

**DEPARTMENT OF THE ARMY  
417th BASE SUPPORT BATTALION (KITZINGEN)  
UNIT 26137  
APO AE 09031**

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**417TH BASE SUPPORT BATTALION SAFETY PROGRAM SOP**

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## 417TH BASE SUPPORT BATTALION SAFETY PROGRAM SOP

- 1. PURPOSE:** This SOP establishes the 417th Base Support Battalion Safety and Occupational Health (S&OH) Program and sets forth policies, directives, organization, responsibilities and reporting requirements for its execution. It provides the basis for complying with the Occupational Safety and Health Act of 1970; The Code of Federal Regulations, Part 1960, Safety and Health Provisions for Federal Employees; and AR 385-10, The Army Safety Program.
- 2. SAFETY GOAL:** Protect and preserve 417th BSB personnel and property against accidental loss; provide for public safety incident to BSB operations and activities; provide a safe and healthful work place; provide a safety program responsive to and supported by all community personnel (soldiers, civilians and families).
- 3. REFERENCES:** Applicable regulations and other publications are listed at Appendix A.
- 4. APPLICABILITY:** This SOP is applicable to all BSB activities, military tenant units, support agencies, and where applicable, to visitors and contractor employees exposed to U.S. Army operations. The terms "will" and "shall" denote a mandatory requirement. The term "should" denotes a recommendation. The terms "he" or "his" do not specifically refer to the masculine gender.
- 5. POLICY:**
  - a. The 417th BSB Commander will provide military and civilian employees of the BSB with an effective safety and health program consistent with U.S. and host nation federal laws and U.S. military regulations.
  - b. Accident prevention measures will be an integral part of all construction, production, maintenance, repair, transportation, training, organized recreation, military activities, and official civilian duties.
  - c. The success or failure of commanders, directors, and operating managers and supervisors in the performance of safety and health responsibilities will be considered in the development of performance plans and annual performance evaluations.
  - d. Commanders, directors, operating managers and supervisors will ensure immediate attention is given to reports of unsafe or unhealthful working conditions made by individuals under their charge or any others who may report them.
- 6. RESPONSIBILITIES:**
  - a. The 417th BSB Commander is the BSB Safety Officer and is responsible for:

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- (1) The safety of all assigned soldiers, civilians, and family members.
- (2) Providing safe and healthful work places, facilities, and equipment.
- (3) Serving as Chairman of the Safety, Occupational Health, and Environmental Advisory Council.

### b. The BSB Executive Officer:

(1) Officiates as the BSB Safety Action Officer in providing general direction and guidance for implementation of the BSB Safety Program and has decision-making authority on all matters pertaining to safety and health.

(2) Is the alternate Chairman of the Safety, Occupational Health, and Environmental Advisory Council and is responsible for the selection and designation of the BSB Safety Manager.

c. The BSB Safety Manager is responsible to the BSB Commander and AST commanders for the administration and management of a comprehensive and effective safety and health program. These responsibilities include:

(1) Principle staff advisor to the BSB Commander and Executive Officer on all matters pertaining to safety and health.

(2) Provide technical advice and assistance to commanders, directors, and operating managers to control or eliminate unsafe or unhealthful conditions or procedures.

(3) Review Directorate of Public Works (DPW) projects for construction or renovation of facilities to ensure incorporation of applicable occupational safety and health standards. Review all projects involving ammunition storage facilities and ranges as specified in appendices G and H of this SOP. Serve on the Master Planning Board.

(4) Develop and conduct the following training courses:

(a) Basic and advanced safety training courses for Local National and U.S. civilian safety representatives.

(b) Safety Orientation Course for Local National supervisors.

(c) Safety Orientation Course for U.S. civilian supervisors.

(5) Establish and execute a safety inspection and assistance program with frequency of inspections as follows:

- |  |                       |
|--|-----------------------|
| (a) DODDS schools  | Bi-annually           |
| (b) Local training areas/ranges  | Quarterly             |
| (c) Unit arms rooms/ammunition storage areas   | Annually              |
| (d) Child Development Centers  | Quarterly             |
| (e) Youth Activity Centers   | Annually              |
| (f) Family Child Care Homes  | Annually              |
| (g) Carnivals/special events   | As needed             |
| (h) Industrial facilities operations (includes all 417th BSB, tenant military units, and support agencies) | Annually or as needed |

(6) Publish and monitor implementation of the Community Safety Award and Incentive Program.

(7) Publish and distribute safety promotion and awareness material in both the English and German languages.

(8) Coordination with U.S. and Host Nation activities and agencies with safety-related functions for the purpose of information exchange and support for the BSB Safety Program.

(9) Conduct investigation of job-related accidents resulting in hospitalization or fatal injuries to BSB employees, LN's, soldiers, and dependents. Receive and analyze accident reports from tenant organizations, as specified in Appendix B, and publish community accident experience information.

(10) Provide accident investigation technical advice and assistance to tenant units and activities as necessary.

(11) Provide tactical safety services within the geographical boundaries of the 417th BSB during large scale exercises, e.g. REFORGER. Monitor river crossing, railhead, and

convoy operations, and assembly areas. Conduct selected Class A and B accident investigations as directed by higher headquarters.

(12) Conduct system safety surveys and risk assessments of industrial work areas as necessary to assist managers and supervisors in developing accident prevention measures and improve operational efficiency.

(13) Develop standing operating procedures, policies, and directives to ensure full and effective implementation of the Army Safety and Occupational Health Program.

d. Director, Commander, Operating Manager, and Supervisor:

(1) Is responsible for the protection of personnel and equipment under his command or control and for the effective implementation of safety and occupational health policies. All personnel who direct or affect the actions of others will:

(a) Be responsible for accident prevention to the same extent that they are responsible for operations, production, or services.

(b) Maintain a safe and healthful work place.

(c) Assure that employees/soldiers under their supervision observe appropriate safety and occupational health rules and regulations, including the use of protective clothing and equipment (PCE) provided for their protection.

(d) Promptly evaluate and take action as required to correct hazards reported by employees/soldiers or identified through accident investigation. They will not initiate or support reprisal action against those who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities.

(e) Establish procedures for accident investigation and forwarding of accident reports and other supplemental data required by regulation within time limits established in Appendix B of this SOP.

(f) Appointing individuals as safety representatives at company/shop/activity level and higher. Ensure designated safety personnel are provided at least two hours per week to accomplish accident prevention duties, e.g., safety training, awareness briefings, and hazard inspections.

(g) Establish a safety orientation program to ensure military personnel, Department of the Army civilians (DACs), and their families receive pertinent accident prevention information.

(h) Conduct annual internal safety assessments/risk analysis of their operations and areas of responsibilities. First-line supervisors will conduct hazard surveys weekly.

(i) Review and approve accident prevention SOPs for each unit or work area.

(j) Monitor training programs to ensure safety procedures are incorporated therein and are adequately enforced.

(k) Include safety as part of other scheduled operations, training, and planning meetings. First-line supervisors conduct weekly safety reviews with employees/soldiers.

(l) Establish internal awards programs to recognize effort and achievement in accident prevention by individuals or units/activities.

e. The individual soldier or civilian employee shall:

(1) Comply with all regulations, rules, standards, and SOPs pertaining to their military occupational specialty (MOS)/occupation, equipment, and work place.

(2) Report and/or correct unsafe conditions.

(3) Report all accidents.

(4) Wear protective clothing and equipment.

(5) Warn others of unknown hazards or failure to observe safety rules.

(6) Notify the BSB Safety Office as outlined in paragraph 9c, page 8 of this SOP, of hazardous workplace conditions the chain of command or management is unable or unwilling to correct.

**7. APPOINTMENT OF SAFETY REPRESENTATIVES:** Safety representatives will be appointed as follows:

a. Military tenant units will appoint safety officers/non-commissioned officers (NCOs) at the company/battery level and higher.

Copies of orders appointing safety personnel at the brigade, battalion/separate company level of tenant units will be forwarded to the BSB Safety Office.

b. BSB Directorates, special staff, and support agencies will appoint civilian or military safety representatives at all levels of management and supervision. The following positions/ agencies are designated as permanent BSB safety representatives and copies of appointment orders will be forwarded to the BSB Safety Office:

(1) Directors. May be delegated to deputy directors.

(2) Special Staff. Provost Marshal, Public Affairs Officer, and Civilian Personnel Officer.

(3) Executive AST Commanders. May be delegated to executive officers.

(4) Support Agency Managers. Commissary, AAFES, 29th SG (MCOE), and DODDS. May be delegated to assistant managers.

c. Local National (LN) Safety Representatives. In accordance with German Law, organizations employing 20 or more LN employees are required to designate safety representatives. Within the 417th BSB area, representatives will be appointed in each separate activity or work place having five or more employees and copies of appointment orders will be forwarded to the BSB Safety Office. LN Safety Representatives will act on behalf of employees and assist management in accident prevention on an additional duty basis. Selected personnel must be willing to accept the appointment. They will be given the necessary amount of time, at least two (2) hours per week, to fulfill their safety responsibilities which include the following:

(1) Assist management, supervisors, and workers by being the point of contact on safety matters within their respective agency or shop.

(2) Instruct new employees in the safety practices of the various trades and ensure new employees are made aware of the safety hazards, SOPs and other accident prevention information necessary for them to perform assigned tasks.

(3) Perform walk-through inspections with the supervisors to emphasize the safety program and enforce proper wear or use of protective clothing and devices.

(4) Visit all sections within their areas of responsibility at least weekly, reporting hazardous conditions or unsafe practices to the supervisor and, if necessary, to the BSB Safety Office.

(5) Assist supervisors in conducting safety training for new employees or when employees are re-assigned to different jobs, the job process changes, or new equipment is introduced.

(6) Assist supervisors in the prompt investigation and reporting of all accidents, regardless of how minor. Assist in preparation of reports and records of injury.

(7) Display on bulletin boards or distribute among workers, safety posters, pamphlets or other safety awareness material.

(8) Set the example to promote safe behavior and work practices among co-workers.

## **8. SAFETY AND OCCUPATIONAL HEALTH COUNCILS**

(hereafter referred to as Safety Councils):

a. The BSB Safety Council is established as follows:

(1) Objective. The council's overall objective is to provide for the safety of all soldiers, U.S. and LN civilian employees, and family members living or working within the BSB.

(2) Purpose:

(a) Advise the BSB Commander, AST staff, and tenant units/activities of the status of the safety program and issues affecting it.

(b) Establish, review, and modify policies and procedures affecting the safety of BSB personnel and facilities.

(c) The council will serve to review all programs and functions relative to public safety, occupational safety and health, and environment to include the hazardous waste and asbestos management programs.

(d) Refer, as appropriate, to the BSB Management System, Management Review Council (MRC) information, issues, and concerns requiring MRC involvement or decision.

(e) Determine the allocation of resources, e.g., funding, personnel, and equipment, needed to accomplish safety program objectives and eliminate hazardous conditions.

(f) Review U.S. and LN civilian employee injury claims and where necessary, develop courses of action to reduce lost-time injuries and associated costs.

(3) Membership: Will be determined by the BSB Commander and published in a separate document.

(4) The Safety Council will meet quarterly or at the call of the chairperson. Meetings will be scheduled on the BSB community calendar. Members should submit proposed agenda items to the BSB Safety Office three weeks prior to the meeting. The Chairperson will have final approval of proposed agenda. Minutes will be distributed within three weeks following the meeting and will contain the names of members in attendance, topics discussed, and assigned actions.

b. Military tenant units should establish safety councils at battalion level and higher. As a minimum, include safety as an agenda item at other scheduled operations, training and planning meetings.

## **9. PROCESSING OF EMPLOYEE/SOLDIER COMPLAINTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS:**

a. Employees have the right to complain of unsafe or unhealthful working conditions without fear of adverse actions from supervisors or management.

b. All complaints of this nature will be processed in accordance with AR 385-10 and this SOP.

c. The following is a list of steps for an individual (military or civilian) to follow in registering a complaint of unsafe or unhealthful working conditions.

(1) The individual should notify his immediate supervisor of the suspected hazard. This notification should be put in writing if no action is taken on initial notification. Recommendations for abatement should be made, if possible.

(2) If the individual is not satisfied with the actions by the immediate supervisor, he should forward a written copy of the complaint with actions taken to the commander or activity manager (DA Form 4755).

(3) The individual may notify the BSB Safety Office with a written copy of the complaint that was sent to the commander or activity manager if satisfactory action is not taken.

(4) The BSB Safety Office will advise the individual of further safety entitlements and the chain of command or management of actions necessary to eliminate the hazard.

d. Supervisors shall take the following actions in processing the complaints:

(1) Investigate the complaint to determine validity. If valid and corrective action is within the power of the supervisor, he should take appropriate action and notify the complainant in writing, if requested, of all actions taken.

(2) If corrective action is not within the power of the supervisor, he should notify his commanders or activity manager of the complaint and his determination of validity. Names of individuals must be held confidential unless directed otherwise.

(3) Document all actions taken in conjunction with a complaint. Counsel subordinates on their rights to notify higher authority of the complaint.

e. Commanders, directors, and managers shall take the following actions in processing an employee complaint:

(1) Notify the BSB Safety Office of the complaint and state proposed corrective actions.

(2) Attempt to resolve any unsafe or unhealthful working conditions within resources available.

(3) If corrective action is not within the power or purview of the activity, forward the complaint to the BSB Safety Office with a statement that corrective action is not within the power of the activity or unit.

(4) Make written notification to the employee of actions taken and actions planned by the activity.

f. The BSB Safety Office shall:

(1) Perform on-site inspection of the hazard or work area in question and provide recommendations to the commander or activity manager.

(2) Attempt to resolve the condition through training, equipment modification, engineering modification, protective devices or other means.

If immediate corrective action is not possible and the hazard is deemed serious, the BSB commander will be notified of the hazard and corrective action necessary to abate the conditions.

(3) If an immediate life threatening situation is present, make recommendations to the commander or activity manager that particular operations be suspended until such time as the condition can be abated and notify the BSB Commander.

(4) Prepare a written notification to the employee stating the corrective action taken.

g. The BSB Executive Officer, commanders, and directors shall be notified of all actions and recommendations taken by the BSB Safety Office in case of serious hazards.

h. The BSB Safety Office should be contacted immediately by supervisors encountering an unresolved serious hazard having immediate threat to personnel or property. The operation will be temporarily suspended. The BSB Safety Office will conduct an on-site evaluation and provide recommendations to eliminate the hazard. If this is not possible, the operation will remain suspended and the BSB Commander, commanders, or operating manager will be notified.

THOMAS H. FASS  
LTC, EN  
Commanding

## APPENDIX A - REFERENCES

Public Law 91-596, 29 Dec 70, Occupational Safety and Health Act.  
Title 29 Code of Federal Regulations (CFR), Part 1910, Occupational Safety and Health Standards.  
Title 29 Code of Federal Regulations (CFR), Part 1926, Construction Standards and Interpretations.  
Title 29 CFR, Part 1960, 9 Oct 74, Safety and Health Provisions for Federal Employees.  
Executive Order 12196, 26 Feb 80, Occupational Safety and Health Programs for Federal Employees.  
DODI 6055.1 DOD Occupational Safety and Health Programs.

AR 11-34*	Army Respiratory Protection Program
AR 40-5	Preventive Medicine
AR 40-14	Control & Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials
AR 75-1	Malfunctions Involving Ammunition and Explosives
AR 95-1	Army Aviation General Provisions and Flight Regulations
AR 190-5	Motor Vehicle Traffic Regulations
AR 190-40	Serious Incident Reporting
AR 385-9	Safety Requirements for Military Lasers
AR 385-10*	The Army Safety Program
AR 385-15*	Water Safety
AR 385-16	System Safety Engineering and Management
AR 385-40*	Accident Reporting and Records
AR 385-42	Investigation of NATO Nation Aircraft/Missile Accidents/Incidents
AR 385-55*	Prevention of Motor Vehicle Accidents
AR 385-63*	Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat
AR 385-64*	Ammunition and Explosives Safety Standards
AR 385-65	Identification of Inert Ammunition and Ammunition Components
AR 385-95	Army Aviation Accident Prevention
AR 420-90	Fire Prevention and Protection
AR 600-55*	Motor Vehicle Driver Selection, Training, Testing, and Licensing
AR 608-10	Child Development Services
AR 672-74	Army Accident Prevention Awards Program
AR 700-64	Radioactive Commodities in the DoD Supply Systems
USAREUR Reg 40-11	USAREUR Occupational Health Services Contract and German Translation
USAREUR Reg 55-1	US Army Motor Vehicle Operation on Public Roads
USAREUR Reg 55-4*	Joint Transportation of Hazardous Material

USAREUR Reg 190-1	License to Operate and Registration of Privately Owned Vehicles
USAREUR Reg 385-2*	Water Safety
USAREUR Reg 385-5	Safety Precautions in the Use of Training and Riot Control Agents
USAREUR Reg 385-7	USAREUR Centralized Accident Investigation, Ground, Program
USAREUR Reg 385-10*	Implementation of Hazard Communication Standard
USAREUR Reg 385-11	USAREUR Explosive Safety Standards
USAREUR Reg 385-12*	Radiation Protection Program
USAREUR Reg 385-50	Arts and Crafts Facility Safety
USAREUR Reg 385-55*	Prevention of Motor Vehicle Accidents
USAREUR Reg 385-100	School Safety Patrols
USAREUR Reg 690-61	Local National (LN) Works Council
USAREUR PAM 385-3	Vacation Driving in Europe
USAREUR PAM 385-4*	Cold Weather Driving
USAREUR PAM 385-5*	Summer Safety
USAREUR PAM 352-10	Community Support to Department of Defense Dependent Schools (DODDS)
USAREUR Cir. 385-1	Drowning Prevention
TB 43-0116	Identification of Radioactive Items in the Army Supply System
TB 385-1	Carbon Monoxide Poisoning
TB 385-3	Fire Prevention and Protection, Military Gasoline Cans
TB 385-4	Safety Precautions for Maintenance of Electrical / Electronic Equipment
TB MED 501	OEH: Hearing Conservation
TB MED 502	OEH: Respiratory Protection Program
TB MED 506	Occupational Vision
BGV	German Accident Prevention Regulations German Safety and Occupational Health Law

(\*) Indicates regulations that are the minimum requirements for a safety library.

B-1. PURPOSE: This appendix establishes 417th BSB procedures for investigating, reporting, and recording Army accidents and incidents.

B-2. APPLICABILITY: These procedures apply to the reporting of accidents which result in death, occupational injury/illness, or property damage incidental to or resulting from operations or activities of BSB organizations and tenant units.

B-3. REFERENCES:

- a. AR 385-40 (w/USAREUR Suppl 1), Accident Reporting and Records.
- b. Department of Defense Instruction (DODI) 6055.7, Mishap Investigation, Reporting, and Recordkeeping.

B-4. RESPONSIBILITIES:

a. Safety is a command responsibility. Commanders, directors, managers, and branch chiefs shall ensure that:

(1) All Army accidents resulting in death, injury, occupational illness, or property damage are investigated and reported IAW reference B-3a and this SOP.

(2) All accidents are investigated to the degree necessary to identify cause(s) and determine appropriate countermeasures.

(3) Accident reports are complete, accurate, and factual. Copies of reports of recordable accidents will be forwarded to the BSB Safety Office, IAW B-6c, Accident Report Administrative Processing Procedures.

(4) Corrective action is taken and documented to prevent recurrence of the same or similar type accident.

(5) Other collateral investigations associated with the accident/incident will not interfere with the Army accident investigation conducted IAW AR 385-40.

(6) Personnel assigned to an accident investigation are released of other duties until the investigation is completed. Accident investigators may not be involved in other collateral investigations associated with the accident/incident.

b. Designated safety officers/NCO's, U.S./Local National civilian representatives shall:

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APPENDIX B - ACCIDENT INVESTIGATION AND REPORTING

- (1) Assist supervisors in the investigation and reporting of accidents.
- (2) Ensure the appropriate accident report/compensation claim form is prepared per instructions.
- (3) Maintain a file of accident reports.
- (4) Analyze accident experience data for prevention purposes, i.e. lessons learned.

c. Individual soldiers or civilian employees involved in, or observing an accident, shall immediately report the accident to the appropriate supervisor.

#### B-5. ACCIDENT CLASSIFICATION:

a. Accident Classification. Army accidents/mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. Reporting damage severity is generally expressed in terms of cost and is calculated as the sum of the costs associated with Army property and non-Army property that is damaged in an Army mishap. Accidents are not classified based upon the total of property damage costs and personnel injury/illness costs, but on the total property damage or injury/illness severity, whichever fits the highest classification.

Army accidents/mishaps are to be classified as follows:

(1) Class A accident - an Army accident in which the resulting total cost of property damage and personnel injuries or occupational illness is \$500,000 or greater; or the destruction of an aircraft; or an injury or occupational illness which results in a fatality or permanent total disability to military personnel on or off duty and U.S. or LN civilians, including non- appropriated fund (NAF) employees, on duty.

(2) Class B accident - an Army accident in which the resulting total cost of property damage and personnel injuries or occupational illness is \$100,000 or more, but less than \$500,000, an injury and/or occupational illness which results in permanent partial disability, or five or more personnel being hospitalized (inpatients) in a single occurrence.

(3) Class C accident - an Army accident in which the resulting total cost of property damage is \$10,000 or more, but is less than \$100,000, or an injury or occupational illness that results in lost time beyond the day or shift on which it occurs.

## APPENDIX B - ACCIDENT INVESTIGATION AND REPORTING

(4) Class D accident - an Army accident in which the resulting total cost of property damage is less than \$10,000, an injury or occupational illness which results in a lost work day/lost time or with one or more days of restricted work activity, or a nonfatal case without a lost workday or medical treatment.

(5) Foreign Object Damage (FOD) - Aviation incidents caused by FOD (external/internal) are reported as a separate category using PRAM format, para. 1d. PRAM and DA Form 2397-series are required to be submitted IAW ref. B-3a.

### B-6. ACCIDENT/COMPENSATION CLAIM REPORTS, ADMINISTRATION AND PROCESSING

#### a. Telephonic Reports of Serious Accidents (ROSA):

(1) Telephonic reports of serious accidents occurring within the geographic boundaries of the 417th BSB, will be made to the Kitzingen Military Police, DSN emergency 114, 355-8855, or civilian 09321-305-855.

(2) Telephonic reports shall contain the following information:

- (a) Date/hour of occurrence.
- (b) Exact location.
- (c) Emergency equipment required (if necessary).
- (d) Name(s) of person(s) involved.
- (e) Unit/activity to which assigned.
- (f) Extent of injuries/property damage.
- (g) Duty status of U.S. personnel.
- (h) Short narrative of circumstances.
- (i) Name and telephone number of POC.

(3) Telephonic reports will be made on the following:

- (a) Accidents resulting in fatal injuries to U.S. military personnel, on/off duty.

(b) Accidents involving the operation of Army motor vehicles (AMV), wheeled or tracked, resulting in fatal injuries to any person.

(c) Accidents involving USAREUR registered privately owned vehicles (POV) resulting in fatal injuries to any person.

(d) On-duty accidents or occupational illnesses resulting in one or more of the following:

- Fatal injury to one or more personnel.
- Any personnel missing and/or presumed dead.
- Hospitalization or sick-in-quarters of five or more personnel, resulting from a single occurrence.
- Property damage of \$100,000 or more.

(e) All accidents resulting in:

- Personnel exposure or suspected exposure to ionizing radiation.
- Loss of radioactive material under license control.

(f) Class A, B, and C aircraft mishaps.

(g) Accidents or incidents involving ammunition, explosives, and other hazardous cargo.

(h) Range accidents occurring within the BSB Local Training Areas (LTA).

(4) Telephonic reports will be followed by the appropriate accident/compensation claim reports/forms (para. B6c).

b. Reportable vs. Recordable Accidents.

(1) Reportable. All accidents, regardless of severity, must be reported to the unit/activity commander, manager, or supervisor.

(2) Recordable. Class A through D accidents are recordable and reports must be completed and processed as described below.

c. Administration and Processing of Accident Report/Compensation Claim Forms.

(1) DA Form 285 (U.S. Army Accident Investigation Report). The DA Form 285 will be completed and processed for:

(a) On duty - Class A and B accidents.

(b) Damage to Army property.

(c) Damage to non-Army property or injury to non-Army personnel as a result of U.S. Army operations.

(2) DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report). The DA Form 285-AB-R will be completed and processed for:

(a) On duty - class C and D accidents.

(b) Off duty - class A through D accidents.

(3) DA Form 7306-R (Telephonic Notification of Ground Accident). The DA Form 7306-R will be completed and processed immediately for:

(a) On duty - Class A through D accidents.

(b) Off duty - Class A and B accidents.

(4) The report will be forwarded through major subordinate command (MSC) channels so that the report is received by the MSC headquarters within ten calendar days after the date of the accident.

(5) The 417th BSB Safety Office will be provided copies of all recordable reports of accidents (Class A through D) occurring on/off post within the geographical boundaries of the BSB. This applies to all tenant organizations, commanders of divisional and non-divisional units, and organizations.

(6) Non-divisional brigade and separate battalion and company/battery units must route all reports of recordable accidents through the BSB Safety Office for review and assignment of a local control number.

(7) Department of Labor CA-1, CA-2, and CA-6 Forms.

(a) Must be completed for U.S. civilian appropriated fund (AF) employees sustaining on-the-job fatal or disabling occupational injuries or illnesses.

(b) Report will be forwarded to the Civilian Personnel Assistance Center (CPAC) within three working days of the accident/incident. CPAC will ensure reports are complete and forward copies to the BSB Safety Office upon receipt.

(c) If the accident being reported also involves property damage above \$2,000, a DA Form 285 must also be completed and forwarded to the BSB Safety Office.

(8) Department of Labor LS 201 and LS 202 Forms.

(a) Must be completed for U.S. civilian non-appropriated fund (NAF) employees sustaining on-the-job fatal or disabling occupational injuries or illnesses.

(b) Report will be forwarded to the CPAC within three working days of the accident/incident. CPAC will ensure reports are complete and forward copies to the BSB Safety Office.

(c) If the accident being reported also involves property damage above \$2,000, a DA Form 285 must be completed and forwarded to the BSB Safety Office.

(9) AE Form 385-40A (Local National (LN) Accident Report).

(a) Must be completed for LN employees sustaining job-related fatal or disabling occupational injuries or illnesses.

(b) The AE Form 385-40A will be completed within three working days of the accident/incident.

(c) If the accident/incident being reported also involves property damage above \$2,000, a DA Form 285 must be completed and forwarded to the BSB Safety Office.

(d) AE Form 385-40A, available through normal forms requisitioning channels, will be prepared with an original and five copies. The unit/activity retains one copy and forwards the original and four remaining copies through the appropriate chain-of-command to the BSB Safety Office, Unit 26137, APO 09031.

(e) Local National (LN) employees must report to their supervisor:

- Any injury from an on-the-job accident.

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## APPENDIX B - ACCIDENT INVESTIGATION AND REPORTING

- Any injury from an accident while commuting to/from work.

- Any occupational illness.

(10) Unit commanders, directors, managers or activity chiefs, (Dienststellenleiter), will ensure prompt investigation and reporting of LN occupational injuries and illnesses. The investigation will be conducted by the person's immediate supervisor, the activity safety representative (Sicherheitsbeauftragte), and a member of the local works council.

(11) The German Federal Accident Insurance Agency, Bundesausfuehrungsbehoerde fuer Unfallversicherung (BAFU), requires telephonic notification within 24 hours for:

- (a) The death of an LN.

(b) Disabling injuries to three or more LNs as a result of the same accident/ incident. Telephonic notification of BAFU is the responsibility of the BSB Safety Office. The telephone number of the BSB Safety Office is DSN 355-1670/8931.

B-7

## APPENDIX C - SAFETY AWARDS PROGRAM

C-1 PURPOSE: The BSB Commander's Safety Awards Program serves to recognize and reward above average effort and achievement that result in preventing accidents. It also serves to create and maintain greater awareness and interest in the overall safety

program.

**C-2 APPLICABILITY:** The BSB Safety Awards Program will recognize staff directorates, community support agencies, and individuals for significant contributions to the Community Safety Program.

**C-3 RESPONSIBILITY:**

a. Commanders, directors, managers and branch chiefs are responsible for the safety of personnel assigned to their organization. This responsibility includes adequately recognizing superior safety program units, activities, and individuals.

b. The safety staff will coordinate award nominations with commanders, directors, managers, branch chiefs, and supervisory personnel. The safety staff will budget and procure safety awards and incentive gifts and make arrangements for presentation ceremonies.

**C-4 AWARDS:** Safety awards to individuals will be presented as soon as practicable after being earned. Awards will be based on either fiscal or calendar year accident statistics and inspection results.

a. **The Award of Honor for Safety:** A trophy presented by the BSB Commander, to the shop/section/branch/division that demonstrates a sustained superior level of safety performance during the previous fiscal year.

b. **The Award of Merit for Safety:** A trophy presented by the BSB Commander, to the shop/section/branch/division that achieves the greatest improvement compared to the previous fiscal year.

c. **Commander's Safe Driving Award:** A special monetary achievement award presented to DAC or LN civilian employees who operate USAREUR Army motor vehicles in the course of official duty and are eligible to receive cash awards according to AR 672-20. Award criteria is contained in Appendix G, USAREUR Supplement 1 to AR 385-55. Commanders and directors must maintain individual records of miles driven and accident experience. Nominations will be made at the end of each calendar year by attaching a list of selected personnel and dollar amount of the award to DA Form 1256, Incentive Award Nomination and Approval. The nominations will be forwarded through the BSB Safety Office to the CPAC, ATTN: Incentive Awards.

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**APPENDIX C - SAFETY AWARDS PROGRAM**

d. **BSB Safety Service Award:** A United States Army Certificate of Merit for Safety (DA Form 1118) and an incentive award or gift presented by the BSB Executive Officer to an individual for exceptional performance in accident prevention. Examples are correction of unsafe acts/conditions; employee safety training; job safety analysis or

other efforts that significantly improve operational safety or safety awareness in the community. Nominations must be submitted through channels to the BSB Safety Office detailing the accomplishment and the time frame.

e. BSB Safe Worker Award: A United States Army Certificate of Achievement in Safety (DA Form 1119) and an incentive award presented by the director or branch/division chief to individuals who have worked for a two-year period without having caused or been involved in an accident or lost-time injury, and have not been cited for violation of safety rules or regulations.

Nominations must be submitted through channels to the appropriate director detailing the accomplishment and the timeframe.

## C-2

### APPENDIX D - OCCUPATIONAL SAFETY AND HEALTH PROGRAM

#### D-1. PURPOSE:

a. This appendix prescribes responsibilities, policies, and procedures for implementation of Executive Order (EO) 12196 and Title 29 Code of Federal Regulations (CFR), Part 1960, "Basic Program Elements for Federal Employee

Occupational Safety & Health Programs." The Occupational Safety and Health Act (OSHA) is intended to ensure that employers provide safe and healthful workplaces in order to prevent injury or illness arising from working conditions.

b. For directorates or offices employing local nationals, Accident Prevention Regulations for Industry, Shop Trades and Job Site Insurance (Unfallverhuetungsvorschriften der gewerblichen Berufsgenossenschaften) and Workplace Ordinance (Arbeitsstaettenverordnung) apply.

D-2. APPLICABILITY. This appendix is applicable to all 417th BSB military and civilian personnel, as well as visitors and contractual employees assigned in BSB areas of responsibility.

#### D-3. RESPONSIBILITIES:

a. The BSB Commander will:

(1) Establish and maintain an effective OS&H program consistent with Executive Order 12196, 29 CFR 1960, AR 385-10, and USAREUR supplements thereto.

b. The BSB Safety Manager will:

(1) Manage and administer the OS&H program.

(2) Set goals and objectives for reducing occupational accidents, illnesses and injuries.

(3) Establish procedures for monitoring local actions to correct OS&H deficiencies.

(4) Coordinate preventive medicine and industrial hygiene services through the MEDDAC, as required.

c. Supervisors (both military and civilian) shall:

(1) Maintain a safe work place and ensure employees observe all applicable safety rules and regulations.

#### D-1

#### APPENDIX D - OCCUPATIONAL SAFETY AND HEALTH PROGRAM

(2) Provide protective clothing and equipment and enforce its proper care and use.

(3) Promptly evaluate and take required action to correct hazards reported by employees.

(4) Promptly report and/or investigate any accident, illness, or injury that is brought to their attention.

d. Employees shall:

(1) Become knowledgeable of, and comply with, established safety rules and regulations.

(2) Make use and take proper care of clothing and equipment provided for their protection.

(3) Report unsafe/unhealthful working conditions to their immediate supervisor.

(4) Report, as soon as practical, all accidents, injuries or illnesses occurring on the job.

#### D-4. GENERAL:

a. Frequency of Inspections: All work places will be inspected in accordance with schedules established by the safety office. Inspections of high risk areas may be at more frequent intervals based on results of previous inspections and accident experience.

b. Notice of inspection:

(1) Advance notice of a safety/industrial hygiene inspection is not required. The safety office will, when possible, give advanced notice in writing to ensure appropriate personnel are available to assist the inspector.

(2) Unannounced safety inspections are not intended as entrapment. They are for the purpose of observing work in progress under normal conditions.

(3) Advanced notice of a safety inspection will be given when necessary for security requirements, to inform a unit/activity of a reported imminent danger situation, or to coordinate special preparations.

#### D-2

#### APPENDIX D - OCCUPATIONAL SAFETY AND HEALTH PROGRAM

c. Conduct of Inspection:

(1) Detailed inspections determine existence of unsafe, unhealthful working conditions. Safety inspectors will comply with safety requirements in force at the time of inspection.

(2) Inspections will be performed in such a manner to preclude unreasonable interruption of operations.

(3) Supervisors or designated representatives shall accompany the inspector and record any discrepancies noted.

(4) Employees shall be permitted to converse freely with the inspector on any alleged unsafe/unhealthful conditions.

(5) The supervisor will be notified orally of hazards identified prior to leaving the inspection area.

(6) A written report will be forwarded through the BSB Commander to the inspected organization/activity within 14 calendar days.

(7) Commanders and directors will forward a report of corrective action to the BSB Safety Office on/before suspense date of the report.

d. Reports by Employees: This paragraph sets forth employee hazard reporting procedures to ensure no employee is subject to restraint, coercion, interference, discrimination, or reprisal due to their participation in the BSB Safety Program.

(1) The first report shall be person-to-person contact between the employee and the immediate supervisor. Supervisors should encourage their employees to use this means to promptly notify them of a known or suspected hazard. This enables the supervisor to examine the hazard and determine action required.

(2) Should the employee be dissatisfied with action taken or proposed by the supervisor, he/she has the authority to report the alleged hazard to the BSB Safety Office. Within 14 workdays of the report, the BSB Safety Office will investigate the alleged hazard and document the findings.

The report will be maintained in the BSB Safety Office with copies furnished to the employee, supervisor, and commander/director/branch chief. The report will include:

(a) The specific location and description of the alleged hazard.

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#### APPENDIX D - OCCUPATIONAL SAFETY AND HEALTH PROGRAM

(b) Confirmation of the alleged condition or a statement that the condition is considered unsafe and the reason(s).

(c) Action necessary to eliminate or control the confirmed unsafe/unhealthful condition.

(d) A statement informing the employee(s) to request the report of alleged hazard be abated through the chain of command if dissatisfied with the disposition/correction of the hazard.

e. Abatement:

(1) The BSB Commander has ultimate responsibility for correcting unsafe/unhealthful conditions. However, the authority to correct hazards is delegated through the chain-of-command to the immediate supervisor having control over the area in which the unsafe/unhealthful condition exists.

(2) Abatement will be accomplished in the shortest time possible.

(3) Hazardous conditions are assigned a Risk Assessment Code (RAC).

- RAC 1 (unacceptable) hazards must be corrected immediately.

- RAC 2 (undesirable) hazards must be corrected within 30 days.

(4) RAC 1 and 2 hazards will receive priority for funding.

(5) Problems in correcting RAC 1 and 2 hazards will be elevated through the tenant unit and or BSB chain of command.

f. Local National Standards. All of the conditions enumerated above will have full force and applicability to members of the local national work force and places of work. For directorates and units employing local nationals, German Accident Prevention Regulations apply. When applying these various standards, regulations, and ordinances, or the Occupational Safety and Health Act, the most stringent standards will take precedent.

#### D-4

### APPENDIX D - TAB I - OCCUPATIONAL VISION PROTECTION PROGRAM

1. PURPOSE. This establishes the BSB Occupational Vision Protection Program and prescribes policy guidance necessary to ensure minimal acceptable requirements of the Department of the Army (DA) and the Occupational Safety and Health Administration (OSHA) are being applied.

2. APPLICABILITY. This tab is applicable to all BSB activities and tenant units whose military and civilian personnel are performing duties requiring use of eye protection

devices in areas classified as eye hazardous.

### 3. RESPONSIBILITIES:

a. Safety is a command responsibility. Commanders, directors, managers, branch chiefs will:

(1) Establish a vision protection program when the requirement has been identified.

(2) Approve written SOPs governing the preservation of eye sight.

(3) Enforce regular inspections to determine continued effectiveness of the program.

(4) Ensure instruction and training stress the benefits of the program and stimulate cooperation of all concerned.

(5) Ensure personnel under their command are provided with both environmental and personal measures necessary for eye safety.

(6) Prevent access to eye hazard areas to anyone not equipped with eye protection.

(7) Refer personnel assigned, and to be assigned, duties in an eye hazardous area or occupation to the cognizant medical facility for vision screening. Record of referrals for each identified individual shall be maintained separate from medical records for administrative control.

b. All U.S. military and civilian personnel assigned to work in eye hazardous areas or occupations shall:

(1) Report to vision screening and examination for evaluation of ability to meet visual standards of the work.

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### APPENDIX D - TAB I - OCCUPATIONAL VISION PROTECTION PROGRAM

(2) Keep protective eye wear clean, properly fitted, and in serviceable condition.

(3) Adhere to SOPs.

(4) Warn others of known hazards or failure to observe safety rules.

c. The Safety Manager and staff are responsible for:

(1) Coordination with the Wuerzburg MEDDAC Preventive Medicine Activity for identification of areas/operations where eye protection is required.

(2) Coordination with the Wuerzburg MEDDAC Preventive Medicine Activity for assistance and advice in the selection of proper eye protection devices to protect employee's vision.

(3) Coordination with commanders, directors, and branch chiefs to ensure a vision protection program is in conformance with applicable regulations and directives.

(4) Conducting regular inspections and surveys to determine continued effectiveness of the vision protection program. The vision protection program will be evaluated during standard Army safety and occupational health inspections.

#### D-4. GENERAL:

a. Identification of eye hazard areas and operations is the major phase of establishing an effective eye protection program. Once the operations have been identified, a decision is made by the safety officer whether to declare an entire building, a section of the building, or individual items of equipment or processes as being eye hazardous. Then, the mandatory wearing of eye protection, placement of appropriate caution signs, and dedicated enforcement becomes regulatory.

b. Any material that could cause eye damage must be considered when surveying for the vision protection program. The following processes are automatically included:

(1) Arc welding.

(2) Grinding or chipping.

(3) Sandblasting.

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#### APPENDIX D - TAB I - OCCUPATIONAL VISION PROTECTION PROGRAM

(4) Power mowers and trimmers.

(5) Indoor racquet sports.

c. Other considerations are chemicals, solvents, acids, refrigerant gases, indelible (aniline) pencil dyes, ultraviolet, infrared, and x-ray radiation, heat, or flames. Another method of identification is by MOS titles. Personnel may have duties not reflected in their job titles; therefore, actual duties determine if they are to be included in the program.

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APPENDIX D - TAB II - HEARING CONSERVATION PROGRAM

1. **PURPOSE:** This establishes the BSB Hearing Conservation Program and prescribes policy guidance necessary to ensure that the minimum acceptable requirements of the Department of the Army (DA) and the Occupational Safety and Health Administration (OSHA) are being applied.

2. **APPLICABILITY:** This is applicable to all BSB activities and tenant units whose military and civilian personnel are performing duties requiring use of hearing protection in areas designated as noise hazardous.

### 3. RESPONSIBILITIES:

a. Safety is a command responsibility. Commanders, directors, managers, and branch chiefs shall:

(1) Establish a hearing conservation program when the requirement has been identified.

(2) Approve written SOPs governing the conservation and protection of hearing.

(3) Enforce regular inspections to determine the continued effectiveness of the program.

(4) Ensure instruction and training stress the benefits of the program, the hazards and long-term effects of hearing loss, and stimulate the cooperation of all concerned.

(5) Ensure personnel are provided with both engineering controls and personal hearing protection necessary to preclude hearing loss.

(6) Prevent access to high noise hazard areas to anyone not equipped with proper hearing protection.

(7) Refer personnel assigned, and to be assigned, duties in a high noise hazard area or occupation to the Wuerzburg MEDDAC Preventive Medicine Activity for audiometric testing. Records of referrals for each identified individual shall be maintained separate from medical records for administrative control.

b. Commanders, directors, and operating managers will:

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### APPENDIX D - TAB II - HEARING CONSERVATION PROGRAM

(1) Coordinate with the Wuerzburg MEDDAC Preventive Medicine Activity to identify high-noise hazard areas and post them in accordance with TB Med 501, Hearing Conservation.

(2) Identify individuals assigned to work in those areas.

(3) Identify individuals by MOS for inclusion in the unit audiometric monitoring plan:

(a) Examine individual records for a referred audiogram, DD Form 2215. If none is available, immediately refer the person to the Preventive Medicine Activity for

a baseline survey.

(b) Establish administrative controls to ensure periodic audiometric tests are administered to persons identified in para. 3a(7).

(4) If hearing threshold shifts are detected, individuals will be retested after a period of 15 hours of no exposure in accordance with TB Med 501, para. 9g.

(5) If threshold shifts are not detected, the individual will be retested one year later.

(6) Ensure the unit training program includes health education material and annual briefings on the consequences of exposure to high noise levels.

(7) Strictly enforce the use of hearing protection devices by all personnel working in high noise hazard areas. Supervisors must provide official visitors with hearing protection devices prior to authorizing entry to noise hazard areas.

c. Supply personnel shall:

(1) Purchase hearing protection devices in sufficient quantity to meet unit needs.

(2) Expedite requisition, procurement, and issuance of hearing protection devices. Consult the BSB Safety Office for information and guidance.

(3) Maintain a stock of disposable hearing protection devices for distribution as necessary.

d. All U.S. military and civilian personnel assigned to work in or near high noise areas or occupations shall:

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#### APPENDIX D - TAB II - HEARING CONSERVATION PROGRAM

(1) Submit to baseline audiometric screening and examination to determine whether they meet the standards to perform work in noise hazardous areas.

(2) Maintain personal protective hearing devices in a clean, serviceable condition.

(3) Adhere to SOPs.

(4) Warn others of known hazards or failure to observe safety rules.

e. The BSB Safety Manager and staff will:

(1) Coordinate with the Preventive Medicine Activity for identification and evaluation of areas of operation and occupations where hearing protection is or may be required.

(2) Coordinate with the Preventive Medicine Activity for advice and assistance in the selection of proper hearing protection devices to protect employees.

(3) Coordinate with commanders and directors to ensure a hearing conservation program is established within applicable regulatory provisions.

(4) Conduct regular inspections and surveys to determine the effectiveness of the hearing conservation program. This program shall be a point of interest during standard Army safety and occupational health inspections.

#### 4. GENERAL:

a. The essential provisions of an effective hearing conservation program consists of hazardous identification, protection through engineering controls or use of protective devices, health education, supervision, and enforcement of established rules; and monitoring both the work place and personnel.

b. Identified areas where a hazard cannot be reduced through engineering controls will be posted and wearing of ear protection made mandatory. The safety officer decides whether to declare the entire building, a section of the building, or area around equipment (e.g. 35 feet/11 meters around an operating generator) as hazardous and dedicated enforcement becomes regulatory.

### D-10

#### APPENDIX D - TAB III - RESPIRATORY PROTECTION PROGRAM

1. PURPOSE: This establishes the BSB Respiratory Protection Program. This document prescribes policy guidance necessary to ensure minimum acceptable requirements of the Department of the Army (DA) and the Occupational Safety and Health Administration (OSHA) are being applied.

2. APPLICABILITY: This is applicable to all BSB activities and tenant units whose military and civilian personnel are performing duties requiring the use of respiratory protection to prevent exposure to concentrations of airborne substances greater than permissible limits established by existing Federal, DOD, and DA Standards.

3. RESPONSIBILITIES:

a. Safety is a command responsibility. Commanders, directors, managers, and branch chiefs shall:

(1) Establish a respiratory protection program when the requirement has been identified.

(2) Approve written SOPs governing selection and use of respirators.

(3) Enforce regular inspections to determine the continued effectiveness of the program.

(4) Institute instruction and training for the proper use and limitations of respirators.

(5) Ensure personnel are provided with approved respirators. Post caution signs in work places.

(6) Prevent access to hazardous areas to anyone not equipped with respiratory protection and not been trained in its use.

(7) Establish procedures for inspection, maintenance, repair, disinfecting, storage, issue, fitting, and testing of respirators.

(8) Refer personnel assigned, and to be assigned, duties in a hazardous area or occupation to the 67<sup>th</sup> CSH or the German Medical Surveillance Services for baseline and follow-up physical examinations. Records of annual referrals for each identified individual shall be maintained separate from medical records for administrative control.

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#### APPENDIX D - TAB III - RESPIRATORY PROTECTION PROGRAM

(9) Be responsible for ensuring compliance with respiratory protection standards when employees voluntarily use respirators.

b. All U.S. military and civilian personnel assigned to work in hazardous areas or occupations are responsible for:

(1) Care and use of personal protective clothing and equipment (PCE) in accordance with instructions and training received.

(2) Promptly notifying their immediate supervisor of damage to or difficulties arising from the use of respiratory protection equipment.

- (3) Strict adherence to SOPs.
- (4) Warning others of known hazards or failure to observe safety rules.
- c. Supply personnel shall:
  - (1) Procure PCE as recommended by the BSB Safety Manager or CHPPM-EUR.
  - (2) Replace unserviceable items of PCE.
  - (3) Stock sufficient quantities of PCE to provide newly assigned personnel with serviceable items and to provide replacements for expected loss and wear/tear.
- d. The BSB Safety Manager and staff are responsible for:
  - (1) Coordination with CHPPM-EUR to identify activities that require respiratory protection.
  - (2) Coordination with the CHPPM-EUR for assistance and advice in the selection of proper PCE to protect employees from respiratory hazards (Only approved respirators shall be used when required).
  - (3) Coordination with commanders, directors, managers, and branch chiefs to ensure a respiratory protection program is in conformance with applicable regulations and directives.

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### APPENDIX D - TAB III - RESPIRATORY PROTECTION PROGRAM

(4) Conducting regular inspections and surveys to determine the continued effectiveness of the respiratory protection program. The respiratory protection program shall be a point of interest in the annual standard Army safety and occupational health inspection.

#### 4. GENERAL:

a. The minimum acceptable respiratory protection program requires close liaison among workers, supervisors, safety, and medical personnel to protect life and health through proper selection and use of respirators. NOTE: Military protective field masks designed and issued for protection against field concentrations of NBC warfare agents will not be used in industrial

applications.

b. Written SOPs shall cover the use of respirators in dangerous atmospheres that might be encountered in normal operations or emergency conditions. Personnel will be familiar with these SOPs and available respirators. SOPs are to be prepared by supervisory personnel who are thoroughly familiar with the operation and who have been trained on and have actually used the devices being described. These SOPs will be reviewed by unit/activity safety representatives and approved by commanders or directors.

c. Ongoing training and instruction shall be provided by competent and knowledgeable persons. Minimum training shall include:

(1) The nature of the hazard and consequences resulting from improper respirator use.

(2) The respirator's capabilities/limitations.

(3) Actual use of the respirator, i.e., handling, inspecting, proper fitting, test of facepiece to face seal, wearing for familiarity, and wearing in a test atmosphere.

(4) Coping with emergencies.

(5) Cleaning and maintenance of the respirator.

5. MEDICAL EVALUATIONS: Prior to an assignment requiring the use of a respirator, personnel shall be screened by competent medical authority for physical and physiological ability to perform the work with a respirator. The medical status of the respirator user should be reviewed annually.

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### APPENDIX D - TAB IV - ASBESTOS PROTECTION

#### 1. GENERAL:

a. Exposure to asbestos dust may be hazardous to health. The Occupational Safety and Health Administration (OSHA) has set maximum limits for levels of exposure to airborne asbestos dust. Because many automotive brake friction materials contain asbestos, it is important for people handling brake linings to be aware of the potential hazards and the proper precautions.

b. Normally, there is little asbestos in dust from worn brake linings. Asbestos in the linings is chemically broken down by the extreme heat generated during braking. However, there may be significant concentrations of free asbestos fibers in dusts generated while machining new linings.

c. Precautions.

(1) Posted Area/Restricted Access. Set aside areas where brake work is done if possible, and post entrances with an asbestos exposure sign as follows:

ASBESTOS DUST HAZARD  
AVOID BREATHING DUST  
WEAR ASSIGNED PROTECTIVE EQUIPMENT  
DO NOT REMAIN IN AREA UNLESS YOUR WORK REQUIRES IT  
BREATHING ASBESTOS DUST MAY BE HAZARDOUS TO YOUR HEALTH

(2) Personal Protective Equipment.

(a) During brake servicing, the mechanic should wear a rubber full-face piece or half-face piece air purifying respirator with High Efficiency Purified Air (HEPA) filter cartridges. A recent change to the OSHA regulations prohibits the use of maintenance free (disposable) respirators.

(b) Respirators used by U.S. personnel must be approved by the National Institute for Occupational Safety and Health (NIOSH) or the Mine Safety and Health Administration (MSHA). Respirators used by Local National personnel may be either NIOSH/MSHA approved or in Germany, Deutsche Industrienormen (DIN) approved. NOTE: DISPOSABLE TOXIC DUST RESPIRATORS PREVIOUSLY APPROVED BY NIOSH FOR PROTECTION AGAINST ASBESTOS FIBERS ARE NO LONGER AUTHORIZED, REGARDLESS OF WHAT SALES REPRESENTATIVES MAY TELL YOU.

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APPENDIX D - TAB IV - ASBESTOS PROTECTION

(c) Respirators approved for protection against asbestos fibers may be procured through the Federal Supply System using the Paperless Order Placement System (POPS). Respirators may be ordered by specific manufacturer, type, model, and size after the user has been medically evaluated and fit tested. Respirator maintenance should be performed in accordance with the requirements of TB MED 502. Authorization for protective clothing and respirators is contained in AR 385-10 and DA PAM 385-3.

d. Work Practices.

(1) Disassembly. During disassembly, all parts should be carefully placed on the floor to minimize the possibility of creating airborne dust. Dust should be cleaned from brake drums, backing plates, and assemblies using an industrial type vacuum cleaner equipped with HEPA filters. Any dust remaining after cleaning should be removed using

a rag soaked in water and wrung until nearly dry. Under no circumstances should compressed air or dry brushing be used for open-air cleaning.

(2) Relining. The potential for asbestos exposure is greatest during brake relining. Although most replacement linings are pre-cut and the rivet holes pre-drilled, newly mounted linings are often drum sanded to remove surface imperfections and contamination. In addition to the approved respirator, local exhaust ventilation must be provided. Local exhaust ventilation systems may be purchased as an integral part of the brake relining apparatus (combination press riveter and drum sander). If the system does not include HEPA filtration, the "catch bag" should be removed and a HEPA vacuum system hose attached in its place.

(3) Waste Disposal. Asbestos-containing or asbestos-contaminated scrap materials must be treated as hazardous waste. Any asbestos waste, scrap, debris, bags, containers, equipment and clothing contaminated with asbestos fibers must be sealed in impermeable containers prior to transport and disposal. Debris must be double bagged in heavy duty plastic bags or other suitable impervious containers labeled with the following warning label:

CAUTION  
CONTAINS ASBESTOS FIBERS  
AVOID CREATING DUST  
BREATHING ASBESTOS DUST MAY BE HAZARDOUS TO YOUR HEALTH

An approved respirator should be worn while handling asbestos waste and care taken to prevent container rupture. Final disposal in an approved sanitary landfill should be coordinated with the BSB DPW. Asbestos wastes should never be disposed of in a waste water collection or treatment system.

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#### APPENDIX D - TAB IV - ASBESTOS PROTECTION

(4) Cleanup. Floor cleaning in brake repair areas should be done using the HEPA vacuum cleaner previously described. Under no circumstances should dry sweeping take place. Machining equipment should also be vacuumed and any remaining dust wiped away with a wet method. An approved respirator should be worn during cleaning.

e. Technical Assistance. All work places involving potential asbestos exposures should be evaluated by qualified Industrial Hygiene personnel. Assistance is available from the 67<sup>th</sup> Combat Support Hospital (CSH), Preventive Medicine Activity and the DPW Environmental Branch.

2. EDUCATION AND TRAINING: Training will be conducted to inform operating personnel of the hazards associated with inhaling asbestos dust particles and the positive measures directed at the reduction of this hazard. Maintenance personnel will be trained in the proper

operation and care of the vacuum dust collector and assigned respirators.

3. 417th BSB ASBESTOS MANAGEMENT PROGRAM (AMP):

a. The BSB DPW Environmental Branch is responsible for developing and monitoring the AMP which implements Department of the Army procedures for the identification, control, and removal of asbestos products which may have been used in facility construction.

b. Commanders, directors, and supervisors who suspect the presence of exposed asbestos material in their facility, such as pipe insulation, floor coverings, or roof insulation, should inform the DPW Environmental Branch or the BSB Safety Manager.

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APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

1. PURPOSE: This SOP establishes procedures for implementing a hazard communication program. All hazardous and toxic substances found in the work place under normal or unforeseeable emergency conditions (spill or inadvertent release of a chemical) are included.

2. SCOPE:

a. This SOP applies to all units and activities assigned, attached, or employed in this BSB. When operations require clarification of technical information, requests for guidance will be submitted through channels to Commander, 417th BSB, ATTN: Safety Office, APO AE 09031. This SOP does not apply on initiation of hostilities or state-of-emergency situations ordered by the Commander in Chief, U.S. Army, Europe.

b. Work areas where hazardous and toxic substances are stored or used are subject to this SOP. These areas include non-appropriated fund and morale and welfare activities such as auto-hobby, photo, woodworking and ceramic craft shops, as

well as all industrial work areas such as maintenance facilities, motor pools, facility engineer shops, etc.

### 3. POLICY:

- a. This SOP is the written hazard communication (HC) program for the 417th BSB.
- b. Persons who question the safety of a material should not be required to use it until an approved MSDS (Material Safety Data Sheet) is provided or the hazards and protective procedures are explained.

### 4. RESPONSIBILITIES:

- a. The BSB Commander will ensure the HC Program is established.
- b. The BSB Safety Manager will:
  - (1) Is the primary POC and responsible for maintaining and developing a written HC program for the 417<sup>th</sup> BSB.
  - (2) Coordinate with higher headquarters and outside agencies.
  - (3) Coordinate with staff offices to ensure compliance with U.S. and host nation laws.

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### APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

- (4) Conduct inspections, surveys and reviews of operations involving hazardous and toxic material.
  - (5) Evaluate and report on the effectiveness of the HC Program.
  - (6) Coordinate and monitor the HC Program.
- c. The Directorate of Logistics will:
    - (1) Provide a copy of the MSDS to all users as supplies of hazardous materials are received.
    - (2) Serve as the point of contact for technical advice and assistance to tenant units/activities and the procurement office on implementation of AR 700-141.
  - d. The Civilian Personnel Advisory Center (CPAC) will:

(1) Ensure job descriptions contain protective clothing requirements and supervisor's statements explaining the HC Program.

(2) Ensure required employees receive pre-placement physicals and are enrolled in medical surveillance programs.

e. The 67th Combat Support Hospital (CSH) Preventive Medicine Activity will:

(1) Provide technical medical advice to community officials concerning the HC Program.

(2) Establish procedures to transfer data and provide training support for the occupational health aspects of the HC Program.

(3) Provide required pre-placement, periodic, and termination physicals for employees.

f. Supply/material management offices and procurement offices will ensure that any order which may involve a potential hazardous material will be processed IAW AR 700-141.

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#### APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

g. Supervisors will ensure that this SOP is implemented in every work place where hazardous materials are stored or used. Further, all soldiers and civilian employees determined to be exposed or potentially exposed to hazardous materials will receive HC training. Each employee will be provided and required to use the protective clothing and equipment needed to safely perform his duties.

h. Tenant units shall be responsible for developing and maintaining a written HC program and ensure compliance on all elements IAW the HC standards. 417<sup>th</sup> BSB commanders and directors shall be responsible for implementation of the HC standards applicable in their activities.

i. Volunteers/summer hires should receive HC training and will be provided personal protective equipment when working in Army workplaces.

j. Each contracting officer representative (COR) will inform contractors that have employees working within the workplace with possible/potential exposure to hazardous chemicals. In turn, each COR will obtain information about chemicals used by the contractor that U.S. employees and Local Nationals may be exposed to.

6. Army ammunitions containing toxic or hazardous substances are not covered under this regulation. However, MSDS may be available for these substances and personnel should be informed of the hazards to which they are exposed.

#### 7. HAZARD COMMUNICATION PROGRAM PROCEDURES:

##### a. Workplace hazard evaluation.

(1) A hazard evaluation of all workplaces will be conducted at least annually by tenant unit commanders and directors to identify and evaluate use of hazardous chemicals. A hazard evaluation will include all hazardous chemicals in stock, on procurement, and currently in use. The hazard evaluation determines which hazardous chemicals are used and which employees are affected. Hazard communication plans will be evaluated as part of the Standard Army Safety and Occupational Health Inspection conducted by the BSB Safety Office and CHPPM-EUR, IH office.

(2) CHPPM-EUR personnel will determine if employees and soldiers should be enrolled in the medical surveillance program and notify the appropriate commander or supervisor.

(3) A cross reference of the hazardous chemical inventory and the MSDS file will also be maintained in each work site. This is accomplished by completion of the hazard communication plan.

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#### APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

##### b. Labeling:

(1) All containers of hazardous chemicals in Army work areas will bear hazard warning labels. All labels will contain appropriate information. Written unit HC program will list employees to control and determine proper labeling.

(2) Hazardous chemicals received from commercial suppliers are not required to be relabeled, if existing labels already cover the required information.

(3) No warning information, whether provided by manufacturer or locally produced, will be defaced or removed from a container of hazardous materials.

(4) When available, the DOD hazardous chemical warning label should be used to mark tanks, vats, or similar vessels of hazardous chemicals instead of placards, stencils or other methods.

(5) Empty containers will retain their identification until thoroughly decontaminated or properly disposed. Decontaminated containers will have warning

labels removed before release for other use.

(6) Three situations are exempt from, or allow alternatives to, the labeling requirements:

(a) Containers labeled under other federal laws.

(b) Laboratories. In laboratories, labels on incoming containers of hazardous chemicals will not be removed or defaced. In laboratories only, containers such as test tubes and flask beakers in use need not be labeled with an identity and hazard warning.

(c) Stationary containers. Alternative methods of labeling, such as signs, placards, and other written forms of warning, are permitted instead of affixing labels to individual stationary process containers. The alternative method of labeling must provide the same information as the DOD label. If alternative methods are used, affected personnel will be informed as a part of their hazard communication training of the alternative labeling methods used in their work areas.

c. Material Safety Data Sheets (MSDS)

(1) MSDS for locally purchased items and non-standard hazardous chemicals shall be contractually required and obtained according to procedures in AR 700-141.

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APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

(2) If MSDS are not received with the shipment of a locally purchased hazardous chemical, the appropriate supervisor will contact procurement officials who will follow up with the supplier to obtain a satisfactory MSDS according to the procedures in AR 700-141.

(3) Identification of a hazardous material and correct matching to its MSDS is required. Critical differences exist between similarly named chemicals and products. Questions will be resolved through consultation with the BSB Safety Office and the local preventive medicine office.

(4) MSDS information should be available in both English and German if necessary.

(5) All personnel shall have access during each work shift to the MSDS applicable to their work area. Accessibility is achieved by the supervisor in the work area. No one should work with hazardous material until they receive HC training.

(6) Safety personnel will be available upon request to provide explanations of MSDS to supervisors.

(7) Supervisors must ensure that the chemical compound is used correctly and handled safely, and that protective clothing and equipment are available and used when handling the hazardous materials.

(8) It is the responsibility of the using unit/agency/organization that MSDS is obtained and available.

d. Training.

(1) Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard, the employees have not previously been trained about, is introduced in their work area.

(2) Each supervisor will ensure:

(a) That the employee receives an explanation of the types of operations, hazardous chemicals used in their workplace, the potential physical and health hazards, the protective measures including administrative and engineering controls, safe work practice guidelines, emergency procedures, and protective clothing and equipment.

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APPENDIX D - TAB V - HAZARD COMMUNICATION PROGRAM

(b) That the employee is notified of the location and availability of the BSB written HC Program and how personnel can use and obtain chemical hazard information.

(c) That appropriate methods are used by management to recognize and evaluate work area chemical exposures.

(d) That the employee is notified of the meaning of work area hazardous chemical warning labels.

(3) That the employee receives an explanation of MSDS and SOP to ensure that materials are handled, stored, and disposed of in accordance with guidelines and regulations.

(4) That the employee is notified on emergency evacuation and notification procedures, and how to read and interpret an MSDS.

(5) Training documentation is maintained, ready available, and accessible.

e. Disposal of hazardous and toxic substances. Disposal is governed by the BSB Spill Prevention and Cleanup Plan. Questions regarding disposal should be referred to

the DPW Environmental Branch.

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### APPENDIX D - TAB VI - STORAGE OF COMPRESSED GAS CYLINDERS

1. **PURPOSE:** This establishes minimum standards for the storage and handling of compressed gas cylinders. This guidance is necessary to ensure acceptable compliance with Department of the Army (DA) and Host Nation (FRG TRG 280) rules. The most stringent standard will apply.

2. **APPLICABILITY:** This is applicable to all units/activities that use or store compressed gases in the BSB. This does not apply to hospital or laboratory usage, which is covered under MEDDAC Command directives.

#### 3. **RESPONSIBILITIES:**

a. Safety is a command responsibility. Commanders, directors, managers, and branch chiefs will:

(1) Establish procedures for the efficient and safe receipt, storage, use and turn in of compressed gas cylinders.

(2) Approve written SOPs governing control and storage of compressed gases to ensure the least possible risk.

(3) Ensure training and education of employees.

b. The designated safety officer or representative will:

(1) Conduct regular inspections of compressed gas cylinder storage areas.

(2) Ensure adequate training in the care, use, and handling of compressed gases is conducted.

(3) Ensure supervisors enforce standards applicable to compressed gases.

4. GENERAL: All cylinders, regardless of their contents, must be considered a hazardous item.

a. Cylinders can explode and propagate to other cylinders in storage.

b. Flammable compressed gas can ignite, burning with the effect of a huge blow-torch.

c. Should a valve shear, the cylinder will act like a rocket. It can ricochet, go through brick walls, become airborne, or spin in place until all pressure has been dissipated.

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### APPENDIX D - TAB VI - STORAGE OF COMPRESSED GAS CYLINDERS

5. REQUIREMENTS:

a. Fire prevention and protection:

(1) Compressed gas cylinder storage must have appropriate fire suppression/ extinguishing equipment available. The BSB Fire Marshall shall determine the type and size of extinguishers.

(2) The international sign for no smoking shall be displayed at the entrances to indoor and outdoor storage locations.

(3) The international symbols for protective clothing and masks shall be displayed at all entrances to indoor and outdoor storage locations where toxic gases are stored.

b. Storage:

(1) The surface of the storage area shall be level. A clear area of 7 feet (2 meters) shall be established around open storage areas. 17 feet (5 meters) is required if the area is near hazardous operations, e.g. fuel points, ammunition storage, etc.

(2) Valve protection caps must always be in place.

(3) Compressed gas cylinders will not be stored in basements, attics, stairwells or staircases, work areas, or where they would block exits.

(4) Where warehousing (indoor storage) permits, each type of gas cylinder shall be separated by 7 feet (2 meters).

(5) Inert and toxic gases may be mixed in storage. Pertinent safety and health precautions in the MSDS or other published standards will be adhered to.

(6) Defective cylinders shall be isolated, tagged as defective, and returned to the supplier.

(7) Cylinders stored in the open must be protected from the elements, especially direct rays of the sun or other extreme heat.

(8) Storage areas of flammable gases must be separated at least 7 feet (2 meters) from gases which support combustion. Oxygen cylinders shall be stored separately from all other cylinders.

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### APPENDIX D - TAB VI - STORAGE OF COMPRESSED GAS CYLINDERS

c. The following are recommended procedures for safe handling:

(1) Never allow cylinders to topple over or strike one another.

(2) Do not drag or slide cylinders, even for a short distance.

(3) Do not use cylinders as rollers for moving material.

(4) Do not permit cylinders to come into contact with:

(a) Oil or grease.

(b) Sparks or flame.

(c) Electrical circuits or equipment.

(5) Empty cylinders must have valves closed, protective caps in place, and tagged or labeled "EMPTY".

(6) Full cylinders are to be stored upright and secured with a light chain.

(7) Leaking cylinders (leakers) may go undetected. In storage, heavier than air gases concentrate near the floor and can be ignited by a heat source some distance from the cylinder location. Suspected leakers are to be tested with soap/water. No

other method is permissible. Leakers must be segregated, tagged, and returned to the supplier.

d. Questions regarding storage locations should be referred to the BSB Safety Office. Prior to introduction of new operations requiring the use and storage of compressed gases, a safety survey should be requested.

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### APPENDIX E - ARMY MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

E-1. PURPOSE: This establishes procedures for implementing a Non-Tactical Vehicle (NTV) Accident Prevention Program.

E-2. APPLICABILITY: This is applicable to 417th BSB directorates and tenant units whose military and civilian personnel operate NTVs in the performance of their duties.

#### E-3. RESPONSIBILITIES:

a. Safety is a command responsibility. Commanders, directors, managers, and branch chiefs will:

(1) Establish procedures for the efficient and safe operation of NTVs under their control.

(2) Approve written SOPs governing the movement of Army personnel and property with the least possible risk.

(3) Ensure driver selection process is in accordance with AR 385-55, AR 600-55, and USAREUR supplements thereto.

(4) Collect, analyze, evaluate, and distribute data on NTV operations and accidents to identify high hazard areas and prevention efforts.

(5) Institute training, education, and motivational efforts to improve driver performance.

(6) Establish an awards program to recognize outstanding performance.

b. Senior occupants of NTVs will:

(1) Become completely familiar with the responsibilities listed in USAREUR Supplement 1 to AR 385-55, Appendix D.

(2) Execute those responsibilities as appropriate.

c. Drivers of NTVs will:

(1) Familiarize themselves with the mechanical standards of the assigned vehicle.

(2) Conduct first echelon maintenance checks prior to operation.

## APPENDIX E - ARMY MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

(3) Ensure warning devices are operable, emergency equipment is on board, and seatbelts are used.

(4) Sufficiently review international signs and key foreign words essential for safe operation.

(5) Review possible emergency situations and effective countermeasures.

(6) Understand and use defensive driving techniques.

(7) Obtain assistance when backing or executing difficult maneuvers.

(8) Be aware of adverse weather along the planned route and adjust to these conditions.

(9) Strive for excellence in driving habits.

### E-4. ACCIDENT INVESTIGATION AND REPORTING:

a. Accident analysis continues to point out that the majority of NTV accidents are caused by operator error. These accidents strain limited personnel and NTV resources. Only through an aggressive, positive, continuing program of driver selection, training, and supervision can NTV accidents be reduced.

b. All NTV accidents, regardless of severity, will be investigated for cause(s) and positive corrective action will be implemented to prevent recurrence of similar type accidents.

c. Investigations may reveal management errors, material failures, and environmental factors as contributing to the accident. These subjects will be identified and remedial measures consistent with those findings will be instituted.

d. A U.S. Army Investigation Accident Report, DA Form 285, will be completed on all accidents involving NTVs. Reports will be signed by the commander or director and processed as follows:

(1) Transportation motor pool (TMP) vehicles operated by BSB directorates and staff. Accident reports will be submitted to the appropriate TMP supervisor who will forward a copy of the report to the BSB Safety Manager.

## APPENDIX E - ARMY MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

(2) TMP vehicles operated by tenant units. Reports will be submitted through command channels to the appropriate major subordinate command safety office. A copy of the report will be given to the TMP supervisor who will forward the report to the BSB Safety Manager.

(3) Non-TMP vehicles operated by DPW and DCA. Reports will be submitted directly to the BSB Safety Office.

## APPENDIX F - PRIVATELY OWNED MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

F-1. PURPOSE. This establishes the BSB Privately Owned Motor Vehicle Accident Prevention Program. This document prescribes policy guidance necessary to ensure minimum requirements of U.S. Army Europe (USAREUR) are being applied.

F-2. APPLICABILITY. This is applicable to all BSB activities and tenant units whose military, civilian and family member personnel operate privately owned vehicles (POVs) for necessity, pleasure, or official duties during their tour of duty with this command.

F-3. RESPONSIBILITIES. Safety is a command responsibility. Commanders should:

- a. Establish a POV Accident Prevention Program.
- b. Establish administrative controls of POVs.
- c. Approve/disapprove applications for operator's licenses.
- d. Withdraw privileges where warranted.
- e. Conduct periodic safety checks of all POVs owned and operated by assigned personnel and their family members to ensure vehicles are in a safe mechanical condition.
- f. Maintain records of operator accident experience, moving traffic violations, traffic point assessments, training, and awards. DA Form 3626 (Vehicle Registration/Driver Record) can be used for this purpose.
- g. Motivate safe driving performance through enforcement, education, promotional activities, campaigns, and other related incentives.
- h. Investigate and report POV accidents in accordance with AR 385-40 and appendix B of this regulation.

F-4. GENERAL:

- a. Army accident records show that more soldiers are killed or injured in POV crashes than any other accident category, including combat training. POV accident prevention efforts must target driver training, attitude, and behavior.

## APPENDIX F - PRIVATELY OWNED MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

Most accidents are in four major categories:

- (1) Driving while under the influence of alcohol, drugs, or medicine.
- (2) Speeding too fast for road, environmental, or vehicle conditions.
- (3) Failure to use seatbelts.
- (4) Operator fatigue.

b. The leading category of death and human suffering in this BSB is the POV. These accidents generally occur off duty and off post, outside Army supervision. Commanders and supervisors can provide indirect influence through leadership example, information dissemination, and motivational training efforts.

c. Driving privileges are not a right. USAREUR privileges may be temporarily suspended, administratively withdrawn, or permanently revoked when a driver fails in his responsibility for his safety or the safety of others. These actions are detailed in USAREUR Reg 190-1 and PAM 190-34.

F-5. REQUIREMENTS: The following are the minimum focal points of prevention efforts:

a. Targeting cause and effect:

(1) Most POV accidents are single vehicle, occur after dark, and involve driver error, i.e., operating vehicle at excessive speed, falling asleep, or operating a vehicle while incapacitated.

(2) Local factors, identified through analysis, must be publicized.

(3) Possible punitive actions that may be imposed in accordance with USAREUR Reg 190-1, must be made known, e.g., courts-martial, general officer letter of reprimand, license suspension, revocation, or traffic point assessment.

b. Training:

(1) Newly arrived personnel, including eligible family members, will receive adequate information on the dangers of driving in Europe prior to being examined for an operator's permit.

## APPENDIX F - PRIVATELY OWNED MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

(2) During October and/or November each year, licensed operators will receive instruction in the hazards of winter driving and safe operating procedures. Personnel who arrive in the unit during winter months must receive this training prior to operating their POV.

(3) Prior to holidays and extended weekends, the commander should conduct a safe driving awareness briefing.

(4) Commander must refer individuals for remedial driver training anytime it is deemed necessary and specifically, when drivers have been determined to be at fault in an accident or assessed more than six traffic points under the system detailed in USAREUR Reg 190-1.

### c. Periodic POV inspection:

(1) Commanders will implement a system of unit level mechanical, appearance, and safety inspections on all POV's owned/operated by assigned personnel and their family members.

(2) Commanders should conduct POV inspections and safety briefings prior to the summer and winter driving seasons.

(3) Inspectors should be qualified to conduct a thorough inspection of those items on AE form 210, Safety Inspection Record.

(4) When deficiencies are discovered which, in the commander's judgement pose a significant hazard, the vehicle will be registered non-operational. Other minor deficiencies will be corrected within 10 calendar days. If the owner fails to correct deficiencies, commanders may register the vehicle non-operational (USAREUR Pam 190-34, para 66c (3)) or take other appropriate action.

### d. Safe driving awards and incentives:

(1) A positive approach is essential to reduce accidents. A balanced program of rewards and recognition to deserving units and individuals who distinguish themselves by achieving records of accident and violation free driving will pay dividends in accident prevention.

(2) Commanders should be cognizant of the various awards described in USAREUR Suppl 1 to AR 385-55, appendices F and G; AR 672-20, chapter 4; AR 672-5-1, AR 672-74, and appendix C of this SOP.

APPENDIX F - PRIVATELY OWNED MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM

(3) Awards should be presented at an appropriate time and place to gain maximum publicity and reinforce individual and unit safe driving behavior.

## APPENDIX G - AMMUNITION AND EXPLOSIVES SAFETY

G-1. PURPOSE. This establishes the BSB Ammunition and Explosives Safety Program and provides guidance for ensuring safety standards are met.

G-2. APPLICABILITY. This is applicable to all BSB tenant unit commanders responsible for basic load storage areas (BLSAs), arms rooms, and communication facilities.

### G-3. RESPONSIBILITIES:

a. The BSB Commander is responsible for ensuring a safety program is established for the 417th BSB.

b. Unit commanders having operational control and responsibility for BLSAs, ammunition storage in arms rooms and communication facilities will ensure:

- (1) Compliance with safety standards, this SOP, and other command directives.
- (2) Training of personnel involved in these operations.
- (3) Coordination with DPW for facility maintenance and upgrade.
- (4) Reporting all accidents involving ammunition and explosives to the BSB and major subordinate command (MSC) safety offices.
- (5) Compliance with licenses issued.
- (6) That the following inspections conducted as required:
  - a. Ammunition & explosives storage authorization by the 417<sup>th</sup> BSB Safety Office.
  - b. Physical security inspection by the 417<sup>th</sup> BSB, PMO.
  - c. Facility construction inspection by the 417<sup>th</sup> BSB, DPW.
  - d. Ammunition Surveillance Inspection by 3<sup>rd</sup> COSCOM.
- (7) Ensure ammunition is stored in accordance with (IAW) license and applicable explosives safety requirements.

(8) Notify the BSB Safety Office of conditions that require license modification, Department of Defense Explosives Safety Board submissions, restricted area requests.

(9) Initiate and forward requests for waiver/exemption to the BSB Safety Office if required.

(10) Provide the following items for review during explosives safety inspection: a complete inventory by storage facility, showing Department of Defense ammunition code, nomenclature, quantity, and total net explosive weight (NEW).

d. BSB DPW will:

(1) Coordinate all projects involving new construction or major modification of facilities for ammunition and explosives with the BSB Safety Office.

(2) Maintain restricted area decree zones on installation master planning maps.

(3) Conduct electrical resistance checks of BLSA lightning protection system every 14 months. Provide results to BLSA Point Monitors. Ensure immediate repair of ground points exceeding 10 ohms resistance. Conduct visual inspections every seven months.

(4) Conduct regularly scheduled fire inspections.

G-4. AMMUNITION STORAGE IN UNIT ARMS ROOMS. The following applies to all arms rooms and ammunition storage areas.

a. Unit arms rooms or ammunition storage areas in troop buildings will only store Class 1.2(04) up to 22.5 kg NEW, 1.3 up to 45.5 kg NEW and 1.4 unlimited NEW or as authorized by the 417<sup>th</sup> BSB commander.

b. An annual safety authorization inspection will be requested by the unit and conducted by the 417<sup>th</sup> BSB Safety Office to ensure compliance with applicable regulations.

G-5. STORAGE OF THERMITE INCENDIARIES IN COMMUNICATION FACILITIES.

a. General. Thermite incendiaries (i.e., model numbers M1A1, M1A2, M2A1, M14) are extreme fire hazards and should not be stored in inhabited buildings. If storage in inhabited buildings is mission-essential, only those amounts required to destroy classified material or property may be stored.

Thermite incendiaries must be stored in separate storage rooms with walls, ceiling, and door that have a fire resistant rating of 90 minutes. Rooms must be free from flame producing sources and secured against access by unauthorized personnel. A fire-division symbol 3 (IAW AR 420-90 and USAREUR Suppl 1 to USAREUR Reg 385-11) will be posted on the entrance door to the storage room.

b. Waiver Requirements and Exceptions.

(1) When thermite incendiaries, in excessive amounts authorized to accomplish the destruction mission, are to be stored in inhabited buildings, a waiver must be obtained as prescribed in USAREUR Regulation 75-6.

(2) Communications facilities (e.g., telecommunications, cryptographic) required by COMSEC regulations to have the thermite incendiaries or file destroyers on hand will be authorized such storage without an explosives safety waiver. The amount on hand, however, must not exceed the amount needed to destroy cryptographic equipment. After completion of an inspection by the DPW Fire Prevention and Protection Branch, the BSB Safety Manager will issue AE Form 1395-R (Storage Licensing) to the using facility commander. AE Forms 1395-R are reviewed annually before renewal. It is the responsibility of the using facility commander to forward requests for inspection and licensing to the BSB Safety Office.

c. Document Destroyer Emergency Incendiaries.

(1) The document destroyer emergency incendiary M4 is not thermite incendiary. The restrictions that apply to storage of thermite incendiaries and grenades are not applicable and a waiver is not required.

(2) The document destroyer emergency incendiary M4 is safe for storage in communications security (COMSEC) vaults or telecommunications centers. From a fire safety standpoint, it should be stored in a dry, fire-resistant facility and secured. Quantities should be limited to the minimum necessary to accomplish material destruction.

H-1. PURPOSE. This prescribes minimum guidance for use of local training areas (LTAs) and firing ranges under the control of 417th BSB. The safety provisions of AR 385-63 with USAREUR Supplement 1 and the BSB Range SOP will be strictly observed for live fire operations on authorized ranges within this area.

H-2. APPLICABILITY. This is applicable to all military and civilian personnel using BSB range facilities and LTAs.

H-3. RESPONSIBILITIES:

a. Safety is a command responsibility. The BSB Commander is responsible for the safety of range facilities and maneuver areas.

b. Tactical unit commanders will ensure:

- (1) Compliance with all published range safety standards.
- (2) Compliance with weapons system safety standards.
- (3) Training of unit range safety personnel.
- (4) Training of soldiers on range and weapons safety prior to range firing exercises.
- (5) Compliance with maneuver area safety standards.
- (6) Unit safety personnel monitor and evaluate tactical and range safety when units occupy the LTA maneuver areas and ranges.
- (7) Report range accidents/incidents immediately.

c. The BSB Safety Manager will:

- (1) Advise the BSB Commander and S2/3 on LTA and range safety standards.
- (2) Coordinate with higher headquarters on range matters, e.g. certifications, modifications, waivers, exemptions, construction, etc.
- (3) Conduct quarterly range safety inspections.

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APPENDIX H - RANGE SAFETY

(4) Maintain liaison with S2/3 and range control personnel on all matters pertaining to LTA and range safety.

(5) Close ranges when conditions warrant.

d. The S2/3 will:

(1) Develop and publish SOPs for LTAs and ranges. Ensure that SOPs are established for MWR NAF ranges located on LTAs.

(2) Maintain range control records and ensure users complete range journals.

(3) Prepare plans for range construction, modification, renovation or maintenance.

(4) Prepare waiver or exemption requests when conditions warrant.

(5) Maintain records of Range OIC and safety personnel certifications signed by unit commanders (LTC and above).

(6) Schedule LTAs and ranges. Conduct range inspections during operations to ensure procedural compliance; revoke certification of range and/or safety officers for cause; shut down ranges where warranted.

(7) Report range accidents/incidents to the BSB Safety Office.

e. The DPW will:

(1) Coordinate all design plans for projects to establish a new range, rehabilitate, or modify existing ranges with the BSB Safety Office.

(2) Respond in an expeditious manner to requests from the S2/3 for maintenance of roads, fences, barricades, signs, and exchange of bullet trap sand, etc.

(3) Include the BSB Safety Office in all final acceptance inspections following major construction, modifications, or renovation.

#### H-4. GENERAL:

a. When using any firing range in this BSB, the following medical support is required:

(1) A vehicle dedicated to the evacuation of injured persons. An M151 is not acceptable. The vehicle must be covered and have litter capabilities. Litter must be capable of being tied down inside the vehicle.

(2) A person qualified to administer first aid must be present with sufficient emergency medical supplies to render aid.

(3) Communications equipment as determined by range control.

(4) The drivers must know the shortest route to the nearest medical treatment facility.

b. Visibility must be such that bullet impact can be verified as being within range limits.

c. A certified Range Officer and Range Safety Officer/NCO must be present at all times when the range is cleared to fire by Range Control.

#### H-5. COMMUNITY ROD AND GUN CLUB RESPONSIBILITIES:

a. Establish the charter, by-laws, joint-use agreements and certify club and range OIC and safety officers.

b. Ensure club members receive range safety training prior to using any range.

c. Develop a Range Safety SOP for each small arms, archery, and skeet and trap range and submit to the BSB Safety Office for approval.

d. Ensure strict compliance with Appendix I, USAREUR Suppl 1 to AR 385-63.

e. Use of BSB LTA ranges requires strict compliance with the S2/3 LTA Range Safety SOP and completion of a joint-use agreement.

f. Accidents or incidents on NAF or LTA ranges will be reported immediately to the BSB Safety Office.

I-1. PURPOSE. This prescribes minimum measures for prevention of sports- and recreation- related accidents.

I-2. APPLICABILITY. This is applicable to all military and civilian personnel who participate in community sports and recreation activities.

I-3. RESPONSIBILITIES:

a. Safety is a command responsibility. The unit commander will:

(1) Assure proper planning for safety in the command sports and recreational activities.

(2) Establish and enforce standards for safe performance.

(3) Report and maintain records of accident experience.

(4) Ensure adequate supervision of unit sponsored sports and recreational activities.

b. The DCA has mutual responsibilities to:

(1) Provide safety guidelines for overall sports and recreation programming.

(2) Ensure that only qualified personnel in proper physical condition participate in strenuous activities.

(3) Ensure guidelines are enforced by senior participants.

(4) Ensure all sports and recreation facilities and equipment are inspected frequently and maintained in a safe condition.

(5) Discuss safe practices in sports and recreational activities in directorate and unit safety meetings.

(6) Distribute information on the types and frequency of injuries associated with sports, physical training, and recreational activities.

(7) Review the safety SOP at least annually.

## APPENDIX I - SPORTS AND RECREATIONAL SAFETY

c. Supervisory personnel in sports and recreational activities are coaches, managers, trainers, officials, umpires, craft shop personnel, and others who are responsible for enforcing rules, regulations, and procedures. They should be carefully selected and trained in such techniques as:

- (1) Teaching fundamentals.
- (2) Rules enforcement.
- (3) Assuming responsibility.
- (4) Conducting training, sports, and recreational activities in a safe environment.

I-4. EQUIPMENT. Sports and recreational equipment must be available to participants in suitable quantity/quality. Each item of equipment must be properly maintained so that it will not become a hazard:

a. Sports equipment includes weight lifting sets, balls, racquets, golf clubs, horseshoes, nets, etc.

b. Personal protective equipment includes supporters, masks, padding, gloves, and some uniform items. Also in this category are goggles, respirators, ear muffs, and full-face shields used in woodworking, auto repair, arts and crafts, paint shops, and similar activities.

c. Craft shop equipment can be complex and is the responsibility of morale support agencies. Regardless of who owns the equipment, users must be trained to:

- (1) Prevent equipment misuse and/or abuse.
- (2) Observe all operating instructions.
- (3) Report malfunctions.
- (4) Avoid "jerry-rigged" temporary fixes.

d. Sports and recreational equipment surveys should be scheduled and carried out often enough to assure adherence to standards.

## APPENDIX I - SPORTS AND RECREATIONAL SAFETY

### I-5. POLICY:

- a. Sports and recreational activities develop qualities of team spirit, good sportsmanship, leadership, high morale, and a sense of belonging to the group.
- b. In all athletic competitions, teamwork, aggressiveness, determination, and courage are expected. If accidents and injuries are to be prevented, these qualities must not be allowed to digress into anger, foolhardiness, stubbornness, and recklessness.
- c. Only through effective supervision, training, planning, and control can recreational accidents and injuries be prevented.

I-6. INDIVIDUAL SAFE PERFORMANCE: Sports involve extreme physical exertion. Inherent hazards, e.g., improperly controlled contests, lead to needless injuries.

- a. Medical aspects. There should be a recent physical examination by a competent medical authority before a person engages in a sport for the first time.
- b. Physical conditioning. All personnel should be encouraged to seek professional advice in developing a physical fitness plan in order to avoid sports related injuries.
- c. Classification factors. Classification of individuals is a sound safety principle. Classification takes many forms, including:
  - (1) By skills levels, i.e., non-swimmers, adequate swimmers, superior swimmers.
  - (2) By weight, i.e., boxing and wrestling are controlled by weight groups.
- d. Rules knowledge. Often, it is assumed that players know the rules of such sports as baseball, softball, volleyball, touch football, etc. Often, such is not the case. Prior to engaging in team sports, managers, coaches, and trainers should provide a rules clinic to:
  - (1) Provide basic, but essential knowledge and skill development.
  - (2) Emphasize safety related rules.
  - (3) Enable enforcement of rules.
  - (4) Fix good playing habits.

(5) Firmly set supervisory responsibilities.

e. Attitude adjustment. Coaches and supervisors best develop respect for safety rules by setting good examples for others to follow. Many sports and recreational activities do not have supervisory personnel to watch all participants. Therefore, training is essential:

(1) Safety attitudes can be instilled when people understand the reasons behind rules.

(2) When participation is based on compliance with rules, attitudes can be changed.

(3) An established safety philosophy among team members will contribute to the total safety program.

(4) Individuals should be encouraged to:

(a) Help enforce rules.

(b) Inspect equipment and facilities.

(c) Help teach beginners basic skills.

(d) Supervise certain activities.

#### I-6. RECREATIONAL ACTIVITIES:

a. General. Many techniques outlined above apply to recreational activities. The primary difference between sports and recreational activities is the function of supervision. Sports are usually supervised by coaches and officials where recreation includes spontaneous activity with little or no supervision. Controls and accident prevention measures are more difficult to apply.

b. Types of recreational activities:

(1) On post/off duty: include technical shops, e.g., woodworking, automotive service and repair, photography, ceramics, and other arts and crafts. These involve industrial hazard, e.g., dusts, mists, vapors, flying objects, chips, glare, chemicals, solvents, sparks, flames, steam, sharp edges, saw blades, and falling objects to mention few.

(2) Off post/off-duty: include boating (motor, sail, or canoe), swimming, diving, bicycling, hiking, camping, fishing, skiing, motor touring, and family picnics. Personnel who do not normally participate in strenuous activities must be reminded that they are most susceptible to injuries.

#### I-7. ACCIDENT REPORTING.

a. Tenant units. Sports accidents are reported by completing the DA Form 285-AB-R, U.S. Army Abbreviated Ground Accident Report, and forwarding it through command channels to the MSC Safety Office. A copy must be forwarded to the BSB Safety Office.

b. DCA Recreation Division. Notify the BSB Safety Office of any accidents involving community facilities or equipment. Notification can be by telephone or written and must include:

- (1) Time, date, location (installation, bldg #).
- (2) Name/unit of injured person.
- (3) Nature and extent of injuries.
- (4) Description and cause of accident.
- (5) How the facility or equipment contributed to the accident.
- (6) Initial corrective action taken to prevent recurrence.

1. PURPOSE. This prescribes minimum precautions to be taken to protect personnel who are running in formation on or off BSB installations.
2. SCOPE. This is applicable to all military units that make up the BSB military community.
3. RESPONSIBILITIES:
  - a. Safety is a command responsibility. Unit commanders must ensure:
    - (1) A safe route has been planned, surveyed, and submitted to the BSB XO/AST office for approval.
    - (2) A physical training (PT) formation OIC/NCOIC is appointed who is knowledgeable of local traffic laws and the provisions of this regulation.
    - (3) Approved reflective equipment is available, serviceable, and used.
  - b. Formation OIC/NCOIC will:
    - (1) Require road guards at all intersections on post.
    - (2) Require trail road guard to warn of traffic approaching from the rear.
    - (3) Brief road guards and trail parties on their responsibilities prior to starting the run.
    - (4) Ensure road guards wear a reflective vest.
  - c. The BSB XO or the AST will:
    - (1) Enforce this annex by having unit chain of command prevent unit PT formations that do not have reflective equipment from leaving the post.
    - (2) Review proposed PT formation routes and make recommendations based on times, directions, and anticipated vehicular traffic patterns.

#### 4. GENERAL

##### a. On kasernes/barracks:

(1) Formations will be limited to three columns plus one additional column for cadence caller and/or chain of command personnel. Formations will be limited to one-half of the roadway and will not impede oncoming traffic (unless other arrangements have been instituted to restrict vehicle traffic).

(2) Lead/trail road guards will remain within 10-20 meters of the main formation body to prevent vehicles from getting in between the road guards and the formation. Road guards should extend this distance when approaching intersections depending on road, weather, and traffic conditions.

(3) Road guards will wear reflective safety vests. Lead/trail persons will carry operational flashlights with white lenses or safety cones during hours of darkness. Road guards will be used to warn motorists of formations approaching intersections. On-post vehicles will not exceed 10 mph or 16 km/h when passing troop formations.

(4) The use of lead and/or trail vehicles for on-post PT formations is at the discretion of the commander charged with care, custody, and control of the formation.

##### b. Off kasernes:

(1) Units are advised to coordinate with the local Provost Marshal Office at least 24 hours in advance to ensure local German authorities are notified of route(s) and time(s) of formations which will utilize public roadways.

(2) Make maximum use of sidewalks, park trails, forest trails, or side roads rather than heavily traveled roadways.

(3) Formations should be limited to three columns plus one additional column for cadence caller/or chain of command personnel. Formations will be limited to one-half of the roadway and will not impede oncoming traffic. Formations will follow same rules of the road as motor vehicles.

(4) Lead/trail road guards will remain within 10-20 meters of the main formation body to prevent vehicles from getting in between the road guards and the formation.

(5) Road guards will wear reflective safety vests. To comply with the German Public Transportation Ordinance, the following policies apply:

(a) Lead road guards will, during hours of darkness/limited visibility, carry lighted white lens flashlights. There should be at least two road guards 10-20 meters in front of the formation at all times.

(b) Trail road guards will, during hours of darkness/limited visibility, carry lighted red-cone lens flashlights. There should be at least two road guards 10-20 meters behind the formation at all times.

## APPENDIX J - IONIZING RADIATION PROTECTION

1. **PURPOSE:** This SOP establishes radiation protection policy and responsibilities for 417th BSB directorates, military tenant organizations, and other activities involved in the use, control, transportation, and disposal of radioactive material or equipment containing radioactive components to ensure the safety of personnel and equipment.

2. **APPLICABILITY:** This SOP is applicable to all non-divisional and divisional units, and other tenant units/activities assigned to the 417th BSB community.

### 3. **RESPONSIBILITIES:**

a. The BSB Commander is responsible for the protection of personnel and equipment from ionizing radiation accidents and ensuring implementation, monitoring, and compliance with this SOP and applicable regulations. The BSB Safety and Occupational Health Program manager will act for him or her in discharging this responsibility.

b. BSB Safety Manager will:

(1) Publish and monitor implementation of the 417th BSB Ionizing Radiation Protection SOP.

(2) Ensure the appointment of a trained and qualified BSB Local Radiation Protection Officer (LRPO) and alternate to assist in the administration, monitoring, and compliance with this appendix.

(3) Provide staff assistance and advice to tenant unit commanders and Radiation Protection Officers. Assist in the investigation and reporting of radiation accidents and incidents.

(4) Coordinate development of a BSB emergency action plan and team to respond to radiation accidents and incidents on and off post within MILCOM geographical boundaries.

(5) Coordinate with appropriate German public safety agencies, as necessary, who may be called upon to respond to off-post accidents and incidents, e.g. tank fires involving depleted uranium rounds.

(6) Serve as a POC to receive and forward radiation accident/incident reports to USAREUR Safety.

(7) Coordinate necessary public affairs actions with the Public Affairs Officer following off post incidents.

c. Commanders of non-BSB tenant units will:

(1) Establish and implement radiation safety SOPs in accordance with this appendix. Establish inspection programs to ensure compliance.

(2) Appoint LRPO at battalion and separate company/battery level and higher who will act for the commander in discharging the requirements of this appendix.

(3) Ensure compliance with reporting requirements contained in this appendix.

(4) Require property book/supply personnel ensure accountability and maintenance of an inventory of radioactive material and equipment and an annual update.

(5) Ensure entrances to buildings and areas, e.g. track parks where radioactive components are stored or used, are posted with the appropriate radiation hazard warning placard. Required to warn fire fighters and other emergency reaction team personnel of possible radiation hazard.

d. Unit Radiation Protection Officer will:

(1) Manage the unit Ionizing Radiation Protection Program IAW this appendix.

(2) Assist supervisors in training personnel.

(3) Maintain a controlled radioactive materials listing file.

(4) Provide a copy of appointment orders to the 417th BSB Safety Office, ATTN: Local Radiation Protection Officer, APO AE 09031.

(5) Assist the unit safety representative in the prevention, investigation, and reporting of accidents involving radioactive sources. (See appendix B for accident reporting requirements).

(6) Provide the BSB Safety Office with an initial and end of fiscal year list of buildings and work areas where radioactive components and materials are used or stored. Include an estimate of the number of items by location.

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APPENDIX J - IONIZING RADIATION PROTECTION e. Supervisors of personnel working with radioactive material and/or equipment containing radioactive sources will:

(1) Inform personnel of the presence of ionizing radiation and/or radioactive materials.

(2) Inform personnel of the health hazards associated with exposure to ionizing radiation and/or radioactive materials.

(3) Inform personnel of procedures and precautions to minimize exposure to ionizing radiation.

(4) Ensure personnel are familiar with emergency procedures.

(5) Ensure personnel are familiar with fire fighting procedures for radioactive materials.

(6) Ensure that personnel know the proper use of protective equipment and clothing and that appropriate containers and other equipment are available for clean up in the event of breakage.

(7) Immediately notify the unit LRPO of radiation accidents/incidents.

(8) Maintain a radioactive materials listing.

f. Personnel who use radioactive material or equipment which contain radioactive sources will:

(1) Know and follow applicable procedures, rules, and special instructions.

(2) Use safety equipment properly.

(3) Report to the supervisor/commander any accident, incident, personal injury, suspected overexposure, or suspected internal exposure to ionizing radiation, however slight, immediately after the occurrence.

g. Personnel who ship or receive radioactive material will:

(1) Label and mark packages for shipment IAW applicable regulations.

(2) Notify the unit LRPO of the shipment.

(3) Notify the unit LRPO upon receipt of a package or container containing radioactive material.

#### 4. REQUIRED REPORTS :

a. All incidents/accidents involving radioactive material will be investigated by the unit LRPO and BSB Safety Officer and reported IAW AR 385-40, Chapter 8. A written report will be sent to appropriate MSC. A copy will be furnished to the BSB Safety Office, Unit 26137, APO AE 09031. The BSB Safety Office will provide investigation assistance upon request.

b. Telephonic notification is required for all radiation accidents/incidents such as breakage, fire involving radioactive material or equipment containing radioactive sources if there is a loss of radioactive material, a personal injury, or known or suspected overexposure occurrence. A telephonic report will be made immediately IAW serious incident reporting procedures at Appendix B of this SOP.

#### 5. RADIOACTIVE WASTE:

a. All radioactive waste will be properly packaged and transported by military vehicle to the U.S. Army Test Measurement Diagnostic Equipment (TMDE) Region Europe at Pirmasens. Radioactive waste will never be shipped by mail or any means other than DoD vehicle or aircraft.

b. The appropriate MSC will be notified by the unit LRPO at least three working days prior to the shipment of radioactive waste to Pirmasens.

c. The USAREUR/7A point of contact for radioactive waste disposal is the U.S. Army TMDE, Pirmasens, Radioactive Waste Processing Facility, bldg #4145, AMSAM-TMD-GE-PN, APO AE 09138, DSN 495-6486.

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#### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

##### 1. PURPOSE:

a. This chapter describes requirements to assist commanders and directors in maintaining a safe and healthful workplace.

b. It covers the servicing, maintenance, and repair of machines and equipment in which unexpected start up or release of stored/residual energy could cause injury to personnel.

2. APPLICABILITY: This applies to the control of energy during servicing, maintenance, repair of machines and equipment.

### 3. RESPONSIBILITIES:

a. Each commander/director will establish and enforce a written program to identify and control potentially hazardous energy sources when personnel are engaged in the activities covered by this standard. The written program will provide specific responsibilities and procedures to implement this regulation.

b. Each supervisor responsible for servicing, maintenance, or repair of machines or equipment will:

- (1) Identify all machines/equipment they are responsible for that require LOTO.
- (2) Identify potential sources of hazardous energy associated with those machines/ equipment.
- (3) Develop LOTO procedures specific to each piece of equipment.
- (4) Train assigned personnel on LOTO procedures.
- (5) Ensure LOTO SOPs are current and available to authorized personnel.
- (6) Assign only current authorized personnel to tasks requiring LOTO.
- (7) Ensure SOPs are followed.
- (8) Ensure required hardware is available and in serviceable condition.

## K-1

### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

(9) Promptly report any problem areas or deficiencies noted in this regulation or other aspects of the LOTO program to the responsible official.

c. Each supervisor will ensure affected personnel are trained to understand the basic requirements of LOTO, recognize installed LOTO hardware, and comply with LOTO procedures.

d. Each person is responsible for following the requirements of their organization and promptly reporting any problems to their supervisor.

e. The BSB Safety Office is responsible for providing guidance to the commander/director to ensure establishment of an effective LOTO program.

f. Only current authorized personnel will be assigned work requiring LOTO procedures. Each responsible supervisor will maintain a roster of current authorized personnel. A current copy of the roster will be provided to the BSB Safety Office. Personnel who have not met the training or SOP requirements will not be assigned tasks requiring LOTO. This does not restrict the responsible supervisor or commander/director from temporarily or permanently removing a person from the authorized roster for other applicable reasons.

g. The processing procurement organization will ensure all newly procured machines/ equipment contain the necessary LOTO requirements.

h. The contracting office will ensure all contract solicitation packages and contracts for service, maintenance, or repair of machines/equipment contain the necessary LOTO requirements.

#### 4. DEVIATIONS/EXEMPTIONS:

a. All requests for deviations/exemptions will be processed through the BSB Safety Office.

b. Exceptions to requirements unique to this chapter may only be approved by the 417th BSB Commander.

c. Deviations or exemptions to OSHA standards implemented by this regulation are not authorized.

### K-2

#### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

#### 5. WRITTEN PROGRAMS:

a. Each BSB organization requiring lockout/tagout (LOTO) will establish a written program document identifying the specific implementing directions for LOTO within that

organization. This document may supplement this appendix or be a separate regulation.

b. As a minimum, the document will cover the following areas:

- (1) Specific local responsibilities.
- (2) Equipment identification.
- (3) LOTO hardware requirements.
- (4) General LOTO procedures.
- (5) Personnel training.
- (6) Development of SOPs.
- (7) Procedures for abatement of non-complying equipment.
- (8) Procedures for ensuring compliance of new equipment.
- (9) Procedures for exceptions, deviations, and exemptions.

#### 6. EQUIPMENT IDENTIFICATION:

a. Each supervisor responsible for service, maintenance, and/or repair will identify all machinery/equipment for which they are responsible and make a determination as to whether unexpected equipment start-up or release of stored/residual energy could occur in a manner that could cause injury or damage.

b. Each supervisor will maintain a list of the LOTO machines/equipment they are responsible for servicing, maintaining, or repairing. The equipment list will identify the equipment name, type, model number, serial number, hand receipt holder, location, hazardous energy forms and locations. When machines/equipment are transferred or disposed of, the record will be updated accordingly.

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#### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

#### 7. LOTO HARDWARE:

a. Suitable tagout devices shall be provided by the employer to authorized personnel.

b. LOTO devices that are nearing the point of being unserviceable will be replaced by the authorized person or responsible supervisor IAW established procedures.

c. Each authorized person performing LOTO will be issued their own lockout device(s).

d. No duplicate keys or locks will be issued. A record will be maintained identifying the model name, serial number, lock(s) issued, and the person to whom they were issued. Master key(s) will be maintained by the supervisor or higher official as identified in the local program document.

e. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the device to deteriorate or the message to become illegible.

f. As a minimum each tagout device will have the following information:

(a) A clear indication that the equipment/machine is locked/tagged out and warn against the hazardous conditions if the machine or equipment is energized, including a legend such as: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE, etc.

(b) Name, office, and phone number of the person installing the tag.

(c) Identification of equipment/machine being tagged out.

(d) Work being performed.

## 8. STANDING OPERATING PROCEDURES:

a. All SOPs will be initiated and signed by the responsible supervisor and reviewed and signed by the 417th BSB Commander. The responsible supervisor will ensure each authorized employee reads, understands, and signs the SOP prior to receiving work assignments.

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## APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

b. SOPs will provide all specific information needed to do the job safely. The LOTO requirements may be covered in stand alone SOPs or as part of existing SOPs.

c. SOPs will cover all aspects of LOTO. The LOTO SOP will cover the following as a minimum:

(1) The specific LOTO equipment to which the SOP applies. The responsible supervisor will identify when machines/equipment to be worked on will require LOTO procedures. The responsible supervisor will ensure only current authorized personnel who received the proper training are scheduled to perform the LOTO work. The supervisor will ensure that each authorized person has read, signed, and has available the appropriate SOP and has the appropriate LOTO hardware.

(2) The SOP will identify all tools, equipment, lockout devices, tags, checklist, and protective clothing and equipment required for the job.

(3) The authorized person will identify the potential sources of hazardous energy, install/activate the energy isolation device(s), and check to ensure the energy is dissipated/ controlled.

(4) Lockout devices will be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.

(5) The effectiveness of each lockout device must be checked when each device controls a particular energy source. When multiple lockouts are installed in a series as an added safety factor to control a single energy source, one check may be performed.

(6) On electrical equipment, voltage checks will be made downstream of the lockout to ensure that all energy is interrupted/discharged.

(7) Tagout devices will be installed at the machine/equipment operator's normal location for operating the machine/equipment and at each lockout.

(8) Following the application of LOTO devices to energy isolating devices, all potentially hazardous stored or residual energy such as that in capacitors, pressure tanks, transfer lines, etc., shall be fully and adequately relieved, disconnected, restrained or otherwise rendered safe.

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### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

(9) Before the LOTO devices are removed, the work area will be inspected to ensure that non-essential items have been removed, tools and equipment are in a safe place, and machine/ equipment components, including all switches, controls, and guards, are operationally intact. If it is necessary to leave some components disassembled to perform certain tests/inspections of machine/equipment operation, specific local procedures will be developed and defined in the SOP to ensure an

adequate level of safety.

(10) The work area shall be checked to ensure that all personnel have been safely positioned or removed. Machine/equipment operators or other affected personnel shall be notified prior to the removal of LOTO devices.

(11) Each LOTO device shall be removed from the energy isolating device using normal means by the authorized person who applied the device.

(12) The only exception is, when the person who applied the device is on an unforeseen absence and it is mission essential that the device be removed, or an unforeseen emergency has occurred requiring immediate removal of a device.

(13) The authorized person's supervisor will accomplish the following:

(a) Verify that the authorized person who applied the device is not available on the installation and cannot be readily available.

(b) Ensure that all the required checks for LOTO removal are accomplished.

(c) Remove the lockout with the master key or other normal removal device.

(d) Make all reasonable efforts to contact the authorized person to inform them that their LOTO device has been removed.

(e) Ensure that the authorized person has this knowledge prior to resuming work at the installation.

9. SHIFT OR PERSONNEL CHANGES: SOPs for LOTO operations will pacify procedures to be utilized during shift changes to ensure continuity of LOTO protection, including the change of LOTO devices between personnel going off duty and oncoming personnel so as to minimize the exposure to the hazards of unexpected energizing, start up of the machine/equipment, or the release of stored energy.

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### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

10. CONTRACTOR OPERATIONS: Contractors performing on-site work for a BSB organization requiring LOTO will be required to submit their LOTO procedures to the BSB Safety Office for approval prior to beginning work.

a. When the contractor and BSB have authorized personnel on the same job concurrently, BSB requirements will apply.

b. When only the contractor has authorized employees on a job, the contractor's procedures will apply to provide an adequate level of protection for contractor and BSB personnel. The contracting office will ensure that BSB affected employees/soldiers are briefed on the contractor's procedure, recognition of the contractor's LOTO devices, and compliance with the contractor's procedure prior to beginning work.

#### 11. TAGOUT:

a. Tagout alone will not be used in lieu of LOTO on equipment/machines which have lockout capability.

b. Tagout alone may be used on equipment/machines not having lockout capability.

c. The BSB organization will utilize additional safety precautions such as removal of an isolation circuit element, blocking a controlling switch, opening of an additional disconnecting device, or removing a valve handle.

12. NEW MACHINES/EQUIPMENT: New machines/equipment will be designed, manufactured, and equipped to allow energy isolation/dissipation, energy isolation/dissipation verification, and installation of LOTO devices. The processing procurement office will ensure that the contract, purchase order, etc., contains a statement to ensure this requirement is met.

13. SUPERVISOR TRAINING: The commander/director will ensure that all supervisors receive training as to the general requirements and importance of LOTO and the recognition, purpose, and use of LOTO devices.

14. AFFECTED PERSONNEL TRAINING: The commander/director will ensure that all affected personnel receive training to recognize LOTO devices, the hazards these devices protect against, and the importance of not tampering, removing, or overriding these devices. All affected personnel will receive initial training and annual refresher training. This training will be documented and records maintained.

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#### APPENDIX K - CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

15. AUTHORIZED PERSONNEL TRAINING: The responsible supervisor will ensure that each authorized person receives training on the general requirements for LOTO and training on the specific requirements for operations that person will perform. Each authorized person must be trained to recognize applicable hazardous energy sources, know the types and magnitude of energy sources in that person's workplace, know and understand the means and methods necessary for energy isolation, and control procedure prior to beginning service, maintenance, or repair activity on the machine/equipment containing that energy source. Each authorized person will receive

initial and annual refresher training. This training will be documented and records maintained.

16. ACCIDENT INVESTIGATION: During accident investigation involving machines/equipment where energy release or transfer has been identified as the proximate or contributing cause of injury or damage, LOTO equipment and procedures will be examined to determine their causative effect and adequacy. If inadequate LOTO equipment/procedures or failure to follow procedures is identified, the operation will not resume until full corrective measures are established and implemented.

17. ACCIDENT REPORTING: Accident reporting will comply with AR 385-40, Accident Reporting and Records. Where machine/equipment energy release/transfer has been identified as a causative factor, the DA Form 285-AB-R, U.S. Army Abbreviated Ground Accident Report, will contain a statement reflecting that LOTO was examined, the results of that examination, and corrective action as applicable.

LOCKOUT/TAGOUT (LOTO) CHECKLIST  
(Name of BSB organization)

Name of individual assigned job \_\_\_\_\_

Date job started \_\_\_\_\_

Name of machine/equipment \_\_\_\_\_

Location \_\_\_\_\_

Model and Serial Number \_\_\_\_\_

CHECK OFF WHEN COMPLETED:

- \_\_\_\_\_ LOTO hardware on hand and operable
- \_\_\_\_\_ Affected personnel notified
- \_\_\_\_\_ Hazardous energy identified
- \_\_\_\_\_ Energy disconnected and lockout and tag installed
- \_\_\_\_\_ Energy disconnect/dissipation verified
- \_\_\_\_\_ Tools and parts secured
- \_\_\_\_\_ All components, including guards, properly attached
- \_\_\_\_\_ LOTO removed
- \_\_\_\_\_ Operational check performed
- \_\_\_\_\_ Operational check satisfactory
- \_\_\_\_\_ Affected personnel notified

Date of job completion \_\_\_\_\_ Employee signature \_\_\_\_\_

This checklist is to be completed by each authorized person performing work requiring LOTO procedures. Upon completing work or turning the work over to an oncoming shift or other authorized person, the authorized person will turn the completed checklist in to their supervisor. All checklists will remain available on hand until the job is complete.

## APPENDIX L - CRANES AND HOISTS

### 1. GENERAL:

a. Cranes and hoists are devices used to lift or lower a load from ground level or move a load from one point to another while suspended from an overhead projection or apparatus.

b. Cranes will be categorized as Class A, Class B, or Class C lifting devices.

(1) Class A cranes are self-powered, manned cranes such as:

(a) Truck mounted cranes.

(b) Gantry cranes.

(c) Crawler-type boom cranes.

(d) Overhead monorail cranes.

(2) Class B cranes are unmanned, self-powered cranes such as:

(a) Bridge cranes.

(b) Jib cranes.

(3) Class C cranes are hoists and other floor controlled lifting devices with the capacity of 5 tons or less.

### 2. OPERATING REQUIREMENTS:

a. Operators will inspect all cranes and hoists daily or other intervals IAW 29 CFR 1910, 1926, and TB 43-0142.

b. Class A crane operators:

(1) All operators will present evidence of training or demonstrated ability to operate cranes to the installation driver examiner.

(2) The driver examiner will give an examination for cranes and issue a license only to persons who successfully complete that examination.

(3) All operators in this class will receive annual crane safety training.

## APPENDIX L - CRANES AND HOISTS

### c. Class B operators:

(1) Crane operators must be specifically designated by their supervisors as crane operators and be certified by the Equipment Management Division.

(2) Operators will not be permitted to operate Class A cranes until appropriately licensed.

(3) All operators in this class will receive annual crane safety training.

### d. Class C operators:

(1) These are hoist operators designated in writing by supervisors to operate this equipment.

(2) The supervisor will post a notice of authorized operators.

(3) Unauthorized operators will be restricted from using this equipment.

## 3. QUALIFICATION FOR CRANE OPERATORS:

### a. Qualification for Class A crane operators:

(1) Operators will be required to pass a written or oral examination and a practical operating examination given by the driver examiner unless evidence is furnished of qualifying experience.

(2) Operators will have normal depth perception, field of vision, reaction time, manual dexterity, coordination, and no tendencies to dizziness or other undesirable characteristics.

(3) Be able to distinguish colors, regardless of the position of colors.

(4) Have no more than normal hearing loss; levels to be determined by the local medical authority.

(5) Have sufficient strength, endurance, agility, and coordination to meet the demands of the operation.

(6) Evidence of physical disability, defect, or emotional instability will be sufficient cause for disqualification. In such cases, specialized clinical or medical judgment and tests may be required.

## APPENDIX L - CRANES AND HOISTS

(7) Operators will be familiar with American National Standards Institute (ANSI) requirements and will conform to the provisions.

### 4. GENERAL INFORMATION:

a. The lifting capacity of each crane and next inspection date will be stenciled or painted on the equipment in a conspicuous location.

b. All moving parts will be protected by guards.

c. All pins, fastenings, cables, hooks, grabs, sheaves, and drums will be maintained in a serviceable and safe condition.

d. Load cables will be of an approved type with proper fastenings and of the proper size for the drum and sheaves.

e. Before unloading reinforcing steel or any other equipment of equal weight, the operator will make sure the hooks have the capacity to lift the load. In addition, all hooks will have a safety latch which prevents the choker from accidentally slipping off of the hook (except as noted in TB 430142).

f. Wire rope used on crane hoists will be inspected daily by operators.

g. All personnel working around a crane will wear a hard hat and safety shoes.

h. Other requirements identified in 29 CFR 1910 and 29 CFR 1926 will be followed.

i. No crane shall be operated without prior approval.

5. SPECIAL REQUIREMENTS FOR OPERATION NEAR HIGH VOLTAGE: Equipment will not be operated closer than 20 feet to a high energy source unless the power is locked out by a qualified electrician.

6. OTHER LIFTING DEVICES: All other lifting devices such as lifting slings, cables, etc., will be used IAW 29 CFR and TB 43-0142.

## APPENDIX M - COMPRESSED AIR

### 1. GENERAL:

a. All air receivers or air-actuated pneumatic equipment will be inspected and tested IAW TB 742-93-1 and this regulation.

b. Operators using pneumatic drills, riveters, hammers, or wrenches, etc., will wear protective goggles and both ear plugs and muffs. Air-operated equipment will be carefully handled and not pointed at anyone.

c. Air hoses will be firmly seated and properly connected before use. Equipment with loose fittings on either end will not be used.

d. Air hoses will be kept free from oil or oil spills, hot surfaces, chemicals, nails, bolts or sharp edges.

e. Hoses will be inspected daily. Hoses which are cracked, frayed, or develop soft spots will be considered dangerous and discarded.

f. All air hose connections and fittings exceeding ½" inside diameter will have a safety device at the source of supply or branch line to reduce the pressure to not more than 30 psi.

g. Compressed air in excess of 30 psi will not be directed against clothing, hands, body, ground or floor. Horseplay is strictly forbidden and is a cause for disciplinary action.

h. Air hoses will not be placed across aisles or walkways in such a manner as to create a tripping hazard or cause damage to the hose.

i. Pressure gauges and regulators will be installed as necessary in a main supply line to ensure the 30 psi restriction is monitored. Exception: regulators and gauges to blow-off booths will be set not to exceed 100 psi.

j. Persons performing compressed air cleaning will wear appropriate protective clothing and equipment (PCE).

k. Pneumatic power tools will be secured to the hose by some positive means to prevent accidental disconnection and exposure to high pressure air.

l. Hoses shall not be used to hoist or lower tools.

m. Tools shall be stored properly when not in use.

## APPENDIX N - OFFICE SAFETY

1. GENERAL: This establishes policies and responsibilities that relate to office/administrative areas. These areas can be a part of or encompass an entire facility.

### 2. RESPONSIBILITY:

#### a. Commanders/supervisors will:

(1) Ensure that trip hazards (power cords, data cords, loose carpet, open desk drawers, etc.) do not occur.

(2) Ensure the use of step stools or a proper ladder for reaching elevated surfaces instead of chairs, boxes, etc.

(3) Ensure sharp objects (knives, scissors, razor blades, etc.) are properly stored/protected to prevent puncture wounds and lacerations.

(4) Ensure the tops of filing cabinets are not used as storage shelves.

(5) Ensure soldiers'/employees' physical characteristics (long hair, nails, etc.) or clothing (necktie, long sleeves, etc.) do not present a hazard while working on office machines.

(6) Ensure proper lifting techniques are used when lifting items. Utilize extra people or lifting devices to lift heavy objects.

(7) Ensure there are no hazardous conditions or opportunities for hazardous conditions to jeopardize health or the safety of personnel.

(8) Ensure all containers are properly labeled.

#### b. Soldiers/employees will:

(1) Abide by all applicable safety regulations.

(2) Report all unsafe acts or conditions to their supervisor.