

Summary of Changes

This regulation contains a number of revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

Incorporating changes effective 2/14/2014

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

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Safety
Safety and Occupational Health Program

FOR THE COMMANDER:

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Executive Summary. This regulation prescribes policies and procedures for management of the United States Military Entrance Processing Command (USMEPCOM) Safety and Occupational Health Program.

Applicability. This regulation applies to military and civilian personnel assigned or attached to USMEPCOM, applicants, and other personnel occupying military entrance processing station (MEPS) spaces. If any provision of this regulation is in conflict with the terms of a collective bargaining agreement, the negotiated agreement will take precedence.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MEHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-1/MEHR-PR. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-1/MEHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Internal control process. This regulation contains internal control provisions. The internal controls checklist is found in [AR 385-10 The Army Safety Program](#) Appendix D.

*This regulation supersedes USMEPCOM Regulation 385-1, March 29, 2006.

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Chapter 1 Introduction

1-1. Purpose

a. This regulation prescribes U.S. Military Entrance Processing Command (USMEPCOM) policy, responsibilities, and procedures to protect and preserve personnel and property against accidental loss. It provides for public safety incumbent to Army operations and activities and healthful workplaces, procedures, and equipment. Also, this regulation disseminates guidance for applying the policies, procedures, and information necessary to conduct the USMEPCOM Safety Program as outlined in [Army Regulation \(AR\) 385-10, The Army Safety Program](#) and [Department of the Army \(DA\) Pamphlet 385-40, Army Accident Investigations and Reporting](#).

b. This regulation mandates USMEPCOM Safety Program policies, procedures, and guidelines into one comprehensive safety program for all USMEPCOM operations.

1-2. References

For required and related publications and prescribed and referenced forms see [Appendix A](#).

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the Glossary, [Appendix C](#).

1-4. Scope

The accident prevention fundamentals contained in this regulation are minimum requirements. Subordinate Commanders will find it necessary to issue additional instructions and directives (local standing operating procedures) regarding the specific geographic locality and concerns which are distinct to their organizations.

1-5. Policy

a. Commanders, managers, and supervisors at all levels must pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses; thus providing for a more efficient use of resources toward the enhancement of accession mission success. Decision makers at all levels will employ the Army's composite risk management (CRM) process to effectively preclude unacceptable risk to the safety of personnel and property. Accidental losses affect the ability to meet mission requirements. Positive action will be taken to control these losses through the CRM process, training, education, and aggressive leadership. The USMEPCOM CRM Program requirements are in [Chapter 4](#). Where labor management agreements have been negotiated with the command, managers and supervisors must comply with the applicable labor management agreements of the safety article in respect to any consultation and/or negotiation of requirements. All Federal standards and Army regulations will be enforced and cannot be included in any negotiation.

b. The following principles will be effectively integrated into all USMEPCOM plans, programs, decision-making processes, operations, and activities:

(1) Accidents are an unacceptable obstacle to the USMEPCOM mission, readiness, morale, and resources; hence, decision-makers will exercise CRM.

(2) Decision-makers at every level will employ the risk management process, as specified in [Chapter 4](#), to avoid unnecessary residual risk to mission, personnel, equipment, and the environment.

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(3) The acquisition of materiel, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary residual risk and control residual risks.

(4) Life cycle safety considerations will be considered in the acquisition, use, and disposal of chemicals and hazardous materials so as not to endanger or compromise public health and safety.

(5) Appropriate action will be taken to expeditiously correct nonconformity with mandated standards, workplace deficiencies, hazards, and accident causes.

(6) Performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and occupational health (SOH) responsibilities will be considered in Army civilian employee performance appraisals and military evaluation reports in accordance with [Department of Defense Instruction \(DoDI\) 6055.1, DoD Safety and Occupational Health Program](#). A safety briefing regarding emergency procedures, rally point locations, emergency routes, and safety training requirements will be given to all newly assigned personnel (military and civilian) within 72 hours of in-processing into the unit and prior to operating Government-owned vehicles (GOV) regarding their responsibility in safety and accident prevention.

1-6. Responsibilities

a. The Commander, USMEPCOM, exercises overall staff responsibility for the USMEPCOM Accident Prevention Program. The Command Safety Officer acts for the Commander in discharging this responsibility.

b. The Command Safety Officer:

(1) Serve as principal staff element in planning, organizing, directing, and evaluating all safety program elements within the command; serve as the expert safety program advisor, a member of the Commander's staff reporting through the J-1/Human Resources Directorate (J-1/MEHR) to the Deputy Commander/Chief of Staff (MEDC).

(2) Provide for the establishment and implementation of plans, policies, and procedures for conducting safety programs at all levels of command; assist Commanders in determining the numbers and qualifications of personnel necessary to ensure an effective accident prevention program.

(3) Provide technical and professional assistance to eliminate or control unsafe behavior and unsafe environments.

(4) Determine the need for, obtain, and distribute safety promotional and educational materials.

(5) Provide technical assistance in accident investigation and reporting to ensure accuracy and completeness.

(6) Collect, analyze, and disseminate data concerning the accident experience of the command; prepare reports of safety activities; and conduct studies as required by higher authority.

(7) Review operating procedures, manuals, directives, and other instructions to ensure the incorporation of safe practices and safe physical standards.

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(8) Maintain close liaison with other staff agencies, military services, along with Federal and civilian agencies in all relevant safety matters.

(9) Conduct surveys and inspections of activities, to include review of accident prevention programs.

(10) Conduct the Standard Army Safety and Occupational Health Inspections (SASOHI) of worksites.

(11) Implement and manage all aspects of the Army Safety Program for this command as outlined in [AR 385-10](#).

(12) Implement and manage the command hazard communication, risk management, ergonomics, radiation protection, and respiratory protection programs.

(13) Develop recommendations for corrective measures warranted by adverse accident rates or trends, hazardous conditions, procedures, or other deficiencies.

(14) Provide accident prevention material and ensure high quality training for civilian and military safety personnel at all levels.

(15) Publicize methods for reporting unsafe or unhealthful conditions.

(16) Convene the command safety council semiannually or as directed by the Commander.

(17) Fulfill and comply with labor management relations responsibilities regarding consultation, negotiation, union and management agreements, applicable laws, rules, and Government-wide regulations.

(18) Develop a comprehensive safety training program for collateral duty safety personnel, which will ensure competence in carrying out their duties.

(19) Host safety training to promote professional development for collateral duty Safety Officers (CDSO) and address safety issues facing the command.

(20) Provide oversight to all USMEPCOM and its subordinate military organizations.

(21) Serve as safety proponent for all statutory and regulatory SOH programs.

(22) Provide assistance with day-to-day safety issues, such as questions and concerns, accident reporting, and inspections. USMEPCOM policies and procedures will be the standard for all safety matters.

(23) Provide education and training, hazard identification, and evaluations; provide recommendations to Commanders to mitigate hazards.

(24) Provide environmental monitoring through a continuing program of observation, measurement, and judgment necessary to recognize potential health hazards and judge the adequacy of protection; arrange for the taking of environmental measurements for the purpose of evaluating employee exposure to workplace hazards.

(25) Budget the requirements for planning and conducting the safety activities as prescribed by this regulation and [AR 385-10](#), to include salaries, awards, inspections, program enhancements, and training.

(26) Execute the Commander's SOH Program.

(27) Perform staff assistance visits as directed.

(28) Communicate best practices and share lessons learned.

c. J-1/Human Resources Directorate, will:

(1) Advise leadership of administrative penalties for civilian abuses of programs covered by this regulation.

(2) Work with J-1/Human Resources Directorate on aspects of the [Federal Employees' Compensation Act Program](#) in order to reduce unwarranted and lengthy lost workday claims with input from the Command Safety Officer.

(3) Provide the Command Safety Officer quarterly information regarding lost time under the [Federal Employees' Compensation Act](#) claims and continuation of pay costs.

d. J-4/Facilities and Acquisition Directorate, will:

(1) Ensure coordination with the Command Safety Officer in the design, construction, and renovation of new or existing facilities to ensure compliance with Federal standards.

(2) Include in each contract or purchase order (that identifies hazardous material is involved) a requirement for the supplier to include with each shipment a copy of the applicable material safety data sheet (MSDS).

(3) Coordinate any additional procedures with the Command Safety Officer that is necessary to ensure using activities have access to the MSDS.

(4) Inform the Command Safety Officer whenever equipment containing radioactive material will be brought into a USMEPCOM controlled workplace.

e. Facilities managers will:

(1) Coordinate with the Command Safety Officer when preparing [DA Form 4283, Facilities Engineering Work Request](#) to identify hazardous conditions.

(2) Where correction exceeds local capability, notify the Command Safety Officer for assistance.

(3) Establish internal procedures to assure work requests identified by the Command Safety Officer and/or CDSO as imminently dangerous are corrected immediately.

(4) Provide the Command Safety Officer a quarterly status report ([UMF 385-1-1-E, Deficiency Log](#)) of safety deficiency abatement status.

(5) Assure coordination with the Command Safety Officer in the design, construction, and renovation of new or existing facilities to ensure compliance with Federal standards.

(6) Ensure units conduct an annual facility hazard inspection.

(7) Support the safety program within their respective areas and provide necessary assistance to enhance the overall safety effectiveness of the command.

(8) Provide the Command Safety Officer with fire incident reports.

f. MEPS Commanders will:

(1) Complete the online Commander's Safety Course within 30 days of assuming position. The course is located online at [USACRC](#).

(2) Appoint a collateral duty Safety Officer (CDSO).

(3) Encourage the reporting of unsafe and unhealthful working conditions, emphasizing personnel responsible for making such reports.

(4) Assure employee job descriptions accurately identify hazards to which the employee may be exposed, the requirement for wearing specific items of personal protective clothing and equipment (PPE), and other safety requirements.

(5) Establish procedures to ensure managers and supervisors who have safety-related tasks associated with their jobs are identified and that duty assignments and job descriptions clearly reflect these responsibilities.

(6) Arrange to receive a safety orientation from the unit CDSO within 14 days of assignment to a unit.

(7) Submit an electronic copy of any MEPS Safety standard operating procedure (SOP) and CDSO appointment order to the Command Safety Officer.

(8) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission, and motivate and instruct personnel in safe practices on- and off-duty.

(9) Ensure compliance with the USMEPCOM Safety Program, to include use of PPE.

(10) Ensure the CDSO completes required training.

(11) Require timely reporting of accidents as required in [AR 385-10](#) and this regulation.

(12) MEPS Commanders will present safety briefings to their personnel before holidays.

(13) Establish carefully planned fire prevention initiatives that are tailored to those facilities and vehicles their personnel occupy or use.

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(14) The MEPS CDSO will evaluate the effectiveness of their safety program by monitoring whether their unit's accident record is improving or retrogressing. Data gathered in this process may help transform haphazard, costly, and ineffective performance and procedures into an effective safety program. Everyone should relate the potential for accidental losses and their impact on success, such as personnel injuries that contribute to lost man-hours, vehicle shortages due to GOV accidents, and damage costs as related to budget constraints.

g. Commanders of organizations that are primarily administrative in nature with no extremely high, high, or moderate risk activities (such as Sector or Battalion Headquarters) will:

(1) Use this regulation as their safety SOP.

(2) Appoint a CDSO in writing.

(3) Not be required to comply with hazard communication requirements (for example, SOP, posting of MSDSs, etc.). Office workers who rarely encounter hazardous chemicals are exempt from hazard communication standards. [OSHA](#) has found most office products to be exempt.

(4) Inspect work areas annually. Since these are low-risk work areas, quarterly inspections are not required. Inspection results will be maintained for 1 year. Unsafe conditions will be handled per requirements in [AR 385-10](#).

(5) Required to have a radiation SOP.

(6) Provide safety training at least semiannually: Summer safety (to include heat injury prevention) and winter safety (cold weather) training.

h. Supervisors will:

(1) Perform a risk assessment and job hazard analysis. These steps ensure the work environment meets safety standards and that their personnel operate in the safest possible manner consistent with the mission. Assure employees under their supervision observe and comply with appropriate SOH rules and regulations, including the use of PPE provided for their protection. Supervisors will set the example in using PPE.

(2) Be responsible for accident prevention;

(3) Control unsafe acts or conditions that may be conducive to accidents; procure, maintain in sanitary working condition, and require use of PPE and devices necessary to protect employees from injury.

(4) Report unsafe workplace conditions to CDSO for assistance in correction.

(5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized SOH activities.

(6) Orient all newly assigned personnel concerning the hazards inherent in their job and work environment. Conduct regulatory training concerning specialized and general hazards in the workplace and methods for avoiding accidents.

(7) Report all accidents promptly through the chain of command. Conduct comprehensive factual investigations when on-duty injuries result in lost time.

(8) Ensure facts on civilian compensation forms are fully documented and accurately reported.

(9) Brief newly assigned personnel on the driving hazards they may encounter while serving at that unit.

(10) Provide light duty for employees injured on the job when indicated by a medical treatment facility.

i. CDSO will:

(1) Complete the Collateral Duty Safety Officer Course within 30 days of appointment. The course can be accessed at [USACRC](#).

(2) Become familiar with Army safety regulations, safety requirements for the unit, principles of accident prevention, and safety aspects included in SOPs, field manuals, technical manuals, and other sources.

(3) Interpret safety policies and procedures for the Commander, supervisors, and subordinate safety personnel.

(4) Supervise and conduct quarterly safety inspections of buildings and worksites giving particular attention to recurring and serious hazards and to new or varied operations.

(5) Coordinate with supervisors to provide technical assistance to eliminate unsafe work practices.

(6) Provide prompt assistance with accident investigation and reporting. Review reports for completeness and accuracy and evaluate adequacy of corrective actions. Follow-up to ensure corrective actions are taken.

(7) Maintain safety records on all injuries and analyze the unit's accident experience to determine accident patterns, then develop and implement countermeasures.

(8) Provide the Commander with periodic safety progress reports and information concerning accidents.

(9) Provide assistance for Commanders in conducting periodic briefings with supervisors regarding the objectives of the safety program, methods of attaining these objectives, and the degree of success expected.

(10) Arrange for the incorporation of safety practices in operating procedures, training publications, demonstrations, and exercises to ensure the safety of personnel and the public.

(11) Determine the need for and obtain material for safety training, safety promotions, and safety awards.

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j. Responsibilities listed above are for the overall general safety program. Responsibilities for specific areas or activities are provided in subsequent respective chapters addressing that subject.

1-7. SOH Advisory Council

- a. USMEPCOM will establish an SOH advisory council. Membership will consist of:
 - (1) Command Safety Officer. Serves as council chairman.
 - (2) Eastern Sector CDSO.
 - (3) Western Sector CDSO.
- b. Council will meet semiannually.
- c. Written records of meetings will be kept to satisfy Army and [OSHA](#) requirements.
- d. Routine agenda items include a review of safety performance, lessons learned, and an assessment of risks associated with normal operations.

Chapter 2 Reporting and Investigating Army Accidents

2-1. General

Accident reporting and investigating will be performed in accordance with [AR 385-10](#), [DA Pam 385-40](#), and this regulation.

a. This chapter delineates the responsibilities for investigating, recording, and recordkeeping of Army accidents. The Command Safety Officer is the primary link in providing information to the Commander on safety matters. It further details procedures for reporting civilian injuries and occupational illnesses and notification requirements regarding military (on- and off-duty) accidents as determined by the classification of the accident.

b. The unit Commander will ensure that all accidents are investigated to determine the facts and circumstances involved, and that accident reports are completed and submitted in accordance with this regulation. Only certain accidents are considered recordable using the Army Accident Reporting System, [ReportIt](#), Accident Report). [ReportIt](#) is the centralized mechanism for collecting injury, illness and loss reports to help the Army meet its applicable regulatory requirements and effectively manage its safety and occupational health program. Army Safety Management Information System Revised (ASMIS-R) is necessary to reduce accidental loss. This automated incident reporting system will meet the functional needs of both command organizations and users. It will also improve regulatory compliance by offering a single, standard, and efficient process for reporting incidents.

c. The following are the minimum requirements for reporting military accidents:

(1) On-duty Class A and B accidents will be reported. See [Paragraph 2-2](#) for more information about Class A, B, C, and D accident types.

(2) On-duty Class C and D accidents and all off-duty military accidents, when the injury results in one or more lost workdays, will be reported.

(3) Occupational illnesses that result in lost time from work beyond the day or shift on which it occurred, will be reported.

d. On-duty fatalities will be reported.

e. Off-duty fatalities will be reported.

f. The following criteria will be used in determining duty status. This criterion is for accident reporting purposes only and is not related to compensation or line of duty (LOD) determinations.

(1) On-duty status. This applies to military personnel who are:

(a) Physically present at any location where they are to perform their officially assigned work (includes those activities incident to normal work activities that occur in the workplace, for example, lunch or coffee break).

(b) Being transported by Government, privately-owned, or commercial conveyance for the purpose of performing officially assigned work (includes reimbursable travel in private motor vehicles for temporary duty (TDY), but not routine travel to and from work).

(c) Participation in compulsory sports or physical training (PT) activities.

(2) Off-duty status. This applies to military personnel who are not in an on-duty status.

g. Civilian injuries. Civilian injuries will be reported through command channels to the Command Safety Officer. This information is mandated by [Section 66, Part 1960, Title 29, Code of Federal Regulations \(29 CFR 1960.66\)](#). A reportable injury or illness meets the general recording criteria and is reportable if it results in:

(1) Death

(2) Days away from work

(3) Restricted work

(4) Transfer to another job

(5) Medical treatment beyond basic first aid

(6) Loss of consciousness.

(7) Significant injury or illness diagnosed by a physician or other licensed health care professional that is related to the performance of their duties.

h. Property or vehicle damage accidents. The MEPS will submit a [DA Form 285-AB-R, U.S. Army Abbreviated Ground Accident Report](#), through command channels to the Command Safety Officer for all accidents resulting in property damage of at least \$2,000.

2-2. Recordable Accidents

Recordable accidents include Class A, B, C, and D. These accident categories (A through D) are used to determine the appropriate investigation and reporting procedures. Army recordable accidents are further defined as follows:

a. Class A. Army accident in which the resulting total cost of property damage is \$1,000,000 or more or an injury and/or occupational illness results in a fatality or permanent total disability.

b. Class B. Army accident in which the resulting total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury and/or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C. Army accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$200,000; a nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a nonfatal occupational illness that causes loss of time from work (for example, one workday) or disability at any time (lost time case).

d. Class D. Army accident in which the resulting total cost of property damage is \$2,000 or more but less than \$20,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, or medical treatment greater than first aid.

2-3. Reportable Accidents, Occupational Illnesses and Injuries

Commanders will investigate and report, as required, unplanned events (accidents) that result in one or more of the following:

- a. Damage to Army property (including Government-furnished material, Government-furnished property, or Government-furnished equipment provided to a contractor).
- b. Injury (fatal or nonfatal) to on- or off-duty military personnel.
- c. Injury (fatal or nonfatal) to on-duty Army civilian personnel, including non-appropriated fund employees when the accident is incurred while performing duties in a work compensable status.
- d. Occupational injury or illness (fatal or nonfatal) to military personnel, Army civilian employees, and non-appropriated fund personnel employed by the Army.
- e. Any injury (fatal or nonfatal) or illness to non-Army personnel or any damage to non-Army property as a result of Army operations.

2-4. Non-reportable Occupational Illnesses and Injuries

- a. Non-occupational diseases. Injuries associated with non-occupational diseases where the disease itself, not the injury, is the cause of lost time (for example, a minor cut suffered by a hemophiliac which results in time away from work).
- b. Self-inflicted injuries. Suicides, suicide attempts, or voluntary self-inflicted injuries.
- c. Criminal assault. Injuries that result from a criminal activity where the intent was to inflict injury. These include cases of assault, rape, murder, offenses under Article 118, [Uniform Code of Military Justice](#) (UCMJ, Art. 118) (but not negligent homicide), voluntary manslaughter, and attempts to commit any of these offenses.
- d. Prior service injuries. Injuries sustained before entry into service or employment unless they are specifically aggravated by current tenure of service.
- e. Strains when they result from pre-existing musculoskeletal disorders or minimal stress or strain (for example, simple, natural, nonviolent body positions or actions, such as coughing or sneezing).
- f. Hospitalization of a person solely for observation or administration purpose and subsequent release.
- g. Adverse bodily reactions resulting directly from the use of alcohol or other drugs not administered by or under the direction of a competent medical authority are not reportable.

2-5. Accident notification and reporting procedures (Class A, B, C, and D)

Commanders will:

- a. Respond to ensure that Government (military and civilian) personnel are provided necessary medical attention. If the victims are nonmilitary affiliated, the Commander should only attempt to secure the names of the victims and locations of the medical treatment facilities in which they were taken.

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b. Focus on the security of any sensitive materials in nature, as well as, the security of any Government property involved in the accident. All accident investigation data is privileged and is released only with approval of the Director of Army Safety in accordance with [AR 385-10](#).

c. Report accidents in accordance with Station Advisory Reporting Network ([STARNET](#)) reporting requirements.

d. Ensure accidents are recorded/reported in accordance with [AR 385-10](#) and this regulation.

e. Collateral Duty Safety Officer will:

(1) Report all Class A, B, C, and D accidents to the Command Safety Officer within 72 hours.

(2) Report all other accidents within 5 working days.

(3) Submit accident reports via the Army accident reporting system, [ReportIt](#) located online.

Note: Tools for determining whether an accident is reportable, and instructions and tutorials for submitting accident reports are available on the [ReportIt](#) website, and on the [U.S. Army Combat Readiness/Safety Center](#) (USACR/SC) website. [ReportIt](#) is the centralized mechanism for collecting injury, illness and loss reports to help USMEPCOM meet regulatory requirements and effectively manage its safety and occupational health program. [ReportIt](#) meets the functional needs of the command and users; improving regulatory compliance by offering a single, standard, and efficient process for reporting accidents command-wide.

2-6. Investigation and Reporting

Accident investigations are promptly initiated to preserve the physical evidence, obtain witness statements, establish pertinent points of contact, and ensure timely and accurate reporting. Accidents are investigated and reported as follows:

a. Class A and B accidents are investigated by an accident investigation board appointed by the Commander, USMEPCOM and conducted in accordance with [AR 385-10](#).

b. Class C and D accidents are investigated by an E-7 or above (military) supervisor or GS-9 or above supervisor appointed by the Battalion Commander and conducted in accordance with [AR 385-10](#).

c. The Battalion Safety Officer will forward the completed accident case file through command channels to the Command Safety Officer within 20 calendar days from date of accident. The accident case file will include, at a minimum:

(1) Accident Notification Report.

(2) Accident Report Checklist.

(3) [DA Form 285, Technical Report of U.S. Army Ground Accident](#) or Abbreviated Ground Accident Report ([DA Form 285-AB-R](#)).

d. Additional documentation may be required, depending on the accident, such as:

(1) [SF 91, Motor Vehicle Accident Report](#).

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(2) Police report. If a police report is not available, a memorandum for record from the MEPS Commander will be completed.

(3) Repair estimates (a minimum of two estimates).

(4) Witness statements.

(5) For accidents that report inattention (i.e., rear-ending, turning into oncoming traffic, single vehicle accidents) a cell phone record for the driver on the day in question may be required. All others are at the discretion of the Commander, vehicle manager, or Safety Officer.

2-7. Fatality Review Boards

a. A fatality review board (FRB) will be convened whenever an accidental death of a service member, on-duty DA civilian, or on-duty contract employee occurs in order to identify causes or contributing factors, and determine necessary leader actions to prevent recurrences.

b. The FRB must be completed within 14 days of the accidental death. Extensions are approved by the Deputy Commander/Chief of Staff, USMEPCOM.

c. The Deputy Commander/Chief of Staff, USMEPCOM, will convene and chair the FRB. The FRB will occur either in person or by video teleconference.

d. The FRB will provide a multidisciplinary approach to review deaths through collaboration and cooperation of multiple professional disciplines. At a minimum, the FRB will include the following members:

(1) Chain of command from first-line supervisor to Sector Commander.

(2) Command Safety Officer.

(3) Staff Judge Advocate.

(4) Other members as the situation demands.

e. At a minimum, the FRB will address personal data on the victim or at-fault individual; pre-accident phase (chronological sequence of events occurring within 48 hours prior to the incident); synopsis of the event, to include type of training, level and point of training, control measures, and plans; level of supervision, both required and in effect at time of incident; causative and contributing factors; maps; diagrams; related risk assessments and CRM plans; assessment of the unit's safety and accident prevention programs and initiatives; other documentation, as appropriate; and corrective actions and recommendations.

2-8. Recurring Reports

The cornerstone of managing and developing controls for the SOH mission is the timely collection of data. Accurate data is required to determine trends. The Battalion will submit the following recurring reports to their Sector Commands for review. The Sector commanders will forward copies of the reports to the Command Safety Officer:

a. Commander's Safety Course completion (quarterly).

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- b. Army Readiness Assessment Program completion (quarterly).
- c. Motorcycle and all-terrain vehicle (ATV) riders and safety requirements completion list (quarterly).
- d. Accident Avoidance Course (AAC) completion (semi-annually).
- e. Accident Summary Report (quarterly).
- f. Personal Injury Summary Report (quarterly).
- g. Year End Report (annually).

Chapter 3

Centralized Accident Investigations, Ground Accidents

3-1. General

a. Class A on-duty accidents, Class B on-duty training accidents, and special case accidents as determined by the Command Safety Officer, will be investigated by a centralized accident investigation, ground (CAIG) board appointed locally or from the [U.S. Army Combat Readiness Center \(USACRC\)](#).

b. A Class A accident is an Army accident in which the total cost of property damage is \$1,000,000 or more; or an injury or occupational illness that results in a fatality or permanent total disability.

c. A Class B accident is an Army accident in which the total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury or occupational illness results in permanent partial disability; or when three or more personnel are hospitalized as inpatients as the result of a single occurrence.

3-2. Accident Investigation Boards

a. The Commander, USMEPCOM will appoint the local CAIG board, except when an accident is investigated by [USACRC](#). Board member appointment will be tasked through the Director, J-1/Human Resources Directorate. The J-1 will complete appointment orders. The accident investigation board will consist of three members. Additional persons may be appointed as needed for technical expertise. Members of the board will be selected from organizations other than the unit where the accident occurred. The president of the board will be a field grade officer or an Army civilian, familiar with the type of operation, in the grade of GS-12 or higher. Board members will be relieved of all duties until the investigation is completed.

b. All CAIG boards will follow general accident investigation procedures found in [AR 385-10](#) and [DA Pam 385-40](#) unless directed to do a limited use accident investigation by the Commander, USMEPCOM. Investigation reports will include accident causes, contributing factors, actions recommended, and corrective actions taken. Reports will be submitted to the Command Safety Officer not later than 30 days from the date of the accident. The board's written report will be kept confidential.

3-3. Responsibilities

a. Commanders will initiate the following actions upon learning of a Class A or Class B accident:

(1) Immediately notify the Command Safety Officer at (847) 688-3680, extension 7846 or e-mail osd.north-chicago.usmepcom.list.hq-j1-mehr-safety-administrators@mail.mil. At a minimum, notification should include the below information; however, notification will not be delayed if certain elements are unknown.

(a) Date and time of accident.

(b) Name, social security number, and unit.

(c) Extent of injuries or damage.

(d) Type and location of accident and disposition of injured persons and damaged property.

(e) Hazardous or sensitive materials involved.

(f) Weather conditions at time of the accident.

(g) Brief synopsis of the event. Include alcohol and/or drug use, if applicable. For motor vehicle accidents, indicate whether the individual was wearing a seatbelt and had received accident avoidance training.

(2) Appoint a point of contact for the investigation and advise the Command Safety Officer of the name and phone number of the point of contact.

(3) Ensure the accident site is secured immediately in coordination with the military police or local police department.

(4) Obtain copies of military personnel, medical, and training records for all personnel directly involved in the accident. Civilian records will be obtained by the point of contact only after coordination with the local American Federation of Government Employees (the union that represents most Federal civilian employees).

(5) Provide witness information (names, ranks, telephone numbers, summaries of any statements made) to the accident board.

(6) Obtain oil and fuel samples, as requested, from vehicles involved in the accident.

(7) Provide the accident board with a list of military personnel from whom blood and urine samples were taken.

(8) Coordinate all actions with appropriate authorities for accidents occurring in areas not under Army control.

(9) Secure operational, maintenance, and historical records of equipment involved.

b. The Command Safety Officer will immediately notify the Commander, USMEPCOM thru the Chief, J-1/Programs Division and Deputy Commander/Chief of Staff when notified of a Class A or B accident after regular duty hours.

c. Command Safety Officer will:

(1) First notify the Commander, USMEPCOM, thru the Chief, J-1/Programs Division and the Deputy Commander/Chief of Staff and then the following as required for a Class A or B accident:

(a) Deputy Chief of Staff, G-1.

(b) Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD/MPP).

(c) [OSHA](#).

(d) Other concerned agencies, (i.e., [Federal Protective Service](#), [Federal Bureau of Investigation](#), etc).

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- (2) Serve as safety point of contact for the CAIG board.
 - (3) Ensure preliminary actions required by these instructions are initiated.
 - (4) Provide information concerning the accident and progress of the investigation to [USACRC/SC](#).
 - (5) Coordinate the activities and reports prepared and submitted by all agencies concerned with the accident and send reports to [USACRC/SC](#).
 - (6) Provide office space for the board.
 - (7) Obtain directives that pertain to the operation that resulted in the accident.
 - (8) Coordinate billeting of [USACRC](#) team members.
 - (9) Obtain any special clearances necessary for access to the accident scene by board members.
 - (10) Arrange for special transportation, if required, to reach the accident scene.
- d. J-1/Human Resources Directorate will ensure that personnel records of service members involved in the accident are readily available for review. Provide copies, upon request, of specific portions of the records.
- e. Commanders of personnel appointed to serve as CAIG board members will ensure that priority is given to accident investigation duties to ensure prompt completion of the investigation.

3-4. Findings and Recommendations

Responsible Commanders will be briefed on tentative findings and recommendations at the conclusion of the investigation.

3-5. Collateral Investigations under Provisions of AR 15-6

a. [USACRC](#) or local investigation does not relieve Commanders of the requirements to conduct LOD investigation or collateral board investigation per [AR 15-6, Procedures for Investigating Officers and Boards of Officers](#), and [AR 385-10](#). However, the LOD investigation or collateral board will not interview witnesses or disturb the accident site until authorized to do so by the [USACRC](#) accident investigation board president or local investigation board president.

b. The CAIG Program is not intended to interfere with, impede, or delay law enforcement agencies in the execution of regulatory responsibilities as they apply to the investigation of accidents for a determination of criminal intent or criminal acts. Neither investigation should hamper the other since accomplishment of both investigations is in the best interest of the Army. In accordance with [AR 195-2, Criminal Investigation Activities](#), law enforcement agencies have priority to witness and accident site access. The prudent exercise of this priority will permit accomplishment of the CAIG mission without conflict with law enforcement requirements.

3-6. Privileged Information

Accident reports and associated documents are privileged information and cannot be used as evidence or to obtain evidence in any disciplinary action in accordance with [AR 385-10](#).

3-7. Investigation Procedures

An investigation is a systematic examination to disclose all relevant facts. The accident investigation board has two functions:

- a. To determine all established, probable, or suspected factors that caused or contributed to the accident.
- b. To evaluate and analyze the acquired information and develop recommendations for actions that will prevent recurrence of similar accidents.

3-8. Board Procedures

a. The president of the board will take action to ensure that a thorough investigation is conducted. They should avoid the tendency to investigate the most readily apparent cause. An inclination to first determine the cause and then investigate to prove the initial conclusion must be avoided. The findings of the board must be based upon a complete and impartial evaluation of all available facts.

b. Basic phases. The basic criteria for the detailed procedures of investigation may vary with the type of accident. The investigation must be well organized to ensure continuity of effort from the preliminary examination to the submission of the final report. This is most readily accomplished by dividing the investigation into phases.

(1) Orientation and examination phase. This phase provides the opportunity for a thorough examination of all aspects of the accident.

(2) Data collection phase. The collection of data is the consolidation of all information acquired and substantiated to include notes, statements, charts, diagrams, and photographs. As information is collected, it should be assembled and consolidated to provide data for analysis.

(3) Analysis of data phase. If consolidation of data is not accomplished, accurate analysis is difficult or impossible. In addition to assisting in the analysis, consolidation of data will reduce the possibility of error, omission, or lack of attention to a particular area of interest. Only when these deficiencies are known can action be taken to obtain the necessary information before it is lost in salvage of the wreckage, destruction of the accident scene, or unavailable witnesses. A careful and complete analysis of data compiled is required to establish the cause of an accident. If this analysis does not clearly establish the cause, all available information will be used to establish probable causes and possible contributing factors.

(4) Conclusions phase. The results of the analysis phase are reflected in the conclusions of the board. Each conclusion must be based on facts that were established during the investigation.

(5) Recommendations. The board must base its recommendations on mature deliberation of factual causes and findings.

Chapter 4

Composite Risk Management

4-1. General

Composite Risk Management (CRM) is a five-step cyclic process that is easily integrated into the military decision making process; it doesn't have to be a separate consideration, and shouldn't be. [Field Manual \(FM\) 5-19, Composite Risk Management](#) contains detailed risk management guidance and will be used to ensure the risk management process is conducted to standard. The standard for risk management is leadership, at the appropriate level of authority, making informed decisions to control hazards or accept risks.

a. All leaders are responsible and accountable for assessing their operations as total systems. They must ensure that risk management decisions match the mission and that control measures reduce the risks to a level that supports their Commander's guidance. The degree of risk determines the level of authority at which a decision is made to accept risk.

b. All phases of an operation or training event must be considered and addressed during the CRM process. The residual risk identified on this worksheet will be accepted in accordance with the risk decision authority listed in [Paragraph 4-4d](#).

c. All activities of the command are to be conducted with the highest regard for the safety of our personnel and the general public participating in our events and activities.

d. All USMEPCOM personnel are authorized to take immediate corrective action upon identification of a hazardous condition or act that could result in personal injury and/or damage to equipment. They are further authorized to stop any operation or process that would immediately endanger life, health, or property.

4-2. Responsibilities

Commanders are the risk management experts and will ensure risk management is implemented into all aspects of USMEPCOM mission planning. Commanders will ensure that all military and civilian employees within their commands complete the online [Composite Risk Management Basic Course](#). New service members and employees will complete during in-processing. Commanders will also complete the online Commanders Safety course. Commanders will ensure all contractors teach and instruct their employees on the Army CRM process. Certificates of completion of required Safety training will be maintained at each MEPS for review.

4-3. Risk Assessment

A risk assessment is part of risk management. It can range from simple to complex. A risk assessment causes leaders to place identified hazards and threats in perspective relative to the task at hand. Logically, hazards must be identified before the level of risk is determined.

4-4. Mission Risk Assessment

The risk management process consists of the following steps:

a. The first step in risk management is to identify hazards or factors that may adversely affect people, property, and mission accomplishment. All aspects of current and future situations, as well as historical problem areas must be considered. Other considerations are complexity and difficulty of the mission Hazard identification must take place during mission planning to be effective.

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b. The second step is to assess hazards to determine their cumulative effect on the mission. Determine the potential loss and cost that could result from the identified hazards based on probability and severity. Probability determines the likelihood that the hazard may cause a problem or an accident; severity determines the expected result of an event in terms of the degree of injury, property damage, or other mission impairing factors. Use the matrix in [FM 5-19](#) to determine the initial level of risk (Low, Moderate, High, and Extremely High).

c. The third step is to develop controls and make risk decisions. Develop courses of action that eliminate hazards or reduce the risks. Controls may range from hazard alerts and physical warning signs to issuing protective clothing or avoiding the hazard altogether. Next, a decision must be made to accept any residual risk. The following will be used to determine risk acceptance decision authority.

d. The Commander, USMEPCOM has established risk acceptance authority as follows:

- (1) Extremely high risk missions require approval by the Commander, USMEPCOM.
- (2) High risk missions require approval by the appropriate Sector Commander.
- (3) Moderate risk missions require approval by the appropriate Battalion Commander. This authority will not be delegated.
- (4) Low risk missions require approval by the appropriate MEPS Commander.

e. Step four is to implement controls or put into place controls that eliminate the hazards or reduce their risks. This may be done through verbal or written orders, SOP, performance standards, safety briefings, and rehearsals. Ensure unit members and others associated with the mission clearly understand the controls.

f. Step five is to supervise and evaluate. Supervision here is more than just ensuring that people do their job, it also means following up and continuously evaluating. It means fine-tuning the operation to accommodate unforeseen issues and incorporating lessons learned into after action reports.

g. Finally, determine the appropriate residual risk level for the mission. Overall residual mission risk is determined based on the hazard having the greatest residual risk. For example, if one hazard has a high residual risk, the overall residual risk of the mission is high; no matter how many moderate or low risk hazards are present.

Chapter 5 Safety Awards Program

5-1. General

a. The Secretary of the Army established the Army Accident Prevention Awards Program to personally recognize organizations and individuals that have demonstrated exceptional operational excellence by sustained mission success with simultaneous exemplary safety performance (see [AR 385-10](#) and [DA Pam 385-10, Army Safety Program](#)). Safety awards are recognized as an essential part of an effective safety program.

b. The objective of the safety awards program is to promote excellence in mission readiness by accident and hazard reduction. The safety awards program recognizes effective safety programs that foster a sound safety culture. Organizations and individuals should be recognized for extraordinary commitment to a command-wide safety focus.

5-2. Responsibilities

a. The Command Safety Officer will manage the USMEPCOM Safety Awards Program.

b. Commanders are encouraged to maintain a local safety awards program in accordance with [AR 385-10](#), Chapter 8, and this regulation.

5-3. Unit Safety Awards

a. The USMEPCOM Unit Safety Award.

(1) This award recognizes MEPS which most successfully accomplish the safety mission.

(2) Program evaluation conducted by the Command Safety Officer using unit accident experience (previous FY's experience as baseline) will serve as the basis for determining awards.

(3) Units must show improvement to receive an award consecutively.

b. Army Accident Prevention Award of Accomplishment in Safety. A unit that completes 36, 24, or 12 consecutive months without experiencing a Class A, B, C, or D accident may qualify for these awards. See [DA Pam 385-10](#) for award criteria.

c. [DA Form 1119-1, Certificate of Achievement in Safety](#). For use by Commanders at all levels to recognize safe performance displayed by subordinate units.

5-4. Individual Accident Prevention Awards

USMEPCOM Annual Collateral Duty Safety Officer Award. A CDSO will be selected annually for recognition of their excellence in performance of safety duties. Sector Commanders, Directors, and Special Staff offices may submit one nomination each annually to the Command Safety Officer by September 30 each year. Nominees must have been assigned as a CDSO for at least 6 months. Submissions should address the Safety Officer's involvement in such areas as:

a. A unit safety inspection program to eliminate unsafe conditions and unsafe acts.

- b. A safety education and promotion program centered on identified problems.
- c. Unit safety meetings.
- d. Investigation and reporting of accidents.
- e. Analysis of unit accident experience to determine problems and implementation of countermeasures.

5-5. Documentation

All safety awards will be documented in the individual's personnel file.

5-6. Awards Presentation

Awards will be presented to recipients at suitable ceremonies to emphasize management's concern to reduce personnel/applicant injury losses as well as vehicle and equipment damage. Local publicity, through appropriate information media, may accompany the presentation of safety awards.

Chapter 6

Prevention of Vehicle Accidents

6-1. General

a. Motor vehicle accidents are the number one killer of service members. Driver error causes most motor vehicle accidents. Proper selection, training, and supervision of drivers will help prevent these errors. Drivers who experience an accident will not drive an Army motor vehicle (AMV) until:

(1) Counseling is completed by the MEPS Commander.

(2) Completion of AAC.

(3) Causation is identified and accident report is completed and received by the Command Safety Officer.

b. Battalion Commanders may grant exceptions to policy to meet mission demands. Exceptions should be rare and must be carefully considered. The Battalion Commander will prepare a memorandum that explains the reason for granting the exception and the controls they have put in place to prevent personal injury and property damage. A copy of each exception to policy will be sent to the Command Safety Officer through the chain of command.

6-2. Responsibilities

a. Sector and Battalion Commanders are responsible for developing and maintaining effective GOV and privately-owned vehicle (POV) safety programs, to include aggressive motorcycle safety.

b. Individual operator responsibilities are described in [AR 385-10](#).

6-3. Requirements

Headlights will remain on at all times when GOVs are being operated by USMEPCOM personnel.

6-4. Driver Training

a. All Military, DA civilian employees and contractors must complete an Army or Department of Defense (DoD) recognized AAC every 4 years before operating any AMV. AMVs include rental cars.

b. Commanders will implement the Army Traffic Safety Training Program. Follow-on training will include local hazards, intermediate driver's training, and additional training as made available through USMEPCOM.

6-5. Safe Transportation of Personnel

Types of transportation. Personnel will be transported in passenger type vehicles, such as sedans, vans, or buses. Bus and van passengers will be seated and capacity will not be exceeded. Equipment will not be placed in aisles.

6-6. Government Owned Vehicle Operation

This paragraph applies to government owned vehicles.

a. Before operation, vehicles; tires, lights, turn signals horn and fluids are checked.

- b. Smoking is prohibited in and around all GOVs.
- c. Vehicles will not be started or allowed to run without a driver seated at the driver's station.
- d. The senior occupant of the vehicle is responsible for safe operation of the vehicle.
- e. Drivers will ensure that windshields are clean and free of obstructions.
- f. Parking brakes will be engaged when vehicles are parked.
- g. Personnel will not sleep in vehicles with the engine running.
- h. Vehicles will not be loaded above their capacity, and all loads will be secured.
- i. Vehicles will maintain adequate intervals to ensure safe stopping under all conditions. Dust, fog, and other conditions, which restrict visibility, require greater intervals. All vehicles must operate at a speed safe for road conditions.
- j. Towing of any vehicle will be accomplished in accordance with the vehicle's technical manual.
- k. Any vehicle above the size of a sedan designed to transport personnel will come to a complete stop at unguarded railroad crossings and check in both directions before crossing when transporting personnel. All personnel will exit a vehicle stalled on railroad tracks.
- l. Cell phone use (including hands-free sets) is prohibited while operating a GOV. As a reminder a vehicle leased or rented by the Army is considered a GOV.

6-7. Motorcycle Operation and Training

All motorcycle operators (both street and off-road versions) on DoD installations must be appropriately licensed (state and local) to operate on public highways, meet all training requirements, and wear personal protective equipment (PPE) in accordance with [AR 385-10](#). Commanders will:

- a. Ensure each known or potential motorcycle rider is identified (by name) and is provided, reviews.
- b. Ensure service members who operate motorcycles understand that the same licensing, training, and PPE requirements that apply for motorcycle operation on post also apply off post, whether on- or off-duty. Requirements are:
 - (1) Successful completion of an approved motorcycle safety course. Commanders are not allowed to let personnel defer the training requirement to allow service members to ride without the motorcycle safety course. Commanders will allow time during duty hours to complete the course and is at no cost to the service member or DA civilian. Annual leave will not be charged for military or DoD civilian personnel to attend the Army-approved motorcycle safety course.
 - (2) Department of Transportation approved helmet (full-face is highly recommended).
 - (3) Gloves that cover the whole hand, to include fingers.
 - (4) Long-sleeve shirt.

- (5) Long trousers.
- (6) Over-the-ankle boots or shoes that cover the whole foot.
- (7) Motorcycle must be licensed with proof of insurance.
- (8) State driver's license must be inspected and current and authorized for motorcycle use.
- (9) Operate with headlights on at all times.
- (10) The motorcycle must be equipped with two rearview mirrors.

(11) During daylight hours, riders will wear either a brightly colored upper outer garment (that is, long sleeve shirt or jacket) or a brightly colored cover (for example, vest) over the upper outer garment.

(12) During hours of darkness, riders will wear either an upper outer garment with reflective material (patches, stripes) sewn into it or a reflective cover (for example, vest) over the top of the upper outer garment.

- (13) Use of headphones or phones is prohibited.

c. Only courses meeting the Army Motorcycle Safety Course requirements as described in [AR 385-10](#) will be accepted. The Command Safety Officer will assist in interpretation of the requirements as needed. A complete list of the nearest [Motorcycle Safety Foundation](#) locations, contact list, and military and state motorcycle safety coordinators can be found online at <http://msf-usa.org> or for the nearest course location call 1-800-446-9227.

d. Off-road recreational operation of privately-owned ATVs and off-road motorcycle operators should complete training. Motorcycle Safety Foundation training will provide information for riding a motorcycle on the road only. Operators are also encouraged to complete refresher training before each riding season or after long periods of inactivity. This training will be at the operator's expense, not Government expense.

Chapter 7

Holiday Safety

7-1. General

Before each holiday period, Commanders will ensure that all personnel receive a safety briefing. Commanders may contact the Command Safety Officer for assistance in preparing holiday safety briefings, or may utilize resources available on the [U.S. Army Combat Readiness Safety Center](#) website. Emphasis on safe driving is necessary. All personnel should be oriented on the danger of driving during these periods of increased traffic flow.

7-2. Safety Measures

An effective holiday accident prevention program includes the following safety measures:

- a. Encouraging and facilitating travel by commercial carrier especially on longer trips.
- b. Conducting pre-departure checks of vehicles to ensure safe operating conditions. This should be accomplished well in advance of the holiday to permit necessary corrective action.
- c. Ensuring service members and their first-line supervisors use the TRiPS risk assessment tool prior to leave, TDY, or pass involving a road trip over 200 miles. TRiPS is an online POV risk assessment trip planning tool for service members that pairs a supervisor and subordinate in risk management of POV trips. Final products provide service members with full itinerary, map with directions, and, for military members, an automated [DA Form 31, Request and Authority for Leave](#). TRiPS is available on the [U.S. Army Combat Readiness Safety Center](#) website. Groups going TDY together will only need one TRiPS risk assessment to be completed.
- d. Conversations with drivers before departure to determine that their physical condition appears adequate for the demands of holiday driving.
- e. Pre-departure orientation of personnel concerning best routes, forecasts of weather and traffic conditions, traffic laws, and related data.
- f. Encourage personnel to telephone the MEPS Commander or senior enlisted advisor to request additional leave if delayed on return by legitimate or unforeseen circumstances. A leave extension may prevent accidents due to driver fatigue.
- g. Conduct safety training sessions in advance of the holiday period.

7-3. Preholiday Training

Safety points to be stressed during pre-holiday training periods include:

- a. Reminders for traffic safety.
- b. Observance of speed limits.
- c. Dangers of driving while drinking, night driving, and driving when fatigued.
- d. Wearing of seatbelts per [AR 385-10](#) and this regulation.
- e. Safe vehicle condition.

- f. Seasonal weather hazards, to include heat and cold injuries.
- g. Safety with firearms.
- h. Holiday fire hazards.
- i. Recreational hazards (i.e. swimming, boating, fishing, hunting, etc.).
- j. Dangers of carbon monoxide.

Chapter 8

Special Emphasis Areas

8-1. General

Areas of special emphasis vary depending on the activity, degree of hazard, and level of difficulty. Such potential loss areas should be identified so effective controls can be instituted.

8-2. Precautions Against Carbon Monoxide Poisoning

Carbon monoxide, produced by incomplete combustion of fuels, is a serious hazard in areas where fuel-burning devices are used with insufficient ventilation. To prevent injuries from carbon monoxide inform personnel of the hazards of carbon monoxide poisoning on- and off-duty.

8-3. Electrical Hazards

a. Only trained and qualified personnel will perform work on electrically-powered equipment and facility electrical systems. Defective electrical wiring, downed wires, and other electrical hazards will be reported to the facilities manager or supervisor for correction.

b. Office/wall partitions, flagpoles, radio antennas, metallic ladders, and similar objects will not be erected or dismantled where the possibility of contact with energized circuits exists.

8-4. Slipping and Tripping Hazards

All aisles, passageways, stairs, sidewalks, and other walking surfaces will be free of slipping or tripping hazards.

8-5. Bulletin Boards

a. The following items will be posted in the “Permanent” section of bulletin boards:

- (1) Commander’s safety policy memorandum.
- (2) [DD Form 2272, DoD Safety and Occupational Health Protection Program](#).
- (3) Inventory of all hazardous chemicals and materials and locations of MSDS.

b. The following items will be posted in the “Current” section of military bulletin boards:

- (1) Drinking and driving memorandums (post for a period of 30 days from date of issue).
- (2) Fatality memorandums (post for a minimum of 6 months from date of issue).
- (3) Safety alerts and safety grams (post for a minimum of 6 months from date of issue).

c. In addition to accident material being posted, safety posters will be strategically placed throughout the MEPS. Posters designed by members of the unit and oriented toward unit needs are normally more effective than stock posters and should be used whenever possible.

8-6. Marking and Painting

The marking of hazards and painting of safety equipment will be in accordance with [OSHA](#) regulations.

8-7. Civilian Guests and Government Equipment

a. Civilian visitors are prohibited from operating military or government owned vehicles when such operation could cause or reasonably be perceived as causing an increased safety risk. This prohibition applies regardless of how closely civilian visitors are supervised.

b. In instances where established policies or regulations do not cover a situation, approval authority is with the first O-6 in the chain of command. Requests for approval will be coordinated with the Command Safety Officer for review.

c. Civilian contractors and DA civilians who must operate military equipment or government owned vehicles as part of their duties are not considered civilian visitors for the purpose of this regulation and therefore are not affected by this policy. Contracting officer representatives (CORs) and supervisors of civilian contractors will enforce compliance with this directive.

8-8. Water Safety

Water safety is an area usually covered under summer seasonal safety. Inattention to water safety precautions causes most watercraft and swimming accidents. Alcohol use is implicated as the number one killer during water recreational activities. Proper selection, training, and behavior-based safety countermeasures for swimming, watercraft, and water sports in general will prevent many accidents. Since water safety programs are mainly directed at off-duty recreational times, it often becomes a family-oriented safety program. Commanders recognize the importance of family safety as well as safety of the service members and civilian workers on the job. Recreational boating, waterskiing, jet skiing, and swimming have often been plagued with hazards.

a. Responsibilities.

(1) Commanders at all levels are responsible for developing and maintaining effective water safety programs as part of a comprehensive unit safety program.

(2) Ensure the CRM process is integrated in the planning process.

(3) All organizational activities that involve swimming, boating, and diving will address each activity in planning and the after action review process.

b. Requirements.

(1) While riding in or on any watercraft on or off an installation, all service members will wear a U.S. Coast Guard approved personal flotation device.

(2) Service members will adhere to all applicable laws and regulations mandated by state and Federal agencies regarding the operation of water craft.

8-9. Heat Injury Prevention

As hot weather poses potential risk, personnel need to realize that heat injury prevention is not only a command and leadership responsibility, but a personal one as well. Heat injuries are avoidable, yet can affect anyone. Individuals not used to hot weather, especially when it's combined with high humidity, are particularly susceptible. Young children, individuals with a long-term illness, and those who work in enclosed environments run the risk of becoming heat casualties. The use of supplements may also increase the chance of dehydration.

a. Responsibilities.

(1) Commanders at all levels are responsible for developing and maintaining effective heat injury prevention programs as part of a comprehensive unit safety program.

(2) Ensure the CRM process is integrated in the planning process.

b. Requirements.

(1) Commanders will complete heat injury prevention training annually (no later than May 31). As a minimum, this training will cover three key elements:

(a) Heat injury indicators and symptoms.

(b) Immediate first aid response.

(c) Heat injury prevention.

(2) Additional information about heat injury prevention can be found online at the [U.S. Army Center for Health Promotion and Preventive Medicine](#) website.

(3) Address heat injury prevention education for newly arrived service members and their family members as part of the “Local Area Hazard Safety Briefing.” Highlight the increased risk while running.

c. Reporting heat injuries. Any heat injury will be investigated thoroughly to determine:

(1) Type of heat injury.

(2) The extent the individual was afflicted.

(3) The type of activity in which the individual was engaged when injured.

d. Personal and recreational guidelines. Heat does not enhance physical conditioning but can cause debilitating physical stress. Only activity or exercise will increase athletic performance and conditioning, even if done in a cool setting. During off-duty hours or personal physical training or exercise, all individuals should be encouraged to monitor themselves. They should follow the common sense guidelines listed below:

(1) Conduct physical training or exercise in the cooler morning or evening hours.

(2) Drink generous amounts of water before and during their activity.

(3) A water-electrolyte solution is the best for fluid replacement, if not available, use plain water. Alcohol or caffeinated drinks are diuretics and dehydrate the body. As such, they are not good for fluid replacement. Sweet and sugary drinks take longer to absorb.

(4) Dilute sports drinks with plain water by 50 percent to increase the water absorption rate.

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(5) Dress lightly. Sweat suits, rubber sweats, or heavy garments do not enhance conditioning and may be extremely hazardous in hot weather. Light shorts and shirt are ideal for warm weather physical training or exercise. Wear light colored clothing to lower heat absorption.

(6) Exercise in groups of two or more. The buddy system ensures more monitors in the event of heat problems.

(7) If you feel faint or sick, stop and rest immediately.

(8) Avoid sunburn.

(9) Exercise with caution and at reduced risk levels, particularly following a period of illness or inactivity. You must acclimatize yourself both to the temperature and activity.

(10) Avoid salt tablets. Excessive salt impairs perspiration. A little shake of salt on food is okay for those who sweat excessively. Potassium loss is more involved in cramping. Replace potassium by eating more fresh fruit such as juices, bananas, and plums.

8-10. Cold Weather Related Injury Prevention

a. Employees should understand that prevention of cold injuries is vital to sustaining readiness. In cold environments, leaders must continually be aware of the condition of their employees and be especially alert for signs and symptoms of cold injuries. Prevention, early detection, and immediate evacuation are initiatives through which cold injuries should be managed. Effectiveness and success depends on four key elements: Adequate training, risk management, planning and preparation, and concerned leaders taking complete ownership of their safety program. Accident and injury prevention must be central to winter activities both on- and off-duty.

(1) Driving in bad weather cannot be avoided. Use the risk management process. Before driving, make sure that your windows and mirrors are clear of snow and ice. Maintain situational awareness; slow down for weather conditions and increase following distance when in traffic.

(2) During the winter, slips and falls are the leading causes of mishaps. Many slips and falls occur in parking lots and on sidewalks. Risk assessments must be updated when weather conditions change. Hazards, controls, and residual risks will be communicated to the lowest level. It is particularly important to provide guidance and alternate means of entrance and exit for employees with disabilities. Leaders must be familiar with the [Americans with Disabilities Act](#).

b. Preventing injuries during winter is a challenge which requires top to bottom support; it is not just a Commander's program. Individual service members and civilian employees must assume responsibility, for example, by adjusting driving behavior to road conditions, dress accordingly, and inspect facilities along with equipment for potential hazards.

Chapter 9

Collateral Duty Safety Officer

9-1. Policy

a. The use of a Collateral Duty Safety Officer (CDSO) is mandated as a means to increase the overall scope of a safety program, providing Commanders and supervisors at all levels with an organic safety resource to assist in the oversight of their safety program.

b. Law and regulation define specific requirements for selection and training of a CDSO and place limits on their safety activities. A CDSO augments, but does not replace the trained safety specialist. A full-time safety specialist is located at HQ USMEPCOM (J-1/MEHR-PR) to ensure Army Safety Program goals and mandates are met in a correct and timely manner.

c. MEPS and Battalion Commanders will appoint collateral duty safety personnel to perform required safety and accident prevention functions. These unit safety personnel will:

(1) Be appointed in writing on orders.

(2) At Battalion level and higher, be a military member in the grade of O-1 and above, or be a civilian employee in the grade of GS-7 and above.

(3) At the MEPS level, be a military member in the grade of E-5 and above, or a civilian employee in the grade of GS-4 and above.

(4) Have at least one year retainability in the unit upon appointment.

(5) Give their CDSO duties proper priority.

(6) Report directly to the Commander on safety-related matters.

d. The additional duties, responsibilities, and special projects assigned and completed by the CDSO shall be included on the annual performance appraisal.

9-2. CDSO Duties and Responsibilities

a. Assist the Commander in meeting safety program responsibilities.

(1) Implement, sustain, and enforce the Army Safety Program and USMEPCOM Safety Program in accordance with [DA Pam 385-1, Small Unit Safety Officer/Non-Commissioned Officer Guide, AR 385-10](#), and this regulation. Manage the unit safety program for the Commander ensuring safety standards, procedures, and the CRM process is integrated into all operations.

(2) Ensure the Commander's directives for controlling risk reach the key people who must implement them.

(3) Follow-up to ensure the risk controls are in place and achieving the desired result.

b. Conduct and document Safety Inspections of administrative workplaces and low risk organizational facilities. Maintain records of periodic safety inspections of organizational elements.

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- c. Conduct annual Battalion safety program evaluations. Document findings and corrective actions taken.
- d. Provide information to Commanders and supervisors on safety-related issues.
- e. Track, investigate, and document all incidents involving injury or damage. Report and investigate as required by [AR 385-10](#).
- f. Coordinate safety, health, or fire prevention related work orders with the safety office to ensure risk assessment code (RAC) is assigned and validated. See [Appendix B](#) for more about Risk Assessment Codes.
- g. Establish and maintain an organizational SOH bulletin board.
- h. Maintain a basic safety publications library consisting of appropriate safety, occupational health and fire prevention regulations, directives, and SOPs. As a minimum, CDSOs will maintain or have access to [DA Pam 385-1](#), [AR 385-10](#), [DA Pam 385-40](#) and this regulation.

9-3. Relationship between CDSOs and Command Safety Officer

- a. The CDSO acts as their respective Commander's representative in formal safety actions such as surveys, investigations, and SOH meetings and/or activities.
- b. The CDSO is the point of contact for periodic Safety Inspections and other mandatory surveys.
- c. Responses to subsequent findings are to be executed or coordinated by the CDSO.
- d. The Command Safety Officer provides or offers assistance with prevention program materials and information, standards interpretations, guidance, and training.
- e. The CDSO submits reports, responds to taskers from the Command Safety Officer and higher Headquarters, and provides operational hazard information.

9-4. Training

a. CDSOs will complete the online Collateral Duty Safety Course within 30 days of appointment. The Collateral Duty Safety Course is hosted on the [USACRC](#) learning management system. End of course testing will be completed online. CDSOs are also required to complete supplemental, USMEPCOM-specific training for CDSOs provided by the Command Safety Officer. Training for the CDSO will focus primarily on the three key elements of a functional safety program:

(1) The ability to recognize potential hazards and develop control measures to abate these hazards.

(2) An understanding of what constitutes a reportable or recordable accident and how to investigate and report incidents and accidents.

(3) A general understanding of how to organize and track accident data to identify trends and implement control measures.

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b. The Command Safety Officer will provide additional duty training as a means for developing and enhancing CDSO proficiency in implementing the unit safety program. The overall length and topic of training is dependent upon additional local requirements.

9-5. Documentation and Recordkeeping

a. Records of all personnel completing CDSO courses will be maintained on file by the Commanding Officer and at the CDSO's organization. CDSOs will be required to complete a refresher training course every 3 years. Refresher training will consist of, as a minimum, program updates and the introduction of any new requirements.

b. Selection and assignment criteria for CDSOs will be in accordance with [AR 385-10](#). Written appointment orders for CDSOs will be forwarded to the MEPS Battalion CDSO and copy furnished to the Command Safety Officer within 1 week of appointment.

Chapter 10

Protective Clothing and Equipment

10-1. General

- a. [AR 385-10](#) authorizes the purchase and maintenance of personal protective equipment (PPE).
- b. The Commander, in conjunction with Command Safety Officer, will determine the need for PPE for any tasks or jobs not covered by other regulations.
- c. Areas where PPE is required will be appropriately marked.

10-2. Maintenance and Use

- a. PPE will be maintained in a sanitary and reliable condition.
- b. Commanders may initiate disciplinary action under the [UCMJ](#) against military personnel failing to use PPE. Guidance for disciplinary action against civilian personnel is provided in [AR 690-700, Personnel Relations and Services](#).

10-3. Policy

Supervisors will ensure PPE is provided when required and enforce its use. Contact the Command Safety Officer for clarification of any questions on the use of PPE.

- a. Eye and face protection.
 - (1) Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment. [OSHA](#) requires ([29 CFR 1910.133](#)) that eye protectors comply with the 1989 version of the Z87.1 Standard.
 - (2) Visitors, as well as workers, will wear protective eyewear suitable to guard against the hazard.
 - (3) Protective prescription eyewear will be procured for employees requiring prescription eyewear.
- b. Foot protection. Personnel exposed to potential foot hazards are required to wear safety footwear ([ANSI Z-41](#)). Guidance for type of footwear required for specific occupations can be obtained from Command Safety Officer.
- c. Head protection.
 - (1) Personnel exposed to injury from falling or flying objects will wear protective headgear. Examples of jobs requiring head protection include: Working on construction and demolition sites, areas where objects are stored above head level, and around power lines.
 - (2) Areas where objects project from the ceiling or wall in an egress path shall be removed, guarded, or visibly marked with yellow caution paint to prevent head injury.

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10-4. Compliance

Supervisors will ensure personnel comply with the requirement to wear appropriate PPE. Failure to comply with this requirement may result in administrative actions as stipulated in [AR 690-700](#).

Chapter 11

Ergonomics Program

11-1. General

This chapter provides guidance for establishing the Ergonomics Program component as an integral part of the Occupational Safety and Health Program and Preventive Medicine Program at all facilities controlled by DA as required in [DA Pam 385-10](#) and [AR 40-5, Preventative Medicine](#). The Ergonomics Program is a requirement by law for all DoD personnel.

11-2. Responsibilities

Sector and Battalion Commanders are responsible for developing and maintaining effective ergonomic programs. The Surgeon General is the Army proponent for ergonomics. The U.S. Army Center for Health Promotion and Preventive Medicine manages the Army Ergonomics Program with active support from Army SOH professionals. Since the science of ergonomics crosses the traditional boundaries between safety and preventive medicine programs, effective implementation of the program requires intensive cross-boundary cooperation to ensure that the program is both proactive and effective. The Command Safety Officer and CDSOs will assist Commanders in choosing and procuring equipment for workstations, mission use, and special-purpose requirements.

11-3. Background

a. An effective ergonomics program can:

- (1) Prevent workplace injuries.
- (2) Reduce medical and associated costs of work-related musculoskeletal disorders (WMSDs).
- (3) Preserve the fighting strength of the Armed Forces.

b. The Ergonomics Program falls under:

- (1) [OSHA Act of 1970 \(Public Law 91-596\)](#); [Executive Order 12196, section 1-201](#); and [Title 29 CFR 1960.8\(a\)](#).
- (2) [DoDI 6055.1](#).

11-4. Program Areas

This chapter applies to all USMEPCOM worksite analysis, hazard prevention and control, health care management, education and training, and ergonomics program evaluation.

11-5. Goals

a. The goals of the Ergonomics Program are:

- (1) Prevent injuries and illnesses by eliminating or reducing worker exposure to WMSD risk factors.
- (2) Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to workers' capabilities and limitations.
- (3) Increase the overall productivity of the workforce.

- (4) Reduce workers' compensation claims and associated costs.
- (5) Improve overall unit readiness.

b. An emphasis on early identification and prevention of WMSDs will preserve and protect our military and civilian workforce while decreasing related costs.

11-6. Organizational Involvement

A collaborative partnership among all levels of the working community is essential in achieving the goals of the Ergonomics Program. Command emphasis, commitment by management, and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound ergonomics policy. All levels of USMEPCOM personnel (managers, supervisors, workers, and service members) are responsible for injury prevention and the identification and resolutions of WMSDs.

11-7. Effects of Work-Related Musculoskeletal Disorders

a. Health effects. Repeated biomechanical stress and micro-trauma cause or aggravate work-related musculoskeletal disorders (WMSD). Over time, repeated micro-trauma can evolve into a painful, debilitating state involving muscles, tendons, tendon sheaths, and nerves. Examples of WMSDs include:

- (1) Tendonitis (an inflammatory condition characterized by pain at tendinous insertions into bone).
- (2) Tenosynovitis (inflammation of the fluid-filled sheath (called the synovium) that surrounds a tendon).
- (3) Bursitis (inflammation of a bursa—a tiny fluid-filled sac that functions as a gliding surface to reduce friction between tissues of the body).
- (4) Chronic muscle strain.
- (5) Nerve entrapment syndromes, such as carpal tunnel syndrome.

b. WMSDs can be very costly, with the average cost of surgery to correct carpal tunnel syndrome between \$22,000 and \$30,000, the average cost of a lost-time back injury over \$24,000, and the average cost of a back injury requiring surgery is \$180,000. Workers' compensation costs are approximately four times the medical costs.

11-8. Requirements

a. The ergonomics plan will reflect the needs and requirements of each area of USMEPCOM. The Command Safety Officer will use the structure and content provided in this regulation in developing an ergonomics plan that addresses USMEPCOM elements. At a minimum, the ergonomics plan should contain the critical elements listed below:

- (1) Program goals and objectives.
- (2) Program interface with existing programs.

(3) Specific critical program elements for ergonomic intervention:

- (a) Worksite analysis.
- (b) Hazard prevention and control.
- (c) Health care management.
- (d) Education and training.
- (e) Ergonomics program evaluation.

b. The extent of involvement in each of the five critical program elements in [Paragraph 11-8a\(3\)](#) above will vary according to the hazards and concerns at each USMEPCOM duty locations. However, some degree of activity in each of the five critical program elements is required for an effective program.

c. Whenever possible, Commanders will take full advantage of nearby host installation ergonomics programs. Even though USMEPCOM will use installation programs, Commanders will also ensure the USMEPCOM program is implemented for all personnel assigned. The Command Safety Officer will administer the program.

d. Personnel. The Command Safety Officer is required to complete a 40-hour Army-approved ergonomics course within 180 days of appointment and is the primary investigative officer for all worksite analysis.

e. The USMEPCOM Ergonomics Program will be implemented in accordance with [AR 385-10](#) and [DA Pam 40-21, Ergonomics Program](#).

Chapter 12

Fire Prevention and Protection

12-1. General

This chapter covers USMEPCOM's Fire Prevention and Protection Program. It delineates command and individual responsibilities in preventing injuries, loss of life, or property damage caused by fire and outlines specific steps that will ensure an effective fire safety program.

12-2. Responsibilities

The unit CDSO is responsible for monitoring the effectiveness of the unit's fire prevention and protection program. Additionally, the CDSO will:

- a. Coordinate and monitor building and facilities inspections conducted by area fire inspectors. Maintain records of noted deficiencies and corrective actions.
- b. Promptly inform the MEPS Commander of deficiencies or hazards requiring the immediate attention of others that must take the necessary corrective action towards eliminating any situation that would impede or impair fire prevention or evacuation in the event of fire.
- c. Enforce fire regulations, plans, and local fire codes within their area of responsibilities to include the conduct of required fire drills.
- d. Coordinate the development of fire evacuation plans for all buildings and facilities occupied by unit personnel.
- e. Determine that personnel have been trained in the use of fire extinguishers, how to report fires, and fire prevention measures.
- f. Monitor the areas in which they are responsible to detect and eliminate fire hazards, ensure that proper fire prevention measures are being practiced, and ensure fire extinguishers are properly sealed and serviceable monthly.

12-3. Fire Prevention and Protection Practices

- a. Fire evacuation graphic plans are not required in buildings where exits are obvious or familiar to all occupants including visitors. If routes of exits require markings for complex structures, there should be posters or lighted exit signs as recommended by [the National Fire Protection Association 101 \(Life Safety Code\)](#) for the specific occupancy.
- b. Malfunctioning electrical devices will be disconnected or turned off until repaired or replaced.
- c. Water will not be applied to live electrical wires. Electrical fires will be extinguished by use of dry chemical fire extinguishers.
- d. Electrical devices/appliances will be connected to an approved outlet and those located in latrines and shower facilities will be of ground fault circuit interrupter wall mount and breaker type only. Piggy backing of extension cords or surge protectors is not authorized.
- e. Appliances plugged into multiple sockets must meet the [Underwriters Laboratory](#) standard and be of sufficient size to carry the connected load.

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- f. Appliance or extension cords may not be placed under rugs, around pipes or ducts, run through walls, or run through other damp or dangerous areas and are for temporary use only not to exceed 90 days for holiday lighting or construction.
- g. Extension cords will not be fastened to walls or used in place of permanent wiring.
- h. Frayed, defective, or spliced cords will not be used nor will they be locally repaired unless written approval from the manufacturer is on file; temporary repairs using electrical tape is not authorized.
- i. Oversized and expedient type fuses will not be used.
- j. Tampering with circuit breakers and fuses is prohibited.
- k. Damaged, defective, or inoperative heating equipment will be reported through supervisors to appropriate maintenance personnel without delay.
- l. Furnace and boiler/mechanical rooms will not be used as storage areas and will be kept free of trash and debris at all times.
- m. Six inches of air space will be maintained around the outside of all warm air ducts, steam pipes, and radiators. This space will not be obstructed in any manner.
- n. Only liquid filled space heaters (radiant) will be used in USMEPCOM-controlled workplaces and will be connected directly to an outlet (no extension cords). No other electrical or domestic type space heaters will be used or installed.
- o. Decals designating type and use of fire extinguishers will be displayed directly on the fire extinguisher.
- p. Fire extinguishers will be suspended from hangers with the top of the fire extinguisher not more than 5 feet from the floor. They will not be placed on the floor without a source of support and securing that allows for immediate use.
- q. All fires or explosions (regardless of size) will be reported.
- r. Locking, securing, or blocking of exits when a building is occupied violates Federal law ([Statute: 1590 et seq. 29 USC 651 et seq. Public Law: 91-596, 91st Congress, S. 2193](#)). The law allows no exceptions. The law does not prohibit the locking of doors to preclude entrance from outside, but requires that any persons inside the building have free and unobstructed egress from all parts of the structure.
- s. No items will be placed in stairwells that are protected by fire doors and considered a route of egress.

Chapter 13

Occupational Safety and Health Administration Act Compliance

13-1. General

The Occupational Safety and Health Administration ([OSHA Act](#)) requires employers to comply with safety and health standards issued by [OSHA](#), as well as with other regulations issued by [OSHA](#). In addition, the [Act](#) includes a “general duty clause,” which applies to hazards not addressed by any specific [OSHA](#) standard. The general duty clause requires employers to provide their employees with a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm.

13-2. Basic Provisions and Requirements

The [OSHA Act](#) assigns [OSHA](#) two regulatory functions: Setting standards and conducting inspections to ensure that employers are providing safe and healthful workplaces. [OSHA](#) standards may require that employers adopt certain practices, means, methods, or processes reasonably necessary and appropriate to protect workers on the job. Employers must become familiar with the standards applicable to their establishments and eliminate hazards. Commanders are responsible for the posting of [DD Form 2272](#) and [DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions](#) in the Workplace.

13-3. Types of Violations

a. Other than serious violation: A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A proposed penalty of up to \$7,000 for each violation is discretionary. A penalty for other than serious violations may be adjusted downward by as much as 95 percent, depending on the employer’s good faith (demonstrated efforts to comply with the [Act](#)), history of previous violations, and size of business. When the adjusted penalty amounts to less than \$50, no penalty is proposed.

b. Serious violation: A violation where a substantial probability that death or serious physical harm could result and where the employer knew, or should have known, of the hazard. A mandatory penalty of up to \$7,000 for each violation is proposed. A penalty for a serious violation may be adjusted downward, based on the employer’s good faith, history of previous violations, the gravity of the alleged violation, and size of business.

c. Willful violation: A violation that the employer intentionally and knowingly commits. The employer either knows that what he or she is doing constitutes a violation, or is aware that a hazardous condition existed and has made no reasonable effort to eliminate it.

d. The law provides that an employer who willfully violates the [OSHA Act](#) may be assessed a civil penalty of not more than \$70,000 but not less than \$5,000 for each violation. A proposed penalty for a willful violation may be adjusted downward, depending on the size of the business and its history of previous violations. Usually no credit is given for good faith.

e. If an employer is convicted of a willful violation of a standard that has resulted in the death of an employee, the offense is punishable by a court imposed fine or by imprisonment for up to 6 months, or both. A fine of up to \$250,000 for an individual, or \$500,000 for a corporation, may be imposed for a criminal conviction.

13-4. Hazard Identification

The identification and correction of unsafe practices and unsafe physical conditions through safety inspections is essential to a successful accident prevention program.

a. Inspections. To properly direct efforts to eliminate the cause of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements for safety inspections are as follows:

(1) All personnel have a responsibility to report safety hazards and safety violations to their supervisor. CDSOs will inspect operations and facilities and record the results of the inspection. RACs will be assigned by the Command Safety Officer.

(2) CDSO personnel will inspect worksites and facilities using the Safety Inspections procedures described in [AR 385-10](#). These inspections may be conducted with or without prior notification.

(3) A written report of deficiencies observed by CDSOs during inspections will be provided to the Commander or director of the activity inspected. These reports will cite hazard severity, safety program achievements and deficiencies, and recommended corrective actions. A copy of all surveys will be maintained by the CDSO. All deficiencies will be recorded on [UMF 385-1-1-E, Deficiency Log](#) and [UMF 385-1-2-E, Deficiency Notice](#).

(4) The unit or activity inspected will be required to respond to the CDSO, in writing, concerning corrective action taken on each cited deficiency within the timeframe indicated on the inspection report. Follow-up procedures will be established by the unit to ensure each deficiency is corrected.

b. Reports of unsafe or unhealthful working conditions.

(1) Reports of unsafe or unhealthful working conditions should be handled at the operational level whenever possible to ensure timely correction in the following order of priority:

- (a) Oral reports directly to the supervisor.
- (b) Reports through operational channels.
- (c) Phone calls or memos to the Command Safety Officer.
- (d) The Army Hazard Reporting System.

(2) The Army Hazard Reporting System provides a route for personnel to bring complaints directly to the command level, bypassing intermediate commands or supervisory elements.

(a) If an employee is not satisfied with the action taken to correct the alleged condition, they may make a written report to the Command Safety Officer on [DA Form 4755](#). Refer to [DD Form 2272](#) for reporting hazards.

(b) Reports submitted to the Command Safety Officer will be investigated per [AR 385-10](#). Reports of alleged unsafe and unhealthful working conditions will be forwarded to the appropriate organization for response. Responses will be furnished to the Command Safety Officer within 7 working days of receipt by an organization.

(c) All DA personnel, both military and civilian, will be protected from coercion, discrimination, or reprisals for participating in the Army SOH Program and exercising lawful occupational safety and health rights.

(d) Reports requesting anonymity will be handled per provisions of [AR 385-10](#).

(e) Reports that appear to involve immediate life-threatening situations will be investigated immediately.

(f) All reports will be investigated. The originator, if known, will be notified of the results of the investigation, in writing, within 10 working days following receipt of the hazard report.

(g) If the originator is dissatisfied with the Command Safety Officer's response, they may appeal to the Commander, USMEPCOM, who will review the findings and take appropriate action.

(h) If the originator is dissatisfied with the Commander, USMEPCOM's response, they may appeal to the Army designated SOH official and finally the DoD designated SOH official, if appeals are rejected at any point in the chain.

(i) Personnel are encouraged not to bypass review levels prescribed above.

(j) Reviews will normally be completed within 20 workdays. Personnel are advised that if an appeal is not acted upon within 20 workdays, they may appeal to the next higher level for review.

13-5. Hazard Communication Program

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). This Hazard Communication Program (HCP) is designed to ensure that information about these hazards and associated protective measures are disseminated to workers and employers.

a. The responsibilities of the MEPS Commander will be to: Ensure an HCP is established and implemented to inform all MEPS employees of the hazards associated with the chemicals in their work areas.

b. The responsibilities of Supervisors will be to:

(1) Maintain an inventory of all hazardous chemicals used in the workplace.

(2) Maintain Material Safety Data Sheets (MSDS) on all hazardous chemicals used in the workplace and make readily available to employees.

(3) Train employees on specific hazards associated with the chemicals used in their workplace and protective measures to prevent injury and/or exposure to hazardous chemicals.

(4) Ensure Material Safety Data Sheets MSDS are updated annually.

(5) Ensure receipt of MSDSs with each new shipment of hazardous chemicals.

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(6) MSDSs for locally purchased items and nonstandard stock hazardous chemicals should be requested at time of purchase.

(7) If an MSDS is not received with a locally-purchased hazardous chemical, the supervisor may contact the vendor, manufacturer, or find it on the Internet by typing "MSDS" in the search window. The hazardous chemical will not be used until an MSDS is available.

(8) Identification of a hazardous material and correct matching to its MSDS is required. Critical differences exist between similarly named chemicals and products from different manufacturers.

(9) All personnel will have ready access during each work shift to MSDSs applicable to their work area. Accessibility will be achieved by placing copies in the immediate work area or by providing rapid response from a centralized MSDS file. Employees who question the safe use of a material will not be required to use it until an approved MSDS is provided and the hazards and protective procedures explained.

13-6. Radiation Protection

USMEPCOM will insure all personnel Military and Civilian that operate X-ray Imaging Systems are protected from radiation.

a. X-ray Imaging Systems will be installed, relocated and serviced by factory trained and certified technicians only.

b. Only qualified personnel that have been trained to operate the X-ray Imaging Systems will operate them. Refresher training shall be conducted annually for operators.

c. Safety precautions shall be posted near the X-ray Imaging System for quick reference review or if questions are asked about safe operation of the machines.

13-7 Laser Safety

USMEPCOM will insure that lasers meeting class III B and above will not be procured or used at USMEPCOM.

a. Laser pointers purchased and used by USMEPCOM will meet class III A and below requirements, as listed on its component label.

b. Bar Code hand held scanners procured for USMEPCOM use will meet laser class I or II requirements only.

13-8 Cargo Operations

We have no Cargo Operations at this time. This area is reserved for future use if Cargo Operations are required.

Appendix A
References

Section I
Required Publications

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 40-5
Preventive Medicine

AR 195-2
Criminal Investigation Activities

AR 385-10
The Army Safety Program

AR 600-8-22
Military Awards

AR 600-55
The Army Driver and Operator Standardization Program

AR 690-700
Personnel Relations and Services

DA Pam 40-21
Ergonomics Program

DA Pam 385-1
Small Unit Safety Officer/Noncommissioned Officer Guide

DA Pam 385-10
Army Safety Program

DA Pam 385-40
Army Accident Investigation and Reporting

DoDI 6055.1
Department of Defense Instruction Safety and Occupational Health (SOH) Program

DoDI 6055.4
Department of Defense Instruction Traffic Safety Program

FM 5-19
Composite Risk Management

FM 10-67-1
Concepts and Equipment of Petroleum Operations

Section II
Related Publications

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 190-5

Motor Vehicle Traffic Supervision

AR 385-63

Range Safety

AR 420-1

Army Facilities Management

DA Pam 385-30

Mishap Risk Management

DoDI 6055.07

Department of Defense Instruction Accident Investigation, Reporting, and Recordkeeping

FM 55-30

Army Motor Transport Units and Operations

10 CFR Part 21

Reporting of defects and noncompliance

29 CFR Part 1910.33

Eye and face protection

29 CFR Part 1910.134

Respiratory protection

29 CFR Part 1910.1030

Bloodborne pathogens

29 CFR Part 1960

Basic program elements for Federal employee occupational safety and health programs and related matters

29 CFR Part 1960.66

Basic Program Elements for Federal Employees OSHA

Section III
Prescribed Forms

USMEPCOM Form 385-1-1-E

Deficiency Notice

USMEPCOM Form 385-1-2-E

Deficiency Log

Section IV

Referenced Forms

DA Form 31

Request and Authority for Leave

DA Form 285

U.S. Army Accident Report

DA Form 285-AB-R

U.S. Army Abbreviated Ground Accident Report (AGAR)

DA Form 1119-1

Certificate of Achievement in Safety

DA Form 2442

Certificate of Achievement

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4283

Facilities Engineering Work Request

DA Form 7566

Composite Risk Management Worksheet

DD Form 2272

Department of Defense Safety and Occupational Health Protection Program

DOL Form CA-1

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

SF 91

Motor Vehicle Accident Report

**Appendix B
Risk Assessment Codes (RAC)**

The Risk Assessment code numbers for severity classification are determined as follows:

Class I - Catastrophic (may cause death)

Class II - Critical (may cause severe injury, severe occupational illness, or property damage equal to or greater than \$25,000)

Class III - Marginal (may cause minor occupational injury or illness, or property damage less than \$25,000)

Class IV - Negligible (probably would not affect personnel safety or health, but is a violation of specific criteria).

Probability will be estimated as follows:

Estimate A - Likely to occur immediately

Estimate B - Probably will occur in time

Estimate C - May occur in time

Estimate D - Unlikely to occur

The Risk Assessment Code is a numerical expression of risk determined by an evaluation of both the potential severity of a condition and the probability of its occurrence as follows:

Table B-1. Severity and Probability Estimate Matrix

Severity Class	Probability Estimate			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	6

Table B-1. Severity and Probability Estimate Matrix

Risk Assessment Code & Correction Time frame

1. Critical - Immediately
2. Serious - Within 8 hours
3. Moderate - Within 5 days
4. Minor - Within 30 days
5. Negligible - Within 180 days
6. De Minimums - As time permits

Appendix C
Glossary

Section I
Abbreviations

AAC

Accident Avoidance Course

ADA

Americans with Disabilities Act

ASMIS-R

Army Safety Management Information System Revised

CDSO

Collateral duty Safety Officer

AMV

Army motor vehicle

ATV

all-terrain vehicle

CAIG

centralized accident investigation, ground

COR

contracting officer representative

CPD

civilian personnel division

CRM

composite risk management

CSM

command sergeant major

CSO

command Safety Officer

DA

Department of the Army

DoD

Department of Defense

DoDI

Department of Defense Instruction

ECP

exposure control plan

FAAR

fatality after-action review

FRB

fatality review board

FY

fiscal year

GOV

Government-owned vehicle

HCP

Hazard Communication Program

HQ USMEPCOM

Headquarters, U.S. Military Entrance Processing Command

IDLH

immediately dangerous to life or health

LOD

line of duty

MEDDAC

medical department activity

MEPS

Military Entrance Processing Station

MSDS

material safety data sheet

NCO

noncommissioned officer

OSHA

Occupational Safety and Health Administration

PCS

permanent change of station

PMS

preventive medicine service

POV

privately-owned vehicle

PPE

personal protective equipment

PT

physical training

RAC

risk assessment code

RPE

respiratory protective equipment

RPP

Respiratory Protection Program

SASOHI

Standard Army Safety and Occupational Health Inspection

SIR

serious incident report

SOH

safety and occupational health

SOP

standard operating procedure

STARNET

station advisory reporting network

TDY

temporary duty

TRiPS

Travel Risk Planning System

USACRC

U.S. Army Combat Readiness Center

WMSD

work-related musculoskeletal disorder