

APPENDIX A
SINGLE SOURCE SAFETY DOCUMENT
UNIT SAFETY PROGRAM
STANDARD OPERATING PROCEDURE (SOP)

Each unit is required to have a written SOP for safety. Commanders at every level will establish and maintain a continuing, comprehensive and aggressive accident prevention program throughout their units. Unit SOPs need not be lengthy, but must reflect the commander's development of an aggressive accident prevention program. To assist commanders in their SOP development, a sample is included.

SAMPLE SAFETY SOP

1. PURPOSE. To ensure a continuing, aggressive preventive safety program throughout this unit.

2. REFERENCES. AR 385-1, AR 385-40, and Fort Hamilton Single Source Safety Document.

3. SCOPE. This SOP outlines the organization of the unit safety program and the responsibilities of personnel implementing the safety program.

4. OBJECTIVE. To improve the overall effectiveness of the unit by minimizing personnel and equipment losses.

5. RESPONSIBILITIES. The commanding officer/director is responsible for assuring the accident prevention effort meets the requirements of current regulations. The following personnel are responsible as indicated:

a. Collateral Duty Safety Officer/NCO:

(1) Provide staff management of the unit safety program to assure safety requirements are in compliance.

(2) Establish and maintain a portion of the unit bulletin board which provides current safety literature and information.

(3) Make regular inspections, at least quarterly, of training and maintenance activities within the unit and initiate action to correct the hazards or deficiencies detected. Keep records to document inspections.

(4) Investigate or coordinate investigation of accidents which occur within the unit.

Prepare or assist when appropriate with the preparation of accident reports and submit to appropriate level of authority for signature. Ensure all accident reports are sent to the Installation Safety Office for review and any necessary action.

(5) Establish and maintain an accident case file for all accidents during the current and preceding calendar year.

(6) Conduct periodic safety briefings for personnel. Prepare and present initial safety briefing to newly assigned personnel. Briefing should address all applicable safety programs; i.e. Hazard Communication (HAZCOM), Personnel Protective Equipment (PPE), Fire Evacuation Procedures, Troop Formation, Composite Risk Management (CRM), etc.

(7) Prepare safety briefing guide for the commander's/director's use prior to holiday periods or weekends and document training.

(8) Brief the commander regularly on the status of the unit accident prevention effort.

b. Unit Commanders/Safety Officers/Supervisors/Leaders:

(1) Assure newly assigned personnel report to the Safety Officer/NCO for safety orientation.

(2) Establish in writing a safety SOP for specific operations. Enforce the procedures established.

(3) Integrate current safety requirements into all activities and plans.

(4) Assure training of personnel is adequate for safe operation of equipment to avoid injury or equipment loss.

(5) Assure necessary protective equipment and clothing is available as required for daily operations. Assure required training is provided to all personnel required to use PPE.

(6) Control the use of flammables to assure they are used only for their designed and intended purpose.

(7) Schedule unit motorcyclists to attend the Motorcycle Safety Course.

(8) Review accident reports for format and completeness and send to the commander for his signature.

c. Motor Officer.

(1) Assure unit drivers are thoroughly trained prior to licensing for operation of military vehicles.

(2) Conduct safety briefings to unit drivers.

(3) Establish safe operating procedures for motor pool operations and provide enforcement measures.

(4) Assure all applicable elements of the Army Traffic Safety Training Program (ATSTP) are implemented.

6. ACCIDENT REPORTING. All accidents involving personnel from the unit that result in injury to personnel or damage to property will be reported expeditiously. Pending the arrival of the Collateral Duty Safety Officer/NCO, the supervisor of the injured person will begin an investigation to determine why the accident occurred. The supervisor will complete the DA Form 285-AB-R; however, the CRC ReportIt system is the preferred method of reporting: <https://reportit.safety.army.mil/Default.aspx>. See "SSSD-INVESTIGATION AND REPORTING OF ARMY ACCIDENTS" for more details on accident reporting.

7. UNIT SAFETY COMMITTEE/COUNCIL. The unit Safety Committee/Council shall consist of all members of the unit staff to include the Unit Safety Officer and shall be operated in conjunction with regularly scheduled staff meetings. Problems concerning safety shall be discussed and resolved on a routine basis during these meetings. The Unit Safety Officer shall provide documentation of actions as needed.

8. SAFETY AWARDS. Personnel who actively support and contribute to the unit safety program will receive special recognition. Leaders will identify supervisors, drivers, and other individuals who are deserving and recommend them for recognition and award as appropriate. An awards committee comprised of the Collateral Duty Safety Officer, XO and SGM will

establish criteria and type of awards to appropriately recognize individuals or subunits/divisions/branches.