

Department of the Army  
Military Surface Deployment and Distribution Command  
200 Stovall Street  
Alexandria, VA 22332-0000

SDDC Regulation

No. 385-10

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**Safety Program**

Supplementation of this regulation is prohibited. Comments on, and suggested improvements of this regulation may be submitted to Surface Deployment and Distribution Command Safety Office (SDSA).

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**1. Purpose:** To provide commanders, leaders, managers, supervisors and safety managers with a systematic method to develop, implement, and assess a comprehensive safety and occupational health program. To identify broad, general areas of interest for the conduct of the Safety and Occupational Health Program.

a. This regulation prescribes Surface Deployment & Distribution Command (SDDC) policy, responsibilities, and procedures to protect and preserve SDDC personnel and property against accidental loss. It provides for public safety incident to SDDC operations and activities, and safe and healthful workplaces, procedures, and equipment. This regulation establishes procedures for statutory and regulatory compliance.

b. This regulation compiles SDDC Safety Program policies, procedures, and guidelines into one comprehensive safety program for all SDDC personnel.

**2. Standard:** The SDDC safety program is based on the legal and regulatory requirements of the Occupational Safety and Health Act of 1970, Department of Defense (DoD) Instruction 6055.1, and Army Regulation 385-10.

**3. Background:**

a. The model safety program is a living, changing program, which should be tailored to meet needs of individual commanders and local conditions to accomplish the SDDC mission. To be effective, the program must be comprehensive in application, adequately resourced, and universal in scope.

(1) Comprehensive - built around and addresses all core functions and enduring missions assigned to SDDC and the Army.

(2) Resourced - staffed and funded to support the SDDC mission. Leaders, managers, supervisors, and individuals must be empowered with the requisite training, authority, information, and resources to execute their duties safely.

(3) Universal - provides effective support to current operations, yet remains flexible to support future operations. Not a static program, the safety program must be tailored to accommodate the existing operational environment and sustainable to allow updating as required by accident experience and lessons learned.

b. The ultimate success of the safety program depends on three enduring threads of continuity: ownership, oversight, and standards. These are the basic criteria on which an effective safety program is implemented, managed, and measured.

(1) Ownership - Personal involvement of commanders, leaders, and supervisors at each level of command/organization sets the focus and direction of safety program and accident prevention efforts. It empowers Soldiers and workers with the authority to implement the safety mission.

(2) Oversight - A qualified (as defined in AR 385-10 and the Office of Personnel Management standards) safety manager with direct unimpeded access to the commander. This ensures commanders maintain a situational awareness of the effectiveness of risk management implementation, safety program effectiveness, and reinforces the credibility of the safety manager in dealing with other staff elements.

(3) Standards - A thoroughly developed plan that represents a fundamental structure that is comprised of objective standards that are further delineated into sub-elements identifying specific areas of coverage and responsibility. A written safety program document clearly defines the commander's intent, fixes responsibility/accountability, and sets the measure for acceptable performance.

#### **4. Safety Program Elements:**

**a. Risk management (See Appendix A):** Risk management is the accepted Army standard accident reduction/accident avoidance process. A risk management-based safety program puts into place a systematic, disciplined process and management system that focuses on priorities so that the mission is accomplished without imposing unnecessary restrictions or accepting unnecessary risk. The process fosters initiatives and furthers freedom of action by defining risk parameters within which an operation is executable without imposing unnecessary limitations on leaders. It creates an operational climate that promotes mission accomplishment without undue risk. Risk management effectiveness is dependent upon two critical elements. First, leaders must understand the process. Second, there must be a system in place to effectively adapt to changes in mission or activity risk levels due to changes in circumstances or conditions.

(1) Risk management must be institutionalized in all missions. Ship and rail loading/unloading and the transport of ammunition and hazardous cargo have inherent risks that must be assessed and mitigated.

(2) A risk management structure and control system must also be in place to:

(a) Ensure on-the-ground leadership presence at the appropriate level for all operations.

(b) Clearly define risk decision authority to include the roles/responsibilities of the chain of command in the approval process for executing high-risk operations.

(c) Ensure the conduct of initial and periodic on-the-ground review of all recurring activities.

(d) Provide clear guidance on where risk decision authority lies and when there is time to do so, get risk decisions ahead of time where risk is known and understood.

**b. Inspections, assessments, and evaluations:** Safety assessments and evaluations are important tools in effectively identifying hazards and controlling risk. Safety assessments may be the result of an unusual occurrence or an extraordinary planned activity. In all cases, inspections, assessments, and evaluations will be oriented on identification of hazards or measuring the effectiveness of accident prevention efforts, not the effectiveness of the command or leadership. An aggressive Safety and Occupational Health Inspection Program will ensure that all workplaces are inspected on an annual basis. Facilities or operations involving special hazards should be inspected more frequently. Inspections will be conducted by qualified safety and occupational health personnel and written results will be provided to the head of the activity or the commander of the unit inspected.

**c. Hazardous material abatement and hazard communication program (See Appendix B):** Law and regulation direct that hazards be eliminated on a worst first basis. To ensure hazards are corrected on a worst first basis, all safety and occupational health related hazards must be coordinated with the safety office for integration into a single hazard abatement log maintained by the safety manager.

(1) Hazards may be identified by a variety of means inspections, accidents, routine maintenance and repair operations, or requests (work orders/job orders, customer reports, etc.) for repair or replacement of materiel or facilities. To ensure all hazards are correctly assessed and included in the garrison hazard abatement log, all work orders, job orders, or requisitions that have a safety or occupational health connection must be reviewed and validated by the safety manager.

(2) Once a violation or hazard is identified, the safety manager or a qualified safety professional will ensure it is risk assessed in terms of hazard severity and accident probability. This assessment will be expressed in terms of a risk assessment code (RAC) which will identify the relative seriousness of the hazard. An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days.

**d. Accident reporting, investigation, and analysis (See Appendix C):** Accident investigations and careful analysis of accident information provides the safety manager with the means by which to identify potential sources of future accidents and to develop and implement countermeasures to reduce exposure of Soldiers, civilian workers, and their families. The Command Accident Prevention Program must also support the servicing Civilian Personnel Advisory Center's (CPAC) effort to reduce civilian injuries/illness.

(1) In addition to the accident reports required by AR 385-40, Accident Reporting and Records, near-miss information is important in identifying hazards before they can result in

serious damage or injury. The trained additional duty safety officer (ADSO) and first-line supervisor are the best source for this information. Other important sources of information on accidents are Military Police blotter reports, hospital admission and discharge (A&D) sheets, sick call slips, and estimated cost of damage (ECOD) reports from General Services Administration (GSA) and unit motor pools. When collected, organized, and analyzed, this information may yield valuable data on potential problems or hazards, education/training shortfalls, motivation or leadership issues, procedural or policy inadequacy, or other potential problem areas. Often times, these potential problems, hazards or shortfalls may go unnoticed or undetected because individual units and organizations view them as isolated instances.

(2) A successful accident prevention program will be one in which accident data and statistics are used strictly for accident prevention purposes, and are not used as a measure of command or leadership effectiveness.

**e. Safety and occupational health training (See Appendix D):** The prevention of accidents and the associated mission impact and loss of resources is the responsibility of every member of the Army team.

(1) Laws and regulations require safety and occupational health training for all Army personnel, Soldier and civilian, commensurate with their duties and responsibilities. The most effective accident prevention program recognizes this and sustains an extensive, ongoing program of safety training to educate, motivate, and raise safety awareness. Commanders, leaders, supervisors at all levels, individual Soldiers and civilian employees are important in the accident prevention process. The effectiveness of their contributions, however, depends on their knowledge and understanding of safety and risk management as related to their responsibilities in the Army Safety Program.

(2) Changing seasons and long holiday weekends present special hazards to the unwary or unprepared. The command safety manager must remain sensitive to these potentially hazardous events and develop and present programs to highlight special hazards associated with given seasons or holidays. By raising the safety awareness of personnel, accidents can be prevented.

**f. Additional Duty Safety Officer (ADSO) program (See Appendix E):** The trained ADSO is essential to the safety manager's ability to reach all levels of command, gather accident prevention information, identify hazards, and meet legal and regulatory requirements. ADSOs may conduct inspection of low-risk workplaces, but only when they are trained to identify hazards and recommend appropriate abatement action. A good safety program will provide this training freeing trained safety professionals to devote their time and energy to dealing with the more serious safety issues requiring their technical expertise. ADSOs also collect accident injury information and review accident investigation reports for their activity or unit. They are the local commander's/supervisor's safety representative and an important source of information, at the grass roots level, concerning the effectiveness of the commanders' safety program.

**g. Motor vehicle accident prevention program (See Appendix F)** An enduring threat and a serious problem to SDDC and the Army is the tragic loss of Soldiers and civilian workers in vehicle accidents. Vehicle accidents continue as the single leading cause of accidental death for

our Soldiers, workers, and their family members. This needless loss of life demands action. Commands with aggressive POV accident prevention strategies and programs enjoy greater success at reducing the incidence of accidents than those commands that do not. Other program elements common to effective POV accident prevention programs include driver training initiatives and the involvement of the first line leaders.

**h. Occupational Safety and Health (OSH) council (See Appendix G):** An active OSH council, chaired by the commander or his designated representative, meeting regularly, and composed of military and civilian management and operating personnel, is necessary for the effective interchange of safety and occupational health information. Participation at the command-level demonstrates command support and sets the tone for the safety/accident prevention program. Command visibility and active participation in the OSH Council sends a powerful message to subordinate commanders and staff on the importance of safety.

**i. Occupational Safety and Health Act (OSHA) compliance:** Public law, Executive Order, DoD Instruction, and Army regulation specifically directs that commanders, leaders, managers at all levels will:

(1) Furnish employees places and conditions of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm.

(2) Establish procedures to ensure employees are not subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition.

**j. Emergency action plans (See Appendix H):** Preplanned, coordinated and regularly tested emergency action, disaster preparedness, and pre-accident plans are proven methods by which to minimize loss of life and property damage due to natural or man-made disaster or accident.

(1) Commanders will coordinate their needs and be integrated into emergency action, disaster preparedness, and pre-accident plans as appropriate to their mission.

(2) Managers will develop, coordinate, publish, and test pre-accident plans for both ground and aviation accidents and assist the Command Disaster Preparedness Officer in development, coordination, and maintenance of emergency action and disaster preparedness plans.

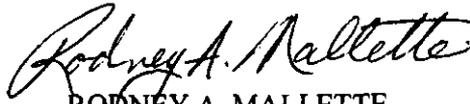
**k. Mobilization planning:** In addition to the routine training mission, many mission commanders have contingency mobilization missions that have the potential to dramatically change mission, resource allocation, and operations tempo during times of crisis or national emergency. Implementation of the mobilization mission depends on thorough planning and coordinated efforts. The active participation of safety in the planning and periodic testing of all mobilization or contingency missions is critical to success. Safety managers must review all mobilization plans on a regular basis for potential hazards created by increased mission loads or resource allocation. Integration of risk management in the early stages of the planning process can avert costly mistakes and enhance mission execution.

**1. Promotional items (See Appendix H)(To be released at a later date):** The use of promotional items is authorized within the Command. Items bought should fall within contracting guidelines. Their intent should be as a reward system or to heighten safety awareness.

**5. Adaptability:** This program does not address each program element required by legal standard or regulation, but it does capture those critical elements necessary for the foundation of an effective, functioning safety program. The effectiveness of any safety program, however, will depend on the effort put forth by the safety manager and his/her individual relationship with their commander. Changing regulations, laws, and policy require flexibility and adaptability in the application of the preceding elements, as appropriate to mission and function, to ensure a standard level of safety support, enhanced mission success, and preservation of valuable resources.

FOR THE COMMANDER:

OFFICIAL:



RODNEY A. MALLETT  
Colonel, GS  
Chief of Staff

# Appendix A

## Risk Management

1. Purpose. Risk Management is the process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risks costs with mission benefits. Risk decisions are commander's business. Such decisions are based on the next higher commander's guidance on how much risk they are willing to accept and delegate for the mission. Risk decisions should be made at the lowest possible level to conserve resources, of which our most valuable are our Soldiers and DA civilian and host-nation employees.

2. Principles. The basic principles that provide a framework for implementing the risk management process are:

a. Integrating risk management into mission planning, preparation, and execution. Leaders and staff must continuously identify hazards and assess both accidental and tactical risks. They then develop and coordinate control measures. They determine the level of residual risk for accident hazards in order to evaluate courses of action. They approve control measures that will reduce risks.

b. Making risk decisions at the appropriate level in the chain of command. Commanders should address risk, including how much risk they are willing to accept or delegate, in their Commander's guidance.

c. Accepting no unnecessary risk. Commanders compare and balance risks against mission expectations and accept risks only if the benefits outweigh the potential costs and losses.

d. Risk management does not convey authority to violate law-of-land warfare, deliberately disobey local, state, national and host-nation laws, or ignore regulatory restrictions and applicable standards.

3. Responsibility.

a. Commanders: Commanders will assess and review foreseeable hazards during operations. They will allocate resources to reduce risks to acceptable levels. When residual risk can not be mitigated, they will inform the next higher level of the chain of command.

b. Staffs: Staff members will continuously look for hazards associated with their areas of expertise and recommend controls to reduce that risk. They establish procedures and enforce standards that are clear and practical. They supervise, evaluate and assess the integration of risk management.

c. Safety Managers: Safety managers will oversee the preparation of risk management worksheets, based on staff recommendations for the commander's review. Risk management worksheets will be prepared for each operation deemed necessary by the commander. Worksheets will be updated as the situation changes, (i.e., change in weather, skill of work force, types of vehicles).

4. Risk management process consists of the five following steps:

a. Step 1: Identify hazards. A hazard is an actual or potential condition where injury, illness, death, damage to equipment and/or property, or mission degradation can occur due to exposure to the hazard. All hazards will be listed on the risk management worksheet.

b. Step 2: Assess hazards. Risk is the chance of hazard or bad consequences. This step examines each hazard in terms of probability and severity to determine the risk level of one or more hazardous incidents that result from exposure to the hazard. The incident must be creditable in that it must have a reasonable expectation of happening.

(1) The following table shows the five levels of probability:

<b>Frequent (A) Occurs very often; continuously experienced</b>	
Single Item	Occurs very often in service life. Expected to occur several times over duration of a specific mission. Occurs always.
Inventory of items	Occurs continuously during a specific mission or over a service life.
Individual Soldier	Occurs very often in career. Expected to occur several times during mission Always occurs.
All Soldiers exposed	Occurs continuously during a specific mission.
<b>Likely (B) Occurs several times</b>	
Single Item	Occurs several times in service life. Expect to occur during a specific mission.
Inventory of items	Occurs at a high rate, but experienced intermittently.
Individual Soldier	Occurs several times in a career. Expected to occur during a specific mission.
All Soldiers exposed	Occurs at a high rate, but experienced intermittently.
<b>Occasional (C) Occurs sporadically</b>	
Single Item	Occurs some time in service life. May occur about as often as not during a specific mission.
Inventory of items	Occurs several times in service life.
Individual Soldier	Occurs some time in career. May occur during a specific mission, but not often.
All Soldiers exposed	Occurs sporadically.
<b>Seldom (D) Remotely possible; could occur at some time</b>	
Single Item	Occurs in service life, but only remotely possible. Not expected to occur during a specific mission.

Inventory of items	Occurs as isolated incidents. Possible to occur some time in service life, but rarely. Usually does not occur.
Individual Soldier	Occurs as isolated incident during a career. Remotely possible, but not expected to occur during a specific mission.
All Soldiers exposed	Occurs rarely within exposed population as isolated incidents.
<b>Unlikely (E) Can assume will not occur, but not impossible</b>	
Single Item	Occurrence not impossible, but can assume will almost never occur in service life.
Inventory of items	Occurs very rarely (almost never or improbable). Incidents may occur over service life.
Individual Soldier	Occurrence not impossible, but may assume will not occur in career or during a specific mission.
All Soldiers exposed	Occurs very rarely, but not impossible.

(2) The following table shows the four levels of severity:

<b>Catastrophic (I)</b>	Loss of ability to accomplish the mission or mission failure Death or permanent total disability Loss of major or mission-critical system or equipment Major property damage Severe environmental damage Mission-critical security failure Unacceptable collateral damage
<b>Critical (II)</b>	Significantly (severely) degraded mission capability or unit readiness Permanent partial disability, temporary total disability exceeding 3 months time Extensive (major) damage to equipment or systems Significant damage to property or the environment Security failure Significant collateral damage
<b>Marginal (III)</b>	Degraded mission capability or unit readiness Minor damage to equipment or systems, property, or the environment Lost day due to injury or illness not exceeding three months
<b>Negligible (IV)</b>	Little or no adverse impact on mission capability First aid or minor medical treatment Slight equipment or system damage, but fully functional and serviceable Little or no property or environmental damage

(3) After determining the probability and severity, use the following table to determine the risk assessment:

<b>Risk Assessment Matrix</b>						
		<b>Probability</b>				
<b>Severity</b>		<b>Frequent</b>	<b>Likely</b>	<b>Occasional</b>	<b>Seldom</b>	<b>Unlikely</b>
<b>Catastrophic</b>	<b>I</b>	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>Critical</b>	<b>II</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>Marginal</b>	<b>III</b>	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>Negligible</b>	<b>IV</b>	<b>M</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>

**E** = Extremely High Risk

**H** = High Risk

**M** = Moderate Risk

**L** = Low Risk

c. Step 3: Develop controls and make risk decisions.

(1) After assessing each hazard, leaders develop one or more controls that either eliminate the hazard or reduce the risk (probability and/or severity) of a hazardous incident. The commander must compare and balance the risk against mission expectations. Risk management worksheets will be signed by both the preparer and the commander or designee.

(2) The commander decides if controls are sufficient and acceptable, and whether or not to accept the resulting residual risk.

(a) Company level commanders can accept low risk.

(b) Battalion commanders can accept moderate risk.

(c) Group and Brigade commanders can accept high risk.

(d) At MOTSU, all risk assessments below extremely high risk will be approved by the Commander or his designated representative, who will be appointed in writing.

(e) All extremely high risks will be forwarded to SDDC HQs Safety Office for MACOM review.

(3) Commanders at each level will determine if they have assets to mitigate the risk. Commanders who determine an activity exceeds their level of risk acceptance will forward the assessment up the chain of command. (As a courtesy, recommend that only high and extremely high assessments be provided to the safety director's level and to the SDDC Chief of Safety.

d. Step 4: Implement controls. Leaders and staffs will ensure controls are integrated into SOPs, written and verbal orders, and mission briefs. During normal operational briefs, a safety assessment should be reviewed and briefed daily to ensure no changes have occurred.

e. Step 5: Supervise and evaluate. Leaders will supervise to ensure standards and controls are enforced. Techniques may include spot-checks, inspections, situation reports, and brief-backs. During the mission, leaders will continuously monitor controls to ensure they remain effective. Situations will change over time, and leader must re-evaluate and update their assessments. Risk management worksheets will be maintained *during the entire execution of a mission.*

5. Net explosive weight waivers and exemptions will be approved only at the MACOM level.

6. In the event of an accident, a copy of the risk management worksheet covering that activity will be forwarded as part of the accident report to the SDDC Chief of Safety. They will maintain a file to capture and disseminate lessons learned so that other units may benefit from the experience. (See sample risk management worksheet on the following page.)

## **Appendix B**

### **Hazardous Material (HAZMAT) Abatement and Hazard Communications Program**

1. Purpose. To ensure all chemicals/hazardous materials received, used, stored and/or shipped by SDDC activities are evaluated and/or recognized for their potential hazards. Transmittal of this information to personnel will be accomplished by means of a comprehensive Hazard Communication (HAZCOM) Program that will address container labeling, Material Safety Data Sheet (MSDS) usage, chemical inventories, and employee protection and training.
2. Scope. This regulation applies to all SDDC activities, all contractors' activities on SDDC Installations, and SDDC operations on all tenant or commercial activities.
3. References:
  - a. Title 29, Code of Federal Regulations, Part 1910. Occupational Safety and Health Standards.
  - b. Title 40, Code of Federal Regulations, Part 260–280, Resource Conservation and Recovery Act.
  - c. Title 49, Code of Federal Regulations, Part 171–178, Department of Transportation Hazardous Materials Regulations.
  - d. DODD 4120.14, Environmental Pollution Prevention, Control, and Abatement.
  - e. DODD 4145.19–R–1 Sep 79, Hazardous Materials Storage and Handling Criteria.
  - f. DODD 4165.60, Solid and Hazardous Waste Management.
  - g. DODD 4210.15, Hazardous Material Pollution Prevention.
  - h. DODD 5100.50, Protection and Enhancement of Environmental Quality.
  - i. DODD 6050.1, Environmental Effects in the US Department of Defense.
  - k. AR 200–27 Dec 88, Environmental Effects of Army Actions.
  - l. AR 420–47 Dec 84, Solid & Hazardous Waste Management.
  - m. 63D ARCOM Reg. 200–1 Nov 92, Environmental Management & Protection.

4. Policies. SDDC personnel exposed to HAZMAT in the performance of their duties will be made aware of the associated hazards/health risks, precautions, and emergency procedures required to protect themselves in the work environment. Compliance with this regulation will accomplish the following:

- a. Reduce the incidence of injury and illness caused by HAZMAT in SDDC environments.
- b. Identify and evaluate chemical hazards and reduce associated risks.
- c. Establish uniform requirements for communicating information about chemical hazards to both management and workers.

5. Background. On 21 Nov 88, the Assistant Secretary of Labor for the Occupational Safety and Health Administration (OSHA) signed the Hazard Communication Standard. This standard was incorporated into Title 29, Code of Federal Regulations (CFR), Part 1910.1200 under the enforcement jurisdiction of OSHA. The standard was the result of growing concern over the proliferation of hazardous chemicals/substances in the workplace, and the potentially adverse effects these substances may have upon the health, safety, and welfare of workers and the public. The underlying philosophy of this legislation is that individuals have an inherent right to be informed of the potential risks posed by hazardous chemicals/substances. By providing a comprehensive system for disclosing and disseminating information about hazardous chemicals/substances, this legislation enables individuals to detect and minimize effects of exposure to hazards, and make reasonable decisions concerning their employment and living conditions. 29 CFR 1910.1200 (b)(4)(i)(iii) specifies requirements for Marine Cargo Handling and Warehousing Operations.

6. Responsibilities.

a. The SDDC Commander will:

- (1) Have overall responsibility for the HAZMAT/HAZCOM Program to include compliance by government and contractor activities at SDDC installations and/or SDDC areas of operations.
- (2) Ensure all HAZMAT users comply with the requirements of OSHA, Title 29, CFR, Part 1910.1200, by providing command support for the HAZCOM Program as required.
- (3) Comply with HAZMAT/HAZCOM requirements for Interservice Support Agreements provided by host commands where SDDC is a tenant activity.

b. The Deputy Chief for Logistics (G4) will:

(1) When executing a purchase agreement, incorporate a right of refusal clause whereby SDDC will not be required to accept physical or financial responsibility for any hazardous chemical/material items when the applicable MSDS is not available with the item being delivered, the container labeling is inadequate, unreadable, missing, or does not agree with the MSDS, and/or the container is leaking or damaged to the extent where its integrity is in question. It is the intent of this regulation that all provisions of the Federal Acquisition Regulations (FAR) as applicable shall be enforced.

(2) Ensure all HAZMAT containers are labeled IAW the requirements of this regulation, and have appropriate hazard classification designations.

(3) Ensure container storage compatibility until picked up, delivered, or shipped to user activity.

(4) Ensure applicable MSDS is provided to user activity at time of pickup or delivery.

(5) Maintain a current HAZMAT inventory while in possession of hazardous chemicals/materials.

c. The Chief of Safety will:

(1) Inspect and monitor compliance with this regulation.

(2) Analyze and identify all shortfalls/unanticipated events, and develop countermeasures to update/modify program initiatives.

(3) Periodically inspect user activities and maintain a file of all actions taken.

(4) Monitor training of personnel required by this regulation and ensure the adequacy of training.

(5) Exercise staff supervision over the provisions of this regulation.

d. All SDDC organizations having activities that use/handle HAZMAT items will:

(1) Determine the locations and the identities of personnel who work with or are exposed to HAZMAT items.

(2) Determine how many HAZCOM plans will be necessary to adequately cover all HAZMAT work environments. Depending of the diversity of materials and operations, it may be necessary for a Commander/Directorate/office to develop a HAZCOM plan for each of its supplemental activities.

(3) Designate a HAZCOM Manager to establish, implement, coordinate, and monitor the HAZCOM plan.

e. Designated HAZCOM Managers will:

(1) Maintain a supplemental file of applicable MSDS for all hazardous chemicals/materials used/stored within their respective organizations.

(2) Ensure the appropriate MSDS accompanies each HAZMAT item received prior to acceptance.

(3) Establish and maintain a HAZMAT inventory.

(4) Provide for and ensure maintenance of Personal Protective Equipment (PPE) appropriate for HAZMAT operations and ensure personnel are trained for the proper use and care of PPE.

(5) Provide for adequate inspection, storage, and compatibility of all HAZMAT.

(6) Provide instruction and periodic review on use of MSDS, labeling, hazard classification, and chemical inventories to assigned personnel. All new personnel covered by the organization's HAZCOM plan will be instructed in elements of the plan prior to starting work assignment and will have training records annotated.

(7) Inform all employees regarding the hazards of any HAZMAT contained in their work area. This may be accomplished through general instruction, identification, SOP, etc.

(8) Develop, formalize, and implement a written HAZCOM plan specifying how the activity will comply with the requirements of this regulation. Prior to implementation, the plan will be forwarded to HQs, SDDC Safety Office for concurrence.

7. HAZCOM plan: Each activity that stores or handles HAZMAT must develop and implement a HAZCOM plan to ensure hazards of all chemicals are evaluated, and hazard information is transmitted to employers and employees. The plan should cover the following basic elements:

a. Written program. Each activity will have a written program that includes:

(1) Name(s) of personnel assigned the duties of HAZCOM manager.

(2) Inventory of HAZMAT items in the workplace.

(3) Schedule of periodic inspections and updates of inventory.

b. HAZMAT inventory. A complete inventory of all hazardous chemicals/substances known to be present must be maintained. The inventory will include:

(1) Name(s) of the hazardous chemical/substance should be the same as listed in the container label. This provides for and precludes problems with cross-referencing. The inventory must indicate the generic HAZMAT name.

(2) Each listing should contain the location of the HAZMAT and the applicable MSDS location.

(3) New HAZMAT items must be added to the inventory as they come into the workplace.

c. Labels. OSHA requires that every warning label include:

(1) Generic name(s) of chemical materials. Brand name should also be added.

(2) Appropriate hazard warnings.

d. MSDS: Employees must be permitted to review a copy of the MSDS for any HAZMAT utilized in their work area, upon request. Therefore, a MSDS file must be maintained and include:

(1) The organization's MSDS file must indicate name of person(s) responsible for obtaining/maintaining the MSDS in the organization.

(2) Established procedures on location and maintenance of the MSDSs in the work area and how employees can obtain them.

(3) Establish procedures to follow if the MSDS is not received at the time of delivery or pickup.

(4) Name(s) on the MSDS will be the same as listed on the container label and the HAZMAT inventory.

(5) Establish procedures for updating the MSDS when new and significant health information is provided to the activity.

(6) Hazardous Component Data Sheet (HCDS) may be used for Ammunitions/Explosives.

e. Employee Information and Training. The Occupational Safety and Health Act requires that every employee be informed about HAZMAT in their respective workplaces, be trained to work safely with these materials, and be promptly notified of changes in the HAZMAT inventory or program that may affect their health or safety.

(1) Employees must be trained at the time of initial job assignment, when a new hazard is introduced to their work area or when assigned a non-routine task involving HAZMAT.

(2) Employee training on hazardous chemicals/substances must be an item in each activity's HAZCOM plan and will cover an overview of Title 29 CFR, Part 1910.1200, the labeling system used at the facility, the location and how to view MSDSs, and where hazards in the work area exist and what the specific hazards are, and safe work practices.

8. Detecting Hazardous Chemical Releases. Each activity must develop and implement methods of controlling chemical/material hazards. The HAZCOM should address the methods of control used in the employee's work area and the means by which an employee might determine if there is or has been a chemical release in the work environment.

a. Engineering controls include the following:

(1) Substitution - Replacing a chemical, process, or piece of equipment with a less hazardous or more efficient one (i.e., steam instead of solvent chemical).

(2) Isolation - Using an enclosure, barrier, or safe distance to separate workers from exposure hazards (i.e., machine enclosures, enclosed control rooms, splash guards).

(3) General ventilation (i.e., fans, make-up air) - Mixing an airborne hazard with fresh air to reduce exposure levels. This is only suitable for hazards of low toxicity that mix readily with air.

(4) Local exhaust ventilation (i.e., hoods, slots, and dust collectors) - Capturing an airborne hazard as it is released and taking it out of the workplace to eliminate exposure.

b. PPE puts a barrier between the hazard and the individual who wears it. It can protect against both physical and health hazards. To be effective the PPE must be matched to the specific hazard. For example, cloth gloves are useless for protection against a corrosive liquid. Proper fit, correct use, and routine maintenance are extremely critical. PPE may include the following:

(1) Protective gloves and clothing (i.e., hats, hoods, boots, impervious gloves, rubber aprons, lab coats, etc.).

(2) Eye and face protection (i.e., safety glasses, splash goggles, face masks, and shields).

(3) Air-purifying respirators - self-contained units that supply air from a tank carried on the back, air-line units that provide air from a remote source.

c. Administrative controls include the following:

(1) Documentation, information, and training (i.e., warning labels, MSDSs, Hazardous Chemical Inventories, written HAZCOM plans).

(2) Work practices (i.e., using all available controls correctly)

(3) Housekeeping – containing and removing hazards (i.e., vacuuming toxic dusts, proper storage and handling, correct disposal of chemical waste).

(4) Washing hands before eating.

d. Detecting releases.

(1) Always be alert for uncontrolled chemical hazards in the workplace. Bulk liquids and solids can be seen and therefore are readily detectable. However, most airborne hazards are invisible. As a rule of thumb, anything you smell or taste is entering your body. While some airborne chemicals are detectable by taste or smell, some chemicals deaden the sense of smell, and others can not be detected by smell.

(2) In addition to sensing the chemicals, it is important to be aware of equipment failure (such as a ventilation system), recognize health effects/symptom that indicate exposure, and watch for anything unusual or out of the ordinary.

e. Periodic physicals. Medical symptoms that may be caused by exposure to health hazards in the work area should be reported your supervisor so that the supervisor may take appropriate action. While experiencing medical symptoms does not necessarily mean there is an exposure or that medical monitoring is required, it does mean that a hazard MAY exist, and that this potential hazard should be evaluated and, if necessary, controlled.

9. Hazardous Materials Information Exchange (HMIX). The HMIX is a computerized bulletin board sponsored by the Federal Emergency Management Agency (FEMA) and the U.S. Department of Transportation, Research and Special Programs Administration (DOT/RSPA). The HMIX provides an interactive centralized database for the distribution and exchange sharing information pertaining to HAZMAT emergency management, training, resources, technical assistance, and regulations. The HMIX may be reached by modem, dial: 708-252-3275; through the Internet, telnet to: [hmix.dis.anl.gov](mailto:hmix.dis.anl.gov). Additional information is available on the World Wide Web at: <http://hazmat.dot.gov/>

## Appendix C

### Accident Reporting and Investigation

1. Purpose: SDDC accidents will be investigated, analyzed and reported in accordance with the requirements of AR 385-40, Accident Reporting and Records and DA PAM 385-40, Accident Investigation and Reporting.

2. Responsibilities.

a. SDDC Safety Office will:

(1) Maintain accurate records of all reported accidents.

(2) Analyze records for trends developing in the Command.

(3) Ensure accidents are reported to the United States Combat Readiness Center (USCRC), OSHA and other agencies as appropriate.

b. SDDC Command Operations Center (COC) will:

(1) Receive notification of accidents on a 24/7 basis.

(2) Report Class A accidents up the chain of command as soon as notified.

(3) Notify SDDC Safety Office of accidents.

c. Commanders will:

(1) Through their unit safety office, or designated safety representative, report accidents IAW the requirements of AR 385-40 and DA PAM 385-40.

(2) Implement procedures to ensure accurate and timely reporting of Army accidents by making sure their unit safety office completes DA Form 285/285-AB-R.

d. Unit safety office or designated safety representative will:

(1) Review DA Form 285, U.S. Army Accident Investigation Report, or 285-AB-R, U.S. Army Abbreviated Ground Accident Report (AGAR), as appropriate, for correctness and accuracy of information.

(2) Ensure all follow-up reporting and investigations are completed IAW AR 385-40, DA PAM 385-40 and this regulation.

3. Accident classification.

a. Class A: Property damage greater than \$1M, fatality, or permanent total disability.

b. Class B: Property damage greater than \$200K, permanent partial disability, or three or more personnel hospitalized.

#### 4. Accident reporting.

a. Personnel involved in, or aware of, an accident will report it immediately to the commander or supervisor responsible for that operation, materiel, or persons involved.

b. The commander or supervisor who first becomes aware a Class A or B accident will ensure it is immediately reported to the USCRC through their safety office and the SDDC COC at Ft. Eustis, VA. USCRC and SDDC COC may both be notified 24 hours a day, 7 days a week. DA Form 7306-R will be used for telephonic reports of ground accidents.

c. The employee sustaining a personal injury or occupational illness is responsible for preparing the OSHA Forms 300 and 301. Upon completion they shall forward the appropriate form to the servicing CPAC and a copy furnished to the installation safety office.

#### 5. Reporting Fatalities.

a. FATALITIES ARE CLASS A ACCIDENTS AND WILL BE IMMEDIATELY REPORTED TO THE USCRC AND SDDC COC.

b. After immediate notification, follow-up action is required.

c. Civilian: References: 29 CFR 1960.70, 29 CFR 1904.39 and AR 385-40, paragraph 2-9. If a federal employee, while on duty, experiences a fatality, or hospitalization of three or more people occurs OSHA must be informed within eight hours. Required reporting information (do not delay for missing data):

(1) Name of all injured and category (civilian, military or private citizen).

(2) Social security number, age, job series and title of all fatalities.

(3) Date and time of accident.

(4) Exact location of accident.

(5) Employing organization.

(6) Description of operation.

(7) Description of the accident.

(8) Name, address and telephone number for point of contact at the responsible organization.

d. Military. Military personnel fatalities will be reported through the chain of command. Contact the SDDC COC to initiate the process.

e. Within 15 days of the accident, the commander of the responsible organization will submit a summary written report of all items in 5c(1) through 5c(8) above, along with the standards violated and corrective actions recommended by investigators to the SDDC Safety Office for forwarding to the United States Combat Readiness Center (USCRC).

6. Host-Tenant reporting procedures: SDDC unit safety offices must develop procedures or a memorandum of agreement to inform host installation safety managers about accidents occurring on installations/commercial facilities hosting SDDC operations/training. Procedures should include instructions on processing DA Forms 285, accident accountability, and time allotment for receipt of the report, e.g., prior to departing the host installation.

#### 7. Installation Accident Investigations (IAIs).

a. IAI boards are required for all Class A and B on duty accidents, as well as other accidents selected by the SDDC Chief of Safety or Installation Safety Manager. The requirement to conduct an IAI only exists when USCRC does not conduct the investigation.

b. This investigation is required in addition to collateral duty investigations conducted IAW AR 15-6. IAIs focus on the systemic failures that cause accidents without concern for the punitive liability of the Soldiers involved. Consequently, the results of IAI will not be disclosed to any individuals involved in an investigation, for which the purpose is to determine the pecuniary or criminal liability of the Soldiers involved or their line-of-duty status.

c. IAIs will be conducted IAW the procedures in AR 385-40, Chapter 4 and DA PAM 385-40. The following guidance is provided to standardize IAI procedures in SDDC.

(1) Conducting the investigation is the responsibility of the Commander. Commanders, having general court martial jurisdiction, will establish procedures for initial accident notification, accident site security, selection of investigation board members for all IAIs.

(a) Implement procedures defined in AR 385-40, 1-9 for accidents occurring in areas of questionable jurisdiction such as when it is away from the responsible unit's home station or when the persons or equipment involved in the accident may be under the command of another MACOM.

(b) At a minimum, these procedures must include notification to SDDC and the USCRC, security of the wreckage, and designation of who has control of the site following the accident, i.e., IAI board president or CID.

(2) Each IAI board will be appointed. Boards may consist of one or more individuals depending upon severity or complexity of the accident. Boards will be composed of members required by AR 385-40, paragraph 4-2.

(3) Board members will include as a minimum,

(a) Field grade officer as president.

(b) Recorder.

(c) Technical members as required, e.g., mechanic/technical inspector.

(d) A safety specialist (GS-0018) will be appointed, as a non-voting member, to advise the board and provide direction for the investigation.

(e) If the accident is unique, a branch-qualified officer/NCO able to address unusual aspects should be appointed.

(4) Board members will be selected from units other than the unit experiencing the accident to ensure that they do not have a personal interest in the outcome of the investigation. As a minimum, the board members will be from a different battalion.

(5) The IAI board president is responsible for supervising all activities connected with the accident investigation, e.g., witness interviews, photographic evidence, operations orders, collection and analysis of factual data, etc. IAI board members will have access to all evidence collected in other collateral investigations, i.e., the Criminal Investigations Division, Line of Duty, or Military Police report.

(6) IAI board presidents have the authority to coordinate directly with the appointing official in determining scope of the investigation, obtaining technical support, or obtaining funds for unusual requirements.

(7) IAI report forms are in DA PAM 385-40. Use these forms to facilitate the investigation and final report preparation.

(8) IAIs must be completed, NLT 60 days after the accident. Findings should be out-briefed to the entire chain of command beginning at the lowest command level. The reviewing officials should concur or non-concur with each finding and note any actions taken or recommendations for action required from higher headquarters. Approving authority for the report is the Commanding General, SDDC.

(9) Two copies of the final report must be forwarded to the SDDC Commander through the SDDC Safety Office.

## **Appendix D**

### **Safety and Occupational Health Training**

Reference: Office of Personnel Management (OPM) Training Guideline for Safety and Health Training, 5 CFR 1410.

#### **1. Training of Safety and Occupational Health Specialists (GS 0018), IAW OSHA Standards 29 CFR 1960.56.**

(a) SDDC will provide occupational safety and health training for safety and health specialists through courses, laboratory experiences, field study, and other formal learning experiences to prepare them to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation, as well as hazard recognition, evaluation and control, and other related tasks.

(b) SDDC and its subordinate units will implement career development programs for their occupational safety and health specialists to enable the staff to meet present and future programs needs of the agency.

(c) SDDC Chief of Safety will appoint a Safety Training Manager, who will:

(1) Establish training requirements for SDDC Safety and Occupational Health Professionals and collateral/additional duty personnel.

(2) Maintain training records of full time and collateral/additional duty Safety personnel by keeping copies of certifications of completed safety training.

(3) Coordinate projected course availability and assist in securing class seating if possible.

(4) Work with subordinate units to develop a Safety training budget for the Command.

**2. Training of collateral and additional duty safety and health personnel and OSH committee members, IAW OSHA 29 CFR 1960.58 and AR 385-10 paragraph 2-1, f. Within three months of an appointment to a collateral duty position or to a certified occupational safety and health committee, each agency shall provide training commensurate with the scope of their assigned responsibilities. Such training shall include: the agency occupational safety and health program; section 19 of the Act; Executive Order 12196; evaluation and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.**

3. Training of top management officials IAW OSHA 29 CFR 1960.54. SDDC Safety Staff will provide top management officials with orientation and other learning experiences enabling them to manage the occupational safety and health programs of their agencies. Such orientation should include coverage and the requirements of section 19 of the Act, Executive Order 12196; and the agency safety and health program.

4. Training of supervisors, IAW OSHA 29 CFR 1960.55.

(a) SDDC Safety Staff will provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees; the SDDC occupational safety and health program; section 19 of the Act, Executive Order 12196, occupational safety and health standards applicable to the assigned workplaces; procedures for reporting hazards; procedures for reporting and investigating allegations of reprisal; procedures for the abatement of hazards; and other appropriate rules and regulations.

(b) Supervisory training should include introductory and specialized courses and materials enabling supervisors to recognize and eliminate, or reduce occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the Command safety and health program within the work unit and the training and motivation of subordinates toward ensuring safe and healthful work practices.

5. Training of employees and employee representatives, OSHA 29 CFR 1960.59.

(a) SDDC Safety Staff shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: clerical; handling/transporting hazards; material handling equipment (MHL), printing, computer operations, vehicle driving and crane operations. Such training also shall inform employees of the command occupational safety and health program, with emphasis on their rights and responsibilities.

(b) Occupational safety and health training for employees of SDDC who are representatives of employee groups, such as labor organizations which are recognized by the agency, shall include both introductory and specialized courses and materials enabling groups to function appropriately by ensuring safe and healthful working conditions and to assist in conducting workplace safety and health inspections. Note: IAW the standards, nothing in this paragraph shall be construed to alter training provisions provided by law, Executive Order, or collective bargaining arrangements.

## **Appendix E**

### **Unit Collateral/Additional Duty Safety Officer (ADSO) Program**

1. Reference: DA Pamphlet 385-1, Small Unit Safety Officer/NCO Guide
2. In accordance with AR 385-10, Army Safety Program, chapter-2, the Commander will appoint additional duty safety personnel to perform required safety and accident prevention function in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. The unit safety personnel will:
  - a. Be appointed in writing on orders.
  - b. Be a commissioned officer or civilian equivalent at battalion and higher unit levels.
  - c. Be in the rank of staff sergeant or civilian equivalent at company level.
  - d. Have completed, or will complete, a local unit safety officer course.
  - e. Have one year or more retainability in the unit upon duty appointment.
  - f. Give their safety officer duties proper priority.
  - g. In larger units, report directly to the unit full-time Safety Manager on safety-related matters. In units that do not have a full-time unit safety manager assigned, the ADSO will report directly to the unit Commander on safety-related matters.
3. Collateral duty military and civilian Safety and Occupational Health personnel are those with technical knowledge needed to anticipate, recognize, and evaluate hazardous conditions and recommend corrective action.
4. Training of collateral duty safety and health personnel shall occur within 3 months of appointment to a collateral duty safety and health position. This training will include: the agency occupational safety and health program; section 19 of the Act; IAW Executive Order 12196; agency procedures for the reporting, evaluation and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.

## **Appendix F**

### **Motor Vehicle Accident Prevention Program**

1. **Purpose.** This chapter establishes requirements for the SDDC Motor Vehicle Accident Prevention Program.
2. **General.** Motor vehicle accidents are the number one killer of DOD personnel. Driver error causes most motor vehicle accidents. Proper selection, training, and supervision of drivers will help to prevent these errors.
3. **Responsibilities.**
  - a. **Commanders will:**
    - (1) Comply with requirements of AR 385-55 and AR 600-55.
    - (2) Develop and prescribe local procedures for the safe operation of motor vehicles.
    - (3) Develop and execute training, education, and motivation programs for motor vehicle operation.
  - b. The unit safety office will work in conjunction with the installation Motor Vehicle Accident Prevention Program to ensure that SDDC units are compliant with installation guidance.
  - c. Safety personnel assigned to SDDC will collect, analyze, and evaluate motor vehicle and accident data to identify where accident prevention efforts must be focused in conjunction with host security forces.
4. **Driver education.**
  - a. All Army personnel (Active Army, U.S. Army Reserve, Army National Guard) and civilian employees required to drive Army Motor Vehicles (AMVs) will be given classroom instruction in accident avoidance in accordance with current Army guidance.
  - b. Army Reserve personnel who attend the entire Army Driver Improvement Program (ADIP) are authorized to operate AMVs on DoD installations.
5. **Motorcycle safety.** All personnel operating or riding on a motorcycle, moped, or three or four-wheeled all-terrain vehicle (ATV) on an Army installation or on government business will wear proper personal protective equipment and have completed an Army approved motorcycle safety course.

6. Bicycle safety. All personnel operating or riding a bicycle will wear a bicycle helmet approved by the American National Standards Institute (ANSI) or the Snell Memorial foundation. A bicycle safety helmet will be worn by all personnel, including dependents, who ride bicycles on DoD installations.

7. Troop safety.

a. At installations where troop formations are prevalent, the Army garrison is responsible for posting appropriate signage for safe troop movement. All SDDC personnel are responsible complying with all post speed limits and safety signage.

b. SDDC commanders will establish designated routes for organized physical training formations that will limit exposure of troops to motor vehicle traffic.

## Appendix G

### Occupational Safety and Health Council

1. Purpose. To define requirements and procedures for senior leadership involvement in the SDDC Safety Program through the Command Occupational Safety and Health Council.

2. The SDDC Headquarters and Operations Center will conduct joint Occupational Safety and Health (OSH) Council meetings either in person or via video teleconference. Members of this council will consist of:

- a. The Commanding General
- b. The Deputy Commanding General
- c. The Chief of Staff
- d. Directorate heads
- e. Members of the Special Staff
- f. Other members as directed/required by the Commander

3. SDDC units will establish an OSH Council composed of both management and employee representatives. The Commander will serve as chairman of the council. Meetings will be held NLT 20 days after the conclusion of the quarter in order to have recent accident data available for the council's review. The council will take an active role in the formulation of local safety and health standards and policies relating to safety. These standards and policies will be reviewed annually by the council and updated as needed. The council will review all accident reports resulting in property damage of \$2,000 or more, lost time injuries, and fatalities. Lessons learned will be developed and corrective action(s) initiated. Special meetings of the council will be held as soon as practicable after a fatal accident or mishap involving hazardous materials or at the direction of the Commander.

a. The activity safety manager/specialist/designee will act as permanent secretary of the council and will prepare an agenda for each council meeting.

b. The activity safety manager/specialist/designee will take minutes of each council meeting. The minutes should cover date and time of meeting, names and titles of personnel attending and those absent, disposition of old business, a summary of discussion on accidents and recommendations made by the council, and other subjects discussed pertaining to the safety program. One copy of the minutes will be furnished to each member of the council and to the Commander, SDDC, (SDSA), no later than 5 workdays following the meeting.

4. Commanders of SDDC subordinate units will establish military or civilian safety committees composed of supervisors or alternates from each element of the activity; i.e., cargo operations, warehouse operations, maintenance operations, or others as deemed necessary. Each committee will elect a chairperson and a recorder who will serve for no more than two consecutive years. Meetings should be scheduled at least quarterly.

a. The committee will discuss each accident reported from the preceding meeting with respect to unsafe acts or conditions involved and the adequacy of corrective action taken or recommended. The committee will also discuss and provide for correction of accident producing conditions or practices existing in its area of operations.

b. Information received by the supervisor at these meetings will be disseminated to his/her subordinates.

c. *Minutes of committee meetings* will be taken and a copy forwarded to the activity safety manager/specialist/designee for review during the Quarterly OSH Council Meeting.

5. When it is not deemed necessary to establish an OSH Council, commanders of subordinate elements may participate in locally established host/contractor safety councils.

## **Appendix H**

### **Emergency, Disaster Preparedness, and Pre-Accident Planning**

1. General. Pre-planned, coordinated and tested emergency action, disaster preparedness, and pre-accident plans are proven methods to minimize loss of life and property damage due to natural or man-made disaster or accident.

2. Responsibilities.

a. Commanders will:

(1) Develop and maintain emergency action, disaster preparedness, and pre-accident plans as appropriate to their installation/building and mission. As a minimum, they will prepare a fire evacuation plan and a bomb threat plan.

(2) Provide adequate resources and support to implement emergency action, disaster preparedness, and pre-accident plans.

(3) Appoint an Emergency Preparedness Officer to coordinate, maintain, and test emergency action, disaster preparedness, and pre-accident plans.

(4) Appoint a Fire Marshal to coordinate, maintain, and test fire evacuation plan. NOTE: This could be the same person designated in 2a(3).

b. Emergency Preparedness Officer will:

(1) Direct and coordinate development, publication, and maintenance of emergency action, disaster preparedness, and pre-accident plans.

(2) Ensure all participants have a current copy of each plan for which they are identified as responders.

(3) Ensure annual evaluations and testing of each plan is accomplished.

(4) Ensure coordination with appropriate civil agencies and civil governments to effect mutual aid agreements.

c. Fire Marshal will:

(1) Develop, coordinate, publish, and test the fire evacuation plan.

(2) Assist the Disaster Preparedness Officer in development, coordination, and maintenance of emergency action and disaster preparedness plans.

(3) Assist commanders, directors, and supervisors in developing and testing fire prevention and emergency evacuation plans.

d. SDDC Safety Office will maintain current copies of emergency action plans from each unit. It should be noted that the safety office may not be the author of a particular plan, since many plans are situational and developed by various staff sections. The primary purpose of maintaining a copy of a plan is to be a repository in the event subordinate units require assistance.

### 3. Reporting procedures.

a. Commanders will develop policies/procedures to ensure timely notification of the SDDC COC and the Command Safety Office any time the emergency, disaster preparedness and pre-accident plans are carried out.

b. All recordable industrial chemical spills/incidents or radiation exposure incidents will be reported immediately to the SDDC COC.

**Appendix I (To be released at a later date)**

**Use of Safety Promotional Items**

## **Appendix F**

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4. Driver education.
  - a. All Army personnel (Active Army, U.S. Army Reserve, Army National Guard) and civilian employees required to drive Army Motor Vehicles (AMVs) will be given classroom instruction in accident avoidance in accordance with current Army guidance.
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