Headquarters
United States Army Reserve Command
Fort Bragg, NC
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***United States Army Reserve Regulation 385–2**
Effective 30 April 2025

Safety

Safety and Occupational Health Program

By the Order of the Chief of Staff:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Authorities. This regulation implements changes directed by Executive Order 14151 "Ending Radical and Wasteful Government DEI Programs" and Preferences and 14173 Ending Illegal Discrimination and Restoring Merit-Based Opportunity. Also, United States Army Reserve Command Civilian Personnel Management Message 25-079 "New Defense Performance Management and Appraisal Program Supervisory Elements and Standards".

Applicability. This regulation applies to the United States Army Reserve Command and all subordinate commands.

Proponent and exception authority. The proponent of this regulation is the United States Army Reserve Command, Safety Office. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may not delegate this approval authority. Activities may request a waiver to this regulation by supplying justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and sent through their higher headquarters to the policy proponent. Refer to Army Regulation 385-10 for specific guidance.

Army internal control process. This regulation has internal control provisions in accordance with Army Regulation 385-10 but does not identify key internal controls that must be evaluated.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the United States Army Reserve Command, Safety Office (AFRC-SA), 4710 Knox Street, Fort Bragg, NC 28310–501.

Distribution. This publication is available in electronic media only on the Army Reserve public website https://www.usar/army/mil/Publications/. It is intended for command levels A, B, C, D, and E. Local reproduction is authorized.

*This regulation supersedes USAR Regulation 385–2, dated 1 October 2024.

SUMMARY of CHANGE

USAR Regulation 385–2

Safety and Occupational Health Program

This administrative update, dated 30 April 2025—

- Removed the word diversity to be in compliance with Presidential Directive to remove all references to Diversity, Equity and Inclusion (appendix B).

- Removed Supervisory GS-0018-13 through 15 (Elements 4-6) (appendix B)

- Updated Fort Liberty to Fort Bragg.

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Table List

Glossary of Terms

Chapter 1
United States Army Reserve Safety and Occupational Health Program

Section I

General

1–1. Purpose
This regulation establishes policies, procedures, and responsibilities for implementation of the United States Army Reserve (USAR) Safety and Occupational Health (SOH) Program. The regulation is designed to avert mishaps, reduce risk, conserve manpower and equipment without compromising the fulfillment of the USAR mission. Risk Management (RM) is the United States Army Reserve Command's (USARC's) primary method of risk analysis and hazard control.

1–2. References, forms, and explanation of abbreviations
Appendix A lists the required publications, forms, and explanation of abbreviations. For clarity, Major Subordinate Command (MSC) includes all USAR MSCs, Readiness Divisions (RDs), and Functional Commands subordinate to the USARC.

1–3. Associated publications
Policies associated with this regulation can be found in appendix A.

1–4. Responsibilities
Responsibilities are listed in chapter 2 and throughout this regulation.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, refer to DA Pam 25–403 for guidance.

1–6. Statutory authority
a. For those programs not covered in this regulation, directors/commanders will use AR 385–10 to promulgate other applicable and/or more stringent policies. All regulatory or statutory SOH standards issued by higher headquarters and other federal agencies are adopted.

b. USARC incorporates the standards promulgated by the OSH Act as implemented in EO 12196; 29 CFR 1960; DoDI 6055.01; DoDI 6055.04; and DoDI 6055.07, and AR 385–10 to provide a safe and healthful environment. USARC will comply with the requirements in all nonmilitary Department of Defense (DoD) operations and workplaces, regardless of whether work performed by military or DA Civilian personnel.

c. Conflict resolution. When requirements in this regulation conflict statutory and/or regulatory requirements, apply the more protective or stringent standard.

d. Submit requests for waivers, exemptions, or variances to existing standards through command channels to this Headquarters, USARC Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

1–7. Safety and Occupational Health Program specifics
a. Commanders shall structure and resource SOH programs to support mission operations. The SOH program for each organization must include applicable functional areas outlined in AR 385 10, table 1–1.

b. The MSCs shall have a full-time SOH manager rated or senior rated by the Commander. The MSC safety managers and officers will have an appropriate safety staff to manage the SOH program as established in AR 385–10.

c. Commanders without an authorized full-time safety manager/officer assigned will have at least one person appointed as the Unit Safety Officer (USO) to perform duties.

d. The USAR SOH program applies to all USAR personnel. For the purpose of this regulation personnel is defined as Soldiers, DA Civilians, and contractors. DA Civilians are personnel working at the Aviation Support Facilities (ASFs), Equipment Concentration Sites (ECS), Area Maintenance

Support Activities (AMSA), Branch Maintenance Activities (BMA) or performing administrative functions within USAR.

1–8. Army Safety and Occupational Health Management System

The Army Safety and Occupational Health Management System (ASOHMS) provides the plans and procedures used to evaluate the Army Safety and Occupational Health Program (ASOHP) effectiveness at every operational level. ASOHMS serves as the framework to guide organizational SOH management while offering the flexibility to implement the system to meet the needs and adequately cover the complexity and uniqueness of the USAR mission.

a. Commanders at the General Officer (GO) level and higher will establish a fully integrated ASOHMS to enhance mission capabilities, reduce mishaps, improve workplace SOH standards, and increase personnel readiness through effective risk management.

b. The USARC Safety Office is the staff lead that provides guidance and policy regarding the ASOHMS procedures and monitors ASOHMS implementation. Commands will coordinate DoD Safety Management Center of Excellence (SMCX) team support through the USARC Safety Office.

c. ASOHMS is a systematic approach to ensure Soldiers, civilians, and contractors work in a safe and healthful environment free from recognized hazards. It enhances effective planning, preparation, and execution at every level of the organization, while providing for continued process improvement.

d. The six core capability objectives (COs) for the ASOHMS are:

(1) Leadership engagement and personnel/Soldier participation.
(2) Training and promotion.
(3) Inspections/assessments.
(4) Mishap, incident, and illness reporting and investigation.
(5) Hazard analysis and countermeasures.
(6) Health protection and readiness.

1–9. Policy

a. O-6 and above commander without a SOH professional authorization on their Table of Distribution and Allowance (TDA) will appoint a full time Soldier (Active Guard Reserve (AGR) or ADOS) as the command SOH manager. Appointees will complete the Ground Safety Officer Course (GSOC) within one year of appointment.

b. The USARC designated command representative and a USARC Safety Office representative, will attend the US Army Forces Command (FORSCOM) Safety and Occupational Health Advisory Council (SOHAC) to ensure command involvement in risk reduction activities above the USAR level.

c. Safety Investigation Board (SIB) members may not serve as collateral/legal board members to the same mishap. Soldiers or civilians currently performing safety duties may not serve as collateral board members.

d. Command safety managers and assigned staff must meet Office of Personnel Management (OPM) and Army Civilian Training, Education, and Development System (ACTEDS), or equivalent requirements for the assigned positions.

e. MSC safety positions (0018) in deployable units are Emergency Essential (EE) positions. Personnel occupying an EE position will deploy with their unit in both CONUS and OCONUS to advise the commander. Personnel holding an EE position must pass an annual deployment physical and complete deployment training requirements (In Accordance With (IAW) Headquarters Department of the Army (HQDA) EXORD 234–21) as a condition of employment. Refer EE personnel who fail a deployment physical to the Civilian Human Resource Service Center (CHRSC) for not meeting the conditions of employment for personnel action. New hires will pass the EE physical prior to assuming position.

Section II

Councils and Committees

1–10. Safety and Occupational Health Advisory Council

a. The purpose of the USARC level SOHAC is to oversee the planning, coordination, prioritization, and implementation of FORSCOM, DA, and Occupational Safety and Health Administration (OSHA) programs and goals. The primary functions of the SOHAC are:

(1) Oversee development and implementation of the ASOHMS programs and policies.
(2) Manage the integration of RM into USAR operations and activities.

(3) Review USAR mishaps, hazards, and unsafe or unhealthful working conditions and recommend corrective measures to prevent recurrence.

(4) Leverage best practices from USAR elements and other organizations.

(5) Plan, coordinate, and monitor initiatives, challenges, and action plans that support USAR SOH goals and objectives.

b. The USARC SOHAC will meet, at a minimum, twice a year. The Commanding General (CG) chairs the USARC SOHAC, with the Deputy Commanding General (DCG) as the alternate SOHAC Chairperson.

c. The USARC SOHAC membership includes USARC primary staff principal and MSC command teams. As a minimum the following personnel shall be members of the SOHAC:

(1) MSC Commanders

(2) MSC Command Sergeant Major

(3) MSC Command Chief Warrant Officers (CCWOs)

(4) USARC Primary staff members

Note: The above noted representatives may designate the ASOHMS Champion as an alternate to act on their behalf. To aid with Command SOH Program continuity, recommend the MSC Safety Directors attend.

d. MSCs will conduct semiannual SOHACs down to the Brigade level, to support USARC SOH objectives.

e. SOHACs and Employee Safety Committees can combine with other command level meetings. Maintain separate minutes for the SOHAC and/or Employee Safety Committee. Publish meeting minutes, with the commander's signature, within 60 days of the meeting. Organizations will post the signed minutes on the safety information board or make readily available via electronic means.

1–11. Employee Safety Committee

Battalions, companies, separate detachments, and maintenance activities (ASFs, ECSs, and AMSAs) will establish an Employee Safety Committee. Membership will be representative of the workforce. The purpose of committees is to monitor and assist with the organization's SOH program, maintain open lines of communication with supervisors, and encourage employee participation. Committees will meet quarterly. The staff sections required to participate are dependent upon the activity. A BN should include all staff sections, where as an ECS will require key supervisors from different shops.

1–12. Regional Safety and Occupational Health meeting

RD Safety Managers will schedule Regional SOH meeting with the geographically located units at least quarterly. O-6 level command and above Safety Managers will attend the RD SOH meeting in the respective RD regions for their unit. For example, the 377th TSC Safety Director will attend the 81st regional SOH meeting. The 316th ESC Safety Manager will attend the 99th regional SOH meeting. Provide a copy of the meeting minutes to the subordinate units for their records within 14 days of the meeting.

1–13. United States Army Reserve Command Safety Office periodic teleconference meetings

The USARC Safety Office will conduct periodic Teleconference meetings that include all available MSC safety managers for the purpose of sharing best practices, lessons learned and general information dissemination.

Chapter 2
Responsibilities and Organization Structure

2–1. Responsibilities

a. Commander U.S. Army Reserve will -

(1) Designate, in writing, a qualified safety professional as the Command Safety Director and the primary point of contact (POC) for all aspects of the command SOH program.

(2) Ensure program, planning, budget, and execution of ASOHMS integration in operations to effectively implement the ASOHP to fulfill the requirements of the programs listed in table 1–1.

(3) Integrate OSHA and national consensus standards into military policy, standards, tasks, techniques, and procedures, as appropriate.

(4) Ensure SOH personnel and USO are appointed or designated by commanders at the appropriate level IAW this regulation, and associated ARs and DA pamphlets.

(5) Ensure the Command Safety Director reports directly to the CG and assigned to the personal staff.

(6) Ensure MSC commanders in the rank of Brigadier General or above, appoint an SIB for all on duty Class A and B (ground and aviation) mishaps and selected off-duty mishaps.

(7) Ensure subordinate organizations maintain an effective SOH program consisting of the functional areas listed in AR 385–10 table 1–1 based on operational and mission requirements.

b. Major Subordinate Commanders will –

(1) Develop and implement a compliant SOH program IAW this regulation, AR 385–10 and supporting DA PAMs.

(2) Appoint a qualified safety professional as the senior safety manager and primary POC for all aspects of the command SOH program.

(3) Program and allocate resources to implement an effective SOH program.

(4) Develop and implement regulations, policies, standard operating procedures (SOPs), and RM to identify hazards and develop controls to minimize risk.

(5) Utilize the USARC automated systems of record to manage SOH functions and requirements (inspections, audits, mishap investigations, hazard management, and training).

(6) Integrate RM in all command planning, execution, and operations.

(7) Develop and implement a motorcycle safety program down to the Battalion level IAW this regulation and AR 385–10.

(8) Maintain a compliant safety awards program across the command. Recognize safety excellence by nominating organizations and individuals annually for higher echelon safety awards to the USARC Safety Office.

(9) Implement and participate in safety councils and committees.

c. Commanders of formations with a deployment mission –

(1) Develop and implement an Explosives Safety Management Program (ESMP) IAW DA Pam 385–64.

(2) Integrate safety personnel into all planning, operations, exercises, and deployments.

(3) Ensure EE safety personnel maintain readiness requirements to include annual medical surveillance and training.

(4) Ensure EE safety personnel obtain Professional Certificate Explosives Safety Level 2 (PCES2) within 24 months or prior to deployment.

(5) Fully fund SOH program to include but not limited to budget for safety personnel to attend exercise planning conferences, and exercises from movement at home station through the exercise and return. Example: budget 12-hour workdays, including over time, throughout the exercises.

(6) Designate a USO to manage the home station SOH program during deployment.

d. Commanders, Directors, supervisors, and leaders below the MSC level in all capacities will–

(1) Maintain a safe and healthful workplace.

(2) Inspect the workplace for hazards regularly.

(3) Promptly evaluate and take corrective actions as required to correct hazards.

(4) Integrate RM during planning, preparation, and execution of all operations and functions.

(5) Promptly report all mishaps, near misses, and hazards in the workplace or area of operation to their supervisor and the MSC Safety Office.

(6) Be held accountable for mishaps and property damage occurring in operations under their direct supervision and control.

(7) Ensure all personnel receive necessary training to perform their jobs safely and effectively at all times.

(8) Counsel and take appropriate actions as necessary for personnel who fail to follow SOH standards, rules, and regulations (including the use of personal protective clothing, (Personal Protective Equipment (PPE), and seatbelts).

(9) Conduct SOH meetings with personnel they supervise, covering topics such as hazard identification and awareness, procedure review, etc.

(10) Protect personnel who identify hazards, raise safety and health concerns, or engage in authorized SOH activities against reprisal.

(11) Initiate the necessary actions to facilitate mishap notification, investigation, and reporting as soon as they become aware of the occurrence of a mishap.

(12) Establish accountability for SOH through the performance evaluation system and performance counseling sessions.

(13) Resource the safety office with adequate personnel, funds, and automation to support a comprehensive SOH program based on unit missions and functions.

(14) Complete the Leader Safety and Occupational Health Course (LSC).

(15) Civilian supervisors will include in their performance appraisal plan - “Actively enforce Safety and Occupational Health policies while integrating risk management practices to prevent mishaps,

injuries, Illnesses, or property damages; take appropriate actions to identify, report, and correct hazardous condition; and promote SOH by recognizing personnel for SOH contributions."

e. Brigade and Battalion Commanders will–

(1) Appoint USO in writing.

(2) Enroll in the Army Readiness Assessment Program (ARAP) within 90 days of assumption of command (BN only).

(3) Complete ARAP closeout briefing within 180 days of registering for ARAP (BN only).

(4) Maintain a range safety program IAW AR 385–63.

(5) Maintain a Master Driver and vehicle training/licensing program IAW AR 600–55.

f. Command Safety Director, USARC Safety Office will —

(1) Report to Chief, Army Reserve (CAR)/CG USARC through the Chief of Staff, Army Reserve.

(2) Serve as principal advisor to the CAR/USARC CG, Office of the Chief of Army Reserve (OCAR) staff, and USARC staff on all SOH issues.

(3) Coordinate directly with Army Commands, Army Service Component Commands, and MSCs, other services, state/federal agencies, and other institutions as applicable.

(4) Coordinate, as appropriate, with the Office of the Director of Army Safety (ODASAF) and pass to ODASAF, any significant Army wide SOH issues.

(5) Develop command SOH policy.

(6) Participate in Department of the Army (DA) and USAR level special reviews, studies, and working groups; Army Explosive Safety Council; USAR SOH conferences and councils.

(7) Serve as principal advisor to the USAR SOHAC.

(8) Recommends the appointment of a SIB as required or deemed appropriate, for all mishaps that do not meet the criteria in AR 385–10 or not investigated by U.S. Army Combat Readiness Center (USACRC).

(9) Review and evaluate MSC SOH programs annually.

(10) Serve as the USAR Command Career Program Manager (CCPM) for SOH Functional Community (FC).

(11) Maintain staff oversight for SOH issues relating to ammunition, environmental, fire protection, Industrial Hygiene (IH), and other loss control elements.

(12) Establish and implement an USARC Safety Awards Program to recognize USAR personnel and organizations for safe performance.

(13) Establish and publish annual SOH performance objectives for USARC and subordinate elements.

(14) Serve as the proponent for RM integration into USAR training, policy, leader development, organization, materiel, and personnel.

(15) Ensure management controls are in place and operating effectively in the USAR SOH Program. Report any detected material weakness through the chain of command.

(16) Develop and publish a USAR Safety Performance Plan/Objectives each Fiscal Year (FY). Develop a plan for resourcing the Command SOH program for FYs and include resource requirements for all centrally funded programs in the POM submission.

g. MSC safety managers/officers will-

(1) Function as the principal staff advisor, technical consultant, and coordinator for the commander and staff in planning, organizing, directing, and evaluating all SOH, mishap prevention, and RM integration efforts within the respective command.

(2) Develop resource requirements and justification to conduct SOH functions.

(3) Provide leadership and management of SOH staff activities. Mentor subordinate unit safety professionals and track SOH training.

(4) Manage and serve as planner and recorder of SOHACs and committees.

(5) Develop procedures to implement and manage SOH programs and initiatives, as outlined in this regulation and AR 385–10.

(6) Establish and maintain liaison with other military services, federal and civilian agencies, and host nations. USAR commands located on a joint installation or facility shall ensure cooperation on matters of mutual concern through membership at applicable SOH councils or meetings, Memorandum of Agreements, or other means of communication to sustain effective communication and cooperation between organizations.

(7) Ensure management controls are in place and operating effectively in the USAR SOH Program. Report any detected material weakness through the chain of command.

(8) Ensure subordinate units conduct Standard Army Safety and Occupational Health Inspections (SASOHIs).

(9) Conduct internal audits IAW USAR Automated Inspection Program (AIP) SOH checklist and forward results to USARC Safety Office.

h. Unit Safety Officers will-

(1) Provide advice and recommendations to the unit commander and staff on SOH and RM issues.

(2) Track and report status of corrective actions for noted deficiencies.

(3) Report and investigate mishaps as outlined in AR 385–10, DA Pam 385-40, and this regulation.

(4) Review all unit directives, Operation Orders (OPORDS), and Operation Plans (OPLANS) and provide comments and recommendations for integration of RM.

(5) Develop, review, and revise unit SOH SOPs.

(6) Maintain reference materials necessary to manage a unit safety program. (Refer to appendix A.)

(7) Conduct safety training as required by AR 385–10 and this regulation.

(8) Disseminate SOH policy, training, and promotional materials within the unit and to subordinate units.

(9) Submit a copy of USO appointment orders and USO training certificate of completion to next higher command.

(10) Ensure management controls are in place and operating effectively in the USAR SOH Program. Report any detected material weakness through the chain of command.

(11) Manage unit safety awards program IAW this regulation.

(12) Participate in After Action Report/Reviews (AARs) to capture and disseminate lessons learned for use in planning and executing the next iteration of the same or similar operations.

(13) Establish a safety bulletin board to post safety messages, Commander's SOH philosophy, safety POCs to MSC level, and hazard and mishap reporting procedures.

(14) Tests of the unit's pre-mishap plan, conducting AARs and recommending improvements to the plan as necessary.

i. Soldiers and DA civilians will-

(1) Stop unsafe acts.

(2) Comply with applicable SOH regulations, work practices, and SOPs related to their duties.

(3) Enforce good housekeeping and SOH practices.

(4) Use PPE as required by appropriate Field Manuals (FM), Technical Manuals (TM), regulations, unit SOPs and Job Hazard Analysis (JHA).

(5) Be familiar with and enforce the requirements of the Safety Data Sheet (SDS) for items used in the performance of duties.

(6) Report mishaps, near misses, and hazards in their workplace as soon as possible to their supervisor.

j. Contracting Officer Representative (COR):

(1) Review contracts with SOH personnel to ensure proper SOH clauses meet Army, DoD, and applicable local, state, and Federal regulations.

(2) Prepare written procedures for reviewing contractor capability to comply with and administer SOH requirements contained within the contract.

(3) Ensure qualified safety professionals conduct periodic inspections at contractor work sites to ensure compliance with this regulation, according to the contract.

(4) Participate in quarterly SOH inspections led by the safety professional.

(5) Participate in the organizations SOH Committee meetings.

(6) Coordinate with the safety professional to evaluate and ensure contractor compliance with SOH requirements in the contracts.

(7) Notify contractors for corrective action implementation when noncompliance with requirements or conditions pose serious or imminent danger.

(8) Document SOH violations and provide the documentation to the Contracting Officer to be submitted to the contractor in order to initiate corrective action.

(9) Report contractor mishaps to the MSC safety office. Contractor mishaps include:

(a) Injury or occupational illness to on-duty contractors.

(b) Damage to Government furnished material, Government furnished property, or Government furnished equipment provided to a contractor.

(c) Contractor mishaps involving Army property and personnel.

k. Contractors will comply with OSHA standards and Federal, State, DoD, Army and local SOH regulations, policies, and SOPs.

2–2. Qualifications and appointment of Unit Safety Officers (Military or Civilian)

a. Organizations without a SOH professional shall appoint a USO to perform required safety and mishap prevention functions in units, industrial, and administrative activities.

USOs will -

(1) Be appointed by the commander or civilian supervisor on written orders.

(2) Be a commissioned officer, at battalion and higher unit levels.

(3) Be in the rank of sergeant or higher, at the company level.

(4) Civilians will be of sufficient grade to report to the shop supervisor.

(5) Complete the Unit Safety Officer Course (USOC) within 90 days of appointment.

(6) Have met or will meet the training requirements of AR 385–10.

(7) Have 2 years or more retainability in the unit upon duty appointment.

(8) Give their SOH duties proper priority.

(9) Report directly to the commander or civilian supervisor on SOH related matters.

(10) Have met or will meet the requirements of 29 CFR 1960.58.

b. USOs are authorized use of official time for participating in SOH activities, including application of RM, walk-around inspections, and other functions authorized by this regulation in support of the unit's mission.

2–3. Accountability in evaluations

a. Commanders and/or supervisors will hold personnel accountable and recognize accomplishments in support of the organization's SOH program. Annotate SOH responsibilities and objectives on support forms and document performance on the OER/NCOER. Use DA Form 4856 to document accountability for junior enlisted.

b. Civilian supervisors will capture accountability using DoD Performance Management and Appraisal Program (DPMAP), DD Form 2906 Civilian Performance Plan, Progress Review and Appraisal.

c. USAR GS-0018 DPMAP Performance Plan Elements and Standards

(1) Standardized performance rating elements across USAR enhances the level of SOH program support to the commands. Appendix B contains a minimum number of USAR GS-0018 Performance Elements for rating 0018 safety professionals. Supervisors may modify the elements to match their organizational mission and may add performance measures into the element for individual commands.

(2) SOH functions listed in the position description take priority over all additional duties. Commanders will not assign safety personnel additional duties that interfere with the accomplishment of their safety duties and responsibilities, and no additional duties presenting a conflict of interest to SOH functions (AR 15–6 Investigations, Physical Security Manager, Facility Manager or Coordinator, Unit Movement Officer, Unit Training Manager, Army Reserve Administrator, Equal Opportunity/Equal Employment Opportunity, etc.).

2–4. Resource management

a. The MSC safety managers and officers are responsible for managing fiscal resources for the SOH programs. MSC commands will use funds distributed as programmed.

b. MSC Safety Offices will submit a quarterly and mid-term report on funds executed, obligated, and status when directly distributed from the USARC Safety Office.

Chapter 3
Mishap Investigation, Reporting, and Recordkeeping

3–1. General

Report, investigate, and analyze Army Reserve mishaps IAW procedures outlined in this chapter, AR 385–10, and DA Pam 385–40. Mishap reports are the basis for mishap prevention purposes only and will not be used for adverse administrative or punitive purposes. Definitions of mishap classifications are in AR 385–10.

3–2. Responsibilities

a. Commanders/Directors (all levels) will -

(1) Establish internal procedures to report and investigate mishaps IAW references listed in paragraph 3–1.

(2) Investigate off duty mishaps resulting in a fatal or serious injury.

(3) Develop pre-mishap plans for their organizations and exercise at least annually.
(4) Ensure SIB reports are completed, signed, and forwarded to USARC Safety within 60 days of the mishap.
(5) Not attempt to influence SIB findings or recommendations.
(6) Ensure all personnel (Safety Officers, Mishap Command Reviewers) complete HIPAA and Privacy Act Training DHA-US001 at https://jkodirect.jten.mil/.
b. The USARC Safety Office Staff will -
(1) Coordinate with MSC experiencing the mishap and through the G-3/5/7 for external tasking for SIB board members, or SMEs, as needed.
(2) Provide initial notification and follow-up reports on serious mishaps to the CG, USARC Command Group, and appropriate staff.
(3) Provide telephonic notification of Class A, B and C aviation, and Class R mishaps to higher headquarters, USACRC, OSHA, and other DoD organizations, as required.
(4) Conduct mishap investigations or serve as advisors to SIBs as required.
(5) Conduct quarterly mishap statistics and analysis to the command group and MSC safety staffs.
c. The MSC safety managers, officers, and USOs will-
(1) Conduct mishap investigations and serve as advisors to SIBs.
(2) Review mishap reports for accuracy and completeness and conduct follow up investigations as needed.
(3) Conduct periodic analysis of mishap experiences to identify trends and systemic hazards.
(4) Obtain, through the Provost Marshal Office (PMO), a daily summary of mishap information collected through Military Police (MP) channels (e.g., MP blotters, traffic mishap reports, and serious incident reports).
d. USARC Surgeon or respective RD Surgeon will provide or coordinate for SIB support, as outlined in AR 385–10.
e. Civilian Personnel Management Office (CPMO) will provide the USAR Safety Office copies of personnel injury or illness reports (OSHA 301s) applicable to USAR organizations. Forward a copy of the report to the responsible MSC Safety Office for action. The MSC safety manager will use the OSHA 301 report as notification of a possible Army mishap.
f. The DCS, G–1 will provide MSC Safety Offices with copies of Incapacitation Pay Reports.
g. Supporting maintenance facility supervisors will support mishap investigations by completing the Estimated Cost of Damage (ECOD) report for equipment damaged or destroyed in the mishap within 14 days.

3–3. Mishap notification procedures (Aviation or Ground)
a. Submit initial notification through command channels immediately to the USARC Safety Office as outlined in table 3–1. Commands will use the U.S. Army Reserve Mishap Initial Notification Template (appendix C) for notification. Email the completed form to usarmy.usarc.usarc-hq.list.safety-mishaps@army.mil or telephonically notify the USARC Safety Office. MSCs will not notify the USACRC directly. Do not delay the notification process due to missing data. Provide follow up reports upon receipt of additional information.

ON/OFF/NON-DUTY CLASS A-R (Ground and Aviation)						
	TELEPHONIC NOTIFICATION IMMEDIATELY utilizing the USARC Mishap Initial Notification Template (Ground or Aviation)	**Telephonic Notification To CG, USAR**	**Telephonic notification to USACRC**	**Board Required**	**Report Submission method**	**Report to USAR Safety Office**
Who makes the call	MSC/DRU Commander or designated representative	MSC Commander or designated representative	USAR Safety Director or designated representative	N/A	N/A	N/A
A	**Duty hours** - USAR Safety (910) 570-9280 / 9284 / 8958 **Non-Duty hours** - Army Reserve Watch Branch (ARWB) (910) 570-9750 / 9751	**Immediately**	Within 24 hours	Yes	SIB – to USAR Safety in Army Safety Management Information System (ASMIS) 2.0	Due in 60 days
B	**Duty hours** - USAR Safety (910) 570-9280 / 9284 / 8958 **Non-Duty hours** - ARWB (910) 570-9750 / 9751	**Immediately**	Within 24 hours	Yes	SIB – to USAR Safety in ASMIS 2.0	Due in 60 days
C	**Aviation:** **Duty hours** - USAR Safety (910) 570-9280 / 9284 / 8958 **Non-Duty hours** - ARWB (910) 570-9750 / 9751 **Ground:** N/A	**Immediately**	Within 24 hours	**Aviation:** Yes minimum 1 person **Ground:** Not Required	**Aviation:** to USAR Safety in ASMIS 2.0 **Ground:** to USAR Safety in ASMIS 2.0	Yes - Due in 20
D	N/A	Not Required	Not Required	Not Required	to USAR Safety in ASMIS 2.0	Yes – Due in 20 days
E	N/A	Not Required	Not Required	Not Required	to USAR Safety in ASMIS 2.0	Yes – Due in 20 days
F	N/A	Not Required	Not Required	Not Required	to USAR Safety in ASMIS 2.0	Yes – Due in 20 days
R	Loss of a member of the USAR who is not on Title 10 or 32 orders for duty or performing military duty related tasks.	Within 24 hours	Not Required	Not Required	to USAR Safety in ASMIS 2.0	Yes – Due in 20 days

Table 3–1: ON/OFF/NON-DUTY CLASS A-R (Ground and Aviation)

b. U.S. Department of Labor mishap notification requirements to the Occupational Safety and Health Administration.

(1) MSC safety managers will notify the USARC Safety Office immediately after becoming aware of an OSHA reportable mishap IAW 29 CFR 1904.39.

(2) The MSC will make the following notifications to OSHA:

(a) Civilian employee work-related fatalities within 8 hours of occurrence.

(b) Civilian employee work-related in-patient hospitalization and amputations and loss of an eye within 24 hours of occurrence.

(3) The USARC Safety Office will notify USACRC.

c. Duty status determination. USAR has three duty statuses identified in table 3–2. The non-duty status is unique to the USAR and allows the Army Reserve to collect data for Soldier fatalities occurring between Battle Assemblies (BAs) or Annual Training (AT). The Class R mishap is a fatality or injury which results in permanent total disability or permanent partial disability, as defined in AR 385–10, of a member of the USAR in a non-duty status (not on Title 10 or Title 32 orders). USARC Safety Office performs trend analysis of the Class R fatalities to identify the mishap root causes and raise situational awareness through different campaigns that promote recommended controls to prevent recurrence.

Army Reserve On-Duty, Off-Duty, and Non-Duty Status								
NON-DUTY	TRAINING PERIOD							NON-DUTY
	OFF-DUTY	ON-DUTY	OFF-DUTY	NON-DUTY	OFF-DUTY	ON-DUTY	OFF-DUTY	
	Travel Time	UTA	Travel Time		Travel Time	UTA	Travel Time	
	Saturday Training Period				Sunday Training Period			

Table 3–2: Duty Status Determination

3–4. Mishap briefings

a. Supervisors brief civilian employee mishaps that result in a lost workday to MSC commanders or designated representative per MSC command guidance.

b. MSC commanders will be prepared to brief initial lessons learned to the USARC CG within 30 days of a Class A (On Duty) mishap. Brief Class R fatality mishaps at the request of the CG. USARC Safety office will provide the slide presentation template. Briefings may be in person or video teleconference. Complete and forward a slide presentation on all fatal mishaps to the USARC Safety Office for review, no later than seven days prior to scheduled out brief. The MSCs will coordinate with the USARC SGS for a briefing time/date. Attendees will include, at a minimum, the MSC commander or representative, MSC safety manager, a member of the Soldier's unit such as Company Commander, First Sergeant, or supervisor.

c. Upon completion of all fatal mishap briefs, the USARC Safety Office will provide applicable staff sections the recommendations requiring their action.

d. During training on installations, MSC safety managers and USOs will ensure notification procedures of Class A, B, and aviation Class C mishaps include the Installation Safety Office (ISO), other identified stakeholders (i.e. Exercise Directors, Senior Trainers), and the USARC Safety Office.

e. The unit sustaining a mishap during USAR exercises is responsible for notification, investigation, and reporting. It is not the exercise safety cell or ISO responsibility.

f. AR 385–10 outlines the procedures for notification, investigation, and reporting of other specific mishaps (for example, explosives, rail, radiation, maritime, chemical, or biological).

3–5. Post mishap requirements

a. Perform biochemical testing of all personnel involved in or contributing to a Class A, B, or aviation C mishap, IAW AR 385–10. It may be difficult to accurately classify a mishap in the early stages. In cases where a Class C or B mishap cannot be adequately determined in a timely manner, use the higher mishap classification. Follow the appropriate chain of custody procedures for

biological sampling. All units and aviation support facilities will include this requirement in their pre-mishap plans and SOPs. Selection of a local civilian treatment facility should be based on their understanding and ability to comply with the guidance in AR 385–10 and the Joint Pathology Center (JPC), formerly the Armed Forces Institute for Pathology (AFIP) at http://www.jpc.capmed.mil/, Guidelines for the Collection and Shipment of Specimens for Toxicological Analysis, March 2002.

b. Class A on-duty mishaps require an immediate stand-down of the unit and or organization experiencing the mishap to allow an internal review to preclude further occurrence. A stand-down has no specific period; its purpose is to ensure all unit members receive facts about the mishap.

c. Any aircraft damaged or suspected of damage will not be flown until cleared for flight by qualified maintenance personnel.

3–6. Safety investigation boards

a. At the discretion of the USARC CG, the USARC Safety Director may appoint a SOH professional to serve as the board president or recorder for Class A or B on-duty mishap not selected for investigation by the USACRC.

b. The USARC Safety Director or designated representative will conduct an in brief for SIB members to provide guidance and materials for the mishap investigation process. The applicable MSC safety manager will identify a POC to the SIB president to serve as a unit liaison. Additionally, USARC Safety will provide the SIB president a POC to assist and track progress of the investigation.

c. The Command Safety Director or designated representative and the SIB president will establish a date to present the appointing authority an initial out brief within 14 days of board appointment. The purpose of the out brief is to satisfy the appointing authority that the investigation is complete and answers all questions and concerns about the mishap. Once the appointing authority is satisfied, the SIB president will finalize and staff the technical report in ASMIS 2.0 through the affected levels of command IAW AR 385–10. The appointing authority's signature releases the report from the MSC to USARC Safety for command staffing and submission to the USACRC for inclusion in the mishap reporting database of record for long term storage. The SIB president will schedule an out brief to the approving authority through the USARC Safety Office. USARC Safety will review the technical mishap report prior to staffing to the approving authority for final signature. The entire process will not exceed 60 days without an approved extension.

d. Create a lessons learned briefing for each mishap where a board is appointed. The USARC Safety Office will assist the board in developing the lessons learned brief.

e. The USARC DCG is the extension authority for all USAR mishap investigation reports.

3–7. Tracking and analysis of mishaps

a. The Safety Office will track all recommendations from SIBs, with an emphasis on Class A and B mishap recommendations, to ensure implementation within the appropriate command, organization, directorate, and section.

b. The Safety Office will gather, track, and analyze mishaps within the command for the purpose of establishing trends and identify problem areas for developing countermeasures.

c. The Safety Office will conduct quarterly update briefs on overall trends, recommendations, and countermeasures to the command group as required.

d. Commanders will brief lessons learned from mishaps to personnel in their command.

3–8. Recordkeeping

a. ASMIS 2.0 is the system of record for mishap investigations and reporting.

b. MSC safety managers and USOs will maintain a copy of civilian mishap logs IAW OSHA and for trend analysis purposes.

c. MSC safety mangers will ensure procedures are in place to safeguard the privileged nature of mishap reports maintained under their control.

d. MSC Safety managers will track civilian employee mishap data in ASMIS 2.0. MSCs will post the OSHA Form 300a Summary of Work-Related Injuries and Illnesses, signed by the commander from 01 February until 30 April for the previous year.

3–9. Pre-mishap plan

a. Establish and maintain a pre-mishap plans for garrison operations, any training exercise, ECT, and deployments IAW AR 385–10. Plans will include ground mishap considerations, as well as the requirements for an Emergency Action Plan, and Fire Prevention Plan, IAW AR 420–1, AR 525–27, TM 3–34.30, and 29 CFR 1910.38. The unit Operations Officer is responsible for the development of the pre-mishap plan in support of the unit/facility tactical needs. The Aviation Safety Officer (ASO) or

USO will assist the Operations Officer in the development of a pre-mishap plan. Coordinate the plan with all activities having similar or related functions. Coordinate with higher command to ensure the plan addresses all elements. Commanders will ensure the units conduct quarterly rehearsal and annual exercises of the pre mishap plan.

b. Safety officers will coordinate with the operations officer to establish test procedures and ensure specific guidance is in the unit Standard Operating Procedure (SOP) appendix D is a sample format for a pre-mishap plan. Refer to appendix D sample format for a pre-mishap plan template.

c. Verify and update pre-mishap plan telephone numbers and radio frequencies at least quarterly. Test and document the unit pre-mishap plan within the first 48 hours of ECT / Field Training Exercises (FTXs). The local commander will define the primary crash alarm net. In many cases, a commercial or dedicated phone line serves this need. Others may use a cellphone, a field phone, or a “hotline” to a fire station. The daily test may range from checking for a dial tone, to actual contact with each party on the primary crash alarm net.

d. Pre-mishap plans will include provisions for storage and disposal of wreckage, once removed from the mishap site, and for the duration of the investigation processes required by the SIB, and collateral board, and the litigation processes performed by/in concert with the SJA. The SIB president owns the wreckage and any equipment involved in the mishap until released to the unit. Individual circumstances will dictate the range of suitability of storage sites from an open storage area to a secured military hangar. Security of the wreckage is paramount.

e. Establish agreements between units/facilities, local airports, municipal firefighting organizations, and medical facilities regarding response to emergencies occurring off/on government property, IAW AR 420–1, TM 3–34.30, and TM 5–315.

f. As part of the quarterly pre-mishap rehearsal, contact the medical treatment facility to confirm that a copy of the JPC procedures are available on site. Ensure the designated government purchase card holder’s contact information, (i.e., name, phone number and email address) is on file at the treatment facility when using civilian treatment facilities. For further guidance, refer to AR 385–10.

g. For aviation units, clearly define the procedures for overdue aircraft in the pre-mishap plan. For overdue aircraft: Once the immediate actions of radio calls, a ramp check, and calls to the local Federal Aviation Administration (FAA) Flight Service Station (FSS) or Range Control have been executed, the operations officer will contact the nearest Air Route Traffic Control Center (ARTCC) to secure low and high altitude (as applicable) radar plots to assist in pinpointing the likely location of the downed aircraft.

3–10. Safety messages

Units experiencing a mishap will develop the following safety messages. Red Hash messages for all Fatal mishaps (On, Off or Non-Duty) and all (On or Off-duty) Class A mishaps. Yellow hash safety messages for all Class B Mishaps, vehicle rollover mishaps (regardless of class), Class C Aviation Mishaps, OSHA Citations, Nuclear Regulatory Commission (NRC) Notice of Violation (NOV), or as determined by the USARC Safety Director to raise awareness of unique/or systemic mishaps. Green Hash Safety Messages are for information purposes and designed to raise awareness of circumstances of concern to the force (may be regional, seasonal or unit specific). Once approved by the chain of command, Red and Yellow hash safety messages will be distributed throughout USAR via USARC message protocols. Refer to appendix E for Green, Yellow, and Red Hash Safety Message templates.

Chapter 4
Safety and Occupational Health Audits, Assessments, and Inspections

4–1. Safety and Occupational Health audits and assessments

a. USARC Safety Office will conduct triennial audits of all MSCs IAW G-33 OIP plan. The audits verify integration of the SOH program into the command's mission based on federal law, DoD issuances, Army, and Army Reserve regulations. The audits evaluate the scope and effectiveness of the ASOHMS incorporated into business processes and mission execution.

b. USARC Safety Office will coordinate, schedule, build the audit, enter the results, and complete the audit utilizing the USAR AIP. Within 30 days following the audit, the auditor will provide a written report of findings to the evaluated command. Leadership will review the memorandum and violation log, update ASMIS 2.0 Hazard Management module with corrective actions and, if requested, submit a response memorandum to USARC Safety within 90 days of receipt of the memorandum and violation log stating the recommended corrective action, action officer or responsible agency, and

target date for correction. Organizations are responsible for tracking hazards to completion through ASMIS 2.0.

c. MSCs will conduct annual internal SOH program audits using the AIP checklist and record the results in AIP. Internal audits are not required in years when an external audit is conducted by USARC or HQDA.

4–2. Staff Assistance Visits

MSCs can request onsite or virtual SAVs through the USARC G-33 OIP Coordinator. SAVs will not be conducted in the same year as a scheduled audit.

4–3. Standard Army Safety and Occupational Health inspection

a. MSC safety offices will manage the Standard Army Safety and Occupational Health Inspection (SASOHI). Qualified SOH personnel or specially trained personnel competent to conduct the inspection will conduct an annual SASOHI of all subordinate unit facilities, operations, and workplaces, to include administrative areas, IAW DA Pam 385–10.

b. Annual SASOHIs may occur in conjunction with the organizational inspection program (OIP) or other command evaluations.

c. Within 30 days following the SASOHI, the inspector will provide a written report of findings to the evaluated unit. Leadership will review the memorandum and violation log, update ASMIS 2.0 with corrective actions and, if requested, submit a response memorandum to the MSC within 90 days of receipt of the memorandum and violation log stating the corrective action taken, action officer or responsible agency, and target date for correction. Organizations are responsible for tracking hazards to completion through ASMIS 2.0.

d. RDs Safety Offices will conduct annual USAR facility inspections. Schedule facility inspections with the facility coordinators. The facility coordinator will receive a copy of the final report. Share facility inspection reports with all tenants of the facility.

e. The USARC IH Program Manager (PM) will provide required IH support and surveys to the MSCs. The USARC IH PM manages the Industrial Hygiene Plan and Master Schedule. The MSCs can request specific IH surveys or copies of previous IH reports by contacting the USARC IH PM. The USARC IH PM utilizes a contract to perform most baseline and periodic routine surveys. Prioritize surveys by risk: high (priority 1), surveyed every year; medium (priority 2), surveyed every two years and low (priority 3), surveyed every three years.

(1) The objectives of IH services are to:

(a) Ensure regulatory compliance with applicable Federal, state, and local laws and DA regulations pertaining to Occupational Health (OH).

(b) Accurately identify, characterize, and assess potential workplace health hazards (whether physical, biological, or chemical).

(c) Recommend appropriate engineering, administrative controls, and/or PPE to minimize risk and prevent occupational related illnesses, injuries, or deaths to Soldiers and civilian workers.

(d) Recommend personnel for exposure-based medical surveillance.

(e) Integrate established IH principles, concepts, and functions in support of related programs, such as safety, occupational medicine, biosurety, chemical surety, hearing, vision conservation and readiness, respiratory protection, indoor air quality, ventilation, ergonomics, asbestos control, and lead abatement.

(2) The MSC Safety Office owning the process will initiate IH support requests in coordination with the RD Safety Manager to the USARC IH PM. The RD Safety Manager will determine if the facility is supported by the USARC IH PM or an Installation, Joint Base, or military area IH office. The RD Safety Manager will review special requests to determine if the request is an emergency and can action the request locally.

(3) Survey reports. The USARC IH PM will provide written reports of sampling results, survey information, and recommendations to the RD Safety Offices for distribution to organizations located at the facility. Post survey checklists and deficiencies are available within 24 hours of completing the survey. Provide the post survey checklist to the AFOS, RFOS, Facility Coordinator, or Facility Commander. The COR and USARC IH PM receive draft reports within 28 days. The USARC IH PM reviews the reports and data entered in Defense Occupational and Environmental Health Readiness System-Industrial Hygiene (DOEHRS–IH). The IH PM will review and send the final report to the RD Safety Offices. MSCs can submit requests for DOEHRS-IH report to the USARC IM PM or by contacting the supporting RD Safety Manager.

(4) Facility Commanders of the Reserve Centers inspected should share the information in the IH reports with all personnel assigned to their facilities. They should keep this record on file until the next IH report.

(5) SOH personnel will enter survey findings and recommendations into ASMIS, add deficiencies to the HAZLOG, and track to completion. SOH personnel will review the IH assigned RAC and enter the appropriate corresponding RAC in ASMIS. Communicate IH survey results to affected personnel by adding findings to the HAZLOG and reviewing findings and recommendations during committee meetings. IH survey findings will drive opportunities for process improvement in the workplace.

f. Environmental Health (EH) inspections focus on food safety and sanitation. Inspection frequencies are based on the risk assessment of each facility requiring inspections IAW TB MED 530 and TB MED 531. Facility managers will receive copies of the report within 24 hours of completion.

4–4. Metrics

Each safety office will develop metrics that include both quantitative and qualitative measures IAW AR 385–10.

4–5. Abatement plan for corrective actions

MSCs and their subordinate units will develop and track corrective action abatement plans IAW AR 385–10. Units will follow USARC G-3/5/7 Engineer and the corresponding RDs abatement plan, policies, and procedures. Safety personnel will enter all inspections, audits, hazards, and abatement plans into ASMIS 2.0.

4–6. Occupational Safety and Health Administration inspections

DOL/OSHA may conduct inspections, announced or unannounced, at any time IAW AR 385–10, DoDI 6055.01, 29 CFR 1960, EO 12196, and within the scope of the Occupational Safety and Health Act of 1970. When possible, a safety manager, or a designated member of the safety office, will accompany DOL/OSHA compliance officers during the inspection of an Army Reserve workplace. Commanders will notify the USARC Safety Office and the units' corresponding RD of all DOL/OSHA inspections.

a. Commands that receive an OSHA–2H, Notice of Unsafe and Unhealthful Working Conditions, will immediately transmit copies through command channels to the USARC Safety Office and utilize the ASMIS 2.0 Assessments, Inspections, and Surveys application - OSHA Events capability to report all OSHA inspections, and OSHA NOV within 2 days of the inspection or issuance.

b. MSCs/RDs will submit recommendations for appeals within 5 duty days of the NOV issuance date to the USARC Safety Office. Report all abatements and date of abatement for all violations to the OSHA Local Office with a courtesy copy to the USARC Safety Office.

c. USARC Safety Office will monitor OSHA inspections, OSHA NOVs, and Appeals.

Chapter 5
Training, Promotion, and Awards

Section I

5–1. General

Commanders and supervisors will conduct SOH training needs assessment and conduct an annual review to determine the adequacy of training provided and then make any necessary changes based on the review.

a. SOH training programs will consist of:

(1) Training needs assessments based on subordinate organizations mission and operational needs.

(2) Required training in accordance with training needs assessments.

(3) Training support packages.

(4) Annual review to determine adequacy of training.

5–2. Safety and Occupational Health training

a. Commander and supervisor requirements for SOH training are as follows:

(1) Commanders and 1SGs (separate detachment through brigade) must complete the web-based LSC prior to assuming command. Personnel appointed as Rear Detachment Commanders regardless of rank will complete the LSC within 30 days of appointment.

(2) The LSC is a prerequisite for officers, CSMs, and 1SGs scheduled to attend the company, battalion, or brigade level Army Reserve Readiness Training Center (ARRTC) Pre-Command Course (PCC).

(3) Civilian supervisors will complete the LSC within 30 days of entrance on duty.

(4) The LSC is located at the USACRC website at https://safety.army.mil/.

b. All personnel will complete the Basic Risk Management course.

c. Supervisors must also ensure personnel receive all appropriate MOS and installations FC-related training for their series. Training will include discussion on work task steps, potential hazards, controls, location, and use of for Hazard Communication and SDS controls, PPE requirements, and preventive measures to mitigate work task hazards.

d. Supervisors will provide appropriate SOH training for employees including specialized job SOH training appropriate to the task performed by the employee (for example, clerical, printing, welding, crane operation, chemical analysis, and computer operations). SOH training will inform employees of the ASOHMS with emphasis on the employees' rights and responsibilities.

e. Unit Safety Training. Commanders will schedule, execute, and document safety training in unit training records. Conduct safety meetings/training a minimum of once a quarter for all personnel. Safety training may include, but is not limited to local area hazards; RM, hot and cold weather injury prevention; how to contact unit safety personnel; identification of hazards and hazard reporting system; how to report mishaps and job related illnesses; mishap investigation requirements; location of medical facilities; first aid kits; electrical safety boards; personal protective equipment; SOH inspections; location of SDSs for all Hazardous Materials (HAZMAT) personnel may be exposed to during normal duties; fire prevention program; and any specific topics unique to the unit's safety program.

f. Additional training is available, by request, from the safety manager for commanders and supervisors, which will enable them to execute their responsibilities as leaders.

g. Provide a safety orientation program training for all new employees. The training will include worksite specific hazard recognition and control measures.

h. Supervisors will provide and document ongoing SOH education to include new hazards inherent in their jobs, procedures, and workplaces.

5–3. United States Army Reserve GS-0018 Safety and Occupational Health Specialist

a. The Professional Certificate Safety and Occupational Health (PCSOH) Level 1 and Professional Certificate in Explosives Safety Level 1 (PCES1) are the minimum standard for USAR GS-0018 Safety and Occupational Health Specialist. The Safety Director, in coordination with CHRSC, will ensure selected candidates either have the required PCSOH and PCES, or will acquire it within 12 months as a condition of employment.

b. SOH Specialists in EE deployable units must complete PCES2 within 24 months of employment or three months before deployment, whichever comes first.

c. After obtaining PCSOH, SOH professionals will complete 2.4 continuing education units (CEUs) in the SOH career field annually.

d. AGR or ADOS Soldiers in full-time safety positions at Brigade level and above will complete the Ground Safety Officer Course (GSOC).

5–4. Unit Safety Officer

a. USOs will complete the online Unit Safety Officer Course (USOC) within 90 days of appointment. The course focuses on SOH responsibilities for USOs at various levels of command.

b. MSC safety offices will provide additional training to USOs to ensure they can sufficiently perform their duties. Training includes command and local SOH requirements and standards; mishap and hazard reporting procedures, hazard recognition, inspection procedures, how to use the ASMIS 2.0 modules, and other appropriate rules and regulations.

5–5. Safety and Occupational Health training funding

The respective commands will fund SOH training for Civilian SOH professionals and USOs.

Section II

5–6. Promotion and awards

Promotion includes a multitude of activities designed to enhance mishap prevention, hazard awareness, and provide recognition for individual behavior, unit initiatives, actions, and accomplishments. Examples of safety awareness promotion efforts include:

a. Holiday Safety Messages. The USARC Headquarters will publish seasonal holiday safety messages covering Winter and Summer.

b. Special Emphasis Memorandums. Examples include seasonal safety, privately owned vehicle/motorcycle mishap prevention, mishap reporting requirements, and AT.

c. Safety Messages. A Safety Message (Red/Yellow/Green) will be published by USAR Safety on lessons learned and information concerning recent Class A, B, and Aviation C mishaps.

d. Non-duty safety awareness and mishap prevention campaigns.

e. The USAR Safety page has additional resources at https://armyeitaas.sharepoint-mil.us/sites/USAR-USARC-SAFETY

5–7. Safety bulletin boards

Establish safety bulletin boards and locate in an area to provide maximum visibility.

a. The USO is responsible for maintaining the general safety bulletin board. Information on the board will be neat, current, interesting, informative, and directly related to SOH and mishap prevention. At a minimum, Post the following items on each board:

(1) Name(s) of USO and Radiation Safety Officer.

(2) Applicable emergency phone numbers (24 hour/7-day operations).

(3) Unit Commander's Safety Policy/Philosophy memorandum.

(4) Copy of last SOHAC or Employee Safety Committee minutes for the unit and next higher headquarters.

(5) Current BA DD Form 2977 Deliberate Risk Assessment Worksheet (DRAW).

(6) DA Form 2696, Operational Hazard Reports for aviation units.

(7) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions.

(8) DA Form 4754, Violation Inventory Log, or equivalent.

(9) Safety Messages MSC/USARC/FORSCOM

b. Safety boards located in DA Civilian workplaces will add:

(1) OSHA Form 300A, Summary of Work-related Injuries and Illnesses

(2) OSHA 3165, Job Safety and Health; It's the Law! poster

5–8. Safety awards

General

a. The goal of the Safety Awards Program is to foster mission accomplishment by recognizing excellence in both military and civilians in the organization and motivating personnel to achieve and sustain high levels of SOH performance and disciplined behaviors.

b. Forward nominations for USAR-level and higher-level safety awards through command channels to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010, NLT 30 September.

5–9. Army safety awards

a. Refer to AR 385–10 for DA- Level Award guidance, including eligibility requirements, nomination procedures, and approval authority.

b. Organizational-level award programs. MSCs will maintain organizational-level SOH award records to demonstrate eligibility requirements, nomination procedures, approval authority, presentation methods, and types of awards issued at their level.

(1) MSCs shall establish similar award programs for lower echelon units. Commanders may use DA Form 1119–1 or design and use locally produced certificates, trophies, or appropriate awards to recognize SOH accomplishments to include impact awards. The MSC safety managers and officers will ensure awards are managed IAW organization policy.

(2) Commanders should develop an Impact Award policy to promote SOH awareness by on-the-spot recognition of personnel who perform SOH related actions above and beyond the individual's duties.

(3) Maintain the safety awards program IAW AR 25–400–2, RRS-A record number 900A (6+), Safety Awards-Office.

5–10. United States Army Reserve Command safety awards

a. Army Reserve Commander's Excellence in Safety Award – presented annually for outstanding achievement in mishap prevention and support of the USAR SOH Program. The award is an engraved trophy or plaque. Submit nominations NLT 30 September.

(1) The Organizational levels are O-8 through the O-5 level organizations.

(2) Individual awards are field grade officer, company grade officer, warrant officer, NCO, junior enlisted, WG 1-15, WL 1-15, WS 1-19, GS 7- 12 DA Civilian, and GS 13-15 DA Civilian.

(3) Industrial Operations Safety Award for ECS, AMSA or ASF. Refer to AR 385–10 for Headquarters, Department of the Army Industrial Operations Safety Award eligibility and criteria.

b. Organizations will self-nominate for the Award. Subordinate commands will submit their request for the award through their chain of command. Each command will submit only one nomination per award category to the USARC Safety Office.

c. Award boards: The USAR Safety Director will convene an awards board (minimum of three members) to review nomination packets and determine the winner. MSC commanders will use the same selection criteria for determining the best organization within their command to compete for the award. The USARC Safety Office will submit award recipient recommendations to the CG for final approval. The award criterion will be based on FY.

d. Award Criteria:

(1) Organization/individual's mission, location, type, and number of assigned personnel.

(2) Commander/individual's support of higher Headquarters and DA safety campaigns.

(3) Mishap statistics and experiences.

(4) Methods used to effect or sustain mishap reduction (process improvements, initiatives).

(5) Major accomplishments.

(6) Objectives for the next FY.

(7) Soldier/Civilian injury and illness reduction program.

(8) Workers' compensation costs.

(9) Percentage of Commanders and 1SGs who completed the LSC.

(10) Seatbelt usage rates.

(11) Strategies, controls, or policies that have contributed to mission and operational success. Include circumstances, hazards, movements, and so on, evidence of success and potential for command-wide applicability.

(12) Proactive measures taken to enhance RM implementation.

(13) Description of total command involvement and support of SOH programs.

(14) Description of initiatives that are not required but will enhance the command safety program, such as purchase of ergonomic equipment or workstations, and partnering with the community or other Government activities.

(15) Complete Army Readiness Assessment Program (BN Only).

(16) Motorcycle Safety Program

(17) Percentage of appointed USOs that have completed the online USO Course.

(18) Number of SOH committees conducted (BN and above)

(19) Number of exercises, training, mobilizations.

e. Award nomination format. Nominations will be in memorandum format (appendix F). Total pages of the nominating memorandum may not exceed seven pages, excluding enclosures as supporting documentation. Examples, Certificates of Completion, appointment orders, committee minutes, and spreadsheets.

f. Presentation. Present DA-level and USAR-level awards during the appropriate leadership conference, or SOHAC.

5–11. United States Army Reserve Command Aviation safety awards program

a. Commanders will recognize U.S Army military personnel, DA Civilians, and Army contracted employees who perform aerial flights as crew members with the U.S. Army Aircrew Member Safety Award IAW AR 385–10 up to 2000 hours. Commanders will submit all eligible aircrew members for the United States Army Reserve Aircrew Member Safety Award for 2500 hours of mishap flight time and thereafter, in increments of 500 hours. The award is an "Army Reserve Certificate of Achievement" signed by the CG. A certificate and trophy will be awarded for 5000 hours and every subsequent 1000-hour increment. Commanders will submit the request for award by memorandum (appendix F). The request will include the individual's name and total flight hours. Submit requests through the Army Reserve Aviation Command (ARAC) chain of command for verification and endorsement before submission to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

b. Personnel authorized to make entries into the Centralized Aviation Flight Records System (CAFRS) will post flight hour safety awards to aircrew member's Individual Aircrew Training Folder (IATFs) IAW regulatory guidance and local procedure. Maintain award documentation IAW AR 25–400–2.

Chapter 6
Hazard Analysis and Countermeasures

6–1. Risk management

a. Document the deliberate RM process, with the exception of deviations from A&E or chemical agent safety standards, using DD Form 2977 DRAW. The DA Form 7632, Deviation Approval and Risk Acceptance Document (DARAD) is mandatory for waivers, exemptions, and deviations from AE or chemical agent safety standards.

b. The established risk acceptance and decision-making approval authority for all Army Reserve assigned or attached units.

(1) Extremely High risk - First General Officer Commander in the chain of command.

(2) High risk - Brigade commander.

(3) Medium risk - Battalion commander.

(4) Low risk - Company commander.

Note: Risk decision authority for high, medium, and low risk is based on command position for formal chain of command (e.g., brigade, battalion, company). For organizations that do not have formal chain of command, risk decision authority is based on rank. Civilian organizations refer to DA Pam 385–30, table 4–2 for risk acceptance authority.

c. Utilize the DRAW as a pre-use analysis process for new jobs, chemicals, facilities, projects, activities, events, non-routine, and infrequent work. Brief the DRAWs to personnel. Review DRAWs upon completion of the operation to document any feedback learned during the operation. Maintain completed DRAWs to demonstrate the RM process. Use DRAWs to create JHAs if the work becomes routine.

6–2. Job hazard analysis

JHA is a RM tool for common jobs and activities. A JHA is a technique that focuses on job tasks to identify potential hazards before they occur. The JHA process reviews the relationship between the worker, task, tools, and work environment. After hazards are identified, controls are developed to eliminate or minimize hazard exposure to an acceptable risk level. Hazards will be mitigated using the hierarchy of controls method, with PPE as the last option for protecting personnel.

a. Develop JHAs to mitigate hazards and use the JHA to train personnel on the potential hazards and required controls. Supervisors will maintain JHAs and make readily available to personnel.

b. Mitigate hazards through engineering controls (e.g., guards, barriers, grounding, or bonding) and administrative controls (job rotation), when possible, and/or provide PPE and protective clothing when other controls are not available. PPE is the last resort.

c. Review JHAs annually and document via MFR to ensure they remain current and continue to help reduce workplace mishaps.

d. Maintain a sign-in roster to document personnel have reviewed and comprehend the JHA prior to the first time performing the task or after process changes.

Chapter 7
Occupational & Environmental Health Programs

7–1. General

Occupational & Environmental Health Programs (OEHP) objectives are to -

a. Ensure personnel are physically and mentally suited for assigned duties.

b. Preserve and protect employee health by identifying and controlling unhealthy workplace exposures before illness or injury occur.

c. Provide for the early detection, intervention, and treatment of occupationally acquired or induced illness, injury, or disease.

d. Provide a framework to offer IH and medical surveillance of civilian employees.

7–2. Responsibilities

a. USARC and RD Surgeons will -

(1) Provide technical and quality assurance oversight of the OEHP.

(2) Provide qualifications and competency oversight for preventive medicine and OH service providers.

(3) Assist the safety manager in providing the commander with a comprehensive SOH program that includes, but is not limited to, ergonomics, injury prevention and control, respiratory protection, IH,

hearing conservation, vision conservation and readiness, hazard communication, food sanitation, general sanitation, laboratory safety, and OH surveillance.

(4) Provide technical assistance in clinical medical issues involving employee job placement, referral and/or removal, reassignment, or termination of military technicians and/or full-time support personnel not meeting medical qualification standards.

(5) Assist in the interpretation of clinical medical diagnoses and tests.

(6) RD Command Surgeon's Office have the responsibility to assist Command Safety Managers and assigned staff with health education and training activities.

(7) Provide MSC safety managers with data concerning work related musculoskeletal disorder as available.

b. The MSC safety managers will -

(1) Monitor, review, and provide information on OH hazards and the medical and safety requirements of the activities under their control.

(2) Ensure employees receive appropriate information regarding job related medical surveillance, occupational health hazards, and safety practices.

(3) Coordinate with installation or RD safety managers when an IH or medical surveillance issue may require action by an appropriately qualified individual.

c. RD safety managers will–

(1) Send IH requests to USARC IH Program Manager. If the facility resides on an Army installation, Joint Base, or other military area, it is the responsibility of the RD Safety Manager to leverage the existing support on that installation to mitigate the issue before elevating requests.

(2) Provide all pertinent information regarding the situation to the USARC IH Program Manager. Information includes location of facility, whether the facility affected is owned or leased by the USAR, actions already taken to mitigate the issue, and POCs at the facility.

d. Commanders/leaders/managers/supervisors shall –

(1) Notify the supporting safety office of any impending personnel changes.

(2) Inform the supporting safety office of any planned or proposed changes in work practices, operations, or procedures that may affect employee health.

(3) Enforce the use of required PPE.

(4) Ensure employee position descriptions and performance standards accurately reflect -

(a) The type and nature of the work performed.

(b) Any special physical/work environment requirements, including the ability to wear certain items of PPE; lift a given weight; or work under particularly arduous or hazardous conditions requiring a high degree of human reliability or stamina as defined by the OPM Federal Wage System and General Schedule position classification guides and operating manuals.

(5) Ensure employees are referred to, scheduled for, and receive the appropriate job-related medical surveillance.

(6) Route all requests for OEHP services through the Safety Office for review, approval, and service.

e. Employees shall immediately report to management -

(1) Any changes or modifications to protective work practices, processes, or procedures required by the introduction or use of new chemical products, materials, systems, or equipment.

(2) Changes in health status that may affect the safety of others or themselves.

7–3. Program management and administration

The MSC safety staff will administer the OEHP throughout their area of responsibility. Coordinate with local ISOs or RD Safety offices for required services. The MSCs full time safety staff will provide and/or coordinate required OH services including, but not limited to, services mentioned in the DA Pam 40–503, The Army Industrial Hygiene Program or any more appropriate medical guidance published in the future by the Defense Center for Public Health (DCPH) and the following:

a. The MSC safety staff must ensure IH surveys of their responsible areas of control are completed. Surveys will identify, assess, evaluate, and control employee exposure to chemical, physical, biological, and ergonomic hazards.

b. Medical surveillance of employees. Post placement, job transfer, periodic, post deployment, and termination physical examinations will be provided to personnel exposed, or potentially exposed, to OH hazards in the work environment. A pre-job-placement medical exam and annual surveillance exam will be completed on safety managers/specialist who fill an emergency essential position within the USAR.

c. The USAR Safety/Surgeon Office personnel will ensure that services for both IH and medical surveillance are available. Shop Supervisors of AMSA/ECS facilities will submit updates/changes thru

RD to USAR Surgeon OHP Manager for updates to the roster. A periodic Report to Employer will be provided to Supervisors and a copy furnished to RD Safety Managers and Command Surgeon by USAR Surgeon OHP Manager. This report will include pertinent information on number of completed exams to include the names of those employees with hearing threshold shifts and those requiring follow up exams. Update rosters on a quarterly basis for any changes to shop personnel status, new hires, departed personnel, and changes to shop requirements or exposures.

7–4. Ergonomics

The MSC safety managers and officers will assist commanders in implementing an ergonomics program IAW DA Pam 40–21. Additional information and tools concerning Ergonomics program are available at: https://ph.health.mil/topics/workplacehealth/ergo/Pages/default.aspx or https://safety.army.mil/ON-DUTY/Workplace/Ergonomics.aspx. The USAR Ergonomics Plan encompasses the following elements:

a. Program goals and objectives – to reduce workers' compensation claims and associated costs by preventing and controlling injuries and illnesses by eliminating or reducing worker exposure to work-related musculoskeletal disorders (WMSDs).

b. Program interface with existing programs – ergonomics interfaces with safety, OH, IH, and Federal Employee Compensation Act (FECA) claims management

c. Specific critical program elements:

(1) Worksite analysis – USAR does a combination of systematic active surveillance through the IH surveys performing administrative and industrial ergonomic assessments, and by systematic passive surveillance from reviewing injury and illness reports and FECA claims and evaluating the workplace to prevent future WMSDs.

(2) Hazard prevention and control – USAR follows the hierarchy of controls for preventing and controlling exposure to WMSD hazards.

(3) Health care management – if an employee has had surgery or has received medical advice from a licensed provider, evaluate the workplace and implement feasible recommendations. If recommendations are not feasible, this may require a reasonable accommodation for the employee.

(4) Education and training – IH and Certified SOH Specialists have received over 20 hours of ergonomics training and can provide the basic requirements of the ergonomics program.

(5) Ergonomics program evaluation – The main metric will be tracking the rate of FECA claims related to ergonomic and heavy lifting injuries. Track claims at the FECA working group.

7–5. Recordkeeping

The USAR Occupational Health Program Manager or the supporting military Medical Treatment Facility (MTF) will use approved automated and manual storage systems for occupational medical surveillance records within the USAR. The DOEHRS-IH is the DoD system of record for IH exposure documentation.

a. Management of employee exposure and OEHP program records will be consistent with the requirements of DoDI 6055.05 and DoDI 6055.12; AR 40-5, AR 25-400-2, and AR 40-66; OPM/GOVT 10, Employee Medical File System Records; OPM Medical Records Procedures, The Guide to Personnel Record keeping; 5 CFR Part 293 and 339; 19 CFR Part 10; and 29 CFR Parts 1904, 1910.95, and 1910.1019.

b. In general, employee medical and exposure records and records of IH workplace monitoring and surveys are preserved and maintained for at least the duration of employment plus 30 years.

7–6. Occupational medical examinations

a. Periodic Health Assessments (PHA) are screening tools to evaluate the individual medical readiness of service members and can be combined with other individual medical readiness needs. For the majority of the Troop Program Unit (TPU) soldiers this is completed through the Reserve Health Readiness Program (RHRP) contract. These services can be accessed through the RHRP contractor's service member portal. The AGR soldiers are seen be their supporting MTF and follow local MTF procedures. Personnel on flight status, are seen by their flight medicine clinics.

b. USARC has a medical service contract to provide the other required OMEs. OMEs are performed for two distinct purposes: medical qualification and medical surveillance. OMEs are provided based on the requirements of the duty position (medical qualification) for civilians (i.e. condition of employment), or objective evaluation of potential or actual hazards or exposures (medical surveillance) for civilians and soldiers. Supervisors of workplaces requiring medical surveillance will notify the OME medical service provider about new employees or changes in workplace conditions. The OME appointment consists of history questions, physical examination, biological monitoring (i.e.

testing body fluids, vaccines), and other laboratory tests (i.e. spirometry, audiograms, radiographs) as determined by the OEHP. The USAR medical services provider will offer the following categories of physical exams:

(1) Baseline, initial, or post deployment examinations – Document the employee's health status for future comparison, before the worker starts, but no later than 60 days of assignment.

(2) Periodic or situational examinations – Performed to monitor for any health impacts that hazardous exposures may have on an employee conducted at routine intervals, or in response to a specific incident where a possible overexposure to a hazardous substance is suspected.

(3) Termination of exposure or pre deployment examinations – Performed when exposure to occupational hazard has ceased, when worker is reassigned, or when worker leaves employment.

(4) Department of Transportation (DOT) / Commercial Driver License (CDL) exam (is valid for up to 24 months). Commercial Motor Vehicle Operators are required to hold a Federal or State DOT CDL. The licensed medical examiner must be on the Federal Motor Carrier Safety Administration (FMCSA) national registry.

7–7. Hearing conservation

a. General

Hearing loss is a gradual and permanent disability affecting individual performance and quality of life. Information has been accumulated through equipment testing, IH surveys, and audiometric evaluations establishing hearing loss as a major factor adversely affecting individual and unit readiness. Leaders at all levels must educate and motivate personnel to prevent permanent hearing loss caused by repeated overexposure to high intensity noise.

b. Responsibilities

(1) Commanders and Supervisors (all levels) will-

(a) Ensure hearing protection is available, issued, and worn in any area with a high noise hazard.

(b) Appoint, in writing, a unit Hearing Conservation Officer/NCO to manage any required hearing conservation program. The MEDPROS hearing readiness module tracks and monitors individual and unit-level hearing readiness.

(c) Publish a command emphasis letter explaining the importance of hearing conservation.

(2) The RD Surgeons and Safety Managers will -

(a) Provide oversight for the overall implementation of the Hearing Conservation Program.

(b) Immediately advise the commander of required corrective actions to ensure an effective program.

(c) Evaluate the hearing conservation program as part of the annual SASOHI at applicable command level.

(d) Monitor the hearing conservation program.

(e) Coordinate Extended Combat Training (ECT) of all personnel on the effects of noise and the proper use of hearing protection devices.

(3) Hearing Conservation Officer will -

(a) Ensure noise hazard assessments of each work area. Maintain a copy of the noise hazard assessment conducted for each facility.

(b) Embed hearing conservation program requirements in the unit SOP.

(c) Conduct annual hearing conservation training for all Soldiers/Personnel.

Chapter 8
General Workplace Safety and Occupational Health

8–1. Employee hazard reporting

a. Hazards are conditions that may result in loss or injury to personnel or equipment or mission degradation. Encourage personnel to report all hazards they encounter to initiate abatement or mitigation immediately. Personnel and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising their right to report hazards. Train personnel during new employee orientation on the hazard reporting process. Post hazard reporting procedures on safety bulletin boards.

b. Notify any of the following personnel as soon as the hazard is identified: Supervisor, USO, MSC Safety Office, USARC Safety Office, or through ASMIS 2.0, https://hazard.safety.army.mil or submit a DA Form 4755 to the local safety office.

c. Anonymous options are available. Personnel may select the option to enter the ASMIS hazard as anonymous. However, USARC encourages personnel to make the report by name to enable feedback to the person submitting the hazard report.

d. Confidential options are available by notifying the MSC or USARC safety offices. Safety personnel will not identify the person making hazard reports.

e. Provide feedback via a MFR to document communication to personnel within ten calendar days of submitting a hazard report. The MFR will include the initial hazard reported, investigation results, and any abatement actions required. Personnel will receive an explanation of required temporary control measures put in place until the hazard abatement is complete.

f. Hazards, identified through personnel reports, inspection and assessment findings, or other means, are tracked to closure through the ASMIS Hazard Management module.

Chapter 9
Hazard Communication Program

9–1. Introduction
The USAR Hazard Communication (HAZCOM) Program complies with DoDI 6050.05 and AR 385–10. MSCs will establish a HAZCOM program to protect personnel from potential exposure to hazardous chemicals under normal operating conditions or in foreseeable emergencies. HAZCOM programs will include written plans, hazard determination, chemical inventory, SDSs, labeling, and training. Assess the HAZCOM program annually during SASOHIs.

9–2. Contractors and multi-organization workplaces
Workplaces that use or store hazardous chemicals in such a way that may expose the employees of other organizations (for example, employees of a construction or janitorial services contractor working on-site) shall ensure the HAZCOM programs developed and implemented are pursuant to the requirements of 29 CFR Part 1910.1200(e)(2).

Chapter 10
Industrial and Base Operations Safety and Occupational Health

10–1. General
Industrial operations comprise activities that contribute to the research, development, test, evaluation, procurement, deployment, and logistical support of Army equipment and weapon systems. The principles of this chapter apply to industrial and base operations, construction, and civil works projects. SOH requirements codified in 29 CFR 1910 are applicable to Army industrial and base operations. 29 CFR 1910 requires the development and management of programs specifically addressing requirements and responsibilities for general industry. Refer to 29 CFR 1926 and United States Army Corp of Engineers (USACE) Engineering Manual (EM) 385–1–1 for construction SOH requirements.

10–2. Hierarchy of controls
Mitigate hazards using the hierarchy of controls method, with PPE as the last option for protecting personnel. Implement the following hierarchy of controls to reduce the risk of hazards:

a. Elimination – remove the hazard
b. Substitution – replace the hazard
c. Engineering Controls – isolate people from the hazard
d. Administrative Controls – change the way people work
e. Personal Protective Equipment – protect the worker with PPE

10–3. Training, licensing, and qualification
Supervisors will ensure each employee has sufficient documented training, licensure, and experience to qualify personnel prior to performing a particular job or activity. Only trained and qualified personnel are authorized to operate machinery, motor vehicles, watercraft, and material-handling equipment (MHE).

10–4. Personal protective equipment
Supervisors will use RM to identify the type of PPE required based on the materials and processes used. Personnel will use PPE according to 29 CFR 1910 Subpart I, Personal Protective Equipment, and the JHA, as required. PPE and training are provided at no cost to the employee.

a. Units are responsible to purchase PPE for personnel assigned to their organization. This includes prescription eye protection where required. Civilian personnel will provide for their own eye examination and prescription, but management will fund the purchase of prescription eye protection

meeting the American National Standards Institute (ANSI) Z87.1 standard. Prescriptions must be less than 2 years old.

b. Position Descriptions, TM, safe work instructions, risk assessments, and/or JHAs identify PPE requirements.

c. IH personnel and SOH professionals are available to assist with determining appropriate PPE.

d. Each unit will ensure proper PPE identification, selection, purchase, distribution, maintenance, and replacement according to established internal policies and procedures.

e. PPE will meet appropriate consensus standards such as ANSI, and the American Society for Testing and Materials.

10–5. Materials handling equipment

Employ MHE to eliminate musculoskeletal hazards associated with materials handling. Train operators according to all applicable standards for each specific MHE. Inspect all MHE prior to the start of operations to ensure that it meets the operation's requirements and certification is current.

10–6. Respiratory Protection Program

a. Comply with all requirements of AR 385–10, AR 11–34, and 29 CFR 1910.134.

b. Use respiratory protective equipment (RPE) only under the following circumstances:

(1) When engineering or work practice controls cannot adequately protect personnel from exposure.

(2) During the interim periods while engineering or work practice controls are in process.

(3) During emergencies (when preapproved in contingency plans or approved at the time of the emergency by the medical commander).

(4) When required by Federal regulation or operating license.

(5) Limited voluntary use as described in AR 11–34.

c. A program evaluation must include an annual written program review, a workplace evaluation, and consultations with respirator users to ensure the Respiratory Protection Program is effective and respiratory protection is adequate.

10–7. Control of hazardous energy (Lockout/Tagout)

Leaders and supervisors will develop and implement lockout/tagout procedures in their area of responsibility, as applicable, IAW 29 CFR 1910.147, 29 CFR 1910.269, 29 CFR 1910.333, AR 385–10, and applicable consensus standards.

10–8. Confined spaces

Leaders and supervisors will develop and implement a Confined Space program for their area of responsibility, as applicable, IAW 29 CFR 1910.146, AR 385–10, and applicable consensus standards.

10–9. Fall protection program

Leaders and supervisors will develop and implement a Fall Protection Program for their area of responsibility, as applicable, IAW 29 CFR 1910.21 through 29 CFR 1910.30, ANSI Z359.2, AR 385–10, and applicable consensus standards.

Chapter 11
Off-Duty, Non-Duty, Seasonal, Recreational, and Family Safety

11–1. Introduction

Apply RM to non-duty and off-duty activities is crucial to avoid injuries and fatalities that impact readiness. Integrate RM in all non-duty activities to reduce risk of accidental losses. Mishap prevention for non-duty and off-duty activities requires engaged leaders, proper supervision, instruction, training, and thorough planning.

11–2. Off-duty and non-duty

a. Conduct safety briefings prior to command sponsored sporting and recreational events, and prior to holidays. The DRAW is a tool that offers information on the hazards and controls. Reference the DRAW during safety briefings.

b. Commanders will conduct risk assessments for AT off-duty activities and provide a safety briefing to Soldiers participating in activities.

c. Leaders will conduct a safety briefing prior to releasing the unit from the monthly BA or AT.

11–3. Seasonal activity

Develop promotional campaigns to increase awareness of the specific hazards associated with the change of seasons and celebration of holidays. The campaigns will emphasize the application of RM in planning for family outings, parties, and celebrations, especially addressing the use of alcohol, motor vehicle operations and seasonal events.

11–4. Recreational activity

a. Disseminate educational material to address hazards and appropriate controls associated with recreational events. Examples include environmental hazards, such as lightning or flooding, and seasonal activities such as swimming, boating, water skiing, hunting, and snow skiing.

b. The USACRC website offers media for various recreational off-duty activities.

11–5. Child, Youth, and School Services Program and facilities

a. CYS director will conduct annual comprehensive safety inspections of all child and youth programs.

b. Monitor the safety of child, youth, and school (CYS) services facilities as a special hazard area and conduct required inspections.

c. CYS services facilities will meet the requirements of this regulation, AR 40–5, and CYS services safety-related standards.

d. The garrison safety officer will assist the CYS director in the development of daily safety monitoring checklists for CYS services facilities, playgrounds, FCC homes, sports fields, equipment, and toys.

11–6. Privately-owned weapons

Commanders should encourage Soldiers to read their owner's manual and seek training for their privately-owned weapons. Privately-owned weapons mishaps commonly occur in social settings where alcohol is present. Never handle weapons while or after consuming alcohol. Information and training materials for privately-owned weapons are available at USACRC website.

Chapter 12
Tactical Safety

Section I

12–1. General

Military training, operational missions and exercises are inherently hazardous. In this environment it is essential that commanders at all levels routinely use and enforce subordinate use of the RM process. Provide safety support for military training and tactical operations such as surveys, assessments of operations, mishap investigation consultation, advice, and assistance.

12–2. Responsibilities

a. Commanders will-

(1) Complete DRAW and follow RM principles.

(2) Develop crew rest/fighter management policies that support mission accomplishment and conserve training resources.

(3) Review safety standards in this regulation when planning and executing field operations.

(4) Ensure their Command Safety Managers/Officers participate during In-Progress Reviews (IPR) and planning meetings for major exercises and training operations.

(5) Ensure their Command Safety Managers/Officers participate as a member of the exercise-planning cell to identify hazards and course of actions to ensure effective application of RM techniques.

(6) Enforce established safety standards during field operations.

(7) Review reports of mishaps that occur during exercises and include lessons learned in the AAR.

(8) Develop a pre-mishap plan specific to the tactical situation or major exercise.

(9) Develop severe weather warning plans for training exercises.

(10) Develop a Tactical Vehicle Mishap Prevention Program which includes:

(a) Proper training program (refer to 12–3 Tactical Vehicle Mishap Prevention Program).

(b) Track the license initial validation, and renewal of all vehicle driver's licenses.

b. The unit operations officers will ensure safety standards in this regulation are included in operation plans submitted by subordinate units.

c. During all major tactical field exercises, a Senior Safety Manager/Officer must be appointed to the command and control (C2) element leading the exercise. The USAR Exercise Director will ensure that sufficient safety personnel are identified to support the exercise. Every unit that participates must ensure a full-time Safety Manager/Officer or a trained USO is appointed within the subordinate commands down to company level. Units attending these exercises will submit their safety personnel support structure to the Exercise Director.

12–3. Tactical vehicle mishap prevention program

Commanders will familiarize themselves with AR 600–55 and meet with the license instructor before signing off any driver's licenses to discuss the candidates, driving abilities, competencies, experience level and capabilities before moving a Soldier from the learner's permit to the driver's license.

a. Conduct Driver's training/experience in a no threat to low threat environment (road courses, training areas) with a minimum crew (Driver and license instructor).

b. Only appropriate head protection for the type of vehicle being used shall be worn. The approved ballistic helmet will be used in tactical vehicles, and Army Combat Headgear will be worn for Army Combat Vehicles.

c. Before starting a vehicle in an assembly area, the driver will walk completely around the vehicle to ensure that no one is in danger and the area is free of obstructions.

12–4. Army motor vehicles

a. Drivers of wheeled vehicles carrying HAZMAT will be qualified (with an annotated endorsement on their license) according to AR 600–55, DOT (49 CFR, Part 177).

b. Transportation of military personnel in a trailer is not authorized.

c. Soldiers will not be transported in the same vehicle with flammable/combustible materials or in the last vehicle in a convoy.

d. Wheeled vehicle tailgates must be locked in the up position. Restraining straps extending across rear cargo beds will be secured before vehicle movement.

e. Drivers of wheeled vehicles will not wear mission oriented protective posture (MOPP) masks or night vision devices (NVDs) on public roads and access roads that lead to and from training areas during training.

f. Drivers will operate vehicles at safe speeds based on road conditions, posted speed limits, and vehicle operator manual limits. Drivers will not exceed posted speed limits, vehicle speed limits, or 55 mph, whichever is lower.

12–5. Army combat vehicles

a. Permanent mounting of cloth or any device over the headlights of Army Combat Vehicles (ACVs) is prohibited. Temporary covers may be used if removed prior to driving on public roads or on military roads frequently accessed by privately owned vehicles.

b. Appropriate head protection will be worn at all times when track vehicles are in operation.

c. Personnel will not be transported on top or on the sides of tracked vehicles. Soldiers will sit in crewmember compartments, use available seatbelts, and wear appropriate helmet (ACH or Combat Vehicle Crewman (CVC) helmet).

12–6. Disabled vehicles

a. Move disabled vehicles as far as possible off the side of the roadway. Take special precautions (warning triangles, flares, traffic cones, etc.) to warn approaching drivers of potential danger when vision is limited due to environmental conditions or terrain.

b. Unless specifically authorized, military personnel do not have authority to direct civilian traffic on public highways.

c. Posted guards must wear reflective vests and warn drivers of traffic mishaps, oversized and disabled vehicles, or other hazards on the highways.

12–7. Convoy operations

a. Before convoy operations, Commanders will -

(1) Ensure a comprehensive plan includes a risk assessment with effective control measures for all expected hazards. Brief the risk assessment to all leaders and participants, so everyone understands the control measures.

(2) Ensure safety inspections prior to departure.

(3) Conduct a physical recon to identify hazards along the route.

(4) Prepare and distribute strip maps during the pre-mission briefing attended by vehicle crewmembers.

(5) Convoy operations will comply with respective State ARNG Defense Movement Coordinator policies.

(6) Ensure correct prime mover tractor trailer combinations before movement.

(7) Units must obtain State DOT highway permits for movement of oversize/overweight equipment prior to movement over approved routes in CONUS.

(8) Ensure the last vehicle in the convoy is a large non-troop-carrying vehicle to protect the convoy from the rear. If a wrecker is the last vehicle in the convoy plan for the next vehicle for this job as the wrecker will likely drop out to assist other vehicles.

(9) Conduct Pre Combat Checks and Pre Combat Inspections (PCCs and PCIs).

(10) Conduct communication checks.

(11) Inspect licenses.

b. During convoy operations, convoy commanders will -

(1) Ensure movement plans are in compliance with local traffic regulations, unless waived by competent authority.

(2) Ensure halt areas (preplanned and designated "Safe Areas") have been identified along the route.

(3) Identify each convoy and oversized or overweight vehicles by the movement numbers issued by the transportation movement officer or highway regulating team. Prominently display movement number on both sides of each vehicle, the front of the lead vehicle, and the rear of the last vehicle of each organized element of the column. Do not use trail vehicle to transport personnel.

(4) Ensure a sign (black letters on non-glare light colored background) with the words "Convoy Follows" in English and local language is displayed on lead vehicle.

(5) Ensure the last vehicle of each march unit displays a green flag and black letters on non-glare light colored background with the words “Convoy Ahead”. The size of the sign will depend on the size and shape of the rear of the vehicle. The sign will not obscure taillights, directional signals, or signs announcing HAZMAT.

(6) Determine which vehicles, in addition to the lead, middle, and trail vehicles, should turn on Rotating Amber Warning Lights (RAWLs) based on visibility, weather conditions, and convoy spacing.

c. Senior occupant of each vehicle will -

(1) Ensure drivers do not exceed driving times established by the unit commander or prescribed in the unit SOP.

(2) Not permit a driver who appears fatigued physically or mentally impaired to operate a vehicle.

(3) Ensure vehicle occupants wear available functional seatbelts and appropriate head protection while the vehicle is moving, and the load is secure.

(4) Ensure the authorized seating capacity of a vehicle is not exceeded. Refer to the TB 9–639 and appropriate operator’s manual.

(5) Assist drivers when backing vehicles or executing other difficult maneuvers when an assistant driver is not available.

(6) Post personnel and warning triangles to warn approaching traffic of stopped or disabled vehicles.

(7) Ensure vehicle wheel chock blocks are placed to the front and rear of the vehicle’s (or vehicle’s trailer) rear tires and that wheels are turned towards curbside when the vehicle is parked uphill or downhill.

d. Drivers operating vehicles carrying hazardous cargo (fuel or explosives) will be properly licensed and be properly briefed on safe vehicle operations (e.g.- convoy operations, proper "signage" for their vehicles, and designated/preplanned "Safe Havens" when applicable.

e. Convoy vehicle intervals.

(1) The space between vehicles in an open column march unit will be at least 100 meters or 6 second intervals on highways and 50 meters or 4 second intervals on secondary roads (excluding congested areas).

(2) March units will reduce speed and vehicle intervals when approaching congested areas and will proceed under closed column. The space between vehicles may be reduced to 25 meters or 2 second intervals, whichever is greater, for movement through congested areas.

(3) Convoy commanders may order the space between vehicles reduced to permit drivers to see the vehicles in front of them in bad weather or when road conditions are poor. Special precautions should be taken to reduce speed if vehicle intervals are decreased. Do not reduce the space between vehicles when it would prevent civilian vehicles from safely passing convoys.

(4) Convoy commanders may increase the vehicle intervals when road conditions are dusty or present limited visibility. Take special precautions to reduce speed during periods of limited visibility.

f. Reflective clothing. Guide personnel, road guards, wrecker operators, and other personnel will use reflective clothing when walking on or near public roads.

g. Convoy identification. A blue flag on the lead vehicle and a green flag on the rear vehicle will identify each column. Position flags so that they do not interfere with the driver's vision or functional components of the vehicle. When movement is at night, the lead vehicle shows a blue light and the rear vehicle a green light. The vehicle of the convoy commander and the march unit commanders must display a white and black diagonal flag on the left front bumper. Trail party vehicles carry an international orange safety flag. MP escort vehicles do not display convoy identification flags.

12–8. Petroleum, oil, and lubricants safety

a. The MSC commanders will implement a training program for personnel involved in refueling operations. All Petroleum, Oil and Lubricants (POL) operations are inherently hazardous, integrate RM into each operation and included as part of POL training.

b. Drivers will move their vehicles to refueling points, shut down the vehicles, and turn off radios.

c. Drivers and all passengers will get out of the vehicles when refueling.

d. Personnel will wear/use required PPE, ground and bond the vehicles when conducting fueling/refueling operations.

e. Inspect all POL field operations prior to initial use. Unit safety personnel and/or POL Supervisor will conduct inspections.

12–9. Rail loading operations

a. Before beginning rail loading or unloading operations, unit commanders will ensure a preoperational inspection using a railhead checklist. The unit movement officer will coordinate with the Transportation Office and representatives from the commercial rail industry to plan for conducting a rail operations class in coordination with representatives from the commercial rail industry. The training will cover rail safety operations, planning for blocking, bracing, packing, crating and tie down procedures.

b. Train commanders will ensure military units and organization personnel are briefed on regulatory requirements before each rail movement and on unsafe conditions at the railhead area. During supply movements, escorts may not ride in freight cars or vehicles loaded on railcars.

WARNING: Electrified rail systems with overhead power lines and feeder lines installed beside rail tracks carry 15,000 volts or more.

c. The Transportation Officer or their representative will coordinate with the responsible railway official and confirm that electric overhead power lines are de-energized and grounded in the railhead work area. Under no circumstances will operations start without de-energized status confirmation. Ensure that Soldiers are aware of posted warning signs and any overhead swinging chains/cranes/booms in the local work areas or affixed to railway equipment.

d. Personnel will wear/use required PPE: ACH or industrial hardhats, protective gloves, reflective vests, and flashlights during darkness.

e. Vehicle operators will remove antennas from vehicles before entering a rail loading site. Do not remount antennas until vehicles are in the staging area away from electric hazards.

f. Ground guides are mandatory when moving vehicles in staging areas. Ground guides will use hand and arm signals (with flashlights after dark). Ground guides will not run, or walk backwards, place themselves in a dangerous position between two vehicles, or place themselves in the vehicle path.

g. Secure vehicles by chock blocks, bracing, and locking the sides.

12–10. Explosives and ammunition safety

a. Refer to chapter 22 for the Explosives Safety Management Program.

b. The MSC commanders will:

(1) Review procedures within their organizations to ensure compliance with ammunition, explosive and range safety programs.

(2) Address specific guidance for weapons and ammunition handling procedures in their unit SOP.

(3) Review the four basic tenets of safe weapons handling:

(a) Weapons ALWAYS on SAFE.

(b) Muzzle Awareness.

(c) Finger off trigger until ready to fire.

(d) Treat every weapon as if it is a loaded weapon.

(4) Ensure all Soldiers are properly trained on how and when to clear a weapon.

c. Weapons and ammunition field safety

(1) Using units must keep A&E properly packed until immediately prior to use. Unpack only the quantity to be immediately fired. Save all packing material until exercise is complete for possible use in repack. These practices are critical to safety, security, and quality.

(2) Properly repack ammunition before transporting by motor vehicle, aircraft, or watercraft.

(3) Replace safety devices before repackaging (e.g.- shorting clips on 2.75–inch rockets, electrical shunts on Hoffman devices, and pads protecting primers on gun and mortar ammunition).

(4) Ammunition that has misfired or classified as unserviceable must be indelibly marked and segregated from serviceable ammunition. Mark the container of unserviceable ammunition with DD Form 1577–2, Unserviceable (Repairable) Tag - Materiel. The unit will submit an ammunition malfunction report.

(5) Address weapons clearing procedures in unit SOPs with step-by-step procedures for formation and individual weapons clearing. Brief Soldiers on clearing procedures prior to any field exercise, range qualification/ familiarization course, or live-fire exercise involving live or blank ammunition. Perform clearing procedures according to the weapons TM (refer to para 18–8).

(6) Commanders will ensure clearing barrels are located in all areas where weapons must be routinely cleared. Locations include, but are not limited to, issue and turn in points, dining facility entrances, command centers, etc.

(7) Assure vehicles transporting A&E are immediately placarded with Department of Transportation approved placards when loaded. Additionally, assure placards are immediately removed from vehicles when unloaded.

(8) The use of nonstandard/unapproved commercial-off-the-shelf (COTs) weapons, ammunition, or explosives is prohibited.

(9) Altering ammunition is prohibited.

(a) Under no circumstances is relinking (assembling loose rounds and links of small arms ammunition into belted configuration) authorized at the unit level. Relinking ammunition is a prohibited alteration of ammunition.

(b) Delinking requirements will be evaluated in the risk assessment and procedures and training requirements will be documented in the applicable standard operating procedures.

d. Weapons clearing and weapons clearing barrels.

(1) Refer to the specific weapon's TM for minimum standards and requirements for weapons clearing and clearing barrels.

(2) All USAR clearing barrels and weapons clearing operations will comply with Army requirements.

e. General weapons and ammunition safety precautions

(1) Use the RM process for all operations involving ammunition (applies to live or blank ammo) and explosives to identify and manage the risks associated with the operation.

(2) A&E operations require risk analysis prior to writing a new SOP or before the biannual review of an existing ammunition or explosives operation.

(3) Personnel conducting the risk analysis will be knowledgeable in:

(a) A&E safety.

(b) The specific task performed.

(c) The methods used to conduct a hazard analysis.

(4) Develop an SOP IAW Army regulations for all A&E and range operations.

(5) Only trained personnel who understand the hazards and risks involved in the operation will handle ammunition/explosives.

12–11. Fire prevention and protection

The following applies to field operations:

a. Responsibilities

(1) Leaders will conduct periodic fire inspections in bivouac and maintenance areas.

(2) Leaders and Safety personnel will work together to ensure units provide a pre deployment briefing, to include the fire prevention standards in this section.

b. Tents for billeting personnel and storing unit equipment will be set in rows to ensure maximum safety precautions from fires in the area. Commanders will address this issue in unit SOPs. Tents will be set up away from roads and trails. Do not cross tent ropes. Ensure there are at least two fire extinguishers in each tent.

c. POL storage areas will not be located within 50 meters of tents and store single cans of fuel at least 50 feet from the tent. When possible, POL storage areas will be located at a lower elevation than bivouac areas to prevent fuel leaks from drawing towards the tents.

d. Refer to the applicable TM for operating instructions for powered heaters. Self-vented fuel fired heaters (no exhaust pipe to the outside) are prohibited in tents.

e. Safety considerations and layout for field mess operations are in ATP 4–41. Commanders will brief mess personnel on safety guidance in ATP 4–41. Safety guidance includes proper operating procedures for modern burner units, storing flammable liquids, and controlling ignition sources. Soldiers will change clothes before igniting burners if they spilled fuel on their clothing while refueling.

f. Modern Burner Units. Only properly trained and licensed mess personnel, IAW AR 600–55, will operate modern burner units.

g. Soldiers operating immersion heaters will be licensed IAW AR 600–55, to operate an immersion heater. Check TM–10–4500–200–13 for preheating and lighting instructions.

h. Fire prevention standards.

(1) Post signs that read "No smoking within 50 feet," in red letters on a white background, at POL and ammunition storage areas.

(2) FM 10–67–1 contains POL storage and handling procedures. Bond and ground POL vehicles at field locations. Fire extinguishers will be located outside of POL points (storage locations).

(3) Privately owned heating and cooking devices are prohibited in tents and vehicles.

(4) Smoking is prohibited within 50 feet of vehicles carrying explosives or flammable fuels.

(5) Fuel cans must have serviceable gaskets.

(6) Do not use gasoline as a cleaning solvent or a fire starter.

i. Ammunition simulators and similar devices (for example, pyrotechnics) will not be thrown at or near people or into vehicles, structures, or tents.

j. Training:

(1) There is no established required course for Fire Marshals. Personnel appointed to this position should receive fire prevention training. Coordinate training with the local Fire Department or, if possible, a local ISO.

(2) The MSC Safety Managers and USOs will coordinate with commanders to complete required fire prevention training.

12–12. Aviation safety procedures for ground personnel

a. Personnel will comply with the following when involved in operations in and around aircraft. Units conducting operations with helicopters or involved in support of aviation operations will be properly briefed by a member of the aviation unit when possible, or an aviation liaison. As a minimum, the briefing should address the following precautions:

(1) Only "tape" antennas will be installed on tactical radios when Soldiers are close to Army aircraft. Using "whip" antennas around aircraft is prohibited.

(2) Personnel will approach and leave helicopters at a crouch from the front, at 45 to 90-degree angles, in view of the crew. Personnel will not approach or leave on the uphill side of operating helicopters. Personnel will ensure they have visual contact with a member of the aircrew and are cleared to approach the aircraft prior to boarding.

(3) Tie down vehicle radio antennas when near aircraft.

(4) Personnel will not chamber rounds in weapons when in aircraft or carry explosives or pyrotechnics in rucksacks. If the tactical situation requires otherwise, commanders must ensure a risk assessment and the aircrew is aware of what is being carried on board.

(5) Use hearing protection around aircraft operations.

(6) Personnel will not smoke in or within 50 feet of an Army aircraft.

(7) Secure headgear before approaching the aircraft.

b. Personnel transported in aircraft (helicopters or fixed wing) will occupy authorized seats and wear seatbelts. Commanders requesting a waiver to fly with seats out must submit a request to USARC G-3 Aviation operations, US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010. Attach a risk assessment and justification to the waiver request.

12–13. Laser safety

a. Refer to AR 385–10, Joint Publication 3–09, and 21 CFR 1040.10 for military lasers, procedures, responsibilities, and guidance.

b. Commanders with laser equipment will appoint, in writing, a Laser Range Safety Officer (LRSO). This individual must be knowledgeable in the use, principles, hazards, and protective

equipment (laser eyewear) associated with laser operations. The LRSO should coordinate laser issues with the local installation range safety officer.

c. Units that use or potentially exposed to laser operations in training or tactical operations must address laser safety and operations in their unit SOPs.

Note: All deploying units potentially exposed to lasers used in force protection measures and must include laser safety requirements in their SOPs.

12–14. Tactical water safety

a. Prior to amphibious crossing, stream crossing, and rafting/bridging operations, leaders will review FM 3–34.2, appropriate tactical and technical manuals. Commanders of units conducting water operations will develop and implement SOPs and training. The SOP will contain safety rules addressing all high-risk areas. Use the RM process to assess hazards and reduce risk. In addition to the risk of drowning, assure the RM process assesses other likely hazards such as: carbon monoxide poisoning, hypothermia, equipment damage, electrical shock, etc. Develop emergency plans for water operations to ensure personnel know what to do should a mishap occur.

b. Commanders will ensure that all personnel are briefed and understand emergency evacuation procedures and proper weight distribution when moving through or over water, and in and out of vehicles.

c. As a minimum, leaders assessing risk will consider the following controls to reduce risk during tactical water operations:

(1) Use of qualified lifeguards, divers, medical, and rescue personnel with associated equipment.

(2) Plan and conduct accurate, detailed reconnaissance of the near and far bank of the site.

(3) Plan and conduct detailed rehearsals for all personnel participating in field level tactical operations and practice emergency reaction procedures.

(4) Properly mark entrance and exit lanes and crossing points for operations.

(5) Need for emergency lighting and pre crossing checks for all personnel and equipment.

(6) Ensure qualified crossing personnel and guides are completely knowledgeable on emergency reaction procedures.

(7) Identify Soldiers who are non-swimmers and weak swimmers to ensure appropriate control measures are implemented and supervised.

(8) Identify and provide safety equipment that eliminates or mitigates identified safety hazards and meets US Coast Guard standards. As a minimum, personnel will wear approved personal flotation devices when working near, on or in the water.

12–15. Tactical Exercise training safety

a. When supporting Combat Training Center (CTC) rotations, safety specialists, USOs will comply with the safety requirements outlined in FORSCOM Reg 350–50–1 Training at the National Training Center (NTC) or FORSCOM Regulation 350–50–2, Training at the Joint Readiness Training Center (JRTC).

b. The Rotational Training Unit (RTU) and Training Platform Partners (TPP) Commanders will ensure all Safety Specialists participate in the Combat Support Training Exercise/Warfighter Exercises (CSTX/WAREX), attend exercise planning events, exercise execution, and support the exercise safety cell.

c. The Safety specialist is a non-participant reporting to the Exercise Safety Cell. Civilian safety specialists will not bed down in the field with their units overnight. Safety specialists are authorized a rental vehicle and full per diem during the rotation/exercise.

d. Safety specialists will wear uniforms or clothing as directed by their chain of command. Helmets and tactical vests will be worn while riding in tactical vehicles or operating in LFX areas designated by the EXCON or other exercise regulatory provisions.

Section II

Force Mobilization

12–16. General

Operational deployment areas of consideration (Pre-mobilization)

Commanders will develop a pre-mobilization plan IAW applicable mobilization plans. Components of the Pre-mobilization plan and safety considerations are:

a. Pre-deployment training resourcing plan (DMETL, Individual, CTE, MTT etc.)

b. Personnel resourcing plan

c. Equipment resourcing plan
d. Movement plan

Actions that take place prior to deployment are crucial to a successful deployment. Safe deployment operations demand the commitment of commanders, leaders, and Soldiers at every level to ensure tasks are executed to standard throughout operations.

12–17. Communication

Establishing communications with the supported organization early in the mobilization process is paramount. Develop and brief a pre-mishap plan to personnel at all levels. The pre-mishap plan includes:

a. Mishap notification requirements for peacetime and combat
b. Training of USOs
c. Deployment of civilian Safety Managers (0018)

12–18. Training

Ensure deploying personnel complete required pre-deployment safety training IAW Geographical Combatant Command (GCC) guidance and Theatre Specific Individual Readiness Training (TSIRT) requirements. Unit Safety Managers or USOs receive appropriate training to support operational/training mission(s) IAW GCC guidance.

12–19. Demobilization/Reintegration

With continued deployments and redeployments of Soldiers, all leaders will mitigate risks by ensuring that every Soldier knows his or her role and remains focused on the inherent dangers. Leaders are responsible to reduce the likelihood of at-risk behavior during post deployment, reintegration, and reconstitution. A primary consideration should be to reset each individual's risk acceptance threshold. U se the following to expedite the refamiliarization and reconstitution process:

a. Schedule briefings. Returning personnel may not have driven on congested U.S. highways or been involved in social drinking situations for several weeks or months. Therefore, briefings will include seatbelt use; safe driving factors such as speed limits, rest stops, and focus of attention; alcohol consumption and driving, swimming, boating, and operating other recreational vehicles; alcohol use and domestic violence; Army substance abuse policy; and Privately Owned Vehicle (POV) safety.

b. Review the last risk reduction quarterly statistics received prior to deployment for indications of at-risk behaviors and the interventions needed to reduce the likelihood of reoccurrence. Plan to incorporate those interventions during reconstitution.

c. Develop and use an individual risk assessment, which should begin during redeployment and continue through reconstitution.

d. Soldiers returning from deployments must be reintroduced into their nondeployment roles as Soldiers, spouses, mothers, fathers, and citizens so that they readjust to the new stressors and different demands. Develop strategies and procedures to—

(1) Complete DD Form 2796 (Post Deployment Health Assessment (PDHA)).

(2) Assess, treat, and document adverse or potentially adverse exposures or negative health-related behaviors during mobilization and demobilization.

(3) Provide health threat briefings to educate spouses on health-related symptoms and myths, to include information on identifying potential signs and symptoms of distress and treatment options.

e. Upon return, the process continues during a set number of days offering classes, additional medical screening, and information to Soldiers and their Families prior to the Soldier taking leave. This helps smooth the reunion process for Soldiers and their Families by recognizing and establishing realistic expectations about the reunion. They will learn to spot symptoms of stress and learn about sources of assistance and the importance of communication.

f. Provide briefing and education on changes in relationships, single Soldier parent issues, and child behaviors.

g. Provide training in suicide awareness and prevention, individual and family communication, and a medical threat brief.

h. While not specifically addressed, include private motor vehicle, motorcycle safety and privately owned weapons safety in the training.

Chapter 13
Transportation Safety

13–1. Motor vehicle mishap prevention program
Commanders will develop and maintain a motor vehicle safety program to reduce risk of motor vehicle-related mishap losses. The program will include policy and procedures outlined in AR 385–10. This chapter establishes requirements for the USAR Transportation and Cargo Operations Safety. It applies to operation of all Army Motor Vehicles (AMV); special use and support vehicles and equipment, such as engineer, towing, and recovery equipment.

13–2. Program specific policy
a. Soldiers and federal employees shall not engage in text messaging when driving.

b. Army leaders will ensure only Soldiers, Army Civilians, or personnel who are properly trained and qualified operate any military transportation vehicle. This includes training and qualifications on the specific type of equipment and cargo transported.

c. Transportation of personnel in the cargo area of vehicles is a “High Risk” task. Commanders must take action to mitigate this risk. However, due to the factors (probability and severity), the residual risk on the DRAW will not be reduced lower than “High Risk”. The Risk Acceptance Authority, based on RM guidance in chapter 6, is in the Brigade Commander or first O-6 in the chain of command.

13–3. Training and licensing
a. All training will be conducted and documented IAW AR 385–10, AR 600–55 and USAR Regulation 600–3, The Army Driver and Operator Standardization Program.

b. Commercial Driver’s License (CDL) are required for certain DA Civilians based upon their position description. Personnel requiring a CDL will receive additional training based on the types of vehicles operated. As specified in AR 600–55, personnel requiring CDL will meet federal medical/physical standards as outlined in 49 CFR, Parts 391.41 through 391.49.

c. Tailor tactical vehicle drivers training to teach specific driving skills needed for vehicle operation in a field environment. Examples include towing and backing equipment; black-out driving; vehicle recovery; operation over rough terrain and four-wheel drive; ground guide procedures, techniques, and signals; and NVDs. Record training for NVDs in the individual’s driver’s training records.

13–4. Tactical vehicle safety
Refer to paragraph 12–3.

13–5. Occupant protection
a. All military/civilian personnel on or off the installation will wear occupant protective devices (seatbelts, gunner restraint harnesses).

b. Individuals will not ride in seats where manufacturer-installed occupant restraints were removed, or airbags rendered inoperative.

c. Occupants will wear head protection (combat vehicle crew, approved ballistic helmet, or flight helmet as appropriate) when operating or riding as a passenger in Army tactical vehicles. Soft caps and knit caps are not head protection.

13–6. Safe movement of personnel and equipment
a. General movement of personnel. To the greatest extent possible, transport personnel in passenger vehicles, such as sedans, SUVs, or buses. Occupants will remain seated when the vehicle is in motion. Leaders will ensure the following safety precautions are in place before transporting troops in vehicles:

(1) Operators will follow passenger carrying capacities for tactical and administrative vehicles IAW the appropriate vehicle TM.

(2) When transporting large numbers of Soldiers use only approved vehicles.

(3) Passenger occupancy in vehicles with passenger compartments will not exceed available seat belt positions.

(4) Commanders responsible for conducting tactical operations involving AMVs and equipment will apply all established safety standards including use of seat belts, speed limits, passenger transportation standards, and vehicle maintenance.

b. Vehicle safety equipment:

(1) Vehicle restraint systems and any other vehicle safety equipment will not be removed, modified, or disabled.

(2) Slow moving equipment (e.g., front-end loaders, road graders, crawler-type engineer equipment) traveling 25 MPH or less, will display the Triangular Symbol to alert trailing vehicles as required by 29 CFR Part 1910.145. Contractor equipment in this category will also use the Triangular Symbol.

(3) Vehicles carrying a load which extends beyond the sides or more than four feet beyond the front or rear will have the extremities of the load marked with red flags, not less than 12" square in daytime, and with red lights at night. Loads greater than one-third the length of the vehicle cargo bed, supervisors will check with state or local traffic authorities to determine special permit requirements.

(4) Drivers of tactical vehicles will keep lights on at all times when on public roadways.

(5) All AMVs capable of carrying ten or more personnel or having a gross vehicle weight rating of more than 8,000 pounds, will be equipped with a highway warning kit, IAW TC 21-305 series, when operating on public roadways.

(6) Emergency vehicles will be equipped with stationary, rotating, or flashing lights and sirens.

(7) Rotating or flashing amber lights will be used for cranes (wreckers), oversize or overweight/oversize vehicles, snow-removal equipment, or other road maintenance vehicles, and for the first, middle, and last vehicle in a convoy.

(8) All military vehicles will be equipped with and use chock blocks when parked on inclines and whenever maintenance is being performed.

(9) The use of headphones or earphones are prohibited while operating an AMV on or off military property. This prohibition does not negate the requirement for wearing hearing protection of CVC helmets in vehicles or conditions requiring their use.

(10) Drivers will not eat, drink, or chew tobacco while the vehicle is in motion.

(11) Smoking, vaping, or using e-cigarettes, is prohibited in all military vehicles.

(12) Antennas for all vehicles will be tied down to a height considered safe for highway or cross-country travel to avoid contact with power lines. Exterior radio antennas must be tied down to a height of not more than 13 feet and at least 8 feet from the ground. The end of antennas will be blunted with an antenna tip assembly as prescribed in the appropriate TM for the type of vehicle or type of antenna.

c. Use of protective headgear in Army Combat Vehicle and AMVs.

(1) All personnel will wear Army Combat Helmet (ACH) when operating or riding as a passenger in Army combat, tactical, or engineer vehicles.

(2) Crewmembers operating ACVs and Engineer Equipment will wear appropriate protective communications equipped helmet or protective headgear for the type of vehicle/equipment they are operating. Passengers in ACVs or Engineer equipment will wear the ACH or protective communications equipped helmet as appropriate.

(3) Commanders will use the RM process guidance in ATP 5–19 and chapter 6 of this regulation when assessing the level of risk for a particular environment and/or mission.

(4) Local commanders will note that prescribing protective headgear for civilians (employees, contractors, and official visitors) is subject to applicable labor-management agreements and contractor-employer agreements.

13–7. Ground guides

a. Operators must use a dismounted ground guide when moving tactical and non-tactical vehicles in congested areas (motor pools, parking areas, assembly areas, and so forth), bivouac and sleeping areas, or when traversing hazardous terrain. Guides will use flashlights/chem lights to direct vehicles during periods of limited visibility. Front and rear ground guides are required when backing in congested areas.

b. Commanders, supervisors, and senior leaders will ensure ground guides are trained IAW TC 3–21.60, TC 21–305–20/AFMAN 24–306(I), and TC 21–306.

c. Ground guides will not stand between vehicles and other objects where an inadvertent engine surge or momentary loss of vehicle control could cause injury or death. The vehicle driver will stop the vehicle immediately if -

(1) Visual contact with ground guide is lost.

(2) The ground guide is standing dangerously between the vehicle and another object.

(3) The ground guide walks backwards or is standing in the vehicle tracks.

d. Wheeled vehicle drivers will follow procedures for determining clearance when ground guides are not available. In emergencies, when a ground guide is not available (i.e., the civilian domain), wheeled vehicle drivers will-

(1) Dismount and walk completely around the vehicle to verify clearance.
(2) Select a ground reference point visible from the cab of the vehicle.
(3) Mount the vehicle and ensure the ground reference point is visible from the cab of the vehicle.
(4) Sound the horn and back to the pre-selected ground reference point.
(5) Repeat the process as necessary.

13–8. Fighter management

a. Drivers will not be assigned to operate vehicles more than 10 continuous hours (including rest and meal breaks). The combined duty period for drivers will not exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest.

b. Conduct rest and meal halts IAW ATP 4–11 (Army Motor Transport Operations).

c. Commanders may request extensions of the duty period beyond the 12 hours in a 24-hour period prescribed in a. above. Brigade Commander or first O-6 in the chain of command is the approving authority.

d. Unit commanders will ensure their SOPs address policy and procedures concerning crew rest / fighter management, vehicle operator and vehicle commander assignment, driver training schedules, and driver readiness standards IAW FORSCOM supplement 1 to AR 600–55.

13–9. Engineer / special purpose vehicles / 15 passenger vans

a. Use prime movers to the maximum extent possible when moving engineer and special purpose vehicles and equipment from one point to another.

b. When operating equipment on public roads or highways use lead and trail escort vehicles.

c. Powered industrial trucks/forklifts will be equipped with restraint devices and rollover protection conforming to applicable Society of Automotive Engineers Standards unless a waiver is obtained from HQDA.

d. Operation of 15 passenger vans.

(1) Risk assessment required for the mission.
(2) Evaluate all drivers experience and assure all passengers wear seatbelts.
(3) Ensure drivers understand the driving characteristics, loaded/unloaded/speed/road conditions which affect the handling capabilities of the van.
(4) Emphasize the location of blind spots and the need for ground guides in areas of limited space and visibility.
(5) Secure equipment/cargo so it cannot injure passengers in the event of a sudden stop.
(6) When operating will not exceed posted speed limits.

Chapter 14
Safe Cargo Operations

14–1. Safe movement of cargo

a. Transportation and cargo operations. Commanders will ensure cargo specialists, and support personnel civilian or military comply and are trained and licensed in all aspects of the transportation and cargo operations of hazardous and non-hazardous materials using all transportation modes. As appropriate, personnel will meet compliance with-

(1) Federal Motor Carrier Safety Regulations
(2) Material compatibility rules
(3) Packaging procedures
(4) Loading and unloading procedures
(5) Package markings and labeling
(6) Routing and parking restrictions
(7) Appropriate PPE
(8) Commercial driver’s license endorsements
(9) Security and attendance requirements for HAZMAT

b. HAZMAT pose risk to health and safety or property. Civilian or military personnel that handle and transport HAZMAT, whether interstate or intrastate, must comply with the HAZMAT handling procedures and regulations. Safety in cargo transport operations shall follow the guidelines depicted in AR 385–10 for the safe movement of all hazardous and dangerous materials.

(1) Ammunition and explosives

(2) Biological agents
(3) Radiological materials
(4) Rail, port, and escort operations
(5) Medical and other sensitive equipment
(6) Weapons

14–2. Rail, port, and escort operations
Commanders and other leaders who are planning or conducting the operations outlined in this paragraph will use RM to help them assess hazards and risks. Refer to AR 385–10 for more information.

Chapter 15
Maritime

15–1. Reporting and notification of Army watercraft and marine mishaps
a. Report all Army watercraft mishaps IAW AR 385–10, AR 56–9, DA Pam 385–40, and chapter 3 of this regulation.
b. Immediate notification of the chain of command is essential. Army watercraft and marine mishaps generate high-level command interest, particularly in high visibility situations.
c. The commander who first becomes aware of any Class A-C mishap or significant event, that results in known or suspected damage to USAR watercraft or impediment to navigation, will immediately notify, through the USARC Safety Office, the Transportation Branch Marine Safety Office, ATTN: ATZF–CSS, Joint Base Langley-Eustis, VA 23604–5113, DSN 312-826-1327, (757) 878-1327/6782/5685, within 24 hours as directed in AR 385–10.

15–2. Safety surveys
a. Perform a Marine Safety Survey on each USAR vessel by the Marine Safety Specialist (MSS), Transportation Branch Safety Office (TBSO), US Army, Joint Base Langley-Eustis, VA IAW AR 56–9. The MSS, upon completion of a safety survey, will provide an in-brief and out briefing to the appropriate chain of command. Additionally, the MSS will provide the evaluated organizations a hard copy of the checklist with the results and comments pertaining to the vessels evaluated. The TBSO MSS will also provide the USARC Safety Office with a copy of the results. The Safety Office will provide the MSC commanders responsible for the vessels with the results and a memorandum requiring a reply to the DCG identifying actions taken or planned to correct any discrepancies annotated on the safety survey.
b. Each MSC that has Army Watercraft assigned will participate in the safety survey conducted by the TBSO MSS.
c. Each organization that has Army Watercraft assigned will perform an internal safety survey annually using the checklist produced by the TBSO MSS. Provide the results to the appropriate levels designated by the organization's chain of command for assistance in resolving any issues. This methodology will ensure that vessels are mission ready.
d. Do not conduct surveys on watercraft in overhaul, underway, in storage or within the first three months after placed in service.
e. Conduct all required inspections IAW TM 4–15.21, Army Watercraft Safety, properly documented and recorded.

Chapter 16
Radiation Safety (Ionizing and Nonionizing)

16–1. General
Units and facilities will comply with directives and guidance provided in AR 385–10 and DA Pam 385–10. In an operational setting Joint Publication (JP) 3–11 applies. This regulation defines "radiation," as all sources of radiation, ionizing and nonionizing.

16–2. Ionizing radiation responsibilities
a. The MSC commanders will -
(1) Maintain overall responsibility for ensuring that the use, disposal, transportation, and inventory control of ionizing and nonionizing radiation sources is in full compliance with NRC licenses, federal laws, ARs and applicable technical publications.

(2) Designate, in writing, a qualified Radiation Safety Officer (RSO) and Alternate Radiation Safety Officer (ARSO) IAW AR 385–10 radiation safety officer requirements. The training and experience of the RSO will be commensurate with the type, size, and complexity of the radiation safety program and Army radioactive commodities for which they are responsible IAW AR 385–10. The RSO will have direct access to the commander for radiation safety purposes as necessary.

(3) Ensure RSO representation at the SOHAC.

(4) Direct the implementation of a dosimetry program for applicable USAR units.

(5) Conduct an annual radioactive material commodity survey and inventory audit to verify that the Radiation Protection Program is in full compliance with requirements. Complete annual inventory NLT 1 October each year and forwarded through the G-4 Channels to the MSC G-4.

(6) Establish written policies and procedures to ensure compliance with applicable federal, DoD, and Army radiation safety regulations and directives. These documents will include emergency action plans (as necessary) and procedures for investigating and reporting radiation mishaps, incidents, and overexposures.

(7) Notify the USAR Safety Office when preparing to ship an NRC licensed commodity.

b. The USARC Safety Director will-

(1) Appoint a Radiation Safety Staff Officer (RSSO) to manage the USAR Radiation Safety Program.

(2) Track and monitor any radiation related mishaps/incidents within the USAR.

(3) Coordinate any radiation SOH issues with OCAR for action at the SOHAC.

c. The USAR RSSO will -

(1) Be the USAR radiation safety POC with U.S. Army Tank-automotive and Armaments Command (TACOM) Life Cycle Management Command (LCMC), Army Materiel Command (AMC), DCPH, MSC Safety Managers and RSOs for radiation safety.

(2) Manage the USAR radiation program to include monitoring and processing any requests for waivers from Army standards and procedures, Army Radiation Authorizations (ARA) or Army Radiation Permits (ARP) IAW AR 385–10.

(3) Coordinate with TACOM and DCPH reference annual and radiation surveys and monitor results.

(4) Complete training requirements for level 3 RSO IAW AR 385–10.

d. The MSC Safety Managers and RSO will -

(1) Monitor the Radiation Safety Program and serve as principal point of contact with the USARC RSSO on all issues reference radiation.

(2) Assist their RSO in coordinating actions with appropriate subordinate unit RSO.

(3) Submit issues and concerns to the local Radiation Control Committee.

(4) Ensure to include the Radiation Protection Program in SOH surveys.

(5) Ensure completion of the annual radioactive materials commodity survey and inventory list to include storage location of radiation commodities in the facility. Provide a copy of the survey results to the RD Safety Office to memorialize history documentation.

(6) Submit the annual inventory completion date to the USARC Safety Director NLT 01 November of each year via email. Information will include a memorandum for record and a summary of isotopes under an NRC license or ARA and their locations.

e. Radiation Safety Officer-

(1) Level 2 RSOs are required at units or sites that have a need for a basic radiation safety understanding and specialized radiation safety training to include medical radiation safety, density moisture testers, tactical radiation calibrators, or Radiation Generating Device (RGDs) that have specific radiation safety requirements, including depots and arsenals where industrial x-rays are used.

(2) Level 1 RSOs are required at units or facilities that are responsible for AMC commodities or NRC General License (GL) items.

(3) Training requirements for level 1 and 2 will be IAW AR 385–10.

f. Level 1- or 2-unit RSOs will-

(1) Receive instruction on the types of radioactive commodities, RGDs, lasers, non-laser High Intensity Optical Sources (HIOS), and Electromagnetic Field (EMF) sources.

(2) Provide user-level training in the radiation SOH aspects of radioactive commodity use, RGDs, laser safety, and EMF safety or ensures users receive required training.

(3) Develop and maintain a unit SOP for storage, inventory, tracking, and leak testing of radioactive commodities, materials, or sources, and response to radioactive source incidents. Develop and maintain an SOP for safe operation, storage, inventory, tracking, mishap reporting, and disposal requirements for class 3B, class 4, military-exempt lasers, HIOS, and EMF sources that

could potentially exceed the Zone 0 (unrestricted environment) exposure reference levels (ERL) as needed.

(4) Document and provide to the installation or RD and MSC the history of past commodity uses, contamination events, and commodity inventories for the areas and facilities under their control.

(5) Oversee the inventory of radioactive commodities, RGDs, class 3B, class 4, military-exempt lasers, HIOS, and EMF sources that could exceed Zone 1 (restricted environment) ERLs and establishes controlled areas as required.

(6) Validate annually or as required by NRC license conditions, or other regulatory requirements, physical inventories of Radioactive Materials (RAM), class 3B, class 4, and military-exempt lasers and forward the inventories upon request to their commander, applicable ARA manager, applicable NRC licensee, and the installation RSO.

(7) Ensure the serialization officer enters applicable transactions into the DoD Radiation Source Tracking System database IAW AR 710–3. While deployed, tracking per AR 710–3 is not required.

(8) Store and secure RAM, the location properly posted and away from flammables and explosives, ventilated, and easily decontaminated. While deployed, the RSO stores and secures RAM consistent with mission, enemy, terrain, troops, time, and civil considerations.

(9) Conduct surveys of storage areas as required by the appropriate NRC license, ARA conditions, or other regulatory requirements.

(10) Perform (or have performed by direct support units) periodic leak tests, as required.

(11) Establish and maintain a personnel dosimetry program per this regulation when required.

(12) Conduct transportation surveys and ensure a qualified Class 7 radioactive shipping official certifies radioactive commodity shipments.

(13) Provide shipping information, to include appropriate exposure rate and contamination levels, to the transportation officer or HAZMAT officer prior to shipment.

(14) Investigate and report mishaps involving lost, stolen, broken, or damaged radioactive commodities, materials, and sources or malfunctioned safety devices of radioactive commodities and improperly shipped RAM.

(15) Coordinate with medical authorities to follow-up on possible personnel exposure to RAM or RGD.

(16) Secure and store damaged radioactive commodities, materials, and sources properly.

(17) Report mishaps to the commander, installation RSO, RSSO, and the affected NRC license RSO.

(18) Report lost, stolen, or damaged radioactive commodities, materials, and sources IAW this regulation and use the radiation mishap report format in AR 385–10 as required.

(19) Initiate requests for disposal of damaged device(s) through the installation RSO, RSSO, and NRC license RSO with the support of the AMC, Joint Munitions Command (JMC).

(20) Maintain Army radiation program records per AR 385–10.

(21) Maintain “ACTIVE” (health and safety calibrated) radiation detection, indication, and computation instruments required to perform mandated surveys.

(22) Ensure proper turn-in through item manager, demilitarize IAW item manager instruction, secure RAM and item storage area, and report improperly shipped RAM

(23) Establish a radiation waste disposal program that complies with legally applicable Federal, State, and local requirements, both substantive and procedural, for managing radioactive waste, including generation, collection, storage, and disposal IAW AR 200–1.

16–3. Nonionizing radiation

a. Introduction

Organizations will develop management and quality control (QC) processes to identify, mitigate, and control nonionizing radiation hazards associated with USAR activities and equipment in the following order: by engineering design, administrative controls, or protective equipment.

b. Nonionizing radiation-producing devices will comply with applicable Army, DoD, and federal regulations and requirements.

c. Organizations will not adopt a practice, conduct an operation or training involving exposure of personnel to nonionizing radiation in excess of the applicable exposure standards.

d. Ensure that proponents of operations and training include radiation safety requirements about placement, operation, training, and maintenance of systems that emit nonionizing radiation.

e. Hazards of Electromagnetic Radiation to Personnel (HERP), Hazards of Electromagnetic Radiation to Ordnance (HERO), and Hazards of Electromagnetic Radiation to Fuels (HERF) comprise the EMF portion of the Nonionizing Radiation Safety and Occupational Health Program (NRSOHP). Mitigate HERP, HERO, and HERF prior to conducting all military training, operations, and activities.

16–4. Nonionizing radiation responsibilities

a. Commanders who employ personnel that operate class 3B, class 4, or military-exempt lasers; HIOS; or EMF sources that could exceed unrestricted environment Maximum Permissible Exposures (MPEs) will establish and maintain a safety program for the control of these hazards. Refer to TB 43–0133 and associated TMs for guidance in determining if an EMF source is required to be a part of an NRSOHP. Contact USARC Safety Directorate if EMF systems are not in TB 43–0133.

b. Laser safety as part of the Army NRSOHP will comply with DoDI 6055.15. The ANSI Z136 series can serve as guidance in the development of the laser safety portion of an NRSOHP. TB MED 524 provides further guidance on managing lasers within the NRSOHP.

c. The NRSOHP will include requirements for the following:

(1) Designation of a primary NRSO by the commander, in writing

(2) Commander will provide training to the NRSO responsible for laser, HIOS, and EMF safety.

(3) Establish written policies and procedures to ensure compliance with federal, DoD, and Army laser, EMF, and HIOS safety regulations.

(4) Ensure adequate control measures are implemented for the appropriate laser, HIOS, or EMF emitter hazards such that under any reasonably possible conditions of operation no one will be exposed to nonionizing radiation levels that exceed the applicable MPE (does not apply to patients undergoing laser medical procedures).

(5) Laser and HIOS PPE will be IAW ANSI Z87 and Z136 series, to include labeling in ANSI Z136.1.

(6) Inspection of PPE before each use and periodically test to ensure it maintains protective effectiveness.

(7) Procedures for the management of suspected or known exposures of personnel to nonionizing radiation above applicable MPEs, reporting procedures of alleged mishaps for nonionizing radiation incident investigation, and preparation of action plans for the prevention of future mishaps following a known or suspected incident. Mishap reporting procedures are in AR 385–10.

d. The NRSO

(1) Will provide advice and assistance on matters pertaining to nonionizing radiation safety and perform nonionizing radiation safety functions that federal, DoD, and Army regulations require.

(2) Provide training of personnel in the safe use of lasers, HIOS, and EMF emitters and where applicable the assessment and control of their hazards.

(3) Identify, evaluate, and specify control measures that reduce the potential for exposure to personnel above the appropriate MPE and ensure implementation.

(4) Recommend alternate control measures when the primary controls are not practical.

(5) When reasonably achievable, select engineering controls over procedural controls for controlling personnel exposure to nonionizing radiation above the MPE.

(6) Recommend PPE for personnel with potential exposure to nonionizing radiation above the respective MPE when engineering and administrative controls do not adequately control the hazards. Recommend adequate barriers, and screens for the control of nonionizing radiation hazard.

(7) The NRSO has the authority to suspend, limit, or terminate the operation of a nonionizing radiation emitting system that is lacking adequate hazard controls.

(8) The NRSO is responsible for ensuring safety analyses of EMF emitting systems that may potentially interfere with medical devices.

(9) Know the potential hazards, including non-beam hazards of nonionizing radiation sources that emit above the MPE within their program.

(10) Maintain a current inventory of class 3B and class 4 lasers, military-exempt lasers, HIOS, and EMF sources that can exceed the MPE within their program and update it annually. Forward results to the RSO.

(11) Periodically inspect potentially hazardous nonionizing radiation systems to ensure compliance with applicable regulations.

(12) Ensure warning signs are posted in areas that Nonionizing equipment is used.

(13) Ensure nonionizing radiation emitting equipment are properly labelled and the labels are permanently attached to the system housing.

(14) Review range training plans and deliberate risk assessments prior to use of nonionizing radiation sources that exceed the MPE.

e. Any NRSOHP that includes class 3B or class 4 lasers will appoint an individual as the Laser Safety Officer (LSO). The LSO can also be the NRSO.

(1) The LSO will establish, maintain, and disseminate written policies and procedures that ensure the safe use of lasers within the nonionizing Radiation Safety Program (RSP).

(2) Provide advice to personnel within the program on the interpretation of these policies and procedures.

(3) Ensure compliance with federal, DoD, Army, and local regulations and nonionizing radiation program policies and procedures for the control of nonionizing radiation hazards. Investigate breaches of these regulations, policies, and procedures.

(4) Maintain copies of Service-level and local nonionizing radiation safety regulations and POCs, local SOPs and program procedures, and documentation of annual reviews of local nonionizing radiation program per DoDI 6055.01.

(5) Know the Army nonionizing radiation mishap reporting process and execute that process, when needed, for their program.

(6) Notify the NRSO when a system on the current inventory is modified, its operating conditions change, it is transferred, or it is being turned in for disposal or a new system is purchased or acquired.

(7) Report known or suspected overexposures to nonionizing radiation. Refer to AR 385–10 for details.

(8) Take part in any investigations that involve potential nonionizing radiation overexposures.

(9) Review range training plans and deliberate risk assessments for laser safety to include air-to-ground and ground-to-ground operations.

(10) Training for the NRSO and LSO designation will be IAW AR 385–10 prior to assumption of their safety program responsibilities.

(11) Complete annual refresher training IAW AR 385–10.

16–5. Deviations

a. Forward requests for deviations from Army radiation standards and procedures through chain of command to the USARC Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St., Fort Bragg, NC 28310-5010.

b. The USARC CG is the approval authority for ARA approvals, renewals, and amendments. The USARC CG may subdelegate deviation authority to major subordinate command commanders, but no lower than the first O-8 in the chain of command.

c. Deviation packets contents will be in IAW AR 385–10 instructions.

16–6. Mishap investigation

a. The commander and safety officers must ensure that local SOPs and pre-mishap plans address procedures for reporting radiation mishaps IAW 385–10 and chapter 3 of this regulation. Commanders and safety officers will ensure that exposure to ionizing radiation is as low as reasonably achievable (ALARA).

b. There are two types of radiation mishaps:

(1) Report ionizing radiation mishaps per guidance in NRC licenses, 10 CFR, AR 40–5, and AR 385–10. Submit a mishap report to the NRC license holder in addition to the normal chain of command.

(2) Report nonionizing radiation mishaps to the chain of command IAW AR 385–10.

Chapter 17
Motorcycle Safety Program

17–1. General

a. The first GO in the chain of command is the decision authority for the appropriate level of execution to best fit the organization’s need and design. The intent of the Motorcycle Safety Program (MSP) is to create a safe and responsible motorcycle riding environment to support the commander’s mishap prevention program and augment the Army Progressive Motorcycle Program.

b. The MSP and its requirements apply to all Army Reserve Soldiers who own or operate a motorcycle, regardless of rank or duty status.

17–2. Resources

RD Safety Offices will allocate funding for the cost of the training requirements of the program consistent with training seat projections reported to RDs by the MSCs Motorcycle Safety Program Coordinators (MSPCs). RDs funding is for the cost of training only. Units remain responsible for Soldier’s pay regardless of duty status.
during training attendance. Soldier must be in a pay status while attending Army or
Army Reserve sponsored motorcycle training.

17–3. Responsibilities

a. Commanders will

(1) Implement an MSP.

(2) Designate the appropriate level of execution (DIV, BDE, BN, CO)

(3) Select and appoint, in writing, MSPCs.

(4) Report the status of their MSP quarterly.

b. Motorcycle Safety Program Coordinator. MSPCs are critical to the success of the program and commanders must make a careful choice. MSPCs serve as the operational link between the commander and the riders. When appointing MSPCs at multiple execution levels within a command, the senior level MSPC will coordinate the activities and provide guidance to subordinate MSPCs.

(1) MSPC Selection Guidelines. Command SOH professionals (GS-0018) will not serve as MSPCs. Licensed motorcycle riders are preferred to serve as MSPCs, but if there are no licensed riders available or if the licensed riders are unacceptable, commanders will select the best fit individual(s) from the available Soldiers in their command. Make MSPC selection based on riding experience, motorcycle knowledge, and maturity, not rank or age. Selected individuals must be committed to reducing motorcycle mishaps, have good communications skills, and understand the Army Progressive Motorcycle Program IAW AR 385–10.

(2) MSPC Responsibilities.

(a) Manage the MSP for the commander.

(b) Publish SOP for their command's MSP.

(c) Set up, consolidate, and update their commander's quarterly reports.

(d) Provide projected training seat requirements to the proper RD responsible for the geographical location of the subordinate units to ensure training funds are allocated.

(e) Provide or make available inspectable items to the command's SOH professional (GS-0018).

(f) Enforce and validate MSP data entry into the system of record.

(g) Organize training and inspections.

(h) Enforce motorcycle rider training per the Army Progressive Motorcycle Program.

(i) Enforce motorcycle inspections (T-CLOCS).

(j) Encourage riders to self-declare as riders and enroll in the MSP.

(k) Improve or sustain safety practices.

(l) Mitigate risk and promote discipline among riders.

(m) Train, coach, and counsel riders to create safe riding culture.

(n) Provide guidance and support to new riders.

(o) Help prospective riders make a motorcycle choice.

(p) Provide guidance on approved PPE.

17–4. Motorcycle safety program coordinator program management

MSPCs will develop a management tool that best fits their command structure. The MSPC will record and track motorcycle training, inspections, PPE inspections, and credentials. The management of the program will incorporate the following:

a. Unit name and unit identification code (UIC).

b. Motorcycle safety program coordinators names and appointment memo.

c. Motorcycle riders' names.

d. Rider's training status (IAW AR 385–10)

e. Equipment inspection status.

(1) Motorcycle inspection (T-CLOCS).

(2) PPE inspection.

f. Rider credentials status.

(1) Valid State driver license with motorcycle endorsement.

(2) Motorcycle insurance information.

(3) Valid motorcycle registration.

17–5. Reporting requirements

MSC Commanders will report each quarter to USARC.

Safety the status of their MSP. These periodic reports help to allocate and budget funding in support of the program and measure its success. Commander's quarterly

report must include:

a. RD and MSC with authority over the rider.

b. The number of riders.

c. The number of trained riders.

d. The number of riders needing training, listed by type of required training.

17–6. Inspectable items for this program include:

a. Program SOP.
b. Signed commanders' appointment memo appointing MSPCs.
c. Commander’s quarterly report.
d. Motorcycle rider counseling packets.

Chapter 18
Aviation Safety Program

18–1. General

Aviation mishap prevention is an integral part of the USAR Safety Program and applies to all operations and personnel participating in aviation activities involving operating/maintaining USAR aircraft.

18–2. Responsibilities

a. Aviation commanders will -

(1) Comply with requirements of AR 95–1, AR 385–10, DA Pam 385–10, this regulation, and other applicable directives.

(2) Establish and resource a primary duty position for a school trained ASO for each unit, down to company/detachment level. Units that do not have Table of Organization and Equipment (TOE)/TDA authorized ASO positions will use the expertise of the next higher authorized ASO in the chain of command. Commanders with limited aviation assets, may assign ASO responsibilities to an ASO–qualified operations staff aviation/action officer. For additional guidance refer to AR 385–10.

(3) Ensure that an Aviation Accident Prevention Survey (AAPS) is completed annually.

(4) Develop a detailed pre-mishap plan that specifies duties, responsibilities and immediate actions for personnel involved in mishap notification procedures, search and rescue, mishap investigation and equipment. Ensure coordination with the airfield when a unit is a tenant organization and that a copy of the plan is given to airfield operations.

(5) Develop a unit SOP for all aviation operations. Commanders and supervisors will use guidance in DA Pam 385–10, which addresses minimum subjects that must be in the SOP.

(6) Develop, administer, review, rehearse, and document the pre-mishap plan with the technical assistance of the unit ASO.

(7) Ensure that ASO assigned duties are related to the safety component of protecting the force.

(8) Ensure ASO programs have adequate resource support (i.e.- include automation support and aviation specific safety awards funding).

(9) Implement safety related programs that ensure safe operations and maintenance of Army aircraft. Implement Army safety programs within aviation units as it pertains to their mission and airframe, refer to DA Pam 385–10 for those recommended programs. Ensure those responsible for the designated safety related programs are answerable back through the chain of command.

b. Aviation Safety Officers/NCOs will -

(1) Advise and assist the aviation commander and staff in the development of safety policies, goals, objectives, and priorities.

(2) Be the commander’s representative for all aviation safety issues.

(3) Manage aviation safety program and monitor safety related programs as outlined in AR 385–10 and DA Pam 385–10.

(4) Additional duty aviation safety personnel will complete the distance learning USACRC Risk Management Basic Course, LSC, and the USOC within 90 days of appointment. Additional-duty ASOs must attend the USACRC Aviation Safety Officer Course. Additional duty Aviation Safety NCOs must attend the USACRC GSOC.

18–3. Aviation Accident Prevention Surveys

The FORSCOM Aviation Resource Management Survey (ARMS) Checklist may be used to fulfill the annual survey.

18–4. Fighter management

a. Commanders and supervisors will ensure a fighter management program is in effect (AR 95–1), including the mandatory provisions of this subparagraph. The commander’s fighter management

policy will apply to all Soldiers in the aviation command (not just aircrews) and all USAR personnel that support the aviation mission either directly or indirectly.

b. Duty days for computation of fighter management for USAR aviation personnel will commence when the individual departs their domicile or quarters for their civilian or military workplace and will terminate when they arrive back at their domicile or quarters.

18–5. Tactical operations

Conduct tactical operations IAW the Aviation Branch Operations SOP and Unit Tactical SOP, applicable regulations, and other publications. Give special considerations to crew selection for tactical operations.

a. Survey tactical training areas, flight routes and landing areas for suitability and accuracy of plotted hazards IAW AR 385–10. Annotate areas not currently surveyed on the unit/facility hazards map and bar them from use (typically with a Local Notice to Airmen (NOTAM) pending surveillance).

b. The first mission into a training area not currently surveyed shall be a daylight mission with the specific intent to perform a hazard(s) survey. No other training or aerial operations should be performed in the training area until the re-current survey is completed. Brief the survey as a prelude to other mission aspects during the same single flight. Mission briefings will include recent changes to the hazards plotted on the hazards map. Debriefings will include posting newly identified hazards to the hazards map.

18–6. Helicopter gunnery range safety

Helicopter gunnery range safety will be IAW TC 3–04.3; AR 385–63; AR 385–10 and the applicable range SOP(s). A Range Safety Officer, Range Safety NCO, and Laser Safety Officer/NCO (as applicable) will be present during gunnery operations.

18–7. Fratricide prevention

Fratricide prevention will be IAW TC 3–04.3.

18–8. Laser/radiation safety

a. Personnel operating on gunnery ranges (aerial, helicopter, small arms, and general munitions) during which lasers will be employed will be provided with and will wear laser glasses or other laser specific optical protection as required by, and IAW, DA Pam 40–506, TB MED 524, and TC 3–04.3.

b. The ASO/Aviation Safety NCO (ASNCO) will, when required, ensure ordering of laser safety glasses through the unit/facility S-4 and enrollment of aviation personnel in a dosimetry/monitoring program through the Radiation Safety Officer when applicable.

c. The Flight Surgeon will monitor the unit/facility dosimetry/monitoring program.

d. Unit SOPs will include provisions for checking FAA Notice to Airman (NOTAMS) for civilian laser activity and establish laser area avoidance parameters.

e. Submit a Laser Mishap Report for any laser incident occurring during operations.

18–9. Explosives and pyrotechnics

a. Aircrews will ensure that wing stores, canopy jettison, and fire bottle activation devices are in the correct position during preflight and start up/run up checks. Breakout knives are required in aircraft with inoperable canopy jettison devices. Verify, clear, and safe Helicopter weapon systems IAW the appropriate operator’s manual, and unit/facility SOP checklists.

b. Intentional activation of wing stores, canopy jettison, or fire bottle activation devices is an emergency procedure, and requires the coordination of all crewmembers on board. The crewmember activating such devices will ensure all crewmembers are clearly and plainly notified of such intention prior to activation. Jettison devices will not be activated until the area surrounding the aircraft is cleared. Arming, firing and de-arming / safeing of attack helicopter weapon systems will be briefed and performed IAW the appropriate operator’s manual, aircrew training manual, TC 3–04.3, and unit/facility SOP checklists.

c. Transport A&E onboard USAR aircraft IAW AR 95–27, AR 95–1, TC 3–04.3, and the unit/facility SOP. Commanders and aviation personnel should also consult 49 CFR (Transportation), subchapter C (Hazardous Materials Regulations).

d. The aircrew will ensure all wing stores, canopy jettison, and fire bottle activation devices are in the correct off/safe/de-armed position during the shutdown and postflight sequences. Maintenance teams will likewise ensure these systems are off/safe/de- armed prior to undertaking required maintenance or operational procedures.

e. Store A&E at approved locations (Department of Defense Explosives Safety Board – DDESB – approved site plan locations). ASOs with PCES1 and PCES2 credentials will oversee explosives storage locations IAW local storage license and DDESB approved site plan.

18–10. Flight Hazard Avoidance Program
A hazard is any condition with the potential to cause death, injury, or illness of personnel; damage to or loss of equipment; or mission degradation. A hazard may also be a situation, system or event that can result in degradation of capabilities or mission failure. Hazards exist in all environments, combat operations, stability operations, base support operations, training, and garrison activities. Utilize the methods for proper identification: Personal observation, Personal interviews and interaction, Formalized information gathering, Formal hazard reporting and Statistical historical incident and mishap data.

a. Operations Officer

(1) The operations officer should be an experienced aviator (civilian or military) in one or more of the aircraft normally flown by the unit and appointed by the commander. The operations officer is responsible for ensuring local hazard maps are current and posted with all hazards to flight. Printed maps are required for display even though digital systems may depict hazard area information. The hazard map will, at a minimum, depict the local flying area with routes and approved tactical landings sites. A separate binder will provide detailed documentation for each hazard identified (detail narrative, pictures, GPS coordinates, etc.)

(2) Is responsible for the flight avoidance chapter of the unit SOP.

(3) At a minimum survey all routes and landing sites annually.

(4) Contact airfield managers of frequently used airfields within the local area.

b. Safety Officer

(1) Monitor the program for the commander.

(2) Assist and participate in the annual survey of routes and landing areas. Ensure the “Hazards Binder” has been properly updated and include date and commanders' signature.

(3) Process and follow up on all submitted OHRs. Post a copy of the submitted OHR to the Hazards binder until resolved.

c. OHRs will be submitted to the ASO or operations office at the unit or installation where the hazard was observed, the home airfield or next airfield at which the reporting individual lands. The ASO will thoroughly investigate the report and submit recommendations to the commander. When corrective action cannot be taken at unit level, the report will be forwarded through channels to the command level at which appropriate corrective action can be taken. The potential hazard with a copy of the OHR will be added to the “Hazards” binder and map until resolved.

d. The Operations Officer will brief forecasted migratory bird activity prior to each mission. For avoidance techniques refer to the Aeronautical Information Manual (AIM).

18–11. Passenger and troop-carrying operations
The pilot in command (PC) will ensure all passengers and crewmembers are briefed. Unit SOPs will address procedures in detail concerning troop briefings, seat belt requirements, transportation of VIPs (if applicable), wearing of life support equipment, head protection, hearing protection, etc. Fixed wing passengers and crewmembers will wear their sleeves and collars as briefed by the PC. All military personnel will wear identification tags (dog tags). Seats out waivers must be approved by the first GO in the passenger’s chain of command and ARAC Commander.

18–12. Aircraft static display
Aircraft static displays are considered aerial demonstrations. Static displays not on a military installation will be conducted IAW AR 95–1. Units must use the RM process during the planning and execution of aircraft static display missions and document the process on a DRAW.

Chapter 19
Life-Cycle System Safety

19–1. Introduction
This chapter prescribes policies, responsibilities, and management functions to ensure hazards in USAR systems and facilities are identified and the risks associated with these hazards are properly managed throughout the system’s or facility’s lifecycle. It applies to all USAR materiel systems, facilities, and equipment, including non-developmental and commercial off-the-shelf items, rapid equipping, and rapid fielding initiatives, and applies during all phases of the lifecycle of systems,

facilities, and equipment. These concepts apply to all levels of procurement and acquisition programs down to and including the user level. Refer to AR 385–10 and DA Pam 385–16 for further guidance.

19–2. Precepts of life-cycle system safety

a. Apply system safety early and tailored according to MIL–STD–882E for all USARC systems and equipment, regardless of the acquisition process utilized throughout their lifecycles.

b. Do not field USAR systems and equipment with uncontrolled residual hazards. Do not use USAR facilities with uncontrolled residual hazards without executing the RM process.

c. Emphasize eliminating hazards through system design. Use training, administrative procedures, and labels only as a last option. Refer to order of precedence in MIL–STD–882E.

19–3. Program level responsibilities

USARC PEOs/PMs will maximize operational readiness and mission effectiveness through mishap prevention as specified in AR 385–10 and DA Pam 385–16.

Chapter 20
Laboratory Biological Safety (Infectious Agents and Toxins)

20–1. General

The requirements of AR 385–10, DA Pam 385–69, DoDM 6055.18 and Centers for Disease Control and Prevention National Institutes of Health Biosafety in Microbiological and Biomedical Laboratories (CDC/NIH BMBL) apply to USAR activities involving the use, handling, transportation, transfer, storage, and disposal of Infectious Agents and Toxins (IAT) rated at Bio Safety Level–2 and above used in microbiological activities in fixed or mobile clinical laboratories, biomedical and biological research settings, microbiology teaching laboratories, and veterinary reference laboratories.

Chapter 21
Chemical Agent and Non-Traditional Agent Safety Management

21–1. General

Refer to DA-Pam 385–61 for technical SOH requirements for operations involving chemical agents and associated weapons systems. DA Pam 385–61 is a guide for contingency or tactical military operations and is not mandatory.

Chapter 22
Explosives Safety Management Program

22–1. Purpose

a. This chapter establishes and implements the ESMP policy for the USARC. This policy complies with the requirements set forth in DoDD 6055.09E, DoDI 6055.16, DESR 6055.09, Edition 1, AR 385–10, DA Pam 385–30, DA Pam 385–64, and DA Pam 385–65.

b. This ESMP identifies the roles and responsibilities of all USAR organizations with an A&E mission within the USAR including installations, DA civilians, and contractors. It provides the policy and framework for addressing the sixteen elements required by the Army and DoD.

c. AR 385–10 states that commanders with ammunition or explosives related mission will develop an ESMP. An explosives mission may be as large as an ammunition depot, plant, or arsenal or as small as a security guard force. No matter what the size of the explosives mission, an ESMP is required. According to AR 600–20, Senior Commanders (SC) are appointed as installation commanders and as such are responsible for the installation ESMP and its management.

d. The SC may be the RD Commander, or the Garrison Commander. The installation ESMP is the SC's policy outlining the responsibilities of all organizations, including installation and tenant activities, with A&E mission.

22–2. Program specific policy

a. USAR facilities and operations involving A&E must comply with the requirements of all applicable Federal, DoD and Army Regulations, and this Plan. The following minimum requirements shall govern explosives facilities and A&E operations within the USAR:

(1) Perform all conventional and chemical A&E Commander duties required by AR 385–10 and DA Pam 385–64.

(2) Establish and implement an ESMP.

(3) Ensure personnel receive explosives safety training as required by Army policy and standards, and contracts include appropriate explosives safety training requirements.

(4) Conduct periodic reviews, inspections, and audits to ensure compliance with the ESMP and implement risk mitigation measures.

(5) Unless prohibited by law or regulation, delegate authority to others to conduct duties as deemed appropriate.

b. It is the US Army Reserve Command CG's policy to follow the cardinal rule of explosives safety: limit the exposure to a minimum number of personnel, for a minimum amount of time, to a minimum amount of A&E consistent with safe and efficient operations.

22–3. Applicability

The provisions of this ESMP are applicable to all USAR units, activities, and tenants having operations and activities involving the handling, storage, shipping, receiving and/or disposal of A&E.

Note: Throughout this chapter, A&E will mean not only conventional ammunition but also nonstandard A&E, commercial A&E, chemical agent A&E, ordnance, and explosives clean-up operations when and where appropriate.

22–4. Roles and responsibilities

a. USAR Organizations/Activity Commanders with an A&E mission will:

(1) Comply with this ESMP.

(2) Establish a SOP in compliance with AR 385–10 and DA Pam 385–64.

b. The USARC Safety Director will:

(1) Appoint a Safety Specialist to manage the Explosives Safety Program.

(2) Coordinate and process USAR requests for issues that must be forwarded to the United States Army Technical Center for Explosives Safety (USATCES) or DDESB.

(3) Review USAR installation explosive safety site submissions and deviations annually.

(4) Coordinate with MSC safety managers to ensure onsite monitoring of ammunition uploads and other activities involving transportation and storage of ammunition during major FTX and mobilization.

c. The USARC Explosives Safety Representative will:

(1) Serve as the POC for all ESMP-related actions and is the POC for the USARC Safety Office.

(2) Identify requirements, assist with the preparation, coordination, and review/approve explosives licenses, A&E safety site plans, safety submissions, SOPs, and A&E safety deviations for the organization.

(3) Ensure all USAR Potential Explosion Sites (PESs) and Exposed Sites (ESs) are covered by a DoD and Army approved A&E Explosive Safety Site Plan (ESSP) and are properly depicted on the Installation Master Plan.

(4) Ensure plans and construction designs for explosives, chemical agent, or ordnance clean-up, manufacture, testing, storage, surveillance, maintenance, response actions, demilitarization, and disposal facilities are properly reviewed for compliance with safety standards, by appropriately experienced personnel.

(5) Ensure a safety inspection is conducted and documented at least semi-annually for all areas where A&E-related activities (for example, production, handling, use, maintenance, munitions response, demilitarization, and disposal) routinely occur. Maintain a list of all such areas and records of inspections. Static storage will be inspected annually.

(6) Ensure special analysis and management controls are in place for any nonstandard A&E.

(7) Monitor A&E uploads and other A&E activities that involve the transportation, storage, and operations of A&E to ensure explosives safety requirements are met.

(8) Serve as the POC for and coordinate ESMP requirements with commanders; and provide concurrence on tenant unit or component command SOPs.

(9) Review the USAR Installation Master Plan for planned facilities construction on or near an A&E storage location both prior to and after construction to ensure compliance with explosives safety standards.

(10) Review policies, SOPs, and directives for compliance with explosives safety requirements. Provides copies of SOPs to the USARC Safety Office.

(11) Review risk assessments, DARADs, and secretarial certifications for completeness and accuracy prior to forwarding for approval and yearly thereafter.

(12) Review explosives safety licenses annually.

(13) Maintain a list of approved A&E safety deviations and brief incoming Commanders of their existence and plans for correction.

(14) Actively participate in the Master Planning process and annually review the Master Plan to ensure current and future operations Explosives Safety Quantity Distance (ESQD) arcs are appropriately drawn.

d. RD Commanders will:

(1) Develop policy and procedures assuring safe handling, transport and storage of A&E and the use of ranges by USAR units in their area.

(2) Ensure RD safety managers conduct periodic inspections on USAR ammunition operations and storage areas.

(3) Identify Local Training Areas (LTA) with collocated range facilities ensuring ranges are inspected by RD safety managers annually.

(4) Review and approve USAR unit requests from their supported MSCs, for licensed A&E storage in arms rooms.

(5) Ensure licensed storage of A&E in arms rooms is justified by mission requirements, (i.e. prevent licensing arms and ammunition for convenience).

e. The RD Safety Managers will:

(1) Periodically (annually) inspect USAR A&E operations and storage areas for compliance with license and safety regulations.

(2) LTAs with collocated ranges for compliance with safety and training standards for continued safe use by USAR units.

(3) Coordinate and review for RD commanders' approval, USAR requests to license storage of A&E in unit arms rooms.

(4) Inspect licensed storage areas in unit arms rooms and compute the license annually. Ensure a copy of the license is provided to the unit’s Command Safety Office.

f. The MSC Commanders will:

(1) Review procedures within their organizations to ensure compliance with ammunition, explosive and range safety programs.

(2) Address specific guidance for weapons and ammunition handling procedures in their unit SOP.

g. The MSC Safety Managers will:

(1) Be the principal POC for all A&E safety actions.

(2) Coordinate with local ISO to ensure monitoring of field and training exercises involving A&E for their organizations.

(3) Coordinate and process request for waivers and exemptions within their commands. When applicable, forward requests to higher headquarters.

h. USAR Managers/Supervisors in units with an A&E mission will:

(1) Ensure personnel receive and document explosives safety training as required by DoD, Army policy and standards.

(2) Ensure A&E contracts include appropriate explosives safety training requirements.

(3) Take every effort to remove excess, unwanted, unneeded, or unknown A&E inventory from storage. Each organization will have a surveillance program IAW Supply Bulletin (SB) 742–1 and AR 702–6 to ensure safety of A&E in storage.

(4) Participate in the USAR Explosives Safety Council (ESC).

(5) Participate in the USAR Explosive Safety Working Group.

(6) Coordinate with the USAR ISOs in the preparation of A&E safety site plans. Obtain higher HQ or component command concurrence of A&E safety site plans (if required) prior to submitting to the ISO for review and concurrence.

(7) Maintain the proper fire and chemical hazard symbols of A&E present within A&E facilities and notify installation Fire Department and Safety Office when those hazards change, unless specifically authorized not to do so due to, for example, security concerns.

(8) Ensure periodic inspection and testing is conducted on Lightning Protection Systems (LPS) on all A&E facilities IAW DA Pam 385–64.

(9) Conduct periodic inspections and/or audits of A&E activities to ensure compliance with the activity SOP and DA Pam 385–64, including compliance with the HERO requirements.

(10) Ensure SOPs are properly staffed and approved prior to starting operations, and that no deviations are allowed without proper review and final approval.

(11) Prepare an Explosives License for every separate A&E operating and storage location within USARC.

(12) Prepare DARADs for approval at the appropriate level IAW DA Pam 385–30 in the event of non-compliance with DoD and Army explosives safety policy.

(13) Participate as required in A&E inspections and evaluations.

(14) Ensure A&E mishaps are properly reported, investigated, and analyzed.

(15) Ensure all operations are performed IAW approved ESSP, licenses, and DARADs.

(16) Ensure facilities approved for A&E storage and operations are used for their approved purposes.

(17) Ensure that a DRAW or equivalent is completed prior to hazardous operations IAW ATP 5–19.

(18) Ensure that all operating personnel working with A&E are trained and certified, and familiar with ATP 4–35.1, Techniques for Munitions Handlers.

(19) Ensure all required tools and equipment are on hand and in serviceable condition for ammunition operations.

(20) Provide appropriate PPE, ensure personnel are trained in its proper use, and personnel are using PPE where required.

(21) Manage and staff their organization with an Explosives Safety Representative.

i. Employees who are involved in A&E activities will:

(1) Use the PPE and protective devices provided.

(2) Develop safe working habits by following safe practice rules and regulations in order to protect themselves and fellow workers from injury.

(3) Read, sign, and adhere to all applicable SOPs prior to working with A&E.

(4) Properly secure all A&E loads when transporting munitions.

(5) Stop any operation that will cause or is likely to cause death or serious injury or property damage. Immediately notify a supervisor or safety specialist for further guidance. Do not proceed with any A&E operation that cannot be performed safely.

(6) Notify supervisor of all safety deficiencies.

(7) Not engage in any operations involving A&E unless certified.

j. CORs will:

(1) Monitor, control, and manage contractor operations involving A&E to ensure their explosives safety posture meets, or is compatible with, the Army and mission requirements of the organization.

(2) Coordinate with the Safety office to perform periodic evaluations IAW DA PAM 385–64.

(3) If contractors are involved in a safety related incident or work-related illnesses, ensure prompt reporting to the appropriate authority or chain of command. Report all incidents and work-related illnesses immediately to the supervisor. Immediately after management/supervisory personnel notifications, notify the Safety Office and the Contracting Officer.

22–5. Contracting

a. All USAR contracts involving A&E will include Defense Federal Acquisition Regulation Supplement (DFARS), clause 223.370. DFARS, clause 223.370 requires the use of DoD contract safety manual and safety oversight. Do not remove this clause without authorization from the appropriate command level. The lead contracting agency will review appropriate A&E contracts for other explosives safety requirements.

b. In addition to the DFARS clause, all USAR A&E contracts will require compliance with A&E safety requirements, mishap reporting provisions and develop a SOP as required by DESR 6055.09, AR 385–10, DA Pam 385–64 and DoDM 4145.26, whichever is most stringent. Use of DoDM 4145.26 in lieu of Army Safety documents/regulations will require approval by the AMC CG.

c. For operations monitored by Defense Contract Management Agency (DCMA), the DCMA safety representative will coordinate any A&E safety issues with the Army Sustainment Command (ASC) Safety Office.

22–6. Master planning

a. Real Property Master Planning (RPMP) is a continual, collaborative, and integrated process, primarily performed at the installation level, reflective of mission requirements. To maintain this process, it is imperative that all tenants and component commands use the systems specified in AR 210–20, RPMP for Army Installations, 16 May 2005 when requesting changes or additions to the RPMP. The Senior Commander, or his/her designated representative, participates in the installation Real Property Planning Board (RPPB) to ensure that all new construction is properly sited according to explosives safety standards.

b. Treat and handle accordingly any real property known or suspected to contain Munitions and Explosives of Concern (MEC) Recovered Chemical Warfare Material IAW Department of Defense Directive (DoDD) 6005.09M and DA Pam 385–64, Unexploded Ordnance (UXO) IAW DA Pam 385–64, or Chemical Warfare Materiel IAW DA Pam 385–61.

c. Master Planning maintains an A&E Master Plan map showing locations of A&E operations and quantity distance arcs for USAR installation. The maps are developed by the ISO and the Installation Master Planning department.

d. The A&E Master Plan map includes the following:

(1) A&E hazard class and division and the Net Explosives Weight (NEW) authorized at each site.

(2) A&E safety 'clear zones' required around each location based on ESQD criteria.

(3) Primary and alternate routes for the transport of A&E through the installation.

(4) Locations, outside of designated impact areas, authorized for the conduct of A&E operations to include on or offloading and combat aviation and ground loading.

(5) Address airfield locations designated for jettisoning or addressing hung AE and gun-clearing operations in applicable regulatory policy.

(6) Vehicles upload and download areas (other than at authorized firing ranges).

(7) A&E support facilities.

(8) Locations of real property and facilities known or suspected to contain MEC, Material Presenting a Potential Explosives Hazard and areas where a munitions response (cleanup) have been completed, but residual hazards are known or suspected to be present.

(9) Last validation date.

d. The ISO annually documents a review of the A&E Master Plan map to monitor encroachment within ESQD and ensure required explosives safety site plans, submissions and explosives licenses are accomplished.

22–7. Site planning

a. All locations within the ESQD arcs of USAR A&E missions must have an approved ESSP as required by DA Pam 385–64. All ESSPs submitted will use the automated Explosive Safety Site Software. The USATCES provides assistance developing ESSPs.

b. Prior to submission, technical issues associated with the ESSP should be discussed with the respective ISO, the USARC and the United States Army Installation Management Command (IMCOM) Safety Offices and USATCES which will expedite the ESSP approval process.

c. Coordinate all ESSPs with the ISO and route through the USARC and IMCOM Safety Offices or their designees before submission to USATCES.

d. Upon approval of an ESSP by DDESB and USATCES, the Explosives Safety Representative will ensure a copy of the approved ESSP is sent to the ISO and Installation Master Planning. The ISO will maintain a copy of the ESSP.

e. Conduct every A&E operation using an SOP that complies with DA Pam 385–10. The SOP will reflect explosives limits authorized for safe and efficient A&E operations, but in many cases will be less but never more than the maximum permitted by ESSPs and explosives licenses.

f. For USAR Explosives Safety Site Plan Flowchart refer to appendix G.

22–8. Explosives site license

a. All A&E facilities that store explosives must have an explosives license as required by DA Pam 385–64. A copy of the current explosives license will be posted in all A&E locations. The ISO (or SC when not on an Installation) issues, reviews, and maintains explosives licenses.

b. The Explosives Safety Representative will review every explosive license annually against their approved ESSP and will provide the ISO a memorandum stating verification of this annual review.

c. Explosives site licenses do not have an expiration date. The license is a locally developed form following the guidelines established in DA PAM 385–64.

d. The explosive license form will, at a minimum, contain the following information:

(1) The organization requesting the license.

(2) Ammunition or explosives area location.

(3) Site plan file number. If authorized under a DARAD, use the word "DARAD" until site plan attainment.

(4) The AE facility number.

(5) Type of facility, i.e., Earth-Covered Magazine, Above-Ground Magazine, etc.

(6) The Hazard Class/Division (HC/D) authorized by an approved site plan i.e., HC/D 1.1, 1.2.1, 1.3, etc.

(7) Allowable limits of each of HC/D, expressed in pounds (lbs) NEW authorized by an approved site plan or DARAD.

(8) Determining or limiting factor, which limits the amount of the NEW stored.

(9) Actual separation distance between the facility sited and the determining or limiting factor.

(10) If authorized “Z” storage compatibility for the facility, the words in “Z Storage Authorized” must appear in the comment section of the explosive site license.

e. Post a signed copy of the explosive site license in each of the licensed facilities in an area as close to the entrance of the structure as possible in a conspicuous location.

f. The Installation or RD Explosives Safety Representative will prepare the licenses. The final approval for a license is the RD/Installation/Senior Commander.

22–9. Facilities conformance

a. The USARC Explosive Safety Representative is responsible to ensure facility construction meets requirements of approved ESSP IAW DA Pam 385–64.

b. USAR Organizations/Activities on USAR or service component installation are responsible for ensuring periodic inspections of their A&E facilities and/or operations to ensure continued compliance with approved ESSP and other safety requirements. They are responsible for reporting facility non-conformances.

c. The ISO and Department of Public Works (DPW) reviews and releases work orders pertaining to explosives safety.

d. The ISO, or their designee, has the authority to inspect any facility and/or operation at any time.

22–10. Facilities maintenance

a. Ensure periodic inspection and trend analysis are conducted on LPS. Refer to DA Pam 385–64 for guidance.

b. Use the work order process through DPW for facility maintenance.

22–11. Civilian ranges and Local Training Area range facilities

a. The use of non-DoD property (property not under jurisdiction, custody, or control of the Secretary of Defense) for weapons/ammunition training requires ACOM and USACE approval. Efforts to acquire non-DoD and/or civilian range approval or use any non-DoD and/or civilian range for live-fire weapons training, must meet with all Army safety and use requirements as outlined in this regulation, AR 385–10, AR 385–63, and DA Pam 385–63, to include ACOM and USACE approval.

b. The RD commanders ensure Army Reserve LTA with collocated range facilities are identified and inspected annually by RD safety managers for safety of range facilities and procedures for use. At a minimum, the RD Safety Manager’s inspection report will include the following:

(1) Specific type of weapons and ammunition approved for use on the range by USAR unit(s) and a statement of the suitability of the facilities for the identified weapons and ammunition.

(2) Assessment of the procedures required for USAR units to access range for training. (i.e., is there a range control office that reviews the unit procedures such as SOP, RM, OIC/RSO appointments and training, ammunition accountability procedures prior to granting access to the range, etc.). Indicate in the report whether the procedures to access the range are effective. Cite specific examples, when possible.

(3) Assessment of procedures in place to ensure that projectiles do not leave the range boundaries.

(4) Ensure that evaluation of the Surface Danger Zone (SDZ) includes a properly scaled and formatted SDZ map, real, or suspected encroachment into the SDZ and SDZ adequacy for identified weapons and ammunition.

(5) Provide a general description of the range.

(6) Develop inspection checklists tailored to the LTA range. Thorough inspections accurately describe the condition of facilities and structures (backstops, berms, baffles, firing points, target points, lavatories, shelter, and ammunition holding area, electrical power, communications, etc.) at the time of the inspection. Acknowledge any concerns for the future.

(7) When available, include blueprints, drawings, and engineering specifications (i.e., baffles, permanent structures, etc.) in the inspection report. If not available, document in the inspection report that drawings/specifications are not available.

(8) Include Directorate of Public Works, environmental, or other applicable expertise in the inspection, as needed.

(9) Maintain copies of the annual inspection report for all LTA ranges at the RD safety office. Provide copies of the annual inspection report to USARC Safety Office.

22–12. Demilitarization/Destruction

a. Demilitarization or destruction of ammunition, explosives and propellants is not a USAR mission.

b. Warehouse Condition Code H material until JMC provides shipping/disposition instructions.

c. Contact local Explosives Ordnance Disposal (EOD) for support.

22–13. Unexploded ordnance

a. Unexploded Ordnance (UXO) is the most dangerous category of military munitions. There are no safe procedures for moving, rendering safe or destroying UXO, but merely procedures considered less dangerous. Destruction-in-place (referred to as blow-in-place) is the preferred method of UXO destruction.

b. EOD are the only personnel authorized to excavate, touch, move, render safe or dispose of any suspected ammunition item.

c. Upon suspected UXO discovery, immediately notify the Safety Office or the MP's.

d. UXO Response Procedures:

(1) Notification: In the event that any UXO is located, during or after work hours, follow the "3Rs" response process. Recognize, Retreat, and Report.

(2) Recognize that you may have found something in the form of MEC. Remember the general location of the UXO.

(3) Retreat once you have discovered the UXO. Do not touch, move, or disturb the UXO and carefully leave the area, but do not run. The recommended initial withdrawal distance is 2500 feet.

(4) Report the UXO once you are at a safe distance. Notify the authorities and provide a geographic reference such as the nearest intersection, facility number, or grid coordinates. Provide a brief description of the item, whether the area is secure, and contact information.

(5) Dispatch will notify the local Safety Office who will in-turn notify EOD.

(6) MPs will respond to the location and assess the situation, responding to any injuries appropriately, and controlling the scene until EOD arrives.

e. Awareness Training. UXO awareness training is required for all workers performing excavation, demolition, or any other activities that require disturbing the ground.

22–14. Ammunition amnesty program

a. The Installation Ammunition Supply Point (ASP) shall have an amnesty box outside the vehicle holding area monitored by the assigned Quality Assurance Specialist-Ammunition Surveillance (QASAS).

b. The Installation ASP and ASP QASAS support the Installation Amnesty Program.

c. Upon completion of range operations/field training exercises, Commanders/Leaders will conduct A&E amnesty inspection.

22–15. Risk management

a. When DoD and Army explosives safety regulations and policies cannot be met, the procedures set forth in DA Pam 385–30 will be followed. Other Government Agencies and Non-Government Organizations operating on USAR installations will specify an equivalent risk acceptance process in their SOP.

b. DARAD approval authority will be IAW Army requirements specified in DA Pam 385–30. Submit all deviations from DoD and Army regulations requiring a DARAD to the ISO for review. Submit copies of approved DARADs to USATCES as well as copies of reviews conducted on approved DARADs.

c. The DoD and Army recognize in the referenced regulations that explosives safety deviations may be necessary at times, and when required, documented, and managed with appropriate risk management processes.

d. For USAR DARAD Flowchart refer to appendix H.

22–16. Mishap prevention program

a. Explosives safety is an integral part of the overall mishap prevention plan.

b. Tailor the mishap prevention plan to the operation being conducted and will address the program elements required in AR 385–10 and DA Pam 385–10 as a minimum.

c. Provide a copy of the mishap prevention plan to the ISO.

22–17. Mishap reporting

a. Commanders will report and investigate all A&E mishaps IAW AR 385–10, DA Pam 385–40, and chapter 3 of this regulation. Report malfunctions IAW AR 75–1.

b. The MSC Safety Managers and USO will report all accidental/negligent weapons discharge incidents to USARC Safety Director within 24 hours and contact the supporting AMC Logistics Assistance Representative for weapon system investigation support. Investigate blank or live ammunition incidents regardless of injury or materiel damage. The command will use ASMIS 2.0 to complete the mishap report and forward through command channels to the USARC Safety Office.

c. The USARC Safety Director will track accidental/negligent discharge of weapons for trends and lessons learned.

d. The RD safety managers will submit a USAR Mishap Initial Notification report for all real or suspected instances of rounds exiting an approved SDZ to the USARC Safety Director within 24 hours of the incident. The USARC Safety Director will evaluate and determine investigative requirements on a case-by-case basis.

22–18. Emergency response

a. The supporting Fire Department conducts fire prevention inspections in A&E facilities and has the authority to inspect any facility at any time.

b. All organizations with an A&E mission within the USAR will maintain the proper fire and chemical hazard symbols of explosives present within the facility. In addition, notify the ISO and the Fire Department when A&E hazards change.

c. In the event of an explosive's mishap, the Senior Fire Officer will be the Incident Commander in charge of the emergency response until the scene is safe. The ISO is part of the Incident Commanders Response Team.

d. When notified by Department of the Army Safety, the mishap scene will be turned over to the Mishap Board appointed investigation team. The appointed SIB will control the site after completion of emergency response actions.

e. Any release of information will go through the USARC or supporting Public Affairs Office (PAO).

22–19. Emergency action plan

a. All organizations with an A&E mission within USAR will have an emergency action plan that complies with the requirements of the 29 CFR 1910.

b. Personnel working on an installation will follow the respective Installation Emergency Action Plan.

22–20. Inspections/Evaluations/Audits

a. All USAR organizations with an A&E mission on will conduct and document periodic internal (at least annual) inspections and/or audits of A&E activities (e.g. A&E storage, packing, handling, surveillance, maintenance, demilitarization, and disposal activities) to ensure compliance with DoD and Army A&E policies. Document inspection findings and follow-up to ensure implementation and effectiveness of corrective measures. At a minimum, inspections shall address the elements required by DA Pam 385–64.

b. The Explosives Safety Representative will document final A&E facilities acceptance inspections following construction, renovation, or modification of facilities prior to commencing any explosives operation.

c. Incorporate the results of external inspections, evaluations, audits, and surveillance efforts (HQ, IG, technical assistance, DDESB survey or program evaluation) into action plans, lessons learned and track to remediate inspection deficiencies.

d. Make inspection records available for review during all external program evaluations/ audits.

e. USAR organizations with an A&E mission shall conduct periodic surveys of A&E transportation activities to evaluate implementation of A&E transportation safety requirements. At a minimum, A&E transportation inspections shall address the elements required by DA Pam 385–64.

22–21. Explosives safety issuances

a. ESMP issuances consist of, but are not limited to, local policies (SOPs), ARs, pamphlets and other publications. All USAR organizations with an A&E mission will have a safety policy and SOPs which include A&E safety management.

b. All USAR organizations with an A&E mission will review SOPs on a bi-annual basis. The originating organization will obtain appropriate professional safety support for review and concurrence of hazard analysis and SOPs.

c. Explosives safety personnel will review, prior to approval, all explosives safety policies for compliance with Army and DoD requirements.

d. Document required safety control measures such as ESSP requirements or hazard analysis to manage A&E risk, implement and periodically monitor to ensure compliance.

e. All USAR organizations with an A&E mission will be aware of and take precautions with any HERO unsafe munitions. Notify the supporting ISO if a HERO unsafe munition is located within the ASP facilities or if a munition will be rendered HERO unsafe.

22–22. Records management

a. All organizations with an A&E mission will maintain records as required by ARs. Records will be made available for review during external program reviews/audits.

b. The respective ISO (i.e. garrison, division, etc.) will maintain LPS test and inspection records for the past six inspection cycles.

c. All organizations with an A&E mission will maintain A&E inventory records to control NEW, Hazard Division (HD) and compatibility requirements per site plans and licensing.

22–23. Nonstandard ammunition

a. Nonstandard ammunition is munitions and/or energetic materials that do not have a standard National Stock Number (NSN), or not available for procurement through the defense supply system.

b. Storage of nonstandard ammunition at the ASP shall be kept to the minimum in support of approved and funded programs.

c. Nonstandard ammunition/propellant received with valid stabilizer test data results within the two years prior to receipt will be accepted for a period not to exceed two years from the last test date, or the date of manufacture.

d. All nonstandard ammunition requires a DoD, HD/C Group assignment, and life cycle management program. Store all nonstandard ammunition that is without proper assigned HD/C Group as HD 1.1 and Compatibility Group L. Store small arms items (.50 caliber and below, in which the projectile does not contain energetic other than tracer material) as HD 1.4, Compatibility Group G. Storage of nonstandard ammunition that requires Compatibility Group L occupies valuable excessive storage space and such storage is discouraged. DoD titled nonstandard ammunition in storage or transportation, will have the Interim Hazard Classification (IHC) physically present with the ammunition at all times.

22–24. Training

a. Organizations with an A&E mission operating under DoDM 4145.26, DoD Contractor's Safety Manual for Ammunition and Explosives, training of personnel will be IAW DoDM 4145.26. Personnel shall receive appropriate training before performing work that involves exposure to A&E. The training shall include specific safety and health hazards, emergency procedures including shutdown and safe work practices applicable to the employee's job tasks. The contractor shall ensure that each employee involved in an A&E process has received and understood the training and receives appropriate refresher training. The contractor shall prepare a record that contains the identity of the employee, the date of training and the means used to verify that the employee understood the training. Organizations are responsible for ensuring subcontractors supporting their A&E operations receive appropriate A&E training to meet contractual requirements.

b. Train all A&E personnel IAW DA Pam 385–64. Train all personnel responsible for the development and review of deviations and risk assessments in explosives risk management.

c. ASC Safety Director must approve substitution for local courses in lieu of A&E courses listed in DA Pam 385–64.

22–25. Explosives storage

a. Mixed or "Z" compatibility storage will follow the guidance outlined in DA PAM 385–64 and ATP 4–35.1. Mixed storage will not be for convenience. Approval for mixed storage shall not exceed 364 days.

b. Storage of A&E within the ASP will be IAW AR 385–10, DA PAM 385–64, and this ESMP. Only store A&E in approved buildings with posted storage limits.

(1) Supervisors are responsible for ensuring compliance with all storage requirements.

(2) Immediately notify the ISO when conditions are such that storage requirements cannot be maintained IAW approved explosives limits.

c. All facilities containing explosives and ammunition shall be kept clean and orderly, with proper aisle clearance always.

d. QASAS are available to provide technical assistance on A&E operations. They will also inspect all facilities on an annual basis IAW DA Pam 742–1.

22–26. Ammunition storage in Unit arms rooms

a. Purpose of licensed explosive storage in unit arms rooms:

(1) Storing limited quantities of ammunition in arms rooms that are not explosives sited.

(2) Arms room licensing will be IAW DESR 6055.09, AR 385–10, and this chapter.

(3) Licenses are permanent documents with no expiration date. If safety annual review or mission changes *do require license alterations, cancel the old license, and issue a new one.*

b. Arms rooms licenses authorize storage of operational necessity, training, or ceremonial ammunition.

(1) Operational necessity is a mission associated with war or peacetime operations in which the consequences of an action justify the risk of loss of equipment and personnel. Licensed storage of operational necessity ammunition intended to provide commanders the flexibility to ensure mission performance, to include training, without a waste of resources.

(2) Training ammunition is limited quantities stored temporarily in a unit's arms room to facilitate personnel training on ranges or in the field. Temporary licensed storage of training ammunition reduces negative impacts to unit training caused by delays in receiving and returning ammunition from and to an ammunition holding area or supply point.

(3) Ceremonial ammunition is not an operational necessity. Except as noted herein, do not license ceremonial ammunition for storage.

c. Limited quantities are the minimum quantity of ammunition required to support operational missions (e.g. for security guard forces, military police, etc.) or the immediate training requirements of the unit owning the facility.

d. A sample license format is at appendix I. In filling out the license, determine the NEW, HC/D and Storage Compatibility Group (SCG) for each item of ammunition annotated on the license.

e. Limit licensed ammunition storage in arms rooms to:

NEW	HD	SCG	Comment
100lbs	1.3	Compatible	Limited Quantity
Operational Necessity	1.4	S only	- Restricted to SCG S only

Table 22–1: Licensed Ammunition Storage in Arms Room Limitations

f. General requirements

(1) Arms room explosive storage licenses are not for convenience.

(2) A limited quantity of HD 1.3 and HD 1.4 ceremonial ammunition (e.g. 75 mm blank or 105 mm blank) may be stored in an arms room provided no other practical alternative exists. The amount will not exceed the lesser of 100-pounds NEW or one full outer pack of ammunition.

(3) Operational necessity dictates the NEW limit for 1.4S ammunition. Company level arms rooms may have additional restrictions governing licensed storage of ammunition. Contact the supporting RD Safety Office for most current guidance.

(4) Temporary licensed storage may be approved for units conducting weapons qualification during inactive duty training. The training unit may then store limited quantities of HD 1.4S munitions in an arms room up to 90 days.

(5) All outer packs will remain closed and secured with their original seal, if possible.

(6) Spatially separate the various categories of ammunition. (e.g. Operational necessity in one area, training in an area, and ceremonial in another.)

(7) Maintain ammunition in its original, sealed shipping container.

(8) Ensure there is never more than one open package of each caliber of operational necessity ammunition as required to support mission execution.

(9) Ensure training ammunition is properly sealed unless returning from the range or field, in which case it will be repacked in its original package, closed, and secured shut.

(10) Do not store unrelated or HAZMAT (e.g. combustibles, solvents, petroleum products, or radioactive items, etc.) with ammunition.

(11) Each storage location will have the minimum required 10LBS Class BC rated fire extinguishers located where they are readily available for use.

(12) Display the appropriate firefighting guidance/chemical hazard symbols on entrances to arms rooms IAW DA Pam 385–64.

(13) The SOP, license, authorized inventory of ammunition, and approved RM assessment, will be available in the arms room.

(14) Maintain storage compatibility at all times.

Chapter 23
Electrical Safety

23–1. General

a. Leaders will integrate electrical safety procedures prescribed in AR 385–10 into their operations.

b. Mitigate electrical hazards to the lowest possible risk level in all operations, to include operations and worksites, recreational areas, office areas, training areas, construction zones, contingency operations, range facilities, vehicle operations, storage facilities, and so forth.

c. Include elements of electrical risk evaluation in risk assessments, JHAs, SOPs, SASOHIs, SOH audits, and command inspections, as appropriate.

d. Supervisors of Army electrical related operations (installation, operation, and/or maintenance and service) will develop standard electrical safety operating procedures and appropriately train all personnel working in electrical related operations.

e. Incorporate installer/maintenance professional certifications required by regulatory bodies or jurisdictions as risk mitigation measures and into electrical operations where applicable. Inspect and verify, by competent authorities, compliance with standards listed in Army electrical related operations at a frequency determined by local command.

23–2. Program specific responsibilities

a. MSC commanders.

(1) Develop and implement an Electrical Safety Program IAW AR 385–10.

(2) Appoint a qualified authority having jurisdiction to manage the electrical safety program.

23–3. Electrical safety training

Ensure all personnel are aware of electrical hazards in their environment. Electrical safety training requirements include:

a. Qualified person. A qualified person is one who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received National Fire Protection Association (NFPA) 70E, Standard for Electrical Safety in the Workplace, and General Requirements for Electrical Safety-Related Work Practices (Training Requirements, Employee Training, Qualified Person) (NFPA 70E) to recognize and avoid electrical related hazards.

b. Unqualified person. An unqualified person is one who does not normally work close to exposed energized circuits and is untrained in recognizing hazards associated with working on such circuits but may be near qualified personnel working close to exposed energized circuits. Unqualified persons will receive training to include, at a minimum, recognition of electrical safety warning signs, location of shutoff switches and breakers, and emergency call procedures.

Chapter 24
Emergency Planning

24–1. Emergency response plan

Commanders will establish a written, approved, and rehearsed emergency response plan or combine with an existing plan as it applies. AR 525–27 establishes requirements for emergency planning functions, elements, and coordination.

24–2. Facility emergency action plan

Facility Coordinator will develop, and the Facility Commander will approve, an Emergency Action Plan (EAP) IAW 29 CFR 1910.38. Distribute to all tenants in the facility. If located on a military installation coordinate with the installation emergency manager. If not on an installation coordinate with the local emergency planning committee.

Chapter 25
Fire and Emergency Services

25–1. General
The Fire and Emergency Services (F&ES) Program provides structural, aircraft fire and rescue, wildland fire response, and control and extinguishment of fires when necessary to protect people, property, equipment, or mission capability. Additionally, F&ES will provide first response capabilities to fire-related/HAZMAT/weapons of mass destruction incidents in an all-hazards environment. USARC areas of operation requiring F&ES will implement the program IAW AR 385–10 and other applicable regulations.

Chapter 26
Contract Safety

26–1. Safety and occupational health professionals
SOH professionals need to embed themselves in the contract to support the Contracting Officer (KO) with protecting the USAR and the government from hazards associated with the contract.

26–2. Contract requirements
The KO, assisted by SOH professionals at the appropriate level, will ensure the requirements of AR 385–10 and DA Pam 385–10 are applied to contracts (as appropriate).

a. SOH Professionals shall involve themselves in developing assessments, documenting risk levels, supporting contract requiring activity with development of SOH contract requirements, and advise on controls to mitigate risk.

b. SOH professionals shall involve themselves with the action officer tasked with developing the performance work statement and the quality assurance surveillance plan to identify and anticipate hazards/risks included in the contracts.

c. USAR Personnel who operate rented Commercial Off-the-Shelf (COTS) equipment will comply with training requirements of AR 600–55.

26–3. Contract safety training
a. SOH personnel will complete The Army Contract Safety Course which can be found at https://safety.army.mil/TRAINING-COURSES/Online-Training.

b. MSC SOH SOPs and regulations will include contractor safety program requirements and responsibilities.

Chapter 27
Facility Reuse and Closure

27–1. General
Due to changing unit missions and relocations USAR units may be involved in closing a facility or a portion of a facility or in the reuse of a portion of a facility to support new and different missions. Refer to AR 140–483 for Army Reserve Land and Facilities Management.

27–2. Closure requirements
Initiate facility closure through the respective RD Directorate of Public Works in direct coordination with the USARC Environmental and Safety Offices to ensure required surveys are completed prior to facility turnover.

27–3. Munitions and explosives
Refer to DA PAM 385–64 for required action when there are concerns for suspected or known munitions or explosives.

27–4. Decontamination and decommissioning
Refer to AR 385–10 and DA PAM 385–10 for the process of closing or reusing a facility where radiological materials were stored or handled.

Appendix A

References and Forms

Section I

Required Publications

Unless otherwise stated, publications are available at the Army Publishing Directorate website https://armypubs.army.mil/. DoD publications are available on the Executive Services Directorate website https://www.esd.whs.mil/dd/. CFR material is available at https://www.ecfr.gov/.

AR 15–6
Procedures for Administrative Investigations and Boards of Officers (Cited in para 2–3*c*(2).)

AR 25–400–2
The Army Records Management Program (Cited in paras 5–*9b*(3), 5–11*b* and 7-5*a*.)

AR 40–5
Army Public Health Program (Cited in paras 11–5*c* and 16–6*b*(1).)

AR 95–1
Flight Regulations (Cited in paras 18–2*a*(1), 18–4*a*, 18–9*c* and 18–12.)

AR 200–1
Environmental Protection and Enhancement (Cited in para 16–2*f*(23).)

AR 385–10
The Army Safety and Occupational Health Program (Cited in para 1–6*a* and 83 other times throughout this regulation.)

AR 385–63
Range Safety (Cited in paras 2–1*e*(4), 18-6 and 22-11*a*.)

AR 420–1
Army Facilities Management (Cited in paras 3–9*a* and 3-9*e*.)

AR 710–3
Inventory Management Asset and Transaction Reporting System (Cited in para 16–2*f*(7).)

ATP 5–19
Risk Management (Cited in paras 13–6*c*(3) and 22-4*h*(17).)

DA Pam 385–10
Army Safety and Occupational Health Program Procedures (Cited in para 4–3*a* and 10 other times throughout this regulation.)

DA Pam 385–16
System Safety Management Guide (Cited in paras 19–1 and 19-3.)

DA Pam 385-30
Army Publishing Directorate (Cited in paras 6-1*b*(4), 22-1*a*, 22-4*h*(12), 22-15*a* and 22-15*b*.)

DA Pam 385–40
Army Mishap Investigations and Reporting (Cited in paras 2-1*h*(3), 3–1, 15-1*a*, 22-17*a* and Appendix D.)

DA Pam 385-61
Toxic Chemical Agent Safety Standard (Cited in paras 21-1 and 22-6*b*.)

DA Pam 385–63
Range Safety (Cited in para 22–11*a*.)

DA Pam 385–64
Ammunition and Explosives Safety Standards (Cited in paras 2–1*c*(1), 22-1*a*, 22-2*a*(1), 22-4*a*(2) and Appendix I.)

DA Pam 385-65
Explosive and Chemical Site Plan Development and Submission (Cited in 22-1*a*.)

DA Pam 385–69
Safety Standards for Microbiological and Biomedical Laboratories (Cited in para 20–1.)

DESR 6055.09
Defense Explosives Safety Regulation (Cited in paras 22–1, 22-5*b* and 22-26*a*(2).)

DoDD 6055.09E
Explosives Safety Management (Cited in para 22–1*a*.)

DoDI 6055.01
DoD Safety and Occupational Health Program (Cited in paras 1–6*b*, 4-6 and 16-4*e*(4).)

DoDI 6055.04
DoD Traffic Safety Program (Cited in para 1–6*b*.)

DoDI 6055.05
Occupational and Environmental Health (Cited in para 7–5*a*.)

DoDI 6055.07
Mishap Notification, Investigation, Reporting, and Record Keeping (Cited in para 1–6*b*.)

DoDI 6055.12
Hearing Conservation Program (Cited in paras 7-5a.)

DoDI 6055.15
DoD Laser Protection Program (Cited in para 16–4*b*.)

DoDI 3055.16
Explosives Safety Management Program (Cited in para 22-1*a*.)

DoDM 6055.18
Safety Standards for Microbiological and Biomedical Laboratories (Cited in para 20-1.)

EO 12196
Occupational safety and health programs for Federal employees (Cited in paras 1–6*b* and 4-6.) (Available at https://www.archives.gov.)

TB MED 524
Control of Hazards to Health from Laser Radiation (Cited in paras 16–4*b* and 18-8*a*.)

TB 43–0133
Hazard Controls for CECOM Radiofrequency and Optical Radiation Producing Equipment (Cited in para 16–4*a*.)

TC 3–04.3
Aviation Gunnery (Cited in paras 18–6, 18-7, 18-8, 18-9*b* and 18-9*c*.)

TC 21–305–20/AFMAN 24–306(I)
Manual for the Wheeled Vehicle Operator (Cited in para 13–7*b*.)

TC 21–306
Tracked Combat Vehicle Driver Training (Cited in para 13–7*b*.)

5 CFR
Administrative Personnel (cited in para 7-5*a)*

10 CFR
Energy (Cited in para 16–6*b*(1).)

21 CFR 1040
Performance standards for light-emitting products (Cited in para 12–13*a*.)

29 CFR 1904.39
Reporting fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents to OSHA (Cited in para 3–3*b*.)

29 CFR 1910
Occupational Safety and Health Standards (Cited in para 7–7*a*(1).)

29 CFR 1910.95
Occupational noise exposure (Cited in para 7–9*b*(1).)

29 CFR 1910.1200
Hazard communication (Cited in para 9–1.)

29 CFR 1926
Safety and Health Regulations for Construction (Cited in para 10–1.)

29 CFR 1960
Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters (Cited in para 1–6*b*.)

49 CFR
Transportation (Cited in para 12–4*b*.)

Section II

Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, publications are available at the Army Publishing Directorate website (https://armypubs.army.mil/). CFR material is available at https://www.ecfr.gov/. DoD publications are available at https://www.esd.whs.mil/dd/. ICRP publications are available at http://www.icrp.org/. Military standards are available at https://quicksearch.dla.mil/qssearch.aspx. NCRP reports are available for purchase at http://www.ncrponline.org/publications/. NRC publications are available at https://www.nrc.gov. USC material is available at https://uscode.house.gov/.

ANSI/ISEA Z87.1
American National Standard Occupational and Educational Personal Eye and Face Protection Devices (Available for purchase at https://global.ihs.com/standards.com.)

ANSI Z136.1
Safe Use of Lasers (Available for purchase at https://www.lia.org/.)

ANSI Z136.6
Safe Use of Lasers Outdoors (Available for purchase at https://www.lia.org/.)

ANSI Z136.7
Testing and Labeling of Laser Protective Equipment (Available for purchase at https://www.lia.org/.)

AR 11–34
The Army Respiratory Protection Program

AR 40–3
Medical, Dental, and Veterinary Care

AR 190–56
The Army Civilian Police and Security Guard Program

AR 600–8–4
Line of Duty Policy, Procedures, and Investigations

AR 600–20
Army Command Policy

AR 600–55
The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 700–141
Hazardous Materials Information Resource System

ATP 4–11
Army Motor Transport Operations

ATP 4–15
Army Watercraft Operations

ATP 4–35.1
Ammunition And Explosives Handler Safety Techniques

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 40–21
Ergonomics Program

DA Pam 40–501
Army Hearing Program

DA PAM 40–503
The Army Industrial Hygiene Program

DA Pam 385–30
Risk Management

DA Pam 385–61
Toxic Chemical Agent Safety Standards

DA Pam 710–7
Hazardous Material Management Program

DoD 4145.26–M
DoD Contractors' Safety Manual for Ammunition and Explosives

DoDI 6050.05
DoD Hazard Communication (HAZCOM) Program

Section III

Prescribed Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/) and DD forms are available on the Executive Services Directorate website (https://www.esd.whs.mil/directives/forms/).

DA Form 2696
Operational Hazard Report (Prescribed in para 5–7*a*(6).)
Section IV

Referenced Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/) and DD forms are available on the Executive Services Directorate website (https://www.esd.whs.mil/directives/forms/). SFs are available on the U.S. General Services Administration website (https://www.gsa.gov/).

DA Form 1119–1
Certificate of Achievement in Safety

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 4754
Violation Inventory Log

DA Form 4755
Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 5775
Army Accident Prevention Award of Accomplishment in Safety

DA Form 7632
Deviation Approval and Risk Acceptance Document (DARAD)

DD Form 2977
Deliberate Risk Assessment Worksheet

OSHA 2H Form
Notice of Unsafe or Unhealthful Working Conditions (Form generated by OSHA and unavailable for non-OSHA use.)

OSHA 300A Form
Summary of Work-Related Injuries and Illnesses (Available at https://www.osha.gov.)

Appendix B

DPMAP Performance Plan Elements and Standards

United States Army Reserve Command GS-0018 DPMAP Performance Plan Elements and Standards

1. Elements number one through three applies to non-supervisory 0018 safety personnel in the grades of GS-0018-11 through 14. Elements 1-3 cover safety and occupational health program management, technical expertise and consultation, and strategic planning, budgeting, and analysis.

2. Elements number one through six applies to supervisory 0018 safety personnel in the grade of GS-0018-13 through 15. Elements one through three as explained above and elements four through six. (Refer to CPMO for DPMAP policy guidance updates for supervisory elements)

3. Element number seven applies to MSC Safety Directors in the grade of GS-0018-12 through 15. Element seven covers activity career program manager (ACPM) responsibilities.

4. Supervisors should keep non-safety related duty performance elements to a minimum and should not exceed 25% of safety personnel elements for annual appraisals. Safety program audits of subordinate command safety programs will include a review of performance plan elements of 0018 safety personnel to ensure standardization of the USARC safety program.

Non-Supervisory GS-0018-11 through 14 (Elements 1-3)

Element 1. Safety and Occupational Health (SOH) Program Management.
Standard: Plan, prepare, and execute a command safety program to ensure compliance with statutory and regulatory standards. Develop, publish, and integrate safety policies and guidance. Develop and integrate Safety and Occupational Health annual objectives, programs, and assessment criteria into the command plan in accordance with annual timelines. Plan, prepare, and execute SOHAC within published regulatory or command-directed intervals and timelines. Investigate all reported mishaps and input recordable mishaps into the USAR system of record in accordance with the USARC Mishap Investigation and Reporting Policy. Conduct SASOHI of subordinate units a minimum of once a year, provide inspection results to the commanders no more than 30 days after inspection is completed.

Success is defined as: publishing a compliant safety program document covering the 15 mandatory programs and all applicable mission required program elements, executing a minimum of two command level SOHAC meetings a year, 80% of SASOHI of subordinate commands are recorded into the USAR system of record within 30 days and 80% of mishap reports are input into the system of record within the timelines specified in the USARC Mishap investigation and reporting policy.

Element 2. Technical Expertise and Consultation.
Standard: Assess risk (running estimate) and provide mitigation control recommendations to support realistic training and build readiness. Conduct at least two touchpoint meetings with the Commander to discuss trends, hazard mitigation courses of action. Achieve PCSOH Level 1 and PCES1 certification within 12 months of employment. Achieve PCES2 within 24 months of employment or prior to deployment (EE personnel). After mandatory certification goals are achieved continue to develop professional Knowledge, Skills, and Abilities through attendance of safety skill development courses.

Success is defined as: providing a report to the command of leading and lagging indicators a minimum of twice a year. Achieving PCSOH certification and PCES1 certification within the timeline of the Position Description. PCES2 as required by explosives mission drivers. Continuing professional development after certifications are obtained is demonstrated through personal initiative to achieve a minimum of 2.4 CEUs (or equivalent) continuing professional development education during the rating period.

Element 3. Strategic Planning, Budgeting and Analysis.
Standard: Plan, prepare, and execute effective (complete, accurate, relevant) oral and written strategic messaging and mishap prevention products, via all forms of media (reports, briefings, safety

messages, email, etc.), across the organization within published regulatory or command-directed intervals and timelines. Ensure seasonal safety messages are developed and distributed throughout command. Develop and execute a safety budget to complete program requirements, command directed programs and projects. Conduct annual internal program assessments to ensure compliance with regulatory guidance and command directives.

Success is defined as: publishing seasonal safety messages and mishap prevention initiatives twice a year. Developing and execute the safety budget to accomplish programs requirements without fraud, waste, or abuse. Conducting at least one internal safety program evaluation during the rating period.

Supervisory GS-0018-13 through 15

Elements 4-6, Refer to CPMO for DPMAP policy guidance updates for supervisory elements.

MSC and USARC Safety Directors

Element 7. CCPM.
Standard: Shape and grow the future safety workforce. Advise headquarters and MSC activities on career management from a functional skills and training standpoint. Inform subordinate organization CCPMs of the regulatory, administrative, and procedural requirements of Army Civilian FC–12, Safety and Occupational Health. Recommend annual ACTEDS centrally funded Department of the Army Career Intern and careerist resource needs, develop, and manage annual resource forecasts IAW programming timelines, and monitor program execution. Plan, prepare, and execute central intern program developmental assignments within published regulatory or command-directed intervals and timelines to achieve annual program objectives. Conduct a functional skills assessment and gap analysis, determine requirements, and coordinate/resource training/developmental opportunities for USARC safety professionals. Excellence is demonstrated by ensuring all USARC HQ 0018s complete PCSOH level I and PCES1 certification, and any new hires become certified within 12 months of assignment as a condition of employment. Schedule all Military Safety Staff Officers for the Ground Safety Officers Course and mentor them to complete the PCSOH level 1 certificate within 12 months of assignment.

Appendix C

U.S. Army Reserve Mishap Initial Notification Template

Initial notification is for Class A, B, Aviation C, and Class R fatality only.

CUI
(when filled with data)

Only the Commander, U.S. Army Combat Readiness Center (USACRC) is authorized to sanitize and release a safety mishap report.

U.S. Army Reserve Command Mishap Initial Notification Template			
Case Number	LEAVE BLANK	**Page No**	**1 / 5**
Notification Details			
Date of Mishap (MM/DD/YYYY)			
Time of Mishap (24hr)			
Mishap Category			
Source			
Individual submitting the Initial Notification			
Last Name			
First Name			
Middle Name			
DSN Phone Number			
Commercial Phone Number			
Position / Title			
Point of Contact for Initial Notification			
Are you the POC for this Initial Mishap Notification?			
Point of Contact			
DoD Identifier / Name			
Last Name			
First Name			
Middle Name			
DSN Phone Number!			
Commercial Phone Number			
Position / Title			
Mishap Details			
Period of Day			
Mishap Classification			
Mishap Duty Status			
UIC of the unit responsible for this mishap			
Army Headquarters			
Did the mishap occur on post?			
Installation / Nearest Installation			
Provide a specific description of where mishap took place			
State			
Country			
Nearest Commercial Airport			

CUI
(when filled with data)

Initial notification is for Class A, B, Aviation C, and Class R fatality only.

CUI
(when filled with data)

Only the Commander, U.S. Army Combat Readiness Center (USACRC) is authorized to sanitize and release a safety mishap report.

Case Number		Page No	2 / 5
Type of Parachute			
Describe Type			
Type of Aircraft			
Describe Type			
Primary Event			
Describe Primary Event			
Mission Type			
Describe Mission Type			
Type of Materiel / Equipment involved			
Vehicle Ownership			
Government Agency			
Army Component			
UIC of the owning unit			
Was the owning unit also most responsible for the mishap?			
Describe Type			
Aircraft Type			
Was this a multi-aircraft mishap?			
Aircraft Serial Number			
Aircraft MTDS			
Digital Collector Type			
Night Vision Device in Use?			
Type of Night Vision Device involved			
Explosives, Hazardous/Sensitive Materiels involved?			
Are they secure?			
Is the mishap site secured IAW 385-10?			
Personnel Involved / Injuries			
Personnel Involved - Fatal			
U.S. Army Military - Enlisted			
U.S. Army Military - Warrant Officer			
U.S. Army Military - Commissioned Officer			
Other DoD Military			
DoD Civilian - U.S. Army Civilian			

CUI
(when filled with data)

Initial notification is for Class A, B, Aviation C, and Class R fatality only.

CUI (when filled with data)

Only the Commander, U.S. Army Combat Readiness Center (USACRC) is authorized to sanitize and release a safety mishap report.

Case Number		Page No	3 / 5
DoD Civilian - Other DoD Civilian			
Other / Non-DoD			
Personnel Involved - Non-Fatal			
US Army Military - Enlisted	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
U.S. Army Military - Warrant Officer	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
U.S. Army Military - Commissioned Officer	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
Other DoD Military	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
DoD Civilian - U.S. Army Civilian	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
DoD Civilian - Other DoD Civilian	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
Other / Non-DoD	Permanent Total Disability: Permanent Partial Disability: Less Severe Injury:		
Personnel Involved - No Injuries			
U.S. Army Military - Enlisted			
U.S. Army Military - Warrant Officer			
U.S. Army Military - Commissioned Officer			
Other DoD Military			
DoD Civilian - U.S. Army Civilian			
DoD Civilian - Other DoD Civilian			
Other / Non-DoD			
Personnel Totals			
Total Number of Personnel			
Total Number of Fatalities			
Total Number of Non-Fatal Injuries			
Did this materiel sustain damage as a result of Army operations?			
Estimated cost of damages (Note: Only include cost of damages to Government owned equipment or damage that occurred as a result of Army Operations.)			
Highest Rank Directly Involved in Mishap			
Was the most severely injured Soldier or on duty DoD employee the operator or a passenger in or on the vehicle at the time of the mishap?			

Initial notification is for Class A, B, Aviation C, and Class R fatality only.

Only the Commander, U.S. Army Combat Readiness Center (USACRC) is authorized to sanitize and release a safety mishap report.

Case Number		**Page No**	**4 / 5**
Provide a brief description of the mishap including equipment involved and the extent of injuries and/or damage. Note: Do not include personally identifiable information (PII) such as names or SSNs.			
Personnel Listing #1			
DoD CAC ID # **Note: DO NOT USE SSN**			
Indicate the best role that this individual had in the mishap			
Last Name			
First Name			
Middle Name			
Date of Birth (MM/DD/YYYY)			
Age			
Gender			
Employment Status / Personnel Classification			
Duty Status			
Flight Status			
Pay Grade			
Personnel Assigned UIC			
Duty / Deployed UIC			
Injury / Occupational Illness Severity			
Did alcohol use by this individual cause or contribute to the mishap?			
Personnel Listing #2			
DoD CAC ID # **Note: DO NOT USE SSN**			
Indicate the best role that this individual had in the mishap			
Last Name			
First Name			
Middle Name			
Date of Birth (MM/DD/YYYY)			
Age			
Gender			
Employment Status / Personnel Classification			
Duty Status			
Flight Status			
Pay Grade			
Personnel Assigned UIC			
Duty / Deployed UIC			

Case Number		Page No	5 / 5
Injury / Occupational Illness Severity			
Did alcohol use by this individual cause or contribute to the mishap?			
Personnel Listing #3			
DoD CAC ID # **Note: DO NOT USE SSN**			
Indicate the best role that this individual had in the mishap			
Last Name			
First Name			
Middle Name			
Date of Birth			
Age			
Gender			
Employment Status / Personnel Classification			
Duty Status			
Flight Status			
Pay Grade			
Personnel Assigned UIC			
Duty / Deployed UIC			
Injury/Occupational Illness Severity			
Did alcohol use by this individual cause or contribute to the mishap?			

Notes: Initial notification is for Class A, B, Aviation C, and Class R fatality only.

1. **Submit initial notification to usarmy.usarc.usarc-hq.list.safety-mishaps@army.mil.**
2. **Submit as much information as you have, do not delay reporting for additional mishap information. If available, please include a copy of the CCIR or SIR when you email this notification.**
3. **Utilize a continuation sheet for additional Personnel Listings involved in the mishap, if needed.**

Click here for the USARC Mishap Classification Chart

Only the Commander, U.S. Army Combat Readiness Center (USACRC) is authorized to sanitize and release a safety mishap report. USACRC is the repository for all safety reports. The Commander, USACRC is delegated authority from the SECARMY to act as the initial denial authority on requests for information from Army safety mishap reports. Refer all requests for safety mishap reports, made under the provisions of the Freedom of Information Act (FOIA), through command channels to Commander, U.S. Army Combat Readiness Center (CSSC–SS), Ruf Avenue, Building 4905, Fort Rucker, AL 36362–5363.

Appendix D

Pre-Mishap Plan Template

Immediate Action

1. For **GROUND MISHAPS REQUIRING EMERGENCY SERVICES,** contact Fort XXX or XXX (example Central Dispatch at 767-2822. They are the central dispatch for EMS (Fire/Ambulance/Police) for XXXX. Additional contact numbers for XXX (i.e. your command) are:

a. Emergency	911
b. Ambulance	xxx-xxxx (Admin – Not Emergency)
c. Fire Department	xxx-xxxx / xxxx (Admin – Not Emergency)
d. Military Police	xxx-xxxx / xxxx / xxxx
e. Medical Evacuation (MEDEVAC)	xxx-xxxx / xxx-xxx-xxxx

2. Contact all the following key personnel in the order listed. **DO NOT DISCUSS ANY INFORMATION CONCERNING THE MISHAP WITH ANYONE EXCEPT THOSE LISTED IN THIS PRE-MISHAP PLAN.**

NAME	POSITION	OFFICE	HOMECELL
Owning Unit	Commander	SEE UNIT ROSTERS IN SDO BOOK	
LTC Safety	Brigade XO xxx-xxxx	xxx-xxxx	xxx-xxxx
LTC Hardplan	Brigade DCO xxx-xxxx	xxx-xxxx	xxx-xxxx
COL Gulalli	Brigade CDR xxx-xxxx	xxx-xxxx	xxx-xxxx
MAJ Wealsh	Brigade S-3 xxx-xxxx	xxx-xxxx	xxx-xxxx
CW5 Kderirgiss	Brigade Safety xxx-xxxx	xxx-xxxx	xxx-xxxx
CSM Sastidley	Brigade CSM xxx-xxxx	xxx-xxxx	xxx-xxxx

For **aviation** mishaps also notify the following:

CW5 Btratt	Brigade Standz xxx-xxxx	xxx-xxxx	xxx-xxxx
CW4 Griberbensk	BAMO xxx-xxxx	xxx-xxxx	xxx-xxxx

If additional **guard force** is required other than that of the unit involved:

CPT Flamming	HHC Bde Cdr xxx-xxxx	xxx-xxxx	xxx-xxxx

For **Army Motor Vehicle** mishaps:

CW3 Fluxlen	BMO xxx-xxxx	xxx-xxxx	xxx-xxxx

SDO/SDNCO Instructions
Current as of:

When the SDO/SDNCO is notified of an aviation or ground mishap/incident they will obtain/complete the following steps in the order listed:

1. Date and time of mishap_____

2. Name, rank and unit of all individuals involved
_____

3. Location/grid or LAT/LON
_____

4. Extent of injuries/current location of injured
_____

5. Vehicle/Aircraft/ equipment type and ID number
_____

6. Description and circumstances of the mishap
_____
_____
_____
_____

7. Emergency services required_____

8. Phone number/radio frequency, name or call sign of the person submitting the report
_____

PRE-MISHAP PLAN (Guidance/Responsibilities)

1. PURPOSE. To provide (Unit/Organization) staffs with guidelines of their responsibilities / actions and assistance required during a mishap/incident.

2. SCOPE. Procedures outlined in this plan apply to all (Unit/Organization) personnel and staff.

3. OBJECTIVES.
a. Save life, limb, and eyesight.
b. Place casualty and damage information in the command channels quickly and accurately.
c. Reduce the impact upon combat effectiveness.
d. Minimize post-mishap injury and damage.
e. Determine the root cause of the mishap.
f. Prevent a similar reoccurrence.

4. CONCEPT. Respond quickly and effectively to all mishaps/incidents by responding in four phases:
Note: Unit must address each one of these phases in their pre-mishap plan.
a. PHASE I (Emergency Response): Rescue personnel, if able, and perform life-, eyesight-, and limb-saving first aid as needed. Inform the chain of command and local authorities.
b. PHASE II (Contain and Control): Gain control of the situation and decide the response level and resources needed.
c. PHASE III (Investigate and Report): Perform a preliminary investigation and file the required reports.
d. PHASE IV (Recover): Recover personnel and equipment and return to normal operations.

5. RESPONSIBILITIES. It is the responsibility of all commanders and Safety Officers/NCOs to read and be familiar with this plan to ensure appropriate actions are implemented. Additional assistance may be obtained by contacting the (UNIT). Unit commanders are responsible for the readiness, adequacy, and implementation of this plan.

a. Personnel on-site (Primary Actions) will: (1) Initiate life-saving actions and coordinate with appropriate military and civilian authorities for the evacuation of deceased or injured personnel. (2) Neutralize the site and ensure the safety of all personnel by securing classified materials, ammunition/weapons, disconnecting battery cables, staunching fuel leaks, and checking for possible ignition sources. (3) Notify chain of command during off-duty hours.
(4) Identify all witnesses and record name(s) and address(es). (5) Provide mishap site security and ensure the site is undisturbed to the maximum extent possible. Coordinate with MPs or civilian authorities and post guards to ensure site security.

DO NOT RELEASE MISHAP INFORMATION PERTAINING TO MISHAPS IS FOR OFFICIAL USE ONLY. PUBLIC INFORMATION WILL BE RELEASED ONLY BY COMMANDER, USACRC/SC, (CSSC-ZJA), FT. NOVOSEL, AL.

b. The unit commander of personnel involved in the incidents will initiate the following actions: (1) Gather and secure medical, training, and personnel records for all personnel involved in the mishap. (2) Immediately arrange for the local medical treatment facility to procure urine and blood samples from all personnel involved in the mishap, including deceased personnel. If personnel do not voluntarily submit to medical testing, the immediate commander will order the testing to be done under the fitness for duty clauses of AR 40–501. (3) Gather and secure operational, maintenance, or historical records for all Army equipment involved in the mishap. (4) Appoint an individual (unit/facility safety officer, if available) as the local point of contact (POC) to meet the mishap investigation board members and support their efforts in a liaison capacity during the investigation. (5) Promptly notify chain of command during duty hours and the Staff Duty Officer during non-duty hours, DSN XXX-XXXX, or XXX-XXX-XXXX. (6) Require medical tests IAW AR 40–501 if personnel directly involved in a serious mishap do not voluntarily submit to medical testing in conjunction with the local medical authorities. (7) Provide equipment and transportation as necessary. (8) Provide adequate personnel to ensure continuous security of the mishap site. (9) Appoint the unit safety officer as the point of contact for the mishap investigation board and provide assistance as necessary. (10) Provide the support needed by the mishap investigation board. (11) Provide for adequate rations, quarters, and shift assignments for mishap site security personnel. (12) Provide (unit) safety officer with an ECOD to assist in determining mishap classification.

c. Safety Manager will: (1) Be thoroughly familiar with AR 385–10 and DA Pam 385–40. (2) Coordinate with the unit safety officer/NCO to assist in updating/executing this plan. (3) Review and monitor the execution and any test of this plan to ensure that it is comprehensive and that all assigned duties are performed in a timely manner. (4) Educate personnel as to the execution of this plan and ensure personnel assigned duties are thoroughly familiar with plan. (5) Go to the scene of the mishap if necessary. (6) Assist in determining the mishap classification. (7) Take charge of the mishap scene until the mishap investigation board arrives. (8) Keep the chain of command informed. (9) Act as an advisor to the mishap investigation board. (10) Assist the mishap investigation board as necessary. (11) Ensure mishap site security personnel are thoroughly briefed as to their responsibilities in guarding the mishap scene.

d. Transportation officer will: (1) Ensure only required qualified personnel are at the mishap site to assist the mishap investigation board. (2) Arrange transportation as necessary for personnel and equipment to the mishap site. (3) Assist the mishap investigation board with vehicle history, to include all records and manuals pertaining to the vehicle, dispatch information, reconstruction of wrecked vehicle, and other support activities. (4) Coordinate for the wreckage recovery team to move the vehicle when released by local authorities and the president of the mishap investigation board. (5) Coordinate all post-mishap activities relating to the reconstruction of the vehicle and components, procuring of vehicle fluid samples, and disposition of damaged equipment and parts, to include approval for the reuse of serviceable vehicle parts.

e. Mishap investigation board members (for Class A and B on-duty ground) will: (1) Be appointed by MSC Commanders in the rank of Brigadier General and above. (2) On notice, report to the specified assembly point. (3) In coordination with local authorities, take charge of the mishap scene and initiate investigation upon arrival. (4) Conduct the investigation and send the completed report through the Chain-of-Command IAW AR 385–10. (5) Release the wreckage to the battalion motor officer after all possible investigations are complete. (6) Notify Collateral Duty Investigation Board when witnesses and mishap site are released for their use.

f. Security Personnel will: (1) Provide adequate personnel, on a shift basis, to maintain continuous security of the mishap site. (2) Coordinate with local police agencies or MPs as necessary. (3) Provide mishap site security and ensure the site is undisturbed to the maximum extent possible. (4) Ensure that only authorized personnel access the mishap site. (5) Direct news media to Public Affairs representative. (6) Assist the mishap investigation board as requested. (7) Be briefed by the safety manager or senior officer in charge as to specific duties and responsibilities.

g. PAO will: (1) Dispatch PAO or PAD (Public Affairs Division/Directorate) personnel to assembly point for further instruction and proceed to the mishap site to assist the mishap investigation board upon request by same. (2) Maintain liaison with news media to help minimize adverse public reaction. (3) Assist investigators to identify witnesses and solicit return of wreckage pieces which may have been removed without authorization. (4) Dispatch photographer to mishap site for scene photographs under the direction of the safety manager and/or the mishap investigation board members. (5) Prepare the on-scene commander for potential media interviews and/or provide talking points to on-scene commander.

h. Unit S2 will obtain the following: (1) Forecast and actual weather conditions for the time of the mishap. (2) Area weather when the mishap location does not have weather observation/report capabilities. (3) If feasible, make or obtain a special weather observation at the mishap location as close as possible to the actual time of the mishap. (4) Determine any additional weather information requirements and coordinate the collection of that information.

(UNIT)
PRE-MISHAP PLAN
(Tactical - OTHER THAN HOME STATION) CONTACT LIST

Crash Rescue: #
#
Location:

Fire Department:
Location:

Ambulance: #
Location:

MEDEVAC Helicopter: #
Location:

Rescue Boat: #
Location:

Nearest Hospital: #
Location:
Helipad Coordinates:

Nearest ATC Facility: #
Name and Location:

Local Law Enforcement: #
Agency and Location:

When Operating from a Military Base

Base Commander: #

Base Safety Officer: #

Airfield Commander: #

Provost Marshal: #

Supported Unit POC: #

Base PAO: #

Misc./regional information as needed:

EMERGENCY MISHAP REPORT

1. Reported by: (name)
2. Phone number of reporting person:
3. Location of mishap: (grid or lat / long):
4. Distance and direction from airfield:
5. Distance from common landmark:
6. Accessibility to mishap site:
7. Type and description of vehicle/equipment involved:
8. Is a fire involved?
9. Are Ammunition and Explosives (A&E) involved?
10. Estimated number of personnel injured and severity:
11. Others called or on-site:
12. Location of an individual who can guide rescue party:
13. Person receiving call:

Appendix E

Green, Yellow, Red Hash Safety Message Templates

SAFETY ALERT

USARC SAFETY SENDS

TYPE of EVENT, NEAR MISS or VIOLATION

Insert stock image(s) not of mishap scene

SAFETY ALERT

SAFETY ALERT

Event synopsis no more than 9-10 lines (Arial 12pt).

Factors (NO MORE THAN 1-2 LINES)

1. **Unit Planning** –
2. **Equipment** –
3. **Leader** –

Corrective Action / Remedy (NO MORE THAN 1-2 LINES)

1. Corrective Action / Remedy 1
2. Corrective Action / Remedy 2
3. Corrective Action / Remedy 3

ENSURE WIDEST DISSEMINATION AND POST ON BULLETIN BOARDS

SAFETY ALERT

SAFETY ALERT

USARC SAFETY SENDS

TYPE of EVENT, NEAR MISS or VIOLATION

SAFETY ALERT

SAFETY ALERT

Insert stock image(s) not of mishap scene

Event synopsis no more than 9-10 lines (Arial 12pt).

Factors (NO MORE THAN 1-2 LINES)

1. **Unit Planning** –
2. **Equipment** –
3. **Leader** –

Corrective Action / Remedy (NO MORE THAN 1-2 LINES)

1. Corrective Action / Remedy 1
2. Corrective Action / Remedy 2
3. Corrective Action / Remedy 3

ENSURE WIDEST DISSEMINATION AND POST ON BULLETIN BOARDS

SAFETY ALERT

SAFETY ALERT

USARC SAFETY SENDS

TYPE of FATAL MISHAP

Insert stock image(s) not of mishap scene

Mishap synopsis no more than 9-10 lines (Arial 12pt).

Factors (NO MORE THAN 1-2 LINES)

1. **Unit Planning** –
2. **Equipment** –
3. **Leader** –

Leader Actions (NO MORE THAN 1-2 LINES)

1. Leader Action 1
2. Leader Action 2
3. Leader Action 3

ENSURE WIDEST DISSEMINATION AND POST ON BULLETIN BOARDS

SAFETY ALERT

SAFETY ALERT

SAFETY ALERT

Appendix F

Safety Award Nomination Memorandum Samples

F–1. Sample Nomination for Army Reserve Commander's Excellence in Safety Award

(Command Letterhead)

OFFICE SYMBOL (900A (6+)) (Date)

MEMORANDUM THRU

FOR USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St. Fort Bragg, NC 28310-5010

SUBJECT: Nomination for Army Reserve Commander's Excellence in Safety Award

1. XX MSC hereby nominates the (unit), located at (wherever city, state) for the Army Reserve Commander's Excellence in Safety Award Level X for their outstanding contributions during FYXX.

2. (This paragraph justifies why this organization/individual deserves the award, but do not over-embellish. Mention of memoranda from higher headquarters or certificates awarded to the unit is appropriate in this paragraph).

3. Organization population:
   a. Number of AGR Soldiers:
   b. Number of TPU Soldiers:
   c. Number of Soldiers mobilized:
   d. Number of Subordinate Units:
   e. Number of DA civilians to include military technicians (MSCs only):

4. Criterion responses are listed below. Supporting documentation will be labeled to the corresponding criteria letter below. Do not delete items below. Enter Not Applicable if the organization does not conduct the lettered item.
   a. The organization/individual's mission, location, type, and number of assigned personnel.
   b. Commander/individual's support of higher Headquarters and DA safety campaigns.
   c. Mishap statistics and experiences.
   d. Methods used to effect or sustain mishap reduction (process improvements, initiatives).
   e. Major accomplishments.
   f. Objectives for the next FY.
   g. Soldier/Civilian injury and illness reduction program.
   h. Workers' compensation costs.
   i. Percentage of Commanders and 1SGs who completed the LSC. Provide documentation.
   j. Seatbelt usage rates.
   k. Strategies, controls, or policies that have contributed to mission and operational success. Include circumstances, hazards, movements, and so on, evidence of success and potential for command-wide applicability.
   l. Proactive measures taken to enhance Risk Management implementation.
   m. Description of total command involvement and support of SOH programs.
   n. Description of initiatives that are not required but will enhance the command safety program, such as purchase of ergonomic equipment or workstations, and partnering with the community or other Government activities.
   o. Complete Army Readiness Assessment Program (BN Only). Provide Certificate of Completion.

p. Motorcycle Safety Program

q. Percentage of command appointed Unit Safety Officers (USOs) that have completed the online USO Course.

r. Number of SOH committees conducted (BN and above) Provide signed minutes.

s. Number of exercises, training, mobilizations.

5. Point of contact.

Encl

COMMANDER
SIGNATURE BLOCK

F–2. Sample Nomination for Aircrew Member Safety Award

(Command Letterhead)

OFFICE SYMBOL (900A (6+)) (Date)

MEMORANDUM THRU

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

FOR USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St., Fort Bragg, NC 28310-5010

SUBJECT: Nomination for Army Reserve Aircrew Member Safety Award

1.The U.S. Army Reserve Aviation Command hereby nominates (name), located at (unit, city, state) for the Army Reserve Aircrew Member Safety Award for their outstanding contribution during FYXX. The Aviation Safety Officer has verified safety records by checking the nominee's DA Form 759 (Individual Flight Record). Entry will be made in the individual's flight records upon receipt of the award.

2. Criteria standard:
   a. Nominees full name.
   b. Total flight hours.

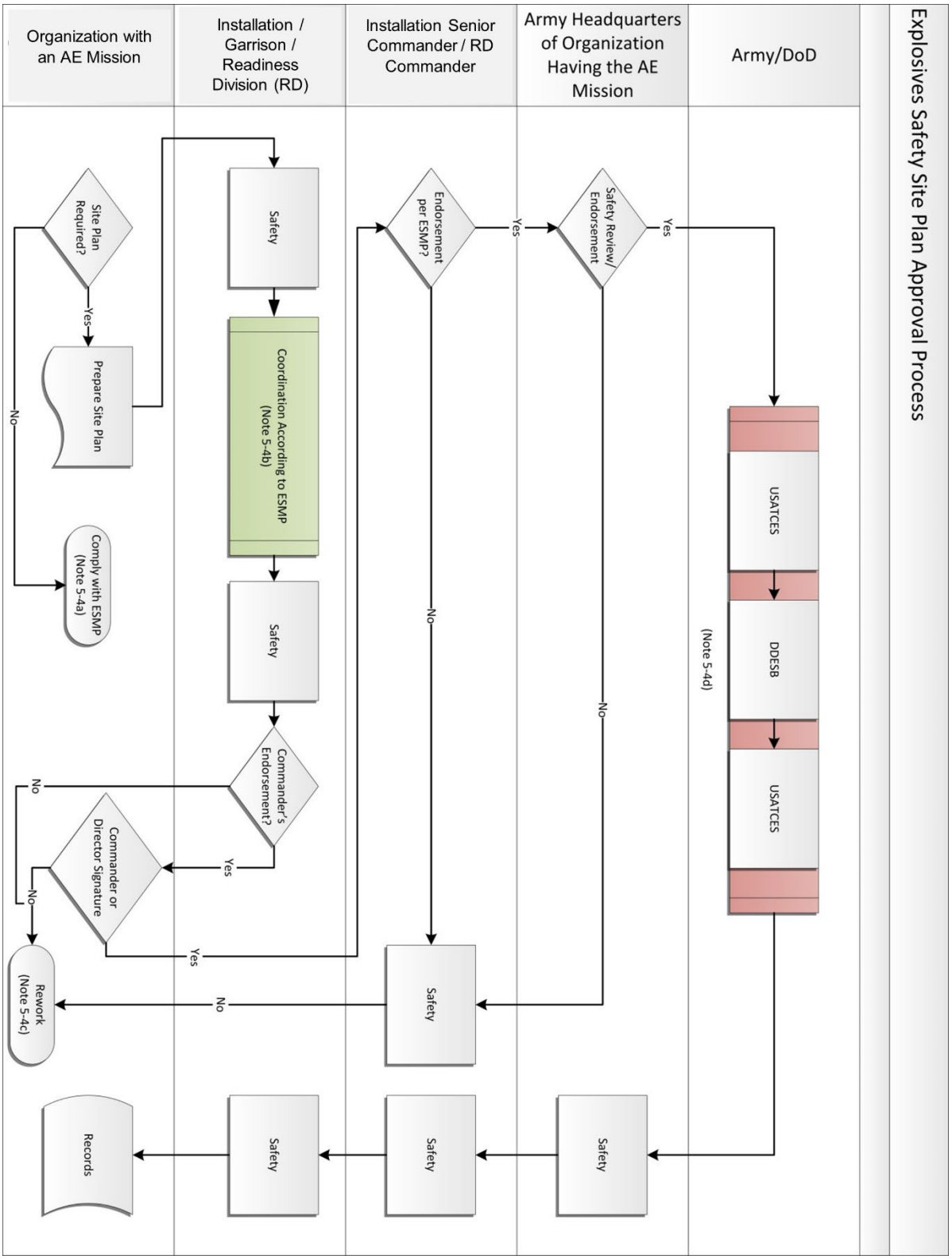
3. Point of contact.

Encl

COMMANDER
SIGNATURE BLOCK

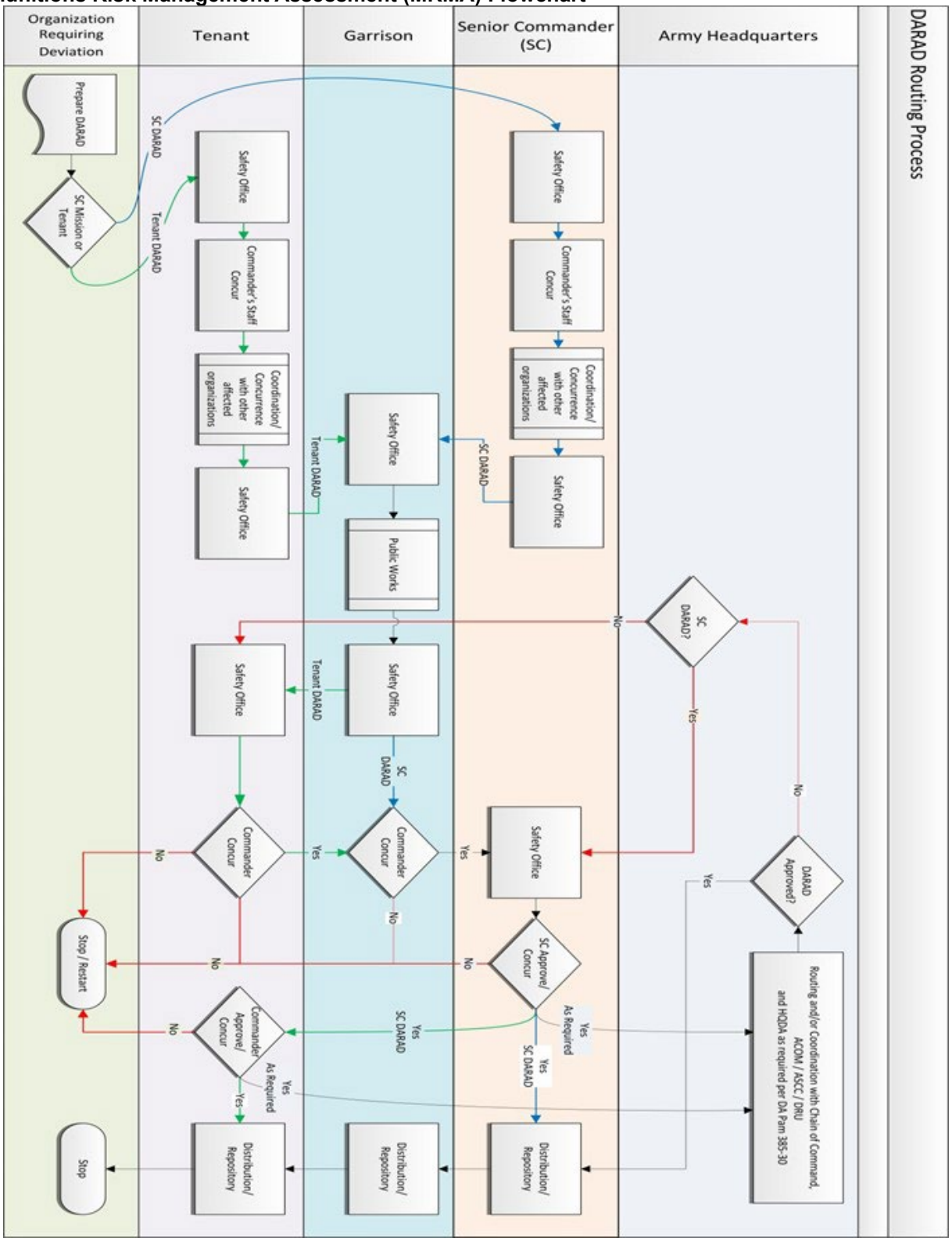
Appendix G

United States Army Reserve Explosives Safety Site Plan Flowchart



Appendix H

United States Army Reserve Deviation Approval and Risk Acceptance Document (DARAD) / Munitions Risk Management Assessment (MRMA) Flowchart



Appendix I

ARMS ROOM AMMUNITION & EXPLOSIVES STORAGE LICENSE

Location: _____

Unit: _____

Building Number: _____ Room: _____

POC: _____

The above Arms room has been licensed to contain the following amounts and type of ammunition:

	DoDIC	Total Net Explosives Weight (kilograms) authorized:
Hazard Division 1.4	_____	_____
Hazard Division 1.3	_____	_____
Hazard Division 1.2.2	_____	_____

REMARKS:

1. This license is valid only with an approved risk assessment signed by appropriate commander authorized to approve the level of risk.
2. Post this license in the Arms room vault. Requests for changes to this license must be forwarded to the appropriate commander and safety officer responsible for the Arms Room.
3. Fire Symbol (insert correct symbol number) will be properly posted at building entrance and ammunition vault door.
4. All ammunition must be stored IAW DA Pam 385–64, USAR Reg 385–2, and respective RD policies.
5. The inventory of authorized ammo must be displayed with the license and only the ammunition listed may be stored in the Arms Room.
6. The limits for each category as noted above will not be exceeded. Should the site exceed the licensed limits, notify the safety office immediately.

_____

Commander Date/Phone

_____

Safety Officer/Manager Date/Phone

Glossary of Terms

Section I

Abbreviations

AAR
After Action Report/Review

ACTEDS
Army Civilian Training, Education, and Development System

ACV
Army Combat Vehicle

A&E
Ammunition and Explosives

AGR
Active Guard Reserve

AIP
Automated Inspection Program

AMC
Army Materiel Command

AR
Army Regulation

ARA
Army Radiation Authorization

ARAP
Army Readiness Assessment Program

ARIMS
Army Records Information Management System

ASC
Army Sustainment Command

ASMIS
Army Safety Management Information System

ASP
Ammunition Supply Point

ASO
Aviation Safety Officer

ASOHMS
Army Safety and Occupational Health Management System

ASOHP
Army Safety and Occupational Health Program

AT
Annual Training

BMBL
Biosafety in Microbiological and Biomedical Laboratories

BSL
Biosafety Level

CCPM
Command Career Program Manager

CDC
Center for Disease Control

CFR
Code of Federal Regulation

CG
Commanding General

CHRSC
Civilian Human Resource Service Center

COR
Contracting Officer Representative

CVC
Combat Vehicle Crewman

DARAD
Deviation Approval and Risk Acceptance Document

DCG
Deputy Commanding General

DCMA
Defense Contract Management Agency

DCPH
Defense Center for Public Health

DESR
Defense Explosives Safety Regulation

DDESB
Department of Defense Explosives Safety Board

DFARS
Defense Federal Acquisition Regulation Supplement

DoD
Department of Defense

DoDD
Department of Defense Directive

DoDI
Department of Defense Instruction

DoDM
Department of Defense Manual

DOEHRS-IH
Defense Occupational and Environmental Health Readiness System -Industrial Hygiene

DOT
Department of Transportation

DPMAP
DoD Performance Management and Appraisal Program

DPW
Department of Public Works

DRAW
Deliberate Risk Assessment Worksheet

ECOD
Estimated Cost of Damage

EEO
Equal Employment Opportunity

EM
Engineering Manual

EMF
Electromagnetic Field

EO
Executive Order

EOD
Explosive Ordnance Disposal

ESMP
Explosives Safety Management Program

ESQD
Explosives Safety Quantity Distance

ESSP
Explosives Safety Site Plans

FAA
Federal Aviation Administration

F&ES
Fire and Emergency Services

FC
Functional Community

FORSCOM
US Army Forces Command

FTX
Field Training Exercise

FY
Fiscal Year

GCC
Geographical Combatant Command

HAZCOM
Hazard Communication

HAZMAT
Hazardous Materials

HC/D
Hazard Class/Division

HERF
Hazards of Electromagnetic Radiation to Fuels

HERO
Hazards of Electromagnetic Radiation to Ordnance

HERP
Hazards of Electromagnetic Radiation to Personnel

HQDA
Headquarters Department of the Army

IAW
In Accordance With

IAT
Infectious Agents and Toxins

ISO
Installation Safety Office

IH
Industrial Hygiene

IMCOM
United States Army Installation Management Command

JHA
Job Hazard Analysis

JMC
Joint Munitions Command

JPC
Joint Pathology Center

KO
Contracting Officer

LPS
Lightning Protection System

LRSO
Laser Range Safety Officer

LSC
Leader’s Safety and Occupational Health Course

LSO
Laser Safety Officer

LTA
Local Training Area

MEC
Munitions And Explosives of Concern

MRMA
Munitions Risk Management Assessment

MSP
Motorcycle Safety Program

MSPC
Motorcycle Safety Program Coordinator

MTF
Medical Treatment Facility

NEW
Net Explosives Weight

NFPA
National Fire Protection Association

NIH
National Institute of Health

NOV
Notice of Violation

NRC
Nuclear Regulatory Commission

NRSOHP
Nonionizing Radiation Safety and Occupational Health Program

OCAR
Office of the Chief of Army Reserve

OEHP
Occupational & Environmental Health Programs

OH
Occupational Health

OPM
Office of Personnel Management

OSHA
Occupational Safety and Health Administration

PCC
Pre-Command Course

PAO
Public Affairs Office

PCES
Professional Certificate Explosives Safety

PCES1
Professional Certificate Explosives Safety Level 1

PCES2
Professional Certificate Explosives Safety Level 2

PCSOH
Professional Certificate Safety and Occupational Health

PES
Potential Explosion Sites

PM
Program Manager

POL
Petroleum, Oil and Lubricants

PPE
Personal Protective Equipment

QASAS
Quality Assurance Specialist-Ammunition Surveillance

RAM
Radioactive Material

RM
Risk Management

RPMP
Real Property Master Planning

RSO
Radiation Safety Officer

RSSO
Radiation Safety Staff Officer

SASOHI
Standard Army Safety and Occupational Health Inspection

SCG
Storage Compatibility Group

SDS
Safety Data Sheet

SDZ
Surface Danger Zone

SIB
Safety Investigation Board

SOH
Safety and Occupational Health

SOHAC
Safety and Occupational Health Advisory Council

SOP
Standard Operating Procedure

TACOM
Tank-automotive and Armaments Command

TC
Training Circular

TDA
Table Of Distribution and Allowance

TM
Technical Manual

USACE
United States Army Corps of Engineers

USACRC
U.S. Army Combat Readiness Center

USAR
United States Army Reserve

USARC
United States Army Reserve Command

USATCES
United States Army Technical Center for Explosives Safety

USO
Unit Safety Officer

UXO
Unexploded Ordnance

Section II

Terms

Ammunition and explosives
Includes, but is not limited to, all items of ammunition, propellants (liquid and solid), high and low explosives, guided missiles, warheads, devices, pyrotechnics, chemical munitions, and components and substances associated therewith, presenting real or potential hazards to life and property.

Army combat vehicle
A tactical motor vehicle, with or without armor, designed for a specific fighting function such as armored security vehicles, light armored vehicles, STRYKERs, Bradleys, M1 tanks, armored personnel carriers, self-propelled Howitzers, armored vehicle-launched bridges, and so forth. Armor protection or armament mounted as supplemental equipment on noncombat vehicles will not change the classification of such vehicles to combat vehicles.

Army leader
Army Doctrine Publication 6–22 defines an Army leader as anyone who by virtue of assumed role or assigned responsibility inspires and influences people by providing purpose, direction, and motivation to accomplish the mission and improve the organization.

Army mishap
An unplanned event, or series of events, which results in one or more of the following:
1. Occupational illness to Army military or DA Civilian personnel.
2. Injury to on-duty DA Civilian personnel.
3. Injury to Army military personnel on and off duty.
4. Damage to Army property.
5. Damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations (the U.S. Army had a causal or contributing role in the mishap).

Army motor vehicle
Any vehicle that is owned, leased, or rented by DA and/or Reserve Components. A vehicle that is primarily designed for over-the-road operation. A vehicle whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles.

Army personnel
Members of the Regular Army, USAR, and ARNG serving on active duty or performing inactive duty training; U.S. Military Academy cadets; officer candidates in Officer Candidate School; Reserve Officer Training Corps cadets when engaged in directed training activities; and DA Civilians.

Army property
Any item of Army property, or property leased by the U.S. Army for which the U.S. Army has assumed risk of loss, such as aircraft, vehicle, building, structure, system, and so on.

Army tactical vehicles
Any vehicle designed for field requirements in direct support of combat and tactical operations used to provide transportation or for training personnel for such operations (to include army tactical vehicles, mopeds, and motorcycles).

Army vessel
Any waterborne craft used or capable of being used for water transportation (refer to AR 56–9).

As low as reasonably achievable
Making every reasonable effort to maintain exposures to radiation as far below applicable dose limits as is practically consistent with the purpose for which the licensed activity is undertaken, taking into account the state of technology, the economics of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations and in relation to utilization of nuclear energy and licensed material in the public interest (refer to 10 CFR 20.1003). Samples of good ALARA practices may be found in NRC Regulatory Guide 8.10, Revision 2; NRC Regulatory Guide 8.31; and NRC Regulatory Guide 10.8, Revision 2.

As low as reasonably achievable investigational level
A radiation dose to the worker while occupationally exposed that justifies further investigation. Such an investigation generally includes a review of the circumstances associated with the apparently abnormal internal or external dose, assessment of the consequences, and mitigation or prevention of such a dose of similar magnitude in the future.

Audit
A process of collecting information about an organization's SOH management system and making judgments about its adequacy and performance, identifying both the strengths and weaknesses of the safety and health program as implemented by the organization. To ensure that all necessary safety and health program elements are operating and that procedures are in place for thorough implementation. The aims of auditing should be to establish that appropriate management arrangements are in place, an adequate RM control system exists which reflects the hazard profile of the organization and is properly implemented, and appropriate workplace precautions are in place.

Biosafety level
A combination of facility design features and safety equipment (primary and secondary barriers), facility practices and procedures, and PPE (refer to the NIH/CDC BMBL).
1. BSL – 1 standard practices, safety equipment, and facility specifications are generally appropriate for undergraduate and secondary educational training and teaching laboratories and for other laboratories that work with defined and characterized strains of viable biological agents not known to consistently cause disease in healthy adult humans.
2. BSL – 2 standard practices, safety equipment, and facility specifications are applicable to laboratories in which work is performed using a broad-spectrum of biological agents and toxins that are associated with causing disease in humans of varying severity. With good practices and procedures, these agents and toxins can generally be handled safely on an open bench, provided the potential for producing splashes and aerosols is low.
3. BSL – 3 standard practices, safety equipment, and facility specifications are applicable to laboratories in which work is performed using indigenous or exotic biological agents with a potential for respiratory transmission and those that may cause serious and potentially lethal infection.
4. BSL – 4 standard practices, safety equipment, and facility specifications are applicable primarily for laboratories working with dangerous and exotic biological agents that pose a high individual risk of life-threatening disease that may be transmitted via the aerosol route and for which there is no available vaccine or therapy.

Biological mishap
An event in which the failure of laboratory facilities, equipment, or procedures appropriate to the level of potential pathogenicity of an IAT may allow an occupational exposure or release of an agent or toxin outside of the primary barriers of the biocontainment area. An event in which the failure of laboratory facilities, equipment, or procedures appropriate to the level of potential pathogenicity or toxicity of a given etiologic agent (organism or toxin) may allow the unintentional, potential exposure of humans or the laboratory environment to that agent. Mishaps can be categorized into those resulting in confirmed exposures and those resulting in potential exposures.

Capability objective
ASOHMS capability objectives are the criteria of the ASOHMS and serve as the framework in which every DA organization will execute their SOH programs. The capability objectives are used to integrate ASOHMS criteria into manageable and related sets of Army SOH requirements. These capability objectives are used to organize identified gaps and develop strategic action plans to help Army organizations incrementally implement a safety management system through a three-stage approach of process, execution, then improvement (in other words, Plan-Do-Check Act). They are designed to fully integrate risk-based mission focused written programs, policies, tactics, techniques, and procedures into daily activities to enhance readiness by reducing preventable injuries and illnesses, by proactively assessing risk, implementation of control measures, and trending and measurement. The end state will support the documentation, refinement, and validation of non-materiel and materiel changes needed to achieve required capabilities and result in sustained program performance and continuing improvements to protect our greatest asset, our people.

Class R mishap
A fatality or injury which results in permanent total disability or permanent partial disability, as defined in AR 385–10, of a member of the USAR in a non-duty status (not on Title 10 or Title 32 orders).

Commercial off-the-shelf
An existing item determined by a material acquisition decision process review (DoD, military component, or subordinate organization, as appropriate) to be available for acquisition to satisfy an approved materiel requirement with no expenditure of funds for development, modification, or improvement (such as commercial products or materiel developed by other countries). This item may be procured by the contractor or furnished to the contractor as government-furnished equipment or government-furnished property.

Control
Action taken to eliminate hazards or reduce their risk.

Dosimeter
A device intended to measure radiation or evaluate any quantity of irradiation for the purpose of determining an occupationally exposed individual's ionizing radiation dose.

Emergency action plan
Defines how a specific command or unit residing within a DoD installation or SAF will develop and employ required actions in an all-hazards event. The primary focus of EAPs is to synchronize organization actions during an emergency with the operations of the supporting organization in order to: (1) support and execute protective action recommendations for assigned personnel and (2) support response and recovery operations.

First aid
First aid is defined as using a list of procedures that are all-inclusive and is not a recordable injury. If a procedure is not on the list, it is not considered first aid for recordkeeping purposes. The following are the procedures contained in the list:
1. Using a nonprescription medication at nonprescription strength. However, if an employee is provided prescription medications or nonprescription medications at prescription strength, this is considered medical treatment.
2. Tetanus immunizations.
3. Cleaning, flushing, or soaking surface wounds.
4. Wound coverings, butterfly bandages, or Steri-strips. The use of wound closure methods such as sutures, medical glues, or staples is considered medical treatment.
5. Hot or cold therapy regardless of how many times it is used.
6. Nonrigid means of support.
7. Temporary immobilization device used to transport mishap victims.
8. Drilling of fingernail or toenail; draining fluid from blister.
9. Eye patches.

10. Removing foreign bodies from eye using irrigation or cotton swab. However, use of other methods to remove materials from the eye is medical treatment.
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
12. Finger guards.
13. Massages. Massage therapy is first aid, but physical therapy or chiropractic treatment is considered medical treatment.
14. Drinking fluids for relief of heat stress. (Drinking fluids for relief of heat stress is first aid, but administering an intravenous line is medical treatment.)

Green Hash Safety Message
Informational and to be used to highlight important information regarding procedures (I.E. Clearing procedures for the M4), identification of actions to take when encountering poisonous plants, venomous snakes, or dangerous animals while training, or other important safety information that educates the force.

Ground mishap
A mishap that occurs on land, involves DoD activities, and results in occupational illness to DoD personnel, injury to DoD military personnel on or off duty, injury to on-duty civilian personnel or DoD-supervised contractor employees, damage to DoD property, and damage to private property or injury or illness to non-DoD personnel caused by DoD activities, but does not involve damages to DoD aircraft, missiles, explosives, chemical agents, motor vehicles, space systems and support equipment, or nuclear weapons or reactors.

Hazard analysis
A hazard analysis is a clear, systemic, concise, well-defined, orderly, consistent, closed-loop, quantitative or qualitative, and objective methodology used to identify possible hazards within a mission, system, equipment, or process that can cause losses to the mission, equipment, process, personnel, or damage to the environment. Examples of hazard analyses are what-if, preliminary hazard analysis, sneak circuit analysis, hazard and operability study, fault tree analysis, failure mode and effects analysis, and fault hazard analysis.

Infectious agents and toxins
Fungi, virus, bacteria, prions, rickettsia, parasites, or a viable microorganism or its toxin, or a prion that lacks nucleic acids that causes or may cause disease; includes clinical cultures.

Ionizing radiation
Particulate (alpha, beta, and neutron) and electromagnetic (X-ray and gamma) radiation of sufficient energy to displace electrons from atoms, producing ions. Charged subatomic particles and ionized atoms with kinetic energies greater than 12.4 eV, Electromagnetic Radiation (EMR) with photon energies greater than 12.4 eV, and all free neutrons and other uncharged subatomic particles (except neutrinos and anti-neutrinos).

Material weakness
A material weakness is a significant deficiency or combination of significant deficiencies that result in a reasonable possibility that a material misstatement will not be prevented or detected. The absence or ineffectiveness of internal controls constitutes an internal control weakness. For an internal control weakness to be considered a material weakness, two conditions must be met. It must involve a weakness in internal controls (such as internal controls are not in place, are not being used, or they are inadequate) and it must warrant the attention of the next higher level either for awareness or action. The determination of materiality is reevaluated at each successive level of command.

Non-duty status
A TPU soldier not on Title 10 or Title 32 orders. The non-duty time frame covers the period of time, when the soldier is in their civilian capacity, between BAs or AT.

Nonionizing radiation
Electromagnetic radiation with photon energies less than 12.4 eV. (Lasers, High intensity optical sources, and electromagnetic field emitters)

Qualified safety professional
As defined in AR 385–10, includes persons who meet Office of Personnel Management standards for SOH manager/specialist (GS–0018) and safety engineer (GS/GM–0803). Other job specialties will provide support in their respective specialty areas.

Red Hash Safety Message
Used when there is a fatal, permanent total disability or a property damage which meets the criteria of a Class A mishap.

Supervisory
Activities associated with the management of personnel. Examples are inspection tasks, directing workloads / work crews, monitoring work, crews, and planning unit activities.

Yellow Hash Safety Message
Used when there is a mishap which meets the criteria of a Class B through Class F mishap, an OSHA Citation, or an NRC Violation.