or similar devices, designed for use with hands-free cell phones, wearing any other headphones, earphones, or ear-buds while operating a vehicle is prohibited.

Chapter 6

Occupational Safety and Health Program

6-1. Responsibility

a. Safety and occupational health is non-negotiable. All military, civilian, and contractual personnel on Fort Gordon are responsible to comply with Occupational Safety and Health Act (OSHA) standards established by Public Law 91-956 and appropriate Executive Orders (EO). General guidance is provided in Army Safety Regulations. On Fort Gordon, OSHA standards are applicable in every workplace. Standards are rules that establish safety procedures, policies, and guidelines for the safety of personnel exposed to known hazards. Every supervisor is responsible to maintain a safe and healthful workplace and ensure personnel under their supervision observe appropriate safety requirements.

b. At all levels of management, Service Members, civilian employees, and contractors are held accountable for obeying site safety and health rules.

c. Visitors, including contractors, who violate safety and health rules and procedures, will be escorted from the installation. Notify CORs immediately of contractor violations prior to removal or stoppage of work unless it is an imminent danger situation.

6-2. Requirements

Programs not specifically addressed in this regulation are found in the appropriate OSHA, Army or DOD reference.

6-3. Inspections

Inspections shall be scheduled so that every workplace is inspected at least once annually. This can be accomplished by inspecting some portion of the facilities every month. The inspections will be recorded, evaluated, and prompt actions taken to correct identified hazards. All identified hazards that cannot be promptly abated will have a Notice of Unsafe Working Conditions and an Abatement Plan posted in a prominent location. The ISO will conduct announced and unannounced safety inspections. Inspection results will be maintained IAW Army Regulations.

6-4. Required Posting

Commanders and directors will ensure that a DD Form 2272, Department of Defense Safety and Occupational Health Protection Program, is displayed in every workplace to notify personnel who is the designated supervisor responsible to implement and enforce OSHA standards. The ISO will be immediately notified of employee OSHA complaints.

6-5. Federal Employee's Compensation Act (FECA)

a. The purpose of the Installation FECA Working Group is to achieve an accident-free workplace, reduce injuries and illnesses, reduce civilian personnel compensation costs, and improve quality and productivity of the work force.

b. The Installation FECA Working Group is administered by a committee chaired by the Garrison Commander.

c. The actions required by program committee members, employee supervisors, and activity directors are outlined in the Installation FECA Working Group

6-6. Personal Protective Equipment (PPE)

a. Commanders/Directors will provide PPE to Service Members and employees when required.

b. Each Service Member/employee will wear, as a minimum, all PPE identified on Safety Data Sheets (SDS), or as required to safely perform all job related tasks. Leaders and supervisors will ensure PPE is properly worn.

c. The following provides guidance and authorization for PPE:

(1) Common Table of Allowance (CTA) 8-100, CTA 50-900, CTA 50-909, and CTA 50-970.

(2) DA Pam 385-3, Protective Clothing and Equipment.

(3) DA Pam 40-501, Hearing Conservation.

(4) TB Med 502, Occupational and Environmental Health: Respiratory Protection Program.

(5) Safety Data Sheets.

6-7. Respiratory Protection

Commanders and supervisors will enforce the Installation Respiratory Protection Program IAW AR 11-34 and FG Reg 40-8, Respiratory Protection Program.

6-8. Hearing Conservation

Commanders and supervisors will enforce the Installation Hearing Conservation Program IAW Fort Gordon Regulation 40-4, Medical Services, and Occupational Health Program.

6-9. Confined Space

a. This document, DA PAM 385-10, and 29 CFR 1910.146 provide minimum safety requirements to be followed while entering, exiting, and working in confined spaces.

b. IAW 29 CFR 1910.146, confined space means a space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and

(2) Has limited or restricted means of entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and:

(3) Is not designed for continuous employee occupancy.

(4) Personnel will comply with 29 CFR 1910.146 when working in confined spaces.

c. Responsibilities.

(1) The ISO will:

(a) Establish and administer a comprehensive confined space entry program and appoint a confined space program manager.

(b) The ISO, in coordination with Preventive Medicine, will designate and classify areas on the installation considered confined spaces.

(c) Maintain a current list of confined spaces on the installation.

(d) Ensure that permit issuers are appointed for all directorate/activities who may have employees entering confined spaces.

(e) Provide guidance, upon request, to supervisors/permit issuers in the preparation of SOPs on confined space entry.

(f) Approve SOPs prepared for confined space entry before they are published.

(2) Prevention Medicine Service, DDEAMC will:

(a) Provide guidance to supervisors/permit issuers in the preparation of SOPs on confined space entry.

(b) Conduct on-site evaluations of confined space entry operations and permits, as required, to ensure compliance with prescribed directives and provide the ISO with a copy of results.

(c) Assist with confined space entry and respirator training, as needed.

(d) Determine if workers referred by supervisors are physically able to perform their duties.

(e) Perform annual medical surveillance on employees referred by supervisors who are required to enter Class A and B confined spaces.

(3) DHR will: Refer personnel being considered for employment who may be required to enter confined spaces to the Occupational Health Clinic for pre-placement physical examinations.

(4) Fire Protection and Prevention Division will:

(a) Ensure that the confined space entry program requirements are implemented in their areas of responsibility.

(b) Be the sole source of "Hot Work" permits.

(c) Be on standby when employees are performing "hot work" in confined spaces.

(5) Directors/commanders with employees who may be required to enter confined spaces will:

(a) Appoint, in writing, permit issuers and submit appointment orders to the ISO.

(b) Ensure the numbers of permit issuers appointed are sufficient to meet the operating needs.

(c) Ensure permit issuers are trained.

(d) Provide permit issuers with proper monitoring equipment.

(e) Ensure employees are supplied with required PPE to enter the confined space.

(f) Have a written confined space SOP that has been approved by the ISO.

(6) Supervisors will:

(a) Be familiar with the provisions of this program as they relate to personnel or operations under their control.

(b) Explain to all personnel under their immediate supervision the nature of the hazards with the operations and the precautions necessary to control such hazards.

(c) Ensure appropriate personnel are trained before entering confined space.

(d) Strictly enforce safety and health guidelines for confined space operations.

(e) Promptly report any unsafe acts, conditions, or procedures and, where warranted by such conditions, cease operation until corrective actions are taken.

(7) Permit issuers will:

(a) Be appointed in writing with a copy provided to the ISO.

(b) Be knowledgeable in confined space entry procedures and the proper selection, use, calibration, maintenance, and care of instruments required before performing such duties.

(c) Ensure records and certifications are made part of their personnel folders.

(d) Test confined space with properly calibrated testing equipment before entry.

(e) Execute and approve confined space entry permit before permitting entry. (See Appendix E for an example).

(f) Ensure sufficient personnel are present for operation.

(g) Ensure required PPE is available and in good condition.

(h) Ensure personnel and equipment are protected during operation.

(i) Contact the Fire Prevention Division when employees are required to perform hot work in a confined space.

(j) Contact the 911 Call Center (non-emergency line) at 706.791.4380 prior to entering permit entry confined spaces and again when work is complete.

(k) Provide copies of completed permits to the ISO (ftgordon.safety@us.army.mil) and Preventative Medicine (Bldg 38701) within 14 days of completion, unless otherwise directed.

(8) Employees will:

(a) Understand and strictly observe safety standards, regulations, and procedures applicable to confined space entry or work.

(b) Use proper protective clothing and equipment for the appropriate confined space classification.

(c) Report any condition, procedure, or equipment considered unsafe to their immediate supervisor immediately.

(d) Warn others believed to be endangered by failure to observe the proper procedures or precautions.

6-10. Lockout/Tagout

a. Personnel will comply with 29 CFR 1910.147 when servicing and maintaining machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees.

b. 29 CFR 1910.147 provides minimum safety requirements to be followed to control hazardous energy (lockout/tagout).

c. IAW 29 CFR 1910.147, lockout device means: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment.

d. IAW 29 CFR 1910.147, tagout device means: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

e. This regulation prescribes and establishes the minimum requirements, responsibilities, policies, and procedures for the Fort Gordon Lockout/Tagout Program. This regulation requires commander/directors to establish a program and utilize procedures for affixing appropriate lockout devices or tag out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employee/Soldiers

f. Scope. This regulation covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees/Soldiers.

g. This regulation applies to the control of energy during servicing and/or

maintenance of machines and equipment. Normal production operations are not covered by this regulation. Servicing and/or maintenance which take place during normal production operations is covered by this regulation only if:

(1) An employee/Soldier is required to remove or bypass a guard or other safety device.

(2) An employee/Soldier is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

Note: Exception to paragraph 6-10a: Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

h. This regulation does not apply to the following:

(1) Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee/Soldier performing the servicing or maintenance.

(2) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the commander/director demonstrates that:

(a) Continuity of service is essential.

(b) Shutdown of the system is impractical

i. Documented procedures are followed, and special equipment is used which will provide proven effective protection for employees/Soldiers.

j. Responsibility.

1. The ISO. The Command Safety Director, will:

(a) Ensure overall development of the Fort Gordon Lockout/Tagout Program.

(b) Assist organizations with implementation of the program.

(c) Monitor compliance during regularly scheduled inspections.

(d) Directors/Commanders. Directors/Commanders will implement all aspects of this program in their organizations.

2. Mission & Installation Contracting Command (MICC). The MICC will:

(a) Inform contractors involved in servicing and maintenance of machines and equipment in which the "unexpected" energization or start up of the machines or equipment, or release of stored energy could cause injury to individuals, of the requirement to comply with 29CFR 1910.147.

(b) Ensure that contractor personnel performing lockout/tag out, inform any affected personnel in the work area of all hazards, and of the work that is to be performed.

(c) Energy control program. The commander/director shall implement a program consisting of energy control procedures, employee/Soldier training and periodic inspections. The implementation of this program will ensure that before any employee/Soldier performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

k. Lockout/tag out.

(1) If an energy-isolating device is capable of being locked out, lockout will be used, unless the director/commander can demonstrate that the utilization of a tag out system will provide full employee/Soldier protection.

(2) Whenever replacement, major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

l. Full employee/Soldier protection.

(1) When a tag out device is used on an energy isolating device which is capable of being locked out, the tag out device shall be attached at the same location that the lockout device would have been attached, and the commander/director shall demonstrate that the tag out program will provide a level of safety equivalent to that obtained by using a lockout program.

(2) In demonstrating that a level of safety is achieved in the tag out program which is equivalent to the level of safety obtained by using a lockout program, the commander/director shall demonstrate full compliance with all tag out-related provisions of this regulation together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be

considered as part of the demonstration of full employee/Soldier protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

m. Energy control procedure.

(1) Commanders/directors will ensure that written procedures are developed, documented and utilized for the control of potentially hazardous energy when employees/Soldiers are engaged in the activities covered by this regulation. Each machine or piece of equipment which is subject to being locked/tagged out must be addressed in a written procedure. Equipment/machines which require similar lockout procedures may be addressed in one procedure document.

Note: Exception: The commander/director need not document the required procedure for a particular machine or equipment, when all of the following elements exist:

(2) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees/Soldiers.

(3) The machine or equipment has a single energy source which can be readily identified and isolated.

(4) The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment.

(5) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.

(6) A single lockout device will achieve a locker-out condition.

(7) The lockout device is under the exclusive control of the authorized employee/Soldier performing the servicing or maintenance.

(8) The servicing or maintenance does not create hazards for other employees/Soldiers and: The commander/director, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

(9) The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

(10) A specific statement of the intended use of the procedure

(11) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy

(12) Specific procedural steps for the placement, removal and transfer of lockout devices or tag out devices and the responsibility for them

(13) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tag out devices, and other energy control measures.

n. Protective materials and hardware.

(1) Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the commander/director for isolating, securing or blocking of machines or equipment from energy sources.

(2) Lockout devices and tag out devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

(a) Durable - Lockout and tag out devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

(b) Standardized - Lockout and tag out devices shall be standardized within the organization in at least one of the following criteria: Color; shape; or size, and additionally, in the case of tag out devices, print and format shall be standardized.

(c) Substantial - Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

(d) Identifiable - Lockout devices and tag out devices shall indicate the identity of the employee/Soldier applying the device(s).

(3) Tagout devices shall warn against hazardous conditions if the machine or

equipment is energized and shall include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

(4) Periodic inspection.

(a) The commander/director shall conduct a periodic inspection of the energy control procedure(s) at least annually to ensure that the procedure(s) and the requirements of this regulation are being followed.

(b) The periodic inspection shall be performed by an authorized employee/Soldier other than the ones(s) utilizing the energy control procedure being inspected.

(c) The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

(d) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee/Soldier, of that employee/Soldier's responsibilities under the energy control procedure being inspected.

(e) Where tag out is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee /Soldier, of that employee/Soldier's responsibilities under the energy control procedure being inspected, and the elements set forth in this section.

(f) The commander/director shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees/Soldiers included in the inspection, and the person performing the inspection.

(5) Training and communication.

(a) The commander/director shall provide training to ensure that the purpose and function the energy control program are understood by employees/Soldiers and that the knowledge and skills required for the safety application, use, and removal of the controls are acquired by employees/Soldiers. The training shall include the following:

[1] Each authorized employee/Soldier shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

[2] Each affected employee/Soldier shall be instructed in the purpose and use of the energy control procedure. The authorized employee/Soldier performing the lockout/tag out procedure will provide this training to affected personnel.

[3] All other employees/Soldiers whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the

procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

(b) When tag out systems are used, employees/Soldiers shall also be trained in the following limitations of tags:

[1] Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

[2] When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

[3] Tags must be legible and understandable by all authorized employees/Soldiers, affected employees/Soldiers, and all other employees/Soldiers whose work operations are or may be in the area, in order to be effective.

[4] Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

[5] Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

[6] Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

(c) Employee/Soldier retraining.

[1] Retraining shall be provided for all authorized and affected employees/Soldiers whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

[2] Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the commander/director has reason to believe that there are deviations from or inadequacies in the employee/Soldier's knowledge or use of the energy control procedures.

[3] The retraining shall reestablish employee/Soldier proficiency and introduce new or revised control methods and procedures, as necessary.

[4] The commander/director shall certify that employee/Soldier training has been accomplished and is being kept up to date. The certification shall contain each employee/Soldier's name and dates of training.

(d) Energy isolation. Lockout or tag out shall be performed only by the authorized

employees/Soldiers who are performing the servicing or maintenance.

(e) Notification of employees/Soldiers. Affected employees/Soldiers shall be notified by the commander/director or authorized employee/Soldier of the application and removal of lockout devices or tag out devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

(f) Application of Control. The established procedures for the application of energy control (the lockout or tag out procedures) shall cover the following elements and actions and shall be done in the following sequence:

[1] Preparation for shutdown. Before an authorized or affected employee/Soldier turns off a machine or equipment, the authorized employee/Soldier shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

[2] Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees/Soldiers as a result of the equipment stoppage.

[3] Machine or equipment isolation. All energy-isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

(g) Lockout or tag out device application.

[1] Lockout or tag out devices shall be affixed to each energy-isolating device by authorized employees/Soldiers.

[2] Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

[3] Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

[4] Where tag out devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

[5] Where a tag cannot be affixed directly to the energy-isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

(h) Stored energy. Following the application of lockout or tag out devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

(i) Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee/Soldier shall verify that isolation and de-energization of the machine or equipment have been accomplished.

(j) Pre-release checks. Before lockout or tag out devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee/Soldier to ensure the following:

[1] The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

[2] Employees/Soldiers. The work area shall be checked to ensure that all employees/Soldiers have been safely positioned or removed. After lockout or tag out devices have been removed and before a machine or equipment is started, affected employees/Soldiers shall be notified that the lockout or tag out device(s) have been removed.

(k) Lockout or tag out devices removal.

(1) Each lockout or tag out device shall be removed from each energy-isolating device by the employee/Soldier who applied the device.

(2) When the authorized employee/Soldier who applied the lockout or tag out device is not available to remove it, that device may be removed under the direction of the commander/director, provided that specific procedures and training for such removal have been developed, documented and incorporated into the commander/director's energy control program. The commander/director shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee/Soldier who applied it. The specific procedure shall include at least the following elements:

(a) Verification by the commander/director that the authorized employee/Soldier who applied the device is not at the facility:

(b) Making all reasonable efforts to contact the authorized employee/Soldier to inform him/her that his/her lockout or tag out device has been removed; and

(c) Ensuring that the authorized employee/Soldier has this knowledge before

he/she resumes work at that facility.

(l) Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tag out devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

(1) Clear the machine or equipment of tools and materials.

(2) Remove employees/Soldiers from the machine or equipment area.

(3) Remove the lockout or tag out devices.

(4) Energize and proceed with testing or positioning.

(5) De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

(m) Outside personnel (contractors, etc.)

(1) Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site commander/director and the outside commander/director shall inform each other of their respective lockout or tag out procedures.

(2) The on-site commander/director shall ensure that his/her employees/Soldiers understand and comply with the restrictions and prohibitions of the outside commander/director's energy control program.

(n) Group lockout or tag out.

(1) When servicing and/or maintenance is performed by a group, they shall utilize a procedure, which affords the employees/Soldiers a level of protection equivalent to that provided by the implementation of a personal lockout or tag out device.

(2) Group lockout or tag out devices shall be used in accordance with the procedures required by this SOP including, but not necessarily limited to, the following specific requirements:

(a) Primary responsibility is vested in an authorized employee/Soldier for a set number of employees/Soldiers working under the protection of a group lockout or tag out device (such as an operations lock);

(b) Provision for the authorized employee/Soldier to ascertain the exposure status of individual group members with regard to the lockout or tag out of the machine or

equipment and

(c) When more than one group is involved, assignment of overall job-associated lockout or tag out control responsibility to an authorized employee/Soldier designated to coordinate affected work forces and ensure continuity of protection; and

(d) Each authorized employee/Soldier shall affix a personal lockout or tag out device the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

(e) Shift or personnel changes. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tag out protection, including provision for the orderly transfer of lockout or tag out device protection between off-going and oncoming employees/Soldiers, to minimize exposure to hazards from the unexpected energization or start - up of the machine or equipment, or the release of stored energy.

6-11. Hazard Communication Program

a. Purpose. The Fort Gordon Hazardous Materials Communication Program provides guidance to installation personnel regarding implementation of, and adherence to chemical safety standards based on the Occupational Safety and Health Administration's Hazard Communication Standard, 29 Code Federal Regulation (CFR), 1910.1200.

b. Applicability. The program applies to all personnel on this installation, and satellite activities.

c. Responsibility.

(1) Command Safety Director will:

(a) Ensure overall development of the program.

(b) Coordinate the installation program.

(c) Assist users in obtaining SDS's.

(d) Assist activities with storage compatibility and physical hazard determinations.

(e) Coordinate with Preventive Medicine Service, DDEAMC, and Environmental Management Branch, DPW to provide assistance to Commanders/Directors and other personnel as needed.

(f) Provide appropriate training for Command/Directorate level Chemical Safety

Officers, supervisors, and personnel designated to provide unit/activity level training.

(g) Evaluate unit programs during regularly scheduled inspections.

(2) The Chief, Fire Prevention and Protection Division will:

(a) Evaluate fire and explosion hazards associated with each hazardous chemical in use on the installation and satellite activities. Provide information to users on request.

(b) Evaluate fire related aspects of this program during regularly scheduled inspections and surveys.

(c) Receive calls concerning chemical accidents. Provide appropriate emergency response for all chemical accidents.

(d) Act as Accident Scene Coordinator for all chemical accidents. Receives initial notification of all chemical accidents. Upon arrival at the scene of the accident, the Fire Chief, or his representative, will assume complete control of all activities related to emergency response. As the Accident Scene Coordinator, the Fire Chief will have the authority to direct the actions of all personnel and support agencies until such time as the situation is declared non-hazardous. All personnel must obtain clearance from the Fire Chief, or his representative, before taking any actions.

(e) Ensure emergency response personnel receive ongoing training in chemical accident response.

(f) Provide assistance to commanders/directors in preparing routine and emergency SOPs.

(3) Commanders/Directors/Activity Chiefs will:

(a) Determine which hazardous chemicals/materials and personnel will be covered by the Hazardous Materials Communication Program.

(b) Appoint in writing Hazard Communication Program personnel to coordinate the program within the organization. Assistant Safety Officers may be assigned as Hazard Communication Program Safety Officers.

(c) Use available SOPs to establish the Hazardous Materials Communication Program which meets the requirements of this standard operating procedure and 29 CFR 1910.1200.

(d) Ensure copies of Hazardous Materials Communication Programs and spill contingency plans are available at every worksite, and that all personnel are thoroughly trained in chemical emergency response procedures to include first aid.

(e) Train all personnel and leaders in hazardous materials safety and this program.

(4) Chemical Safety Officers will:

(a) Coordinate all chemical safety matters within the organization.

(b) Conduct an annual hazard evaluation of all workplaces and storage facilities in the organization to identify the hazardous chemicals being used and stored, and to determine compliance with established storage and compatibility procedures.

(c) Ensure that an up-to-date, comprehensive hazardous chemical inventory is prepared, encompassing all activities within the organization. Retain copy for inspection purposes.

(d) Act as liaison between supervisory personnel and the ISO Safety Manager. Provide assistance to supervisory personnel as requested.

(5) Supervisors will:

(a) Maintain a list of all hazardous chemicals in stock, on procurement, and currently in use. Submit to the organization's Chemical Safety Officer for inclusion into the Command/Directorate level chemical inventory.

(b) Prepare a SOP covering the use of chemical compounds, safe handling procedures, protective clothing and equipment employees must use. Ensure that a copy of the SOP and the hazardous chemical inventory, are available to personnel during each work shift, and that a Safety Data Sheet (SDS) for each chemical contained in the inventory is on hand.

(c) Ensure training regarding the Hazardous Materials Communication Program is completed and training is documented.

(d) Provide personnel with the necessary protective clothing and equipment, and ensure that this clothing and equipment is properly maintained.

(e) Enforce the usage of personal protective clothing and equipment, and compliance with safe work practices.

(f) Ensure all personnel review, SDSs annually for all hazardous chemicals to which they are exposed. Require personnel to initial a record of review which should be maintained on file as documentation.

(g) Prepare SOPs for routine use, and emergency action plans for each chemical used. Emergency plans should specify notification of emergency personnel, rescue of victims, first aid, evacuation of hazardous areas, crowd control, protective equipment,

spill containment, neutralization of hazardous chemicals and spill cleanup. SOPs and emergency plans will be forwarded to the Command/Directorate Chemical Safety Officer for approval prior to implementation. Supervisors will ensure personnel review plans and SOPs.

(h) Ensure all chemical containers bear adequate hazard warning labels including the name, appropriate hazard warning, and sufficient identification to match the contents to the proper SDS.

(6) Chief, Preventive Medicine Service, DDEAMC. Chief of Preventive Medicine Service, DDEAMC will:

(a) Provide technical guidance to users concerning necessary protective equipment, work practices, engineering controls and required medical screenings.

(b) Evaluate health aspects of the Hazardous Materials Communication Program during regularly scheduled inspections and surveys.

(c) Conduct air sampling of worksites to determine if workers are exposed to hazardous levels of chemicals.

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

(7) Chief, Environmental Management Division, DPW. Chief, Environmental Management Division, DPW will:

(a) Evaluate environmental hazards associated with each chemical used on the installation and satellite activities. Provide information to users on request.

(b) Evaluate environmental aspects of the hazardous chemicals in use by commands/directorates during regularly scheduled inspections and surveys.

(c) Provide guidance to users concerning methods of spill control.

(d) Provide assistance to Commands/Directorates in developing hazardous chemical SOPs. Assist commands/directorates in establishing proper procedures for disposal of hazardous waste.

(e) Maintain an inventory of all hazardous chemicals/materials on the installation and satellite activities.

(f) Approve GPC credit card purchases of HM.

(8) MICC will:

(a) Ensure that a requirement for suppliers to furnish a Data Sheet (SDS) is included in every appropriately identified contractual document.

(b) Include in service/construction contracts a requirement that the contractor develop and implement a comprehensive Hazardous Materials Communication Program, which protects both contractor employees and installation personnel. Specific requirements to be included in the written program are:

(1) The methods the contractor will use to provide installation personnel access to contractor SDSs for chemicals installation personnel could be exposed.

(2) The methods the contractor will use to inform installation personnel of precautionary measures that need to be taken to protect personnel during the workplace's normal operating conditions and in foreseeable emergencies.

(3) The method the contractor will use to inform installation personnel of the labeling system used in the workplace.

(4) Ensure the contractor is informed concerning:

(a) The methods the installation will use to provide contractor personnel access to contractor SDSs for chemicals contractor personnel could be exposed.

(b) The methods the installation will use to inform contractor personnel of precautionary measures that need to be taken to protect personnel during the workplace's normal operating conditions and in foreseeable emergencies.

(c) The method the installation will use to inform contractor personnel of the labeling system used in the workplace.

(d) Ensure that units do not purchase hazardous materials with their GPC.

(9) Military and Civilian Employees will:

(a) Comply with all applicable SOPs, directives, and regulations regarding the safe handling and use of hazardous chemicals.

(b) Use engineering controls and protective clothing and equipment to eliminate or protect against hazards in the workplace, and maintain protective clothing and equipment in good repair.

(c) Report for health screenings and tests as required.

(d) Attend training sessions as directed to become informed of the hazards associated with the materials being used or handled in the workplace must be labeled, tagged or marked with the following information:

(a) Identification of the hazardous chemical.

(b) Appropriate hazard warnings, or alternatively, words, pictures, symbols or combinations thereof, which provide at least general information regarding the hazards of the chemicals, and which in conjunction with the other information immediately available to personnel will provide personnel with the specific information regarding the physical and health hazards of the hazardous chemical.

(c) Portable containers. Labeling of portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the individual who performs the transfer is not necessary.

(d) Information and training. Personnel will be provided effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the personnel have not previously been trained about is introduced into their work area.

(11) Training content.

(a) Personnel will be informed of:

(b) The requirements of this SOP and 29 CFR 1910.1200.

(c) Any operations in their work area where hazardous chemicals are present.

(d) The location and availability of the written program including the required list of hazardous chemicals, and material safety data sheets.

(e) The methods which will be used by the organization to inform personnel of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

(12) Training will include at least:

(a) The physical and health hazards of the chemicals in the work area.

(b) The measures personnel can take to protect themselves from these hazards, including specific procedures the organization has implemented to protect personnel from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

(c) The details of this program, including an explanation of the labeling system and the material safety data sheet, and how personnel can obtain and use the appropriate hazard information.

(d) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area such as monitoring, continuous monitoring devices, visual appearance or odor.

(13) Training presentation.

ISO will present a course which provides an overview of this program and 29 CFR 1910.1200, general information concerning chemical hazards and protective measures, and information on using material safety data sheets. This course is designed for organizational Safety Officers, supervisory personnel, and trainers charged with presenting training to organizational personnel. Other personnel may attend on a space available basis.

6-12. Hazardous Materials Waste Management

Fort Gordon Regulation 200-2 Installation Hazardous Waste Management Plan governs the disposition of hazardous materials/waste for Fort Gordon and Gillem Enclave. The proponent for hazardous waste management is the Directorate of Public Works (DPW). Contact the DPW Hazardous Waste Manager, telephone 791-6278, for additional information.

Chapter 7 Radiation Safety

7-1. General

Commanders will require the use of radiation safety methods, procedures, and equipment, which will accomplish the mission in a safe manner, and protect personnel, general public, and environment. All personnel will ensure exposure to radiation hazards be kept as low as reasonably achievable (ALARA), and at least equal to that required by 10 CFR, 29 CFR 1910, and ANSI Z136.1 protection standards. By complying with the published standards, ALARA is accomplished. Utilize the Risk Management Process when standards do not provide sufficient guidance, to ensure exposure to radioactive materials is kept to the lowest possible level for mission accomplishment.

7-2 Duties of the Garrison Commander

The Garrison Commander will:

- a. Designates in writing, a qualified individual to be Installation RSO.
- b. Establishes, as needed, an Installation Radiation Safety Committee (RSC).
- c. Prepares and maintains historical records of location of use or storage of radioactive material on the installation and the responsible activity for that use or

storage.

d. Maintains documentation listing locations categorized as “RF controlled” and “RF uncontrolled” environments as necessary (DODI 6055.11).

e. Issues Army Radiation Permits as necessary.

7-3 Duties of the Installation Radiation Safety Officer

The Installation Radiation Safety Officer will:

a. Establish written policies and procedures to assure compliance with applicable Federal, DOD, and Army radiation protection regulations and directives. Establish procedures to assure captured enemy items are surveyed for radioactive properties.

b. Maintain current regulatory guidance on Organizational Readiness Assessment and Inspection Program Checklists.

c. Ensure Local Radiation Safety Officers have completed approved radiation safety training.

d. Audit/inspect subordinate command/unit radiation programs as necessary. Report results of audits/inspections to the commander of the unit being audited/inspected.

e. Respond to reports of radiation incident(s) and/or accident(s) and conduct investigation when deemed appropriate.

f. Administer the Installation Army Radiation Permit (ARP) Program.

g. Serve as the Fort Gordon POC with other Federal DOD, DA, agencies and MSU's for ionizing radiation issues.

h. Provide radiation safety consultation and assistance to the commander, other staff elements, and subordinate commanders. Resolve radiation safety issues of subordinate units.

i. Meet all reporting requirements for accidents or incidents IAW DA Pam 385-24.

j. Assure appropriate inventory control per applicable technical publications and logistics regulations.

k. Notify the Army Materiel Command RSO when a building or area that currently or formerly contained radioactive commodities is scheduled for demolition or will no longer contain radioactive commodities. This is to provide AMC radioactive commodity license holders appropriate notice so that they can take decommissioning actions as necessary.

l. Properly store, retain, and preserve radiation safety program records, including radiation and contamination survey reports, to ensure availability during decontamination and decommissioning.

m. Establish, or provide input to plans and procedures for handling credible emergencies involving radiation and radioactive materials. This includes coordination with civilian and military emergency response organizations as necessary.

n. Coordinate with supporting medical personnel to help assure that personnel receive appropriate occupational health surveillance IAW AR 40-5.

7-4. Duties of Unit Radiation Safety Officer (RSO)

a. Unit RSO must complete appropriate training and have appointment orders. Duties include:

b. Unit program oversight. Conduct audits/inspections. Audits will be conducted IAW applicable Nuclear Regulatory Commission License requirements and Army Regulations. It is recommended that units utilize the ISO and Army Materiel Command checklists for all internal audits/inspections. Report results of audits/inspections to the commander. Copies of audits/inspections will be maintained on file.

c. Training. Users will receive initial radiation safety training in safe handling procedures, biological effects of exposure to radiation, proper storage, and emergency procedures. Annual refresher training is a requirement IAW applicable licenses, TMs, and regulations.

d. Ensuring radiological detection equipment, sampling equipment, and personnel dosimeters are used, stored, and maintained IAW applicable technical manuals and guides.

e. Inventory control. Assure appropriate inventory control per applicable technical publications and logistics regulations. Forward semi-annual inventory logs to the IRSO not later than 31 January, and 30 June of each calendar year, or as requested by the IRSO.

f. Implementing the radiation procedures, paragraph 7-4, below.

7-5. Radiation Procedures

a. Lost radioactive equipment. If a radioactive item is lost, immediately notify the chain of command and the Installation Radiation Safety Officer (IRSO) at 791-2906/7233. The IRSO must report the loss to the license holder who telephonically notifies the Nuclear Regulatory Commission (NRC). Subsequently, the license holder will request the unit to submit a formal report of findings and corrective actions within 30 days through the IRSO. This report will be forwarded by the license holder to NRC.

b. Damaged or broken radioactive items. Double bag equipment using clear plastic to minimize the need to reopen bags and label "Broken or damaged (nomenclature) – DO NOT OPEN" and place in a cardboard box. Notify the chain of command and IRSO. In the case of broken or damaged tritium vials, IRSO will conduct wipe tests to determine whether equipment can be repaired or will go to radioactive waste. Where tritium vials are not damaged or broken and still illuminating, equipment may be forwarded to direct support for repair.

c. Emergency Procedures. If an accident or incident involving radiation occurs, suspend operations, evacuate the area immediately and notify the chain of command and the IRSO simultaneously. Keep personnel who may be contaminated in a confined area until the IRSO issues instructions. If contamination is suspected, the IRSO will arrange for personnel to report to Occupational Health for evaluation. Keep unauthorized personnel out of area.

d. Equipment containing licensed radioactive materials may not be transported in privately owned vehicles.

e. Radioactive Material Movement Forms. When there is a movement of radioactive material, which could possibly place the material in contact with the public, a Radioactive Material Movement Form, issued by the IRSO, will accompany the shipment. Instance of this is where material is transported by commercial or military vehicles on public highways or trains.

f. Army Chemical Agent Detector Apparatus (ACADAs), Improved Chemical Agent Monitors (ICAMs), and Chemical Agent Monitors (CAMs) do not require annual leak tests.

g. Storage of radioactive equipment will be accomplished IAW applicable license, TM, and TB requirements. Post the following items outside each Radioactive Material Storage area:

- (1) "Caution-Radioactive Material" sign.
- (2) Emergency contact name and number.
- (3) NRC Form 3 Most current issue.
- (4) A locally produced notice stating "No eating, drinking, chewing gum, or applying of cosmetics in this area."
- (5) Local SOP.

Note: If a Notice of Violation is issued against a license, it must be posted until the corrective action has been taken.

7-6. Installation Radiation Safety Committee (IRSC). The garrison commander may at his/her discretion, form an IRSC to oversee the installation radiation safety program. The following guidance applies to the IRSC, if established:

- a. The IRSC is the advisory body to the installation commander that gathers and disseminates information about the status of the installation radiation safety program.
- b. Membership includes the commander as chair (or a designee who is a senior member of the Commander's staff), the IRSO (recorder), and all organizational RSOs, including tenant activities.
- c. The IRSC, if established will meet at least once each calendar year and at the call of the chair.

Chapter 8 Tactical Safety

8-1. General

The potential for accidents and injuries increases during combat and tactical operations. An analysis of combat accidents shows a pattern in the types of mishaps, their causes, and the conditions surrounding them. The failure to follow proper procedures characterizes most accidents in combat and training operations.

8-2. Responsibilities. Commanders will:

- a. Ensure applicable standards are known and followed.
- b. Review safety requirements contained in this regulation and other applicable standards.
- c. Investigate accidents. The lessons learned from accident investigations are vital for development of countermeasures to prevent future mishaps.
- d. Ensure field sites are set up according to applicable doctrine. A checklist of items applicable to field sites is found at Appendix B.

8-3. Safety in Combat and Tactical Operations

- a. Mishaps increase in direct proportion to the length and intensity of the battle or training scenario. Protecting the force is vital in both instances. Each accident that occurs in tactical operations and in combat reduces the unit's war fighting capability.
- b. Four areas causing or contributing to more than half of all Army accidents during combat and tactical operations are:

(1) Parachuting. Poor parachute landing falls (PLF) account for the majority of parachute injuries. Sustained Airborne Training (SAT) and situational and air awareness can reduce injuries.

(2) Vehicle operations. Driving at excessive speeds and failing to adjust for weather and traffic conditions are the major causes of most vehicle accidents. Other causes are recklessness, fatigue, unfamiliarity with the roads in the area, and untrained or inexperienced drivers. Lack of knowledge of the equipment and vehicle handling characteristics are also contributing factors to accidents. Senior occupants are responsible for their vehicles operation. Only trained, licensed personnel will operate vehicles or equipment. Ground guides are mandatory during movement in bivouac and assembly areas or during periods of limited visibility. Wearing of Kevlar helmets and appropriate personal combat protective gear are mandatory while operating or riding in a tactical vehicle on or off post.

(3) Weapons, ammunition, and explosives. Failure to follow proper procedures, modification, or improper use of material and/or equipment account for many accidents involving personal injury and loss of equipment. Leaders and supervisors will enforce accountability and security procedures for unexpended ammunition and explosives. Train Soldiers in the dangers and consequences of possessing unexploded ordnance, ammunition, and explosives. Explosive storage will comply with the standards in AR and DA Pamphlet 385-64, Major Army Command, and local policies.

(4) Environmental Considerations. Human errors account for the large majority of mishaps involving environmental considerations. Decreased visibility may result in lack of situational awareness (SA) due to weather conditions such as fog, rain, snow, lack of illumination, contrast etc. Visual obscurations may occur due to lose sand and snow (brown-out/white-out). Mission planners must consider the effect of these and other environmental considerations when planning and executing operations. All personnel must adhere to established standards and SOPs.

c. The following areas/activities also contribute to many accidents:

(1) Sports and recreation. Accidents occur during sports activities with basketball and touch football being the sports where most injuries occur. Typical injuries are sprains and bruises. These injuries are usually not severe, but can reduce the effectiveness of the Soldier. Most injuries are a result of failure to warm up and playing by "combat rules."

(2) Field Expedients. Tactical operations frequently involve employment of field expedients, usually due to a weak supply system or inadequate planning. Before using field expedients weigh the risk and benefits carefully.

(3) Soldier fatigue can also contribute to accidents but is more difficult to quantify. Fatigue can cause various symptoms; decreased coordination, shortened attention

span, and reduced performance. Commanders should anticipate fatigue-related errors and implement controls to prevent them. Coordinate work/rest schedules to counteract the effects of extended work periods. A tool to assist commanders in managing fatigue can be found in the Leader's Guide to Crew Endurance, published by US Army Aeromedical Research Laboratory and Combat Readiness Center. Access the guide at https://safety.army.mil/Portals/0/Documents/ON-DUTY/AVIATION/Standard/Leaders_Guide_to_Crew_Endurance.pdf

8-4. Army Motor Vehicle Operations

a. Convoy operations will begin with a risk assessment that evaluates the environmental and road hazards that may be encountered. The convoy commander will give a safety briefing to all drivers.

b. Prohibit movement of military vehicles under blackout or NBC conditions on roads open to the public, unless prior coordination has been made with the Provost Marshal Office (PMO) to close the roads to public traffic.

c. Ensure drivers are licensed to operate the vehicles they are driving, IAW the standards of AR 600-55 and appropriate TC-21-305 series.

d. Personnel operating or riding in an Army Combat Vehicle (ACV) will wear the appropriate Combat Vehicle Crew helmet (CVC). Army Military Vehicles will wear helmet or the appropriate CVC outside the cantonment area.

e. Ensure drivers and assistant drivers are aware of any "Safety of Use Messages" or other directives that may affect the safe operation of the vehicle or trailer.

f. Ensure vehicles have all authorized On Vehicle Maintenance items, to include tire chains for cold or wet weather conditions.

g. Caution drivers of vehicles equipped with tactical radios on the hazards of operating in close proximity to power lines. The safety briefing will include the requirement to tie down antennas and ensure that tip caps are firmly in place.

h. Instruct drivers, when crossing terrain or obstacles, to dismount passengers where the danger of the vehicle overturning exists.

i. During daytime operations, the drivers will maintain a minimum interval between convoy vehicles of 50 meters. Night convoy operations requiring blackout marker lights will be conducted IAW FM 21-305.

j. At halts, drivers will maintain a minimum of six meters between vehicles, when possible. When parking in holding areas (administrative parking), vehicles will be parked side by side or in a herringbone or staggered formation. Not bumper to bumper.

k. Two ground guides are used in bivouac areas, positioned front and rear so that the driver can observe both at all times.

l. Prior to operations, all vehicles will be properly dispatched and preventive maintenance checks and services (PMCS) will be performed. Vehicle operators will ensure all cargo is secured prior to movement.

m. When transporting personnel, do not overload vehicles. Personnel should be transported in vehicles designed for passengers. All occupants will be seated and will use available restraint systems when the vehicle is in motion. When passenger vehicles are not available, cargo vehicles may be used within the confines of the military reservation providing that:

(1) There is adequate fixed seating for all personnel. Personnel may be transported on Army installations for short distances in cargo vehicle without fixed seating, 10 miles or less. Passengers will remain seated within the vehicle body. The vehicle will be equipped with stakes or sideboards.

(2) When transporting personnel in the bed of a truck, the vehicle speed will not exceed 45 MPH on highways, 30 MPH on secondary roads or 15 MPH off road.

(3) When using a dump truck to transport personnel, the safety latch (dump hoist control lever lock) will be used to prevent accidental activation of the hoist controls

(4) Below is the maximum troop carrying capacity for A0, and A1, 2.5 and 5 Ton, FMTV's.

(a) 2.5 Ton, Standard/LVAD Cargo, 12 people, cargo bed is (12 feet long).

(b) 5 Ton, Standard/LVAD Dump Truck, 12 people, dump bed is (12 feet long).

(c) 5 Ton, Standard/LVAD Cargo Truck, 14 people, cargo bed is (14 feet long).
5 Ton, Long Wheel Base Cargo Truck, 20 people, cargo bed is (20 feet long).

n. Convoy Commanders will brief drivers on actions they will take in the event of a breakdown, loss of contact with the convoy, and hazards associated with their mission.

o. Supervisors will brief passengers on hazards such as standing up in the vehicle, horseplay, riding on loads, wearing rings, etc.

p. Vehicle towing will be IAW TC 21-305-20/AFMAN 24-306(I).

q. The last vehicle in the convoy will not be used to carry passengers. When possible, use the largest non-passenger vehicle as the last vehicle in the convoy.

- r. Personnel will not sleep in vehicles with the engine running.

8-5. Refueling Procedures

- a. Ensure engines, radios, and cell phones are turned off before conducting fuel transfer operations.
- b. Smoking is prohibited. No open flames or other spark producing items or equipment are to be operated within 16 meters when conducting fueling/de-fueling operations.
- c. Conduct fueling and de-fueling operations outdoors only.
- d. Vehicles will be grounded IAW FM 10-67-1, prior to fuel transfer operations. When fueling a vehicle from a fuel tanker both vehicles will be bonded with cables between the two vehicles.
- e. Do not allow personnel inside vehicles during fueling and de-fueling operations.

8-6. Bivouac Areas and Base Camps

- a. Personnel will not erect tents/shelters or sleep in the open, near roads, trails, or other areas where vehicles might travel. If this is not possible, post guards to protect sleeping areas as necessary. Choose sleeping spots near a large tree or boulder if possible. Personnel will not sleep under vehicles, trailers, or other machinery or equipment.
- b. Store fuel for tent heaters outside of tents. Fire extinguishers will be readily available for use in tents with heaters. Bury or cover inside fuel lines to heater. Do not mix fuels (e.g., diesel with MOGAS).
- c. Ensure sandboxes are under all stoves. Ensure the stovepipes extend above the highest point of the tent, and the flaps around the stovepipe opening are secured.
- d. Establish an area fire watch to ensure that all necessary precautions are taken to prevent accidental fire or explosion.
- e. Restrict operation of generators and related equipment to licensed personnel. Ensure fire extinguishers are available. Conduct all refueling operations at least 50 feet from buildings or other potential ignition sources.
- f. Strictly control weapons, ammunition, pyrotechnics, simulators, and explosives. Do not allow Soldiers to disassemble, modify these devices, or ignite photo flash powder contained in simulators.

8-7. Communications and Antennas

- a. Ensure communication wire is never strung over power lines.
- b. Ensure ground-mounted antennas and masts are erected at a minimum distance of twice the height of the antenna/mast from any electrical power lines, and that they are properly anchored and marked.
- c. Ensure a sufficient number of personnel are utilized when erecting an antenna so that it is controlled at all times.
- d. Ensure tip caps are always used on all antenna elements as specified in the appropriate TM.
- e. Use white tape to warn personnel of antenna guide and support wires.

8-8. M-GATOR Utility Vehicle (or similar equipment)

- a. Operators will adhere to the following rules:
- b. The maximum speed limit is 17 mph; operators will not exceed that speed.
- c. The M-GATOR utility vehicle will not be driven on public roadways except to cross the roadway.
- d. Helmet and eye protection are required for both driver and passenger.
- e. Drivers must be licensed, and their qualification to drive the M-GATOR must be annotated on their OF 348.
- f. Passengers may not ride in the cargo area. Litters must be strapped with cargo tied down in the rear or to the cargo shelf in the front before moving the vehicle.
- g. Cargo weighing more than 50 pounds must be secured in the cargo bed.
- h. Ammunition must be placed on a pallet and strapped down in the rear cargo area using two web straps. The ammunition will not exceed 100 pounds in total cargo weight. Drivers will only travel on unimproved roads when using the M-GATOR to transport ammunition.

Chapter 9 Sports and Recreational Safety (On and Off-Post)

9-1. General.

Sports and Recreational activities on and off-post enhance the Soldiers physical skills, develops esprit de corps within our units and overall well being of the Army.

Commanders at all levels are encouraged to let their Soldiers participate in unit sports activities, off-duty team sports and other recreational activities. Commanders will ensure at a minimum Soldiers are briefed on the following activities prior to participating in organized sports or other recreational activities:

9-2. Basic exercise/calisthenics.

Choose exercise appropriate for your age and conditioning
Start with warm-up Finish with cool down
Know your exercise limits
Dress appropriately

9-3. Water Safety

- a. Learn to swim and know “your limits.” If you have limited or no experience, take swimming lessons to learn proper swimming techniques and safety during swims.
- b. Use the buddy system. Chances of survival or from being injured are greatly enhanced when buddies team up to assist one another if either becomes distressed. Learning proper assistance or rescue techniques will not only help save your buddy, it may also help the rescuer from becoming a casualty. Don't take unnecessary risk by over-estimating your skills, or you buddies, and use the system whether on Ft. Gordon or other recreational facilities.
- c. Swim in supervised or designated areas. The only designated swimming areas on Ft. Gordon are swimming pools, and Pointes West beach. All other bodies of water on this installation are not authorized swimming areas. Swimming in marinas or designated boat traffic lanes is generally prohibited.
- d. Obey all warning or caution signs, such as “NO DIVING”, “swim at your own risk” or other informational signs. Signs warn of potentially hazardous hidden dangers such as shallow water, under-currents, eddies, etc., and should be obeyed at all times.
- e. Don't drink, take medications and swim, or operate any personal water craft under the influence of drugs or alcohol. Penalties for operating a boat while BUI are similar to state DUI laws for personally owned vehicles with several exceptions. Know the law. Read and heed medication warning labels as they may have the same effect as alcohol.
- f. Wear Personal Flotation Devices' (PFD's) when boating and fishing. They are mandatory on most lakes, including Clarks Hill/Strom Thurmond Lake. Ensure PFD's are sized appropriately for both adults and children.
- g. Know the weather conditions prior to going out on the water, and don't go out if storms are anticipated. If you're already on the water, and hear thunder, try to get to the nearest shoreline as quickly as you can; if not, get as low in the boat as possible, and

try not to touch anything metal if you have to ride out the storm.

h. Use common sense - don't eat, chew gum, or horse-play while swimming, and do not swimming after drinking or taking medicines that may cause drowsiness or other ill-effects. If you are NOT in distress, do not pretend you are as your actions may endanger those whose intentions are to "rescue" you.

i. Be wary of the "Dangerous Too's":

(1) Too tired

(2) Too cold

(3) Too far from safety

(4) Too much sun

(5) Too much strenuous activity

9-4. Personal Safety Precautions While Running, Walking, or Jogging.

a. Drivers of automobiles, as well as trucks and military buses may have difficulty in seeing joggers, especially in the early morning and late afternoon. All persons using installation roadways for recreational walking and jogging will wear retro-reflective clothing during the hours of darkness, i.e. between the hours of dusk (1/2 hour before sunset) and dawn (1/2 hour after sunrise) which is visible in all directions to provide motorists warnings of pedestrian presence. See also para 5-8.

b. Responsibilities for pedestrians while walking and/or jogging are as follows:

c. School commandants and unit commanders will advise incoming personnel in welcome packages and in orientation briefings of pedestrian safety precautions contained in this policy.

d. Pedestrians will:

(1) Face traffic when traveling on the roadway shoulders.

(2) Carry flashlights while running during hours of darkness and limited visibility. Retro-reflective clothing is not required for trips of minimal duration, i.e., crossing a roadway from a parking lot to a building.

(3) Avoid areas with potholes or uneven surfaces which can cause tripping and falling and streets with heavy traffic.

(4) Stay off the roadways when road crews are clearing them after snow and ice

storm.

(5) Wait on the curb for traffic to pass.

(6) Jog in single file.

(7) Not enter the portion of the roadway used by vehicular traffic except when crossing the street, while on roadways where the speed limit is 15 mph or less, or when the terrain does not permit use of the shoulder or sidewalk.

(8) Not impede the flow of vehicular traffic on any roadway..

(9) Not jog or walk on streets and sidewalks wearing headphones, earphones, ear-buds or similar devices.

(10) Not jaywalk or disregard traffic signals, stop signs, and crosswalks.

9-5. Bicycle Safety.

a. Bicycles operating on the roadways of this installation during the hours of darkness, i.e. between the hours of dusk (1/2 hour before sunset) and dawn (1/2 hour after sunrise) will be equipped with a working headlight visible to 300 feet, taillight, and reflective markings, front and rear, which are visible to 300 feet. Markings may be either reflectorized paint or tape.

b. Riding double (or more) on a bicycle is prohibited unless the bicycle is designed and equipped to accommodate more than one rider; for instance, a tandem bicycle is an approved method of conveying more than one rider.

c. Except for an earpiece (or similar devices) designed for use with hands-free cellular phones, wearing any other headphones, earphones, or ear buds while operating a bicycle is prohibited.

d. The installation Provost Marshal is responsible for the enforcement of this requirement.

e. Unit commanders will:

(1) Ensure Soldiers under their command are familiar with this requirement.

(2) Enforce the policy found in this document in areas under unit control.

9-6. Skateboarding, Rollerblading, Rollerskating, and Riding Scooters.

a. All personnel skateboarding, rollerblading, rollerskating, and riding on scooters (including battery and human-powered) on Fort Gordon will wear properly fastened

approved helmets that meet applicable standards similar to that applied to bicycle helmets. Look for these stickers, individually or in combination inside the helmet. Purchase a new helmet rather than a used since the history of the helmet is unknown, and the integrity of it may have been compromised if involved in an impact.

b. The use of headphones and earphones is prohibited while skateboarding, rollerblading, rollerskating, and riding on scooters on Fort Gordon.

9-7. Operation of All- Terrain Vehicles (ATVs).

Privately owned ATV's are prohibited from operation on Fort Gordon. The Directorate of Public Works maintains control over operations pertaining to the specific use of ATV's, and the installation Provost Marshal is the enforcement authority.

9-8. Hunting, Fishing, Trapping and Horseback Riding.

a. The Directorate of Public Works, Natural Resources Branch, will coordinate with the Game Warden and Range Control prior to updating or changing hunting and fishing maps, and/or boundaries.

b. The ISO will:

(1) Monitor the effectiveness of enforcement of the hunting regulation.

(2) Attend the Hunting and Fishing Advisory Council meetings as a non-voting member.

c. All authorized personnel wishing to hunt, fish, trap, or ride horses will abide by the responsibilities and policies set forth in USA Cyber CoE&FG Regulation 420-5, Hunting, Fishing, Trapping and Horseback Riding.

9-9. Community Events.

a. Activity organizers will conduct written risk assessments to include the appropriate signatory authority, and provide a copy to the ISO NLT two weeks prior to the start of the event.

b. The ISO will review risk assessments, make recommendations if needed, and conduct safety inspections prior to the start of the event.

Chapter 10 Explosives Safety

10-1. General

Establish minimum safety precautions for the safe storage, handling, and maintenance

of ammunition and explosives. Army Regulation 385-10 and DA Pam 385-64 provide maximum assurance that explosive accidents will be prevented and that damage and injuries from an accident, should one occur, will be minimized. Fort Gordon explosives safety policy and procedures ensure that Army standards are followed on and off the installation.

10-2. Storage

Prior to their construction, all explosives storage facilities will have site plans prepared by the ISO and approved by the DOD Explosives Safety Board (DDESB). Subsequent storage will be IAW the terms of the DDESB approval and applicable Army regulations. The explosive storage limits will be expressed in an approved explosives storage license based on the quantity of explosives stored and the distances from exposed facilities.

10-3. Responsibilities

a. The ISO is responsible for explosives safety at all Fort Gordon and Gillem Enclave storage facilities. These responsibilities include:

- (1) Explosives storage licensing.
- (2) Conducting an annual explosives storage license on-site review.
- (3) Preparation of DDESB site plan and submissions for new or renovated facilities.
- (4) Preparation and forwarding of explosives safety waiver requests.
- (5) Site plans and/or revisions submitted by tenant units will be provided to the ISO for concurrence prior to submission to the DDESB.
- (6) Safety for all explosives operations, inside or outside the storage area, until completion of the operation.

b. ISO will:

- (1) Provide explosives safety technical assistance to Fort Gordon units and activities, as requested, in support of the responsibilities listed in paragraph 10-3a.
- (2) License all explosives storage sites and operating locations under the operational control of Fort Gordon. (Not included are firing ranges where ammunition is present only when occupied by a training unit.)
- (3) Conduct periodic (at least annually) inspections to evaluate the safety of explosives storage, packing, handling, surveillance, maintenance, demilitarization, and

disposal activities. Inspections should utilize a team approach and include those elements with responsibilities in explosives safety (e.g., safety, fire, Quality Assurance Specialists for Ammunition Surveillance (QASAS), logistics, and public works subject matter experts). Findings shall be documented and followed-up to ensure implementation and effectiveness of corrective measures. This inspection ensures license validity and compliance. Maintain inspection results IAW AR 25-400-2.

(4) Evaluate and process requests for explosives safety waivers/exemptions for Fort Gordon licensed sites.

(5) Evaluate, process, and provide technical assistance in the preparation of DDESB site plan submissions for the construction of new or renovated facilities within the explosives safety arcs (quantity-distance arcs) of explosives storage facilities.

(6) Ensure that DPW has established accurate explosives safety arcs on all master planning maps for facilities on Fort Gordon.

(7) Assist ADSOs (ADSOs) in fulfilling all their explosives safety responsibilities.

(8) Participate in Master Planning Board meetings to ensure that planned construction and renovation within the explosives safety arcs obtain DDESB approval, when required.

(9) Coordinate with TRADOC/IMCOM on DOD and DA explosives safety inspections of Fort Gordon storage sites and accompany inspection teams during these inspections.

(10) Monitor all construction within the explosives safety arcs, including renovation within the ammunition storage area, to ensure that new construction or renovation has (when required) DDESB approval.

(11) Coordinate with DPW to ensure that vegetation control and required lightning protection inspections and tests are performed at all ammunition storage sites on Fort Gordon. Maintain a file of the latest inspections and tests and provide copies to various inspection and review teams when requested.

(12) Administer the Explosive Safety Management Program (ESMP) for Fort Gordon units and activities. The Fort Gordon ESMP will take encompass all explosive activities on the installation.

(13) Facilitate the Explosive Safety Council for Fort Gordon, chaired by the Garrison Commander, no less than once a year.

c. The PMO will publish a current Explosive Training Plan for Explosive Dog Detector Teams, which will include approved training facilities and training restrictions.

d. DPW and Logistics Readiness Center (LRC) will:

(1) Maintain explosives safety arcs on installation master planning maps, as provided by Safety Division.

(2) Submit all new facility construction or renovation plans within the arcs through appropriate safety channels for review.

(3) Assist in the initiation of site plan submissions requiring DDESB approval in accordance with AR 385-64.

(4) Invite a safety and QASAS representative to all master planning board meetings to ensure explosives safety distance restrictions are considered in construction planning.

(5) Review each DD 1391 for possible violations of explosives safety restrictions and, where any doubt exists, submit the form for review to the ISO.

(6) Perform required lightning protection tests and execute required vegetation control measures IAW DA Pam 385-64.

(7) Provide copies of the latest lightning protection inspections and tests to the ISO.

e. The Fort Gordon Fire Department will perform risk assessment and issue work/flame permits prior to the commencement of any work by civilian work crews on Fort Gordon licensed sites. The permit must specify type of equipment, type of personal protective equipment required, safety precautions to be followed, and the protective distances to be observed.

f. Commanders of tenant units occupying explosives storage sites within Fort Gordon will:

(1) Ensure ammunition is stored IAW the explosives storage license.

(2) Comply with Army and Fort Gordon explosives safety requirements.

(3) Provide the following items for review during explosives safety inspections:

(a) A complete inventory of stored ammunition by storage facility (to include DODAC, Net Explosive Weight, and quantity for each DODAC stored).

(b) The latest lightning protection system inspection report furnished by DPW.

(c) Copy of work orders submitted for correction of safety deficiencies.

(d) Copy of current risk assessment, covering the explosives and ammunition

storage activity.

(e) Keep a copy of the current storage license at the storage facility.

(f) Provide assurance that each individual with decision-making authority over the storage of explosives and ammunition at the storage site is knowledgeable of the rules governing safety in storage.

(g) Ensure personnel receive training in explosives and ammunition handling. Training will consist of either MOS training (supply specialist or ammunition handler), the Unit Armorer's Course, or AMMO 45.

g. The ISO will ensure that all Fort Gordon and tenant units' explosives safety waiver requests are reviewed prior to submission.

h. The QASAS will notify the ISO of any uncorrected explosives safety violations observed on Fort Gordon and all violations of the explosives storage license.

10-4. Procedures

a. DDESB Site Plan Submissions.

b. Site and general construction plans (four each) will be forwarded through command safety channels to the DDESB for review and approval for:

(1) New construction or major modification of facilities for ammunition and explosives

(2) Facilities for activities not involving ammunition and explosives, but are in such proximity to the ammunition site as to be exposed to the hazard, if located at less than the required safety distance.

(3) Submissions will be initiated by the ISO. The submission will be initiated with general construction plans drawn to a scale of 1 to 1000 or larger and will include the following items, in addition to all relevant technical data listed in AR 385-10 and DA Pam 385-64.

(4) An arc drawn on the map showing double inhabited building distance from the proposed explosives facility.

(5) Explanation of any deviations from safety standards due to local conditions. This will include documentation of waivers and exemptions.

c. Waivers and exemptions.

(1) An explosive safety waiver is written approval to deviate from specific mandatory regulations, to accomplish a critical mission pending correction of the

causative condition.

(2) Definitions and procedures for obtaining a waiver or exemption are provided in DA Pamphlet 385-64.

(3) The authority to grant explosives safety waivers on Fort Gordon is vested in the Senior Commander, and may not be delegated or assumed at any lower level or command.

(4) Requests for waivers at Fort Gordon licensed sites should be initiated by the appropriate agency and forwarded through the ISO to IMCOM and TRADOC Safety.

d. Explosive accidents. Explosive accidents will be reported, recorded, and investigated in accordance with AR 385-10 and DA Pam 385-40.

e. Transportation. The transportation of ammunition and explosives will be IAW the Logistics Readiness Center (LRC) External SOP.

f. Ammunition and explosives handling.

(1) The basic rules governing the safe handling of ammunition are given in DOD 6055.9- STD and DA PAM 385-64.

(2) All ammunition handlers employed by the contractor at the Ammunition Supply Point and engaged in operations in which munitions are involved, shall be certified by the Fort Gordon explosives certification board. They shall be thoroughly trained in explosives safety and be capable of recognizing explosive hazards. Safety must become a firmly established habit when working with, or being near, ammunition and explosives.

(3) The cardinal rule in any ammunition operation is to expose the minimum number of people to the minimum quantity of explosives for the minimum possible time, consistent with mission accomplishment.

g. Fire and chemical symbols. Appropriate fire symbols (illustrated and explained in DOD 6055.9STD and DA PAM 385-64) shall be displayed on buildings and storage sites containing ammunition or explosives. Appropriate chemical symbols shall be posted on buildings and storage sites containing chemical agents.

10-5. Ammunition Amnesty Program Policy

a. The Fort Gordon Amnesty Program is necessary to ensure maximum recovery of all military ammunition, explosives, and valuable ammunition residue items. The program establishes an opportunity for individuals to return ammunition that has been stolen, misplaced or erroneously left in the possession of an individual after turn-in and reconciliation has been finalized. Therefore, amnesty turn-ins will not be the basis for

initiation of an investigation of individuals making turn-ins.

b. The collection point is available 24 hours a day for recovery of amnesty explosives and ammunition found on post (AFOP) of unknown origin. These explosives and ammunition are considered hazardous and will not be removed by untrained personnel. Small arms cartridges (.50 caliber and below) are excluded. Supporting Explosives Ordnance Disposal (EOD) personnel, during duty hours (Military Police Dispatch – 911 Center), and the Installation Operations Center during non-duty hours (701-791-9748/9751/3127/), will respond to recover AFOP upon notification. The EOD personnel will determine if the AFOP is safe for storage/handling. Unserviceable and non-stock listed ammunition will be destroyed and serviceable items will be turned-in to the ASP.

c. Explosives storage areas assigned to EOD may be used to temporarily store AFOP, provided all explosives rules and security requirements are met. The EOD is authorized to hold AFOP in these assigned storage areas when the ASP is not open. The AFOP will then be turned in, as soon as possible, to the ASP on the next duty day. A copy of the completed DA Form 3265-R, Explosive Ordnance Incident Report, will remain with the item(s) when stored by EOD and the original will be kept in EOD unit files for accounting purposes.

d. Small arms ammunition will be delivered directly to the ASP during normal duty hours.

e. The ammunition amnesty program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition on-hand after reconciling their accounts are required to make an amended turn-in request. The following procedures apply for amended turn-in request: Amended turn-in will be accomplished by preparing a new DA Form 581, Request for Issue and Turn-In of Ammunition, for the remaining ammunition, explosives, or residue. Block 11 of the DA Form 581 will be annotated with the original issue document number, if known.

f. All personnel will deposit ammunition items (.50 caliber and below) directly into the amnesty box located at Range Control. Ammunition and explosives larger than .50 caliber will be reported to the Provost Marshal's Office (PMO).

g. The EOD will:

(1) Contact the Fort Gordon IOC during off-duty hours to open the ASP and accept serviceable item(s). A current roster of ASP personnel who can be called during off-duty hours to receive AFOP will be provided to the IOC. A sufficient number of personnel will be identified on the roster to ensure success in reaching someone who can respond promptly.

(2) Document receipt of AFOP with a DA Form 3265-R, Explosive Ordnance

Incident Report. The EOD unit preparing receipt of AFOP will not record name of individuals making the discovery/turn-in. Individuals discovering AFOP are strongly encouraged to volunteer information, which would facilitate an investigation of cause(s) of ammunition loss. This can be done by notifying the PMO if ammunition is found in a garrison environment and range control if ammunition is found on ranges or in training areas.

(3) Destroy all dangerous explosive items that are deemed unsafe for storage.

h. Commanders/Directors will:

(1) Ensure all personnel are fully aware of this program and establish an amnesty awareness program in their units to include the above policies and procedures in the SOP. The purpose of the amnesty program is to gain control of loose ammunition rather than leave it uncontrolled. It is not intended as an easy way to bypass established turn-in procedures, but oriented toward gaining control of loose ammunition or explosives. At a minimum, Soldiers will receive a quarterly briefing on the amnesty program. Soldiers will also receive a refresher briefing during pre-firing orientation.

(2) Establish an atmosphere that does not intimidate the Soldiers or prevent the Soldier from freely turning-in ammunition, e.g., assigning a responsible, trustworthy unit representative to accept ammunition turn-ins from unit personnel for return to the ASP.

(3) Provide directions to anyone (military or civilian) wanting to turn-in military ammunition under the recovery program.

(4) Schedule Ammunition and Explosive (A&E) amnesty days annually for collection of abandoned or unauthorized A&E. Coordinate amnesty day with ASP 60 days prior to collection day. Amnesty days should be in conjunction with post clean-up days if possible. Safeguard A&E and transport it to the ASP. Extreme care must be exercised in handling both serviceable and unserviceable A&E.

i. LRC:

(1) Accept delivery of ammunition under the amnesty program during normal operating hours, provided the ammunition is handed directly to an ASP operator at the ASP. No paperwork is required and no questions will be asked of individuals making turn-ins.

(2) Respond during ASP operating hours (Monday thru Friday, 0730-1600) in a prompt and timely manner to accept AFOP deliveries. Turn-in of AFOP by EOD units will receive priority storage. The ASP will immediately account for AFOP and EOD will be released of any further involvement. Serviceability inspection will take place before items are placed in storage by QASAS.

j. QASAS personnel will:

(1) Ensure inspectors or Soldiers in MOS 89B are available on A&E amnesty days to supervise the collection process.

(2) Inspect the amnesty point and document disposition.

(3) Approve the design, identification, locations and operating instructions for use of the amnesty containers.

CHAPTER 11

Special Emphasis

11-1. Holiday Safety Requirements

Commanders/ Directors will ensure safety orientations are provided for all personnel prior to long holiday weekends. Briefings should be tailored to the audience. Use of TRiPs Risk Assessment is mandatory for all Soldiers who are driving outside of the Fort Gordon AOR over the holiday.

11-2. Hazardous Material Transportation Driver Training

AR 600-55, paragraph 4-9, CFR Title 49, part 101-177, 397 and DoD 4900.9-R (DTR) Part III Chap. 204, HAZMAT governs the requirements for transportation of hazardous material, including initial training, written testing and annual sustainment training.

11-3. Community Safety

The safety of Service Members, families, DoD civilians, contractors, vendors, and visitors is important to all who live, work at, or visit Fort Gordon. Each has a responsibility to do their part to ensure the safety of the Fort Gordon Community. Each has the responsibility to follow rules, regulations and procedures established for the protection of all. When a hazard to personnel or property is identified, report it to the proper authorities (i.e., ISO, Provost Marshal's Office, or Directorate of Public Works and Logistics. If the hazard is life threatening and presents an immediate danger to personnel, the person first detecting the hazard is responsible for ensuring action is taken to protect personnel and property. Contact the ISO, Room 312, Darling Hall, 791-SAFE.

11-4. Safety Orientation and Training

a. All Personnel.

(1) Each activity, military and civilian, will ensure that a newcomer's safety briefing, to include Hazard Communication, is provided at the unit level. New personnel will receive a safety briefing by the commander/activity director or his/her representative within 30-days after their arrival.

(2) Major unit and activity safety personnel appointed as safety officers will contact the ISO within 14 days of assignment.

(3) A system of internal orientations for newly assigned safety officers will be established by major units and activities. Orientations will be documented in unit safety files.

b. Military Personnel

Military personnel are required to complete safety courses as appropriate to their rank and position IAW Appendix C of this regulation.

c. Civilian Personnel - Civilian personnel are required to complete safety as appropriate to their rank and position IAW Appendix C of this regulation.

d. Specialized Training

(1) Specialized training may be required for a particular job or specific operational process (specific examples include operating chainsaws, driving forklifts, or confined space entry, etc.).

(2) The need for such specialized training will be identified on the Job Hazard Analysis (JHA) for that workplace or activity.

(3) Personnel will not be allowed to perform any tasks prior to meeting any/all applicable training, testing, and/or licensing requirements.

(4) Contact the ISO for scheduled training dates at (706) 791-4175 or 2906.

11-5. Water Safety

a. Commanders will identify weak and non-swimmers prior to conducting water operations. Participating units will receive water survival training. Units conducting water operations must maintain documentation identifying when personnel were trained and classification level (non-swimmer, weak swimmer, Basic Survival Swimmer-Class 3, Intermediate Survival Swimmer Class 2, or Advanced Survival Swimmer-Class 1). Special water safety briefings and training designed to alert all personnel of water hazards will be conducted annually during March or April.

b. Additional water safety guidance is contained in AR 385-10, The Army Safety Program, AR 350-1, and TC 21-21, Water Survival Training.

CHAPTER 12 Cyber and Signal Branch Proponency

12-1. General

The objective of branch safety Proponency is to identify issues and correct problems that affect a Soldier's safety. It includes integrating safety into TRADOC mission domains of Doctrine, Organization, Training, Materiel, Leader and Education Development, Personnel and Facilities (DOTMLPF); monitoring the safety performance of branch modification table of organization and equipment (MTOE) and TDA units and school products Army wide; and developing and publishing branch safety lessons learned and countermeasures.

12-2. Responsibilities

a. Commandants, U. S. Army Cyber School and U.S. Army Signal School. The Commandants will:

(1) Act as signature authority for the TRADOC position on medium risk System Safety Risk Assessments (SSRAs), in accordance with DA Pam 385-16, System Safety Management Guide.

(2) Sign and forward to HQ TRADOC (ATTN: ATCS-S) Cyber School or Signal School recommendation on the acceptability of high risk SSRAs.

(3) In his absence, the designated acting signature authority may approve the risk assessment or school position on residual risks.

b. Command Safety Director will:

(1) Ensure overall development and implementation of the Fort Gordon Safety Plan (FGSP).

(2) Assist organizations with implementation of the FGSP.

(3) Monitor compliance during regularly scheduled inspections and during annual program evaluations.

(4) Evaluate the status of the program on a regular basis.

(5) Review and approve all correspondence concerning the FGSP prior to forwarding to the command group or higher headquarters.

(6) Provide sufficient personnel for the operation of the program. These personnel will be assigned to positions the Mission Safety Office. The chain of command lies within the Mission Safety Office. The purpose of these positions is to act as special assistants to the Senior Commander (SC).

c. The System Safety Engineer. The System Safety Engineer will:

(1) Integrate system safety engineering and management techniques (i.e., risk management process) into the acquisition of Cyber and Signal Branch Proponency systems/ equipment.

(2) The risk management process will ensure that all safety, health, fire, environmental, and ergonomic hazards are identified early-on, historical data for mitigation of all identified hazards are documented through a hazard tracking system, and the resolution of all residual hazards will be coordinated with the combat developers for acceptability. The integration of the Risk Management Process early on will lower cost in terms of less retrofit, fewer program delays, less losses due to accidents, and fewer materiel changes.

(3) Represent the USA Cyber Center of Excellence (Cyber CoE) in System Safety Working Groups (SSWG), as required, to ensure that the user's safety requirements and concerns are considered in the resolution of safety issues during the development/modification phase of Signal Branch Safety proponency systems.

(4) Serve as MANPRINT advisor on system safety engineering issues.

(5) Serve as the primary point of contact for all safety assistance to USACCoE in systems safety.

(6) Maintain safety data files for Signal Branch Safety proponency systems.

(7) Assist USACCoE with integration of safety and Risk Management into proponent literature, doctrine and training. Review, on a regular basis, USACCoE proponent TMs, FMs, STPs, etc. Monitor the integration of safety into all USACCoE courses.

(8) Provide assistance to training developer in identifying basic hazards and conducting risk management.

(9) Review new or revised POIs.

(10) Evaluate leader development courses to ensure adequacy of safety integration.

(11) Maintain close and continuous contact with the branch representative at U.S. Army Combat Readiness Center (USACRC) who should provide immediate initial reports of all branch related Class A accidents, annual and quarterly trends of branch operations and equipment, etc. for use in development of lessons learned and real world issues for training.

d. TRADOC Capability Managers (TCM) and the U.S. Army Cyber Center of Excellence (USA Cyber CoE) Directors (CDID, TCM N & S, TCM TR, TCM GNE, CDID, OCOS, DOT). The capability developers and training developers will:

(1) Provide input where feasible to reduce or eliminate hazards on systems in the development process using appropriate feeder information from other sources concerning malfunctions, improvement reports, and deficiencies on existing related systems.

(2) Include proper system safety and health requirements in materiel requirements documents. When possible, qualitative requirements will be supplemented by quantitative requirements.

(3) Review Program Manager (PM) provided System Safety Review Assessment (SSRA) to develop the Cyber School or Signal School position on the acceptability of the associated risk. Coordinate and forward the Cyber School or Signal School recommended position to the designated signature authority.

(4) Address safety and health issues in test and evaluation plans and reports for Cyber CoE's Safety Proponency systems.

(5) Coordinate system documents with the ISO (ISO) for review of safety aspects (i.e., proper system safety requirements/input into the Mission Need Statement, System MANPRINT Management Plan Capability Production Document, Test and Evaluation Master Plan {TEMP}, System Training Plans {STP}, etc.).

e. The TCM for assigned system(s) is the single point of contact to coordinate with and integrate all input from TRADOC/USA Cyber CoE activities pertaining to his/her program IAW TRADOC Regulation 71-12.

f. The System Safety Specialist will assist the System Safety Engineer within his or her realm of expertise.

g. Directorate of Training (DOT) will:

(1) Ensure risk management is applied to all operations and training. Maintain documentation at the training site and in the vault file. Ensure instructors review risk management hazards/issues prior to conducting training.

(2) Ensure that safety lessons learned, risk management, residual safety, health, and human factor engineering hazards are addressed in all systems' technical manuals, program of instructions, training courses, and associated field manuals.

(3) Ensure that safety and system safety issues relative to training are fed back into the acquisition and development process.

(4) Ensure that all hazards and hazardous materials used in training are controlled by procedures, or specific training is addressed in the training materials for those systems.

(5) Establish a procedure to identify user safety lessons learned by the First Unit Equipped (FUE) with the new system; and provide this information to all current and future user commands, and to the ISO.

(6) Maintain and periodically update a list of high-risk training courses where more frequent monitoring and review are required to ensure adherence to standards.

(7) Integrate safety into systems approach to training, systems training integration processes, and all training and evaluations. Ensure leader development safety training includes instruction on risk management.

(8) Ensure that instructor training and instructor development courses include safety training, and risk management.

(9) Develop and disseminates Cyber and Signal Branch Safety essential elements of information. Identify, analyze, and take action (e.g., develop countermeasures) on Cyber and Signal Branch Safety issues and accident experience worldwide. Integrate safety countermeasures and lessons learned into DTLOMs and appropriate databases.

(10) Maintain close and continuous contact with the branch representative at USACRC who should provide immediate initial reports of all branch related Class A accidents, annual and quarterly trends of branch operations and equipment, etc. for use in development of lessons learned and real world issues for training.

(11) Address safety with internal and external evaluations of Cyber School and Signal School products, Cyber Branch and Signal Branch operations, and Cyber Branch and Signal Branch Safety Proponency materiel systems (e.g., post fielding assessments).

(12) Monitor safety of operations and procedures in range and live-fire training for Cyber Branch and Signal Branch Safety Proponency weapons systems and mission areas, to assess the adequacy of Army range safety standards and training criteria.

(13) Coordinate training and leader development issues and documents with the ISO for review of safety. Provide copies of all draft proponent literature for review and recommendations.

h. Commandants/Commanders of Signal and Cyber School Training Activities (15th RSB, OTD-G, OEMTD, RNCOA). Commandants/Commanders will:

(1) Integrate safety standards and requirements into lesson plans, program of instructions, and literatures, e.g., training manuals, field manuals, circulars, etc.

(2) Integrate safety lessons learned from Army accidents and after action reviews of exercises and operational deployments into course of instruction and appropriate

literatures.

(3) Ensure training developers/instructors receive instruction on MOS hazards and safety training/operations to include risk management.

(4) Embed safety in MQS I, MQS II branch specifics and common tasks.

(5) Develop and implement risk management requirements in all courses of instruction and literature.

(6) Standardize safety in curricula where a curriculum is provided at more than one site.

(7) Use risk analysis to identify those courses or lessons that are high risk or contain high-risk tasks and implement risk reduction actions. Delete that portion of high-risk training that is non-essential for attainment of the training objective.

(8) Include a specific, stand-alone block of instruction on safety and risk management in leader development courses (OES/NCOES). Schoolhouse trainers will conduct the instruction. Training should include safety aspects of critical individual and collective tasks, lessons learned from actual accidents, unit safety program management, safety awareness, risk management, and safety in tactical and training operations.

(9) Embed safety and risk management into all combat critical individual and collective task training to include the use of safety lessons learned from actual accidents and the concept of "training safety" as reflected in FM 7-1, Battle Focused Training: Battalion Level and Below.

(10) Submit all new or revised training literature and programs of instruction, to include coordinating drafts, to the ISO for review and recommendations.

(11) Institute risk management, to include risk acceptance approval authority, consistent with the level of identified risk for all courses. Conduct a safety and health review to determine alternative ways of training to standard, or of meeting the training objective, while avoiding unnecessary risk.

(12) Identify and establish a list of safety and health high-risk critical tasks for their area of responsibility.

(13) Ensure that appropriate risk management standards are developed and complied with IAW ATP 5-19 Risk Management.

(14) Conduct safety stand-downs of courses to review the training environment, course specific safety precautions and instructional techniques at least annually.

(15) Ensure lesson outlines contain clear guidance for both instructors and students regarding the conduct of potentially hazardous training.

(16) Conduct training in accordance with approved curricula and ensure that adequate instructors and safety observers, consistent with risk, are present at training sites whenever high- risk training is conducted.

(17) Ensure safety is integral to the design and execution of training operations.

i. Director, LRC. The LRC will acknowledge receipt of, disseminate, verify, and ensure prompt compliance with safety-of-use or safety-of-flight messages.

j. Commanders of Field Operating Units (All Fort Gordon Units). As using commanders will:

(1) Ensure all systems/equipment are used according to safety and health guidance published in technical, field and training manuals, SOUMs, SOFs, safety bulletins, circulars, and Army and Federal regulations.

(2) Ensure that when accidents (reportable and non-reportable) occur involving systems/equipment failures, malfunctions, design or procedural defects, the responsible materiel/equipment manager or commander be promptly notified, especially when the incident results or could result in severe injury or death. For guidance, call LAO or ISO.

(3) Ensure that an EIR or QDR (SF 368), for system deficiencies, malfunctions, or failures that create unsafe conditions or hazards, is prepared and a copy is provided to the ISO.

(4) Identify through the accident reporting system inadequacies contributing to an accident and analyze these inadequacies to ensure that safety-compromising trends are identified. (See AR 385-10)

(5) Ensure that appropriate risk management standards, IAW ATP 5-19 Risk Management, Sept 2014 are developed and complied with.

(6) Through periodic routine inspections, ensure that operating systems, weapons, facilities, and all other equipment are safe to operate; and ensure those which are found to have safety deficiencies are not used until corrections are accomplished and verified.

(7) Ensure receipt, dissemination, verification, compliance, and feedback on all SOUMs through DOL. Chief, Logistics Assistance Officer (CLAO-AMC).

k. Chief, Logistics Assistance Officer (CLAO-AMC). The CLAO will:

(1) Assist system/equipment users in preparing EIRs and QDRs, for system deficiencies, malfunctions, or failures that create unsafe conditions or hazards. Ensure that the report is forwarded to the proper PM.

(2) Ensure that the ISO is provided a copy of EIRs and QDRs prepared for Cyber and Signal School Proponency systems.

12-3. Procedure for Safety Release

a. All tests and pretests involving Soldiers require safety releases. To obtain a safety release, a safety assessment report, health hazard assessment report, and test resume will be enclosed with the request.

b. For TRADOC-sponsored concept evaluation programs, customer tests, non-materiel force development tests, and experimentation user tests, obtain a safety release from the U.S. Army Test and Evaluation Command, ATTN: AMSTE-ST, Aberdeen Proving Ground, MD 21005- 5055.

12-4. System Safety Risk Assessment, Policy and Procedures

a. DA Pam 385-16, System Safety Management Guide, Appendix E, requires a user representative's position (Part III, Combat Developer Recommendation) on the acceptability of the residual risks for all SSRAs. The TRADOC Command Safety Office has oversight responsibility for system safety risk management.

b. For Cyber and Signal School Proponency systems/equipment, the completion of Part III, Combat Developer Recommendation, of the SSRA is at the following level:

(1) High Risk - Commander, TRADOC.

(2) Medium Risk - Commandant, USACCoE

(3) Low Risk - Director, Capability Development Integration Directorate (CDID).

c. For high risk, the Commander, TRADOC retains signature authority for Part III of the SSRA. The Cyber and Signal School project officer prepares Part III, a proponent position on acceptability of the risk associated with the residual hazards in the SSRA. The Commandant, Cyber CoE will sign and forward the position to Headquarters TRADOC, Command Safety Office, ATTN: ATBO- SO, Fort Monroe, VA 23651-5000.

d. For medium and low risks, the Cyber and Signal School project officer prepares Part III, a proponent position on acceptability of the risk associated with the residual hazards in the SSRA. The Commandant, Cyber CoE will sign all medium risks and the Assistant Commandant will sign all low risk. The signed position will be forwarded to the Program Manager, Army Materiel Command and copy furnished to Headquarters TRADOC, Command Safety Office, ATTN: ATBO-SO, Fort Monroe, VA 23651-5000.

The Cyber and Signal School Project Officer will ensure that the original copy of the SSRA, with Part I and Part II showing the original signatures will be used for obtaining the signature from the Cyber and Signal School signature authorities.

- e. The ISO will provide assistance in processing SSRAs.

12-5. Risk management

Risk management will be integrated into the military decision making process. To accomplish this, CG, Cyber CoE will ensure risk management is integrated into all training, doctrine, and operations prepared or conducted by this command. The ISO will provide technical assistance and apprise commanders on risk management integration.

CHAPTER 13 Severe Weather

13-1. General

Each activity will be prepared to deal effectively with hazards associated with severe weather such as heat, cold, snow, ice, lightning, tornadoes, etc. Each activity will prepare a written plan for dealing with these hazards and ensure all personnel are familiar with the plan. Supervisory personnel will provide appropriate training before each season.

13-2. Snow and Ice Conditions

- a. In the event of inclement or hazardous weather on Fort Gordon, guidance in the Fort Gordon All Hazards Plan will be followed.
- b. Ice and snow will be removed from walkways, steps, landings, docks, and ramps; ice melt will be applied as necessary. Icicles, where they present a hazard to personnel, will be removed.

13-3. Tornadoes

The tornado safety rules contained in the Fort Gordon Tornado Warning Plan will be observed for maximum protection against tornadoes. The Fort Gordon All Hazards Plan, published by DPTMS, will be available in each work area.

13-4. Earthquakes

The earthquake safety rules contained in the Fort Gordon All Hazards Plan will be observed for maximum protection against earthquakes. The Fort Gordon All Hazards Plan, published by DPTMS, will be available in each work area.

13-5. Lightning

a. Commanders and supervisors at all levels will ensure that all personnel are aware of the safety precautions to take before and during lightning storms. Precautions will be implemented before the storm begins.

b. Troop Precautions. Weather information is available at range control and local radio stations. Weather briefings will be given when the potential for severe weather exists. In the event of an electrical storm, the following measures will be taken:

c. The "30/30 rule" is one simple, generally accepted criterion to use for cessation or resumption of activities. The "30/30 rule" is to cease activity when lightning is 6 miles away or 30 seconds from observation of lightning to sound of thunder (hence the first "30"). Use a "flash to bang" (lightning to thunder) count of 5 seconds equals 1 mile (10=2 miles, 20=4 miles, and 30=6 miles). The second 30 in the "30/30 rule" means waiting 30 minutes after the last observation of lightning before resuming activities.

d. Radios will not be used, and troops will not carry radios with antennas extended.

e. Personnel will dismount from dozers, graders, and all other machinery and move approximately 100 yards away from equipment.

f. Personnel will disperse if caught in a flat, open space or on a bare hilltop.

g. Personnel will maintain a low profile if caught in an open, flat area. They will take shelter in dense woods, a grove of trees, or a deep ravine. Weapons and radios will be stacked away from personnel. Tents do not provide any protection from lightning.

h. Individuals in an outside area should avoid hilltops, lone trees, flagpoles, fences, overhead wires, tents, small unprotected buildings in the open and metallic objects such as artillery pieces and open top vehicles, to include canvas-topped vehicles. Personnel inside closed vehicles with steel tops generally are safe from lightning.

i. When available, seek shelter in as large a building as possible. A well-grounded, metal frame building offers the most protection. When inside, stay away from electric wiring, fireplaces, stoves, showers, bathtubs, sinks, cold water pipes, and other possible conductors of electricity.

j. If adequate cover is not available, personnel will assume a squatting position with hands over their ears. Do not lie flat or place hands on the ground.

k. Units assigned to a range or training area should visually inspect any lightning protected bleacher shelters or open shelters for obvious defects in the lightning protection system, such as broken ground straps, damaged lightning rods, etc. (report deficiencies to range control safety).

l. Command Protective Measures. In the event of a warning of an impending

electrical storm or lightning strikes observed within Fort Gordon limits, the unit commander, officer, or NCO in charge of training will:

(1) Cease all outside training immediately.

(2) Move personnel into a building if possible.

(3) Ensure all weapons are cleared and stacked at least 50 yards away from personnel. If time is not available to stack weapons, weapons will be laid on the ground or on the firing line rifle rest within view of where troops will be located.

m. General Protective Measures. The following general rules apply during an electrical storm:

(1) Sporting events and other outdoor assembly must cease, and participants should find protective cover until the storm has passed. Do not fish, play golf, or participate in activities that involve the use of metallic instruments in open spaces. It is extremely hazardous to ride tractors, golf carts, motorcycles, and bicycles during lightning storms.

(2) Do not swim, operate boats, or participate in any aquatic activities during electrical storms.

(3) The use of telephones and field radios during electrical storms will be held to a minimum; lightning may be conducted through telephone lines.

(4) Playgrounds should immediately be evacuated to a safe area at the approach of or during an electrical storm.

(5) Do not use plug-in electrical appliances such as hair dryers, razors, and televisions. All automation equipment should be unplugged during electrical storms.

Chapter 14

Contracting Safety

14-1. General

a. AR 385-10 stipulates the requirement for ensuring Safety is integral to the contracting process to include contractor operations and compliance with Occupational Safety and Health Standards. Fort Gordon requires the following for contract development, solicitation, acceptance, review, and execution:

b. The Fort Gordon MICC will ensure all contracts incorporate requirements for establishment of Safety and Occupational Health standards by contractors. Contracts shall contain all required safety language per Federal Acquisition Regulations and Occupational Safety and Health Administration (OSHA) standards as applicable to the

Statement of Work/Performance Work Statement.

c. Contracting Officer (CO). The CO will ensure compliance with paragraph 4-2, AR 385-10, which addresses specific contract requirements for Service, Supply, Construction, and Radiographic facilities/operations.

d. The MICC and Requiring Agency will obtain a site-specific safety plan from contractors and provide a copy to the ISO for review. The ISO will ensure all applicable Safety and Occupational Health standards applicable to the work performed are incorporated. The ISO must approve the site-specific safety plan prior to commencement of work.

e. Contractor Responsibilities. Army contractors are required to have a Safety and Occupational Health Program implemented and tailored to meet the safety requirements of each contract and the associated tasks and products of that contract. Contractors must ensure they comply with applicable Federal, State, and local codes and standards, including safety and occupational health requirements, as well as additional requirements invoked by the contract.

f. Contractor Safety Brief. Prior to the beginning of the contract, the contractor will meet with representatives of the CO and Requiring Agency to discuss and develop a mutual understanding about the administration of the overall safety program. The Requiring Agency will identify all hazards associated with the work/worksites and brief the contractor on these hazards.

Note: At Government Owned, Contractor Operated (GOCO) facilities the contractor is responsible for developing, implementing, and enforcing a Safety and Occupational Health Program. If Government Employees work in the facility with the contractor, the ISO will provide safety oversight of the operations associated with those employees.

g. The ISO shall provide the following support:

- (1) A preliminary assessed risk-level after review of the scope of work.
- (2) Research accident history of prospective contractors and provide information to CO, COR, and Requiring Agency.
- (3) Identify need for a Site Safety Plan based on the assessed risk-level of the work.
- (4) Validate contractor site safety plans.
- (5) Provide written documentation to MICC and the Requiring Agency indicating the initial risk-level, recommendations for improvement and need for a contractor provided site safety plan.
- (6) Assist the Contracting Officer, Contracting Officer's Representative, and

Requiring Agency staff with oversight of contractor operations for compliance with safety standards.

14-2. Safety Oversight Responsibilities

a. The primary contractor of record is responsible for employee compliance with established Safety and Occupational Health standards. This responsibility extends to all sub-contractors working under the auspices of the prime contractor. The prime contractor will brief all sub-contractors on identified hazards associated with the worksite and tasks performed in support of the contract.

b. Regular quality assurance inspections by the CO or his/her designated representative will include assessment of site safety protocols as established in the contractor's safety plan. The CO will review hazard findings to verify abatement processes are progressing on schedule. If it is determined that the contractor is not delivering the level of safety that is required by the contract, the contracting officer will take necessary actions to improve contractor performance. Consideration of all disincentives normally used for nonperformance in other contract areas is tools for compliance with safety standards.

c. The contractor will perform a site hazard analysis for all major definable phases of work. This contractor analysis will identify all associated hazards, incorporating those provided by the requiring agency, with the work progress through each phase and describe what controls will abate the hazards. An employee of the contractor, knowledgeable with each phase of the work such as the supervisor or seasoned journeyman skilled labor, will perform the analysis. The contractor will ensure a review by a competent person (as defined by OSHA) is completed and signed off before commencing work.

d. The site hazard analysis is the basis for pre-operational briefings by supervisors of the workforce so that everyone understands the hazards involved and what controls are in place to mitigate hazards. The site hazard analysis will also drive the content of regular safety toolbox meetings as the work progresses.

e. The contractor shall have a written process in place to ensure all employees are briefed at recurring intervals as the work progresses. This process is part of the site safety plan or a written company safety program. Employee awareness and training in safety procedures is paramount in the safe execution of the contract. The contractor will ensure the training of all employees on subjects prescribed in the contractor's safety program, OSHA standards and that training is documented.

CHAPTER 15 Weapons and Range Safety

15-1. General

The objective of all Army activity in peacetime is a trained and ready force. DA Pam 350-38 provides Commanders with the training strategies for individual, crew, and collective weapons training, and identifies the resources required to execute that training. Standards in Training Commission (STRAC) strategies are the basis for determining training ammunition requirements and for providing units and Army Commands (ACOM) and Army Service Component Commands the information necessary to forecast training ammunition. STRAC strategies form the basis of the Headquarters Department of the Army (HQDA) training ammunition program used in programming and resourcing. The STRAC training strategies drive investment and resourcing decisions in areas such as range modernization, range instrumentation, and Training Aids, Devices, Simulators and Simulations (TADSS).

15 - 2. Installation Range Safety

Fort Gordon Regulation 350-19 establishes the procedures to ensure personnel safety during training and special activities conducted on the Fort Gordon Military Reservation. It is designed to facilitate combat realism in training, to maximize the availability of safe training areas and facilities, to minimize safety hazards, and to eliminate unsafe practices. Units will ensure they are IAW Fort Gordon Regulation 350-19 when conducting training within the Fort Gordon Training Complex.

CHAPTER 16 **Prevention of Heat and Cold Casualties**

16-1. Purpose

- a. This chapter prescribes policy and provides guidance to commanders in preventing environmental (heat or cold) casualties.

- b. Commanders and healthcare providers should be aware that Soldiers may be consuming various supplements. Consumption of supplements containing stimulants such as ephedra, synephrine, and other such ingredients, is a risk factor for heat illness and heat injury. Data on dietary supplements taken within two weeks of a heat illness should be collected by healthcare providers and documented in available medical record systems (e.g., AHLTA, Essentris), both in the clinical note and using the E947.0 code with the appropriate extender code, if applicable. Providers must also report this information to their local Preventive Medicine Service for entry in the Disease Reporting System internet (DRSi) and the Natural Medicines Watch reporting database. This database has a dropdown menu with all supplements and drugs and the data are sent to the FDA as well as to the DoD Dietary Supplement Subcommittee for review.

16-2. Responsibilities

- a. Commanders and supervisors at all levels are responsible for protecting Soldiers and civilian personnel from the adverse effects of heat and cold, and for ensuring subordinate leaders are trained in recognition and treatment of heat and cold injury.

b. Commanders and supervisors at all levels will use TRADOC REG 350-29, Prevention of Heat and Cold Casualties and develop a comprehensive heat illness prevention program. This program should be complemented with Army Risk Management doctrine, as detailed in ATP 5-19, Risk Management. These documents provide the framework for early recognition of climatic injuries and implementation of preventive measures.

c. All heat casualties that require medical intervention or result in lost duty time should be reported to the US Army Public Health Command using the DRSi as soon as possible after the diagnosis has been made or within 48 hours in accordance with AR 40-5, Preventive Medicine, paragraph 2-18.d. Information on DRSi is available at <http://phc.amedd.army.mil/topics/healthsurv/de/Pages/DRSiResources.aspx>, including links to the Tri-Service Reportable Events guidelines and from the Disease Epidemiology Program (email: usarmy.apg.medcom-phc.mbx.disease-epidemiologyprogram13@mail.mil, phone: 410-417-2377 (DSN 867-2377)).

d. Preventive Medicine personnel at Military Treatment Facilities who receive local heat illness reports should investigate serious events or illness clusters and report required information to US Army Public Health Command using DRSi. PM personnel should also coordinate with corresponding safety officers to ensure heat illness data are reported to the Army Safety channels IAW AR 385-10, Army Safety Program, Chapter 3.

e. TRADOC Brigade Commanders.

(1) Conduct heat injury prevention and treatment training for all subordinate leaders prior to 15 April each year.

(2) Adjust training schedules (for example, train during the cooler part of the day) and locations (for example, indoors or in the shade) as needed to protect Soldiers against extremes of heat and cold.

(3) Refer to ATP 5 -19 when making the decision to accept risk.

f. Unit Leaders.

(1) Access and use for training the Heat Illness Prevention slides located on the United States Army Public Health command webpage:

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

(2) Access and use for training the Cold Weather Casualties and Injuries slides located on the United States Army Public Health Command webpage:

<http://phc.amedd.army.mil/topoic/siscond/cip/Pages/ColdCasualtiesInjuries.aspx>

(3) Use TB MED 508, Prevention and Management of Cold Weather Injuries and

TB MED 507, Heat Stress Control and Heat Casualty Management, to develop their Cold Weather Injury and Hot Weather Illness programs.

(4) Utilize field sanitation team members to monitor conditions of cold and heat and advise on risk factors (see TRADOC Regulation 350-6, para5-2).

(5) Ensure Soldiers' clothing and equipment is present and serviceable prior to the training day; recommend modifications of the uniform to senior leadership, based on local conditions.

(6) Identify and mark Soldiers who are at risk for heat and cold injury.

(7) Monitor conditions of heat and cold on the training site (see TRADOC Regulation 350- 6, para H-11). Recommend modifications for scheduling, location, and uniform to senior leadership.

(8) Plan for alternate activities and locations for conditions of extreme heat.

(9) Be prepared to apply iced sheets in case of heat injury.

(10) Ensure Soldiers drink sufficient amounts of fluids and consume all their meals.

(11) Encourage Soldiers to drink frequently in small amounts and observe their fluid intake.

(12) Ensure Soldiers maintain their supply of sunscreen and apply it daily.

(13) Develop and enforce work/rest cycles or continuous work guides (as appropriate), guard rotation, and sleep plans during extended training hours

(14) Be prepared to treat and evacuate Soldiers who demonstrate signs of heat or cold injury.

(15) Remind Soldiers to observe their buddies for signs of heat or cold injury.

(16) Reevaluate the training mission if two or more heat injuries occur at a given training site on the same day.

16-3. Basics of Heat Injury Risk

a. Four key variables interact to cause heat illness among Soldiers:

(1) Climate (temperature and humidity)

(2) Intensity and duration of activity

(3) Clothing and equipment (e.g., body armor)

(4) Individual risk factors.

b. Heat illness prevention requires a comprehensive approach that incorporates risk management, education, acclimatization, and appropriate adjustment of activities to reduce risk.

c. The threat. Exposure to high environmental temperature produces heat stress in the body. As the body attempts to compensate, physiological strain or heat load results. This strain, usually in combination with other strains caused by work, dehydration, and fatigue may lead to heat injury. Environmental conditions, namely air temperature (the temperature of surrounding objects), vapor pressure of water in the air (humidity), and air movement influence the heat equilibrium of the body and its physiologic adjustments.

d. The defense. The body rids itself of heat normally through the skin and by exhaled breath, constituting heat relief. Some heat is discharged by radiation from the skin, but the body relies mostly on evaporation of sweat from the skin to cool. The adverse impact of high environmental temperature can be reduced by drinking enough water, wearing clothing properly, maintaining a high level of fitness, and resting after exposure to heat. These measures contribute to the body's normal mechanisms for relieving its heat load.

e. Acclimatization. Most Soldiers' physiological responses to heat stress improve in 10 - 14 days of exposure to heat and regular strenuous exercise. Factors to consider in acclimatizing Soldiers are the wet bulb globe temperature (WBGT) index; work rates and duration; uniform and equipment; and Soldiers' physical and mental conditions.

f. Risk factors for heat injury include the following:

(1) High heat category, especially on several sequential days (measure WBGT when ambient temperature is over 75° F).

(2) Exertion level of training, especially on several sequential days.

(3) Acclimatization (and other individual risk factors – see “Commander's, Senior NCO's and instructors' Guide to Risk Management of Heat Casualties,” cited in para 1-3e(1)).

(4) Time (length of heat exposure and recovery time).

g. Exposure to any of the following in the previous 2-3 days:

(1) Increased heat exposure.

(2) Increased exertion levels.

- (3) Lack of quality sleep.
- (4) Poor fitness (unable to run 2 miles in less than 16 minutes).
- (5) Overweight.
- (6) Minor illness (cold symptoms, sore throat, low grade fever, nausea, vomiting).
- (7) Taking medications (either prescribed or over the counter)/supplements/dietary aids (for example, allergy or cold remedies, ephedra supplement).
- (8) Use of alcohol in the last 24 hours.
- (9) Prior history of heat illness (any heat stroke, or >2 episodes of heat exhaustion).
- (10) Skin disorders such as heat rash and sunburn that prevent effective sweating.
- (11) Age more than 40 years.

h. Types of heat injury.

- (1) Heat cramps are caused by an imbalance of electrolytes in the body as a result of excessive sweating. This condition causes the casualty to experience cramping in the arms, legs, and abdomen and sweat excessively, with or without thirst.
- (2) Heat exhaustion is caused by loss of body fluids (dehydration) through sweating without adequate fluid replacement. It can occur in an otherwise fit individual who is involved in physical exertion in any hot environment, especially if the service member is not acclimatized to that environment. These signs and symptoms are excessive sweating with pale, moist, cool skin; headache; weakness; dizziness; loss of appetite; cramping; and nausea (with or without vomiting).
- (3) Heat stroke is caused by exposure to high temperatures (such as direct sunlight) or being dressed in protective over garments, which causes the body temperature to rise. Heat stroke occurs more rapidly in service members who are engaged in work or other physical activity in a high heat environment. Heat stroke is caused by a failure of the body's cooling mechanism, which includes a decrease in the body's ability to produce sweat. The victim may experience weakness, dizziness, confusion, headaches, seizures, nausea, stomach pains or cramps, and respiration and pulse may be rapid and weak. Unconsciousness and collapse may occur suddenly.

16-4. Heat Injury Prevention and Treatment

a. Annual training. The following training products are available on the United States Army Public Health Command webpage:

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

- (1) JTCOIC – Training Video “Heat Can Kill” 2011
 - (2) U.S. Army Combat Readiness/Safety Center Video “Heat Injury Prevention” 2008
 - (3) All USAPHC Heat Injury Prevention Poster Products link
 - (4) Heat Illness Risk management Slides for Unit/Installation Training Applications
- b. Risk Management process.

Use “Commander's, Senior NCO's and Instructor's Guide to Risk Management of Heat Casualties” to develop DD Form 2977 (Deliberate Risk Management Worksheet).

- c. Treatment. All treatment must be supervised by a constant observer.
- d. Soldiers with mild heat injuries should be placed in the shade and given fluids to drink. Evacuate if symptoms worsen or do not improve after 30 minutes of rest and rehydration.
- e. Suspected heat stroke.
- (1) Symptoms:
 - (a) Profuse sweating
 - (b) Convulsions and chills
 - (c) Vomiting
 - (d) Confusion, mumbling
 - (e) Combative
 - (f) Passing out

COOL and CALL!! – The faster the body is cooled, the less damage to the brain and organs.

- (2) Treatment:

(a) COOL and Call – the faster the body is cooled, the less damage to the brain and organs

(b) Strip

(c) Rapid cool (Ice Sheets)

(d) Call for evacuation

(e) Continue cooling during transport

(f) The same person should observe the Soldier during cooling and evacuation in order to spot symptom changes

16-5. Basics of Cold Injury Risk

a. The threat. The body loses heat by radiation if the outside temperature is lower than the body's temperature. It loses heat by evaporation cooling from sweating, which is useful in hot weather but problematic in cold weather, especially when sweat trapped by clothing diminishes the insulating value of the clothing.

b. The defense. The normal response to the cold is for the blood vessels in the skin and remote parts of the extremities to constrict and conserve warmed blood for the vital organs. By moving large muscle groups by shifting their position on the ground, they can help shift blood from the central body to the periphery. Actions to aid the body's defenses against the cold include dressing properly for the cold and wet, especially for relatively low level of activity (such as lying on the ground); adding clothing in layers for cold and inactivity and removing layers for increased temperatures and activity to prevent sweating; staying well-nourished so the body produces calories; and drinking plenty of fluids, which is important in maintaining the circulation volume.

c. Acclimatization. Soldiers do not respond physiologically to cold exposure the same as to heat exposure. The adjustments to cold exposure are less pronounced, slower to develop, and less practical in terms of relieving strain. For this reason, it is more important for leaders to ensure Soldiers are properly clothed for the cold and wet, adjust the uniform requirements depending on activity, and provide for external warming measures (heated shelter).

d. Risk factors for cold injury include the following:

(1) Cold (temperature 40° F and below).

(2) Wet (rain, snow, ice, humidity) or wet clothes.

(3) Wind (wind speed 5 mph and higher).

- (4) Lack of adequate shelter/clothes.
- (5) Lack of provisions/water.
- (6) Previous cold injuries or other significant injuries.
- (7) Use of tobacco/nicotine or alcohol.
- (8) Skipping meals/poor nutrition.
- (9) Low activity.
- (10) Fatigue/sleep deprivation.
- (11) Little experience/training in cold weather.
- (12) Cold casualties in the previous 2-3 days.

16-6. Cold Injury Prevention and Treatment

a. Annual training. The following training products are available on the United States Army Public Health Command webpage:

<http://phc.amedd.army.mil/topics/discond/cip/Pages/ColdCasualtiesInjuries.aspx>

(1) Power Point Presentation template Cold Weather Injuries: Prevention, Identification and Treatment.

(2) TB MED 508 Prevention and Management of Cold-Weather Injuries (April 2005)

(3) TRADOC REG 350-29 Prevention of Heat and Cold Casualties (July 2012)

(4) All HUSPHC Cold Injury Prevention Poster Products links

b. Risk Management process.

(1) Use "Unit Leader's and Instructor's Risk Management Steps for Preventing Cold Casualties"

<http://www.tradoc.army.mil/surgeon/Documents/StepsForPreventingColdCasualties.pdf>
(see paragraph 1-3e (1)) to develop DD Form 2977.

(2) Foldout booklet. Graphic Training Aid 05-08-012, Individual Safety Card, is the best resource for leaders to carry on their persons. It is available through Reimer Digital Library, <http://www.adtdl.army.mil/> (log in; select "Library Search," then "Commandant Approved Training," then "Graphic Training Aids" and "Medical;" or order through the installation Training Audiovisual Support Center).

Appendix A References

Section I Required Publications

AR 11-34

The Army Respiratory Protection Program, 25 July 2013

AR 385-10

The Army Safety Program, 27 Nov 2013

AR 385-63

Range Safety, 30 Jan 2012

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), 18 Jun 2007

ATP 5-19, Change 1

Risk Management 1 Sept 2014

DA Pam 40-501

Hearing Conservation Program, 10 Dec 1998

DA Pam 385-1

Small Unit Safety Officer/NCO Guide, 23 May 2013

DA Pam 385-10 (RAR)

Army Safety Program, 19 Jan 2010

DA PAM 385-16

System Safety Management Guide, 13 Aug 2013

DA Pam 385-24 (RAR)

The Army Radiation Safety Program, 22 Sept 2011

DA Pam 385-30 (RAR)

Risk Management, 1 Feb 2010

DA Pam 385-40 (RAR)

Army Accident Investigations and Reporting, 25 Feb 2010

DA Pam 385-63

Range Safety, 16 Apr 2014

DA Pam 385-64

Ammunition and Explosives Safety Standards, 24 May 2011

DA Pamphlet 710-2-1
Using Unit Supply System (Manual Procedures), 31 December 1997

DOD 6055.09-M
DoD Ammunition and Explosives Standards Volumes 1 thru 8, 27 Feb 2008

TRADOC REG 385-2
Army Training and Doctrine Command Safety Program, 6 December 2011

TRADOC REG 350-29
Prevention of Heat and Cold Casualties, 6 July 2012

TRADOC PAM 385-1
The TRADOC Model Safety Program and Self-Assessment Guide, 6 Jan 2012

FM 3-22.9. Change 1
Rifle Marksmanship M16-/M4-Series Weapons, 10 Feb 2011

FM 3-22.27. Change 1
MK 19, 40-mm GRENADE Machine Gun, MOD 3 14 Sept 2006

FM 3-22.65. Change 1
Browning machine gun, Caliber .50 HB, ME, 11 April 2007

FM 3-22.68.
Crew-Served Machine Guns 5.56-mm and 7.62=mm, 21 July 2006

TC 3-23.30
Grenades and Pyrotechnic Signals, 22 Nov 2013

FM 3-23.35. Change 4
Combat Training with Pistols, M9 and M11, 12 August 2008

TC 3-25.26
Map Reading and Land Navigation, 15 November 2013

TC 21-305-20/AFMAN 24-306(I)
MANUAL FOR THE WHEELED VEHICLE OPERATOR, July 2009

Section II

Related Publications

Related publications are merely sources of additional information. The users do not have to thoroughly read these publications; however, they should have an understanding of the regulatory guidance.

AR 5-9
Area Support Responsibilities, 16 Oct 1998

AR 15-6
Procedures for Investigating Officers and Boards of Officers, 2 Oct 2006

AR 25-50
Preparing and Managing Correspondence, 3 Jun 2002

AR 25-400-2 and NOTE Policy Contained in ALARACT 025-2012 (Utilization of Electronic Signatures on DA Form 1687)

Army Records Information Management System (ARIMS), 2 Oct 2007

AR 40-5
Preventive Medicine, 25 May 2007

AR 75-1
Malfunctions Involving Ammunition and Explosives, 20 Dec 2012

AR 95-1
Flight Regulations, 11 March 2014
AR 190-5
Motor Vehicle Traffic Supervision, 22 May 2006

AR 420-1
Army Facilities Management, 12 Feb 2008

AR 700-68
Storage and Handling of Liquefied and Gaseous Compressed Gasses and their Full and Empty Cylinders, 16 Jun 2000

AR 740-1
Storage and Supply Activity Operations, 26 Aug 2008

USACCoE&FG Regulation 350-19
Installation Range and Training Areas, 10 Feb 2011

USACCoE&FG Regulation 210 - 3
Installation Motor Vehicle Traffic Code, 27 July 2011

HQ USAG&FG, GA and GILLEM ENCLAVE OPLAN 09-003
Severe Weather Emergency Action Plan, 1 Feb 2010

FM 21-60

Visual Signals, 30 Sep 1987

Field Manual 4-02.17
Preventive Medicine Services, 28 Aug 2000

Field Manual 4-25.11 and Change 1
First Aid, 23 Dec 2002

ATP 4-25.12
Unit Field Sanitation Team, 30 Apr 2014

TB Med 507
Heat Stress Control and Heat Casualty Management, 7 Mar 2003

TB MED 508
Prevention and Management of Cold-Weather Injuries, 1 April 2005

TB Med 522
Control of Health Hazards from Radioactive
Materials used in Self-Luminous Devices, 1 Aug 1980

TC 21-21
Water Survival Training, 25 June 1991

TC 21-305-100
The Military Commercial Driver's License Manual, 19 Aug 1996

TC 38-3
Guide for Basic Military Preservation and Packing, 1 Dec 1999

10 CFR 51-199
Energy

29 CFR 1910
General Industry Standards

29 CFR 1926
Construction Industry Standards

29 CFR 1960
Occupational Safety and Health for the Federal Employee

49 CFR 100-177
Transportation

TRADOC Regulation 1-8

TRADOC Operations Reporting, 2 Dec 2014

GTA 05-08-012
Individual Safety Card

TRADOC Regulation 350-6
Enlisted Initial Entry Training (IET) Policies and Administration, 7 Nov 2013

Army Regulation 350-1, Army Training and Leader Development, RAR 4 Aug 2011

Army Regulation 600-55, The Army Driver and Operator Standardization Program
(Selection, Training, Testing, and Licensing), 16 June 2007

TRADOC Regulation 350-70, Army Learning Policy and Systems, 6 Dec 2011

TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Administration, 7
Nov 2013

U.S. Army Training and Doctrine Command Composite Risk Management Integration
Plan, 21 Sept 2012

Training Support Package 153-R-1000, CRM for Individuals and Teams

Training Support Package 153-R-3000, CRM Operational

Combined Arms Center Lesson Plan 807-B121

Appendix B - Field Site Safety Checklist

This checklist will be used to inspect field sites.

Field Site Safety Checklist		
General		
1. Does the field site have a written Pre-Accident Plan?	GO	NO-GO
a. Emergency Response Plan?	GO	NO-GO
b. Have plans been rehearsed within 72 hours of occupation?	GO	NO-GO
2. General condition of vehicle refueling point?	GO	NO-GO
a. Are fuel trucks properly grounded? Separated?	GO	NO-GO
b. Fire Extinguishers present and serviceable?	GO	NO-GO
c. Is personal Protective Equipment available and being used properly?	GO	NO-GO
d. Are spill containment kits available and filled with the proper equipment?	GO	NO-GO
e. No Smoking signs posted?	GO	NO-GO
3. General condition of field facilities	GO	NO-GO
a. Stability of structures	GO	NO-GO
b. Electrical wiring/lighting.	GO	NO-GO
c. Fire extinguishers, first aid kits available.	GO	NO-GO
d. Existing/inherited structures - Electrical safety	GO	NO-GO
e. Proper storage of flammables.	GO	NO-GO
f. Latrines at least 90 meters from food service areas and 30 meters from unit living areas and ground water sources.	GO	NO-GO
4. Generators	GO	NO-GO
a. Properly grounded	GO	NO-GO
b. Cords serviceable, appropriate for load?	GO	NO-GO
5. Are 5-gallon cans labeled with what is in them and properly color-coded?	GO	NO-GO
Diesel / JP8 - Yellow	GO	NO-GO
MOGAS- Red	GO	NO-GO
Kerosene - Blue	GO	NO-GO
Water - Black stenciled letters	GO	NO-GO
Have any fuel containers been incorrectly marked WATER / have any water containers been incorrectly marked FUEL?	GO	NO-GO

Work Areas		
1. General condition of work area?	GO	NO-GO
a. Surface conditions.	GO	NO-GO
b. Lighting conditions.	GO	NO-GO
c. Heating / cooling.	GO	NO-GO
d. Adequate work space.	GO	NO-GO
e. Machinery mounted properly.	GO	NO-GO
f. Shields and guard in place.	GO	NO-GO
2. General condition / location of POL storage area?	GO	NO-GO
a. Site located 50' from structures?	GO	NO-GO
b. Adequate ventilation?	GO	NO-GO
c. Separation of materials?	GO	NO-GO
d. No Smoking signs posted?	GO	NO-GO
e. Adequate spill containment?	GO	NO-GO
3. Products of less than 55-gallon size are stored inside, under cover, in CONEX containers or sheds? If stored outside, are products stored on dunnage under tarpaulins?	GO	NO-GO
4. Are compressed gas cylinders stored adequately?	GO	NO-GO
a. Acetylene and oxygen stored separately?	GO	NO-GO
b. Secured to prevent upsetting?	GO	NO-GO
5. Are emergency eyewash bottles/equipment available in hazardous areas? If unavailable, is substitute used?	GO	NO-GO
a. Hazmat areas.	GO	NO-GO
b. Battery storage areas.	GO	NO-GO
c. Maintenance areas.	GO	NO-GO
d. POL storage areas.	GO	NO-GO
6. Are tire cages available and used for maintaining split rim wheels?	GO	NO-GO
a. Are cages unsecured?	GO	NO-GO
b. Is a 10 foot extension hose available?	GO	NO-GO
c. Does it have a quick clip-on air attachment?	GO	NO-GO
7. Are lifting devices and work stands inspected for serviceability?	GO	NO-GO
a. Are devices marked with load capacity?	GO	NO-GO
b. Are inspection due dates stenciled on hydraulic lifting devices?	GO	NO-GO
c. Damaged stands separated/tagged unserviceable?	GO	NO-GO

8. Is Personal Protective Equipment (PPE) available and is it being used properly?	GO	NO-GO
a. Eye protection.	GO	NO-GO
b. Hearing protection.	GO	NO-GO
c. Respirators.	GO	NO-GO
d. Welding shield/apron/gloves.	GO	NO-GO
e. Other PPE.	GO	NO-GO
9. Are required technical publications and regulations on hand with current changes posted?	GO	NO-GO
10. Are vehicles parked in maintenance areas properly secured with chock blocks?	GO	NO-GO
11. Are personnel using power-tools wearing safety goggles and noise-attenuation devices?	GO	NO-GO
12. Are oily rags stored in closed metal containers properly marked - red with black lettering IAW TM 1-1500-204-23-1?	GO	NO-GO
Heat Injury Prevention Measures		
1. Is Heat Category posted in visible area (Mayor's Cell or Dining Facility)? Updated regularly?	GO	NO-GO
2. Are heat injury prevention posters, water / rest ratio tables, sunburn prevention posters, heat injury guide posted / available?	GO	NO-GO
Fire Safety - Living Areas		
1. Open flame devices of any kind not present in living quarters. i.e. candles, incense, oil lamps)	GO	NO-GO
2. No ponchos, blankets or materials of any kind used as a privacy screen.	GO	NO-GO
3. Is a 32 inch clearance maintained down the middle of each tent, and at each exit?	GO	NO-GO
4. Exits and entrances unlocked and unobstructed.	GO	NO-GO
5. No cooking is being done in tents.	GO	NO-GO
6. When provided, smoke detectors or carbon monoxide detectors in place and functioning. Batteries not removed.	GO	NO-GO
7. Fire extinguishers placed in every tent. Charged and serviceable.	GO	NO-GO
8. Fire extinguishers placed in appropriate places	GO	NO-GO
9. Smoking signs posted, restrictions enforced.	GO	NO-GO
10. Butt cans are properly positioned and marked. No other trash in butt cans.	GO	NO-GO

11. Electric appliances properly positioned and used. Circuits not overloaded. Power strips used properly and not in a "daisy chain"	GO	NO-GO
12. Electrical appliances with a heating element placed on a non-flammable surface. (i.e. Coffee pots)	GO	NO-GO
13. Electrical wires do not cross normal footpaths without protection.	GO	NO-GO
14. Fuel cans properly stored away from structures.	GO	NO-GO
15. No flammables stored in living areas (i.e. Coleman fuel, bottled propane, diesel, kerosene, etc.)	GO	NO-GO
16. Tents are set up to allow personnel to travel between tents (minimum of 32 inches between stakes).	GO	NO-GO
Fire Safety - DFAC		
1. Current Fire Plan evacuation posted.	GO	NO-GO
2. Fire extinguishers visually inspected. Sodium Bicarbonate Type extinguishers located in areas where deep fat fryers are utilized.	GO	NO-GO
3. Electric appliances/fixtures meet National Electrical Code (NEC) standards	GO	NO-GO
4. Ducts, Fans, filters and exhaust systems cleaned regularly.	GO	NO-GO
5. Exhaust hood light fixtures vapor proof.	GO	NO-GO
6. Kitchen personnel instructed on fuel shutoff valve function & location.	GO	NO-GO
7. Waste receptacle noncombustible.	GO	NO-GO
8. DFAC exits unobstructed, including kitchen access.	GO	NO-GO
9. Deep fat fryers and electric grills inspected frequently.	GO	NO-GO
10. Deep fat fryers positioned beneath exhaust hoods.	GO	NO-GO
11. Personnel instructed on extinguishing grease fires.	GO	NO-GO
Explosives Safety		
1. If possible, facilities such as health and morale facilities are located outside of minimum fragmentation distance of ammo storage facility / area.	GO	NO-GO
2. If possible, public traffic route and inhabited buildings separated from uploaded vehicles by appropriate distances.	GO	NO-GO
3. Where possible, spacing maintained between living areas and uploaded vehicles.	GO	NO-GO
4. Where possible, spacing maintained between uploaded vehicles.	GO	NO-GO
5. Helicopter take-off and landings not performed over ammunition storage areas.	GO	NO-GO
6. Ammunition downloaded from vehicles undergoing maintenance is placed in a proper storage area.	GO	NO-GO
7. If available, unit has copies of ammo storage facility / area Explosive Storage License and current distance scale map.	GO	NO-GO

8. Ammunition NCO has a total list of each unit's assets stored in the ammo storage facility / area to assure the Net Explosive Weight (NEW) limit is not exceeded.	GO	NO-GO
9. Ammo storage facility / area keys accessible to individuals with official access.	GO	NO-GO
10. 50 ft. Firebreaks maintained around site and 5 ft. along both sides of the fence line.	GO	NO-GO
11. Water-filled container available where "WP" is stored or handled.	GO	NO-GO
12. Ammunition free of unstable stacks and accumulation of trash or under stacks.	GO	NO-GO
13. Two (2) 10-BC or greater fire extinguishers readily available inside the Ammunition Holding Area.	GO	NO-GO
14. Damaged ammunition containers or boxes separated from serviceable ammunition.	GO	NO-GO
15. DA Form 3020-R (Magazine Data Card) displayed in storage and clearly used to indicate lot separations.	GO	NO-GO
16. Unserviceable ammo stored separately from serviceable ammo.	GO	NO-GO
17. Shaped charges stored pointing towards floor or exterior wall.	GO	NO-GO
18. Rockets, rocket motors and missiles stored on periphery of storage area and pointed towards a strong barricade.	GO	NO-GO
19. Unserviceable ammunition disposed of in a timely manner.	GO	NO-GO
20. "No Smoking within 50 ft." Posted at entrance to ammo storage facility / area.	GO	NO-GO
21. "Matches and Flame Producing items Not Permitted" posted at entrance of ammo storage facility / area.	GO	NO-GO
22. Fire Symbol sign posted to most hazardous explosive in ammo storage facility. Area posted at entrance.	GO	NO-GO
23. Chemical Hazard symbols posted as required.	GO	NO-GO
24. Ammunition stored in adequate storage structures.	GO	NO-GO
25. Storage site level, well drained and free of ignitable materials.	GO	NO-GO
26. Sign posted advising visitors to "Place prohibited articles in container provided before entering the area".	GO	NO-GO
27. Suitable firefighting equipment and fire/chemical hazard symbols posted.	GO	NO-GO

Appendix C – Mandatory Safety Training

TRAINING	REFERENCE(s)	OCCURANCE(s)	TRAINING SOURCE
Risk Management BASIC (MILITARY)	AR 350-1 TRADOC CRM Integration Plan	Within 60 days of arrival at Soldier's first duty station.	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Signal Branch Risk Management	AR 350-1 TRADOC CRM Integration Plan Lesson Plan 807-B121(Will be used in support of the CCC)	During attendance at Advanced Individual Training During attendance at the Warrant Officer Basic Course During attendance at the Basic Officer Leader Course – B During attendance at the Captain's Career Course (CCC) Refresher Training as determined by the Commander	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Commander's Safety Course	AR 385-10 AR 350-1 TRADOC CRM Integration Plan	During attendance at the Noncommissioned Officer Advanced Leader Course (ALC) During attendance at the Warrant Officer Advanced Course Prior to Assuming Command, First Sergeant Position and Responsibility at the NCO Academy The Commander's Safety Course will remain a pre-command requirement per AR 385-10	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx

TRAINING	REFERENCE(s)	OCCURANCE(s)	TRAINING SOURCE
Risk Management Operational Course	TRADOC CRM Integration Plan TSP 153-R-3000	During attendance at the Noncommissioned Officer Senior Leader Course (SLC) During attendance at the Warrant Officer Staff Course During attendance at the Intermediate Level Education Course	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Employee Safety Course (All New Hires)	AR 350-1	Within 60 days of hire as part of the CES on line Foundation Course	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Supervisor's Safety Course (GS 5 – GS 7)	AR 350-1	Within 60 days of hire or promotion to GS 5 position and taken on line as part of the CES Basic Course	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Manager's Safety Course (GS 11 – GS 13)	AR 350-1	Within 60 days of hire or promotion to GS 11 position and taken on line as part of the CES Intermediate Course	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Operational CRM (GS 12 – GS 14)	AR 350-1 TRADOC CRM Integration Plan TSP 153-R-3000	Within 60 days of hire or promotion to GS 12 position and taken on line as part of the Civilian Advanced Course	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx

TRAINING	REFERENCE(s)	OCCURANCE(s)	TRAINING SOURCE
Accident Avoidance Course (Military and Civilian)	AR 350-1 AR 600-55 TRADOC CRM Integration Plan	Within 60 days of hire and Every 4 Years. Personnel Renting/Leasing or using their Privately Owned Vehicle while in TDY Status will take the Army Accident Avoidance Course. As required by AR 600-55	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Additional Duty Safety Officer Course	AR 385-10 FG REG 385-10	Upon Appointment by commander	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Additional Duty Safety Officer 4 Hour Follow On Course	AR 385-10 FG REG 385-10	Upon completion of the On Line ADSO Safety Course ADSO will attend the next scheduled course	Installation Safety Office 4 Hour Follow On Course
Hot Weather Injury Prevention Training	AR 385-10 FG REG 385-10 TB Med 507 TRADOC REG 350-29, Ch 1-3,c (6)	Annually All units will be 100% trained NLT 14 April	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Cold Weather Injury Prevention Training	AR 385-10 FG REG 385-10 TB MED 508 TRADOC REG 350-29, Ch 1-3,c (6)	Annually All units will be 100% trained NLT 14 October	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Globalized Harmonized System (GHS) (Military and Civilian)	AR 385-10 TRADOC TASKORD IN132251	Within 60 days of arrival at Soldier's first duty station. Within 60 days of employment.	https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx

TRAINING	REFERENCE(s)	OCCURANCE(s)	TRAINING SOURCE
Cadre Risk Management Training	TRADOC REG 350-6	Within 30 days Upon Assignment to position. Attendance at the next scheduled Cadre Course.	Installation Safety Office RM Class as part of the Cadre Course
Army Basic Instructor Risk Management Course (Military and Civilian)	TRADOC REG 350-70	Upon Assignment or hire and attendance at the next scheduled ABIC Course Annually	Installation Safety Office RM Class as part of the ABIC Course
Army Training Education Development Risk Management Course (Military and Civilian)	TRADOC REG 350-70	Upon Assignment or hire and attendance at the next scheduled ATED Course Annually	Installation Safety Office RM Class as part of the ATED Course
Training Developers Risk Management Course (Military and Civilian)	TRADOC REG 350-70	Upon Assignment of hire and attendance at the next scheduled Training Developers RM Course Annually	Installation Safety Office RM Class

Appendix D – CYBER CoE Initial Notification of Accident / Injury / Illness Report

CYBER CENTER OF EXCELLENCE AND FORT GORDON
INITIAL NOTIFICATION OF ACCIDENT / INJURY / ILLNESS

WHO:

UNIT:

DUTY STATUS: PERMANENT PARTY: STUDENT:

MOS:

CIVILIAN: JOB SERIES NUMBER: *(i.e. 0018 – Safety)*

CIVILIAN: DUTY TITLE: *(i.e. Safety Specialist)*

WHAT: *(Description of the activity/event)*

WHEN: *(Date and Time)*

WHERE: *(i.e. Bldg number, room number, Training Area, Off Post Location)*

WHY/HOW: *(i.e. Running on Barton Field / Driving POV)*

DISPOSITION: *(i.e. SM went to the ER and was diagnosed with XXXXXXXX. SM hospitalized for XX days, given quarters for XX days, given prescription medication, given profile for XX days)*

PROFILE: YES / NO. *(include number of profile days)*

LOST TIME: YES / NO. *(include quarters or hospitalization days)*

DISCHARGED WITH PRESCRIPTION: YES / NO.

AGAR REQUIRED: *(Safety Office will make a decision based on information provided in this report)*

Appendix E – Fort Gordon Confined Space Entry Permit

Fort Gordon Confined Space Entry Permit

Date/Time Issued: _____ Date/Time Expires: _____

Work Start Time: _____ Work Completion Time: _____

Job site/Space I.D.: _____ Job Supervisor: _____

Equipment to be worked on: _____

Work to be performed: _____

Stand-by personnel: _____

1. Atmospheric Checks:

Time _____
Oxygen _____%
Explosive _____% L.F.L.
Toxic _____ PPM

2. Tester's signature: _____

3. Source isolation (No Entry): N/A Yes No
Pumps or lines blinded () () ()
disconnected, or blocked () () ()

4. Ventilation Modification: N/A Yes No

Mechanical () () ()
Natural Ventilation only () () ()

5. Atmospheric check after isolation and Ventilation:

Oxygen _____% > 19.5 %
Explosive _____% L.F.L < 10 %
Toxic _____ (List what was tested (i.e. CO)) _____ PPM < 10 PPM H(2)S

Time _____
Testers signature: _____

6. Communication procedures:

7. Rescue procedures:

8. Entry, standby, and back up persons:
 Successfully completed required training?
 Is it current?

Yes	No
()	()
()	()

9. Equipment:

Direct reading gas monitor –tested
 Safety harnesses and lifelines for entry and standby persons
 Hoisting equipment
 Powered communications
 SCBA's for entry and standby persons
 Protective Clothing
 All electric equipment listed Class I, Division I, Group D
 and Non-sparking tools

N/A	Yes	No
()	()	()
()	()	()
()	()	()
()	()	()
()	()	()
()	()	()
()	()	()

10. Periodic atmospheric tests:

Oxygen _____%	Time _____	Oxygen _____%	Time _____
Oxygen _____%	Time _____	Oxygen _____%	Time _____
Explosive _____%	Time _____	Explosive _____%	Time _____
Explosive _____%	Time _____	Explosive _____%	Time _____
Toxic _____%	Time _____	Toxic _____%	Time _____
Toxic _____%	Time _____	Toxic _____%	Time _____

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed. All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required.

Permit Prepared By: (Supervisor)

Approved By: (Unit Supervisor)

Reviewed By: (Confined Space Operations Personnel)

This permit is to be kept at job site. Retain original copy on file following job completion.

Prior to conducting work, notify the 911 Center at 706.791.4380, and again when work is complete. This will be done daily, unless otherwise directed. Once work is complete, provide a scanned copy of this permit to the Installation Safety Office at usarmy.gordon.cyber-coe.mbx.fort-gordon-safety-office@mail.mil and a hard copy to the Preventative Medicine - Industrial Hygiene Section (Bldg # 38701 Mr. Pruiett at 787-1214/1213 or george.s.pruiett.civ@mail.mil).

Glossary

Section I

Abbreviations

ACOM

Army command

AGAR

Abbreviated Ground Accident Report

ALARA

as low as reasonably achievable

AMSC

Army Motorcycle Safety Center

ANSI

American National Standards Institute

ARIMS

Army Records Information Management System

ARMS

Aviation Resource Management Survey

ARP

Army radiation permit

ASCC

Army service component command

BRC

Basic Riders Course

CRC

Combat Readiness Center

CAI

Centralized Accident Investigation

CFR

Code of Federal Regulation

COR

Contracting Officer's Representative

CPR
Certified in cardiopulmonary resuscitation

CRCP
Civilian Resource Conservation Program

CTA
Common Table of Allowance

DCG
Deputy Commanding General

DDC
Defensive Driving Course

DDESB
DOD Explosives Safety Board

DIT
Driver Improvement Training

DOD
Department of Defense

DODIC
Department of Defense Identification Code

DPWL
Directorate of Public Works

DRU
Direct reporting unit

DWI
Driving While Impaired

ERC
Experienced Riders Course

EO
Executive Orders

FORSCOM
Forces Command

GHS
Globally Harmonized System of Classification and Labelling

HAZCOM
Hazard Communication Program

HAZMAT
Hazardous Material

IAI
Installation-level Accident Investigation

IMCOM
Installation Management Command

IRSO
Installation Radiation Safety Officer

ISO
Installation Safety Office

LRSO
Local Radiation Safety Officer

LFL
Lower Flammable Limit

MSD
Mission Safety Division

MPH
Miles per Hour

SDS
Safety Data Sheet

MSF
Motorcycle Safety Foundation

MSU
Major Subordinate Unit

MWR
Morale, Welfare, and Recreation

NRC

Nuclear Regulatory Commission

ORA
Organizational Readiness Assessment

OSHA
Occupational Safety and Health Act

OVM
On Vehicle Maintenance

OWCP/CA
Office of Workman's Compensation Program/Compensation Act

PLF
Parachute Landing Fall

PMCS
Preventative Maintenance Checks and Services

PMO
Provost Marshal's Office

POV
Privately Owned Vehicle

PPE
Personal Protective Equipment

PT
Physical Training

QASAS
Quality Assurance Specialist (Ammunition Surveillance)

RAC
Risk Assessment Code

SA
Situational Awareness

SASOHI
Standard Army Safety Occupational Health Inspection

SAT
Sustained Airborne Training

SDS
Safety Data Sheet

SIR
Serious Incident Report

SOP
Standing Operating Procedure

TC
Training Circulars

TDY
Temporary Duty

Section II Terms

Abate

To eliminate or reduce a hazard by complying with OSHA standards criteria or taking equivalent protective measures.

Closed area

A controlled area established to safeguard classified material that, because of its size or nature, must be safeguarded by controlling access.

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 (18 USC 795, para 1-211).

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.

Condition

The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning, preparation and execution; a situation or circumstance.

Contracting officer

A designated officer who performs administrative functions listed in the Federal Acquisition Regulation.

Control

Action taken to eliminate hazards or reduce their risk.

DA contractor

A non-Federal employer engaged in performance of a DA contract, whether as prime contractor or subcontractor.

DA installation

A grouping of facilities located in the same vicinity that supports particular DA functions. Installations may include locations such as posts; camps, stations, or communities and land and improvements permanently affixed thereto which are under the DA control and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions as activities of that installation.

In addition to those used primarily by troops, the term 'installation' applies to such real properties as depots, arsenals, ammunition plants (both contractor and Government operated), hospitals, terminals, and other special mission installations.

DA personnel

Civilian. Includes Senior Executive Service, General Schedule, and Wage Grade employees (including National Guard and Reserve technicians); Nonappropriated Fund employees; Youth/Student Assistance Program employees; and foreign nationals directly employed by DOD components.

Military. Includes all military personnel on active duty, Reserve or National Guard personnel on active duty or on 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.

Evaluation

A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

Exclusive Federal jurisdiction

(Otherwise termed "exclusive legislative jurisdiction.") 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.

Exposure

The frequency and length of time personnel and equipment are subjected to a hazard. Federal OSHA official Investigator or compliance officer employed by, assigned to, or under contract to OSHA.

Hazard

Any actual or potential condition that can cause injury, illness, or death of personnel, damage to or loss of equipment, property, or mission degradation.

Imminent danger

Conditions or practices in any workplace that pose a danger that reasonably could be expected to cause death or severe physical hardship before the imminence of such danger could be eliminated through normal procedures.

Inspection

The process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

Occupational hazard

Conditions, procedures, and practices directly related to the work environment that creates a potential for producing occupational injuries or illnesses.

Probability

The likelihood that an event will occur.

Qualified safety and health personnel

Includes persons who meet Office of Personnel Management standards for Safety and Occupational Health Manager/ Specialist, GS-018, and Safety Engineer, GS/GM-803. Other job specialties will provide support in their respective specialty areas (for example, Safety Engineering Technician, GS-802; Safety Technician, GS-019; Aviation Safety Officer, GS-1825; Air Safety Investigating Officer, GS-1815; Fire Protection Engineer, GS-804; Fire Protection Specialist/Marshal, 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 equally qualified as compared to the above Office of Personnel Management standards.

Residual risk

The levels of risk remaining after controls have been identified and countermeasures selected for hazards that may result in loss of combat power.

Risk

Chance of hazard or bad consequence; The probability of exposure to chance of injury or loss from a hazard. Risk level is expressed in terms of hazard probability and severity.

Risk assessment

Steps one and two of Army's Risk Management Process, identification and assessment of potential loss in terms of hazards. An identified hazard is assessed to determine the risk (both the probability of occurrence and resulting severity) of an incident due to the presence of the hazard.

Hazard severity. An Assessment of the expected consequence, defined by degree of injury or occupational illness, property damage or effect on the mission that could occur from a hazard. A hazard is coded by an uppercase Roman numeral according to the criteria in table 3-1.

Accident probability. An assessment of the likelihood that, given exposure to a hazard, an accident will result. Accident probability is coded by an uppercase letter according to the criteria in table 3-2.

Exposure to hazard. An expression of personnel exposure that considers the number of persons exposed and the frequency or duration of the exposure.

Risk assessment code

An expression of the risk associated with a hazard that combines the hazard severity and accident probability into a single Arabic numeral as shown in table 3-3.

Risk decision

The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action.

Risk management

The process of identifying, assessing, and controlling risk arising from operational factors and making decisions that balance risk cost with mission benefits.

Risk management integration

The embedding of risk management principles and practices into Army operations, culture, organizations, systems, and individual behavior.

Severity

The expected consequence of an event (hazardous incident) in terms of degree of injury, property damage, or other mission impairing factors (loss of combat power and so on) that could occur.

Standard items

Items normally stocked and issued by the Army and listed in DA supply publications with an established stock number and nomenclature.

State OSHA official

An investigator or compliance officer employed by a State that has an OSHA-approved OSH plan.

Sustain the force

One of the Army's four core capabilities. This capability includes the processes of acquiring, maintaining and sustaining equipment; maintaining and sustaining land operations; acquiring and sustaining infrastructure and operating installations.

Workplace

Nonmilitary-unique workplaces and operations. The DA military and civilian workplaces and operations that are similar to those of private industry. Examples include facilities used for and work performed in the repair and overhaul of vessels, aircraft, or vehicles (except for equipment trials), construction, supply services, civil engineering or public works, medical services, and office work.

Military-unique equipment, systems, operations, or workplaces.

Equipment and systems that are unique to the national defense mission, including the operation, testing, and maintenance procedure 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.

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.

Toxic chemical munitions/agents storage, maintenance, and demilitarization.

DA 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 DA contract. A DA 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.