

SINGLE SOURCE SAFETY DOCUMENT
CHAPTER 1
GENERAL

1-1. PURPOSE.

To prescribe policies, procedures, and guidelines for implementation of the Fort Hamilton Safety Program.

1-2. POLICY.

To pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses thus providing more efficient use of resources. Decision makers at all levels will employ composite risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property. Positive action will be taken to control these losses through the composite risk management process, training, education, and aggressive leadership. Supervisors will enforce safety regulations and practices to maintain a safe and healthful workplace.

1-3. SCOPE.

This document applies to all elements of this command, tenant activities, and U.S. Army Reserve and National Guard units supported by the Fort Hamilton Safety Program.

1-4. REFERENCES.

References are listed in each chapter.

1-5. DEFINITIONS.

Definitions and terms are explained in each chapter.

1-6. RESPONSIBILITIES.

a. The Garrison Commander exercises overall staff responsibility for the Fort Hamilton Accident Prevention Program. The Director of Safety acts for the Garrison Commander in discharging this responsibility.

b. The Installation Safety Office:

(1) Provide installation safety policy and guidance for all activities and operations involving the planning, direction, review, coordination, and approval of accident prevention programs and adaptation of higher command directives, regulations, and suggestions to meet local conditions. Monitor safety program implementation to ensure that objectives are consistent with OSHA, NFPA, DOD, DA, and IMCOM requirements.

(2) Provide technical assistance on safety and occupational health matters.

(3) Conduct safety and occupational health evaluations of facilities and organizational safety programs; make recommendations to correct deficiencies/ hazards and follow up to ensure corrections are made.

(4) Perform investigations of all significant accidents and incidents. Compile and analyze accident statistical data and prepare charts, tables, and reports. Analyze accident trends to identify accident causes, locate hazards and accidents peculiar to the activity, and assist developing possible countermeasures. Provide technical assistance as needed in accident investigation and reporting to validate accuracy and completeness.

(5) Provide accident prevention material, promote safety awareness, and safety training for civilian and military personnel.

(6) Review plans/specifications for new construction and modifications. Recommend changes and additions to DPW to ensure compliance with OSHA and NFPA requirements. Attend pre-construction meetings as needed, review project safety plans, and attend final inspections.

(7) Review standard operating procedures, manuals, directives, and other instructions to ensure the incorporation of safe practices and safe physical standards. These documents will be maintained in a unit Safety Book by each unit/activity and will be reviewed by the Safety Officer during the annual facilities inspection.

(8) Review plans for proposed demonstrations and exhibits to ensure the safety of Army personnel and the public.

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

(10) Implement and manage all aspects of the Army Safety Program for this installation as outlined in AR 385-10, The Army Safety Program.

(11) Coordinate with Preventive Medicine Service (PMS), West Point, to identify and abate existing or potential occupational health hazards in the workplace.

(12) Convene the Occupational Safety and Health Advisory Council meetings semiannually.

(13) Conduct quarterly Collateral Duty/Additional Duty Safety Officer Training.

(14) Chair the POV Task Force and convene semiannual meetings.

c. Directorate of Public Works (DPW):

(1) Coordinate DA Form 4283 (Facilities Engineering Work Request) with the Installation Safety Office for identification of safety, health, and fire-related deficiencies.

(2) Consolidate deficiencies, where correction exceeds local capability, into projects for Department of the Army funding.

(3) Establish internal procedures to assure work requests identified by the Installation Safety Office as eminently dangerous are corrected without delay.

(4) Provide the Installation Safety Office a printout monthly showing the status of outstanding safety, health, and fire-related work orders.

(5) Ensure coordination with the Installation Safety Office in the design, construction, and renovation of new or existing facilities to ensure compliance with OSHA standards and NFPA codes. Inform the Installation Safety Office of preconstruction meetings and final inspections.

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

(7) Provide the Installation Safety Office with DA Form 461-5 (Vehicle Classification Inspection) annually for all government owned/leased equipment and Standard Form 91 (Operator's Report of Vehicle Accident) within 48 hours of an accident.

(8) Provide the Installation Safety Office with DA Form 2404 (Equipment Inspection and Maintenance Worksheet) which is safety related.

d. Directorate of Emergency Services (DES):

(1) Support safety investigations to include providing a completed DA Form 3946 (Military Police Traffic Accident Report) to the Installation Safety Office.

(2) Assist in correcting potential pedestrian and traffic hazards.

(3) Participate as a member of the POV Task Force.

(4) Provide the Installation Safety Office with a daily summary of accident information collected through Military Police channels, e.g., MP blotters and traffic accident reports.

e. Medical Department / Ainsworth Clinic:

(1) Upon request from the Installation Safety Office, support accident investigations to include evaluations of human and environmental factors which contributed to the accident.

(2) Identify military patients treated for accidental injuries and occupational illnesses and provide the information to the Installation Safety Office.

(3) Coordinate with the Installation Safety Office the applicable aspects of the industrial hygiene surveys.

(4) Provide the Installation Safety Office with copies of (Record of Injury) on all personnel treated for occupationally related injuries or illnesses.

(5) Assist the Installation Safety Office with the Ergonomics Program.

f. Civilian Personnel Advisory Center:

(1) Establish administrative penalties for civilian abuses of any of the required programs contained within this regulation.

(2) Consult with the Installation Safety Office in the negotiation of the safety aspects of employee organization contracts.

(3) Assure employee job descriptions identify hazards to which the employee may be exposed and the requirement for wearing personal protective equipment.

(4) Ensure union notification of any change in policy, practice, or working conditions provided by the Installation Safety Office.

(5) Ensure the Installation Safety Office is provided copies of all employee CA Forms for accident prevention purposes.

g. Directorate of Contracting:

(1) Include safety provisions in commercial contracts when required by procurement directives.

(2) Ensure construction contractors are advised during pre-performance conferences that all accidents involving construction contractor employees must be reported promptly to the Contracting Officer.

(3) Assist in the enforcement of construction contract safety requirements through close coordination with the Installation Safety Office, DPW inspectors, Contracting Officer's Representatives (COR), and contract administrators.

(4) Ensure that DD Form 1348-6 (non-NSN Requisition) or DA Form 3953 (Purchase Request and Commitment) for all hazardous chemicals/materials include the required information in accordance with AR 700-141.

h. Commanders and Directors:

(1) Act as Safety Officer for their unit/directorate/activity.

(2) Appoint on orders a Collateral/Additional Duty Safety Officer to accomplish assigned safety duties and responsibilities. Individuals must have at least 1 year retainability in the position and complete the Additional/Collateral Duty Safety Officers Course as applicable.

(3) Publicize through all channels necessary employees right to report unsafe and unhealthful working conditions, emphasizing personal responsibility for making such reports.

(4) Establish procedures to ensure that personnel at all management supervisory levels, who have safety related tasks associated with their jobs, are identified and that their duty assignments and job descriptions clearly reflect these responsibilities.

(5) Include safe practices and physical standards in all directives, standing operating procedures (SOP) and training doctrine. Assure a comprehensive SOP, job hazard analysis, and composite risk assessment are prepared and readily available for each hazardous operation (e.g., vehicle operations, welding, tire changing, confined space operations, battery charging and storage, hazardous material handling, fuel storage/refueling operations, storage and handling of ammunition and explosives, storage and handling of chemicals, communications and electronics, spray painting, etc.) SOPs will contain detailed operation procedures, emergency procedures, training received, and required inspections as well as other applicable information.

(6) Develop and implement a comprehensive accident prevention program encompassing all operations and activities under their control. Establish specific written safety goals for their organization. Operating procedures, manuals, directives, and other instructions will be kept in a unit Safety Book.

(7) The Fort Hamilton Program Evaluation Matrix (a sample is at Figure 1-1) will be part of the annual/semi-annual Safety office inspection and maintained in the unit Safety Book. This matrix is a living document and therefore changes often. Up-to-date forms can be found on the Safety Office webpage, <http://www.hamilton.army.mil/Garrison/InstallationSupportOffices/Safety/SingleSourceSafetyDocuments.aspx>. Directors/Commanders will insure all items on the Fort Hamilton Program Evaluation Matrix are completed, documented, and up to date. At the end of a Fiscal Year, a copy of the completed Fort Hamilton Program Evaluation Matrix will be forwarded to the Installation Safety Office.

(8) Include safety objectives in all civilian supervisors' performance plans, officer evaluation support forms, and evaluation report system. See Figure 1-2.

(9) Receive a safety orientation from the Installation Safety Office within 14 days of assignment to a unit or directorate.

(10) Submit a copy of each unit directorate/activity publication implementing safety procedures. Examples are:

- (a) Standing operating procedures signed by current commander or director.
- (b) Orders appointing safety officers and safety committees.
- (c) Minutes of safety committee meetings.

(11) Identify and eliminate hazardous conditions, establish safe practices, and motivate and instruct personnel in safe performance on and off duty.

(12) Ensure compliance with all appropriate provisions of this document and referenced safety and fire prevention regulations.

(13) Require all officers, NCOs, and supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required personal protective clothing and equipment (PCE).

(14) Ensure that safety officers receive training and develop skills necessary to ensure competence.

(15) Require timely reporting of accidents as required in AR 385-40 and this regulation.

(16) Determine causes for each accident and take positive corrective action to preclude recurrence of a similar accident.

(17) Appoint a safety committee at major subordinate unit and directorate levels.

- (18) Ensure safety briefings are presented to all personnel prior to holidays.
- i. Supervisors and operating personnel:
- (1) Ensure personnel perform all operations in the safest possible manner consistent with the mission by controlling unsafe acts or conditions that may be conducive to accidents.
 - (2) Assure employees observe and comply with appropriate safety and occupational health regulations.
 - (3) Procure and require use of personal protective clothing and equipment (PCE) and devices reasonably necessary to protect employees. Maintain sanitary working conditions.
 - (4) Report unsafe conditions in the workplace to the Installation Safety Office for assistance in correction. Where DPW support will correct such deficiencies, prepare DA Form 4283 (Facilities Engineering Work Request) and forward through Installation Safety Office to DPW.
 - (5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized safety and occupational health activities.
 - (6) Orient all newly assigned personnel concerning the hazards inherent in their job and work environment. Conduct regular training concerning specialized and general hazards in the workplace and methods for avoiding accidents.
 - (7) Report all accidents promptly. Conduct comprehensive, factual investigations when on-duty injuries result in lost time.
- j. Collateral Duty Safety Officers/NCOs will:
- (1) Attend the quarterly Collateral/Additional Duty Safety Officer training and provide a copy of appointment orders to the Installation Safety Office.
 - (2) Complete the online Combat Readiness Center's (CRC) Additional Duty Safety Officer (ADSO) course.
 - (3) Become familiar with Army safety regulations and requirements for the Installation, principles of accident prevention, and safety aspects included in standing operating procedures, field manuals, technical manuals, etc.
 - (4) Interpret safety policies and procedures for their commander, supervisor and subordinate safety personnel with assistance from the Installation Safety Office when needed.
 - (5) Conduct safety inspections giving particular attention to recurring and serious hazards and to new or varied operations. Provide a copy of the deficiencies and corrective actions to the Installation Safety Office.
 - (6) Coordinate with supervisors to provide technical assistance to eliminate or control unsafe behavior.
 - (7) Provide prompt assistance with accident investigation and reporting. Review for completeness and accuracy of reports and evaluate adequacy of corrective actions.
 - (8) Maintain safety records and analyze the unit's accident experience to determine accident patterns so preventive efforts may be effectively directed.
 - (9) Provide the commander/director with periodic safety progress reports and information concerning accidents.
 - (10) Provide assistance for commanders in conducting periodic briefings with supervisors, platoon leaders, and NCOs regarding the objectives of their safety program, methods of attaining these objectives, and the degree of success expected in achieving these objectives.

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

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

k. Employees:

(1) Comply with OSHA, NFPA, DOD, DA, IMCOM and U.S. Army Garrison Fort Hamilton Safety Policy and Programs.

(2) Observe rules and regulations relating to their personal job safety including the use of PCE furnished by the supervisor. Willful disregard of and/or failure to use safety equipment or devices may constitute grounds for disciplinary action.

(3) Report unsafe conditions to immediate supervisors for correction.

(4) Provide complete and unbiased information during accident investigation when required.

Figure 1-1

FORT HAMILTON PROGRAM EVALUATION		N/A	Full Compliance	Partial Compliance	Non-Compliance	Number Required	Number in Compliance
Unit/Facility:	Date:					Rows with + must insert # of staff	
METRICS							
Required Programs							
AR 385-10, 7 Nov 08 / PAM 385-10, 15 Dec 08 / AR 385-63, 19 May 03							
1. Unit/Organization Safety SOPs written to address all applicable safety issues. (may be separate SOPs or together under a Safety SOP). Single Source Safety Document							
2. Ergonomics Awareness Plan is in place to include training and workstation assessment conducted by the unit / organization. DA PAM 385-10, 14-7							
3. Written Fire Prevention Plan prepared and all personnel are trained. Single Source Safety Document							
4. Written Confined Space Program; all permit-required confined spaces identified; all appropriate personnel trained. 29 CFR 1910.146(a) DA PAM 385-10, 14-4 Single Source Safety Document							
5. Personal Protective Equipment Program is implemented in all identified areas. AR 385-10, 8-6 Single Source Safety Document							
6. Material Handling Program written to include procedures for lifting, back safety, slip, trip and fall, movement & storage. All personnel are trained. DA PAM 385-10, 14-8							
7. Written POV program includes safety requirements for POV and motorcycles and implemented. AR 385-10, Ch. 11							
8. Radiation Safety Policy procedures & responsibilities are developed & implemented. Written inventory exists and is submitted to Safety Office. DA PAM 385-10, 7-2, 7-5							
9. Written Hazard Communication program includes policy, procedure & responsibilities. (Including a SOP, chemical inventory, job hazard analysis and MSDS for each product) CFR 1910.1200(a)(2) DA PAM 385-10, 14-2							
10. HAZCOM Orientation Training has been conducted for all personnel who may be exposed CFR 1910-1200(h)(i) DA PAM 385-10,14-2							
11. Job Hazard Analysis' conducted for each job function 29 CFR 1910.132(d)(1) Single Source Safety Document						*	*
12. Supervisors provide Job-Specific Safety Training for all appropriate personnel including protective equipment and safety procedures (i.e. welding, truck drivers, electricians, etc.) 29 CFR 1926.21(b)(1)						*	*
13. Hearing Conservation met as required 29 CFR 1910.95 (c)(1)						*	*
14. Bloodborne Pathogens Program. Power Point training may be used. 29 CFR 1910.1030 (c)(1)(i) DA PAM 385-10, 14-6						*	*
15. Safety Officer is appointed on orders & completes the CR/SC online ADSO Safety Officer Course & attends the Fort Hamilton Safety Office training for Collateral Safety Officers. AR 385-10, 2-7(g)(h) AR 385-10, 10-8						*	*
16. Fire Marshal/Evacuation Coordinator is appointed on orders & completes the Post Fire Department training. AR 420-1, 25-24						*	*
17. Fort Hamilton DES. Fire Inspection Reports maintained on file for annual inspections Single Source Safety Document 14-2, b(2)							
18. Copies of recent Unit/Org Safety Inspections/ Council Meetings /Staff Meetings. Single Source Safety Document 1-6, k(3)							
19. Awards Program conducted per SOP AR 385-10, Ch 8 DA PAM 385-10 Ch 6							
20. All civilians and Soldiers have completed Composite Risk Management Training Reference: DA Memorandum Dated 13 Oct, 2006, Subject: Army						*	*
21. All Commanders & Supervisors received Composite Risk Management Training. AR 385-10, 10-2, 10-6						*	*
22. Composite Risk Management is incorporated in local regulations, directives, SOPs, special orders, training plans, & operational plans. AR 385-10, 10-3							

FORT HAMILTON SAFETY FORM 385-1, AUG 2012

Figure 1-1 – (Cont)

23. Supervisors & All personnel who direct the actions of others used the Composite Risk Management (CRM) process during planning & execution of operations. All subordinates are trained in CRM AR 385-10, 10-2, 10-3						
24. All accidents are reported. AR 385-10, 3-2					*	*
25. Supervisors ensure all personnel comply with accident reporting, hazard identification, reporting unsafe/unhealthy conditions or practices. AR 385-10, 3-8 DA PAM 385-10 8-4						
26. All personnel identified as required to wear a respirator completed training in the hazards, wear, maintenance, protection factors and cleaning of the respirator. 29 CFR 1910.134 (a)(2) & (c)(1)					*	*
27. Safety procedures implemented in SOP for sports/recreation programs & precondition programs. Sports/recreation accident prevention in safety awareness program. AR 385-10, Ch 6						
28. All personnel operating motorcycles attend the Motorcycle Safety Training conducted at Beginners & experience rider levels per ARMY policy. AR 385-10, 11-9b(3), TR 385-2, 8-4					*	*
29. Military/GSA Vehicle Operators driving AMV/GSA vehicles have received Accident Avoidance Training AR 385-55, AR 600-55 AR 385-10, a(5)						
30. All Collateral Duty Safety Officers completed the online ADSO or CDSO (Copy of Certificate must be available) AR 385-10, 10-8					*	*
31. Ensures all personnel within the command are briefed on and comply with installation range procedures & safety requirements including required personal protective equipment. DA PAM 385-63, 1-4r					*	*
32. Supervisors conduct designate periodic safety briefs for all subordinates (i.e. POV, seasonal, recreational, etc.) AR 385-10, 1-5(b)(9)						
33. All civilian and military supervisors have safety objectives included in support forms. Single Source Safety Document 1-6(7) AR 385-10, 1-5(b)(12)						
34. Safety standards for training included in all supervisors' job standards. AR 385-10, 1-5(b)(7)						
ADDITIONAL FOR MILITARY ONLY						
35. All Additional Duty Safety Officers/NCOs completed the online ADSO course (Copy of ADSO Certificate must be available) AR 385-10, 10-8					*	*
36. All Commanders completed the Commanders Safety Course AR 385-10, 10-6(a)					*	*
37. All BN Commanders and Company Commanders are enrolled in the Combat Readiness Center's (CRC) Army Readiness Assessment Program (ARAP) within 60 days of taking command. SECARMY/CS a memo dtd 8 Feb 06					*	*
38. All Soldiers used the Army Travel Risk Planning System (TRiPS) prior to taking leave, pass, or TDY. TRADOC Safety Plan AR 385-10, 6-3						
39. All military personnel under 26 years of age who possess a civilian/military driver's license have been given at least four hours of classroom instruction in traffic safety. AR 385-10, 11-7 (a)(3)					*	*
40. Commanders will implement the ATSTP by providing the "Soldiers Introduction to Driver's Training" traffic safety training during initial entry training or as soon as practical upon entry into the service. Module 1 CD Provided by Safety Office TRADOC 385-2, 8-3(c) AR385-10, 11-7(a)(1)					*	*
41. Bus Driver Training Program is completed by all bus drivers. AR 600-55. 2.2(c)					*	*
42. Multi-piece Rim Tire training conducted 1910.177(c)(1) & (c)(1)(i)					*	*
43. Army Motor Vehicle Program is written to include training, qualifications & accountability. AR 385-10, Ch 11						
44. All Soldiers having accidents and/or moving violations are counseled. AR 600-55, 4-5					*	*
45. All Soldiers having accidents and/or moving violations attended remedial driving. AR 190-5, 2-5, AR 600-55, 4-5					*	*

FORT HAMILTON SAFETY FORM 385-1, AUG 2012

Figure -1-2

SUGGESTED SAFETY OBJECTIVES FOR INCLUSION IN PERFORMANCE STANDARDS

Included safety objectives in all civilian supervisor performance standards, officer evaluation support forms, and the noncommissioned officer evaluation support system in accordance with AR 385-10 and this document. Directors and commanders will ensure compliance with this requirement.

1. SUGGESTED STANDARDS FOR CIVILIAN SUPERVISORS.

Include safety standards as a sub-element of personnel management in civilian supervisor per performance plans. For some supervisors, safety may be a major job element. Safety as a major job element may also be appropriate in the performance standards of some non-supervisory employees, e.g., wage-grade employees such as equipment operators, carpenters, etc., and certain GS employees such as emergency response personnel and employees whose primary/secondary duties require operation of motor vehicles. Supervisors should contact CPAC for assistance in the development of realistic performance standards.

2. SUGGESTED COMMENTS FOR OERs AND EERs

- a. Develop safety procedures so military and civilian personnel assigned to Fort Hamilton can train and work without injury, death, or loss of equipment.
- b. Ensure safe procedures are followed.
- c. Conduct safety training emphasizing accident prevention.
- d. Establish a command climate which ensures a safe working/living environment for soldiers and civilian employees.
- e. Ensure the use of Protective Equipment (where applicable).
- f. Ensure employees report for mandatory medical examinations (where applicable).