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Army Regulation 385–10

Safety

# The Army Safety Program

Headquarters
Department of the Army
Washington, DC
29 February 2000

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# SUMMARY of CHANGE

AR 385–10
The Army Safety Program

Change 1 to AR 385-10--

- o Changes the applicability and Army management control process paragraphs.
- o Changes paragraph 1-4, before subparagraph a.
- o Supersedes paragraph 1-4a with new text.
- o Supersedes paragraph 1-4a(1) with new text.
- o Adds paragraphs 1-4c(14) and (15).
- o Supersedes paragraph 1-4d(2) with new text.
- o Adds paragraph 1-4d(3).
- o Adds paragraph 1-4e(3).
- o Supersedes paragraph 1-4g(1) with new text.
- o Supersedes paragraph 1-4h(1) with new text.
- o Adds paragraph 1-4h(6).
- o Adds paragraph 1-4i(3).
- o Adds paragraph 1-4j(13).
- o Adds paragraph 1-4k(3).
- o Supersedes paragraph 1-4m with new text.
- o Supersedes paragraph 1-4m(2) with new text.
- o Supersedes paragraph 1-4n with new text.
- o Supersedes paragraph 1-4n(1) with new text.
- o Supersedes paragraph 1-4n(2) with new text.
- o Adds paragraphs 1-4n(5) and (6).
- o Supersedes paragraph 1-4o with new text.
- o Adds paragraph 1-4p(5).
- o Supersedes paragraphs 1-5a, b, and c with new text.

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- Supersedes paragraph 1-6 with new text.
- Adds paragraph 1-7.
- Supersedes paragraphs 2-1 through 2-1d(17) with new text.
- Supersedes in paragraph 2-2, the unnumbered first paragraph.
- Supersedes paragraph 2-2b with new text.
- Supersedes paragraph 2-2e(2) with new text.
- Supersedes paragraph 2-2j with new text.
- Adds paragraphs 2-2j(1) through (5).
- Supersedes paragraph 2-2n with new text.
- Supersedes paragraphs 2-2n(1) and (2) with new text.
- Adds paragraph 2-2n(3).
- Adds paragraph 2-3d.
- Supersedes table 3-1, Hazard severity, with new table 3-1 text from fig 2-3 of FM 100-14.
- Supersedes table 3-2, Accident probability, with new table 3-2 text from fig 2-2 of FM 100-14.
- Supersedes paragraph 4-1b with new text.
- Changes paragraph 4-4d(2) in the last sentence.
- Supersedes paragraph 5-2p with new text.
- Rescinds chapter 6 in its entirety.
- Adds in appendix A, section I, required publications TB MED 503, FM 101-5, FM 100-14, TB MED 575, and FM 21-20.
- Changes In appendix A, section II, related publications AR 10-5, AR 385-14, AR 385-61, AR 708-1, and AR 710-2.
- Adds in appendix A, section II, related publication FM 100-22.
- Deletes In appendix A, section II, related publications AR 310-34, AR 385-26, AR 385-30, AR 385-60, AR 385-65, AR 385-80, and TB MED 501.
- Adds in appendix A, section IV, referenced form DA Form 11-2-R.
- Adds an appendix B.
- Deletes in the glossary, section I, the acronyms HSC, QCS, ASA(I&L), and USAEHA.

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- Adds in the glossary, section I, the acronyms ASA(I&E) and USACHPPM.

- Changes in the glossary, section II, the terms DA Personnel, MANPRINT, and Risk assessment.

- Adds in the glossary, section II, the terms Control, Condition, Develop the force, Direct and resource the force, Exposure, Hazard, Probability, Project the force, Residual risk, Risk, Risk decision, Risk management, Risk management integration, Severity, and Sustain the force.

- Adds at the back of the regulation, DA Form 11-2-R.

- Supersedes AR 385-15, dated 15 October 1979.

- This revision originally published 23 May 1988 consolidates AR 385-10 and AR 385-32. It--

- Provides expanded details on the responsibilities of commanders (chaps 1 and 2).

- Provides guidance on internal safety office organization and structure (chap 2).

- Details requirements for appointment of additional duty safety personnel (chap 2).

- Adds guidance on procedures for managing protective clothing and equipment (chap 6).

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# *Army Regulation 385–10

Effective 29 March 2000

**Safety**

## The Army Safety Program

Louis Caldera
*Secretary of the Army*

**History.** Army Regulation 385-10 was originally published on 23 May 1988. It was authenticated by Carl E. Vuono, General, United States Army, Chief of Staff, and Milton H. Hamilton, Administrative Assistant to the Secretary of the Army. This electronic edition publishes the basic 1988 edition and incorporates Change 1, published on 29 February 2000. Change 1 is authenticated by Louis Caldera, Secretary of the Army.

**Summary.** This change provides risk management policy and definitions and provides authorization for collateral duty personnel to perform SASOHIs. Appendix B is added to provide Management Control Evaluation Checklist guidance for the Army Safety Program. Paragraph 2-1, Organizational structure, is revised. Pertinent aspects of AR 385-15 are added, and AR 385-15 is rescinded upon publication of this change. Pertinent aspects of chapter 6, Personal Clothing and Equipment, are moved into other sections, and chapter 6 is deleted.

**Applicability.** This regulation applies to the active Army, the Army National Guard (ARNG) of the U.S., the U.S. Army Reserve (USAR), and Army civilian employees. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

**Proponent and exception authority.** The proponent agency of this regulation is the Office of the Chief of Staff, Army, Army Safety Office.

**Army management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DACS–SF), WASH DC 20310–0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief of Staff (DACS-SF) 200 Army Pentagon, Washington, DC 20310-0200.

**Distribution.** Distribution of this publication is made in accordance with initial distribution number (IDN) 093389, intended for command levels A, B, C, D, and E for Active Army, Army National Guard of the U.S., and U.S. Army Reserve.

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# Chapter 1
# Introduction

## 1–1. Purpose

*a.* This regulation prescribes Department of the Army (DA) policy, responsibilities, and procedures to protect and preserve Army personnel and property against accidental loss. It provides for public safety incident to Army operations and activities, and safe and healthful workplaces, procedures, and equipment. This regulation assures statutory and regulatory compliance.

*b.* This regulation mandates Army Safety Program policies, procedures, and guidelines into one comprehensive safety program for all DA personnel and operations worldwide.

## 1–2. References

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

## 1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 1–4. Responsibilities

Principal officials of Headquarters, Department of the Army are responsible to direct, resource, and evaluate the integration of risk management into the Army.

*a.* The Office of the Assistant Secretary of the Army (Installations and Environment)(ASA(I&E)) is the principal consultant to the Secretary of the Army for Army safety and occupational health (OH) matters. The ASA(I&E) is the Army's designated safety and occupational health official and will—

(1) Approve policies, issue directives, make recommendations, and issue guidance on Army safety and OH plans, programs, and risk management integration within Army Safety and Occupational Health Program areas.

(2) Initiate programs, actions, and taskings to ensure adherence to DA and Department of Defense (DOD) safety and OH policies.

(3) Review and evaluate programs for carrying out approved safety and OH policies and standards.

(4) Serve on boards, committees, and other groups pertaining to safety and OH, and represent the Secretary of the Army on safety and OH matters outside DA.

(5) Participate in the planning, programming, and budgeting of safety and OH activities.

(6) Serve as Functional Chief for the Safety Management Career Program.

*b.* The Assistant Secretary of the Army (Research, Development, and Acquisition) (ASA(RDA)) will ensure system safety procedures are implemented by Project Executive Officers and Project Managers during materiel development phases.

*c.* The Director of Army Safety (DASAF), Office of the Chief of Staff, Army (OCSA) will—

(1) Administer and direct an effective Army safety program to reduce the occurrence of accidents.

(2) Act as principal adviser to Chief of Staff, Army (CSA), OCSA, and Army Staff elements on all safety matters.

(3) Provide staff supervision of the U.S. Army Safety Center (USASC) and the Army Safety Office.

(4) Develop, coordinate, and disseminate Army safety program policy, direction, and guidance to all Army commands and agencies.

(5) Monitor the Army safety program effectiveness.

(6) Support major Army command (MACOM) and installation commanders in developing specific plans and programs.

(7) Collect and distribute accident data and statistics relating to injuries, occupational illnesses, and report damage related to Army operations.

(8) Support appropriate funding to provide for an effective Army accident prevention effort.

(9) Develop safety countermeasures to reduce accidents.

(10) Investigate selected Army accidents according to AR 385–40.

(11) Administer a program of specialized safety training courses for the Army.

(12) Implement statutory requirements and national standards.

(13) Serve as Chairman of the DA Explosives Safety Council.

(14) Serve as the risk management advocate on the Army Staff, synchronize the risk management actions of risk management integrating agents, and provide periodic progress reports to the Secretary of the Army and the Chief of Staff, Army.

(15) Develop Army radiation safety policy relating to the use, licensing, disposal, transportation, dosimetry, accident reporting, safety design, and inventory control of and radiation exposure standards for ionizing and nonionizing radiation sources.

*d.* The Deputy Chief of Staff for Personnel (DCSPER) will—

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(1) Ensure systems safety is integrated into materiel development and acquisition phases through the Manpower and Personnel Integration (MANPRINT) Program.

(2) Include safety concerns and issues on Army materiel in MANPRINT assessments and presentations at the Army systems acquisition review council (ASARC).

(3) Support safety policy and procedure development and implementation with advocacy for soldier-oriented research and development, to include issues in personnel, training, human factors engineering, and soldier survivability.

*e.* The Deputy Chief of Staff for Logistics (DCSLOG) will—

(1) Establish and maintain procedures for safety-of-flight restrictions for Army aircraft and safety-of-use restrictions for other Army materiel.

(2) Develop procedures for the safe transportation, storage, and packaging of Army ordnance and hazardous materials.

(3) Manage Hazardous Materials Information System.

*f.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

(1) Act as focal point for all nuclear and chemical matters in Army.

(2) Establish procedures for nuclear weapons reliability, safety, security, nuclear force management, and employment policies.

(3) Establish procedures for the Army Flight Standardization Program.

*g.* The Surgeon General (TSG), in support of the Army Occupational Safety and Health Program, will—

(1) Formulate policy and guidance for the Army Occupational Health Program and related issues such as ergonomics.

(2) Formulate policy and provide guidance for the Army Health Hazard Assessment Program as described in AR 40–10.

(3) Provide guidance and policy on health and safety procedures and protocols for human use testing in accordance with AR 70–25.

(4) Establish procedure for implementing occupational health aspects of Public Law 91–596 (Occupational Safety and Health Act), 29 December 1970.

(5) Develop policies for and establish health standards as necessary for occupational exposure in industrial and military unique work areas.

(6) Provide technical guidance to the Army staff, MACOMs, and Army Medical Department in the evaluation and control of actual or potential occupational health hazards in Army work areas.

(7) Ensure system safety procedures are implemented in developing medical material.

*h.* The Commanding General, U.S. Army Materiel Command (CG, AMC) will—

(1) Develop airworthiness qualification of Army aircraft systems (AR 70-62); safety-of-use messages and a vehicle safety recall campaign (AR 750-10); and safety program aspects of toxic chemical munitions operations and demilitarization (AR 50-6).

(2) Assure that materiel and systems acquired for the Army and other military services are free of recognized hazards and conform to OSHA standards.

(3) Hazard classify ammunition and explosives per part 173, title 49, Code of Federal Regulations (49 CFR 173) and TB 700–2.

(4) Report and investigate malfunctions involving ammunition and explosives (AR 75–1).

(5) Develop and acquire new conventional and nonconventional munitions to provide for user and public safety during the manufacture, packaging, transportation, storage, use, and disposal/demilitarization.

(6) Coordinate activities across the Army to integrate risk management into programs to sustain the force, to include coordination with other MACOMs and staff elements that share AMC's functional interest.

*i.* The Commander, Military Traffic Management Command (CDR, MTMC) will—

(1) Develop policy for HQDA approval for safety in operations requiring DOD compliance with Department of Transportation (DOT) hazardous materials regulations; safety in maritime operations requiring compliance with the International Maritime Dangerous Goods Code when loading vessels at MTMC terminals; exemption requests by DOD components for shipments of hazardous materials by DOD shippers that do not comply with DOT regulations; and traffic engineer support to installations.

(2) Assure that contracts within MTMC purview include adequate safety provisions and contract compliance.

*j.* The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC) will—

(1) Integrate safety and occupational health procedures into all Army training guidelines and techniques to be applied in the field.

(2) Ensure that safety and occupational health training is integrated into the curricula of appropriate Army schools.

(3) Coordinate activities across the Army to integrate risk management into programs to project the force, to include coordination with other MACOMs and staff elements that share MTMC's functional interest.

(4) Integrate safety and occupational health considerations into new equipment training.

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(5) Integrate safety criteria into operational testing.

(6) Develop and publish range safety policies, procedures, and standards for the Army and Marine Corps.

(7) Monitor range safety operations and procedures to assure safety adequacy.

(8) Provide range safety instruction for Army personnel.

(9) Have, as part of task analysis, Combat Development Centers identify hazards and requisite safety standards to be met in critical combat tasks.

(10) Have Combat Development Centers incorporate critical safety and health parameters in the requirements documents for new systems acquisitions and ensure operational tests verify the product provides requisite protection.

(11) Approve the adequacy of solutions to acquisition safety problems.

(12) Direct and implement Army safety policy and programs for U.S. Army Reserve Officer's Training Corps (ROTCs) units.

(13) Serve as risk management integration proponent for doctrine, training, and combat development. Coordinate with other MACOM and staff elements that share TRADOC's functional interest. Coordinate risk management integration activities, across the Army and at Joint level into programs to develop the force to include: doctrine development, requirements definition, common applications, training support, and risk management education in the Army, including Army Forces (ARFOR) component in the joint-level functions.

*k.* Commanding General, Forces Command (CG, FORSCOM) will—

(1) Establish safety policy, standards, and guidance for use in Army exercises, maneuvers, and tactical operations.

(2) Direct and implement Army safety policy and programs for U.S. Army Reserve (USAR) units.

(3) Coordinate activities across the Army to integrate risk management into programs to project the force, to include coordination with other MACOMs and staff elements that share FORSCOM's functional interest.

*l.* The Commanding General, U.S. Army Corps of Engineers (CG, USACE) will—

(1) Promulgate the safety standards to be used in Army construction (EM 385–1-1).

(2) Assure that Army standards designs and USACE administered facility/utility designs and construction conform to statutory and regulatory fire, safety, occupant health and explosives standards, and otherwise provide a safe and healthful workplace for user personnel and materiel.

(3) Provide safety policy to other elements of the Army that manage facility/utility design and construction at their level.

(4) Include provisions for public safety at civil works facilities with public recreation and visitation mission.

*m.* The Commanding General, U.S. Army Medical Command, in support of the Army Occupational Safety and Health Program will:

(1) Provide direct occupational health services to supported installations and tenant activities according to AR 40-5.

(2) Provide technical assistance to installation and tenant activity commanders and MACOM commanders on risk management integration and health assessment, control, and training.

*n.* MACOM commanders will—

(1) Ensure the full and effective implementation of the Army safety and OH program throughout their MACOM. This includes—

*(a)* Providing a safe and healthful workplace and environment.

*(b)* Providing risk management training to military and civilian personnel, as well as providing hazard recognition and abatement training specific to the work site or activity.

*(c)* Establishing standing operating procedures (SOPs) that will foster safe practices and procedures.

*(d)* Monitoring workplaces and practices to ensure adherence to established procedures and the prompt correction of unsafe acts and

*(e)* Investigating accidents to determine causes and prevent recurrence.

(2) Initiate additional accident prevention measures necessary to control hazards and resource losses for which there are no prescribed or established safety standards or procedures.

*(a)* Providing a safe and healthful workplace and environment.

*(b)* Providing hazard recognition and correction training to military and civilian personnel.

*(c)* Establishing standing operating procedures (SOPs) that will foster safe practices and procedures.

*(d)* Monitoring workplaces and practices to ensure adherence to established procedures and the prompt correction of unsafe acts and conditions.

*(e)* Investigating accidents to determine causes and prevent recurrence.

(3) Establish and enforce procedures for plans that assure maximum safety during training and tactical operations.

(4) Establish procedures for expeditiously funding and fixing hazards based on risk assessment codes (RACs) on a 'worst-first' basis. Commanders of MACOMs having troop organizations will establish safety and occupational health requirements and guidance for their troops participating in exercises. They will also assure coordination and integration of their safety and occupational health efforts with those of other commands and services involved in the exercise.

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(5) Develop and implement programs to integrate risk management into Army safety and occupational health program throughout their command.

(6) Establish an ergonomics program consistent with paragraph 1-4g(1).

*o.* Commanders at all levels will be responsible for protecting personnel, equipment, and facilities under their command; effective implementation of safety and occupational health policies; and the integration of the risk management process into their safety and occupational health program.

*p.* Supervisory and operating personnel who direct or affect the actions of others will—

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

(2) Maintain a safe and healthful workplace.

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

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

(5) Use the risk management process during the planning, preparation for, and execution of all operations for which they are responsible.

### 1–5. Policy

The following principles will be effectively integrated into all Army plans, programs, decision processes, operations, and activities:

*a.* Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources: hence accident risk management will be exercised by decision makers.

*b.* Decision makers at every level will employ the risk management process, as specified in paragraph 2-3d of this regulation, to avoid unnecessary residual risk to missions, personnel, equipment, and the environment.

*c.* The acquisition of materials, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary residual risk and control residual risks.

*d.* 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.

*e.* Appropriate action will be taken to expeditiously correct nonconformities with mandated standards, workplace deficiencies hazards and accident causes.

*f.* Performance standards for military and civilian managers and supervisors will include accident prevention and OH responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and OH responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports (OERs), and enlisted evaluation reports (EERs).

### 1–6. Safety Coordinating Panel

A Department of the Army (DA) Safety Coordinating Panel, chaired by the Director of Army Safety, will be charted to facilitate coordination and communication between MACOMs, the Director of Army Safety, and the ARSTAF on risk management integration in Develop, Project, and Sustain the force, and safety issues having major Army-wide effect on policy, direction, and standards.

### 1–7. Deviations

Occasionally, the safety requirements of this regulation may be incompatible with mission accomplishment. In such cases, MACOM commanders may request that the Director of Army Safety approve deviation from the specific requirements (Chief of Staff (DACS-SF), 200 Army Pentagon, Washington, DC 20310-0200).

## Chapter 2
## Army Safety Program Structure and Activities

### 2–1. Organizational structure

All Army safety offices will be structured according to this chapter. Commanders will—

*a.* Designate a command safety and occupational health official to exercise staff supervision over safety and health, risk management, and accident prevention activities. Duties performed by this official will include the full range of program management responsibilities.

*b.* Ensure that the designated command safety and occupational health official will be a member of the commander's special staff reporting directly to the commander.

*c.* Ensure that designated command safety and occupational health officials meet Office of Personnel Management Standards for the positions of Occupational Safety and Health, GS 018/803.

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*d.* Organize and staff a comprehensive safety office under the direction of a designated command safety and occupational health manager. This office will organize and administer a safety program that includes the following:

(1) Accident reporting

(2) Workplace safety

(3) Transportation safety

(4) Family and off-the-job safety

(5) Range safety (when applicable)

(6) Explosive safety (when applicable)

(7) Aviation safety (when applicable)

(8) Tactical safety (when applicable)

(9) Radiation safety (when applicable)

(10) System safety (when applicable)

(11) Hazardous materials operations.

(12) Research, development, test, and evaluation (RDTE) activities. (See AR 385–16.)

(13) System safety management and engineering. (See AR 385–16.)

(14) Operations involving the use of ionizing and nonionizing radiation. (See AR 385–9 and AR 385–11.)

(15) Public safety.

(16) Family, dependent, and off-the-job accident prevention.

(17) Other loss control elements.

*e.* Provide sufficient funds and other resources to carry out all responsibilities designated in this regulation to assure safety and OH program effectiveness. This staff will perform standard accident prevention functions and tasks as outlined in chapter 5. Safety, occupational health, fire prevention, environmental protection, and injury compensation staffs will work in close coordination on matters of mutual concern.

*f.* Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will—

(1) Be appointed in writing on orders.

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

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

(4) Have completed, or will complete, a local unit safety officer course.

(5) Have 1 year or more retainability in the unit upon duty appointment.

(6) Give their safety officer duties proper priority.

(7) Report directly to the commander on safety-related matters.

*g.* Civilian collateral safety personnel will be given similar training.

*h.* Support efforts to develop military and civilian safety expertise through training programs, effective career development, and management procedures.

*i.* Provide safety, occupational health, and related loss control services to tenant and satellite commanders in support of their statutory and regulatory responsibilities. Installation commanders have responsibilities for safety of people, the environment, and public on their installation. Local memorandum of understanding will be developed between host and tenant organizations to ensure necessary safety and OH responsibilities are addressed.

*j.* Provide safety services to USAR units in their geographic area of responsibility as defined in AR 5–9.

*k.* Establish at MACOM, installation, and community level a Safety and Occupational Health Advisory Council composed of management and military and civilian operating personnel. This council will make recommendations to the commander and perform such additional safety and occupational health tasks as the commander or the council may direct.

(1) Such councils will be chaired by the commander or the commander's designee, who will be a senior management official.

(2) Councils will meet periodically and will publish the minutes of the meetings.

(3) MACOM commanders may exempt installations having small populations from the requirements of this paragraph; however, these exemptions will document quality control measures. Such populations may be represented through participation in other command councils.

(4) Establishment of councils at other than installation level will be at MACOM discretion.

*l.* Authorize use of official time for employees when participating in occupational safety and health (OSH) activities, including walkaround inspections, authorized by this regulation.

## 2–2. Operational procedures

Leaders and managers are responsible for integrating risk management into all Army processes and operations. Safety

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and occupational health staffs will provide risk management training, tools and other related assistance. Leaders and managers will—

*a.* Ensure that physical standards for facilities and equipment meet or exceed safety and health standards established in pertinent host government, Federal, State, and local statutes and regulations and in Army regulations. Specific requirements and guidance for applying such standards are in chapter 3.

*b.* Ensure that the risk management process is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans to minimize accident risk and that SOPs are developed for all operations entailing risk of death, serious injury, occupational illness or property loss. The risk assessment matrix can be tailored by the commander for the type of hazard identified. For example, the matrix in this regulation should be used for hazards involving unsafe or unhealthful working conditions and other hazards associated with base operations. The risk assessment matrix in FMs 100-14 and 101-5 should be used for military training and operational hazards. Effective integration of risk management into the military decision-making process for military training and operations may be found in FMs 100-14 and 101-5.

*c.* Develop and implement actions to meet responsibilities contained in the accident prevention plans of higher headquarters and to provide focus and continuity to safety program efforts.

*d.* Post DD Form 2272 (Department of Defense Safety and Occupational Health Program) in all industrial workplaces. (See fig 2-1.)

*e.* Ensure that appropriate safety and occupational health training is provided as follows:

(1) All Active Army, Army National Guard (ARNG), USAR, and Army civilian employees will be provided the training and education necessary to achieve the skills listed below. This training, as a minimum, will be in accordance with subpart H, part 1960, title 29, Code of Federal Regulations (29 CFR 1960).

*(a)* Recognize the hazards and accident risks associated with their duties and work environment and know the procedures necessary to control these risks and work safely.

*(b)* Know their accident prevention related rights and responsibilities as outlined in relevant statutes and regulations.

*(c)* As appropriate, know the safety responsibilities of their leaders, supervisors, and commanders.

(2) Commanders, supervisors, and safety and OH staff personnel will be provided specialized training to enable them to properly execute their safety, OH, and risk management leadership and staff responsibilities.

(3) Safety education and promotional materials such as posters, films, technical publications, pamphlets, incentive items, and related materials are proven cost-effective safety awareness tools.

*f.* Ensure personnel are protected from reprisals for exercising lawful OSH rights. All DA personnel, both military and civilian, will be protected from coercion, discrimination, or reprisals for participation in the Army safety and OH program.

(1) Such procedures will include provisions to preserve individual anonymity of those submitting safety and health complaints when requested; to ensure prompt, impartial investigation of allegations of reprisal; and to provide corrective action when such allegations are substantiated.

(2) Under the provisions of 29 CFR 1960.46, the above protection against reprisal extends specifically to the right of an Army civilian to decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm and that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

*g.* Establish specific plans to assure continuity of safety and OH program services during tactical operations or mobilization. These plans will address mission definition, organizational concepts, and staffing and operational procedures required to assure maximum safety function support to the combat mission. Such plans will be developed by all organizations and commands having a combat or combat support mission (for example, TOE units, depots, ammunition plants, and area support groups).

*h.* Conduct annual safety and loss control program evaluations of subordinate commands using results-oriented criteria.

*i.* Develop effective programs to reduce injuries and illness to ensure that—

(1) All injuries and illnesses have been thoroughly investigated and the facts from the investigation have been documented on appropriate reports and forms.

(2) Accident reports and compensation claim forms have been properly completed designating the injured employee's major command and servicing civilian personnel office.

(3) Compensation claims are challenged and controverted when necessary.

*j.* Establish procedures to ensure required PCE for personnel are provided, used, and maintained in accordance with part 1910, title 29, Code of Federal Regulations (29 CFR 1910).

(1) *Military personnel.* PCE will be furnished to military personnel performing industrial activities similar to those performed by civilian personnel.

(2) *Funding.* When required, PCE will be funded from appropriated fund accounts available at the installation or activity. Nonappropriated fund activities will provide PCE from their own funds unless authorized by appropriated fund sources or provided for in a host-tenant agreement.

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(3) *Issuance of special clothing and equipment to Army civilians.*

*(a)* Special clothing and equipment include clothing and equipment needed for the protection of personnel to perform their assigned tasks efficiently under extreme conditions or situations. These include but are not limited to heat, cold, wetness, pressure, environmental pollution (for example, toxic or hazardous gases, vapors, fumes, or materials); deleterious animal, insect, parasitic, or amoebic life; or any combination of these conditions..

*(b)* Commanders are authorized to requisi-tion and issue special clothing and equipment on a temporary loan basis from any inventories, other than those of the Army Stock fund, to all direct-hire civilian employees. The following criteria must be met:

*1.* The use of special clothing and equipment would serve a military purpose.

*2.* The purchase of such clothing and equipment from commercial sources would not be practicable or would cause undue hardship on the individual concerned.

*3.* The clothing and equipment issued would be returned to the issuing organization when no longer required.

(4) *Environmental differential pay.* Environmental differential pay for civilian employees, when warranted, does not relieve the commander of the responsibility to provide appropriate PCE and to continue efforts to eliminate or reduce any hazardous conditions that justify such pay. Conversely, the requirement to wear PCE in any particular work environment does not, of itself, provide justification for environmental differential pay.

(5) *Use of PCE by visitors and transients.* For all activities in which official visitors and transients may be potentially exposed to hazards, the host, guide, or area supervisor will conduct a risk assessment of the work location to determine the appropriate protective measures. If the host, guide, or area supervisor can reduce the hazard(s) to an acceptable level without requiring the use of PCE, those measures may be employed (that is, eliminate foot hazards-no safety shoes). However, if it is determined that a safe level of risk cannot be obtained by using these procedures, then the host, guide, or area supervisor will be responsible for providing and assuring the proper use of PCE and the official visitors and transients will be required to wear the specified PCE.

*k.* Establish and operate an effective explosives safety program to include—

(1) Exercising supervision over subordinate organizations to ensure that effective explosives safety procedures are implemented and maintained to include specific plans to correct violations of explosives safety standards.

(2) Publishing a command program to implement HQDA ammunition and explosives safety standards and to identify responsibilities for all subordinate organizations (including tenants) that store, handle, use, or transport explosives.

(3) Ensuring qualified safety personnel (GS/GM–018 or GS/GM–803) review explosives safety site plans, safety submissions, and facility designs for new or modified explosives sites or facilities within the safety arcs of explosives operations.

(4) Ensuring qualified occupational safety personnel review explosives safety waivers and exemptions for facilities and equipment and provide the commander with essential risk data regarding the deficient situation.

*l.* Ensure that effective range safety procedures are implemented and sustained to include safety office review of all new range construction and all range waivers.

*m.* Publish command procedures to implement effective family, sports, and recreation safety programs and identify responsibilities for all subordinate organizations and installations.

*n.* Establish and operate effective tactical water safety procedures to include—

(1) *Water-related activities.*

*(a)* Establish and operate a safety program for water operations and water recreational activities and publicize appropriate to the geographic area.

*(b)* Provide for inspection of water operations and recreational facilities, equipment, and adjacent areas on Army owned or leased properties. Such inspections will assure that safety and health requirements are met.

*(c)* Provide sufficient lifesaving equipment, communication equipment, first aid facilities, protective devices, and other equipment as shown in TB MED 575 at Army-controlled water operations and water recreational activities areas.

*(d)* Issue standing operating procedures for water operations and water recreational activities. Assure that all water operations and recreational facilities and equipment comply with safety and occupational health requirements. Army boats and lifesaving equipment must comply with U.S. Coast Guard and State or host country requirements.

*(e)* Inform personnel of the hazards of swimming alone, in cold water, after drinking, during hours of darkness, or in unauthorized areas.

*(f)* Provide water safety briefings before the start of any water operations and the swimming season.

(2) *Water operations.*

*(a)* Train persons involved in water operations on accident prevention measures.

*(b)* Identify military nonswimmers. Provide swimming instructions or water survival training for persons who will be involved in water operations. See FM 21-20 for detailed guidance.

*(c)* Ensure that equipment used for water crossing operations is pre-dipped to detect water leakage.

(3) *Water recreation activities.*

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*(a)* When possible, provide swimming instruction and water survival training for persons who engage in water recreational activities.

*(b)* Ensure that Red Cross certified or equivalent lifeguards will be on duty at Army water recreational areas at all times during hours of operation.

### 2–3. Prevention program procedures

*a. Inspections and surveys.* Inspections and surveys of operations and facilities will be conducted annually or more often (chap 4). Inspection procedures will emphasize use of interviews, operational reviews, performance testing, and similar techniques designed to detect high risks of both a behavior and environmental character at the earliest possible time. Standard Army Safety and Occupational Health Inspection (SASOHI) procedures outlined in chapter 4 implement 29 CFR 1960.26 provisions and will be used in inspections/surveys. Installations will have the appropriate diagnostic equipment consistent with their mission to collect the essential information for analysis.

*b. Reports of unsafe or unhealthful conditions.* All Army personnel will be advised of their right and responsibility to report unsafe or unhealthful conditions. Reports to their supervisors will normally expedite corrective actions. Such reports may be submitted directly to unit safety personnel, installation safety offices, or other appropriate points of contact such as inspectors general. To provide an additional channel for such reports when employees find routine channels ineffective, commanders will conform to Army Employee Hazard Reporting System procedures outlined in chapter 4.

*c. Department of Labor (DOL) inspections and investigations of Army working conditions.* In accordance with the provisions of Executive Order 12196 and DODI 6055.1, and within the scope of the Public Law 91–596, OSHA, and National Institute for Occupational Safety and Health (NIOSH) officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of all Army civilian workplaces except those identified as military- unique workplaces. Procedures for these inspections are in chapter 4.

*d. Risk management.* Risk Management is the Army's principal risk reduction process to assist leaders in identifying and controlling hazards and making informed decisions.

(1) Every commander, leader and manager is responsible for protecting the force and persons affected by Army operations. The five-step process is the commander's principal risk reduction process to identify and control hazards and make informed decisions.

*(a)* Identify hazards.

*(b)* Assess hazards.

*(c)* Develop controls and make risk decisions.

*(d)* Implement controls.

*(e)* Supervise and evaluate.

(2) The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards or accept risks.

(3) In those circumstances where local resources are not available to control residual risks, leaders will make conscious decisions to either accept the risk or elevate the risk decision to the next higher level of leadership.

(4) The risk management process supplements, but does not supersede, the compliance requirements of federally mandated standards, this regulation or any other regulation.

### 2–4. Department of the Army personnel

All DA personnel, military and civilian, will—

*a.* Comply with safety and occupational health rules, regulations, and standards.

*b.* Use and maintain PCE provided for their protection.

*c.* Report any unsafe and unhealthful working conditions and accidents to their immediate supervisor.

## Chapter 3
## Safety Standards Application

### 3–1. Standards

*a.* All standards established by DOL pursuant to sections 6 and 19 of Public Law 91–596 are adopted as Army safety standards and will be complied with in applicable Army workplaces. Army workplaces are generally comparable to private sector workplaces.

*b.* The U.S. Army Corps of Engineer safety and health requirements publication (EM 385–1–1) applies to all Army construction operations incorporating part 1926, title 29, Code of Federal Regulations (29 CFR 1926).

*c.* Commanders will apply OSHA and other non-DA regulatory or consensus safety and health standards to military-unique equipment, systems, operations, or workplaces, in whole or in part, insofar as practicable. When military design, specifications, or requirements render compliance infeasible, or when no regulatory or consensus standard exists for

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such military application, commanders will request development and publishing of special military standards, rules, or regulations prescribing Occupational Safety and Health measures from the Army Safety Office (HQDA).

*d.* Certain operations are subject to mandatory safety standards or rules that derive from separate, specific statutory authority. The application of special functional standards does not exempt any workplace from other appropriate safety criteria. Thus, a workplace in a munitions facility subject to special explosives safety standards is also subject to OSHA safety criteria for machine guarding, guard rails, eye protection, and so forth. Any publication that sets forth job safety requirements for such a workplace must take this into account.

*e.* In workplaces overseas where the Status of Forces Agreement (SOFA) requires that U.S. Armed Forces comply with host country law which prescribes different safety standards, the latter standards take precedence if stricter. If host country law is less strict or nonexistent, Army requirements will apply.

### 3–2. Conflicts

When standards in Army publications conflict with a legal standard such as the OSHAct, or provide a lower degree of protection, the legal standard will apply. When the Army standards are equal to or exceed such requirements in providing workplace safety, the Army requirement will apply.

### 3–3. Additional safeguards

Whenever possible, commanders will evaluate the level of safety provided by established safety and occupational health standards to determine if additional safeguards are required. Priority for these reviews will be given to activities with high loss potential.

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# DEPARTMENT OF DEFENSE SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM

**THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, EXECUTIVE ORDER 12196 AND 29 CFR 1960 REQUIRE THE HEADS OF FEDERAL AGENCIES TO ESTABLISH PROGRAMS TO PROTECT THEIR PERSONNEL FROM JOB SAFETY AND OCCUPATIONAL HEALTH HAZARDS.**

1. THE DEPARTMENT OF DEFENSE (DOD) DESIGNATED AGENCY SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS THE ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT AND PERSONNEL)

2. THE DEPARTMENT OF THE ARMY (DOD COMPONENT)

   DESIGNATED SAFETY AND OCCUPATIONAL HEALTH OFFICIAL IS

   ASA(I&L) WASH, DC (TITLE / ADDRESS)

3. THE FT OWENS (NAME OF INSTALLATION/FACILITY)

   SAFETY AND OCCUPATIONAL HEALTH DESIGNEE IS

   MR. TUCKER, SAFETY MANAGER (NAME/TITLE)

4. THE FT OWENS (NAME OF INSTALLATION/FACILITY)

   SAFETY POINT OF CONTACT IS

   MS. JONES, 555-9876 (NAME / TELEPHONE NUMBER)

5. THE FT OWENS (NAME OF INSTALLATION/FACILITY)

   OCCUPATIONAL HEALTH POINT OF CONTACT IS

   MR. GLASS, 555-0102 (NAME / TELEPHONE NUMBER)

   WAPA CLINIC, FT OWENS (NAME OF INSTALLATION/FACILITY)

**HAS THE RESPONSIBILITY TO:**

1. COMPLY WITH APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)/DOD/DOD COMPONENT SAFETY AND OCCUPATIONAL HEALTH STANDARDS.
2. SET UP PROCEDURES FOR SUBMITTING AND RESPONDING TO EMPLOYEE REPORTS of unsafe and unhealthful working conditions.
3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment.
4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards.
5. ESTABLISH PROCEDURES TO ASSURE that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DOD safety and occupational health program.
6. POST NOTICES of unsafe or unhealthful working conditions found during inspections.
7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.
8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility.
9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.

**DOD PERSONNEL HAVE THE RESPONSIBILITY TO:**

1. COMPLY with all applicable OSHA/DOD/DOD component safety and occupational health standards.
2. COMPLY with FT OWENS (NAME OF INSTALLATION/FACILITY) policies and directives relative to the safety and occupational health program.
3. USE personal protective equipment and safety equipment provided by your installation/facility.
4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.

**DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:**

1. HAVE ACCESS to applicable OSHA/DOD/DOD component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures.
2. COMMENT on alternate standards proposed by DOD/DOD component.
3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include, in order of preference: the immediate supervisor, the safety or occupational health point of contact, the safety and occupational health designee for your installation/facility, the installation/facility commander, the safety and occupational health designee for your DOD component, the safety and occupational health designee for DOD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DOD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured.
4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DOD safety and occupational health program.

**OTHER INFORMATION:**

1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous workplace condition, he/she will insure an inspection of the workplace and he/she will report the results of the inspection in writing to the worker making the report.
2. Inspector General channels may be used to investigate complaints from either DOD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DOD civilian personnel, allegations of reprisal may also be initiated by them in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures.
3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster.
4. How well you carry out your safety and occupational health responsibilities will be an important factor in the success of the program.

**DD FORM 2272, FEB 87**

**Figure 2-1. Sample DD Form 2272**

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### 3–4. Standards publications

Commander will ensure that publications which implement Army safety and occupational health criteria—

*a.* Reach every DA workplace in a form appropriate to the specific operation.

*b.* Are understood and complied with by affected personnel and implementation is enforced by supervisors.

*c.* Are applied in the procurement or renovation of material, equipment, systems and facilities.

### 3–5. Modification of OSHA standards

Commanders may not issue waivers or variances to OSHA standards.

*a. Alternate standards.* When a MACOM commander determines that an OSHA standard should be modified for application to particular nonmilitary-unique working conditions, a proposed alternate standard will be developed and submitted to the Director of Army Safety (DASAF), ATTN: CSSC–PR, Fort Rucker, AL 36362–5363 (with a copy sent to HQDA (DACS–SF), WASH DC 20310–0300) following guidelines established in 29 CFR 1960.17. The DASAF will review the proposed standard and, if appropriate, forward it through the chain of command to the Secretary of Labor for approval. Upon approval of an alternate standard, the originating MACOM may proceed with implementation. If adjudged to have Armywide applications, DASAF will advise the MACOMs.

*b. Supplementary standards.* In those cases where no appropriate OSHA standards exist for exposure of Army employees to unique, specific, or general hazards, MACOM commanders will develop appropriate emergency temporary or permanent supplementary standards that apply to the working conditions of Army employees. These proposed supplementary standards will be submitted through command channels to the Director of Army Safety, ATTN: CSSC–PR, Fort Rucker, AL 36362–5363 (with a copy sent to HQDA (DACS–SF), WASH DC 20310–0300). ASA(I&L) will interact with DOL for their review.

*c. Emergency temporary standards.* Commanders will implement OSHA emergency temporary standards (ETS) on the prescribed effective date established. Federal court rulings that advance or delay implementation of change, or that rescind OSHA standards, including ETS, will be adhered to by commanders, although commanders may continue to apply more stringent criteria than OSHA.

### 3–6. Host installation standards

Personnel of different DA organizations, other DOD components, other Federal agencies, or private organizations who work at the same installation will be governed by installation safety standards. Conflicts concerning safety standards should be resolved by the installation commander. However, when local efforts cannot resolve these problems, they should be referred to the next higher command level to adjudicate.

### 3–7. General Services Administration facilities

Deficiencies involving General Services Administration facilities will be corrected according to 29 CFR 1960.30.

### 3–8. Violation-correction policy

To discharge their responsibility for the prevention of occupational injuries and illnesses, heads of Army installations and activities will, where possible, eliminate work hazards and health risks through engineering controls or modifications. Although less desirable, management controls such as controlling the exposure time may be used to lessen personnel exposure to all hazards except noise hazards.

*a.* The following priorities will be used to eliminate or reduce the effects of hazards:

(1) Engineer to eliminate the hazard or to incorporate fail-safe devices.

(2) Guard or control the hazard including automatic monitoring and alarming of unsafe/unhealthful conditions.

(3) Limit personnel exposures (number of people and duration).

(4) Train and educate personnel to avoid hazards.

(5) Provide protective clothing or equipment adequate to minimize injury potential.

(6) Use color coding and signs to alert personnel of hazards.

*b.* PCE will be issued in situations where—

(1) Engineering or management controls are not possible.

(2) Development or installation of engineering controls are pending.

(3) Short-term, nonroutine operations for which engineering controls are not practical are involved.

(4) Emergencies occur; for example, spills and associated cleanup operations, ventilation malfunctions, emergency egress, and damage control activities.

(5) Engineering or management controls cannot reduce the hazard to acceptable levels.

*c.* When engineering and management controls are not possible and PCE does not reduce the hazard, the operation

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will be suspended and guidance will be requested from the Director of Army Safety. The request will document a demonstrated effort to correct or reduce the hazard.

*d.* New equipment or systems acquired will meet Army and Federal safety and health standards so that engineering modifications, management controls, or the use of PCE will not be required to provide a safe and healthful workplace. Guidance for providing safety and health input throughout the acquisition cycle is in AR 385–16 and AR 40–10.

## 3–9. Abatement program

*a. Procedures.* An analysis of all hazards will be made to determine the degree of risk. The procedures below will be followed in analyses of safety hazards.

(1) Hazards will be risk assessed in terms of hazard severity (table 3-1) and accident probability (table 3-2) and assigned a risk assessment code (RAC) (table 3-3). Cost of correction, future intended use of the facility, and availability of desirable alternative methods of control will be considered. Coordination will be effected between fire department and OH personnel to ensure that hazards identified by those organizations are entered into appropriate abatement plans according to AR 420–90, paragraph 6-9, and TB Med 503, paragraph 3-2e(2).

(2) Hazards will be eliminated on a worst-first basis. An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days. Individual deficiencies of an identical character may be grouped together into a single abatement plan or into an associated abatement project. The plans will be kept current by adding new projects and by placing completed projects in a completed projects section. Corrections of violations that have a high dollar cost can be included in the abatement. The command element involved will approve abatement plans.

(3) Procedures such as spot checking or sampling will be used to ensure that interim control measures are being implemented.

(4) Copies of abatement plans will be placed in each unit in the place where personnel notices are usually posted.

(5) Violations that are the responsibility of another Army command or installation, DOD, or outside agency will be brought to the attention of the responsible official for action.

(6) MACOM representatives will review installation abatement plans at least annually to ensure adequate resource allocation and ensure nonresource-intensive corrective actions are accomplished. These plans are also subject to review by HQDA, OSHA, and union representatives.

**Table 3–1**
**Hazard severity**

**Category:** I
**Description:** Catastrophic
**Definition:** Loss of ability to accomplish the mission or mission failure. Death or permanent total disability (accident risk). Loss of major or mission-critical system or equipment. Major property (facility) damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.

**Category:** II
**Description:** CRITICAL
**Definition:** Significantly (severely) degraded mission capability or unit readiness. Permanent partial disability, temporary total disability exceeding 3 months time (accident risk). Extensive (major) damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.

**Category:** III
**Description:** MARGINAL
**Definition:** Degraded mission capability or unit readiness. Minor damage to equipment or systems, property, or the environment. Lost day due to injury or illness not exceeding 3 months (accident risk). Minor damage to property or the environment.

**Category:** IV
**Description:** NEGLIGIBLE
**Definition:** Little or no adverse impact on mission capability. First aid or minor medical treatment (accident risk). Slight equipment or system damage, but fully functional and serviceable. Little or no property or environmental damage.

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**Table 3–2**
**Accident probability**

**Probability:** Frequent. Occurs very often, continuously experienced.
**Level:** (A)
**Single item:** Occurs very often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs.
**Fleet or inventory of items:** Occurs continuously during a specific mission or operation, or over a service life.
**Individual soldier:** Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.
**All soldiers exposed:** Occurs continuously during a specific mission or operation.

**Probability:** Likely. Occurs several times.
**Level:** (B)
**Single item:** Occurs several times in service life. Expected to occur during a specific mission or operation.
**Fleet or inventory of items:** Occurs at a high rate, but experienced intermittently (regular intervals, generally often).
**Individual soldier:** Occurs several times in career. Expected to occur during a specific mission or operation.
**All soldiers exposed:** Occurs at a high rate, but experienced intermittently.

**Probability:** Occasional. Occurs sporadically.
**Level:** (C)
**Single item:** Occurs some time in service life. May occur about as often as not during a specific mission or operation.
**Fleet or inventory of items:** Occurs several times in service life.
**Individual soldier:** Occurs some time in career. May occur during a specific mission or operation, but not often.
**All soldiers exposed:** Occurs sporadically (irregularly, sparsely, or sometimes).

**Probability:** Seldom. Remotely possible; could occur at some time.
**Level:** (D)
**Single item:** Occurs in service life, but only remotely possible. Not expected to occur during a specific mission or operation.
**Fleet or inventory of items:** Occurs as isolated incidents. Possible to occur some time in service life, but rarely. Usually does not occur.
**Individual soldier:** Occurs as isolated incident during a career. Remotely possible, but not expected to occur during a specific mission or operation.
**All soldiers exposed:** Occurs rarely within exposed population as isolated incidents.

**Probability:** Unlikely. Can assume will not occur, but not impossible.
**Level:** (E)
**Single item:** Occurrence not impossible, but can assume will almost never occur in service life. Can assume will not occur during a specific mission or operation.
**Fleet or inventory of items:** Occurs very rarely (almost never or improbable). Incidents items may occur over service life.
**Individual soldier:** Occurrence not impossible, but may assume will not occur in career or during a specific mission or operation.
**All soldiers exposed:** Occurs very rarely, but not impossible.

**Table 3–3**
**Risk assessment code matrix**

| | Accident Probability | | | | |
|---|---|---|---|---|---|
| Hazard Severity | A | B | C | D | E |
| I | 1 | 1 | 2 | 3 | 5 |
| II | 1 | 2 | 3 | 4 | 5 |
| III | 2 | 3 | 4 | 5 | 5 |
| IV | 3 | 4 | 5 | 5 | 5 |

*b. Funding for hazard abatement.*

(1) Operating plans and budgets will include appropriate planning, programming, and resources to correct RAC 1 and 2 hazards from the abatement plan according to abatement priority numbers and any supplemental DA program guidance. When abatement projects require military construction funds or exceed local funding ceilings, the local commander will submit appropriate funding requests through command channels.

(2) Funding will be accomplished generally from local operations and maintenance monies or overhead funds in industrially funded activities. Installations that are RDTE funded will program funding for hazard abatement.

(3) All construction and modernization projects are required to incorporate life safety, explosives safety, fire protection, environmental, and other appropriate safety and occupational health standards. Many existing hazards are abated as a by-product of new construction that has been justified for other reasons. However, military construction

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projects whose paramount justification is abatement of such hazards normally do not involve new construction; they typically consist of retrofit of one or more existing facilities, such as the installation or replacement of ventilation systems in places where toxic chemicals present hazards. An exception to this general rule could occur when a life-cycle analysis results in the determination that replacement or relocation of an existing facility is more cost effective than correction of multiple or gross existing hazards.

(4) MACOMs will make provisions to account for actual expenditures for hazard abatement projects at all echelons of command.

## Chapter 4
## Safety and Occupational Health Inspections of Army Workplaces

### 4–1. Standard Army safety and occupational health inspections

The procedures outlined below, designated as Standard Army Safety and Occupational Health Inspections (SASOHIs), are mandatory and will be followed on selected installation-level inspections as indicated in *a* below.

*a.* All workplaces will be inspected at least annually using SASOHI procedures.

(1) Facilities and operations involving special hazards will be inspected more frequently as determined by qualified safety and occupational health personnel.

(2) Civilian personnel offices may request assistance in determining environmental differential pay or hazard pay cases. In these cases, qualified safety and health professionals will evaluate specific workplaces and conditions and provide a professional opinion as to the nature of the hazards and the required protective procedures.

(3) Inspections of workplaces in contractor installations where fewer than 25 DA personnel are employed will be at the discretion of the MACOM commander based on existing conditions. While no formal annual inspection is required, DA and MACOM commanders are required to ensure the health and safety of their employees in the contractor facility.

*b.* Unless specifically exempted in this paragraph, SASOHIs for all work sites will be conducted by qualified safety and occupational health professionals as defined in section II of the glossary. SASOHIs for tenant activities will be conducted in accordance with the host installation and tenant activity agreement. The SASOHIs for work sites meeting the criteria specified below may be performed by trained, qualified and appointed collateral duty safety personnel. If there is a dispute over interpretation of safety and health standards, hazard, or risk severity and probability, a qualified safety and occupational health professional, as defined in section II of the glossary, will make the final determination on the disputed issue. Personnel conducting SASOHIs will have access to diagnostic equipment and to personnel necessary to identify, document, and analyze the significance of the hazards discovered during the inspection. Current reference materials pertinent to the work site, such as standards, regulations, SOPs, hazard analyses/job hazard analysis, risk assessments, materiel safety data sheets, technical and field manuals, will be readily available.

(1) Criteria for work sites where SASOHI can be conducted by collateral duty safety personnel:

*(a)* Low risk operations as determined by a written hazard assessment specified in (*c*) below.

*(b)* Lost time job-related injury rate of no more than 10 per 1,000 personnel (military and civilian) averaged for the last 3 years.

*(c)* Written hazard assessment (title 29 of the Code of Federal Regulations, 1910.132) for current operations on file at the work site, conducted by qualified civilian or military safety and occupational health professional as defined in section II of the glossary.

(2) Qualifications for collateral duty safety personnel conducting SASOHIs include—

*(a)* Appointment and validation by the activ-ity commander that personnel can accomplish tasks required in title 29 of the Code of Federal Regulations, 1960.57, and outlined below:

*(b)* Recognize hazards.

*(c)* Assess risks including the requirement and procedures to contact safety or health professionals when risks are assessed medium or higher.

*(d)* Advise on abatement options, complete abatement documentation, and follow-up on corrective actions.

*(e)* Use Occupational Safety and Health Administration standards and Army requirements appropriate to the work site(s).

*(f)* Use equipment necessary to conduct a thorough inspection.

*(g)* Complete supervisor and/or employee training as required by title 29 of the Code of Federal Regulations, 1960.55 and 1960.59.

*(h)* Conduct at least one inspection accom-panied by qualified safety personnel as defined in section II of the glossary.

(3) Collateral duty personnel should conduct their inspections on a quarterly basis and a qualified safety person, as defined in section II of the glossary, should accompany them on at least one inspection per year in order to assure quality inspections are being conduction.

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*c.* SASOHI may be conducted with or without prior notice. No-notice inspections will be used when local safety and health personnel determine they will provide a significantly more meaningful assessment of actual operating conditions and practices. However, appropriate representatives of civilian employees and recognized employee organizations will be notified when management receives prior notice of an inspection.

*d.* A representative of the official in charge of a workplace and an authorized representative of civilian employees will be given the opportunity to accompany the inspector during physical inspection of workplaces. Installation and activity commanders, or their designated representative, may deny the right of accompaniment to any person who, in their judgment, will interfere with the inspection.

*e.* The inspector conducting SASOHI will consult a sampling of personnel on matters affecting their safety and health and offer them the opportunity to identify, confidentially, unsafe or unhealthful working conditions in the work areas.

*f.* When an "imminent danger" situation is discovered, the immediate supervisor and activity head will be notified as soon as possible.

(1) The inspector will provide technical advice to the supervisor on the scene, who will correct the condition or cease operation and withdraw personnel from exposure.

(2) If the inspector finds the hazard cannot be immediately eliminated, he or she will notify the installation safety and occupational health official. If this official finds that corrective action is inadequate, he or she will secure approval of the commander or an authorized representative of the commander for measures to be taken to prevent employee exposure to the hazard.

(3) Imminent danger hazards from which personnel have been withdrawn as an interim measure will be identified on the forms described in *i* below.

(4) Commanders may authorize specific safety personnel to temporarily halt operations when imminent danger situations are found.

*g.* Upon completion of a formal inspection, a closing conference will be held with the commander or his or her designated representative, and a notice of unsafe or unhealthful working conditions will be discussed for each RAC 1, 2, or 3 hazard that was not corrected immediately. An appropriate employee representative will be given the opportunity to participate in the closing conference.

*h.* Written reports of violations resulting from SASOHI will be provided to the head of the activity or the commander of the unit inspected. These reports will cite hazards and safety management deficiencies and will recommend corrective actions. DA Form 4753 (Notice No._____ of Unsafe or Unhealthful Working Conditions) may be used for this purpose. (See fig 4-1 for a sample form.) RAC 1 and 2 violations that cannot be corrected within 30 calendar days of discovery will be recorded and maintained at the installation on DA Form 4756 (Installation Hazard Abatement Plan). (See fig 4-2 for a sample form and instructions.) Written reports of inspections will be retained on file for 5 years after the deficiencies have been corrected. Automatic data processing systems may be used to facilitate the recording and documentation of SASOHI and abatement plans provided the requirements of this regulation are met.

*i.* Notices of violations for RAC 1 or 2 hazards detected during SASOHI will be recorded on DA Form 4753 or equivalent. Copies of each notice of unsafe or unhealthful conditions will be given to the appropriate official in charge of the workplace and any participating employee representative. Notices will be posted by the official in charge of the workplace where the condition was discovered. Where it is not practical to post the notice at or near the hazard, it will be posted in a prominent place where it will be readily observable by all affected personnel. Delivery and posting will take place within 15 days of detection for safety violations and 30 days for health violations. The notices will remain posted for 3 working days or until correction, whichever is later. All posted notices will describe the nature and severity of the violation, the substance of the abatement plan, and interim protective measures.

*j.* All violations of standards detected during SASOHI will be entered on DA Form 4754 (Violation Inventory Log) or equivalent. (See fig 4-3 for a sample form.) This log will be used to monitor compliance. It will show all violations in order of discovery and prescribe an abatement date and the date for followup on correction of the deficiencies.

*k.* Procedures will be established to follow up on the correction of deficiencies identified during a SASOHI. If corrective action has not been accomplished or it is discovered that interim safety measures are not being enforced, the inspector will inform the installation safety and occupational health official who will determine remedial action, to include notifying the installation or activity commander if appropriate. For all uncorrected violations, entries on DA Form 4756 will reflect the revised corrective action schedule and appropriate remarks.

*l.* All safety and occupational health inspection procedures will conform to security regulations.

## 4–2. Department of Labor inspections

The procedures below will be followed on DOL inspections of Army workplaces.

*a.* DOL inspections may be in response to a complaint from an Army employee or employee representative; they may be scheduled as part of OSHA's annual evaluation of agency programs, OSHA target program, or in response to a fatal accident. Procedures for such inspections conform generally to procedures in paragraph 4-4.

*b.* DOL representatives will be admitted to conduct inspections at selected workplaces in a reasonable manner without delay during normal working hours.

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*c.* DOL representatives will initially report to the host installation commander or designated representative and will be accompanied at all times on the Army installation. They will be required to show proof of appropriate security clearance if entry into closed areas is required. A closing conference with the installation or activity commander or command designee will be arranged before the DOL inspector's departure. Employee representatives will be invited to attend the opening and closing conference.

*d.* DOL representatives will, upon request, be provided available safety and health information on worksites to be visited. Such information may include data on hazardous materials in use, copies of recent DOD inspection or survey reports, accident reports and abatement project information.

*e.* When DOL representatives issue notice of unsafe or unhealthful conditions (OSHA–2H Form), local officials should treat such notices in the same manner as similar internal notices and provide for abatement of significant deficiencies. Installations that receive an OSHA–2H will immediately transmit copies through command channels to HQDA (DACS–SF) WASH DC 20310–0300, and copy furnished to Commander, USASC, ATTN: CSSC–PR, Fort Rucker, AL 36362–5363. The OSHA–2H will assist in developing appropriate DA policy in the OSH program.

*f.* Response to DOL inspection reports will originate at the local level. Elevation of unresolved conflicts to higher echelons for interagency resolution will be at DOL's initiative via DOL channels. This provision, however, will not inhibit normal internal communication within command channels to apprise higher echelons of the results of DOL inspections and coordinate responses to DOL.

*g.* With respect to investigation of Army accidents, which is solely a DOD responsibility under Executive Order 12196, DOL officials may be shown or provided factual portions of pertinent accident investigation reports as outlined in AR 385–40. DOL officials, upon request, may also be authorized to accompany Army accident investigators in an observer status. Separate, duplicate DOL investigations of Army accidents, either concurrent with or subsequent to required Army investigations, are not expected. DOL officials may, however, inspect for residual hazardous conditions at the site of an Army accident.

### 4–3. Federal and State OSHA inspections of contractor workplaces

Inspection of contractor workplaces by Federal and State will be accomplished according to DODI 6055.1. and 29 CFR 1960.

### 4–4. Army employee hazard reporting

*a.* Procedures for employee reports of hazards will be established in accordance with 29 CFR 1960.28 and 29 CFR 1960.46. Reports under these procedures will be completed on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). (See fig 4-4 for a sample form.) Normally, reports will be signed; however, anonymous reports will be investigated in the same manner as other reports. Reports can be submitted directly to the installation safety and occupational health official, to the appropriate tenant safety and occupational health official, or through supervisory and command channels.

*b.* Names of people submitting signed reports who request anonymity will not be revealed by the installation safety and occupational health official to anyone other than necessary members of his or her staff or other appropriate installation-level staff.

*c.* If reports that appear to involve an imminent danger situation are submitted, the inspector will follow the procedures in paragraph 4–1*f* and 29 CFR 1960.28.

*d.* All reports will be investigated by safety or health personnel. The originator, if known, will be notified in writing of the results of the investigation within 10 working days of receipt of the hazard report. If the 10-workday suspense cannot be met, the originator should be provided an interim response.

(1) If it is determined that a hazard exists, the reply will include a summary of the actions to be taken and anticipated date for corrective action. Procedures for inspections outlined in paragraph 4-1 will apply, if appropriate.

(2) If it is determined that a hazardous condition does not exist, the reply to the employee will include the basis for that determination. This reply will encourage informal contact with installation safety and health officials if additional explanations are desired. It will also inform the individual of his or her right of appeal as outlined below. Every effort, to include consulting with a regional Federal OSHA office and requests for technical advice from the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), or the USASC will be made to resolve the originator's questions or dissatisfaction.

(3) If a hazard report also involves a grievance action, the local safety and OH manager will determine if there is a need for priority action for safety or health reasons.

*e.* If the originator is dissatisfied with the safety and occupational health official's response, the originator may appeal to the installation commander. The installation commander will review the finding and take appropriate action. If the originator is dissatisfied with the installation commander's response, the originator may appeal to the MACOM OSH official. Such appeals will be transmitted through channels to the MACOM, which will review the finding, investigate as necessary, and verify the appropriateness of the installation-level response. If the report of hazard is judged unfounded, a reply to the originator rejecting his or her appeal will explain the basis for the rejection and will advise of his or her right to appeal to the Army-designated safety and occupational health official ASA(I&L). Upon

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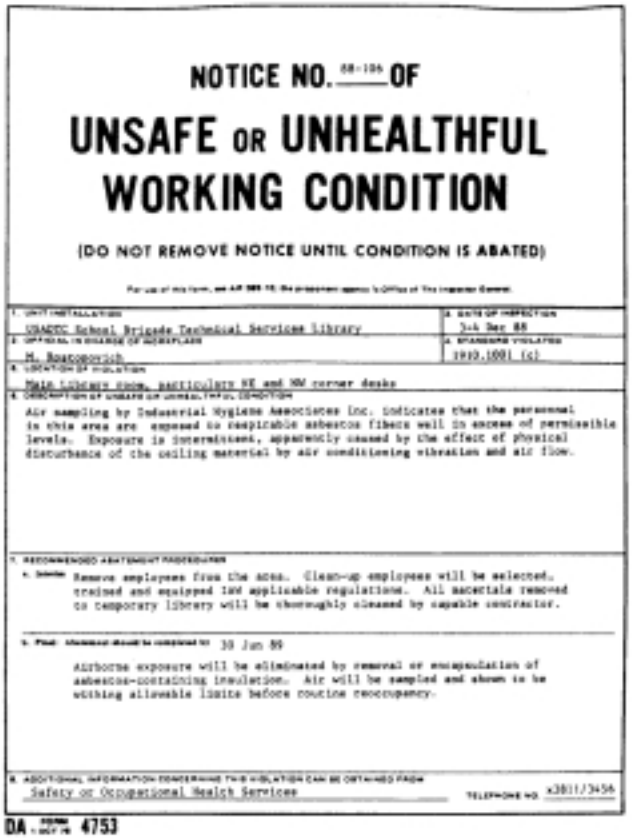
receipt of an appeal, this official will review the case and reply to the originator with a statement of findings. If the appeal is rejected, the reply will advise the originator of his or her right to further appeal according to 29 CFR 1960 to the DOD-designated occupational safety and health official.

*f.* Although personnel have the right to report hazards directly to DOL, they are encouraged to follow the review levels prescribed in paragraph e above. Reports received directly by DOL will be forwarded to DA for handling in accordance with these procedures.

*g.* Copies of reports submitted under the Army employee hazard reporting system will be retained at the installation safety office and a Federal Record Retention Center for at least 5 years following the end of the calendar year to which they relate.



NOTICE NO. 88-106 OF

UNSAFE OR UNHEALTHFUL WORKING CONDITION

(DO NOT REMOVE NOTICE UNTIL CONDITION IS ABATED)

1. UNIT INSTALLATION: USADEC School Brigade Technical Services Library
2. DATE OF INSPECTION: 3-4 Dec 88
3. OFFICIAL IN CHARGE OF WORKPLACE: M. Bostopovich
4. STANDARD VIOLATED: 1910.1001 (c)
5. LOCATION OF VIOLATION: Main Library room, particulars NE and NW corner desks
6. DESCRIPTION OF UNSAFE OR UNHEALTHFUL CONDITION: Air sampling by Industrial Hygiene Associates Inc. indicates that the personnel in this area are exposed to respirable asbestos fibers well in excess of permissible levels. Exposure is intermittent, apparently caused by the effect of physical disturbance of the ceiling material by air conditioning vibration and air flow.
7. RECOMMENDED ABATEMENT PROCEDURES
a. Interim: Remove employees from the area. Clean-up employees will be selected, trained and equipped IAW applicable regulations. All materials removed to temporary library will be thoroughly cleaned by capable contractor.
b. Final: Abatement should be completed by: 30 Jun 89
Airborne exposure will be eliminated by removal or encapsulation of asbestos-containing insulation. Air will be sampled and shown to be within allowable limits before routine reoccupancy.
8. ADDITIONAL INFORMATION CONCERNING THIS VIOLATION CAN BE OBTAINED FROM: Safety or Occupational Health Services TELEPHONE NO. x3811/3456

DA FORM 4753

Legend for Figure 4-1;

**Instructions for completion of DA Form 4753**

**Block 1.** Enter name of unit, and installation on which hazard was found.
**Block 2.** Enter name of workplace supervisor.
**Block 3.** Enter date of the inspection.
**Block 4.** Enter specific reference to the standard violated (AR, OSHA).
**Block 5.** Enter exact location of the violation.
**Block 6.** Describe hazardous condition found in terms of physical standards and the Risk Assessment Code (RAC) (chap 3).
**Block 7.** Describe interim safety measures supervisory personnel and employees should maintain until the hazard is abated to an acceptable level.
**Block 8.** Enter name of installation safety and occupational health manager, and his or her office phone number.

**Figure 4-1. Sample DA Form 4753**

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**INSTALLATION HAZARD ABATEMENT PLAN**

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

| | | |
|---|---|---|
| 1. PROJECT NO. 88-26 | 2. DATE PREPARED 3 Jan 89 | 3. DATE REVISED 16 May 89 |
| 4. ACTIVITY/ORGANIZATION School Brigade Tech Services Library | 5. HAZARD LOCATION(S) Main Stacks Ceiling | 6. RISK ASSESSMENT CATEGORY IA (1) |

7. CITATION OF SPECIFIC OSHA AND OTHER STANDARD VIOLATED
1910.1001 (c), TB MED 513

8. DESCRIPTION OF PROPOSED CORRECTIVE ACTION OR REMEDIAL MEASURES
Revise original proposal to encapsulate ceiling material to complete removal based on cost and requirements for monitoring. All ceiling material which tests positive for asbestos content is to be removed and disposed of IAW the installation hazardous materials control plan.

9. ESTIMATED COST OF CORRECTIVE ACTION $ 16,000 APPROPRIATION OMA
PROGRAM ELEMENT NUMBER 962-309-FY89 BUDGET COST ESTIMATED (BCE) YES X NO ___

10. ESTIMATED ADDITIONAL OPERATING AND MAINTENANCE COSTS, IF ANY
$ none

11. DESCRIPTION OF INTERIM HAZARD CONTROL MEASURES IN EFFECT
Essential library operations have been moved to temporary facilities in Bldg 5069. Equipment and materials moved into that building were thoroughly cleaned by contractors with expertise in this area. Air sampling established that detectable levels of asbestos contamination were not present in the new facility.

12. OTHER RELEVANT INFORMATION

13. ESTIMATED ABATEMENT COMPLETION DATE
1 Sep 89

| PREPARED BY | APPROVED BY |
|---|---|
| R.A. Walter, Safety and Occ. Health Spec. | John Mershon, Chief, Loss Control |

DA FORM 1 OCT 76 4756

Legend for Figure 4-2;

**Instructions for completion of DA Form 4756**

**Block 1.** Obtain from Directorate of Engineering and Housing (DEH).
**Block 2.** Self-explanatory.
**Block 3.** Enter date when plan is amended.
**Block 4.** Enter name of unit, and installation which hazard was found.
**Block 5.** Enter building number and room number location.
**Block 6.** Enter risk Assessment Code (RAC) (chap 3).
**Block 7.** State specific OSHA, Army, or other recognized safety and occupational standards violated.
**Block 8.** Describe project details necessary to abate the hazard to an acceptable level.
**Block 9.** Self-explanatory.
**Block 10.** Self-explanatory.
**Block 11.** Explain interim measures supervisors and employees maintain until hazard is abated to an acceptable level.
**Block 12.** Include points of contact in DEH, Safety Office, and others as appropriate.
**Block 13.** Enter initial estimate of final abatement date; update as required.

**Figure 4-2. Sample DA Form 4756**

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**VIOLATION INVENTORY LOG**

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

4 Dec 88

**LOG OF SCHEDULE OF CORRECTIVE ACTION - COMPLIANCE WITH SAFETY AND HEALTH STANDARDS** Bldg 6001

NAME OF INSTALLATION

US Army Driver Training Center, Ft Arnold, KI (School Bde Tech Services Library)

| ITEM | LOCATION OF INCONSISTENCY 1/ | OSHA REFERENCE | | INCONSISTENCY | CORRECTIVE ACTION | TARGET DATE FOR CORRECTIVE ACTION | DEGREE OF DANGER 2/ | ESTIMATED COST |
|---|---|---|---|---|---|---|---|---|
| | | TITLE/PART | SUBPART 2/ | | | | | |
| | a | b | c | d | e | f | g | h |
| 1 | Main Room (stacks) NE & NW corners and throughout | 1910. 1001<br><br>TB MED 513 | (c) | Personnel are exposed to asbestos concentrations several times higher than standard. | Remove or encapsulate asbestos IAW engineering study. Clean all contaminated surfaces and material to levels below cited references. Withdraw personnel during interim. | Interim: accomplished<br>Final: 30 Jun | IA (1) | |

NOTES:

1/ Such as "Corporate Shop and/or Building Number."

2/ Include paragraph number as another code if further referenced.

2/ Use Roman numerals (Category I - Immediate danger, Category II - Serious hazard Category III - Moderate hazard, Category IV - De minimus hazard)

DA FORM 1 OCT 76 4754

**Figure 4-3. Sample DA Form 4754**

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**EMPLOYEE REPORT OF**
**ALLEGED UNSAFE OR UNHEALTHFUL WORKING CONDITIONS**

For use of this form, see AR 385-10; the proponent agency is Office of The Inspector General.

*This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office (Ref OSHA Poster on rights of employees and their representatives).*

The undersigned *(check one)*

XX Employee ☐ Representative of employees ☐ Other *(Specify)* _____

believes that a job safety or health hazard exists at the following place of employment

Technical Services Library (Main Room), Bldg 6001, School Brigade

Does this hazard(s) immediately threaten serious physical harm? XX Yes ☐ No

If "yes" checked, immediately contact your supervisor or safety representative. I did, but he didn't fix it (Union too)

Name of official in charge Mr. M. Rostopovich Telephone x6510

Operation/Activity Library

Exact location of worksite The whole main room, especially near the air conditioning vents

1. Kind of operation Shelving and signing out publications, helping patrons

2. Describe briefly the hazard which exists there including the appropriate number of employees exposed to or threatened by such hazard
White powder blows down from the ceiling when the air conditioning runs. Sometimes it gets all over the desks. A lot of people say it might be asbestos, but no one will check and tell us for sure. Only 4 of us work in the room, but a lot of patrons come through.

3. List by number and/or name the particular occupational safety and health standard(s) which may have been violated, if known
I don't know, but I know it's against the law.

4. *(a)* To your knowledge, has this hazard been the subject of any union/management grievance or have you *(or anyone you know)* otherwise called it to the attention of, or discussed it with the employer or any representative thereof? I don't think so.

*(b)* If so, please give the results thereof, including any efforts by management to eliminate or reduce the severity of the hazard
The supervisor says it can't be asbestos, cause the building is too new.

5. Please indicate your desire:

☐ I do not want my name revealed to the official in charge.

☒ My name may be revealed to the official in charge.

| WORK LOCATION | TELEPHONE NO. | DATE |
|---|---|---|
| Technical Services Library, Bldg 6001 | x6510 | 3 Dec 88 |

| TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE | SIGNATURE |
|---|---|
| Ms. Louise Morra | [signature] |

DA FORM 1 OCT 78 4755

**Figure 4-4. Sample DA Form 4755**

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# Chapter 5
# Standard Safety Staff Functions and Tasks

## 5–1. General

Each safety staff in the Army has numerous basic functions and tasks. This chapter lists those safety staff functions and tasks that are standard to all safety offices.

## 5–2. Standard safety staff functions and tasks

Standard safety staff functions and tasks are shown below. The safety staff—

*a.* Functions as the principal staff advisers, technical consultants, and coordinators to the commander and the staff in planning, organizing, directing, and evaluating all safety and occupational health efforts within the command.

*b.* Provides guidance for establishing and implementing plans, policies, and procedures for conducting safety and occupational health activities at all levels of command.

*c.* Provides interpretation of safety and occupational health policies and procedures.

*d.* Budgets for resources necessary to conduct safety activities.

*e.* Provides technical and professional assistance to eliminate or control unsafe behavior and environments.

*f.* Assists subordinate commanders and supervisors in determining the numbers and qualifications of personnel necessary to ensure an effective safety program.

*g.* Assists subordinate commanders and supervisors in developing safety and occupational health training.

*h.* Determines the need to procure and distribute safety and occupational health promotional and educational materials within the command.

*i.* Provides technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness. Reviews accident reports to ensure they comply with AR 385–40.

*j.* Collects, analyzes, and disseminates data concerning the accident experience of the command and subordinate elements. Prepares progress reports of accident prevention and occupational health activities and other reports and studies required by higher authority.

*k.* Develops recommendations for corrective measures where warranted by adverse accident rates or trends, hazardous conditions or procedures, and other deficiencies.

*l.* Ensures that adequate safe practices and safe physical standards are incorporated in operating procedures, manuals, directives, and other instructions.

*m.* Reviews plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and occupational health of Army personnel and the public.

*n.* Provides loss control material and ensures high-quality training for civilian and military staff personnel at all levels.

*o.* Provides direction for the safety and occupational health segment of the civilian career program.

*p.* Maintain close liaison with other staff agencies on all relevant safety, occupational health, and ergonomics matters.

*q.* Conducts evaluations and inspections of safety programs and activities.

*r.* Investigates and analyzes field exercise accidents and other special emphasis areas to determine cause factors and provide appropriate prevention measures.

*s.* Participates in the planning, conduct, and debrief of exercises. Participates in related activities to include in-process reviews. Ensures the incorporation of safety principles into all field training operations orders.

*t.* Establishes and maintains liaison with other military services, Federal and civilian agencies, and, where appropriate, host nations to ensure cooperation on matters of mutual concern.

*u.* Develops policies, standards, and procedures for implementing accident prevention efforts as listed in paragraph 2-1.

*v.* Maintains appropriate Army safety regulations, directives, messages, and publications in a reference library.

*w.* Manages the conduct of safety and occupational health advisory councils.

*x.* Participates in MACOM/Installation Planning Boards to ensure that safety considerations are presented in Master Planning, MCA, and OMA project approvals and work order prosecutions.

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# Appendix A
# References

## Section I
## Required Publications

**AR 5–3**
Installation Management and Organization. (Cited in paras 2-1 and 2-1b.)

**AR 5–9**
Interservice Support Installation Area Coordination (Cited in para 2-1j.)

**AR 40–5**
Preventive Medicine. (Cited in paras 1-4g(1), 1-4h(1), 6-1c, and 6-6a.)

**AR 385–9**
Safety Requirements for Military Lasers. (Cited in para 2-1d(14).)

**AR 385–11**
Ionizing Radiation Protection. (Cited in para 2-1d(14).)

**AR 385–16**
System Safety Engineering and Management. (Cited in paras 2-1d(12), 2-1d(13) and 3-8d).

**AR 385–40**
Accident Reporting and Records. (Cited in paras 1-4c(10), 2-1d(10) and 4-2g).

**AR 385–55**
Prevention of Motor Vehicle Accidents. (Cited in para 2-1d(2).)

**AR 385–62**
Regulations for Firing Guided Missiles and Heavy Rockets for Training, Target Practice and Combat. (Cited in para 2-1d(3).)

**AR 385–63**
Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat. (Cited in para 2-1d(3).)

**AR 385–64**
Ammunition and Explosives Safety Standards. (Cited in para 2-1d(4).)

**AR 385–95**
Army Aviation Accident Prevention. (Cited in para 2-1*d*(8).)

**FM 21–20**
Physical Readiness Training. (Cited in paragraph 2-2*n*(2)(*b*).)

**FM 100–14**
Risk Management. (Cited in paragraph 2-2*b*.)

**FM 101–5**
Staff Organization and Operations. (Cited in paragraph 2-2*b*.)

**TB MED 503**
The Army Industrial Hygiene Program. (Cited in paragraph 3-9*a*(1).)

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**TB MED 575**
Swimming Pools and Bathing Facilities. (Cited in paragraph 2-2*n*(1)(*c*).)

## Section II
## Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

**AR 10–5**
Organization and Functions, Headquarters, Department of the Army

**AR 40–10**
Health Hazard Assessment Program in Support of the Army Materiel Acquisition Decision Process

**AR 40–61**
Medical Logistics Policies and Procedures

**AR 40–63**
Ophthalmic Services

**AR 50–6**
Nuclear and Chemical Weapons and Material Chemical Surety

**AR 70–25**
Use of Volunteers as Subjects of Research

**AR 70–62**
Airworthiness Qualification of U.S. Army Aircraft Systems

**AR 75–1**
Malfunctions Involving Ammunition and Explosives

**AR 385–14**
Transportation Accident Prevention and Emergency Response Involving Conventional Munitions and Explosives

**AR 385–15**
Water Safety

**AR 385–42**
Investigation of NATO Nation Aircraft or Missile Accidents and Incidents.

**AR 385–61**
The Army Chemical Agents Safety Program

**AR 420–90**
Fire Protection

**AR 672–74**
Army Accident Prevention Awards

**AR 700–141**
Hazardous Material Information System

**AR 708–1**
Cataloging of Supplies and Equipment cataloging and Supply Management Data

**AR 710–2**
Inventory Management Supply Policy Below the Wholesale Level

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**AR 750–10**
Modification of Materiel and Issuing Safety-of-Use Messages and Commercial Vehicle Safety Recall Campaign Directive

**AR 752–50**
System Requisitioning, Receipt, and Issue System

**DA Pam 385–3**
Protective Clothing and Equipment

**DODI 6055.1**
DOD Occupational Safety and Health Program (FM&P)

**DODI 6055.2**
Personal Protective Equipment

**EM 385–1–1**
U.S. Army Corps of Engineers Safety and Health Requirements Manual

**FM 100–22**
Installation Management

**TB Med 502**
Occupational and Environmental Health—Respiratory Protection Program

**TB Med 503**
The Army Industrial Hygiene Program

**TB 700–2**
Department of Defense Explosives Hazard Classification Procedures

## Section III
## Prescribed Forms

**DA Form 4753**
Notice No. of Unsafe or Unhealthful Working Conditions. (Cited in paras 4-1h and i.)

**DA Form 4754**
Violation Inventory Log. (Cited in para4-1j.)

**DA Form 4755**
Employee Report of Alleged Unsafe or Unhealthful Working Conditions. (Cited in para 4-4a.)

**DA Form 4756**
Installation Hazard Abatement Plan (Cited in paras 4-1h and 4-1k.)

**DD Form 2272**
DOD Occupational Safety and Health Protection Program (Cited in para 2-2d.)

## Section IV
## Referenced Forms

**DA Form 11–2–R**
Management Control Evaluation Certification Statement

**DA Form 285**
U.S. Army Accident Investigation Report

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**DA Form 3645**
Organization Clothing and Equipment Record

## Appendix B
## Management Control Evaluation Checklist

### B–1. Function
The function covered by this checklist is the Army Safety Program.

### B–2. Purpose
The purpose of this checklist is to assist commanders in evaluating the key management controls outlined below. It is **not** intended to cover **all** controls.

### B–3. Instruction
Answers must be based on the actual **testing** of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls *must* be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). A copy of DA Form 11-2-R for local reproduction is at the back of this publication.

### B–4. Test questions
*a.* Has a command safety and OH manager been designated to exercise staff supervision over the command safety and occupational health program?

*b.* Have command integrating agents developed and implemented plans and programs to integrate Risk Management into their functional area of responsibility?

*c.* Do command safety and health managers meet the Office of Personnel Management standards for the position of Occupational Safety and Health Manager?

*d.* Has the command requested, obtained, and designated sufficient funds and other resources to carry out all responsibilities designated in this regulation?

*e.* Are procedures in place and in operation to determine if facilities and equipment meet or exceed safety and health standards established in pertinent host Government, Federal, State, and local statutes and regulations and in Army Regulations? Are deficiencies abated?

*f.* Are practices and procedures that minimize accident risk incorporated into regulations, directives, SOPs, special orders, training plans, operations plans and SOPs developed for all operations?

*g.* Are commanders, supervisors, and safety and OH staff provided specialized training to enable them to properly execute their safety and OH leadership and staff responsibilities?

*h.* Are there specific plans to ensure continuity of safety and occupational health and the risk management process during tactical operations or mobilization?

*i.* Is there a program or policy for reporting unsafe or unhealthful conditions?

*j.* Are standard Army safety and Occupational health inspections (SASOHIs) performed to evaluate the status of the safety and occupational health program and risk management integration?

### B–5. Comments
Help make this a better test for evaluating management controls. Submit comments to the Office of the Director of Army Safety: Chief of Staff (DACS-SF), 200 Army Pentagon, Washington, DC 20310-0200.

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# Glossary

## Section I
## Abbreviations

**AMC**
U.S. Army Materiel Command

**ARNG**
Army National Guard

**ASA(I&E)**
Assistant Secretary of the Army (Installations and Environment)

**ASARC**
Army System Acquisition Review Council

**CG**
Commanding General

**CSA**
Chief of Staff, U.S. Army

**CTA**
common table of allowances

**DA**
Department of the Army

**DASAF**
Director of Army Safety

**DCSLOG**
Deputy Chief of Staff for Logistics

**DCSOPS**
Deputy Chief of Staff for Operations and Plans

**DCSPER**
Deputy Chief of Staff for Personnel

**DOD**
Department of Defense

**DOL**
Department of Labor

**DOT**
Department of Transportation

**EER**
enlisted evaluation report

**ETS**
emergency temporary standard

**FORSCOM**
Forces Command

**HQDA**
Headquarters, Department of the Army

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**MACOM**
major Army command

**MANPRINT**
Manpower and Personnel Integration

**MCA**
Military Construction, Army

**MEDCOM**
Medical Command

**MTMC**
Military Traffic Management Command

**NIOSH**
National Institute for Occupational Safety and Health

**OCSA**
Office of the Chief of Staff, U.S. Army

**OER**
officer evaluation report

**OH**
occupational health

**OMA**
Operation and Maintenance, Army

**OSH**
occupational safety and health

**OSHA**
Occupational Safety and Health Administration

**OSHAct**
Occupational Safety and Health Act of 1970

**PCE**
protective clothing and equipment

**RAC**
risk assessment code

**RDTE**
research, development, test, and evaluation

**ROTC**
Reserve Officers' Training Corps

**SASOHI**
Standard Army Safety and Occupational Health Inspection

**SOFA**
Status of Forces Agreement

**SOP**
standing operating procedure

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**TDA**
tables of distribution and allowances

**TOE**
Tables of Organization and Equipment

**TRADOC**
U.S. Army Training and Doctrine Command

**TSG**
The Surgeon General

**USACE**
U.S. Army Corps of Engineers

**USACHPPM**
U.S. Army Center for Health Promotion and Preventive Medicine

**USAR**
U.S. Army Reserve

**USASC**
U.S. Army Safety Center

## Section II
## Terms

**Abate**
To eliminate or reduce an OSH hazard by complying with OSH standards criteria or taking equivalent protective measures.

**Closed area**
A controlled area established to safeguard classified material that, because of its size or nature, must be safeguarded by controlling access.

**Cognizant security office**
The Defense Contract Administration Services Region of the Defense Logistics Agency having contract administration services jurisdiction over the geographical area in which the contractor workplace is located (18 USC 795, para 1-211).

**Consultation with representatives of employees**
Includes written or oral consultations or conferences with employees or their representatives including, when applicable, negotiations or other dealings with labor organizations that represent such employees.

**Condition**
The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning, preparation and execution; a situation or circumstance.

**Contracting officer**
A designated officer who performs administrative functions listed in the Federal Acquisition Regulation.

**Control**
Action taken to eliminate hazards or reduce their risk.

**DA contractor**
A non-Federal employer engaged in performance of a DA contract, whether as prime contractor or subcontractor.

**DA installation**
A grouping of facilities located in the same vicinity that supports particular DA functions. Installations may include locations such as posts, camps, stations, or communities and land and improvements permanently affixed thereto which are under the DA control and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions as activities of that installation. In addition to those

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used primarily by troops, the term 'installation' applies to such real properties as depots, arsenals, ammunition plants (both contractor and Government operated), hospitals, terminals, and other special mission installations.

**DA personnel**

*a.* Civilian. Includes Senior Executive Service, General Schedule, and Wage Grade employees (including National Guard and Reserve technicians); Nonappropriated Fund employees; Youth/Student Assistance Program employees, and foreign nationals directly employed by DOD components.

*b.* Military. Includes all military personnel on active duty, Reserve or National Guard personnel on active duty or on drill status, service academy midshipmen or cadets, Reserve Officer Training Corps cadets when engaged in directed training activities, and foreign national military personnel assigned to DOD components.

**Develop the force**

One of the Army's four core capabilities. This capability includes the processes of developing doctrine; developing requirements; acquiring, training and sustaining people; and identifying and developing leaders. This core capability encompasses the various functions that must be accomplished to create tactical units that comprise the Operational Force.

**Direct and resource the force**

One of the Army's four core capabilities composed of four core processes: planning and policy development; direction and assessment; financial management; and information management. These processes have six functions: Leadership; Human Resource Management; Force Management; Military Strategy; Acquisition and Logistics Management; and Installations & Facilities Management.

**Evaluation**

A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

**Exclusive Federal jurisdiction**

(Otherwise termed 'exclusive legislative jurisdiction.) Applies to situations where the Federal Government has received, by whatever method, all the authority of the State, with no reservation made to the State, except of the right to serve process resulting from activities that occurred off the land involved.

**Exposure**

The frequency and length of time personnel and equipment are subjected to a hazard.

**Federal OSHA official**

Investigator or compliance officer employed by, assigned to, or under contract to OSHA.

**Hazard**

Any actual or potential condition that can cause injury, illness, or death of personnel, damage to or loss of equipment, property, or mission degradation.

**Imminent danger**

Conditions or practices in any workplace that pose a danger that reasonably could be expected to cause death or severe physical hardship before the imminence of such danger could be eliminated through normal procedures.

**Inspection**

The process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

**MANPRINT**

MANPRINT is a comprehensive management and technical program designed to improve total system (leader, unit/soldier, and equipment) performance by focusing on the human requirements for optimal system performance. This is achieved by examination of optimal allocation of total system functions and tasks to man, machine, or a combination, and the continuous integration of Personnel Capabilities, Manpower, Training, Human Factors Engineering, System Safety, Health Hazards and Soldier Survivability.

**Occupational hazard**

Conditions, procedures, and practices directly related to the work environment that create a potential for producing occupational injuries or illnesses.

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**Probability**
The likelihood that an event will occur.

**Qualified safety and health personnel**
Includes persons who meet Office of Personnel Management standards for Safety and Occupational Health Manager/ Specialist, GS–018, and Safety Engineer, GS/GM–803. Other job specialties will provide support in their respective specialty areas (for example, Safety Engineering Technician, GS–802; Safety Technician, GS–019; Aviation Safety Officer, GS–1825; Air Safety Investigating Officer, GS–1815; Fire Protection Engineer, GS–804; Fire Protection Specialist/Marshal, GS–081; Medical Officer, GS–602; Health Physicist, GS–1306; Industrial Hygienist, GS–690; Occupational Health Nurse, GS–610; Environmental Health Technician, GS–699; or other personnel determined to be equally qualified as compared to the above Office of Personnel Management standards.

**Project the force**
One of the Army's four core capabilities. This capability includes the processes of tailoring, mobilizing and projection of land power, and supporting organizational training. Recognized as the overriding capability by which the Army will be measured is the ability to rapidly deploy ready forces into a distant area of operations and keep them coming as dictated by the tempo of battle.

**Residual risk**
The level of risk remaining after controls have been identified and countermeasures selected for hazards that may result in loss of combat power.

**Risk**
Chance of hazard or bad consequence; The probability of exposure to chance of injury or loss from a hazard. Risk level is expressed in terms of hazard probability and severity.

**Risk assessment**
Steps one and two of Army's Risk Management Process, identification and assessment of potential loss in terms of hazards. An identified hazard is assessed to determine the risk (both the probability of occurrence and resulting severity) of an incident due to the presence of the hazard.

*a. Hazard severity.* An Assessment of the expected consequence, defined by degree of injury or occupational illness, property damage or effect on the mission that could occur from a hazard. A hazard is coded by an uppercase Roman numeral according to the criteria in table 3-1.

*b. Accident probability.* An assessment of the likelihood that, given exposure to a hazard, an accident will result. Accident probability is coded by an uppercase letter according to the criteria in table 3-2.

*c. Exposure to hazard.* An expression of personnel exposure that considers the number of persons exposed and the frequency or duration of the exposure.

**Risk assessment code**
An expression of the risk associated with a hazard that combines the hazard severity and accident probability into a single Arabic numeral as shown in table 3-3.

**Risk decision**
The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action.

**Risk management**
The process of identifying, assessing, and controlling risk arising from operational factors and making decisions that balance risk cost with mission benefits.

**Risk management integration**
The embedding of risk management principles and practices into Army operations, culture, organizations, systems, and individual behavior.

**Severity**
The expected consequence of an event (hazardous incident) in terms of degree of injury, property damage, or other mission impairing factors (loss of combat power and so on) that could occur.

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**Standard items**
Items normally stocked and issued by the Army and listed in DA supply publications with an established stock number and nomenclature.

**State OSHA official**
An investigator or compliance officer employed by a State that has an OSHA-approved OSH plan.

**Sustain the force**
One of the Army's four core capabilities. This capability includes the processes of acquiring, maintaining and sustaining equipment; maintaining and sustaining land operations; acquiring and sustaining infrastructure and operating installations.

**Workplace**
*a.* Nonmilitary-unique workplaces and operations. DA military and civilian workplaces and operations that are similar to those of private industry. Examples include facilities used for and work performed in the repair and overhaul of vessels, aircraft, or vehicles (except for equipment trials); construction; supply services; civil engineering or public works; medical services; and office work.

*b.* Military-unique equipment, systems, operations, or workplaces.

(1) Equipment and systems that are unique to the national defense mission, including the operation, testing, and maintenance procedure dictated by design configuration. Examples are military weapons, aircraft, ships, submarines, missiles and missile sites, early warning systems and sites, military space systems, ordnance, tanks, and tactical vehicles.

(2) Operations or workplaces that are uniquely military, such as field maneuvers; combat training; naval operations; military flight and missile operations; associated research, test and development activities; and actions required under emergency conditions.

(3) Toxic chemical munitions/agents storage, maintenance, and demilitarization.

*c.* DA contractor workplace. Any place including a reasonable access route to and from where work has been, will be, or is being performed by contractor employees under a DA contract. DA contractor workplace does not include any area, structure, machine, apparatus, device, equipment, or material therein with which the contractor employee is not required or reasonably expected to have contact; nor does it include any working condition for which OSHA jurisdiction has been preempted pursuant to section 4(b)(1) of Public Law 91–596

## Section III
## Special Abbreviations and Terms
There are no special terms.

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# MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER

2. DATE OF REGULATION

3. ASSESSABLE UNIT

4. FUNCTION

5. METHOD OF EVALUATION *(Check one)*

a. CHECKLIST

b. ALTERNATIVE METHOD *(Indicate method)*

APPENDIX *(Enter appropriate letter)*

6. EVALUATION CONDUCTED BY

a. NAME *(Last, First, MI)*

b. DATE OF EVALUATION

7. REMARKS *(Continue on reverse or use additional sheets of plain paper)*

8. CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions *(If any)* are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) Typed Name and Title

b. DATE CERTIFIED

(2) Signature

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