

USAR Regulation 385-2

**Safety
US Army Reserve
(USAR)
Safety Program**

**Department of the Army
Office of the Chief, Army Reserve
Washington, DC 20310-2400
1 June 2012**

SUMMARY OF CHANGE

USAR Reg 385-2

US Army Reserve (USAR) Safety Program

This revision -

- o Changed the USARC Headquarters' address from 1401 Deshler St. SW, Fort McPherson, GA 30330-2000 to 4710 Knox St., Fort Bragg, NC 28310-5010 (throughout this publication).
- o Clarified additional safety officer appointment requirements (chapter 2, para 2-2b (2))
- o Deleted paragraph 2-3d requiring all USAR Safety professionals to complete the USACRC/SC courses.
- o Deleted Safety training certification requirements table (chapter 3, Table 3-1)
- o Added paragraph 3-4 reference centrally funded safety training policy. (chapter 3, para 3-4)
- o Revised safety program evaluations requirements to include USAR organization inspection program (OIP) standards and requirements to use automated inspection program web based checklist (Chapter 4, para 4-3b and 4-3d)
- o Revised requirement for USAR Safety Office to provide findings of evaluation to 30 days and suspense for written response from the commands to 90 days. (Chapter 4, para 4-3c)
- o Added post accident requirements for commands to initiate a stand down following a Class A accident. Added requirement for biochemical testing of personnel involved in, or who may have contributed to, a Class A/B accident. (Chapter 5, para 5-4)
- o Added requirement for USAR Safety Office to provide a report to the Major Subordinate Commands (MSCs)/Direct Reporting Units (DRUs) of findings and recommendations of the accident investigation boards. (Chapter 5, para 5-5c)
- o Updated pre-accident plan (ground sample) (Chapter 5, Figure 5-2)
- o Added summation of composite risk management (CRM) philosophy and goals and eliminated CRM Train the Trainer course. (Chapter 6, para 6-6c and d)
- o Adds policy for completing and using the Travel Risk Planning System (TRiPS) (Chapter 12, para 12-4d(3) and (4)).
- o Adds guidance and procedures for safety support/participation in military training, tactical operations. (Chapter 13, para 13-2 c)
- o Clarified Safety and Occupational Health Advisory Council (SOHAC) requirement to meet semi-annual each fiscal year (FY). (Chapter 15, para 15-1b)
- o Updated award criteria for USAR Safety Awards (Chapter 17, para 17-6)
- o Added policy reference educational and marketing materials (Chapter 17, para 17-7)
- o Added RSC commander's and safety manger's responsibilities regarding weapons, ammunition and explosives safety (Chapter 18, paras 18-2b & c)
- o Added requirement for developing an SOP regarding ammunition, explosives, ranges, etc. (Chapter 18, para 18-3d)
- o Added paragraph regarding alteration of ammunition. (Chapter 18, para 18-4i)
- o Added requirement for RSC safety managers reporting all real/suspected instances of rounds exiting an SDZ. (Chapter 18, para 18-5d)
- o Added policy concerning weapons clearing and weapons clearing barrels procedures (Chapter 18, para 18-8)

- o Added guidance concerning Contract safety (Chapter 20)
- o Updated checklist for motorcycle accident prevention inspection (Appendix C, Figure C-4)
- o Adds clarification of "Not Duty" status for TPU Soldiers (Appendix D, para D-1b)

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Safety
US Army Reserve (USAR) Safety Program

For the Commander:

KEITH L. THURGOOD
Major General, US Army
DCG (Support)/Chief of Staff

Official:



B. LYNNE OWENS
COL, GS
Deputy Chief of Staff, G-1

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

Summary. This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of the US Army Reserve (USAR) safety program.

Applicability. This regulation applies to the USAR and all Soldiers, civilians, technicians, and contractors assigned or attached to USAR subordinate commands and units. This publication is in effect during mobilization.

Proponent and exception authority. The proponent for this regulation is the USAR Safety Office. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Army management control process. This regulation is subject to the requirements of Army Regulation (AR) 11-2, Management Control. It contains management control provisions and checklists for conducting management control evaluations. Headquarters, Department of the Army has identified “The Army Safety Program” as a key management control according to the provisions of Army Regulation (AR) 11-2. A checklist for evaluation of the management control is provided in The Army Safety Program, AR 385-10, appendix B.

Supplementation. Supplementation of this regulation is prohibited without prior approval from USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010.

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 USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010.

Distribution. This publication is available in electronic media on the USAR Intranet website at <https://usarcintra> and on the USAR Component portion of the Army Knowledge Online (AKO) website. It is intended for command level A. Local reproduction is authorized.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for implementation of the USAR Safety Program. It is designed to avert accidents and conserve manpower and equipment without compromising the fulfillment of the USAR mission.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviation and terms

Abbreviations and special terms used in this publication are explained in the glossary. For purpose of clarity, Major Subordinate Command (MSC)/Direct Reporting Unit (DRU) includes all USAR MSCs, Direct Reporting Units, Regional Support Commands (RSCs) and Operational and Functional Commands (O&F) that are immediately subordinate to the USARC.

1-4. Responsibilities

a. Command Safety Director, USAR Safety Office will—

- (1) Report to Chief, Army Reserve (CAR)/Commanding General (CG) USARC through the Chief of Staff, Army Reserve.
- (2) Serve as principal advisor to the CAR, Office, Chief Army Reserve (OCAR) staff, USARC CG and USARC staff on all safety and occupational health issues.
- (3) Coordinate directly with Army Commands, Army Service Component Commands, and Direct Reporting Units, other services, state/federal agencies and other institutions as applicable.
- (4) Coordinate, as appropriate, with the Director of Army Safety (DASAF) and pass to DASAF, any significant Army-wide safety and occupational health issues.
- (5) Develop command safety and occupational health policy.
- (6) Participate in Department of the Army (DA) and USAR level special reviews, studies, and working groups; Army Explosive Safety Council; USAR Safety conferences and councils.
- (7) Serve as principal advisor to the Army Reserve Executive Safety and Occupational Health Council.
- (8) Recommends the appointment of an accident investigation board as required or deemed appropriate, for all accidents that do not meet the criteria in AR 385-10) or not investigated by DASAF.
- (9) Review and evaluate all USAR Safety programs annually.
- (10) Serve as the USAR Career Program (CP) Manager for CP 12 in accordance with (IAW) AR 690-950.
- (11) Maintain staff oversight for safety issues relating to ammunition, environmental, fire protection, industrial hygiene (IH), and other loss control elements.
- (12) Establish and implement an USAR Safety Awards Program to recognize USAR personnel and organizations for safe performance.
- (13) Establish and publish annual accident performance goals for USAR and subordinate elements.
- (14) Represent all safety issues not listed above affecting or involving the USAR.
- (15) Serve as the proponent for safety and Composite Risk Management (CRM) integration into USAR training, policy, leader development, organization, materiel, and personnel.
- (16) Ensure that management controls are in place and operating effectively in the USAR Safety Program. Report any detected material weakness through the chain of command.
- (17) Develop and publish a USAR Safety Performance Plan/Objectives each fiscal year (FY). Plan will be published as an Operational Order. The USAR Safety Office will develop a plan for resourcing the Command's Safety and Occupational Health (SOH) program for FYs to ensure that resource requirements for all centrally funded programs are developed and included in POM submission.

b. The MSC/DRU 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, accident prevention, and CRM integration efforts within the respective command.
- (2) Develop resource requirements and justification necessary to conduct safety activities.
- (3) Provide leadership and management of safety staff activities.
- (4) Manage and serve as planner and recorder of safety and occupational health advisory councils and committees.
- (5) Develop procedures for implementing, executing, and managing 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 when a USAR command is located on a joint installation or facility and where appropriate, host nations to ensure cooperation on matters of mutual concern. This requirement may be accomplished thru joint or shared membership at applicable Safety Councils or meetings, Memorandum of Agreements, or other means of ensuring effective communication and cooperation between agencies.

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

c. Additional Duty Safety Officers/NCOs (military)/Collateral Duty Safety Officer (civilian) (ADSO/NCOs/CDSOs) will -

(1) Provide advice and recommendations to the unit commander and staff on safety and CRM issues.

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

(3) Report and investigate accidents 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 the integration of safety and CRM.

(5) Develop, review, and revise unit safety standing operating procedures (SOPs).

(6) Maintain reference materials necessary to manage a unit safety program. (A listing of minimum appropriate references is provided at appendix A.)

(7) Schedule and/or conduct safety training as required by this regulation and AR 385-10.

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

(9) Furnish copy of appointment memorandum to next higher command.

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

d. The MSC/DRU commanders will -

(1) Ensure that safety, through the CRM process, is integrated into all operational processes.

(2) Provide a safe and healthy working environment for USAR personnel and others affected by USAR operations.

(3) Hold personnel accountable for SOH consistent with the duties of the position.

(4) Program and allocate resources to ensure an effective SOH program is implemented and supported.

(5) Ensure a qualified SOH manager, as defined in AR 385-10, is responsible for exercising staff supervision of SOH activities within the command and all aspects of the USAR Safety Program.

(6) Ensure full-time SOH managers are members of the commander's special staff reporting directly to the commander.

(7) Establish an SOH Advisory Council.

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

(9) Ensure that a Safety Performance Plan/Objective is developed and updated each FY.

e. Commanders at all levels will -

(1) Be responsible for the protection of all personnel, facilities, equipment, and materials under their charge.

(2) Ensure the safety office and applicable staff is resourced with adequate personnel, funds, and automation to support an aggressive safety program based on unit mission/functions requirements.

(3) Complete the web-based Commander's Safety Course prior to assuming command.

(4) Ensure that management controls are in place and operating effectively in the USAR Safety Program.

(5) Report any detected material weakness through the chain of command

(6) Ensure that the command's Safety Manager deploys with the command during training and/or mobilization for those commands who have Safety Managers who are "emergency essential".

f. Additional responsibilities are defined within applicable chapters of this regulation as they relate to specific safety sub-programs and processes.

g. All Soldiers and Army civilians will-

(1) Familiarize themselves with SOPs and comply with all safety requirements related to their duties as outlined in current regulatory and job performance standards.

(2) Enforce good housekeeping and safety practices

(3) Use Personal Protective Equipment (PPE) at all time as required by FM/TM and regulations

(4) Be familiar with and enforce the safety requirements presented on the Hazardous Material Safety Data for items used in the performance of daily duties.

(5) Stop and report safety violations immediately to supervisory personnel for correction.

1-5. Standards application

a. All regulatory or statutory SOH standards issued by higher headquarters and other federal agencies are adopted.

b. In cases where more than one standard exists, the more stringent standard will apply.

c. Requests for all waivers, exemptions, or variances to existing standards must be submitted through command channels to this Headquarters, USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010.

Chapter 2 Safety Program Management

2-1. General

The following addresses policy for management of safety programs within USAR units and organizations. Procedures will be addressed in subsequent chapters of this regulation.

2-2. Organization and structure

a. Commanders are required to structure and resource safety programs to support mission operations. The safety program for each organization must be tailored to include applicable sub-programs. Examples of sub-programs are found in AR 385-10, chapter 2. Commander's requirements for safety training are as follows:

(1) Army Reserve commanders (separate detachment through brigade) must complete the web-based Commanders Safety Course (CSC) prior to assuming command. Personnel appointed as Rear Detachment Commanders regardless of rank will complete the CSC within 30 days of appointment.

(2) Officers scheduled to attend the company, battalion or brigade level ARRTC Pre-Command Course (PCC) at Fort McCoy must show their CSC Certificate of Completion prior to attending the PCC. Personnel reporting to ARRTC PCCs without evidence of successful completion of the CSC will be denied attendance.

(3) The CSC is located at the US Army Combat Readiness Center/Safety Center (USACRC/SC) University website at <https://safety.army.mil/>. The Individual Training and Readiness System (ITRS) will serve as the course record and certification of training.

(4) Evaluations of MSC Safety Programs and Organization Inspection Program (OIP) inspections will assess compliance with these requirements.

(5) The MSC/DRU commanders will incorporate these requirements as assessment items in inspections and evaluations of subordinate commands.

b. Safety personnel requirements, qualifications, and responsibilities are found in AR 385-10, chapter 2. Additional requirements for USAR Safety managers and officers are:

(1) The MSCs must have a full-time SOH manager. This individual will be rated or senior rated by the Commander. The MSC/DRU safety managers and officers will have an appropriate safety staff to manage its SOH program as established in AR 385-10.

(2) All commands that do not have a full time safety manager/officer assigned to an authorized position, will have additional duty safety personnel appointed by memorandum. These officers, NCOs or civilian personnel will be assigned down to company level organizations. For detachment level organizations, an ADSO/NCO is required for separate detachments with 10 or more personnel assigned.

c. The CRM policy, procedures and responsibilities for an effective safety program are found in chapter 6 of this regulation.

2-3. Qualifications and appointment of safety officers

a. 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.

b. Commanders, directors and activity chiefs are required to appoint (in writing) additional duty safety personnel down to and including company/separate detachment (ADSO/NCO military), activity (CDSO civilian), or equivalent levels. This includes all troop, industrial and administrative functions, except in aviation units. Requirements for unit aviation safety personnel are outlined in AR 385-10. Army Reserve ADSO/NCO must -

(1) Have a minimum of 2 years retainability upon appointment.

(2) Complete the on-line Additional Duty Safety Course (ADSC) within 90 days of appointment.

(3) Meet the following minimum grade requirements:

(a) Battalion and Higher – Captain/CW2.

(b) Company/Separate Detachment Level – Staff Sergeant (E6).

(c) Activity (civilian) – General Schedule (GS)-7/wage grade equivalent.

c. The ADSC and CSC are located on-line at the US Army Combat Readiness University (CRU) website at <https://safety.army.mil/>. Click on "on-line training." The ADSC or equivalent will be a prerequisite for any safety resident courses for ADSO/NCOs. Additional duty safety personnel who have already completed a formal course of instruction recognized by the USACRC/SC are not required to complete the ADSC. All safety personnel are highly encouraged to complete both ADSC and CSC in order to broaden their safety knowledge base.

2-4. Councils, committees, and workshops

Safety councils and committees provide forums for discussing safety problems and keeping commanders, functional managers, and supervisors informed on the status of accident prevention and CRM initiatives. Procedures are outlined in chapter 15 of this regulation.

a. The USAR SOH Advisory Council will meet in the second and fourth quarters at locations that are economical and convenient for the command. The USAR Safety Office will provide mishap results on a quarterly basis to all commanders and MSC/DRU safety managers and officers/officers.

b. The SOH Advisory Council meetings must be conducted semi-annually each FY at MSC/DRU and down to battalion level. When possible, the meetings should be held in first and second quarters of the FY. These meetings may be conducted as a stand-alone meeting, or may be conducted in conjunction with other command level briefings or forums if separate minutes are maintained regarding the SOH Advisory Council.

c. For commands below battalion that do not conduct an SOH Advisory Council, a Soldier and Army civilian employee committee will be established and will perform IAW procedures outlined in chapter 2, para 2-24e, AR 385-10.

2-5. Army Readiness Assessment Program (ARAP)

The ARAP is designed to allow commanders to assess their safety culture, evaluate CRM processes and identify predictors that could increase the potential for mishaps or accidents. MSC/DRU commanders can use this program as part of their safety program assessment.

2-6. Safety and CRM programs in evaluation reports

Commanders and/or supervisors will hold personnel accountable and recognize accomplishments in area of safety and CRM. Safety responsibilities and objectives will be annotated on support forms and their compliance documented on the evaluation reports of all leaders/supervisors. This will include support forms for civilians (DA Form 7222-1, Part iv b), officers and warrant officers (DA Form 67-9-1, Part IVb), non-commissioned officers (DA Form 2166-8-1, Part III d), and junior officer developmental support forms (DA Form 67-9-1a, Part III).

2-7. Mission Safety Office management of resources

The MSC/DRU safety managers and officers are responsible for managing fiscal resources for their safety programs. Funds distributed from the MSC/DRU commands must be used as programmed.

a. The USAR Safety Director will ensure that guidance and specific instructions are provided to MSC/DRU safety managers/officers prior to start of each FY but NLT 1 September.

b. Quarterly and mid-term reports on funds executed, obligated and current status of funds will be submitted to the USAR Safety Office only when funds are distributed directly from the USARC Safety Office.

Chapter 3

Safety Training, Education, and Promotion

3-1. General

Commanders and/or supervisors will ensure that required safety training and education are scheduled, conducted, and documented.

3-2. Education and training

a. Program Management Training. The subordinate commanders will request a safety program overview by the next higher headquarters' safety manager within 60 days of assignment. Supervisory personnel will be provided Supervisor Safety Training. Each employee will be informed of his/her rights and responsibilities as they relate to safety. Employees will be provided job-specific safety training as necessary.

b. Safety Awareness Briefings. Special briefings are required to emphasize safety requirements. Examples are as follows: pre-holiday, traffic, and recreational safety briefings; field and tactical operations safety; range safety; heat and cold injury prevention; and ammunition and explosives safety. Commanders, ISGs, and Command Sergeant Majors (CSMs) will ensure the applicable safety awareness briefings are conducted.

c. Unit Personnel Safety Training. Commanders will ensure safety training and education is scheduled, executed and documented in unit training records. Safety meetings/training will be conducted a minimum of once a quarter for all personnel. Safety education training may include, but is not limited to local area environmental hazards; CRM; seasonal hazards; hot and cold weather injury prevention; how to contact unit safety personnel; identification of hazards and hazard reporting system; how to report mishaps/accidents and job related illnesses; mishap/accident investigation requirements; location of medical facilities; first aid kits; electrical safety boards; personal protective equipment; SOH inspections; location of material safety data sheets (MSDSs) for all hazardous materials (HAZMAT) personnel who may be exposed during normal duties; fire prevention program; and any specific topics unique to the unit's safety program.

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

e. All MSC/DRU commanders will ensure appropriate seasonal campaigns are developed for their organizations.

f. Mandatory safety related training for all USAR personnel, military and civilian is located at Appendix E.

3-3. Safety training for Safety Careerist

The goal is to develop a professional group of Department of Army Civilians and Active Guard Reserve Soldiers safety professionals to serve as advisors to the Commander on all safety matters. Army Reserve Safety personnel will be fully trained and qualified (completion of Section IV of CP-12 Skills Assessment Form [[CP-12 Skills Assessment.pdf](#)]), to perform their duties using a systemic approach through continued education to develop, sustain and enhance their career development.

a. If needed, newly hired USAR CP-12 Careerist will attend, within one year of being hired, the 15-week CP-12 intern course or Ground Safety Officers Course (GSOC) at the USACRC/SC. Army Reserve Safety will make the final determination on attendance of this course.

b. If needed, newly hired USAR CP-12 Careerist Active Guard Reserve (AGR) Soldiers in full time safety positions down to the brigade level will attend the GSOC. Army Reserve Safety will make the final determination on attendance of this course.

3-4. Safety training funding

All safety training for USAR CP-12 Careerist and AGR Soldier in full time safety positions will be funded by the respective CP-12 Careerist/AGR Soldier's command.

a. Supervisors will:

(1) Notify USAR safety within 15 days of all new safety personnel hires.

(2) Review appropriate guidance for employees' career progression (e.g., Army Civilian Training, Education and Development System (ACTEDS), career development guides, job descriptions, officer management plan, and enlisted management plan) under their supervision.

(3) Assist employees in establishing realistic career goals, assessing employees' shortfalls in training and experience, and identifying training and development needs and opportunities.

(4) Assist in preparing an Individual development Plan (IDP) for all employees under their supervision.

(5) Review and update the IDP with all employees under their supervision during their annual performance evaluation.

(6) Approve IDP for all employees under their supervision.

(7) Designate adequate time in the annual mission support plan to ensure IDP execution.

b. Army Reserve CP-12 Careerists and AGR Safety Officers/NCO will:

(1) Coordinate with supervisor IDP to identify short and long-term development and training goals.

(2) Electronically submit all training request on the SF 182, Authorization, Agreement and Certification of Training to their supervisor.

c. USAR Safety will:

(1) Review all new hire resumes and determine training needs.

(2) Provide funding for tuition, budget permitting, for all safety professionals selected to attend the CP-12 Intern Course.

(3) Centrally fund the GSOC tuition for all USAR personnel attendees.

(4) If needed place full time safety personnel in the CP-12 intern course and the Ground Safety Officers Course (GSOC).

3-5. Safety promotion

Safety promotion includes a multitude of activities designed to enhance safety awareness and provide recognition for safe individual behavior, unit initiatives, actions, and accomplishments. Examples of safety awareness promotion efforts include the following:

a. Holiday Safety Messages. The USARC Headquarters will publish a holiday safety message for all Federal Holidays.

b. Special Emphasis Memorandums. Examples include seasonal safety, privately owned vehicle (POV) accident prevention, accident reporting requirements, and annual training (AT).

c. Safety Grams/Articles. A Safety Gram will be published by USAR Safety on lessons learned and information concerning recent Class A and B ground/aviation accidents.

d. Training Literature and Promotional Materials. The MSC/DRU safety managers and officers may purchase directly safety and health related posters and promotional materials.

e. USAR Safety Web Page is available on the USAR Intranet at: <https://esaiwr.usar.army.mil/akosafety/>. The USAR Safety web page is intended to be a dynamic information site that provides viewers access to various, significant safety information and related available links.

3-6. Safety bulletin boards

Safety bulletin boards will be established and located in areas with the maximum visibility possible.

a. The unit's safety officer is responsible for maintaining the general safety bulletin board. Information on the board will be neat, current, interesting, informative, and directly related to safety and mishap prevention. There is no limit to the items that may be displayed.

b. At a minimum, the following items will be included on each board:

(1) Name(s) of safety officer, safety NCO, 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 Safety Council minutes for the unit and next higher headquarters.

(5) Copy of last safety meeting/education for unit.

(6) Current copy of KNOWLEDGE magazine.

- (7) DA Form 2696, Operational Hazard Reports (RCS: CSOCS-307) for aviation units.
- (8) DD Form 2272, Department of Defense Safety and Occupational Health Program, for maintenance industrial settings.
- (9) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions.

Chapter 4

Functional Review and Inspection Procedures

4-1. General

A hazard is a 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 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, garrison activities, and off-duty activities. Hazard identification is the first step of the CRM process. Inspections, surveys, assessments and program evaluations are some of the tools or safety processes used to identify hazards or deficiencies as they relate to programs, facilities, equipment, and operations. These same tools may also be used in the final step of the CRM process (supervise and evaluate) to measure adequacy or determine effectiveness of controls in achieving desired results.

4-2. Responsibilities

- a. Commanders (all levels) are responsible for establishing and implementing methods to identify hazards to personnel, equipment, and operations.
- b. Safety managers are required to coordinate, schedule, and manage the safety survey and inspection programs.
- c. Each supervisor and employee will conduct inspections of their respective work areas, make corrections within their capability, or report and request correction of noted discrepancies through their chain of command.
- d. Additional responsibilities are outlined in other chapters as they relate to specific programs.
- e. Safety managers and ADSO/NCOs will maintain a file/log of hazards and/or deficiencies that are identified through surveys, inspections, assessments, visual observations or other program evaluations. This “hazard log” will serve as a permanent reference for tracking hazards and deficiencies within the unit. It is an excellent management tool for safety officers and commanders to prioritize and monitor progress of all major safety issues within the organization. There is no specific form or format required for maintaining the log. A sample format of a hazard log is at figure 4-1. As a minimum, the file/log will contain the following elements:
 - (1) A reference or log number (example: first item on the log for FY 10 could be 10-001)
 - (2) Location of hazard and date discovered (if applicable).
 - (3) Deficiency - List the hazard or violation of a safety standard.
 - (4) Corrective Action - Brief comment on required action to correct deficiency or reduce/eliminate hazard.
 - (5) Risk Assessment Code (RAC) – All hazards or deficiencies will be analyzed with a goal of finding their root cause and translated into risk levels or RAC (i.e. low, moderate, high, and extremely high). See Chapter 6 this regulation.
 - (6) Action Officer/NCO.
 - (7) Suspense date for completed action.
 - (8) Follow-up actions (if applicable).

4-3. Program evaluations

- a. The USAR Safety Office staff will conduct safety program evaluations of all MSCs/DRUs each FY. The evaluation will include a review of the MSC/DRUs support of subordinate Brigades as applicable. Safety program evaluations will be conducted IAW this regulation and AR 385-10. In some cases, the safety evaluation will be conducted in conjunction with the OIP. The USAR Safety Office will provide annual evaluation requirements to USARC Command OIP Coordinator not later than the first working day of February each year. Following publication of the schedule, unexpected schedule conflicts should be brought to the immediate attention of the USAR Safety Office to arrange alternate evaluation dates. For MSCs/DRUs not scheduled for OIP, USAR Safety will coordinate annual evaluation dates and provide recommended dates to Command OIP Coordinator. The USAR Safety Office will participate in Battle Focused Readiness Review staff assistant visits (BFRR SAV) and as much as feasible will conduct the evaluation during the scheduled BFRR SAV. For commands subordinate to MSC/DRUs, this will not be part of the USAR annual safety evaluation program.
- b. The MSC/DRU safety offices will conduct safety program evaluations of subordinate commands. These evaluations will be conducted at least every 12 – 18 months. The MSC/DRU’s safety program evaluations must include a reply by endorsement from subordinate commands on deficiencies noted. When issues require action by the Assistant Chief of Staff, Installation Management – Army Reserve Division, the MSC safety office will coordinate such action.
- c. The USAR Safety Office staff representative will schedule and conduct an in-briefing and out-briefing with the commander or his/her designated representative. The out-briefing will address specific strengths, weaknesses, and program recommendations. Following the completion of each evaluation, the USAR Safety Office will provide a written report of findings to each evaluated command within 30 days. If deficiencies are noted, evaluated commands will provide a written response to the USAR Safety Office within 90 days of receipt of the report, outlining a timeline for actions that will be taken to correct each noted deficiency.

Chapter 5 Accident Reporting, Investigation, and Recordkeeping

5-1. General

All Army Reserve accidents will be reported, investigated, and analyzed IAW procedures outlined in this chapter, AR 385-10, and DA Pam 385-40. Accident reports will be used for accident prevention purposes only, and will not be used for adverse administrative or punitive purposes. Definitions of accident classifications are located in Chapter 3, AR 385-10.

5-2. Responsibilities

- a. The CG, USARC, is the appointing authority for all USAR accident investigation boards. The CG in a memorandum has delegated the authority to appoint and review Class A and B USAR accidents investigation boards to the Deputy Commanding General (DCG) USARC. An accident investigation board will be appointed by the USAR for all on-duty Class A and B ground accidents not selected for investigation by the USACRC/SC, selected off-duty accidents, and Class A, B, and C aviation accidents not selected for investigation by USACRC/SC.
- b. Commanders/directors (all levels), will -
 - (1) Establish internal procedures to ensure that USAR accidents are reported/investigated as required IAW the references listed in paragraph 5-1 of this regulation.
 - (2) Develop pre-accident plans for their organizations.
- c. The Safety Director will assist commanders with accident classification and investigations.
- d. The USAR Safety Office Staff will -
 - (1) Coordinate with DCS, G-3/5/7 for any external tasking to MSC/DRUs for board members to serve on accident investigation boards.
 - (2) Coordinate with MSC/DRU experiencing the accident on providing accident board members as needed for Class A/B accidents.
 - (3) Provide initial notification and follow-up reports on all serious accidents to the CAR/CG, USARC Command Group, and appropriate staff.
 - (4) Provide telephonic notification of accidents to higher headquarters, USACRC/SC, and other agencies, as required.
 - (5) Conduct accident investigations and serve as advisors to accident investigation boards as required.
 - (6) Conduct quarterly accident review and analysis, report to the CAR/CG, and disseminate the report to MSC safety staffs. Statistics and analysis will include all USAR losses.
 - (7) Track and monitor all USAR losses to include accidents, medical, suicides and TPU not duty status Soldiers.
- e. The MSC/DRU safety managers and officers and ADSO/NCOs will -
 - (1) Provide a Point of Contact for Class A/B accident investigation boards.
 - (2) Develop and implement local SOP for accident reporting, investigation, and recordkeeping.
 - (3) Conduct accident investigations and serve as advisors to accident investigation boards.
 - (4) Review accident reports for accuracy and completeness, and conduct follow-up investigations as needed.
 - (5) Conduct periodic analysis of accident experiences to identify trends and systemic hazards.
- f. The USAR Surgeon or RSC Surgeon Office will provide or coordinate for support, as outlined in AR 385-10, paragraph 4-4.
- g. The MSC/DRU safety Managers and officers and ADSO/NCOs will obtain, through the Provost Marshal Office (PMO), a daily summary of accident information collected through MP channels (e.g., MP blotters, traffic accident reports, and serious incident reports).
- h. Civilian Personnel Advisory Center (CPAC) will provide the USAR Safety Office copies of personnel injury or illness reports (OSHA 301s) applicable to USAR organizations. A copy of the report will be forwarded to the applicable MSC Safety Office for their action. The MSC safety manager will use the OSHA 301 report as notification of a possible Army accident. It is another tool in confirming an accident may have occurred requiring investigation.
- i. The DCS, G-1 will provide MSC Safety Offices with copies of Incapacitation Pay Reports.
- j. Safety managers/officers must coordinate with applicable maintenance or support facility personnel to obtain copies of estimated cost of damage (ECOD) reports for equipment damaged or destroyed in the accident.

5-3. Ground accident accountability and reporting procedures (RCS: CSOCS-308)

a. Command channels will be used for the notification process. Initial notification through command channels will be made immediately to the USAR Safety Office for any Class A or B on-duty/off duty ground accident, civilian on-duty fatality or hospitalization of three or more people, explosives or radiation accident, or when any incident may result in adverse publicity. Commands will use guidance in AR 385-10, paragraph 3-8 for initial notification and reporting of accidents. The primary method for immediate notification will be telephonic notification. Commands will use DA Form 7306, Worksheet for Telephonic Notification of Ground Accident) and DA Form 7305 (Worksheet for Telephonic Notification of Aviation Accident/Incident) as a guide. Both forms are available at (<https://www.army.mil/usapa/eforms/pureEdge/A7306.XFDL>). These forms can be emailed or faxed (910-570-8718) to the USAR Safety Office. The MSC/DRU safety manager or ADSO/NCOs will report to the Army Reserve Watch Team (ARWT) [formerly the Army Reserve Operations Center (AROC)] after normal duty hours, phone 1-800-359-8483; or 910-570-9750/9751. During normal duty hours (Monday –

Friday, 0700-1600) contact the USAR Safety Office, 910-570-9280/9284/8103, FAX: 910-570-8718. All Class A or B accidents reported during off-duty hours to ARWT via phone will be followed up with notification to USAR Safety Office to ensure they have been notified. Do not delay the reporting process due to missing data. Provide follow up reports upon receipt of additional information. Fatal civilian accidents will be reported to the USAR Safety Office or, after duty hours, to the ARWT within 6 hours of occurrence. See appendix D for further guidance on accident reporting procedures.

b. The MSC/DRU commanders will report all losses to USAR Safety Office. Fatal accidents involving Troop Program Unit (TPU) Soldiers in a “not” duty status will be reported using DA Form 7306. The form can be emailed or faxed to USAR Safety Office. The Provost Marshal will prepare an Executive Summary (EXSUM) for serious incident reports (SIR) whenever it meets criteria per AR 190-45. A copy of EXSUM will be forwarded to USAR Safety Office and USARC Command Group. The MSC/DRU commanders will brief the CG or DCG within 14 days of occurrence of a Class A (off duty) accident fatality on a case by case basis as directed by CG or DCG. When notified of an Army Reserve accident fatality involving any USAR Soldier, to include, TPU Soldier in a “not duty status;” Army Reserve Soldier, “on or off duty,” and civilian employee; the Safety Office will notify the CG, DCG, and CoS. For Soldiers in a TPU, “not” duty status, briefings will be on a case-by-case basis, as directed by the CG or DCG. The Safety Director will make recommendation to the DCG and final decision will be made by the Command. Commanders will brief the CG or DCG within 14 days after becoming aware of the fatality. The slide presentation template will be provided by the Safety Office. Required briefings may be in person or video teleconference. A slide presentation on all fatal accidents will be completed and forwarded to the Safety Office no later than 4 days prior to scheduled accident brief for review. The MSC/DRU commanders will coordinate with the CG or DCG secretary for a briefing time/date via Video Teleconference or briefing in person. Attendees from the MSC will include, at a minimum, the MSC/DRU commanders or representative, MSC/DRU safety manager, a member from the Soldier’s unit such as company commander, first sergeant, or first line supervisor, and a representative from the Safety Office.

c. Upon completion of all fatal accident briefs, the USAR Safety Office will provide applicable staff sections any issues requiring their action.

d. During training on installations, MSC/DRU safety managers and officers and ADSO/NCOs will ensure that notification procedures of Class A and B on-duty ground accidents include the installation safety offices and any other identified stakeholders (Exercise Commanders, etc), as well as the USAR Safety Office. Safety managers must ensure applicable Safety SOPs address reporting procedures for higher headquarters, USAR, and supporting installation safety offices.

e. The Report It System located at USACRC/SC website at <https://safety.army.mil>, will be used to complete reports for Class C-D on duty ground accidents and Class A-D off duty ground accidents. The Abbreviated Ground Accident Reports (AGARs) will be completed via Report It within 25 days. The USAR Safety Office is the final reviewing authority for all Report It reports. The USAR Safety Office will notify all MSC commands of updates and upgraded versions such as proposed “Report It” system, to the USACRC/SC via email and memorandums.

f. Procedures for notification, investigation, and reporting of other specific categories of accidents are outlined in the applicable chapters relating to the specific operational entity (e.g., radiation, explosives, transportation), and AR 385-10.

g. Appendix D contains further guidance on reporting requirements and detailed explanation of USAR duty status for accident reporting.

h. Civilian accident reporting and investigation will be IAW AR 385-10. Employee supervisors are responsible to ensure reports are completed. All civilian employee accidents that result in a lost work day will be briefed to MSC/DRU commanders or his/her designated representative per MSC/DRU command guidance. The USAR Safety Office will provide a briefing template for civilian work-related accidents.

5-4. Post accident requirements

a. An immediate stand-down of a unit and or organization will be required anytime a Class A on duty ground accident occurs to allow an internal review to preclude further occurrence. This stand-down has no specific period; its purpose is to ensure all unit members are presented facts about the accident and to provide time for checking all unit equipment and procedures for faults that may be pertinent to the accident.

b. Military personnel and DA civilians involved in or who may have contributed to Class A or B accident, must undergo biochemical testing. The appropriate chain of custody procedures will be followed (consult with the Joint Pathology Center). A medical officer or licensed physician will perform a medical evaluation of military personnel involved in or contributing to the accident as soon as possible after a Class A or B ground accident. The personnel must receive a release to perform any further duties or list of their restrictions. This evaluation is releasable to the Accident Investigation Board. This release is permissible in accordance with DOD 6025.18-R, DOD Health Information Privacy Regulation, 24 January 2003 and DOD 8580.02-R, DOD Health Information Security Regulation, 12 July 2007.

5-5. Accident investigation boards

a. Accident investigation boards appointed by the USARC CG will be briefed by the Safety Director or designated representative. The board president will be provided materiel to include forms and regulatory guidance concerning accident investigation process. The applicable MSC/DRU safety manager will identify a point of contact (POC) to the board president for assistance in conducting the investigation. Additionally, the board president will be provided a point of contact from USAR Safety who will, as a minimum, assist and track progress of the investigation. At the discretion of the Safety Director, the Safety POC may serve as the board recorder for Class A or B on-duty accident boards not selected for investigation by the USACRC/SC.

b. The Safety Director will establish a suspense date for forwarding the accident board report to the USAR Safety Office. The original and one copy of all accident board reports must be forwarded to USAR Safety within 70 days from the date of the accident. Reports will be mailed/forwarded to the Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010. The board president will, if necessary, request an extension of suspense dates from the USAR Safety Office either telephonically or electronically.

c. The president of the accident investigation board will forward the completed report to the USARC Safety Office for a quality assurance check prior to obtaining signatures from the unit chain of command. The report will be sent with positive tracking to each applicable level of command. Final review/approval of Class A and B (on-duty) accidents reports is the DCG. Upon completion/approval of the investigation, the report will be forwarded to USACRC/SC. Final review/approval for Class C-D (on duty) and Class A-D (off duty) accidents is the USAR Safety Quality Assurance Specialist as addressed in paragraph 5-3 of this regulation.

5-6. Tracking and analysis of USAR accidents

a. The Safety Director will gather, track, and analyze accidents within the USAR for the purpose of establishing trends and will identify problem areas for developing countermeasures in USAR organizations. Focus will be on Class A, B and C on and off duty ground accidents; Class A, B, and C aviation accidents; and Troop Program Unit (TPU) "not duty status" losses. The USAR Safety Office will conduct quarterly updates regarding overall trends, recommendations, and countermeasures to the MSCs, as well as provide quarterly briefings for the CG and staff.

b. The MSC/DRU safety managers and officers and ADSO/NCOs will gather, track, and analyze near-miss incidents and all accidents, to include range and live fire training incidents, to establish trends and identify problem areas for use in developing countermeasures.

c. An after action review/report (AAR) will be conducted by the unit experiencing a Class C accident. The unit commander will brief the next higher command on results of the AAR. The AAR will be completed and review conducted within 25 days of the accident and may be in conjunction with forwarding a completed copy of the accident report.

d. Historically off duty POV accidents receive little emphasis in investigative process and completion of required accident reports. However, they constitute a significant majority of USAR personnel fatalities and injuries. Following every fatal and serious injury resulting in Class A-C off duty accident involving POVs, commanders will ensure the investigation is thorough, the AGAR is completed within required suspense dates and results briefed to their command. Focus shall be on determining cause and emphasis on means to prevent reoccurrence.

5-7. Recordkeeping

a. The MSC/DRU safety managers and officers and ADSO/NCOs (Direct Reporting Command (DRC) organizations that report directly to USAR) will forward the original and one copy of Class A and B ground accident reports to the USAR Safety Office. The Safety Office will maintain a copy of Class A and B ground accident reports. Reports will be filed IAW AR 25-400-2, Army Records Information Management System (ARIMS), in Record Number (RN) 385-10f4, Accident and incident cases.

b. The MSC/DRU safety managers and officers and ADSO/NCOs will maintain copies of all Class C and D accidents, and applicable incidents. Reports will be filed IAW AR 25-400-2 (RN 385-10f4). A copy of all Class C and D accidents will be sent to the Safety Office within 5 days after completion of the report.

c. The MSC/DRU safety managers and officers will maintain a copy of civilian accident logs for their commands for trends and analysis purposes.

5-8. Pre-accident plan

a. Pre-accident plans are required for garrison operations, any training exercise, AT, and deployments. Coordination must be made with higher command to ensure all elements are addressed in the plan. Operations officers and safety managers/officers should be the lead in developing, reviewing and updating this plan. Commanders must ensure that the unit's pre-accident plan is reviewed quarterly and is tested semi-annually.

b. Safety officers will coordinate with the operations officer to establish test procedures and ensure specific guidance is addressed in the unit SOP. Figure 5-1 is a sample format for a pre-accident plan which could be used to develop a garrison or facility plan and figure 5-2 is a sample format for a tactical pre-accident plan.

5-9. Aviation accident reporting and procedures (RCS CSOCS-309)

Additional requirements and procedures for aviation accident investigation and reporting are found in chapter 16 and appendix D of this regulation.

Immediate Action

1. For **GROUND ACCIDENTS 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. Post Ambulance | 435-6163 (Admin – Not Emergency) |
| c. Fire Department | 315-7479 / 8159 (Admin – Not Emergency) |
| d. Military Police | 315-6133 / 6134 / 6135 |
| e. medical evacuation (MEDEVAC)
(Life Star Air) | 350-8999 / 800-831-3259 |

2. Contact all the following key personnel in the order listed. **DO NOT DISCUSS ANY INFORMATION CONCERNING THE ACCIDENT WITH ANYONE EXCEPT THOSE LISTED IN THIS PRE-ACCIDENT PLAN.**

<u>NAME</u>	<u>POSITION</u>	<u>OFFICE</u>	<u>HOME</u>	<u>CELL</u>
Owning Unit	Commander	SEE UNIT ROSTERS IN SDO BOOK		
LTC Safety	Brigade XO	xxx-xxxx		xxx-xxxx
LTC Hardplan	Brigade DCO	xxx-xxxx		xxx-xxxx
COL Gulalli	Brigade CDR	xxx-xxxx		xxx-xxxx
MAJ Wealsh	Brigade S-3	xxx-xxxx		xxx-xxxx
CW5 Kderirgiss	Brigade Safety	xxx-xxxx		
CSM Sastidley	Brigade CSM	xxx-xxx		xxx-xxxx

For **aircraft** 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
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If **blood and urine** samples and physical exam are needed (Aircraft damaged):

MAJ McCreasen	Flight Surgeon	xxx-xxxx	xxx-xxxx	xxx-xxxx
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On call Flight Surgeon (pager): xxx-xxxx

For **Army Motor Vehicle** accidents:

CW3 Fluxlen	603d BMO	xxx-xxxx
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SAMPLE

Figure 5-1. Pre-Accident Plan (Ground sample).

SDO/SDNCO Instructions

Current as of:

When the SDO/SDNCO is notified of an aircraft or ground accident/incident they will obtain/complete the following steps in the order listed:

1. Date and time of accident _____
2. Name, rank and unit of all individuals involved _____

3. Location/grid _____
4. Extent of injuries/current location of injured _____

5. Vehicle/Aircraft/ equipment type and ID number _____
6. Description and circumstances of the accident _____

7. Emergency services required _____
8. Phone number/radio frequency, name or call sign of the person calling in the report _____

SAMPLE

PRE-ACCIDENT PLAN (Guidance/Responsibilities)

1. **PURPOSE.** To provide units with guidelines of their responsibilities for actions and assistance during an accident/incident.
2. **SCOPE.** Procedures outlined in this plan apply to all rotational elements of the Task Force training at the XXXXX unit.
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-accident injury and damage.
 - e. Determine the root cause of the accident.
 - f. Prevent a similar reoccurrence.
4. **CONCEPT.** Respond quickly and effectively to all accidents/incidents by responding in four phases: (Note: Unit must address each one of these phases in their pre-accident 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 upon 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.

Figure 5-1. Pre-Accident Plan Format (Ground Sample). Continued

5. RESPONSIBILITIES. It is the responsibility of all commanders and safety officers/NCOs to read and be familiar with this plan to ensure that 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 accident 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

ACCIDENT INFORMATION

INFORMATION PERTAINING TO ACCIDENTS IS FOR OFFICIAL USE ONLY. PUBLIC INFORMATION WILL BE RELEASED ONLY BY COMMANDER, USACRC/SC, (CSSC-ZJA), FT. RUCKER, 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 accident. (2) Immediately arrange for the local medical treatment facility to procure urine and blood samples from all personnel involved in the accident, 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 accident. (4) Appoint an individual (unit/facility safety officer, if available) as the local point of contact (POC) to meet the accident investigation board members and support their efforts in a liaison capacity during the course of 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 accident 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 accident site. (9) Appoint the unit safety officer as the point of contact for the accident investigation board and provide assistance as necessary. (10) Provide the support needed by the accident investigation board. (11) Provide for adequate rations, quarters, and shift assignments for accident site security personnel. (12) Provide (unit) safety officer with an estimated cost of damage (ECOD) to assist in determining accident 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 accident if necessary. (6) Assist in determining the accident classification. (7) Take charge of the accident scene until the accident investigation board arrives. (8) Keep the chain of command informed. (9) Act as an advisor to the accident investigation board. (10) Assist the accident investigation board as necessary. (11) Ensure accident site security personnel are thoroughly briefed as to their responsibilities in guarding the accident scene.

d. Transportation officer will: (1) Ensure only required qualified personnel are at the accident site to assist the accident investigation board. (2) Arrange transportation as necessary for personnel and equipment to the accident site. (3) Assist the accident 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 accident investigation board. (5) Coordinate all post-accident 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. Accident investigation board members (for Class A and B on-duty ground) will: (1) Be appointed by the Commanding General, US Army Reserve Command or designated representative. (2) On notice, report to the specified assembly point. (3) In coordination with local authorities, take charge of the accident 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 have been completed at the scene. (6) Notify Collateral Duty Investigation Board when witnesses and accident site are released for their use.

SAMPLE

Figure 5-1. Pre-Accident Plan (Ground Sample). Continued

f. Security Personnel will: (1) Provide adequate personnel, on a shift basis, to maintain continuous security of the accident site. (2) Coordinate with local police agencies or MPs as necessary. (3) Provide accident site security and ensure the site is undisturbed to the maximum extent possible. (4) Ensure that only authorized personnel are allowed access to the accident site. (5) Direct news media to Public Affairs representative. (6) Assist the accident investigation board as requested. (7) Be briefed by the safety manager or senior officer in charge as to specific duties and responsibilities.

g. Public Affairs Officer will: (1) Dispatch PAO or PAD personnel to assembly point for further instruction and proceed to the accident site to assist the accident 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 accident site for scene photographs under the direction of the safety manager and/or the accident investigation board members.

h. Unit S2 will obtain the following: (1) Forecast and actual weather conditions for the time of the accident. (2) Area weather when the accident location does not have weather observation/report capabilities. (3) If feasible, make or obtain a special weather observation at the accident location as close as possible to the actual time of the accident. (4) Determine any additional weather information requirements and coordinate the collection of that information.

SAMPLE

Figure 5-1. Pre-Accident Plan (Ground Sample). Continued

(UNIT)
PRE-ACCIDENT 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: _____

SAMPLE

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 accident site:
7. Type and description of vehicle/equipment involved:
8. Is a fire involved?
9. Is ordinance involved?
10. Estimated 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:

Figure 5-2. Tactical Pre-Accident Plan format.

Chapter 6 Composite Risk Management (CRM)

6-1. General

- a. The CRM and accident prevention are inherent command functions. Protection of the force through CRM enhances training, mobilization, and deployments to ensure minimum cost to personnel and equipment.
- b. Commanders and leaders at every level are responsible for the application and integration of CRM into Army operations, programs, systems, and processes. All Army personnel are responsible for using the CRM process to effectively control SOH and combat risks to missions, personnel, equipment, and the environment.
- c. Army doctrinal guidance on CRM is in AR 385-10, FM 5-19, FM 7.0 and DA Pam 385-30. Army Reserve personnel will use these references, USAR CRM training materiel, and this regulation as primary guidance for CRM.

6-2. Policy

- a. Army Reserve units or organizations wanting to conduct training or operations with an overall residual risk of EXTREMELY HIGH will forward their request to the first general officer in the chain of command for approval. Such request must include a CRM worksheet and the rationale or need to accept an extremely high residual risk.

[NOTE: Overall residual risk is the level of risk remaining after controls have been identified and selected for hazards that may result in loss of combat power.]

- b. The CRM training is required for all leaders, unit operational planners, and supervisors. All Soldiers are required to have CRM training. Soldiers may fulfill this requirement by completing the online CRM Basic Course. Other courses that will satisfy CRM training are addressed in paragraph 6-2 c.

- c. The following courses will satisfy the requirement to complete the CRM Basic Course:

- (1) Additional Duty Safety Officer Course (on-line or approved resident course).
- (2) Commanders Safety Course (CSC) on-line.
- (3) CRM Operational Planners Course
- (4) CRM Basic for Army civilian employees.
- (5) CRM OPD/NCOPD
- (6) CRM Executive Orientation

- d. The CRM Basic Course is located at the USACRC/SC's CRU website at: <https://safety.army.mil/>. Click on "on-line training" which is located on the USACRC/SC's home page. Soldiers will be credited in Individual Training and Readiness System (ITRS) for course completion. The ITRS website is located at: <https://arnetopsitrr/eitrr>.

- e. Risk decision authority will be based on the overall residual risk of an activity after application of control measures. The CG, has established risk acceptance authority as follows:

- (1) Extremely High risk – First general officer in the chain of command.
- (2) High risk – Brigade commander or first COL in the chain of command.
- (3) Moderate risk – Battalion commander or first LTC in the chain of command.
- (4) Low risk – Company commander or leader at execution level.

[Note: Risk decision authority for high, moderate and low risk is based on command position for formal chain of command (i.e. brigade, battalion, company). For organizations that do not have formal chain of command, risk decision authority is based on rank].

6-3. Responsibilities

- a. Commanders (all levels) will -
 - (1) Accept no risk unless the potential benefit outweighs the potential loss.
 - (2) Apply CRM to training and operations at all levels of command.
 - (3) Develop SOPs for all unit high risk operations.
 - (4) Appoint, in writing, designated CRM trainers.
- b. The RSC SOH managers and ADSO/NCOs will -
 - (1) Assist staff elements and subordinates in the CRM process.
 - (2) Provide oversight for the overall implementation of this program.
 - (3) Advise the Commander immediately when corrective action is needed to ensure an effective program.
 - (4) Review this regulation and provide updates to USAR Safety Office as necessary.
 - (5) Monitor/review the CRM plan worksheets published in the units OPLANS/OPORDS for each major operation/exercise (e.g., , field training exercises (FTXs), Range Operations, etc.).
 - (6) Coordinate or conduct leader CRM training for personnel on an annual basis.
 - (7) Submit unit CRM Plan worksheet to higher headquarters for review as applicable.
- c. The CRM trainers will -
 - (1) Serve as a subject matter expert on CRM issues.
 - (2) Conduct executive CRM briefings for unit leadership.
 - (3) Provide CRM training for unit personnel via Officer Professional Development (OPD) and Non Commissioned Officer Development Program (NCODP).
 - (4) Conduct CRM training for leaders, supervisors, and unit operational planners.

- d. Employees/Soldiers will -
 - (1) Familiarize themselves with and understand CRM procedures.
 - (2) Recognize hazards and accident risks associated with their duties and work environment, and know the procedures (standards) to control these risks.

6-4. Procedures

a. *General.* Effective CRM is a multi-echelon process. The initiating headquarters conducts an initial CRM Plan for the overall mission, while each subordinate element utilizes the five-step CRM process to control, manage, and reduce risk in their respective part of the operation.

b. *Documentation.*

(1) Leaders must apply an informal mental or verbal CRM process for every operation. FM 5-19 outlines essential elements to be used in completing the CRM Worksheet. The formal written document is required for at-risk operations (e.g., collective training events FTXs, convoy operations, range operations, live fires, and any aviation operations involving four or more aircraft). In aviation units, the worksheet will be used in addition to appropriate mission briefing sheets.

(2) The worksheet will be an integral part of planning and training documents and must remain on file with those documents as a reference for future operations.

c. *Inspections and program evaluation.* The application and integration of CRM will be assessed during program and operational evaluations.

6-5. The CRM process

a. The CRM can be summarized in the following five principles:

- (1) Accept no unnecessary risk.
- (2) Make risk decisions at the appropriate level.
- (3) Accept risk when benefits outweigh costs.
- (4) Manage risks in the planning phase, before execution.
- (5) Reconsider the CRM approach when changes occur.

b. Application of CRM techniques allows the decision maker to make an informed decision. Although the appropriate decision may involve some amount of risk, the risk can be reduced to a level consistent with the benefits.

c. Basic CRM process are:

(1) Identify and list the hazards. A hazard is a 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, garrison activities, and off-duty activities. Utilize the methods for proper identification: personal observation, personal interviews and interaction, formalized Information gathering, formal hazard reporting, statistical historical incident and accident data.

(2) Assess Hazards. Determine the risk level for each hazard.

(3) Develop controls and make risk decisions. Develop controls that either eliminate or reduce the risk of a hazard/make the risk decision at the appropriate level.

(4) Implement controls. Integrate controls into task/mission.

(5) Supervise and evaluate. Ensure controls are followed and get feedback.

6-6. Summary

a. The CRM tools will adapt to the factors of mission, enemy, terrain and weather, troops, time available, civilians (METT-TC). A standardized risk assessment card or checklist may be used initially in the mission analysis and course of action (COA) development or in cases where a routine task is performed in an unchanging environment or static situation. The risk assessment must accurately identify the hazards and determine the level of residual risk to ensure the leader makes his/her risk decision based upon complete or accurate information.

b. The CRM process is intended to provide reasonable controls to support mission accomplishment without exposing the force to unnecessary residual risk.

c. The CRM is a common sense method of accomplishing the mission with the least risk possible. The goal is the preservation of combat power. It is a method of getting the job done by identifying the areas that present the highest risk and taking action to eliminate, reduce or control risk. Risk is present in every aspect of Soldiering. Risk management principles will be integrated into daily activities and be initiated in the planning phase and supervised through the execution phase of the mission. The CRM process is not the sole function of the Safety Officer. Individuals from the lowest possible level will be educated and involved.

d. The CRM process is integrated into the Military Decision Making Process as part of the total mission planning sequence. The FM 5-19 will be the guide to ensure no step is missed and CRM is integrated into all mission planning

Chapter 7 Recreational Safety

7-1. General

Participation in recreational activities enhances morale and develops high standards for physical and mental well-being; however, athletic and recreational injuries are costly to the USAR. A good accident prevention plan is necessary to prevent accidents and minimize personal injuries. Community and public safety are essential elements of USAR SOH programs. Such programs focus on providing timely information to Soldiers, employees, their families, volunteers, and visitors on risks and hazards relating to off-duty and recreational activities. Leader involvement, proper supervision, instruction and training, and thorough planning contribute to the prevention of sports, recreation, and off-duty accidents.

7-2. Policy

Accident prevention programs at all levels will include specific goals and initiatives directed at preventing Off-Duty, Recreational, Public, Family, Volunteer, and Seasonal Safety. The CRM applies to all recreational and public activities.

7-3. Responsibilities

a. Commanders (all levels), directors, and activity chiefs will promote safety policy and programs, and will if not locally available develop policy for the prevention of injuries during off-duty and not duty periods to:

(1) Ensure that personnel participating in sports and recreational activities are made aware of and follow safety rules and regulations.

(2) Conduct safety briefings prior to command sponsored sporting and recreational events, and prior to official and training holidays.

(3) Ensure that accidents and or incidents are reported IAW AR 385-10, DA Pam 385-40 and chapter 5 of this regulation.

(4) Through their safety managers/ADSO/NCO are encouraged to contact local public safety authorities concerning local off duty activities to retrieve and publicize public safety information.

b. The MSC/DRU safety managers/officer and local command ADSO/NCO will:

(1) Maintain liaison with support facility recreation and sports directors (as applicable). Provide safety support and guidance for command sponsored sports, recreation programs, and special events.

(2) Conduct review of plans for organization sports, recreational, and community events. For USAR organization sponsored events, coordinate with appropriate staff elements, and state and local inspection agencies to ensure compliance with applicable standards and statutory requirements.

c. All USAR military and civilian personnel participating in or attending sports and recreational activities will:

(1) Comply with all rules and regulations and will pay particular attention to safety and security aspects of the activity.

(2) Individuals will take into consideration their own physical limitations and conditioning when planning to participate in a particular sport or activity. Each individual is responsible for taking appropriate precautions to avoid overexertion, strains, and other injuries. Each individual should also advise the officer in charge/noncommissioned officer in charge (OIC/NCOIC) of any personal limitations.

(3) Individuals are responsible for reporting unsafe acts or conditions to the person in charge of the activity or facility, or the MSC/DRU safety manager/ADSO/NCO.

d. The senior ranking individual or activity head designee in each group participating in informal or impromptu sports, athletics, or other activities is responsible for enforcing applicable safety rules and practices.

7-4. Procedures

a. Program management

(1) The CRM will be used to integrate SOH requirements during the planning stage of organization recreational activities.

(2) Standing operating procedures (SOPs), letters of instruction (LOIs), memorandums of agreement (MOAs), etc., for operations, use of equipment and facilities, and events will incorporate SOH requirements as appropriate.

(3) Soldiers must be reminded to use CRM when planning their off-duty activities. Army civilians are encouraged to do the same.

b. Education, training, and promotion

(1) Promotional programs and procedures will be developed to increase awareness of the specific hazards associated with the change of seasons and celebration of holidays. These programs and procedures will emphasize the application of CRM in planning for family outings, parties and celebrations, especially addressing the use of alcohol, motor vehicle and seasonal events. Immediate supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize the need for CRM and hazard reduction.

(2) Safety education and promotional material will be disseminated to address safety hazards and appropriate precautions 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.

c. Installation recreation areas

Commanders (all levels), directors having operational control of recreational areas will ensure standing operating procedures are developed, posted and enforced to ensure public and military personnel safety at all recreational facilities and areas (that is, camping, hunting, and picnic areas, baseball, multi-recreational sport facilities, equestrian center, automotive shops, arts and craft centers, and so forth). The SOP will include all rules pertaining to the facility, training required, emergency reporting, and any other pertinent information necessary to maintain a safe and healthful environment.

d. Support of major events

(1) Plans for major sports, recreation, and community events should be reviewed by safety, environmental, health, fire protection, and security personnel and participating volunteer organizations. Representatives from these staffs should be included in planning meetings; in progress reviews (IPRs) and AARs.

(2) Activities will submit safety requirements to installation safety for approval and dissemination for all supported activities.

(3) Personnel officiating sporting events will be thoroughly indoctrinated regarding the appropriate safety rules and responsibilities. These officials will provide training and briefings to personnel prior to use of facilities and equipment.

(4) All participants in sporting events will be instructed on safety rules applicable to the event.

(5) Participants in recreation events will be instructed in prevention, recognition, treatment, and notification of heat and cold injuries.

(6) Hazard warning signs will be posted to inform personnel of physical hazards or prohibited activities, or to preclude personnel from entering restricted or potentially hazardous areas.

(7) All pyrotechnics displays and demonstrations will be coordinated with the local installation safety office, fire department, and associated agencies (to include approval by higher headquarters when required). All events involving pyrotechnic displays are High Risk and require COL (06) or installation commander approval.

e. Public activities on installations

Use of military installations for public activities introduces a new set of risks that must be identified and either controlled or eliminated.

(1) The CRM will be used to identify all hazards and risks associated with setting up the event, operation of the event, and clean up following the event.

(2) An emergency response plan will be developed to cover medical and other emergencies identified by the CRM process.

(3) Commanders (all levels) directors, and activity chiefs when the public has access to facilities under the control of the USAR, must take precautions to assure safety and will use DA Pam 385-10 as a guide in development of policy and procedures to protect volunteers and the general public.

f. Volunteer Safety Volunteer organizations and their support is frequently used to support major events.

Commander/directors will ensure volunteer personnel and their safety are incorporated in planning events.

g. Recreational water activities

(1) Accidents involving water activities are normally seasonal hazards. This hazard must be addressed by commanders/directors prior to the beginning of fishing, swimming, and boating seasons.

(2) Commanders (all levels) directors, and activity chiefs utilizing their safety managers/ADSOs/NCOs/CDSOs are encouraged to contact local public safety authorities concerning local off duty activities to retrieve and publicize public safety information.

(3) Commanders (all levels) directors, and activity chiefs will:

(a) Encourage owners and users of water recreational vehicles to participate in an appropriate safety course before use of personally owned equipment.

(b) Disseminate local installation regulation or policy.

(4) In the absence of local installation regulation or policy will develop, publish and post policy and procedures to prevent water related accidents and incorporate the requirements of DA Pam 385-10.

h. Family safety. Commanders (all levels), directors, and activity chiefs will encourage Soldiers and Army civilians to develop family safety plans to keep their families safe during personal activities and unplanned emergency events. Use DA Pam 385-10 as a guide to assist Soldiers and civilian in development of a Family Safety Plan.

i. Use of headphones. The use of headphones or earphones while walking, jogging, skating, and bicycling, including pocket bike, motorcycle or moped on Army installation roads and streets is prohibited by regulation. Soldiers, Army civilians and family members are encouraged to practice the use of cell phone policy at all time. Senior commanders/directors will publicize and enforce local policies.

j. Privately owned vehicle requirements (see Chapter 12 of this regulation).

k. Limitations on use of cell phones/texting while driving (see Chapter 12 of this regulation).

l. Reserve POV operator requirements (see Chapter 12 of this regulation).

m. Other activity recreational safety. Activities in this category fall into broad indoor and outdoor categories.

Commanders (all levels), directors, and activity chiefs with responsibility for facilities and equipment used in these activities, must be aware of the activities at their location and develop risk assessments for each activity and ensure participant training. Commanders (all levels), directors, and activity chiefs should use DA Pam 385-10 as a guide in development of policy and procedures for these activities.

7-5. Pre-Accident Planning for Recreational Activities

Accidents generally occur when they are least expected; therefore, confusion can occur at the accident site, and valuable time and critical evidence may be lost or overlooked. The pre-accident plan is a tool to ensure that critical aspects of rescue and investigation are performed in a timely and efficient manner. Commanders (all levels) directors, and activity chiefs will develop and test a pre-accident plans for all special events to ensure quick reaction/response in case of an accident or emergency.

7-6. Accident reporting

Accident Reporting will be IAW AR 385-10, DA Pam 385-10 and Chapter 5 of this regulation.

Chapter 8

Watercraft and Marine Safety

8-1. General

This regulation establishes the safety policies, procedures, and guidelines for implementation of the USAR Watercraft Safety Program.

8-2. Policy

Commanders will exercise judgment in applying the procedures herein to accomplish their missions safely and effectively.

8-3. Responsibilities

a. This doctrine should be followed except when, in the commander's judgment, exceptional circumstances dictate otherwise. If conflicts arise between the contents of this publication and the contents of Service publications, this publication will take precedence for activities of USAR, unless Army regulations provide more current, specific and stringent guidance.

b. Commanders will assume the overall responsibility of the Army Watercraft and Marine Safety Program. Accident prevention and the CRM process will be integrated into all functional areas involving the use, operation, and maintenance of Army Watercraft.

8-4. Reporting and notification of Army watercraft and marine accidents or incidents

a. All Army watercraft accidents and incidents will be reported IAW AR 385-10, AR 56-9, DA Pam 385-40, and chapter 5 of this regulation.

b. Immediate notification of the chain of command is essential. Army watercraft and marine accidents and incidents generate high-level command interest, particularly in high visibility situations.

c. The commander who first becomes aware of any Class A-C, accident, or any significant event that results in known or suspected damage to USAR watercraft or impediment to navigation, will immediately notify, *through their existing chain of command* -

(1) During normal duty hours, the Safety Office, 910-570-9280/9284/8103 (FAX: 910-570-8718).

(2) After duty hours, the ARWT, 1-800-359-8483, 910-570-9750/9751.

d. Use DA Form 7306-R for telephonic notification of ground accidents. Notify the Transportation Branch Marine Safety Office, ATTN: ATZF-CSS, Fort Eustis, VA 23604-5113, DSN 927-1327, (804) 878-1327, within 24 hours as directed in AR 385-10.

8-5. Watercraft Safety Survey (WSS)

a. A WSS will be performed on each USAR vessel by the Marine Safety Specialist (MSS), Transportation Branch Safety Office (TSBO), US Army, Fort Eustis, VA IAW AR 56-9. The MSS, upon completion of a WSS, 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 Transportation Branch Safety Office MSS will also provide the USARC Safety Office with a copy of the results. The Safety Office will provide the MSC/DRU commanders responsible for the vessels with the results and a memorandum requiring a reply to the DCG identifying what actions have been taken or are planned to correct any discrepancies annotated on the WSS results.

b. The Safety Office will provide a coordinating memorandum through the MSC no later than 15 August each calendar year to schedule any vessels due for a WSS for the coming FY. All MSC/DRU safety managers and officers will receive a copy of the memorandum to enable a smooth coordination effort. Each MSC that has Army Watercraft assigned should plan on participating in all or part of the WSS. The USAR Safety will participate in the WSS process on a rotating basis to provide oversight and continuity with the TSBO MSS.

c. Each organization that has Army Watercraft assigned will perform an internal WSS annually using the checklist produced by the TSBO MSS. The results should be provided 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. Surveys will not be conducted on watercraft in overhaul, at sea or within the first three months after being placed in service.

8-6. Resources

The following publications and Internet sites are excellent sources of information to ensure effective Army watercraft safety program management.

- a. US Coast Guard Marine Safety Homepage: <http://www.uscg.mil/auxillary/missions/msep/default.asp>
- b. OSHA Maritime website: <http://www.osha.gov/pls/dts/maritime/index.html> or <http://www.osha.gov/maritime/sltc/longshoring/index.html>
- c. Navy Safety Center: <http://safetycenter.navy.mil/>
- d. US Army Transportation School Homepage: <http://www.transchool.eustis.army.mil/>
- e. JLOTS Manual: http://www.dtic.mil/doctrine/jel/new_pubs/jp4_01_6.pdf
- f. Army Publishing Directorate: <http://www.apd.army.mil>
- g. Code of Federal Regulations (CFRs) at <http://www.gpoaccess.gov/cfr/index.html>
- h. The US Army Marine Safety website: <http://www.eustis.army.mil/ocot/MARINESAFETYSAFETY.htm>
- i. The US Army Center for Health Promotion and Preventive Medicine (USACHPPM): <http://chppm-www.apgea.army.mil/>

Chapter 9

Occupational Health Program

9-1. General

This chapter establishes policy and assigns responsibilities for implementing the USAR Occupational Health Program (OHP). The objectives of the USAR OHP 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. Preserve productivity and combat readiness by maintaining employee health.
- d. Provide for the early detection, intervention, and treatment of occupationally acquired or induced illness, injury, or disease.

9-2. Policy

It is USAR policy to provide each employee a safe, healthy, work environment and conditions of employment which are free from recognized hazards that may cause, or are likely to cause, sickness, injury, or death. Commanders and supervisors at all levels will ensure sufficient resources, plans, and programs are established and maintained to—

- a. Comply with the requirements of this chapter and AR 40-5.
- b. Preserve, protect, and monitor employee health.
- c. Identify, evaluate, and control unsafe, unhealthful, employee exposure to chemical, physical, biological and/or ergonomic hazards wherever they occur.
- d. Provide occupational health services to all employees, both military and civilian, unless specifically precluded by law, regulation, or labor agreement.
- e. Protect employees from reprisal for exercising their rights under the OHP and for reporting alleged unsafe, unhealthful working conditions.
- f. Comply with statutory and regulatory requirements, standards, and criteria as promulgated by law, applicable defense regulation, and/or national consensus standard for the profession and practice of occupational health including, but not limited to, standards of the Occupational Safety and Health Administration (OSHA), the American Conference of Governmental Industrial Hygienists (ACGIH), American National Standards Institute (ANSI), and the National Institute for Occupational Safety and Health (NIOSH).

9-3. Responsibilities

- a. The USAR Safety Director will -
 - (1) Be the lead executive agent for all matters involving occupational health and IH within the command.
 - (2) Develop and issue program policy and guidance consistent with Public Law, Army regulations and directives, the USAR mission, and applicable national consensus standards.
 - (3) Establish goals and objectives for the OHP consistent with USAR plans, programs, and priorities.
 - (4) Be the Major Army Command approval authority for all USAR and MSC requests for occupational health/IH services from non USAR agencies.
 - (5) Perform periodic reviews and audits of subordinate commands to ensure effective implementation, management, and execution of requirements throughout the USAR.
- b. HQ, USARC and MSC surgeons will -
 - (1) Support the OHP as the lead executive agent for military medical affairs affecting Soldier readiness for mobilization and deployment.
 - (2) Provide technical assistance, when possible, in clinical medical issues involving employee job placement and referral and/or removal, reassignment, or termination of dual status technicians and/or full-time support personnel not meeting medical qualification standards.

- (3) Assist, as appropriate, in the interpretation of clinical medical diagnoses and tests.
 - (4) Assist, as appropriate, in health education and training activities for employees.
 - (5) Provide MSC/DRU safety managers and officers, and ergonomics officers with data concerning work related musculoskeletal disorder.
 - c. The MSC/DRU safety managers and officers will -
 - (1) Monitor, review and provide information on the occupational health 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.
 - d. Commanders/supervisors will -
 - (1) Notify the supporting safety office of any impending personnel changes so the appropriate medical surveillance examination or screening can be scheduled.
 - (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 personal protective clothing and equipment (PPCE).
 - (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 PCE; 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 Office of Personnel Management (OPM) Federal Wage System and GS position classification guides and operating manuals.
 - (5) Ensure employees are referred, scheduled for, and receive the appropriate job related medical surveillance.
 - (6) Route all requests for OHP services through the Safety Office for review, approval, and service.
 - (7) Coordinate with MSC surgeons and, where appropriate, Management Agency - ARO on ergonomic issues.
- The MSC/DRU safety managers and officers, when possible, should be actively involved with the Ergonomics subcommittee required for each installation.

- e. Employees will -
 - (1) Participate in and comply with the requirements of the OHP.
 - (2) Follow safe and healthy work practices.
 - (3) Properly use and maintain assigned personal protective clothing and equipment.
 - (4) Immediately report to management -
 - (a) 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.
 - (b) Suspected health hazards or hazardous situations.
 - (c) Changes in health status that may affect the safety of others or themselves.

9-4. Program management and administration

The MSC safety staff will administer the OHP throughout their area of responsibility. In many cases, coordination must be made with local installation safety offices for required services. The MSCs full-time safety staff will provide and/or coordinate required occupational health services including, but not limited to, services defined in the US Army Center for Health Promotion and Preventive Medicine Technical Guide 124 (USACHPPM TG 124) and the following:

- a. The MSC safety staff must ensure that 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 USAR personnel exposed, or potentially exposed, to occupational health 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 commands.
- c. The USAR Safety Office Occupational Health Program (OHP) Manager will ensure that services for both IH and medical surveillance are available. The contract with Federal Occupational Health (FOH) will be coordinated and completed by the USAR Safety Office. The USAR Safety OHP Manager will coordinate with USARC G-4 to forward medical surveillance spreadsheets containing pertinent information of all Area Maintenance Support Activities (AMSA)/Equipment Concentration Sites (ECS) shop employees to the respective RSC. Principal point of contact for RSC G4 is the Supervisory Maintenance Management Specialist (SMMS). Coordination will be made with RSC Safety Managers and RSC G4 representatives reference updating/completing required information on AMSA/ECS employees. A spreadsheet with required information containing names of all shop personnel will be provided to AMSA/ECS Supervisors for their review/input and forwarded thru RSC SMMS to USAR Safety Office (OHP Manager). A copy will be maintained by USAR Safety Office and the completed spreadsheets will be forwarded to Federal Occupational Health (FOH) point of contact. The RSC Safety Manager and RSC G4 SMMS will be provided a courtesy copy (cc) of updated AMSA/ECS spreadsheets. A master copy will be maintained by FOH. Medical surveillance dates/next exam due date will be inputted/maintained by FOH. Shop Supervisors of AMSA/ECS facilities will submit updates/changes thru RSC G4 SMMS to USAR Safety OHP Manager for updates to the roster. A periodic Report to Employer will be provided to Supervisors and a copy furnished to RSC Safety Managers by USAR Safety 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. Rosters will be updated on a quarterly basis for any changes to shop personnel status, new hires, departed personnel, and changes to shop requirements or exposures.. During August of each FY, the spreadsheet will be reviewed for format and request for review/updates to the spreadsheet will be forwarded to each RSC. All changes will be inputted and spreadsheets returned to the USAR Safety Office NLT 1 October of each FY.

9-5. Ergonomics

The MSC/DRU safety managers and officers will assist commanders in developing and implementing an ergonomics program IAW Department of Defense Instruction (DODI) 6055.1, Enclosure 6:DOD Ergonomics Program Requirements and Procedures, AR 385-10, DA Pam 385-10 and DA Pam 40-21. Additional information and tools concerning Ergonomics program are available at: <http://safety.army.mil/soh>.

9-6. Occupational illness, injury, and disease reporting

Work related illness, injury, and disease will be reported IAW chapter 5 of this regulation, as well as guidance provided in the following publications: DOD Manual 1400.22-M; 19 CFR Part 10; 29 CFR Part 1704; 29 CFR Parts 1710.95, 1710.1000, and 1710.1030 and DA Pam 40-21.

9-7. Employee orientation and training

Supervisors are responsible for providing job-specific hazard training, education, and orientation to all assigned personnel, including any contracted employees, unless specifically precluded by law, contract, or labor agreement. Training must be provided prior to the commencement of work or change in operation(s) or process(es) used. The degree of training and orientation must be sufficient that personnel are able to recognize hazards within the workplace, respond to workplace emergencies, and protect themselves and others from unsafe, unhealthful, conditions.

9-8. Recordkeeping

The Federal Occupational Health System in Atlanta, GA or the supporting MEDDAC facility are the approved automated and manual storage systems for recording IH assessments and occupational medical surveillance within the USAR.

a. Management of employee exposure and OHP program records will be consistent with the requirements of DODI 6055.5 and 6055.12; AR 40-5, 25-400-2, and 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 1704, 1710.95, and 1710.1019.

b. In general, employee medical and exposure records and records of IH workplace monitoring and surveys will be preserved and maintained for at least the duration of employment plus 30 years. Records are to be maintained in ARIMS RN 40-5a1, Occupational health reports - Office having Army wide responsibility.

Chapter 10 Hazard Communication

10-1. General

a. Everyone must know the hazardous chemical they work with-- whether the materials pose a risk to safety or health, and how to minimize or eliminate any such risk. The Hazard Communication (HAZCOM) standard was issued by OSHA in 1983 and revised in 1987. Executive Order 12196 of 1980 and 29 CFR Part 1960 provides the authority for implementing this standard within the Federal sector. The HAZCOM standard helps protect employees' right to work in a safe and healthful environment. It requires that personnel be -

- (1) Informed about hazardous chemicals in their workplace.
- (2) Trained to work safely with these materials.

b. Employers that “use” hazardous chemicals must have a program to ensure the information is provided to exposed employees. “Use” means to package, handle, react or transfer. This is an intentionally broad scope, and includes any situation where a chemical is present in such a way that employees may be exposed under normal conditions of use or in a foreseeable emergency.

10-2. Responsibilities

a. Commanders, through their designated SOH safety managers/officers, will -

- (1) Establish and implement a written hazard communication program IAW 29 CFR 1910.1200.
- (2) Ensure that supervisors and users receive local training.
- (3) Develop, coordinate, and issue hazard communication program policy and guidance for their organizations.
- (4) Appoint, in writing, a hazard communication officer/coordinator (HCO) to manage the HAZCOM Program.

b. The MSC/DRU safety managers and officers and ADSO/NCOs will -

- (1) Provide oversight for the overall implementation of this program.
- (2) Assist HCO in developing and implementing a hazard communication SOP at the appropriate level of command within the organization.
- (3) Monitor/review the HAZCOM programs of subordinate work areas.

- (4) Evaluate the HAZCOM training conducted by units.
- c. The hazard communication officer/coordinator will -
 - (1) Ensure all containers of chemical hazards in the work place, to include incoming, are properly labeled.
 - (2) Ensure MSDSs are readily accessible to all employees in their work place (on all shifts).
 - (3) Ensure an up-to-date Hazardous Chemical Inventory is maintained, to include new chemicals or hazards that are introduced into the working environment.
 - (4) Ensure Soldiers/employees receive initial and sustainment training, and that the training is documented and maintained on file.
 - (5) Prepare a HAZCOM Program SOP. Develop the organization HAZCOM program IAW the local or installation HAZCOM program to ensure local, as well as federal requirements, are followed.
 - (6) Comply with all published directives.
- d. Supervisors at all levels within USAR organizations will -
 - (1) Maintain an inventory of hazardous chemicals or materials in the workplace. When reordering, supervisors will submit, as appropriate, a copy of the last MSDS with the procurement request.
 - (2) Ensure hazardous substances are properly labeled.
 - (3) Submit and follow-up work orders to correct identified hazards.
 - (4) Identify personnel who work with or who may be exposed to hazardous chemicals or materials.
 - (5) Ensure personnel receive required HAZCOM standards training.
 - (6) Ensure personnel are provided with, and properly use, prescribed personal protective equipment (PPE).

10-3. Hazard communication training and evaluation

- a. The MSC/DRU safety managers and officers/ADSO/NCOs and HAZCOM officers/coordinators may use the guidelines for compliance and the checklist located at figure C-2.
- b. All personnel will receive initial training as part of in-processing into the organization. Additionally, all personnel will receive a briefing by their immediate supervisor on how to use and handle hazardous chemicals and materials in their workplace.
- c. Updated training subsequent to initial training is required whenever -
 - (1) A new material is introduced into the workplace.
 - (2) A hazard, regarding any material changes.
- d. Material for HAZCOM training can be obtained from web based sites (e.g., <http://www.osha.gov>), local installation safety office, or USAR Intranet Safety web page at <https://esaiwr.usar.army.mil/akosafety/>.

Chapter 11 Hearing Conservation

11-1. General

Hearing loss is a gradual and permanent disability that affects individual performance and quality of life. Information has been accumulated through equipment testing, IH surveys, and audiometric evaluations that establish 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.

11-2. Policy

- a. All areas suspected of producing permanent injury to hearing will be treated as a noise hazard location until a noise survey and/or employee time-weighted dosimeter performed IAW 29 CFR 1910.95 confirms otherwise.
- b. As a minimum, a baseline audiogram is required of all personnel working within noise hazardous areas in excess of 30 or more days per year. (Additional sources of information are: DA Pam 40-501, DODI 6055.12, and USACHPPM TG 175).

11-3. Responsibilities

- a. Commanders (all levels) will -
 - (1) Ensure hearing protection is available, issued and is required to be worn in any area with a high noise hazard.
 - (2) Appoint, in writing, a unit hearing conservation officer/NCO to manage any required hearing conservation program.
 - (3) Publish a command emphasis letter explaining the importance of hearing conservation.
- b. The MSC/DRU safety managers and officers/ADSO/NCOs will -
 - (1) Provide oversight for the overall implementation of this chapter.
 - (2) Advise the commander immediately when corrective action is needed to ensure an effective program.
 - (3) Evaluate, at applicable safety command level, the hearing conservation program as part of the annual Standard Army Occupational Safety and Health Inspection (SAOSHI) survey.
 - (4) Monitor the hearing conservation program.
 - (5) Coordinate AT of all personnel on the effects of noise and the proper use of hearing protection devices.

c. Hearing conservation officer/NCO will -

- (1) Ensure a noise hazard survey is performed for each work area. Maintain a copy of the noise hazard survey conducted for each facility.
- (2) Develop a unit SOP detailing the requirements of the unit's hearing conservation program.
- (3) Ensure annual hearing conservation training is conducted for all Soldiers/personnel.

Chapter 12

Transportation Safety and Accident Prevention Program

12-1. General

a. This chapter establishes requirements for the USAR Transportation Safety and Accident Prevention Program. It applies to operation of all Army motor vehicles (AMV); special use and support vehicles and equipment, such as engineer, towing and recovery equipment; and privately owned vehicle (POV) accident prevention. Army guidance and directives are in AR 385-10.

b. Army Motor Vehicles are defined in this regulation, Glossary, Section II, Terms.

12-2. Policy

a. Motor vehicle accidents are a major killer of Soldiers/civilian personnel. As such, CRM will be incorporated into all planning, operator selection, training, and supervision of all phases of transportation operations. Commanders are encouraged to develop policy and procedures within their organizations to reduce risk associated with all transportation activity.

b. Federal employees shall not engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.

c. Each Federal agency, in procurement contracts, grants, and cooperative agreements, and other grants to the extent authorized by applicable statutory authority, entered into after the date of this order, shall encourage contractors, subcontractors, and recipients and sub-recipients to adopt and enforce policies that ban text messaging while driving company-owned, rented vehicles, government vehicles, or while driving POV when on official Government business or when performing any work for or on behalf of the Government.

12-3. Training

a. Except as noted in this regulation all personnel responsible for operating any form of transportation equipment will be properly trained and licensed IAW requirements of this chapter and statutory and regulatory requirements for the specified item of equipment.

b. Consistent with AR 600-55, paragraph 4-1c, the CG, waives the training and testing requirements for non-tactical vehicles (General Services Administration (GSA) Fleet) with a Gross Vehicle Weight Rating (GVWR) of less than 10,000 pounds provided the driver has a valid State or host nation driver's license. Additionally, the operator must have completed the "Accident Avoidance Course" within the last four years and have this noted on their DA Form 348. Refer to Appendix E of this regulation for "Accident Avoidance Course" requirements.

c. The requirement for operators to have an OF 346 (Government Motor Vehicle Operators Card) will not be waived per AR 600-55 paragraphs 2-3 and 2-4.

d. Operators of 15 passenger vans must be experienced drivers with good driving records. Commander must ensure that drivers receive training on the hazards and handling characteristics of a 15 passenger van. There are on-line courses available at USACRC/SC Driver's Training Toolbox located at:

<https://crc.army.mil/drivertrainingtoolbox/trainingcourses.aspx>. Commanders will ensure that the training/briefings drivers receive are documented.

e. Army Reserve military and civilian personnel will not pay (including annual leave) for training or education addressed in this chapter.

f. Additional education and training requirements are contained in the paragraphs for specific transportation categories and USAR Regulation 600-3.

12-4. Responsibilities

a. The USAR Safety Director will -

- (1) Analyze accident trends for systemic issues that will be addressed at USAR level.
- (2) Establish and conduct special safety campaigns within USAR communities and organizations to reduce AMV and POV traffic fatalities and accidents.
- (3) Conduct quarterly update briefs for the CG on AMV and POV accident trends.
- (4) During specific high POV accident periods, i.e. special holidays, unit redeployments, etc., ensure that special emphasis is placed on POV accidents preventions.
- (5) Brief accident statistics, recommendations, and successful programs at the Safety Advisory Council meetings.

b. The MSC/DRU safety managers and officers/ADSO/NCOs will -

- (1) Track all AMV and POV accidents/incidents for systemic issues. Ensure proper reporting and/or recording of all accidents.

- (2) Develop proactive safety POV accident prevention programs in concert with USAR Safety directives.
- (3) Conduct quarterly briefs to Commanders on unit and USAR POV safety statistics and initiatives.
- (4) Ensure accurate and timely reporting of POV fatalities and major accidents to the USAR Safety Office.

c. Commanders will -

- (1) Establish and conduct a POV accident prevention program IAW AR 385-10, and this regulation.
- (2) Analyze AMV and POV accident data to identify victim profiles, traffic hot spots, and systemic trends in order to tailor programs and accident prevention initiatives.
- (3) Address POV accident prevention in all pre-holiday safety briefings, and as part of briefings prior to the end of individual duty training and other training sessions.
- (4) Conduct quarterly no-notice POV safety checks, focusing on identified accident trends such as not wearing seatbelts, safety condition of POV, motorcycle operators for required training and personal protective equipment, insurance, etc. (see fig C-3 for a sample POV safety checklist).
- (5) Use CRM techniques, identify hazards associated with POV operations, assess the hazards, make decisions to control them, implement the controls, and supervise execution.
- (6) When possible, provide alternatives; consider other options for Soldiers driving POVs. Encourage use of commercial transportation or use the buddy system when traveling by POV.
- (7) Assess every fatal and serious injury accident involving POVs. Determine what happened, why it happened, and how it could have been prevented. Implement corrective and preventive measures.
- (8) Ensure procedures are prescribed for the safe operation of AMVs on and off Army property. Procedures will comply with requirements of this regulation, AR 385-10, USAR 600-3, and AR 600-55.
- (9) Conduct vehicle operator selection, training, testing and licensing IAW AR 600-55.
- (10) Recognize AMV operators and units who maintain outstanding, safe driving records or are otherwise deserving.
- (11) Develop crew rest/fighter management policy for vehicle operations, to include consideration of civilian jobs and travel time to and from the battle assembly or training site.
- (12) Establish and enforce SOPs for the dispatch of vehicles IAW DA Pam 750-8.
- (13) Establish road condition notification procedures for adverse environmental conditions.
- (14) Conduct quarterly no-notice safety checks on AMV as part of enforcement and safety award recognition.

Safety checks should focus on issues impacting on accident trends, such as failure to wear helmets, seatbelts, or personal protective equipment and drivers not being properly trained and licensed for the vehicle being driven.

(15) Ensure personnel requiring a commercial driver's license meet federal medical/physical standards, as outlined in 49 CFR, Parts 391.41 thru 391.49, Department of Transportation (DOT).

d. Leaders and supervisors of AMV operations, to include rented/GSA vehicles will -

- (1) Ensure standards are consistent and clear to ensure that drivers understand requirements and responsibilities.
- (2) Periodically assess driver performance and use recognition, remedial, and disciplinary measures as appropriate.
- (3) Ensure that for operational missions, CRM is completed IAW guidance in Chapter 6, this regulation. A CRM form or a Travel Risk Planning System (TRiPS) will be completed when any government or rented vehicle is operated outside the local area as defined by the command. The TRiPS is available online from USACRC/SC website: <https://safety.army.mil>. When the USACRC/SC website is accessed, click on TRiPS at the center top of the page and follow instructions. The TRiPS risk assessment tool may be assessed by entering user's AKO name and password
- (4) Ensure that dispatch procedures for GSA vehicles are established within the command and addresses CRM/TRiPS requirements and inclement weather policy.

e. The AMV operators will -

- (1) Ensure safe operation of the vehicle.
- (2) Comply with all traffic laws and regulations.
- (3) Conduct Preventive Maintenance Checks and Services (PMCS) prior to, during, and following the operation of a vehicle, IAW the applicable operator's manual.
- (4) Report accidents, incidents, and vehicle shortcomings to his/her leader or supervisor.
- (5) Comply with requirements in 12-2 and 12-3d of this regulation.

f. Army Reserve POV operators will -

- (1) Use seat belts at all times while driving or riding in a POV, on or off-duty and on or off any military or federal installation and USAR property. In vehicles equipped with an automatic shoulder/manual lap belt system, personnel will use the entire restraint system to ensure adequate 3-point protection.
- (2) Ensure that child safety seats are used on Army property. Adhere to state law and installation traffic safety rules concerning local child safety seat laws.
- (3) Prior to departing on leave, pass, TDY or PCS complete an automated risk assessment using the Travel Risk Planning System (TRiPS) that addresses hazards associated with the POV travel. This tool is designed to be completed for all planned trips outside the Soldier's immediate local area.
 - (a) The TRiPS is available online from USACRC/SC website (<https://safety.army.mil/>).
 - (b) This assessment will be given to the commander in order to assess the risk to which the Soldier and family members will be exposed on the travel and measures taken to mitigate the risk.

(c) If POV travel will not be taken during leave or pass, the Soldier will submit a brief memorandum to the command stating that he/she will not be traveling away from duty station/home during course of his/her leave or pass.

(d) Soldiers who travel a distance greater than 50 miles to the Reserve Center for Multiple Unit Training Assembly (MUTA) will complete the TRiPS risk assessment and give results to the commander. This assessment will include additional issues such as conflicting civilian work schedules (e.g. work hours result in reduced rest period prior to departure), maximum time required to meet training schedule requirements based on seasonal environmental hazards, and other considerations that impact on safety during travel to and from reserve center. Each Soldier's risk assessment will be reviewed with commander and/or supervisor. Hazards will be mitigated or eliminated to an acceptable level. A new risk assessment will be completed as changes occur that reduce or increase the risk involved in travel.

(e) Commanders will establish systems within their organizations to ensure Soldiers complete the TRiPS worksheets as part of initial in-processing to the unit. Leaders will ensure that completed TRiPS on new personnel are integrated into the quarterly performance counseling. Leaders and Soldiers will focus on any changes since the TRiPS worksheet was last completed. Unit leaders are authorized to adjust Battle Assembly schedules in instances where the adjusted schedule will reduce the Soldier's risk factors

g. Civilian personnel (employees, contractors, family members, visitors) will -

(1) Use a restraint system while driving or riding in a vehicle with manufacturer installed restraint systems. The restraint systems will be used on military installations at all times and off military installations when the vehicle is used for official business.

(2) Not ride in seats from which manufacturer installed occupant restraints have been removed or rendered inoperative when the vehicle is used for official business.

12-5. Army Motor Vehicle (AMV) and Army Combat vehicle (ACV) Accident Prevention

a. The following general policy applies to all USAR organizations:

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

(2) Cellular telephones, regardless of how equipped (to include hands-free kits), will not be used to make or receive calls while operating an AMV or ACV. A cellular telephone call will not be answered by the vehicle driver until the vehicle is stopped and it is safe to make and receive calls. Vehicles will not be placed in motion until a cellular telephone call has been completed. Similarly, voice mail will not be checked and the Internet or other special features of cellular telephones, i.e., text/email messages, will not be used while operating a vehicle.

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

(4) Smoking is prohibited in all military vehicles.

(5) 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 (FSN 5822-437-2353 for the AS1629 or AT-912 and FSN 5985-930-7223 for the MS-117A).

(6) Ground guides must be used when a vehicle is moving through an assembly area, when any wheeled or tracked vehicle is backed or any time visibility is restricted. Complete ground guiding procedures are in FM 21-305. The AR 385-10 contains ground guiding standards. Ground guides will not stand between the vehicle being guided and another object 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 -

(a) Visual contact with ground guide is lost.

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

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

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

(a) Dismount and walk completely around the vehicle to verify clearance.

(b) Select a ground reference point that can be seen from the cab of the vehicle.

(c) Mount the vehicle and ensure the ground reference point can be seen from the cab of the vehicle.

(d) Sound the horn and back to the pre-selected ground reference point.

(e) Repeat the process, as necessary, until the desired vehicle position is obtained.

(8) Safe movement of personnel. To the greatest extent possible, personnel will be transported in passenger vehicles, such as sedans, station wagons, or buses. Except for tactical operations do not transport personnel without fixed seats. Occupants will be seated when the vehicle is in motion. Transportation of personnel in cargo vehicles is classified as a "high risk" task. Commanders must take action to mitigate this risk. However, due to the factors (exposure and severity in the event that an accident occurs), it cannot be reduced lower than High Risk. The approval authority based on CRM guidance in Chapter 6 of this regulation is brigade commander or first O6 in the chain of command. Further guidance on the safe transportation of personnel is contained in AR 385-10, AR 600-55, FM 21-305, TB 9-639, and DODI 6055.4. Overloading or overcrowding in order to transport maximum amount of personnel increases the risk significantly. The

following restrictions apply to number of personnel that can be transported based on type vehicles. The passenger capacity does not include the operating crew. Any vehicles not listed, refer to AR 385-10 and TB 9-639.

- (a) 2 1/2 Ton Standard/LVAD Cargo Truck (Bed Length – 12 feet) - Maximum Capacity is 12 personnel.
- (b) 2 1/2 Ton Cargo Truck - Maximum Capacity is 14 personnel.
- (c) 2 1/2 Ton Dump Truck - Maximum Capacity is 10 personnel.
- (d) 5 Ton Cargo Trucks - Maximum Capacity is 16 personnel
- (e) 5 Ton Standard/LVAD Dump Truck (Bed Length – 12 feet) – Maximum Capacity is 12 personnel.
- (f) 5 Ton Standard/LVAD Cargo Truck (Bed Length – 14 feet) – Maximum Capacity is 14 personnel.
- (g) 5 Ton Long Wheel Base Cargo Truck (Bed Length – 20 feet) – Maximum Capacity is 20 personnel.
- (h) 5/4 Ton HMMWV Troop Carrier, M880, M881, M882 - Maximum Capacity is 8 personnel
- (i) 5/4 Ton HHMMWV Cargo/Troop Carrier - Maximum Capacity is 4 personnel.

(9) Passengers who are not crewmembers and carried in the cab of the vehicle, are limited to available seat belt positions. The passenger capacity of sedans, vans, station wagons, and other administrative vehicles is limited to the number of seat belt positions.

(10) Commanders responsible for conducting tactical operations that involve AMVs and equipment will apply all established safety standards (including use of seat belts, speed limits, passenger transportation standards, and vehicle maintenance), unless it is necessary to deviate to accomplish a mission. In training situations, only the unit commander may authorize such deviations. Commanders will evaluate the significance of the assumed risk versus the training benefit IAW CRM.

(11) Tactical/convoy operations of AMVs are found in chapter 13 of this regulation.

b. The following policy on the use of vehicle safety equipment applies to all USAR organizations:

(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 1710.145. 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. On loads greater than one-third the length of the vehicle cargo bed, supervisors will check with state or local traffic authorities to determine whether a special permit is required.

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

(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 FM 21-305, when operating on public highways.

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

(7) Rotating or 170-degree 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.

c. Selection, Training, and Licensing.

(1) All training will be documented IAW AR 385-10 and USAR Regulation 600-3.

(2) All military and Army civilian personnel who possess a driver's license are required to successfully complete an on-line accident avoidance course to establish and reinforce a positive attitude toward driving. This training must be documented on the individual's DA Form 348, Equipment Operator's Qualification Record. The training will stress individual responsibility and correct responses to routine and emergency driving situations. It is essential to provide this training expeditiously following entry as a military or civilian employee. This training has a recurring requirement of every 4 years.

(3) Driver improvement courses will be used to reinforce positive attitudes and motivate persons who are convicted of serious moving traffic violations or who are determined to be at fault in an accident while operating an AMV on or off an Army installation. Offenders, military or civilian, are required to successfully complete this training or lose their installation driving privileges.

(4) Army Reserve military and civilian personnel will receive additional training, as specified in AR 600-55, based on requirements for the type of vehicle to be operated. Personnel requiring commercial driver's license will meet federal medical/physical standards as outlined in 49 CFR, Parts 391.41 through 391.49.

(5) Tactical vehicle drivers training will be tailored 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 night vision devices (NVDs). Training for NVDs will be recorded in the individual's driver's training records.

d. Accident reporting and records will be IAW AR 385-10, DA Pam 385-40, and chapter 5 of this regulation.

e. AMV/ACV crew rest/fighter management.

(1) 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. If more than 10 hours are needed to complete a driving operation, a qualified assistant driver must be assigned to each vehicle.

(2) Drivers will take 15-minute rest/fuel breaks every 2 hours of driving or every 100 – 120 miles, whichever occurs first. Scheduled meal breaks for trips exceeding 5 hours or longer in length will be taken.

(3) Commanders may request 1-2 hour extensions of the duty period. Brigade Commander or first O6 in the chain of command is the approving authority.

(4) Unit commanders will ensure their SOPs address policy and procedures concerning crew rest/fighter management.

f. Policy governing wearing of Kevlar helmets in AMVs.

(1) All personnel will wear a Kevlar helmet when operating or riding as a passenger in Army motor vehicles in FTXs, combat training areas, and military ranges.

(2) Commanders at battalion level or the first O6 in the chain of command, and Area Maintenance Support Activity (AMSA)/Equipment Concentration Site (ECS) Supervisors will prescribe appropriate headgear to be worn by occupants of AMVs for all other environments. This requirement will apply to all AMVs to include those vehicles designed primarily for administrative functions such as GSA vans, and vehicles owned, leased or rented by the Army or Reserve Components.

(3) Commanders will use the CRM process guidance in FM 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 headgear for civilians (employees, contractors and official visitors) is subject to applicable labor-management agreements and contractor-employer agreements.

12-6. Engineer/special purpose vehicles/15 passenger vans/M-Gator All Terrain Vehicles (ATVs), and equipment

a. Engineer and special purpose vehicles and equipment will be moved from one point to another using prime movers to the maximum extent possible.

b. When equipment is operated on public roads or highways, lead and trail escort vehicles will be used.

c. Powered industrial trucks/forklifts will be equipped with restraint devices and rollover protection that conforms to applicable Society of Automotive Engineers Standards unless a waiver is obtained from HQs, Department of the Army (HQDA) (DAPE-HRS.).

d. Operation of 15 passenger vans.

(1) A CRM assessment is required for the mission.

(2) Evaluate every 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 with passengers and/or cargo, restrict maximum speed to 55-60 mph.

e. Policy governing operation of government owned passenger vans:

(1) Drivers must receive proper training to include the unique handling characteristics of these vehicles.

(2) Training will be IAW requirements outlined in DODI 6055.04, paragraph 4. e.

(3) For vans with a capacity of 15 or more passengers, hands on familiarization with the handling of fully loaded vans will be completed.

f. Policy governing operation of M-Gator ATV.

(1) Drivers must be licensed and their qualification to drive ATVs will be annotated on their DA Form 348.

(2) Helmet and eye protection are required for both driver and passenger when operating the vehicle.

(3) The maximum speed is 17 mph, operators will not exceed that speed.

(4) The M-Gator will not be driven on public roadways except to cross the road at designated crossing points or with a road guard.

(5) Passengers may not ride in the cargo area. Litters must be strapped with cargo tie downs in the rear or to the cargo shelf in the front before moving the vehicle.

(6) All loads over 50 pounds must be strapped to the rear cargo tie-down points or to the cargo shelf in the front of the vehicle.

(7) The M-Gator is not towable – doing so will damage the chain drive, transaxle, and tires. Operators should not attempt to tow trailers behind the M-Gator as it has not been evaluated for towing operations.

12-7. Motorcycles

a. General. In addition to the requirements listed in this regulation, the USAR will comply with all applicable motorcycle safety, operation and training requirements required by DODI 6055.4 and AR 385-10.

b. Training and licensing.

(1) Operators of Government or privately owned motorcycles (both street and off-road versions) must have a valid state vehicle operator's license. Where state and local laws require special licenses to operate motorized bicycles (mopeds), motor scooters, or all terrain vehicles (ATVs), the same requirements apply to operation of those vehicles on DOD property.

(2) Commanders will provide the required training within 30 days of the initial request for training absent exceptional circumstances. Where there are exceptional circumstances preventing the attendance and completion of rider training within 30 days of initial request the Senior Commander (first GO in the chain of command) may authorize properly licensed or permitted operators to ride on an installation roadway while awaiting training subject to any restrictions imposed by such permit. All requests to operate a motorcycle while awaiting training must be accompanied by a thorough CRM assessment for the Senior Commanders decision. For new riders, the risk is high and the countermeasures identified in the The CRM assessment will not reduce the residual risk below a rating of High Risk. Initial motorcycle rider training course will:

(a) Comply with the Motorcycle Safety Foundation (MSF) or DUSD(I&E) endorsed, State approved curriculum for motorcycle operator's safety training.

(b) Provide hands-on training.

(c) Include a performance based and knowledge based evaluation.

c. Safety equipment

(1) Required rider equipment: The DOT-approved protective helmets, shatter-resistant eye protection (glasses, goggles, or face shield meeting ANSI Z87.1-2003), gloves, long-legged pants, long-sleeved shirt or jacket, enclosed sturdy foot wear (recommend leather boots or high top shoes), and riders are encouraged to select PPE that incorporates fluorescent colors and retro reflective material.

(2) Required motorcycle/moped equipment: Two rear view mirrors (left and right mounted on the handlebar or fairing), headlight on at all times, front and rear brakes, horn, muffler, electric turn signals, seat and foot rests for each rider, and DOT approved tires. A properly affixed passenger backrest is recommended for riders who transport passengers. A backrest reduces the chances of a passenger falling off a motorcycle while in motion, and especially upon acceleration.

12-8. Bicycle safety

All personnel, including dependents, must wear an approved bicycle safety helmet while operating or riding on a bicycle within the boundaries of a military or federal installation. Approved bicycle helmets include those helmets that meet American National Standards Institute (ANSI) or the Snell Memorial Foundation standards.

12-9. Troop safety

a. Commanders will -

(1) Educate all personnel to use paths or sidewalks along roadways and wear reflective outer garments during periods of reduced visibility.

(2) Designate which routes, time periods, and rules apply to use of roadways by individuals and formations for fitness and other training, and ensure enforcement of established rules.

(3) Provide and require the use of appropriate fluorescent or reflective personal protective equipment by all DOD personnel who are exposed to traffic hazards as a part of their assigned duties; e.g., marching troops, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines.

(4) Prohibit the use of headphones or earphones while walking, jogging, skating, or bicycling on roads, streets and trails on Army installations.

b. Pedestrian safety will be emphasized as part of the overall USAR organization safety program.

Chapter 13

Tactical Safety

13-1. 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 CRM process. Safety support will be provided for military training and tactical operations such as surveys, assessments of operations, accident investigation consultation, advice, and assistance.

Procedures and policy for transportation (AMV, ACV, motorcycles, etc.) are in chapter 12 of this regulation.

13-2. Responsibilities

- a. Commanders will -
 - (1) Complete CRM Plan Worksheets and follow CRM principles.
 - (2) Develop crew rest/fighter management policies that support mission accomplishment and that 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 participates as a member of the exercise-planning cell to identify hazards and course of actions to ensure effective application of CRM techniques.
 - (6) Ensure established safety standards are followed during field operations.
 - (7) Review reports of accidents that occur during exercises and include lessons learned in the AAR.
 - (8) Develop policy to prevent accidents.
 - (9) Develop severe weather warning plans for training exercises.
- 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 or operational missions, a senior safety manager/officer must be appointed to the command and control (C2) element leading the exercise. The C2 element will ensure that sufficient safety personnel are identified to participate in and support the exercise. Every unit that participates must ensure a full time safety manager/officer or a trained additional duty safety officer (ADSO) is appointed within the subordinate commands down to company level.

13-3. Army motor vehicles (AMVs)

- a. Army motor vehicle operators' safety procedures and policy are found in chapter 12 of this regulation and USAR Reg 600-3.
- b. Drivers of wheeled vehicles carrying HAZMAT will be qualified according to Army regulations, OSHA, Environmental Protection Agency, and DOT transporting of HAZMAT requirements.
- c. Soldiers will not ride on cargo in the cargo areas of wheeled vehicles. Transportation of military personnel in a trailer is not authorized.
- d. Soldiers will not be transported in the same vehicle with flammable/combustible materials or hazardous cargo, or in the last vehicle in a convoy.
- e. Wheeled vehicle tailgates must be locked in the up position. If installed, restraining straps extending across rear cargo beds will be secured before vehicle movement.
- f. Drivers of wheeled vehicles will not wear mission oriented protective posture (MOPP) masks or night vision goggles (NVGs) on public roads and access roads that lead to and from training areas during training.
- g. 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.

13-4. Army combat vehicles (ACVs)

- a. Permanent mounting of cloth or any device over the headlights of 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 tracked 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 (Kevlar or CVC helmet).

13-5. Disabled vehicles

a. Disabled vehicles must be moved as far as possible off the side of the roadway. Special precautions (warning triangles, flares, traffic cones, etc) will be taken 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 will warn drivers of traffic accidents, oversized and disabled vehicles, or other hazards on the highways.

13-6. Convoy operations

a. Before convoy operations, commanders will -

(1) Ensure a safety inspection prior to departure is conducted. Figure C-4 is a sample convoy checklist that may be used. Units are encouraged to adopt a local checklist in their SOP.

(2) Identify hazards along the route. A physical reconnaissance of the route is encouraged.

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

(4) Under normal circumstances, limit units to 25 vehicles and serials to no more than 5 vehicle units.

(5) Ensure correct prime mover tractor-trailer combinations are used before movement.

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

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 vehicle by the movement numbers issued by the transportation movement officer or highway regulating team. The movement number will be displayed prominently on both sides of each vehicle, the front of the leading vehicle, and the rear of the last vehicle of each organized element of the column.

(4) Ensure a sign (black letters on non-glare white 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 a black sign on a non-glare white 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 while the vehicle is moving and the load is secure.

(4) Ensure the authorized seating capacity of a vehicle is not exceeded. Refer to Chapter 12 of this regulation or TB 9-639.

(5) Help drivers back vehicles or execute other difficult maneuvers when an assistant driver is not available.

(6) Post personnel and warning triangles to warn approaching traffic when the vehicle has stopped or is disabled.

(7) Ensure vehicle wheel chock blocks are placed to the front and rear of the vehicle's 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 will be -

(1) Properly briefed on safe vehicle operations, convoy operations, proper "signage" for their vehicles, and "Safe Havens," both designated and preplanned.

(2) Provided DA Form 7306 and instructed to maintain the form as part of the vehicle movement package and use the information in the package as a checklist in an emergency.

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; 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. Special precautions should be taken 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. They must be positioned so that they do not interfere with driver 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. This flag is divided diagonally from the lower left corner to the upper right corner with the upper left triangle white and the lower right triangle black. Trail party vehicles carry an international orange safety flag. MP escort vehicles do not display convoy identification flags.

13-7. Petroleum, Oil and Lubricants (POL) safety

a. General guidance for operation of refuel sites is found in FM 10-67-1.

b. The MSC/DRU commanders will implement a training program for personnel involved in refueling operations.

All POL operations are inherently hazardous and CRM must be integrated into each operation and included as part of POL training.

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

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

d. Personnel will wear/use required personal protective equipment when conducting fueling/refueling operations.

e. All POL field operations will be inspected prior to initial use. Inspections should be conducted either by the safety officer or POL supervisor. The POL checklist in FM 10-67-1 or a local unit SOP checklist may be used.

13-8. Rail loading operations

a. Before beginning rail loading or unloading operations, unit commanders will ensure a pre-operational inspection using a railhead checklist is completed (sample checklist at fig C-5 may be used). The unit movement officer will coordinate with the Transportation Office to plan for conducting a rail operations class in coordination with representatives from the commercial rail industry. The POI will cover rail safety operations, planning for blocking, bracing, packing, crating and tie-down procedures IAW the American Association of Railroads loading rules.

b. Train commanders. 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. While supplies are moved, 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 his/her representative will coordinate with the responsible railway official and confirm that electric overhead power lines have been turned off and grounded in the railhead work area. Under no circumstances will operations start until confirmation is received. Ensure that Soldiers are aware of warning signs posted in the local work area and affixed to railway equipment, and of any overhead swinging chains/cranes/booms.

d. Personnel will wear/use required personal protective equipment: Kevlar helmets or industrial hardhats, protective gloves, as well as reflective vests and flashlights during darkness.

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

f. Ground guides will be used 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 or place themselves in a dangerous position between two vehicles or in the vehicle path.

g. Vehicles will be secured by chock blocks and bracing, locking the sides.

13-9. Explosives and ammunition safety

Explosives and ammunition safety is addressed in chapter 18 of this regulation.

13-10. Fire prevention and protection

The following applies to field operations:

a. Responsibilities.

(1) Commanders will appoint a fire marshal and a safety officer for each bivouac area.

(2) Fire marshals will conduct periodic fire inspections in bivouac and maintenance areas.

(3) Fire marshals and safety officers will work together to ensure units provide a pre-deployment briefing, which includes the fire prevention standards in this section.

b. Tents for billeting personnel and storing unit equipment and supplies 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. Tent ropes should not be crossed.

c. The POL storage areas will not be located within 50 meters of tents; single cans of fuel must be stored 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. TM 10-4500-200-13 provides operating instructions and preventive maintenance checklists for using type II and I space heaters. Personnel will consult TM 10-4500-200-13 when installing space heaters. Additional information on space heaters can be found by doing a "Search" on the US Army Natick Soldier Center (NSC) website at:

<http://nsc.natick.army.mil/index.htm>.

e. Safety considerations and layout for field mess operations are in FM 10-23. Commanders will brief mess personnel on safety guidance in FM 10-23, chapter 12, and this annex. Safety guidance includes proper operating procedures for M2 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. M2 Burner Units. Only properly trained and licensed [AR 600-55, The Army Driver and Operator Standardization Program (Selection, Testing, and Licensing)] mess personnel will operate M2 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) Signs that read "No smoking within 50 feet," in red letters on a white background, will be posted at POL and ammunition storage areas.

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

(3) Privately owned heating and cooking devices will not be used 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) Gasoline will not be used 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 who have been appointed to this position should receive fire prevention training. In most cases this can be accomplished through coordination with local Fire Department or, if possible, a local Installation Safety Office.

(2) The MSC/DRU safety managers and officers/ADSO/NCOs will coordinate with commanders to ensure that required fire prevention training is completed.

(3) A sample checklist that may be used for unit fire prevention program is at figure C-6.

13-11. Aviation safety procedures for ground personnel

a. Operations in and around aircraft. Units that will conduct operations in helicopters or involved in support of aviation operations, will be briefed. Briefing will be conducted 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 SINGARS/PRC-77 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 is made 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 Army aircraft.

(7) Use FM 55-60 procedures to marshal aircraft in landing zones.

(8) 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 USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010. A risk assessment and justification must be attached to the waiver request.

13-12. Laser safety

a. Requirements for military lasers, procedures, responsibilities, and guidance are found in AR 385-10, Joint Publication 3-09, and 21 CFR 1040.

b. Commanders 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 will be exposed to laser operations in training or tactical operations must address laser safety and operations in their unit SOPs.

13-13. Tactical water safety

Safety procedures for recreation and tactical water operations are found in chapter 14 of this regulation.

Chapter 14 Water Safety

14-1. Safety procedures for tactical water operations

a. Prior to amphibious crossing, stream crossing, and rafting/bridging, leaders will ensure that FM 90-13 and appropriate tactical and technical manuals are reviewed. Commanders of units conducting water operations will develop and implement SOPs and training. The SOP will contain safety rules addressing all high risk areas. The CRM will be used to assess hazards and reduce risk. While the risk of drowning must be considered, assure the CRM assesses other likely hazards, for example, carbon monoxide poisoning, hypothermia, equipment damage, electrical shock, etc. Emergency plans will be developed for water operations to assure personnel know what to do should an accident occur. Critical elements of the emergency plan are listed in DA PAM 385-10 and include accident site leadership, recovery plans/rehearsals, CPR/first aid, communication and evacuation equipment and accident investigation. Additional elements of the emergency plan will be as dictated by the commander and/or prevailing laws and regulations.

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 site, both near and far bank.

(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 the 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 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.

14-2. Recreational water activities

a. Accidents involving water activities are normally seasonal hazards. These hazards must be addressed by the commander prior to the beginning of water safety training, fishing, swimming, and boating season. Consumption of alcohol at command sponsored activities such as organization day, which include water activities, is prohibited

b. Commanders will -

(1) Conduct safety briefings at the beginning of swimming season.

(2) Publicize and post all off-limit areas for water operations and recreational activities.

(3) Identify all non-swimmers.

(4) Develop policy and procedures to prevent water-related accidents.

c. The USAR Safety Director will publish and promote safety awareness during the seasonal period for recreational water activities.

d. Safety managers/ADSO/NCOs will coordinate with the USAR Safety Office to publish seasonal safety promotion campaigns on recreational water safety.

Chapter 15 Safety And Occupational Health Advisory Council

15-1. General

Safety and Occupational Health Advisory Councils are designed to address specific issues and concerns relating to accident prevention. Focus is on protecting the USAR's most valuable resource: people (Soldiers, civilians, and contractors); as well as USAR equipment. Councils will be established at USAR and subordinate command levels.

a. The USAR Safety Advisory Council (ARSAC) will address major safety issues impacting the USAR. The council is chaired by the CG and will meet semi-annually or when called by the Chairman. It should meet during senior leadership conferences as much as feasible. The MSC/DRU safety managers and officers will attend the ARSAC as non-voting members.

b. The Safety and Occupational Health Advisory Council (SOHAC) is established to assist the commanders in implementing the Safety Program. The council is chaired by the MSC/DRU commander and will meet semi-annual each FY. Recommend that the SOHAC meet during first and third quarters of the FY. The SOHAC meetings that are conducted in

same quarters will not meet semi-annual requirements. The intent is that a minimum of one SOHAC meeting will be held within first two quarters of the FY and at least one SOHAC meeting will be held within the last two quarters of the FY. The meetings may be held in conjunction with the Command and Staff meeting or other command meetings as approved by the commander. Teleconference or video conference may be used at discretion of the commander. Prior to the council meeting, the MSC/DRU safety manager/ADSO/NCOs will prepare specific information, including an agenda. The command hazard log should be the principal document/tool used for review/discussion by council members.

15-2. Function and scope

- a. The functions of the councils include:
 - (1) A review and analysis of command accident experiences to determine trends.
 - (2) Prioritization of identified safety problems, development of countermeasures.
 - (3) Assignment of responsibility to ensure corrective action.
 - (4) Development or modification of safety programs' goals and policies.
- b. The scope of the council encompasses all aspects of safety and accident prevention to include personnel, facilities, equipment, operations, training, off-duty activities, and other topics as needed.

15-3. Membership

- a. As a minimum the following personnel will be appointed as members of the ARSAC.
 - (1) Chief, Army Reserve.
 - (2) Army Reserve Deputy Commander.
 - (3) Army Reserve Chief of Staff.
 - (4) Command Sergeant Major, USAR.
 - (5) The MSC/DRU commanders.
 - (6) USAR Safety Director – Recorder.
 - (7) The MSC/DRU safety managers and officers/officers (non-voting members)
- b. As a minimum the following personnel will be appointed as members of SOHAC:
 - (1) The MSC/DRU commanders.
 - (2) The MSC Command Sergeant Major.
 - (3) Primary staff members.
 - (4) Subordinate unit commanders.
 - (5) Subordinate Command Sergeant Major.
 - (6) Subordinate unit safety officer.
 - (7) The MSC/DRU safety manager or ADSO/NCO (as applicable) – Recorder.
 - (8) Two enlisted Soldiers in grade of specialist/corporal or sergeant.
- c. Council membership, responsibilities, and requirements for ARSAC are addressed in the council charter. The commander will appoint, in writing, the SOHAC board members. Responsibilities and requirements for council members, to include goals for the council, will be addressed in the applicable unit SOP or in memorandum.

15-4. Responsibilities

- a. Commanders at battalion level and higher will establish a SOHAC. Councils below MSC level will meet a minimum of semi-annually each FY. Recommend councils meet in first and third quarters of the FY. Councils must meet a minimum of once in first half of FY and once in second half of the FY.
- b. As SOHAC Council Recorder, the MSC SOH managers/ADSO/NCO will -
 - (1) Maintain a file of formal minutes from each meeting and ensure the commander signs the minutes.
 - (2) Forward a signed copy of the minutes to the next higher headquarters within 14 days of the meeting.
 - (3) Provide a copy of minutes to the subordinate units for their records within 14 days of the meeting.
- c. As USAR Safety Advisory Council Recorder, the USAR Safety Director will -
 - (1) Publish agenda items for the council a minimum of 15 days prior to the council convening.
 - (2) Produce and provide a copy of the minutes to council members within 45 days of the meeting.

Chapter 16

Aviation Safety

16-1. General

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

16-2. Responsibilities

- a. The USAR Safety Director exercises staff oversight of aviation safety for the USAR Commander's Aviation Accident Prevention Program.
- b. Aviation commanders will -
 - (1) Comply with requirements of AR 95-1, AR 385-10, DA Pam 385-90 and other applicable directives.

(2) Establish and resource a primary duty position for a school trained aviation safety officer (ASO) for each unit, down to company/detachment level. Units that do not have table of organization and equipment (TOE)/table of distribution and allowance (TDA) authorized ASO positions will use the expertise of the next higher authorized ASO in the chain of command. Commanders not authorized full-time safety personnel by the TOE/TDA will appoint an ADSO/NCO Additional duty safety personnel will complete the Additional Duty Safety Course (ADSC) within 90 days of appointment as an ADSO. 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. Additional-duty ASOs must be afforded the opportunity to attend the USACRC/SC ASO Course.

(3) Ensure that an aviation accident prevention survey (AAPS) is completed annually or semi-annually as required.

(4) Develop a detailed pre-accident plan that specifies duties, responsibilities and immediate actions for personnel involved in accident notification procedures, search and rescue, accident investigation and equipment. Ensure coordination is made 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 AR 385-10 which addresses minimum subjects that must be in the SOP.

(6) Rehearse and review the adequacy of unit or airfield pre-accident plans **quarterly**.

(7) Ensure that ASOs are not assigned duties that are not related to the safety component of protecting the force. Refer to DA Pam 385-90, Chapter 3, for those safety related programs.

(8) Ensure ASO programs have adequate resource support, to include automation support and aviation specific safety awards funding.

(9) Implement safety related programs that ensure safe operations and maintenance of Army aircraft. Army safety programs will be implemented within aviation units as it pertains to their mission and airframe, refer to DA Pam 385-90 for those recommended programs. Ensure those responsible for the designated safety related programs are answerable back through the chain of command.

c. 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 385-90.

(4) Additional duty aviation safety personnel will complete the distance learning USACRC/SC Additional Duty Safety Course, Aviation CRM Course, Commander's Safety Course, and Accident Avoidance Course within 60 days of appointment. Additional-duty ASOs must be afforded the opportunity to attend the USACRC/SC Aviation Safety Officer Course. Additional duty safety NCO's must be afforded the opportunity to attend the USACRC/SC Ground Safety Officer Course (GSOC).

d. Aviation safety technicians (USAR Aviation Safety Office) will -

(1) Serve as principal advisors to the USAR Safety Director and Chief of Staff on all aviation safety related issues.

(2) Coordinate with units and outside agencies as required to ensure aviation accident investigations boards contain appropriate and sufficient members and resources to conduct the investigation.

(3) Be the principal USAR representatives with units on aviation safety programs and general aviation operations.

(4) Coordinate with the FORSCOM Aviation Resource Management Survey Team on USAR Army Resource Management Survey (ARMS) inspections.

16-3. Aviation Accident Prevention Surveys (AAPS)

The ARMS Checklist (FORSCOM Commander's Guide), as published by US Army Forces Command (FORSCOM) may be used to fulfill the annual survey. The checklist can be found on the Army Knowledge Online (AKO) website.

16-4. Crew endurance

a. Commanders and supervisors will ensure a crew endurance/crew rest program is in effect (reference AR 385-10, para 2-16a(2)(a)), including the mandatory provisions of this subparagraph. The commander's crew endurance policy will apply to all Soldiers in the aviation command – not just aircrews, but all USAR personnel that support the aviation mission either directly or indirectly.

b. Duty days for computation of crew endurance 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.

16-5. Tactical operations

Tactical operations will be conducted IAW the Unit Tactical SOP, applicable regulations and other publications. Special considerations must be given to crew selection for tactical operations.

- a. Tactical training areas, flight routes and landing areas should be surveyed for suitability and accuracy of plotted hazards once each 30 days IAW FM 3-04.300, chapter 2, paragraph 2-26. Areas not currently surveyed will be annotated on the unit/facility hazards map, and should be barred from use (typically with a Local Notice to Airmen (NOTAM) pending surveillance).
- b. The first mission into a training area not currently surveyed should 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; however, the survey may be briefed 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, and debriefings will include posting newly identified hazards to the hazards map.

16-6. Helicopter gunnery range safety

Helicopter gunnery range safety will be IAW FM 3-04.140, chapter 3, section II; 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 appointed and perform their duties IAW FM 3-04.140.

16-7. Fratricide prevention

Fratricide prevention will be IAW FM 3-04.140, chapter 6, section I.

16-8. 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, FM 3-04.140, and FM 8-50.
- 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 Federal Aviation Administration (FAA) Notice to Airman (NOTAMS) for civilian laser activity and establish laser area avoidance parameters.

16-9. 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. Those aircraft that are limited in their operation by inoperable canopy jettison devices will be equipped with breakout knives. Helicopter weapon systems will be verified as cleared and safe 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/safing of attack helicopter weapon systems will be briefed and performed IAW the appropriate operator's manual and aircrew training manual (ATM), FM 3-04.140, and unit/facility SOP checklists.
- c. Ammunition and explosives will only be transported onboard USAR aircraft IAW AR 95-27, AR 95-1, FM 3-04.140, and the unit/facility SOP. Commanders and aviation personnel should also consult 49 CFR (Transportation), subchapter C (Hazardous Materials Regulations), FAA Advisory Circular (AC) 121-21B and AC 121-27.
- 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.

16-10 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, Statistical historical incident and accident 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 with in 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, with date and commanders signature.
 - (3) Process and follow up on all OHR’s submitted, ensure a copy of the OHR is posted to the Hazards binder until resolved.
- c. OHR’s
 - (1) The OHR’s will be submitted to the ASO or operations office at the unit or installation where the hazard was observed, or at the home airfield or next airfield at which the reporting individual lands. The ASO will immediately forward the OHR to the installation concerned. 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. Forecasted migratory bird activity should be sought and briefed by the operations officer prior to each mission. For avoidance techniques refer to the Aeronautical Information Manual (AIM).

16-11. 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, 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).

16-12. Aircraft static display

Aircraft static displays are considered aerial demonstrations. Static displays not on a military installation will be conducted IAW AR 95-1, paragraph 3-10. Units must use the CRM process during the planning and execution of aircraft static display missions and document the process on a CRM worksheet.

16-13. Pre-accident plan

- a. A current pre-accident plan will be established and maintained IAW AR 385-10. It will also include ground accident considerations, as well as the requirements for an Emergency Action Plan, and Fire Prevention Plan, IAW AR 420-1, FM 5-415, and 29 CFR 1710.38. The operations officer is responsible for the development of the pre-accident plan in support of the unit/facility tactical needs. The ASO will assist the operations officer in the development of a pre-accident plan. The plan will be coordinated with all activities having similar or related functions.
- b. The primary crash alarm net will be tested daily (for each flight day, or when ground operations are in effect) and the overall plan will be tested and systematically rehearsed quarterly. The unit tactical pre-accident plan will be tested the first day of annual/FTXs. A record of this testing will be maintained by the Operations Section of the unit/facility, and a copy of such record(s) will be furnished to the unit/facility ASO at least quarterly.
[NOTE: The primary crash alarm net is as defined by the local commander. In many cases, a commercial and dedicated phone line serves this need. Others may use a cellular phone, 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.]
- c. Pre-accident plan telephone numbers and radio frequencies will be verified as current and correct at least quarterly. Additionally, the procedures for overdue aircraft will be clearly denoted. For overdue aircraft: Once the immediate actions of radio calls, a ramp check, and calls to the local 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.
- d. The pre-accident plan must clearly state instructions for notification of next of kin (NOK) in the event of an overdue aircraft or an accident. The pre-accident plan should be prepared with consideration of local police NOK notification protocol and procedures to deconflict and clarify which agency(ies) will make notifications. The NOK should be through military officials whenever circumstances permit. Also reference FM 3-61.1.
- e. Pre-accident plans will include provisions for storage and disposal of wreckage, once removed from the accident site, and for the duration of the investigation processes required by the Centralized Accident Investigation Board (CAIB), the collateral board, and the litigation processes performed by/in concert with the SJA. Individual circumstances will dictate the range of suitability of storage site from an open "bone-yard" to a secured military hangar. Of paramount concern to be considered, however, is security of the wreckage.
- f. Agreements should be established between units/facilities and local airports, municipal fire-fighting organizations, and medical facilities regarding response to emergencies occurring off/on government property, IAW AR 420-1, TM 5-315, and FM 5-415 (para 2-7c).
- g. As part of the quarterly pre-accident review, the medical treatment facility of choice should be contacted and/or visited to confirm that a copy of the Joint Pathology Center (JPC), formerly Armed Forces Institute of Pathology (AFIP),

procedures is on site. Ensure the designated government credit 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. At a minimum, this will be completed annually. For further guidance, refer to AR 385-10 paragraphs 15-10 and 19-8.

16-14. Aviation accident accountability and reporting procedures (RCS:CSOCS-309)

a. Command Safety channels will be used for the notification process. Initial notification through command safety channels will be made immediately to the USAR Safety Office for any Class A, B or C aviation accident or when any incident may result in adverse publicity. The primary and proper document for initial notification is the DA Form 7305. Do not delay using the form or the reporting process due to missing data. The primary immediate notification will be the MSC/DRU safety manager or ADSO/NCOs who will report to the ARWT after normal duty hours, phone 1-800-359-8483; or 910-570-9750/9751. During normal duty hours (Monday – Friday, 0700-1600 EST) contact the USAR Safety Office at 910-570-9280/9284/8103, FAX: 910-570-8718. All aviation accidents reported during off-duty hours to ARWT via phone will be followed up with notification to USAR Safety Office by providing the DA Form 7305. Provide follow-up reports upon receipt of additional information. In the event of a ground accident, civilian accident or contractor refer to Chapter 5-3 for specific guidance. See appendix D for further guidance on accident reporting procedures.

b. Post-accident actions.

(1) An immediate stand-down of a unit and or organization will be required anytime a Class A aviation accident occurs to allow an internal review to preclude further occurrence. This stand-down has no specific period; its purpose is to ensure all unit members are presented facts about the accident and to provide time for checking all unit aircraft and procedures for faults that may be germane to the accident.

(2) Commanders will immediately provide a telephonic report of Class A-C accidents to the USAR and applicable installation safety offices using DA Form 7305. The command safety staff must ensure that the G-3/5/7 is properly notified so the appropriate SIR/CCIR is prepared and forwarded through command channels to the ARWT.

(3) An aviation medical officer (flight surgeon) will perform a medical evaluation of all aircrew members as soon as possible after a Class A - C aircraft accident. If a flight surgeon is not available, a non-aviation doctor may make the examination; however, a flight surgeon must clear aircrew members before resuming flight duties.

(4) Perform biochemical testing of all personnel involved in or contributing to a Class A, B, or C aviation accident, IAW AR 385-10. It may be difficult to accurately classify an accident in the early stages. In cases where the determination of Class D or C cannot be adequately determined in a timely manner, the commander or physician may require testing. The appropriate chain of custody procedures will be followed. All units and aviation support facilities will include this requirement in their pre-accident plans and SOPs. Selection of a local civilian treatment facility should be based on their understanding and ability to comply with the guidance found 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.

(5) The board president/appointed board medical officer will have access to the biochemical results as part of their duties. The results are sensitive and will only be used during the investigation, and will be included with the final "Technical Report." The board president may provide a copy of the biochemical results to the 15-6 officer. No analytical data from the lab or board can be included. Only factual data may be provided. The board appointing official will include a paragraph in the board appointment orders that state the Health Insurance Portability and Accountability Act (HIPA) authority as an investigation board.

(6) Aviators with access to the controls of an aircraft involved in an Army Class A or B aircraft accident will be given a post-mishap flight evaluation under the appropriate ATM and AR 95-1 before being released for flight. Aviators involved in a Class C mishap may be given a post-mishap evaluation at the discretion of the unit commander. Whenever possible, the evaluation will be given during conditions similar to those that existed at the time of the accident.

c. Accident investigation boards

(1) Accident investigation boards appointed by the USARC CG will be briefed by the Safety Director or designated representative. The board president will be provided materiel to include forms and regulatory guidance concerning accident investigation process. The applicable MSC/DRU safety manager will identify a point of contact (POC) to the Board President for assistance in conducting the investigation. The board president will be provided a point of contact from USAR Safety who will, as a minimum, assist and track progress of the investigation. At the discretion of the USAR Safety Director, the Safety POC may serve as the board recorder for all Class A on-duty accident boards not selected for investigation by the USACRC/SC.

(2) The Safety Director will establish a suspense date for forwarding the accident board report to the USAR Safety Office. The original and two copies of all accident board reports must be forwarded to USAR Safety within 70 days from the date of the accident to: USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010. The board president will, if necessary, request an extension of suspense dates from the Safety Office either telephonically or electronically.

(3) The CG, will review and approve all Class A aircraft accident reports. The Deputy Commanding General, USAR, will review and approve all Class B and C aircraft accident reports.

d. All Class A-D aviation accidents and Class E-F aviation incident reports will be completed and forwarded through the unit chain of command to the USAR Safety Office, (AFRC-SA). The Report It located at USACRC/SC website, will be used to complete reports for Class E and F aviation accidents and all Class A-D ground off duty accidents. Class D-F

aviation and Class A-D ground off duty will be completed via Report It within 25 days. The USAR Safety Office is the final reviewing authority for all Report It reports and will notify all MSCs of updates and upgraded versions to the USACRC/SC Report It via email and memorandums.

e. Aviation safety officers/managers will maintain file copies of all reports and statistical information on all aviation accidents/incidents. The aviation safety officer will gather, track, and analyze accidents for the purpose of establishing trends and will identify problem areas for developing future training. Focus will be on Class A, B and C on and off duty ground accidents; Class A, B, and C aviation accidents; and troop program unit (TPU) “not duty status” losses. The Aviation Safety Office will conduct quarterly updates regarding overall trends, recommendations, and countermeasures to the USAR Safety Office. Aviation Safety officers/managers and ADSO/NCOs will gather, track, and analyze Class D – F incidents to establish trends and identify problem areas for use in developing countermeasures and future training requirements.

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

g. A lightning strike to an aircraft in flight will initially be considered a Class C aircraft accident until maintenance personnel can determine an ECOD. Lightning damage can easily prove to be very costly and the full extent of this damage may not be readily apparent.

h. Questions of classification will be resolved at the USAR Safety Office. In those cases where additional clarification is needed, the Safety Director will be responsible for coordinating with the US Army Safety Center.

Chapter 17 Safety Awards

17-1. General

The goal of the Safety Awards Program is to foster mission accomplishment by recognizing excellence in both military and civilians in the organization and by motivating personnel to achieve and sustain high levels of performance and safe behaviors. Safety awards are recognized as an essential part of an effective safety program.

17-2. Scope

The following procedures are applicable to all units and individuals assigned or attached to the USAR.

17-3. Responsibilities

All levels of command will endorse and participate in the Army Accident Prevention Awards Program. Commanders at all levels will establish and implement a local safety awards program IAW AR 385-10 and this regulation.

17-4. Standards

Regulatory guidance for the US Army Safety Awards Program is found in AR 385-10. Further guidance, policies and procedures are addressed in DA Pam 385-10. Criteria for specific USAR awards are outlined in this chapter. Nominations for all USAR and higher safety awards will be forwarded through the MSC activity commander to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010.

17-5. US Army safety awards

a. Army Accident Prevention Award of Accomplishment is awarded to an organization for completing twelve consecutive months or having accomplished a major training exercise or deployment greater than 120 days without experiencing a class A, B, or C accident attributable to human error. Specific guidance is provided in AR 385-10 and DA Pam 385-10. The CG, USARC will award an appropriate certificate to the unit in recognition of their accomplishment.

b. Nominations for the Army Aviation Broken Wing Award and United States Army Safety Guardian Award will be submitted IAW AR 385-10.

(1) Those submissions not endorsed or disapproved by the CG will be considered for an USAR Safety award or appropriate recognition. The CG will exercise discretion as to the appropriate award, if any.

(2) The Safety Guardian Lapel Pin or Broken Wing Lapel Pin may be worn as/when directed by AR 670-1, paragraph 28-13a.

c. The unit safety certification program is addressed in paragraph 8-6, AR 385-10. Commands are encouraged to submit qualified units for this recognition.

d. Other DA level Accident Prevention Awards are addressed in Chapter 8, AR 385-10. All DA awards will be submitted to USARC NLT 30 October of each year.

17-6. Army Reserve awards

In addition to the Army safety award programs, the following USAR Safety award program is established:

a. Army Reserve Commanders Excellence in Safety Award.

(1) Will be presented annually to six units in their respective category levels. The award will be presented for outstanding achievement in accident prevention and support of the USAR Safety Program. The award is a trophy or plaque engraved with the name of the unit. The competitive category levels are:

(a) Level 1 is awarded to MSC/DRUs: Due to the various command structures for MSCs/DRUs, there will be four Level 1 awards. The following commands will compete for the Level 1 award in their category: Category one will be 1st MSC, 7th CSC, 9th MSC, 11th TAC, 79th SSC, 200th MP Command, USAR MEDCOM, MIRC, and USACAPOC. Category two will be the Regional Support Commands (RSCs) and USAR installations. Category three will be the USAR Training Commands and Training Divisions. Category four will include all other Operational and Functional Commands and DRUs. Level 2 applies to all units that report directly to a command in Level 1.

(b) Level 2 applies to all units that report directly to a command in Level 1. Due to the various command structures for Operational & Functional Commands, there will be two categories of Level 2 awards. Category 1 will be all Expeditionary Sustainment Commands. Category 2 includes organizations such as brigades and groups.

(c) Level 3 applies to all units that report directly to a command in Level 2. It includes organizations such as battalion, company or detachment size elements.

(2) Each organization may self nominate for the Award. Subordinate commands (Levels 2 and 3) will submit their request for the award through their chain of command. Only one subordinate nominee in Level 2 and one in Level 3, will be forwarded to the Safety Office from each command in Level 1. Commanders in Level 1 will nominate the best unit in Level 2 and 3 based on the selection criteria and forward the nomination packet to USAR Safety Office for award consideration.

(3) Award boards: The USAR Safety Director will convene an awards board (minimum of three personnel) to consider respective units for the three category level awards. Commanders in Levels 1 and 2 will use the same selection criteria for determining the best organization within their command to compete for the award. It is recommended that commanders in Levels 1 and 2 convene an awards board with a minimum of three personnel in order to maintain standardization in the selection process. The selection criterion to be used by the board members is at figure 17-1. Recommendations will be submitted to the CG for final approval. The award criterion will be based on FY (1 October through 30 September). Award criterion standards are as follows:

(a) Information provided will include the FY for which the award is recommended and the previous FY.

(b) The demographics of the unit to include the number of AGR Soldiers, TPU Soldiers, number of Department of the Army Civilians and Military Technicians (MSCs and DRCs (if applicable) only), and the number of Soldiers mobilized.

(c) The number of miles driven/hours flown.

(d) The number of exercises the unit participated in during the training year (provide narrative information).

(e) Percentage of ADSO/NCOs that have completed ADSO Training Course.

(f) The number of Class A, B, or C accidents the unit experienced.

(g) The number of leaders/supervisors within the organization that have completed CRM training.

(h) The number of CRM trainers on orders in the organization (must have completed the USAR CRM Train-the-Trainer Course or equivalent CRM Trainer Course).

(i) Percentage of Soldiers who have completed on-line basic CRM course or a course that satisfies basic course requirements.

(j) The number and percentage of commanders within the organization that have completed the CSC.

(k) The number of ADSO/NCOs assigned within the organization.

(l) Additional information in narrative format to support award. Some examples are: A successful unit POV accident prevention program that significantly reduced accidents within the organization; a major support mission accomplished (e.g., disaster relief, Joint training exercises, and White House or congressional support), and/or mission support for GWOT, OEF, OIF that could include deployments in CONUS or area of operations (AO).

(4) Nominations will be forwarded via the chain of command to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010, not later than 15 December each year. [RCS exempt per AR 335-15, para 5-2h(2)].

b. Award nomination format. Nominations will be in memorandum format using the example shown at figure 17-2. Department of the Army and USAR awards will be presented to USAR units at the appropriate leadership conference, ARSAC or SOHAC.

c. The MSCs are highly encouraged to establish similar safety programs for lower echelon units. Commanders may use DA Form 1119-1 or may design and use locally produced certificates, trophies or appropriate awards that recognize safety accomplishments to include impact level awards. The MSC/DRU safety managers and officers will ensure that all awards mementoes/plaques are managed IAW organization policy and procedures for unit level awards

d. Impact Award. Commanders are encouraged to develop and issue policies for Safety Impact Awards. The purpose of Impact Awards is to promote safety awareness by recognizing, on-the-spot, those personnel who perform safety related actions above and beyond what is required of the individual.

e. Safety awards and honors will be maintained IAW AR 25-400-2, ARIMS record number 385-10gg1, Safety Awards-Office.

17-7. Educational and marketing materials

Safety offices at all levels will ensure budgeting for safety support includes educational and marketing materials for use in promoting safety awareness and accident reduction programs for military, civilian, contracting, and family members. Commands will comply with requirements established in AR 385-10, paragraph 8-7.

17-8. Aviation Safety Awards Program

a. Units will submit all eligible aircrew members for the Aviation Safety Award for 2500 hours of accident-free flight time. Awards will be presented thereafter in increments of 500 hours. The award is an "Army Reserve Certificate of Achievement" signed by the CG. Commanders will submit the request for award by memorandum (see sample at figure 17-3). The request should include the individual's name, social security number, total flight hours, total night vision goggles hours, combat hours, and normal day/night hours. The request will be submitted through the chain of command to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010. [RCS exempt per AR 335-15, para 5-2h(2)]

b. Army Aviation Accident Prevention Unit Awards (reference AR 385-10, paras 2-3 through 2-5) are presented on behalf of HQDA by the USAR to recognize aviation units. Army Reserve units/facilities meeting the prerequisites for award will be nominated by the unit/facility ASO/ASNCO. Awards are for 12, 24, and 36 months without a Class A-C ground or aviation accident. The first endorsing higher headquarters (244th Aviation Brigade), will verify the activity and eligibility of the organization for the award. Nominations will be forwarded to the Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010, for approval. The DA Form 5775 and The United States Army Award of Excellence in Safety (plaque) will be approved by the CG. Awards will be presented to aviation units at appropriate leadership conference, SOHAC, or aviation safety council. An example of the memorandum for nomination of an aviation award is at figure 17-3.

c. All aviation units will develop an impact awards program and address procedures in the unit SOP. Procedures established in guidance below may be referenced. Impact awards should be presented on-the-spot, in a public forum for acknowledgement and in recognition of a safety-related act which is above and beyond what is required of that individual (and would normally go unnoticed).

(1) The commander, senior NCO, or ASO/ASNCO of the unit/facility should immediately present the individual with a DA Form 1119-1, as described in AR 385-10, paragraph 1-7b(5). The presenter should record the name, rank, date/time, and circumstances of the award, and present this information at the next scheduled Unit/Facility Safety Council meeting. Record of the award should be documented in the minutes of the Safety Council meeting. The ASO will track all impact safety awards in the safety awards file.

(2) Impact and local award augmentation. Units/facilities are authorized to augment local and impact awards to individuals with trinkets or small tokens, provided such items are conspicuously packaged, embossed, engraved, etc., so as to distinguish them as safety awards. Such safety awards will be purchased from authorized funds at the discretion of the issuing commander. Issuance will be logged or tracked by the unit/facility ASO/ASNCO as to name and date presented, as well as brief summary of justification for the award.

d. All safe flying hour safety awards presented to an aircrew member will be noted on/posted to their IATF, by the unit/facility ASO/ASNCO, IAW FM 3-04.300. A copy of the award will be filed in ARIMS record number 672-74a1, Safety Awards.

17-9. Procedures for administering safety awards programs

a. Requests for any safety award will be submitted by the unit commander or safety officer, through the various levels of command, to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox Street, Ft. Bragg, NC 28310-5010. All award nominations will be typed and must include the nominee's name, rank, social security number, type award requested, inclusive dates, and narrative, if necessary.

b. The USAR Safety Office will prepare each USAR level award for the CG signature.

c. Each unit safety officer will—

(1) Be responsible for maintaining the Safety Award program and for briefing the commander within 5 working days of becoming aware of any deficiencies.

(2) Upon receipt of a Flight Safety Award, the unit safety officer will ensure that an entry is annotated in the individual's flight records. The entry should be annotated in the "Remarks" block of the aviator's next closeout and should state the type/hour level of the award. A copy of the award will be filed in ARIMS record number 385-10gg1, Safety Awards.

SELECTION CRITERIA FOR ARMY RESERVE COMMANDER'S EXCELLENCE IN SAFETY AWARD

1. For MSCs selecting subordinate units for the award. Recommend a board of at least three persons. To be fair to all nominees, vote on each nominee. If there is only one unit nominee, vote "yes" or "no."
2. Assign points based on the following criterion:
 - a. Miles Driven – 5 points per 5000 miles. (MAXIMUM POINTS 20)
 - b. Number of exercises, training, mobilizations – 5 points per exercise (MAXIMUM 20 points)
 - c. Percentage of command appointed ADSO/NCOs that have completed ADSO Training Course and Commanders Safety Course.
 - d. Number of Class A, B, or C Army Accidents (20 points if NO CLASS A – C ACCIDENTS; 5 points if ONLY Class C accidents)
 - e. Number of leaders/supervisors who have completed CRM training within the organization - 1 point per leader/supervisor (MAXIMUM 20 points).
 - f. Number of CRM trainers (must have completed either USAR CRM Train the Trainer Course or an equivalent course) – (5 points per qualified trainer) MAXIMUM 20 points.
 - g. Percentage of Soldiers who have completed on line CRM course or a class taught by a qualified CRM trainer.
 - h. Percentage of commanders who have completed the Commander's Safety Course (CSC).
 - i. Additional comments or accomplishments addressed in packet . Points may be awarded based on achievements beyond published criteria – -5 points for each accomplishment/program will be awarded. (Examples include privately owned vehicle (POV) or Motorcycle accident prevention program, Army Motor Vehicle (AMV) or Personnel injury accident prevention program, family members safety programs, etc); a major support mission accomplished (e.g., disaster relief, White House or congressional support), and mission support for GWOT, OEF, OIF that could include deployments in CONUS or area of operations (AO). (MAXIMUM 20 POINTS).
 - j. Bonus points may be given to a command based on concurrence by all award board Points will be based on subjective comments from board members regarding accomplishments/achievements of a particular organization. All board members must concur on awarding of the points. (MAXIMUM 10 points).

**Percentage points will be awarded based on following:

- 80 – 100 per cent – 20 points
- 70 – 79 per cent – 15 points
- 60 – 69 per cent – 10 points
- 50 – 59 per cent – 5 points
- Less than 50 per cent – 0 points

Total Score: _____

Figure 17-1. Awards selection criteria sample format.

(Command Letterhead)

(Attention Line) (385-10gg1)

(Date)

MEMORANDUM THRU

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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 for their outstanding contribution to USAR Safety during FYXX.
2. (This paragraph justifies why this unit 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. Criterion Standard
(Data will be annual, based on FY):

FY _____	FY _____
(Preceding Year)	(Current Year)

 - a. Population of unit:
Number of AGR Soldiers: _____
Number of TPU Soldiers: _____
Number of Soldiers mobilized: _____
Number of Department of the Army civilians to include military technicians (MSCs only):
 - b. Total miles driven:
 - c. Number of hours flown (if applicable):
 - d. Number of Exercises Unit Participated in:
 - (1) Names of Exercises:
 - (2) Total days of Participation:
 - (3) Exercise Significance:
 - e. Percentage of Additional Duty Safety Officer/NCOs (ADSO/NCOs) who have completed ADSO Training Course and the Commander's Safety Course.
 - f. Date of last Class A, B, or C Army Accident:
 - g. Number of Class A, B, or C Army Accidents this FY year and preceding FY
 - h. Number of leaders/supervisors who have completed Composite Risk Management (CRM) Training within the organization.
 - i. Number of CRM trainers (i.e., completed the Army Reserve CRM Train the Trainer Course or equivalent).

Figure 17-2. Sample format for Awards Nomination memorandum.

j. Percentage of Soldiers in the command who have completed the on line CRM course or a class taught by a qualified CRM trainer.(current FY).

k. Percentage of commanders who have completed the Commander's Safety Course (CSC).

l. Additional comments or accomplishments: submit information in narrative format to support award. (See figure 17-1, 2i, for guidance reference additional comments or accomplishments).

4. Point of contact.

FOR THE COMMANDER:

ENCL
GEN Zzzz Memo

SIGNATURE BLOCK

[NOTE: Total pages of the nominating memorandum may not exceed three, excluding enclosures]

Figure 17-2. Sample format for Awards Nomination memorandum - Continued.

(Command Letterhead)

(Attention Line) (385-10ggg1)

(Date)

MEMORANDUM THRU

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FOR USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St., Fort Bragg, NC 28310-5010

SUBJECT: Nomination for Army Reserve Aviation Safety Award

1. The 244th Aviation Brigade hereby nominates (individual), located at (unit, city, state) for the Army Reserve Commander's Aviation Safety Award for their outstanding contribution to USAR Safety during FYXX.
2. (This paragraph justifies why this unit 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. Criteria standard:
 - a. Nominees full name and Social Security Number.
 - b. Primary type of aircraft flown.
 - c. Total flight hours.
 - d. Total night vision goggle (NVG) hours.
 - e. Total combat missions flown.
 - f. Normal day/night hours flown.
4. Point of contact.

FOR THE COMMANDER:

ENCL
GEN Zzzz Memo

SIGNATURE BLOCK

Figure 17-3. Sample format for Aviation Awards Nomination memorandum.

Chapter 18

Weapons, Ammunition, and Explosives Safety

18-1. General

Units and facilities involved with explosives, either through ammunition/explosives storage, Arms Rooms or explosive missions will comply with directives and guidance provided in AR 385-10, DA Pam 385-64, DOD 6055.9-STD and this regulation.

18-2. Responsibilities

a. The USAR Safety Director will:

(1) Coordinate and process USAR requests for issues that must be forwarded to the Department of Defense Explosives Safety Board (DDESB) or US Army Technical Center for Explosives Safety (USATCES).

(2) Coordinate with MSC safety managers to ensure on-site monitoring of ammunition uploads and other activities involving transportation and storage of ammunition during major FTX and mobilization.

b. The RSC commanders will: (no installation, in area)

(1) Develop policy and procedures assuring safe handling, transport and storage of ammunition and explosives and the use of ranges by USAR units in their area.

(2) Ensure periodic inspections are conducted by RSC safety managers on USAR ammunition operations and storage areas.

(3) Identify Local Training Areas (LTA) with collocated range facilities assuring ranges are inspected by RSC safety managers annually.

(4) Direct all requests for use of civilian/non-DOD ranges to USARC Safety.

(5) Review and approve USAR unit requests from their supported MSCs, for licensed ammunition and explosive storage in arms rooms.

(6) Assure licensed storage of ammunition and explosives in Arms Rooms is justified by mission requirements, i.e. prevent licensing arms and ammunition for convenience.

c. The RSC safety managers will:

(1) As dictated by RSC policy and procedure, periodically inspect USAR ammunition and explosive operations and storage areas for compliance with safety requirements.

(2) Inspect LTAs with collocated ranges annually for compliance with safety and training standards and continued safe use by USAR units.

(3) Direct all requests for use of civilian/non-DOD ranges to USARC Safety.

(4) Inspect civilian ranges before first use and annually thereafter.

(5) Coordinate and review for RSC commanders approval, USAR requests to license storage of ammunition and explosives in unit arms rooms.

(6) Inspect licensed storage areas in unit arms rooms and recomputed the license annually. Assure a copy of the license is provided to the O&F Command Safety Office.

d. 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 in a unit safety memorandum (or other forms of communication) the four basic tenets of weapons handling:

(a) Weapons ALWAYS on SAFE.

(b) Muzzle Awareness.

(c) Finger off trigger until weapons fire is intended.

(d) Every Weapon is ALWAYS treated as a Loaded Weapon.

(4) Ensure all Soldiers are properly trained on how and when to clear a weapon. These procedures will be reinforced whenever weapons are issued.

e. The MSC safety managers will:

(1) Be the principal point of contact for all ammunition and explosives safety actions.

(2) Coordinate with local installation safety office to ensure monitoring of field and training exercises involving ammunition and explosives for their organizations.

(3) Coordinate and process request for waivers and exemptions within their commands and when applicable, forward to higher headquarters.

18-3. General safety precautions

a. Use the CRM process for all operations involving ammunition and explosives, whether the ammo is live or blank, to identify and manage the risks associated with the operation.

b. Ammunition and explosives operations require an operational or task hazard analysis prior to writing a new Standing Operating Procedure (SOP) or before the biannual review of an existing ammunition or explosives operation.

c. Personnel conducting the hazard analysis will be knowledgeable in:

- (1) Ammunition and explosives safety.
- (2) The task to be performed.
- (3) The methods used to conduct a hazard analysis.

d. An SOP will be developed and used for all ammunition and explosive, range, etc. The SOPs will be based on standards found in Army publications, such as regulations, technical manuals, or in higher headquarters publications. The SOP will provide step-by-step instructions for doing the job in a logical and efficient sequence, whether handling, transporting, or storing ammunition and explosives. The SOP will include the following:

- (1) Complete and approved CRM worksheet for the operation, assuring all risks are identified and mitigated.
- (2) List of safety procedures, emergency response procedures, all required PPE, all required equipment and all applicable countermeasures identified by the approved CRM assessment.
- (3) Contingency plans, emergency preparation and security and procedures for notifying emergency responders.
- (4) Weapons clearing procedures.
- (5) Personnel and explosive limits.
- (6) The exact location of operations.
- (7) Step-by-step procedure for accomplishing the task.
- (8) Emergency actions and responsibilities
- (9) Safety briefing for the operation.

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

18-4. Weapons and ammunition field safety

a. Using units must keep ammunition and explosives 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.

b. Properly repack ammunition before transporting by motor vehicle, aircraft, or watercraft.

c. Replace safety devices before repackaging; for example, shorting clips on 2.75-inch rockets, electrical shunts on Hoffman devices, and pads protecting primers on gun and mortar ammunition.

d. Ammunition, which has misfired or has been 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.

e. Weapons clearing procedures will be addressed in unit SOPs with step-by-step procedures for formation and individual weapons clearing. Soldiers will be briefed on clearing procedures prior to any field exercise, range qualification/familiarization course, or live-fire exercise involving live or blank ammunition. Clearing procedures must be performed according to the weapons technical manual (see para 18-8).

f. Commanders will ensure clearing barrels are located in all areas where weapons must be routinely cleared.

Examples include but are not limited to issue and turn in points, dining facility entrances, command centers, etc.

g. Assure vehicles transporting ammunition and explosives are immediately placarded with Department of Transportation approved placards when loaded. Additionally, assure placards are immediately removed from vehicles when unloaded.

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

i. The alteration of ammunition is prohibited.

(1) 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. **WARNING:** Soldiers continue to be injured by .50 caliber cartridges exploding in their hands during the unauthorized relinking of loose rounds into belted configuration. These accidents are 100% preventable and often occur at ranges where unit personnel are adjusting belts to shorter length for familiarization training.

(2) Though it is, in some instances, permissible to delink (removal of rounds and links to adjust the belted ammunition to less than issue lengths) belted small arms ammunition for training and qualification, delinking issue belts generates a strong temptation to relink the loose components. Unit training planning and risk assessment processes will identify the need for less than issue length belts of small arms ammunition in advance. Ammunition supply personnel will be contacted and provisions made for the unit conducting the training to receive belted ammunition in less than issue lengths. Proactive planning can totally eliminate unit risk of unintentional explosion due to linking/delinking. (Should it become necessary to shorten issue length belted ammunition at the unit level, loose rounds and links generated will be returned to the ammunition supply point in their original packaging. Delinking requirements will be evaluated in the risk assessment and procedures and training requirements will be documented in the applicable standard operating procedures.)

18-5. Accident reporting (RCS: DD-FM&P(AR) 1020)

a. Commanders will assure all ammunition and explosives accidents are investigated and reported IAW AR 385-10, DA Pam 385-40, and chapter 5 of this regulation. Malfuctions will be reported IAW AR 75-1.

b. The MSC safety managers and ADSO/NCOs will report all accidental weapons discharge incidents to USAR Safety Director within 24 hours of the incident. These incidents will be investigated whether or not an injury or materiel

damage occurred as a result of the incident and whether or not blank or live ammunition is involved. The command will use the AGAR form (DA Form 285-AB-R) to complete the incident report and forward through command channels to USARC Safety.

c. The USAR Safety Director will track accidental discharge of weapons for trends and lessons learned.

d. The RSC safety managers will report all real or suspected instances of rounds exiting an approved Surface Danger Zone (SDZ) to the USAR Safety Director within 24 hours of the incident. Provide at least the 5 “Ws” at the time of the report. The USAR Safety Director will evaluate and determine investigative requirements on a case by case basis.

18-6. Ammunition storage in unit arms rooms

a. Purpose of licensed explosive storage in unit arms rooms:

(1) Storing limited quantities of ammunition may be required in arms rooms that are not explosives sited.

(2) Licensing is permitted IAW DOD 6055.9E, AR 385-10, and this chapter.

(3) Licenses are permanent documents with no expiration date. However, issue a new license and cancel the old, if safety annual review or mission changes require license alterations.

b. Ammunition authorized for licensed storage in an arms room will be categorized as operational necessity, training, or ceremonial:

(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 is intended to provide commanders the flexibility to ensure mission performance, to include training, without a waste of resources.

(2) Training ammunition is defined as 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 is intended to reduce 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 considered 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 figure 18-1. In filling out the license, determine the Net Explosive Weight (NEW), Hazard Class and Division (HD) and Storage Compatibility Group (SCG) for each item of ammunition to be annotated on the license. Use the Joint Hazard Classification System (JHCS) to gather the required information by searching the National Stock Number (NSN)/Department of Defense Identifier Code (DODIC). Request JHCS password by going to <https://www3.dac.army.mil/es/usatces/default.asp?page=8>.

e. Licensed ammunition storage in arms rooms is limited to:

NEW	HD	SCG	Comment
100 lbs	1.3	Compatible	Limited Quantity
Operational Necessity	1.4	S only	- Restricted to SCG S only

f. General requirements.

(1) Arms room explosive storage licenses will not be approved 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) The NEW limit for 1.4S ammunition is dictated by operational necessity. Company level arms rooms may have additional restrictions governing licensed storage of ammunition. Contact USAR 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 if possible, secured with their original seal.

(6) Spatially separate the various categories of ammunition. (e.g. operational necessity from training from ceremonial.)

(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 closed and 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 10BC 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 CRM assessment, will be available in the arms room.

(14) Maintain storage compatibility at all times.

18-7. Civilian and local training area range facilities

a. Direct all requests for use of civilian/non-DOD range use to USARC Safety. Examples of civilian ranges include, but are not limited to, state police, local police, privately owned ranges, etc.

b. Army Reserve units will use Army approved courses of fire and targets when authorized to use a civilian range. The civilian range must support the Army designated distances and targets or it will not be approved for use by USAR personnel even if safety requirements are met. The requirements established in AR 385-63 must be met.

c. The commander of the unit operating the range has oversight responsibility to ensure safe use of civilian range facilities.

d. The use of civilian indoor and outdoor firing ranges by USAR units is authorized provided the following requirements are met:

(1) Permission for the Army Reserve unit to use the facility has been granted by the individual or organization that owns the range facility using a formal document in the form of a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) signed by the range owner or authorized representative and the MSC commander or authorized representative. The document must have specific guidelines for use of the range. These guidelines, as a minimum will include the following:

(a) Type of weapons and ammunition approved to be used on the range by the Army Reserve unit(s).

(b) Specific times for range usage by the Army Reserve unit(s).

(c) Procedures for range operations by the Army Reserve unit(s), to include a written Standing Operating Procedure, ammunition accountability and the appointment of Range Safety Officer.

(d) A clearly defined set of guidelines outlining parameters of accountability and liability in the event of injury resulting from use of the range.

(e) Precautions that will be taken to ensure that projectiles do not leave the range boundaries.

(2) Funding for the use of the range facility is paid from current budget.

(3) If funding is required to use the range, a formal document between the MSC commander and facility owner(s) must be completed. This document may be in the form of a contract, lease, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Any agreement involving the expenditure of military funds for the use of the range, such as a service contract or lease must be negotiated and signed by a contracting officer. Additionally, any agreement in which the Army Reserve receives leasehold or other proprietary interest in the range must be accomplished in accordance with AR 405-10. The document must set forth specific guidelines for use of the range. These guidelines, as a minimum, will include the following:

(a) Type of weapons and ammunition approved to be used on the range by the Army Reserve unit(s).

(b) Specific times for range usage by the Army Reserve unit(s).

(c) Procedures for range operations by the Army Reserve unit(s), to include a written Standing Operating Procedure, ammunition accountability and the appointment of Range Safety Officer.

(d) A clearly defined set of guidelines outlining parameters of accountability and liability in the event of injury resulting from use of the range.

(e) Precautions that will be taken to ensure that projectiles do not leave the range boundaries.

(4) The range will be used only for firing of weapons for which it was designed and constructed.

(5) The surface danger zone (SDZ) for the weapons and ammunition to be used on the range correspond to the SDZ set forth in AR 385-63.

(6) An environmental review of the use of the civilian range in accordance with 32 CFR Part 651 is accomplished and documented. Specifically, the unit must address and document a record of environmental consideration, assessment or impact prior to use.

(7) The civilian ranges will be inspected by the MSC safety managers or ADSO/NCO prior to first use and annually thereafter. Inspection criteria, as a minimum will ensure that:

(a) The range is used only for the weapons systems and projectiles for which it was designed and constructed, or for projectiles of lesser kinetic energy (e.g. rifle and/or machine guns will not fire service ammunition on a range designed only for pistol shooting, unless the design and construction of the range is adequate to attenuate the projectiles).

(b) Dud producing ammunition is not fired on a civilian range unless the range was designed and constructed, or modified for use with dud producing ammunition. In such instances, the contract/lease/MOU/MOA will include detailed guidelines for clearing the range of dud ordnance.

(c) Backstops, side berms and baffles, if necessary, are properly installed and capable of attenuating projectiles which are to be fired on the range.

(d) Procedures are established to ensure adherence to Federal Aviation Administration airspace requirements.

- (e) Operational procedures have been established to notify the public that may be affected of unit range firing.
- (f) Range boundaries are properly marked to warn personnel not to enter during firing.
- (g) Personnel inside the range area during firing are required to wear hearing protection.
- (8) Indoor range inspection criteria by unit operations and safety personnel will ensure the following standards

are met:

- (a) The building envelope is structurally suitable (i.e. ceiling height sufficient, no exposed pipes, beams, lights, etc.).
- (b) The indoor range has operational ventilation system designed with make-up air behind the firing line, exhaust outlets behind or above the bullet trap.
- (c) The supply and exhaust fans are interlocked to prevent the operation of one without the other.
- (d) The bullet stop must be permanently installed and manufactured of a material capable of safely stopping the rounds being fired. The M855 (or any round designed to penetrate steel plating) will not be used on an indoor range.
- (e) The bullet stop must be in good condition, not bowed, pitted or punctured.
- (f) The owner should produce documentation that down range air velocity has been measured.
- (g) A range custodian will be appointed by the unit commander to maintain range use records (include names, dates, rounds fired and time spent inside the range).
- (9) The formal document and accompanying enclosures (include as a minimum, the environmental impact statement, and survey by safety office stating all above safety considerations has been met) must be reviewed and approved by USARC Staff Judge Advocate (SJA) and Safety Director prior to use of the range. The unit commander will forward packet through command channels to Army Reserve Safety Office (AFRC-SA), Headquarters, USARC, 4710 Knox Street, Fort Bragg, NC 28310-5010.
- e. The RSC commanders assure Local Training Areas (LTA) with collocated range facilities are identified and inspected annually by RSC safety managers for safety of range facilities and procedures for use. As a minimum, the RSC Safety Manager's inspection report will include the following:
 - (1) Specific type of weapons and ammunition approved for use on the range by the USAR unit(s) including a statement of the suitability of the facilities for the identified weapons and ammunition.
 - (2) Range usage report (at least total number of units and personnel using range) for the preceding 12 months.
 - (3) Assessment of the procedures required for USAR units to access the range for training. (i.e., is there a range control office at the site, who reviews the unit procedures such as SOP, CRM, 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, where possible, cite specific examples.
 - (4) Assessment of procedures in place to ensure that projectiles do not leave the range boundaries.
 - (5) Evaluation of the SDZ. Ensure that it includes at least, a properly scaled and formatted SDZ map, real or suspected encroachment into the SDZ and SDZ adequacy for identified weapons and ammunition.
 - (6) Provide a general description of the range.
 - (7) Using the inspection criteria in paragraph 18-7g, as a minimum guide, develop inspection checklists tailored to the LTA range being inspected. Thorough inspections accurately describe the condition of the 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 and point to issues and concerns for the future.
 - (8) 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.
 - (9) As needed, include Directorate of Public Works, environmental or other applicable expertise in the inspection.
 - (10) Maintain copies of the annual inspection report for all LTA ranges at the RSC safety office and provide copies to USAR Safety Office and the applicable O&F command.

18-8. Weapons clearing and weapons clearing barrels

a. Minimum standards and requirements for weapons clearing and weapons clearing barrels are listed in the weapons specific technical manuals and the Safe Weapons Handling pamphlet available on the USACRC/SC website at: https://craapps3.crc.army.mil/rangeweaponssafety/docs/training_aids/Safe_Weapons_Handling_Pamphlet.pdf

b. The Safe Weapons Handling Pamphlet provides instructions for the construction and use of weapons clearing and check barrels. In addition, it provides the mandatory instructions for proper clearing and safety of common Army Small Arms Weapons. As a minimum, all USAR clearing barrels and weapons clearing operations will comply with the Safe Weapons Handling Pamphlet.

ARMS ROOM AMMUNITION 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	_____	_____

SAMPLE

REMARKS: Munitions will be stored IAW:

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 and Chapter 18, USAR Reg 385-2.
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

Figure 18-1. Arms Room Ammunition Storage License sample format.

Chapter 19 Radiation Safety

19-1. General

Army Reserve units and facilities will comply with directives and guidance provided in AR 385-10 and DA Pam 40-18. The term “radiation,” when used in this regulation, applies to both ionizing and non-ionizing radiation.

19-2. Responsibilities

a. The MSC/DRU commanders will -

(1) Maintain overall responsibility for ensuring that the use, licensing, disposal, transportation, safety design, and inventory control of ionizing and non-ionizing radiation sources is in full compliance with Nuclear Regulatory Commission (NRC) licenses, federal laws, Army regulations and applicable technical publications.

(2) Designate, in writing, a qualified radiation safety officer (RSO) and alternate radiation safety officer (ARSO). The training and experience of the RSO will be commensurate with the type, size, and complexity of the x-ray equipment, associated hazards, and will include a basic understanding of radiation protection principles and practices. Although a commander may assign radiation safety functions and the organizational location of the RSO to anywhere in the organization, the RSO will have direct access to the commander for radiation safety purposes as necessary. The individual(s) designated as RSO and ARSO will also serve as Dosimeter (Dose) Record Custodian(s), when applicable.

(3) Be represented on Radiation Safety Committee.

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

(5) Conduct an annual radioactive materials commodity survey and inventory audit to verify that the Radiation Protection Program is in full compliance with requirements. Annual inventory should be completed NLT 1 October each year.

(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 reaction plans as necessary and procedures for investigating and reporting radiation accidents, incidents, and overexposures.

b. The USAR Safety Director will -

(1) Appoint a safety occupational health specialist to manage the USAR Radiation Protection Program.

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

(3) Coordinate any radiation safety issues with OCAR for action at the Army Radiation Safety Council (ARSC).

This council meets once every 6 months and the CAR is a member.

c. The USAR Radiation Staff Safety Officer (RSSO) will -

(1) Be the USAR radiation safety point of contact with U.S. Army TACOM Life Cycle Management Command (TACOM LCMC) (formerly the US Army Tank-automotive and Armaments Command (TACOM)), Army Materiel Command (USAMC), USACHPPM, MSC/DRU safety managers and officers and ADSO/NCOs for radiation safety.

(2) Manage the USAR radiation program to include monitoring and processing any request for waivers from Army standards and procedures.

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

d. The MSC/DRU safety managers and officers/ADSO/NCOs will -

(1) Monitor the radiation protection program and serve as principal point of contact with the USAR RSSO on all issues reference radiation.

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

(3) When applicable, submit issues and concerns to the local Radiation Control Committee.

(4) Ensure that the Radiation Protection Program is included in Safety and Occupation Health Surveys.

(5) Ensure that annual radioactive materials commodity survey and inventory list is completed.

(6) Submit to USAR Safety Director no later than 1 November of each year, via email or normal mail, the date the annual inventory was completed. Information will include a summary of isotopes requiring Nuclear Radiation Commission (NRC) license or Army Radiation Authorizations (ARA).

e. The unit RSO will -

(1) Establish and manage the radiation protection program.

(2) Provide advice and assistance to the commander on all matters pertaining to the radiation protection program.

(3) Establish and maintain a personnel dosimeter program ensuring that all radiation doses are as low as reasonably achievable (ALARA). Coordinate with supporting medical personnel to help ensure that personnel receive appropriate occupational health surveillance.

(4) Review all subsequent changes in operational procedures to determine impact on the effectiveness of the ALARA program.

(5) Evaluate and document radiation hazards and propose corrective actions.

(6) In conjunction with the unit safety manager/officer, conduct, as a minimum, annual surveys of the radiation protection program.

(7) Conduct and document internal quality assurance audit/self-assessment during the first quarter of each FY.

- (8) Provide procedures and guidance for performing radioactive material inventories and the maintenance of the required records.
- (9) Develop and conduct radiation safety training, ensuring that individuals have the appropriate level of training for the type and nature of radiation hazards associated with their job.
- (10) Review shipping and receiving procedures to ensure appropriate radiation safety protocols are followed. Shipping instructions are outlined in TB 43-0137.
- (11) Assist in the management of radioactive waste, ensuring that the collection, storage, and disposal are IAW AR 385-10.
- (12) Serve on or be represented on the local Installation Radiation Safety Council.

19-3. Deviations

- a. Request for deviations from Army radiation standards and procedures will be forwarded through chain of command to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St., Fort Bragg, NC 28310-5010.
- b. Deviations from federal and DOD regulations and standards, and from NRC license, Army reactor permit, and Army radiation authorization (ARA) conditions (including those implemented in technical publications) are not authorized.

19-4. Accident reporting and investigation (RCS: DD-R&E(AR) 1168(MIN) and RCSA-023)

- a. The commander and safety officers must ensure that local SOPs and pre-accident plans address procedures for reporting radiation accidents.
- b. Radiation accidents are classified into two types:
 - (1) Ionizing radiation accidents will be reported immediately by the commander first aware of the radiation accident. In addition to normal chain of command reporting, as addressed in chapter 5 of this regulation, a report must be submitted to the NRC within 3 hours of the incident.
 - (2) Nonionizing radiation accidents will be reported per guidance in AR 385-10 and chapter 5 of this regulation. Commanders will also ensure that within 24 hours of occurrence, a message notification is sent to HQDA (DACS-SF/SGPS-PS-), Washington, DC and Commander, USAEHA (HSHB-MR-L0), Edgewood, MD. See AR 385-10, paragraph 10-3, for further guidance.

Chapter 20 Contract Safety

20-1. General

This chapter sets forth USAR policy for integrating safety into the contracting process. Safety and occupational health is a critical consideration and an integral part of all contracts.

20-2. Contract requirements

The contracting officer and RSC safety will ensure the requirements of AR 385-10, paragraph 4-2 and DA Pam 385-10, paragraphs 4-2, 4-3, and 4-4 as appropriate are applied to contracts. All applicable Federal Acquisition Regulations are available at <http://farsite.hill.af.mil/>.

20-3. Contractor responsibilities

Contractor responsibilities are outlined in AR 385-10, paragraph 4-3.

Appendix A References

Army regulations and DA forms are available online from the Army Publishing Directorate (APD) website at <http://www.apd.army.mil>. Department of Defense Instructions (DODIs) are available at <http://www.dtic.mil/whs/directives>. Code of Federal Regulations (CFRs) are available electronically at: <http://www.gpoaccess.gov/ecfr>.

Section I Required Publications

AR 40-5

Preventive Medicine. (Cited in paras 9-2a and 9-7a.)

AR 40-66

Medical Record Administration and Health Care Documentation. (Cited in para 9-7a.)

AR 56-9

Watercraft. (Cited in para 8-4 and 8-5a.)

AR 75-1

Malfunctions Involving Ammunition and Explosives (RCS: CSGLD-1961 (MI)). (Cited in para 16-14a.)

AR 95-1

Flight Regulations. (Cited in paras 16-2b(1), 16-9c, 16-12, and 16-14h(3).)

AR 95-27

Operational Procedures for Aircraft Carrying Hazardous Materials. (Cited in para 16-9c.)

AR 95-30

Participation in a Military or Civil Aircraft Accident Safety Investigation. (Cited in para 16-4a.)

AR 190-45

Law Enforcement Reporting. (Cited in para 16-14a. and para 5-3b))

AR 385-10

Army Safety Program. (Cited in paras 1-4, 2-2, 2-36, 4-4, 4-5, 6-1c, 12-1,12-4c, 12-5, 13-3c, 16-2b(1), 16-4a, 16-6, 16-13a, 17-3, 17-4a, 18-1, 19-1 and 20-1.)

AR 385-63

Range Safety. (Cited in para 16-6 and fig C-8.)

AR 405-10

Acquisition of Real Property and Interest Therein. (Cited in para 18-7c)

AR 420-1

Army Facilities Management. (Cited in para 16-13.)

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). (Cited in paras 12-4c, 12-5, and 13-10.)

DA Pam 40-18

Personnel Dosimetry Guidance and Dose Recording Procedures for Personnel Occupationally Exposed to Ionizing Radiation. (Cited in para 19-1.)

DA Pam 40-21

Ergonomics Program. (Cited in paras 9-4c and 9-5.)

DA Pam 40-503

Industrial Hygiene Program. (Cited in para 9-4.)

DA Pam 40-506

The Army Vision Conservation and Readiness Program. (Cited in para 16-8a.)

DA Pam 385-10

Army Safety Program (Cited in paras 17-4, and 17-5)

DA Pam 385-30

Mishap Risk Management

DA Pam 385-40

Army Accident Investigations and Reporting. (Cited in paras 1-4e(3), 5-1, 7-3a(3), 7-4d(1), 8-4, 12-5d, 16-14a, 18-5a, and table C-3.)

DA Pam 385-64

Ammunition and Explosives Safety Standards. (Cited in para 18-1.)

DA Pam 385-90

Army Aviation Accident Prevention Program

DA Pam 750-8

The Army Maintenance Management System (TAMMS) Users Manual. (Cited in para 12-4c(12).)

DOD 6055.9-STD

DOD Ammunition and Explosives Safety Standards. (Cited in para 18-1.)

DODI 6055.4

DOD Traffic Safety Program. (Cited in para 12-5a(8).)

DODI 6055.5

Industrial Hygiene and Occupational Health. (Cited in paras 9-4a(2) and 9-7a.)

DODI 6055.7

Accident Investigation, Reporting, and Record Keeping. (Cited in para 16-14a.)

DODI 6055.12

DOD Hearing Conservation Program (HCP). (Cited in paras 9-7a and 11-2.)

FM 3-04.140

Helicopter Gunnery. (Cited in paras 16-6, 16-7, 16-8, and 16-9.)

FM 3-04.300

Flight Operations Procedures. (Cited in paras 16-5a and 17-7d.)

FM 3-100.12

Risk Management for Multiservice Tactics, Techniques, and Procedures. (Cited in para 6-1c.)

FM 5-415

Firefighting Operations. (Cited in para 16-13.)

FM 8-50

Prevention and Medical Management of Laser Injuries. (Cited in para 16-8a.)

FM 10-67-1

Concepts and Equipment of Petroleum Operations. (Cited in paras 13-7, 3-10h(2).)

FM 21-305

Manual for the Wheeled Vehicle Driver. (Cited in para 12-5.)

FM 55-60

Army Terminal Operations. (Cited in para 13-11a(7).)

FM 90-13

River Crossing Operations. (Cited in para 14-1a.)

FM 5-19

Risk Management. (Cited in para 6-1c.)

TB 9-639

Passenger Carrying Capacity of Tactical and Administrative Vehicles Commonly used to Transport Personnel. (Cited in paras 12-5a(8) and 13-6c(4).)

TB Med 524

Occupational and Environmental Health: Control of Hazards to Health from Laser Radiation. (Cited in para 16-8a.)

TM 5-315

Firefighting and Rescue Procedures in the Theaters of Operations. (Cited in para 16-13.)

TM 10-4500-200-13

Operator's, Organizational and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) for Heaters, Space: Radiant-Type, Portable (Type I, Model 1941, Solid Fuel) (NSN 4520-00-257-4877); (Type II, Model 1941, Liquid Fuel) (4520-00-927-4214); (Yukon Model M1950, Solid or Liquid Fuel) (4520-00-287-3353); Heaters, Immersion: Liquid Fuel Fired for Corrugated Cans (All Makes and Models) (4540-00-266-6835) (Preway Model 447-2EX) (4540-00-453-9146) for Tank Trailer (All Makes and Models) (4540-00-266-6834). (Cited in paras 13-10d and 13-10g.)

5 CFR

Administrative Personnel. (Cited in paras 9-4b(1) and 9-7a.)

19 CFR

Custom Duties. (Cited in paras 9-5 and 9-7a.)

21 CFR 1040

Military Lasers (Cited in para 13-12)

29 CFR

Labor. (Cited in paras 9-4, 9-5, 9-7a, 10-1, 10-2a(1), 11-2a, 12-5b(3), 16-13a, and fig C-2).

49 CFR

Department of Transportation. (Cited in paras 12-4c(15), 12-5c(4), and 16-9c.)

USACHPPM TG 124

Occupational Health Program Manual. (Cited in para 9-4.)

(Available at <http://chppm-www.apgea.army.mil/tg.htm>.)

American Industrial Hygiene Association (AIHA) Pub

A Strategy for Assessing and Managing Occupational Exposures. (Cited in para 9-4a.)

(Available at <http://www.aiha.org/committees/html/easc/publications.htm>.)

DOD IH Working Group Report 2000-1

DOD Industrial Hygiene Exposure Assessment Model. (Cited in para 9-4a.) (Available at

<https://www.denix.osd.mil/denix/Public/News/Army/DOHP/Occhealth/Documents/IHEAM/ihassessmodelv8.html>.)

AIM (Aeronautical Information Manual)

Official Guide to Basic Flight Information and ATC Procedures. (Cited in para 16-10.)

(Available at <http://www.faa.gov/ATpubs/AIM>.)

Joint Publication 3-09.1

Joint Tactics for Techniques and Procedures for Laser Designation Operations (Cited in para 13-12)

USAR Reg 1-201

Organization Inspection Program. (cited in para 4-3)

USAR Reg 600-3

The Army Driver and Operator Standardization Program. (cited in paras 12-3f, 12-5c (1), and 13-3a)

Section II**Related Publications****AR 11-2**

Management Control

AR 11-34

The Army Respiratory Protection Program

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 200-1

Environmental Protection and Enhancement

AR 385-16

System Safety Management Guide

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 690-950

Career Management

DA Pam 40-18

Personnel Dosimeter Guidance and Dose Recording Procedures for Personnel Occupationally Exposed to Ionizing Radiation

DA Pam 40-501

Hearing Conservation Program

DA Pam 385-1

Small Unit Safety Officer/NCO Guide

DA Pam 385-63

Range Safety

ANSI Z136.1

American National Standards Institute, American National Standard for Safe Use of Lasers

(This publication may be obtained from the Laser Institute of America, Suite 125, 2424 Research Parkway, Orlando, FL 32826.)

ANSI Z136.3

American National Standards Institute, American National Standard for the Safe Use of Lasers in Health Care Facilities

(This publication may be obtained from the Laser Institute of America, Suite 125, 2424 Research Parkway, Orlando, FL 32826.)

DODI 6055.1

DOD Safety and Occupational Health (SOH) Program

DODI 6055.8

Occupational Radiation Protection Program

DODI 6055.11

Protection of DOD Personnel from Exposure to Radiofrequency Radiation and Military Exempt Lasers

DOD Manual 6055.5-M

Occupational Health Surveillance Manual

FM 3-61-1

Public Affairs Tactics, Techniques and Procedures

FM 7-1

Battle Focused Training

FM 55-502

Army Watercraft Safety

FM 101-5

Staff Organization and Operations

Air Force Pamphlet (AFPAM) 91-212

Bird Aircraft Strike Hazard (BASH) Management Techniques

(Available at <http://www.e-publishing.af.mil/pubs/majcom.asp?org=AF.>)

MTMCTEA Pam 55-19

Tie-down Handbook for Rail Movements

TB 385-4

Safety Requirements for Maintenance of Electrical and Electronic Equipment

TB Med 502

Occupational and Environmental Health Respiratory Protection Program

TC 1-191

Tactical Flight Procedures

TM 55-2200-001-12

Application of Blocking, Bracing and Tiedown Materials for Rail Transport

MIL-HDBK-828

Laser Range Safety (Available from the Standardization Documents Order Desk, Building 4D, 700 Robbins Ave., Philadelphia, PA 17111)

USARC Pam 56-1

Convoy Commander's Guide

USAR 600-3

The Army Driver and Operator Standardization Program

FAA Advisory Circular (AC) 121-21B

Information Guide for Training Programs and Manual Requirements in the Air Transportation of Hazardous Materials

(Available at <http://www.faa.gov/regulations/Guidance.cfm>.)

FAA AC 121-27

Guide for Air Carriers, Freight Forwarders and Shippers in Obtaining Information Dealing with the Transportation of Hazardous Materials by Air

(Available at <http://www.faa.gov/regulations/Guidance.cfm>.)

FAA AC 150/5200-32

Announcement of Availability – Bird Strike Incident/Ingestion Report

(Available at <http://www.faa.gov/regulations/Guidance.cfm>.)

FAA AC 150/5200-33

Hazardous Wildlife Attractants on or Near Airports
(Available at <http://www.faa.gov/regulations/Guidance.cfm>.)

US Army Aviation Branch Safety Office Guide

Guide to Aviation Resources Management for Aircraft Mishap Prevention
(Available from the US Army Aviation Branch Safety Office, ATTN: ATZQ-S, Fort Rucker, AL 36362-5034)

NFPA Standard 410

Standard on Aircraft Maintenance
(Available at http://www.nfpa.org/Codes/NFPA_Codes_and_Standards/List_of_NFPA_documents/list_of_folders.asp.)

USACHPPM TG 175

Readiness thru Hearing Conservation: Guide for Unit Commanders and Supervisors

***Section III
Prescribed Forms***

This section contains no entries

***Section IV
Referenced Forms***

DA Form 11-2-R

Management Control Evaluation Certification Statement

DA Form 285

US Army Accident Report

DA Form 285-AB

US Army Abbreviated Ground Accident Report (AGAR)

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft)

DA Form 1119-1

Certificate of Achievement in Safety

DA Form 2397-AB-R

Abbreviated Aviation Accident Report (AAAR) for all Class C, D, E, F, Combat A and B, and all Aircraft ground

DA Form 2696

Operational Hazard Report

DA Form 5383

Hot-Work Permit

DA Form 5775

Army Accident Prevention Award of Accomplishment in Safety

DA Form 5778

Army Aviation Broken Wing Award

DA Form 7305

Worksheet for Telephonic Notification of Aviation Accident/Incident

DA Form 7306

Worksheet for Telephonic Notification of Ground Accident

DA Form 7319-R

Explosive Waiver/Exemption Request

DD Form 626

Motor Vehicle Inspection (Transporting Hazardous Materials)

DD Form 2272

DOD Safety and Occupational Health Protection Program

**Appendix B
Management Control Evaluation Checklist****B-1. Function**

The function covered by this checklist is the USAR Safety Program.

B-2. Purpose

The purpose of this checklist is to assist commanders and safety managers in evaluating the key management controls outlined below. It is **not** intended to cover management control evaluations as established in AR 385-10.

B-3. Instruction

Answers must be based on the actual evaluation of key management controls (for example, document analysis, direct observation, sampling, simulation, or external evaluation survey). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). A copy of DA Form 11-2-R for local reproduction is located in AR 385-10 or can be downloaded from the APD website (<http://www.apd.army.mil>).

B-4. Test questions

- a. Has/have a command SOH manager or ADSO/NCOs been designated to exercise staff supervision over the command safety and occupational health program?
- b. Have command-integrating agents developed and implemented plans and programs to establish and integrate a CRM program as outlined in chapter 6 of this regulation?
- c. Do command SOH managers and/or ADSO/NCOs meet the standards for training and education as established in paragraph 2-3 of this regulation?
- d. Are commanders, supervisors and SOH managers provided specialized training as established in paragraphs 2-2 and 3-5 of this regulation?
- e. Are there specific plans to ensure continuity of safety and occupational health and the CRM process during tactical operations or mobilization?
- f. Have command SOH managers and ADSO/NCOs established and maintain a hazard log for tracking and monitoring all unsafe or unhealthful conditions?
- g. Are safety program assessments conducted by the USAR Safety Office at least every 18 months?

B-5. Comments

Submit comments for improving this evaluation to the USAR Safety Office (AFRC-SA), US Army Reserve Command, 4710 Knox St., Fort Bragg, NC 28310-5010.

Appendix C Safety Checklists

ADMINISTRATIVE AREA CHECKLIST

1. Are work areas maintained in an orderly arrangement?
2. Are file cabinets and desk drawers kept closed to prevent injury to personnel?
3. Are electrical cords and extensions on floor covered to prevent tripping and to protect personnel from electrical shock if they should come in contact with cords?
4. Are spills on floors wiped up and debris swept up?
5. Are doorways and fire exits kept clear at all times?
6. Is a fire evacuation plan posted in every occupied area?
7. Are walls free of protruding objects (nails, pencil sharpeners, etc.) that may cause injury to personnel walking or bumping into them?
8. Are storage closets or cabinets for cleaning materials kept clean and orderly?
9. Are breaker switches identified as to what they control?
10. Are all building exits clearly marked?
11. Are batteries and food kept in separate refrigerators?
12. Are fire extinguishers approved, inspected monthly, marked and accessible?
13. Are MSDSs on-hand for all HAZMAT in work area?
14. Is there an inventory of potentially HAZMAT in work area?
15. Are all HAZMAT properly marked?
16. Is flammable storage connex properly marked and maintained so contents are easily identifiable?
17. Is area free of items stored overhead that may fall and cause injury?
18. Is there a first aid kit on hand?
19. Is there a trained combat lifesaver assigned to work area?

Figure C-1. Checklist for administrative areas.

HAZCOM PROGRAM COMPLIANCE CHECKLIST

The key elements that each supervisor must implement are: a written program, training, and record availability and storage.

1. The written Hazard Communication Program.
 - a. Is there a written list of all the hazardous chemicals present in the workplace?
 - b. Is the hazardous chemical list prepared to be updated?
 - c. Are there up-to-date MSDSs for those materials on the hazardous chemical lists?
 - d. Is the list of hazardous chemicals cross-referenced or indexed so that identifiers on the list refer to the MSDSs and warning labels?
 - e. Has a system been developed a system to ensure that all incoming hazardous chemicals are received with proper labels and MSDSs?
 - f. Are there procedures in the workplace to ensure proper labeling or warning signs for bulk storage or secondary usage containers that hold hazardous chemicals?
 - g. Is there a complete list of the chemical hazards and precautions to give to outside contractors?
 - h. Are there written procedures on how to inform Soldiers of the chemical hazards associated with unlabeled pipes?
 - i. Have personnel been informed of the hazards associated with performing non-routine tasks (e.g., confined space, repair and maintenance operations)?
 - j. Is the hazard communication program in writing and made available to Soldiers?
2. Information and training: Has a personnel information and training program been developed which includes the following:
 - a. Does the training cover all types of harmful chemicals with which the Soldiers may come into contact under normal usage and unforeseeable emergencies?
 - b. Are employees familiar with the different types of chemicals and the major hazards associated with them (e.g., solvents, corrosives, etc.)?
 - c. Are employees aware of the specific requirements in the Hazard Communication Program (HCP)?
 - d. Does the program train personnel in—
 - (1) Operations where hazardous chemicals are present.
 - (2) Location and availability of the written HCP including lists of chemicals and MSDSs?
 - e. Does the training program include the explanation of labels and warnings that have been established in the work area?
 - f. Do personnel understand methods to detect presence or release of chemicals in the workplace?
 - g. Does the training program provide information on the appropriate first aid procedures in the event of an emergency?
 - h. Are personnel trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?
 - i. Does the training include explanation of the labeling system and MSDSs the individual can obtain and use?
 - j. Is there a system to ensure that new personnel are trained?
 - k. Has a system been developed with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?
 - l. Is there a system to ensure that the current (up-to-date) MSDSs are in work areas where the chemicals are used?
 - m. Is there a system for informing the Soldiers of any new hazards relating to the chemicals in use?
 - n. Are the references in the appendices to the Hazard Communication Standard, 29 CFR 1710.1190, used to evaluate new chemicals in question?
 - o. Is the training provided documented on DD Form 1556 and filed in the Soldiers records? Is a copy of the DD Form 1556 filed in the unit file plan?

Figure C-2. Checklist for HAZCOM program compliance.

POV ACCIDENT PREVENTION INSPECTION CHECKLIST

1. HEADLIGHTS: Both high and low beam operational?
2. BRAKELIGHTS: Operational, lenses intact?
3. TAIL LIGHTS: Operational, lenses intact?
4. TURN SIGNALS AND PARKING LIGHTS: Operational front and rear?
5. FOUR-WAY EMERGENCY FLASHERS: Operational front and rear?
6. BACKUP LIGHTS: Operational?
7. LICENSE PLATE LIGHT: Operational?
8. TIRES: At least 01mm of tread over entire traction surface free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING OF RADIAL WITH BIAS TIRES.
9. WINDSHIELD AND WINDOWS: Not cracked, broken or scratched to the degree that it impairs vision?
10. WINDSHIELD WIPERS: Both wipers present, good blades, and operational?
11. MIRRORS: Outside and inside not cracked?
12. BUMPERS: Not bent or damaged in a way that would be hazardous?
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?
14. SEAT BELTS: ARE PERSONNEL IN VEHICLE WEARING SEAT BELTS?
15. MOTORCYCLE SAFETY EQUIPMENT (if applicable): Approved helmet, protective clothing, gloves and face/eye protection?
16. BRAKES: Foot pedal cannot travel more than half way to floor?
17. BRAKE FLUID: Filled to appropriate level?
18. PARKING BRAKE: Adjusted to prevent movement when engaged?
19. EXHAUST SYSTEM: Free of leaks?
20. HORN: Functional?
21. DEFROSTER: Operational?
22. CAR INSURANCE CURRENT?
23. EMERGENCY EQUIPMENT: (**Optional**) First aid kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chain, tools, etc.?

Figure C-3. Checklist for POV accident prevention inspection.

ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	RECOMMENDED REPAIRS	
L—Lights					
Battery	Condition	Terminals, clean and tight, electrolyte level, held down securely		Informed operator of recommended repairs? Y or N <div style="border: 1px solid black; padding: 5px;"> Recommended repairs: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ </div>	
Lenses	Vent Tube Condition	Not kinked, routed properly, not blocked			
Reflectors	Condition	Cracked, broken, securely mounted, excessive condensation			
Wiring	Condition Routing	Cracked, broken, securely mounted Pinched, no interference or pulling at Steering head or suspension, wire looms in place and ties tight, connectors tight, clean			
Headlamp	Condition Aim	Cracks, reflector, mounting and adjustment system Height and right/left			
Taillight	Condition	Operates off both front and rear brakes Operates when headlight is on			
Turn Signals	Condition	Front and rear are operational			
Horn	Condition	Operational			
O—Oil					
Levels	Engine Oil	Check warm according to manufacturer's specs. Dipstick or sight glass			Informed operator of recommended repairs? Y or N <div style="border: 1px solid black; padding: 5px;"> Recommended repairs: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ </div>
	Hypoid Gear Oil	Transmission, rear driver, shaft			
	Hydraulic	Brakes, clutch, reservoir or sight glass			
	Coolant	Reservoir and/or recovery tank Check cold ONLY			
Leaks	Fuel	Tank or guage			
	Engine Oil	Gaskets, housings, seals			
	Hypoid Gear Oil	Gaskets, seals, breathers			
	Hydraulic	Hoses, master cylinders, calipers			
	Coolant	Radiator, hoses, tank, fittings, pipes			
	Fuel	Lines, petcocks, carbs			
<i>NOTE: Some leaks are from overflow tubes and is normal</i>					

The inspector should circle information explaining problem with inspection for the Soldier. Vehicle determined unsafe to operate will be brought to the attention of the chain of command.

Figure C-4. Motorcycle Inspection Checklist. Continued

ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	RECOMMENDED REPAIRS
C—Chassis				
Frame	Condition	Cracks at gussets, accessory mounts Look for paint lifting/peeling		Informed operator of recommended repairs? Y or N Recommended repairs: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
	Steering Head	No detent or tight spots through full Travel, raise front wheel, check for play By pulling/pushing forks		
Suspension	Swing arm	Raise rear wheel, check for play by Pulling/pushing side to side		
	Forks	Smooth travel, equal air pressure/damping/ Anti-dive settings. No leaks at seals	Front / Rear	
	Shocks	Smooth travel, equal pre-load/air pressure/ Damping settings, linkage moves freely and Is lubricated	Front / Rear	
Chain or Belt	Tension Lubrication Sprockets	Check against mfgr specs at tightest point Should not be dry. DO NOT lube belts Teeth should not be hooked or overly pointed Securely mounted		
Fastners	Threaded	Tight, missing bolts/nuts		
	Clips	Broken, missing		
	Cotter pins	Broken, missing, reused		
K—Kickstand				
Centerstand	Condition Retention	Cracks, bent Springs in place, tension to hold position		Informed operator of recommended repairs? Y or N Recommended repairs: _____ _____ _____ _____
Sidestand	Condition Retention	Cracks, bent, safety cut-out switch if equipped Springs in place, tension to		

The inspector should circle information explaining problem with inspection for the Soldier. Vehicle determined unsafe to operate will be brought to the attention of the chain of command.

Figure C-4. Motorcycle Inspection Checklist. Continued

CONVOY OPERATIONS CHECKLIST

Planning Procedures

1. Has a risk assessment been conducted on the convoy operations with senior NCO and officers?
2. Do tactical vehicle drivers and assistant drivers have a valid Government Motor Vehicle Operator's Identification Card, Optional Form (OF) 346 for that vehicle?
3. Have all drivers been screened to ensure they do not have multiple driving offenses, disciplinary problems, or are high-risk Soldiers (DA Form 348, Equipment Operator's Qualification Record (Except Aircraft))?
4. Have the most experienced drivers been selected for long convoys, especially re-deployment convoys.
5. Does driver/assistant know defensive driving techniques? Have they completed a defensive driving course?
6. Are drivers and assistant drivers trained to drive in adverse weather (ice, snow, rain, fog) and difficult terrain?
7. Do drivers know the meaning of traffic control signs, signals, devices, and markings used by civilian and military police?
8. Do drivers and assistant drivers know and use ground guide arm/hand signals?
9. Have convoy drivers been provided 8 hours rest for each 10 hours of driving a tactical vehicle within a 24-hour time period? (Suggest a separate sleeping tent for drivers the night before the convoy).
10. Are vehicle basic issue items, pioneer tools, highway warning devices, first aid kits, and fire extinguishers present on every wheeled convoy vehicle?
11. Are rotating amber warning lights (RAWLs) used on lead, middle, trail, wrecker, and oversized vehicles?
12. Do the tactical vehicles display—
 - a. Movement number?
 - b. Convoy flags: blue, black and white, and green?
 - c. Bilingual "Convoy Follows" and "Convoy Ahead" signs?
13. Is the trail escort vehicle (TEV) a 2 1/2-T vehicle or larger and not a tracked vehicle?
14. If a wrecker is not in the convoy, does a vehicle have a tow bar?
15. Are TEV prohibited from carrying HAZMAT or troops?
16. Are troops, ammunition, and POL cargo transported separately?
17. Are drivers of bulk fuel transports instructed on emergency procedures for fuel leaks?
18. Do vehicles carrying hazardous cargo have assistant drivers?
19. Are vehicles that transport HAZMAT or dangerous cargo (ammunition, gasoline, and flammable liquids) -
 - a. Operated by personnel that have the HAZMAT training and special vehicle operator's license for that vehicle and HAZMAT?
 - b. Appropriately posted with placards and loaded to meet hazard classification and compatibility requirements?
 - c. Inspected using DD Form 626 (Motor Vehicle Inspection)?
 - d. Equipped with two fire extinguishers appropriate for the cargo?
20. Has the route been checked for hazards through the G-2, police/MPs, advance/recon party, or units in that area?
21. Does the convoy have a medic, EMT, or combat lifesaver?
22. Have convoy packets been prepared for each vehicle senior occupant in the convoy?

The packet will contain -

 - OPLAN information.
 - Convoy operations.
 - Emergency measures: accidents, breakdowns, and separations from the convoy.
 - Command and signal: Call signs and frequencies.
 - Safety.
 - Strip map.
 - MEDEVAC request format.
 - Risk assessment of each phase of the mission.
 - Situational awareness information.

Figure C-5. Convoy Operations Checklist.

Prior to Start Point

1. Convoy commanders will give all drivers, assistant drivers, and senior occupants, prior to the march, a comprehensive safety briefing on risk analysis of the convoy operation and hazardous areas or conditions to be encountered, to include:
 - a. Have a roster of all drivers, assistant drivers, and occupants in each vehicle.
 - b. Give each vehicle an order of march (more experienced drivers will be in the lead vehicles).
 - c. Safe intervals between vehicles-usually 100 meters (cities, expressways, highways, and reduced visibility/weather may increase or decrease the interval).
 - d. Proper convoy speed and catch-up speed (under para 1c conditions).
 - e. Obey traffic laws, signs, and lights. Don't run lights to stay with the convoy.
 - f. Slow down in congested areas, or near accidents, work crews, farm machinery, kids, etc.
 - g. Route (driver given a strip map).
 - h. Try to maintain visual contact with convoy vehicles in front and behind.
 - i. Radio frequencies and call signs.
 - j. Emergency actions, and signals (ambush, mines, and sniper).
 - k. Check points along the route.
 - l. Rally point(s).
 - m. Rest periods (at least a 15-minute break after every 2 to 3 hours of driving or after driving 100-150 miles?)
 - n. Refueling stops and procedures.
 - o. Emergency pull-off procedures (accident or vehicle break-down).
 - p. Weapons unloaded, no magazines in weapons, on safe, and cleared before mounting vehicles. (In tactical situation-weapons cleared, magazines in, no round chambered, and weapons on safe.)
 - q. Drivers and occupants do not exit the vehicle on the drivers' side on the highway or at rest area.
2. Brief - Drivers will use a ground guide in the motor pool area, assembly area, troop cantonment area, confined space, or when backing.
3. Senior occupants must supervise the following:
 - a. All occupants wear seat belts, helmets, (flack jackets), load-bearing equipment (LBE), and have a weapon.
 - b. Maximum load of personnel and equipment.
 - c. Ground guides are used.
 - d. Driver has had at least 8 hours of sleep the night before.
 - e. Check the driver's condition throughout the road march: sleepy, angry, etc.
 - f. Before, during, and after operator maintenance (PMCS).
 - g. Ensure the cargo is loaded and secured IAW load plans.
4. Convoy commander, ensure each vehicle has communication with each other and higher headquarters.
5. Brief:
 - a. Drivers and occupants cannot eat, drink, or smoke in a military vehicle?
 - b. Drivers/track commanders (TCs) cannot wear headphones or earplugs while driving?
 - c. All occupants wear seat belts and helmets as required.
 - d. Assistant drivers remain awake and alert?
 - e. Before transporting personnel, drivers must—
 - (1) Walk to rear of the vehicle before starting to secure the tailgate and safety strap and ensure all passengers are seated.
 - (2) Ensure that passengers do not exceed vehicle-seating capacity.
 - (3) Ensure Soldiers are not transported with cargo.
 - (4) Secure baggage and other small loads safely and not in the way of passengers.
 - (5) Prevent personnel from riding on outside of wheeled and tracked vehicles.
 - (6) Not overload a trailer (understand hazard of jack-knifing)
 - (7) Mark any overhanging loads with reflective material.
 - (8) If operating on paved roads, tie down radio whip antennas to not less than 7 feet from the ground and ensure antenna tips are covered with protective balls.
 - (9) Ensure service drive lights are set on low at all times when operating on paved public roads.
6. During rest stops or short breaks, drivers will -
 - a. Clean off their windshields, headlights, and side mirrors.
 - b. Inspect their vehicle and loads during rest breaks.

Figure C-5. Convoy Operations Checklist. Continued

7. When parked, drivers will ensure -
 - a. A pair of 8-inch chock blocks carried on the vehicle are used (rear wheel).
 - b. The transmission is in neutral for diesel engine vehicles.
 - c. The key is turned off, removed, and engine start switch is turned off when unattended.
 - d. Windshields, lights, and side mirrors are cleaned before departure.

Accident Response

1. Main column does not stop (unless specified in the initial convoy safety brief).
2. Next vehicle following the accident vehicle provides immediate assistance.
3. First officer or NCO on the scene takes charge.
4. Warning triangles set out 300 feet behind the last stopped vehicle and 100 feet in front of the first stopped vehicle.
5. Maintenance and road guard personnel will wear reflective vests.
6. Trained medic, EMT, or combat lifesaver will provide first-aid treatment.
7. Radio for MEDEVAC.
8. Military or local law enforcement will handle traffic control.
9. SITREP/Incident report sent to higher headquarters.

Separation from Convoy

1. Use FM band (secure) to advise the convoy commander of current location, what happened, and when movement can continue. (Checkpoints or rally points are used to reassemble the convoy.)
2. If lost, ensure vehicle is safe from traffic and remain at location. Coordination will be made for pick up and escort if required.

Breakdown

1. Main column does not stop (unless specified in the initial convoy safety brief).
2. Maintenance vehicle provides immediate assistance.
3. Warning triangle set out 300 feet behind the last stopped vehicle and 100 feet in front of the first stopped vehicle.
4. Maintenance and road guard personnel will wear reflective vests.
5. Repair if possible or tow.
6. Radio a SITREP to the convoy commander for a rally point with the rest of the convoy and/or any additional instructions.

Figure C-5. Convoy Operations Checklist. Continued

RAIL LOADING AND UNLOADING CHECKLIST

1. Does the ramp OIC ensure that all vehicles are inspected before loading (brakes, lights, turn signals, and fire extinguishers)?
2. Are windows and windshields covered with cardboard to prevent damage during deployment/redeployment?
3. Have loading teams been instructed in rail loading and unloading procedures?
4. Before loading the rail car -
 - a. Have rocks, leaves, and other trash been removed from rail car channels so chain anchors will slide freely?
 - b. Have all chains needed for tie-downs been pulled out of the channels and have chain anchors been moved along the bottom of the channel to their required locations?
 - c. Has the turnbuckle body been turned until the threaded ends are fully extended?
5. While loading and unloading -
 - a. Do only qualified drivers drive vehicles?
 - b. Are vehicles mounted or dismounted only when stopped?
 - c. Are personnel prohibited from riding on moving vehicles?
 - d. Are ground guides used during all loading and unloading operations? (The ground guide will stay one car length away from the vehicle being ground guided and will never walk backwards while ground guiding.)
 - e. Have antennas been removed or tied down as appropriate?
6. Have tie-downs been inspected for breaks, cracks, gouges, open welds, or deformed components? (Remove all defective chains.)
7. Have inspections been made of the connector link that attaches the chain to the anchor fitting?
8. Are chains kinked or twisted?
9. Have chains been tightened in a manner that will maintain equal tension on all tie-downs?
10. Has the load attachment hook end of the chain assembly been secured so it cannot swing freely?
11. After unloading, are all tie-downs, shackles, and rings securely stowed on the rail car?
12. Are personnel instructed to use personal protective gear (gloves, safety glasses, etc.)?

Figure C-6. Rail Loading and Unloading Checklist.

FIRE MARSHAL'S CHECKLIST (ADMINISTRATION/GARRISON/UNIT OPERATIONS)

1. Is there an SOP on hand for Fire Prevention?
2. Are the unit/facility building managers familiar with their duties as outlined in unit SOP.
3. Are the unit/facility building managers appointed in writing?
4. Does the unit/activity have an effective fire prevention program that ensures -
 - a. A fire plan is developed and posted in each facility to include at least the following:
 - (1) Fire reporting.
 - (2) Personnel evacuation plan and designated place to meet.
 - (3) Safeguarding classified material.
 - (4) Closing windows and doors when departing facility.
 - (5) Protection of high-valued and critical materials.
 - (6) That all personnel will exit building during fire drills and will not re-enter.
 - b. Periodic fire prevention training is given to assigned personnel?
 - c. Personnel in the facility know procedures for reporting fires?
 - d. Records are on file to show facility:
 - (1) Fire inspections (by building manager).
 - (2) Fire drills: Unit level Facility (Post Fire Dept)
 - e. A fire evacuation plan posted to include the following:
 - (1) Layout of building and building number is posted.
 - (2) Location of the exits.
 - (3) Route to nearest exit.
 - (4) Location of assembly area(s).
 - f. Are there emergency phone number stickers on each telephone?
 - g. Do the barracks fire points have the following?
 - (1) Primary and alternate point of contact with phone numbers posted?
 - (2) Fire extinguishers checked weekly.
 - (3) Fire extinguisher mounted.
5. Have the unit/facility building managers attended orientation training given by the Post Fire Department?
6. Do newly assigned personnel receive a fire safety briefing?
7. Firefighting equipment.
 - a. Are fire extinguishers inspected monthly?
 - b. Are fire extinguishers maintained in good operating condition and recharged as applicable?
 - c. Are procedures in place to ensure fire extinguishers are not removed or relocated from their installed locations except during fires or for servicing?
8. Cooking and heating appliances or equipment:
 - a. Cooking in dormitories and transient billets is prohibited except where cooking facilities have been provided. Is unauthorized cooking being done?
 - b. The use of coffee makers, hot plates, etc., is prohibited in all hazardous areas. These appliances may be used in offices and work areas provided the following conditions are met:
 - (1) Item has utilized (UL) approved label and is good working condition.
 - (2) Appliance is on noncombustible surface with proper air space.
 - (3) The unit fire marshal and facility fire warden is responsible for ensuring that items are in good repair and turned off when not in use or at the close of business each day. Does he/she ensure this requirement?
 - c. Electric, oil fired, open flame, or element space heaters will not be used in any facility and/or area except by written approval of the installation fire marshal.

Figure C-7. Fire Marshal's Checklist for Unit Fire Prevention Checklist.

9. Electrical Equipment:
 - a. Are extension cords UL approved and in good working condition?
 - b. Are extension cords continuous and not equipped with more than one male or female adapter or multiple type plugs of any type?
 - c. Are extension cords hung over rafters, nails, taped, stapled or fastened to woodwork, walls or ran through walls, ceilings, floors, doorways or placed under rugs, carpet or used in lieu of permanent wiring?
 - d. Are all electrical switches in electrical panels correctly labeled to indicate the circuits and/or device they control?
10. Fire exits:
 - a. Do any fire exit doors contain any unauthorized locking devices?
 - b. Are doors equipped with panic hardware in good working condition?
 - c. Are exit lights in good working order and visible?
 - d. Are exits labeled and free of obstructions both inside and outside?
 - e. Are exits that are blocked or no exits labeled as such both inside and outside?
11. General fire prevention measures:
 - a. Are the storage, handling and use of flammable and combustible liquids IAW 29 CFR Part 1910.106?
 - b. Is gasoline being used for cleaning purposes?
 - c. Are dust cloths, steel wool, floor buffing pads and similar supplies stored in metal containers with self-closing lids?
 - d. Are boiler/equipment rooms being used for storage of combustible material?
 - e. Are vehicles parked within 15 feet of a fire hydrant? Are vehicles parked in a fire lane or entranceway to a facility?
 - f. Are barbecue grills being used within 25 feet of any building?
 - g. Is lint allowed to accumulate in or around clothes dryers?
 - h. Is combustible storage allowed under stairways and in stairwells?
 - i. Are closets clean and used for janitor supplies only?
12. Are sound smoking practices adhered to?

Figure C-7. Fire Marshal's Checklist for Unit Fire Prevention Checklist. Continued

RANGE SAFETY CHECKLIST

AR 385-63 provides comprehensive guidance on range safety. Other guidance is in FM 9-13. In addition, this checklist may be used to manage the risks associated with range operations.

1. Has a risk assessment been done?
2. Has an officer in charge (OIC) been designated to be responsible for the safe conduct of training for each unit using a range training facility?
3. Has a range safety officer (RSO) been appointed to assist the OIC during live firing?
4. Have the range OIC and RSO received a range safety briefing and certification from range control?
5. Are range safety officers assigned no additional duties or responsibilities other than supervision of weapons firing?
6. Are the designated safety officers thoroughly knowledgeable of the weapon system being fired and the safety requirements associated with it?
7. Before occupying any range, does the OIC ensure that -
 - a. A current copy of the technical manual for the weapon(s) being fired is on hand?
 - b. Radio (FM band) and telephone communication have been established with range control?
 - c. All personnel on the range are briefed on medical emergency/MEDEVAC procedures, cease-fire procedures, course of fire, conduct of fire, range specific environmental policies and issues, local safety brief (installation), duds, prohibited downrange areas, and adjoining ranges and facilities?
 - d. All vehicle operators (tracked and wheeled) are trained to standard to operate radios and call for help in the event of emergencies to contact range control?
 - e. Medical personnel with vehicle and equipment (aid bag, litter) are present and briefed as to the best route to the nearest hospital?
 - f. A red range flag (day) or red blinking light (night) is attached to the top of the range flagpole and a red light is hung on left and right range limit markers at night?
8. While using/firing any range, does the OIC ensure that -
 - a. The OIC/RSO is present and has been briefed?
 - b. Permission to fire has been received from range control?
 - c. Radio communications are maintained at all times and checked hourly with range control?
 - d. No personnel are allowed forward of the firing line?
 - e. Required safety measures are observed, and effective firing control is maintained?
 - f. Soldiers are using proper hearing protection , (wearing eye protection when applicable) and wearing Kevlar helmets?
 - g. A cease-fire is ordered whenever—
 - (1) Communication with range control is lost.
 - (2) A weapon or ammunition malfunction occurs.
 - (3) A safety violation, accident, or incident occurs.
 - (4) A fire is started.
 - (5) Rounds land or detonate or are suspected of landing or detonating outside the impact area of safety limits.
 - (6) When range control directs a cease-fire.
9. After using any range facility, do the OIC and safety officers ensure that—
 - a. Weapons are cleared of ammunition?
 - b. Individuals turn in ammunition and explosives?
 - c. Ammunition, simulators, explosives, and pyrotechnics are not abandoned on the range?
 - d. Inspection and clearance are requested and received from range control before departing the range?
 - e. The inspection checklist for ranges is completed?

Figure C-8. Range Safety Checklist.

NEW EMPLOYEE SAFETY BRIEFING CHECKLIST

1. POV Safety Requirements
 - Use of Seatbelts – required when in a duty status (military and civilian)
 - Use of required protective equipment when riding a motorcycle in a duty status (mil and civ)
 - Requirement to complete an approved motorcycle safety course before riding on installation
 - Requirement to use TRiPS POV Risk Assessment Tool prior to trips during leave & TDY
 - Command Policy Memos
 - License requirements
2. Accidents and Emergencies
 - Report accidents resulting in any damage or injury for submission to the safety office
 - Location and use of emergency and fire protection equipment:
 - Emergency telephone numbers: location and procedures
 - Location and use of first aid kits
 - Location of nearest medical facilities
 - Procedures for emergency evacuation
3. Job Hazards
 - Job hazards for tasks individual will perform
 - Personal protective equipment (PPE) requirements for individual: eye, head hand, foot, etc.
 - Hearing conservation program; noise hazard areas, hearing protection
 - General hazards in the work area: noise hazards, fall hazards, electrical hazards, etc
 - Procedures to report unsafe equipment, conditions, and other hazards
 - Potential hazards in the surrounding local area
4. Safety Information
 - Employee rights and responsibilities as they relate to safety: See DD Form 2272 on safety bulletin board
 - Location and contents of safety bulletin board
 - Location of other safety material: shared drive (Safety), AKO files (XX Unit Safety)
 - Safety training available online: USACRC/SC.army.mil
5. HazCom / HazMat
 - Location of written HazCom plan
 - Location and usage of MSDS (Material Safety Data Sheet) and review
 - Labeling procedures
 - Proper storage of materials
 - Location of flammable storage
 - Disposal procedures
 - Hazardous spill and leak procedures
6. Army Motor Vehicle Safety
 - Licensing requirements and authorities
 - Usage of Kevlar/safety helmet
 - Vehicle operation safety
7. Motor Maintenance Safety Briefing
 - Location / usage / PPE for solvent tanks and parts cleaners
 - Location / usage of can crusher
 - Dirty rag procedures
 - Recycling procedures
 - Usage of dumpsters
 - Asbestos procedures
 - Handling of batteries
 - Welding safety and procedures (operator and observers)
 - Compressed gas safety and procedures
 - Wash rack and steam cleaning safety and procedures

Figure C-9. Newcomer's Safety Brief Checklist.

- Rim wheel service procedures, training requirements, and safety precautions
- Lifting device safety and servicing requirements
- Personal protective equipment (PPE) requirements and training
- Physicals and CDL

New Employee Safety Briefing

8. POV Safety Requirements

- Use of Seatbelts – required when in a duty status (military and civilian)
- Use of required protective equipment when riding a motorcycle in a duty status (mil and civ)
- Requirement to complete an approved motorcycle safety course before riding on installation
- Requirement to use TRiPS POV Risk Assessment Tool prior to trips during leave & TDY
- Command Policy Memos
- License requirements

9. Accidents and Emergencies

- Report accidents resulting in any damage or injury for submission to the safety office
- Location and use of emergency and fire protection equipment:
- Emergency telephone numbers: location and procedures
- Location and use of first aid kits
- Location of nearest medical facilities
- Procedures for emergency evacuation

10. Job Hazards

- Job hazards for tasks individual will perform
- Personal protective equipment (PPE) requirements for individual: eye, head hand, foot, etc.
- Hearing conservation program; noise hazard areas, hearing protection
- General hazards in the work area: noise hazards, fall hazards, electrical hazards, etc
- Procedures to report unsafe equipment, conditions, and other hazards
- Potential hazards in the surrounding local area

11. Safety Information

- Employee rights and responsibilities as they relate to safety: See DD Form 2272 on safety bulletin board
- Location and contents of safety bulletin board
- Location of other safety material: shared drive (Safety), AKO files (XX Unit Safety)
- Safety training available online: <https://safety.army.mil/>

12. HazCom / HazMat

- Location of written HazCom plan
- Location and usage of MSDS (Material Safety Data Sheet) and review
- Labeling procedures
- Proper storage of materials
- Location of flammable storage
- Disposal procedures
- Hazardous spill and leak procedures

13. Army Motor Vehicle Safety

- Licensing requirements and authorities

14. Usage of Kevlar/safety helmet

- Vehicle operation safety

Figure C-9. Newcomer's Safety Brief Checklist. Continued

15. Motor Maintenance Safety Briefing

- Location / usage / PPE for solvent tanks and parts cleaners
- Location / usage of can crusher
- Dirty rag procedures
- Recycling procedures
- Usage of dumpsters
- Asbestos procedures
- Handling of batteries
- Welding safety and procedures (operator and observers)
- Compressed gas safety and procedures
- Wash rack and steam cleaning safety and procedures
- Rim wheel service procedures, training requirements, and safety precautions
- Lifting device safety and servicing requirements
- Personal protective equipment (PPE) requirements and training
- Physicals and CDL

Figure C-9. Newcomer's Safety Brief Checklist. Continued.

Appendix D Accident Notification and Reporting Requirements

This appendix provides definitions and tables for reporting Army accidents. Table D-1 explains USAR duty status, table D-2 is for on-duty Class A-E accidents, table D-3 is for off-duty Class A-D accidents, and table D-4 is for ground accidents. The primary document for reporting is the DA Form 7305 for aviation events and DA Form 7306 for ground events. Do not delay using the form or the reporting process due to missing data. These documents are highly recommended to be utilized to report all events beyond the regulatory requirements. The document provides all of the critical data required by the command safety channels. It is not unusual for the classification of an event to change as the ECOD is prepared and individuals medical status changes. When this document is prepared as an initial step no matter the event classification it becomes a source document for the AGAR/AAAR preparation or the investigation as required.

D-1. Definitions

a. *Army Reserve personnel who are in some form of duty status.* Soldiers who are on -

- (1) Inactive duty training.
- (2) Annual training (AT)
- (3) Active duty for training.
- (4) Full-time manning.
- (5) Temporary tour active duty (TTAD).
- (6) Active duty for special work.
- (7) Active Guard/Reserve (AGR).

b. *Army Reserve (Troop Program Unit (TPU) Soldiers) ON-DUTY, OFF-DUTY, or NOT DUTY status.* Normal definitions for active duty status regarding when a Soldier is on or off duty for accident purposes is addressed in AR 385-10. Accidents resulting in personal injuries or damage to military or non-military equipment resulting from military operations and occupational illnesses require reporting IAW AR 385-10 and DA Pam 385-40 while in an **ON-DUTY** and **OFF-DUTY** status. For **accident purposes only**, **ON-DUTY** status is when the Soldier is present for duty at their unit wherever that may be. **OFF-DUTY** is travel time to and from home or work to the duty station. This is not to be confused with a Line of Duty investigation when an accident happens traveling to and from the unit. If the Soldier is not in an **ON-DUTY** or **OFF-DUTY** status, they fall into the TPU **NOT DUTY** status and is not classified as an Army accident. Reporting of TPU **NOT DUTY** fatal accidents is required but accident is not recorded as Class A accident. See table D-1 below:

Table D-1 Army Reserve On-Duty, Off-Duty, and Not Duty Status								
NOT DUTY	TRAINING PERIOD							NOT DUTY
	OFF-DUTY	ON-DUTY	OFF-DUTY	NOT DUTY	OFF-DUTY	ON-DUTY	OFF-DUTY	
	Travel Time	UTA	Travel Time		Travel Time	UTA	Travel Time	
	Saturday Training Period			Sunday Training Period				

OFF-DUTY: While traveling to or from drill (i.e., Battle Assembly (BA)). If Soldiers remain at the BA location overnight, they are considered off duty until they resume Reserve training duty the next day. Arrival at one's domicile upon release from Title 10 or Title 32 status concludes Soldiering activities and the Soldier reverts back to a "not-duty/non-Soldier" status. Any diversion to another point not associated with Army business also serves as the conclusion to Soldiering and accidents occurring after that point are NOT counted as Army accidents. This would also apply to a Soldier who participated in BA on a Saturday, returned home after release from duty and returned to BA location Sunday morning. That Soldier would be off duty while enroute to and from the BA site and would revert to a **NOT-DUTY** status when arriving at home Saturday night and then again Sunday night. An exception might occur when a Soldier is ADOS or AGR and they are on orders for a specific amount of time, usually for 180 days or more. The orders usually go from 0000 the first day until 0000 the last day of the orders. This means a Soldier in either of those categories is "active" twenty-four hours a day, seven days a week until the orders expire. In these cases, when the Soldier is released from duty for the day and goes home, he/she is off-duty status regardless of where he/she goes after returning home. He/she does not become non-duty until his/her orders expire or are rescinded.

Table D-2 ON-DUTY CLASS A-E (Ground and Aviation)							
	TELEPHONIC NOTIFICATION IMMEDIATELY using DA Form 7306 (Ground) or DA Form 7305 (Aviation)	TELEPHONIC NOTIFICATION TO CG, USAR	TELEPHONIC NOTIFICATION TO US ARMY COMBAT READINESS CENTER (USACRC/SC)	BOARD REQUIRED	DA FORM 285/2397	AGAR/AAAR REPORT	REPORTS TO USAR Safety Office
Who makes the call	MSC/DRU commanders or designated representative	MSC/DRU commanders or designated representative	USAR Safety Director or designated representative	N/A	N/A	N/A	N/A
on-duty A	During duty hours – USAR Safety (910) 570-9280/9284/8103 After duty hours – Army Reserve Watch Team (ARWT) (910) 570-9750/9751 or 1-800-359-8483	Within 24 hours	IMMEDIATELY	Yes – If Safety Center does not convene board, the CG will appoint a board.	CAI/IAI – due in 75 days to USAR Safety AFRC-SA	Not required	Yes
B	During duty hours – USAR Safety (910) 570-9280/9284/8103 After duty hours – ARWT (910) 570-9750/9751 or 1-800-359-8483	Within 24 hours	IMMEDIATELY	Yes – If Safety Center does not convene board, the CG will appoint a board	CAI/IAI – due in 75 days to USAR Safety AFRC-SA	Not required	Yes
C	Aviation: During duty hours – USAR Safety (910) 570-9280/9284/8103 After duty hours – ARWT (910) 570-9750/9751 or 1-800-359-8483 Ground: Not required	Not required		Aviation: Yes minimum 1 person Ground: No	Aviation: as required for report, see AR 385-10 Ground: Not required	Ground: yes AGAR – Aviation: yes AAAR	Yes— Due in 45 days to USAR Safety Office

D	Not required	Not required		Not required	Ground: Not required Aviation: Not required	Ground: yes AGAR Aviation: yes AAAR	Yes – Due in 25 days to USAR Safety Office
E-F	Ground: N/A Aviation: Not required	Not required		Not required	Ground: N/A Aviation: Not required	Ground: N/A Aviation: AAAR to USACRC/SC	Ground: N/A Aviation: Copy furnish USAR Safety Office.

Table D-3 OFF-DUTY CLASS A-D							
	TELEPHONIC NOTIFICATION IMMEDIATELY using DA Form 7306 (Ground) or DA Form 7305 (Aviation)	TELEPHONIC NOTIFICATION TO CG, USAR	TELEPHONIC NOTIFICATION TO US ARMY COMBAT READINESS CENTER/SAFETY CENTER (USACRC/SC)	BOARD REQUIRED	DA FORM 285/2397	AGAR/AAAR REPORT	REPORTS TO USAR Safety Office
Who makes the call	MSC/DRU commanders or designated representative	MSC/DRU commanders or designated representative	USAR Safety Director or designated representative	N/A	N/A	N/A	N/A
OFF-DUTY A	During duty hours – USAR Safety (910) 570-9280/9284/8103 After duty hours – ARWT (910) 570-9750/9751 or 1-800-359-8483	Within 24 hours	IMMEDIATELY	No – Safety Center may elect to investigate some POV accidents	Not required	AGAR	Yes – Due in 25 days to USAR Safety Office
B	During duty hours – USAR Safety (910) 570-9280/9284/8103 After duty hours – ARWT (910) 570-9750/9751 or 1-800-359-8483	Not required	IMMEDIATELY	No	Not required	AGAR	Yes – Due in 25 days to USAR Safety Office
C	Not required	Not required		No	Not required	AGAR	Yes – Due in 25 days to USAR Safety Office
D	Not required	Not required		No	Not required	AGAR	Yes – Due in 25 days to USAR Safety Office

Table D-4 Ground Accidents notification and reporting requirements and suspense's					
PEACETIME				COMBAT²	
ACCIDENT CLASS	Telephonic Notification Worksheet DA Form 7306	DA Form 285-AB-R AGAR via Report It³	DA Form 285³	Telephonic Notification Worksheet DA Form 7306	AGAR ONLY By Any Means Possible (Message, Electronic, FAX, Phone, Hand Carry, Mail)
ON-DUTY Class A	Immediately¹	Not Required	IAI/CAI – 90 Days	Immediately¹	<i>As Time Permits (Not to Exceed 60 Days)</i>
Class B	Immediately¹	Not Required	IAI/CAI – 90 Days	Immediately¹	<i>As Time Permits (Not to Exceed 60 Days)</i>
Class C	Not Required	Within 90 Days	Not Required	Not Required	<i>As Time Permits (Not to Exceed 60 Days)</i>
Class D	Not Required	Within 30 Days	Not Required	Not Required	<i>As Time Permits (Not to Exceed 30 Days)</i>
OFF-DUTY Class A	Immediately¹	Within 30 Days	Not Required	Immediately¹	<i>As Time Permits (Not to Exceed 30 Days)</i>
Class B	Immediately¹	Within 30 Days	Not Required	Immediately¹	<i>As Time Permits (Not to Exceed 30 Days)</i>
Class C	Not Required	Within 30 Days	Not Required	Not Required	<i>As Time Permits (Not to Exceed 30 Days)</i>
Class D	Not Required	Within 30 Days	Not Required	Not Required	<i>As Time Permits (Not to Exceed 30 Days)</i>
<p>Notes: 1 MSC/DRU safety manager/commander or designated representative must notify the USAR Safety Office IMMEDIATELY by phone at (910) 570-9280/9284/8103 or notify USACRC/SC Safety Rep forward (during combat).</p> <p>2 ONLY when the senior tactical commander determines that the situation, conditions, and/or time does not permit normal peacetime investigation and reporting.</p> <p>3 All Class C/D on duty and Class A-D off duty reports must be completed using Report It. Final reviewing authority is USAR Safety Office.</p> <p>* Army civilian injury only accidents should be reported using Report It IAW AR 385-10 and this regulation.</p>					

D-2. Forwarding of accident report forms

The completed DA Form 285-AB-R (AGAR) must be submitted through channels for review of causation factors and corrective actions taken or recommended. The completed DA Form 285-AB-R (AGAR) will be forwarded to USACRC/SC via Report It with USAR Safety Office as final reviewing authority. The report will be forwarded through the chain of command via Report It to USACRC/SC within the suspense periods listed in tables D-2, D-3, and D-4.

Appendix E Military and Civilian Required Safety Training

1. Commanders will ensure military and civilian personnel receive the required safety training appropriate for their duty position. Below is a listing of the training required and the specific audience.

COURSE	LOCATION	AUDIENCE	FREQUENCY	NOTE
Composite Risk Management (CRM) Basic Course	USACRC/SC CRU	All	Once	Note 1
Basic Rider's Course	MSF	All Motorcycle Operators	Once	
Employee Safety Course	USACRC/SC CRU	All Civilian Employees	Once	
Manager's Safety Course	USACRC/SC CRU	Supervisors of Civilian Supervisors	Once	Note 2
Supervisor's Safety Course	USACRC/SC CRU	Supervisors of Civilian Employees	Once	Note 3
Additional Duty Safety Course	USACRC/SC CRU	Additional Duty Safety Officers/NCOs/Collateral Duty Safety Officer	Once	
Commander's Safety Course	USACRC/SC CRU	Commanders	Once	
CRM Train the Trainer Course	USARC	CRM Trainers	Once	Note 1
CRM Operational Planners Course	CRMT	Operational Planners, as needed	Once	Note 1
CRM OPD/NCOPD	CRMT	Officers/NCOs	As Needed	Note 1
CRM Executive Orientation	CRMT	BN and higher Commanders and Staff	As Needed	Note 1
Vehicle Accident Avoidance Course	USACRC/SC CRU/Unit	All AMV License Holders including civilian operators of AMV/GSA vehicles	Every Four Years	

Note 1: The CRM Train the Trainer Course, CRM Operational Planners Course, CRM OPD/NCOPD, CRM Executive Orientation, Additional Duty Safety Officer Course (on-line or approved resident course), Commanders Safety Course (CSC) on line, CRM Operational Course, and CRM Basic for Army Civilian employees, all fulfill the requirements of mandatory CRM training and the CRM Basic Course.

Note 2: Manager's Safety Course is targeted at supervisors of civilian supervisors.

Note 3: Supervisor's Safety Course is targeted at supervisors of civilian employees, regardless of whether the supervisor is military or civilian.

2. The USACRC/SC CRU is the primary delivery means for most of this training and the website is <https://safety.army.mil/>.

3. The Basic Rider's Course will be a Motorcycle Safety Foundation approved curriculum taught certified or licensed instructors. Training will include hands-on training and a performance based and knowledge based evaluation. All military personnel who ride motorcycles are required to attend this course. All DOD civilians who intend to bring their motorcycles on a federal installation are required to attend this course.

Appendix F Recurring Reports Requirements

<u>RCS</u>	<u>REPORT</u>	<u>FREQ</u>	<u>REFERENCE</u>	<u>PREPARING AGENCY</u>
CSOCS-307	Operational Hazard Report	R	Ch 3	HQ USARC, MSCs, units
CSOCS-308	AGAR	R	Ch 5	HQ USARC, MSCs, units
CSOCS-308	US Army Accident Report	R	Ch 5	HQ, USARC, MSCs
CSOCS-309	Abbreviated Aviation Accident Report	R	Ch 5	HQ USARC, MSCs, units
RCSA-023	Radioactive Material Inventory	A	Ch 19	MSCs

GLOSSARY

Section I **Abbreviations**

AAR

after action report/review

AGAR

Abbreviated Ground Accident Report

AGR

Active Guard Reserve

AR

Army Regulation

ARMS

Army Resource Management Survey

ARIMS

Army Records Information Management System

ARSAC

US Army Reserve Safety Advisory Council

ARWT

Army Reserve Watch Team (formerly Army Reserve Operations Center (AROC))

ASO

aviation safety officer

AT

annual training

ATM

aircrew training manual

CFR

Code of Federal Regulations

CG

Commanding General

CP

career program

CRM

composite risk management

CSM

Command Sergeant Major

CVC

Combat vehicle crewman

DA

Department of the Army

DASAF

Director of Army Safety

DOD

Department of Defense

DODI

Department of Defense Instruction

DOT

Department of Transportation

DRC

direct reporting command

DRU

direct reporting unit

ECOD

estimated cost of damage

FAA

Federal Aviation Administration

FTX

field training exercise

FY

fiscal year

GS

General Schedule

GSA

General Services Administration

HAZCOM

hazard communication

HAZMAT

hazardous material

HQDA

Headquarters, Department of the Army

IAW

in accordance with

IH

industrial hygiene/hygienist

LRAS (obsolete, replaced with **Report It**)

MEDEVAC

medical evacuation

MSC

major subordinate command

MSDS

material safety data sheet

MTF

medical treatment facility

NCOIC

noncommissioned officer in charge

NGB

National Guard Bureau

NRC

Nuclear Regulatory Commission

NSN

National stock number

OCAR

Office, Chief Army Reserve

OIC

officer in charge

OPM

Office of Personnel Management

OSHA

Occupational Safety and Health Act

PMCS

Preventive Maintenance Checks and Services

POI

program of instruction

POV

privately owned vehicle

RAC

risk assessment code

RC

Reserve Component

Report It (formerly LRAS [Loss Reporting Automation System])

Reporting Automation System

RSC

regional readiness command

RSC

Regional Support Command

RSO
radiation safety officer

RSSO
Radiation Safety Staff Officer

SIR
serious incident report

SOH
safety and occupational health

SOP
standing operating procedure

TB
technical bulletin

TM
technical manual

TOE
table of organization and equipment

TRiPS
Travel Risk Planning System

TTAD
temporary tour active duty

TB Med
technical bulletin (medical)

USAR
US Army Reserve

USARC
US Army Reserve Command

USACHPPM
US Army Center for Health Promotion and Preventive Medicine

USACRC/SC
US Army Combat Readiness Center/Safety Center

UTA
unit training assembly

Section II ***Terms***

Army Motor Vehicle (AMV)

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.

Army Regulation

A directive that sets forth missions, responsibilities and policies, and establishes procedures to ensure uniform compliance with those policies.

Composite Risk Management (CRM)

A logical five step thought process, applicable to any situation or environment, for identifying and controlling hazards to protect the force.

Composite Risk Management (CRM) integration

The process by which individuals or organizations develop plans to embed CRM into all that they do.

Develop the Force

One of the Army's four core capabilities. This capability includes the processes of developing doctrine; developing requirements; acquiring, training and sustaining people; and identifying and developing leaders. This core capability encompasses the various functions that must be accomplished to create tactical units that comprise the Operational Force.

Deviation

A departure from the requirements of this regulation.

Electromagnetic radiation

Electric and magnetic fields that oscillate at right angles to each other and to their direction of propagation and that travel at the speed of light in a vacuum (300,000 kilometers per second). Electromagnetic radiation includes gamma rays, x-rays, ultraviolet radiation, visible light, infrared radiation, radio frequency radiation, and extremely low frequency electromagnetic radiation

Exposure

In CRM, the frequency and length of time subjected to a hazard.

Hazard

Any real or potential condition that can cause injury, illness, death of personnel, damage to or loss of equipment or property, or mission degradation.

Installation

Facilities located in the same vicinity that support particular functions. Installations may be elements of a base. Land and improvements permanently affixed thereto which are under the control of the Department of the Army and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions are designated as activities of that installation. In addition to those used primarily by troops, the term "installation" applies to real properties such as depots, arsenals, ammunition plants (both contractor and Government operated), hospitals, terminals, and other special mission installations.

Ionizing radiation

Charged subatomic particles and ionized atoms with kinetic energies greater than 12.4 eV, electromagnetic radiation with photon energies greater than 12.4 eV, and all free neutrons and other uncharged subatomic particles (except neutrinos and antineutrinos).

Non-ionizing radiation

Electromagnetic radiation with photon energies less than 12.4 eV.

Radiation

For the purposes of this regulation, unless otherwise specified, radiation includes both ionizing and non-ionizing radiation.

Radiation safety

For the purposes of this regulation, a scientific discipline whose objective is the protection of people and the environment from unnecessary exposure to radiation. Radiation safety is concerned with understanding, evaluating, and controlling the risks from radiation exposure relative to the benefits derived. Same as "health physics" and "radiation protection."

Recorder

The person directly responsible for the accuracy and completeness of the minutes. The recorder may designate someone else to take notes at meetings (for example, an assistant or secretary). The recorder should be the RSC safety manager or MSC safety officer as applicable.

Residual Risk

The level of risk remaining after controls have been identified and selected for hazards that may result in loss of combat power. Controls are identified and selected until residual risk is at an acceptable level or until it cannot be practically reduced any further.

Risk

Chance of hazard or bad consequences; exposure of chance of injury or loss. Risk level is expressed in terms of hazard probability and severity.

Risk assessment

The identification and assessment of hazards (first two steps of the CRM process).

Risk decision

The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action.

Severity

The expected consequence of an event in terms of degree of injury, property damage, or other mission impairing factors (loss of combat power, adverse publicity, and so on), that should occur.

Water Operations

Tactical water crossings by vehicle, boat, pontoon bridge, raft, foot, and over-water operations.

Section III**Special Abbreviations and Terms**

The following abbreviations, brevity codes, or acronyms are unique to this publication.

AAAR

Abbreviated Aviation Accident Report

AC

Advisory Circular

ACV

Army Combat Vehicle

ADSO

additional duty safety officer

AMV

Army motor vehicle

ARSC

Army Radiation Safety Council

CAI

centralized accident investigation

CSC

Commander's Safety Course

IAI

installation-level accident investigation

OHP

Occupational Health Program

SAOSHI

Standard Army Occupational Safety and Health Inspections

WSS

Watercraft Safety Survey

Condition

The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

Collateral or additional duty safety officer/NCO

The person that the commander designates, in writing, as the executive agent for the command's occupational safety and health program.

Control

Action taken to eliminate hazards or reduce their risk.