

**Appendix M
Occupational Health and Safety**

STAFF ELEMENT: Safety

SUB-FUNCTION: Command Factors

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. Are safety performance goals and objectives, established by the MACOM for the MSC, being met? (AR 385-10, para 2-1; AK 385-10, para 3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The MSC commander holds commanders and civilian managers accountable for safety through efficiency reports and performance appraisals. (AR 385-10, para 1-5c; AK 385-10, para 2.2k(4))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The MSC Commander has established a safety and occupational health advisory council. (AR 385-10, para 2-24; AK 385-10, 3.4a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC's occupational health advisory council is chaired by the Commander or the commander's designee. (AR 385-10, para 2-24a; AK 385-10, para 3.4b(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The MSC's occupational health advisory council meetings are recorded and the minutes disseminated to subordinate commanders. (AR 385-10, para 2-24b; AK 385-10 para 3.4b(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The MSC commander has allocated the safety and occupational health manager sufficient funds and other resources to assure safety program effectiveness. (AR 385-10, para 1-6c(4); AK 385-10, para 2.2i(6))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The MSC commander ensures personnel are protected from reprisals for exercising lawful OSH rights (AR 385-10, para 2-2f; AK 385-10, para 2.1d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The MSC commander has a safety awards program base criteria on individual and unit overall safety achievement (AR 385-10, para 8-6; AK 385-10, para 9.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The MSC commander has specific plans established to assure continuity of safety program services during tactical operations or mobilization. (AR 385-10, para 13-2; AK 385-10, para 12.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The MSC Commander has developed and implemented functions and written procedures for workplace safety as part of their safety and occupational health programs consistent with paragraph 16-2d of AR 385-10. (AR 385-10, para 16-2d; AK 385-10, para 15.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The MSC commander has developed an Emergency Response Plan. (AR 385-10, para 19-2b; AK 385-10, Chapter 17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Inspector Sign and Date:

SUB-FUNCTION: Organizational Structure & Training

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The MSC commander designated a SOH Manager. (AR 385-10, para 2-7; AK 385-10, para 3.2b(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The MSC's SOH manager is a member of the commander's special staff, reporting directly to the commander. (AR 385-10, para 2-7e; AK 385-10, para 3.2a(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The MSC command has a process to ensure units not staffed with safety professionals appoint additional duty safety personnel by written orders. (AR 385-10, para 2-7g; AK 385-10, para 3.2b(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC SOH managers meet Office of Personnel Management qualification standards. (AR 385-10, para 2-7f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Adequate safety training is provided for additional duty safety officers. (AR 385-10, para 10-8; AK 385-10, para 2.2i(6))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The MSC Safety Office maintains a functional safety file system. (AR 25-400-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-FUNCTION: Accident Prevention Program

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The MSC Safety Officer conducts safety program evaluations of each MSC annually? (AR 385-10, para 2-11d; AK 385-10, para 3.3c(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The MSC commander ensures periodic workplace inspections are conducted to identify workplace hazards. (AR 385-10, para 17-3; AK 385-10, para 16.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Safety program management deficiencies, are noted during annual evaluations, are documented, and corrective actions implemented in a timely manner? (AR 385-10, para 2-11c; AK 385-10, para 3.3c(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC commander has a system to collect employee reports of unsafe or unhealthy working conditions. (AR 385-10, para 17-9; AK 385-10, para 2.3.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The MSC commander has a comprehensive safety program document that incorporates procedures, policies, and rules to minimize accident risks for all operations. (AR 385-10, para 18-5; AK 385-10, para 15.3.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The MSC Commander has established a Hazard Communication (HAZCOM) Program. (29 CFR 1910.1200; AK 385-10, para 15.3a(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Commanders have completed the Commanders Safety Course? (AR 385-10, para 10-6; AK 385-10, para 10.3.h(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • How many Commanders are assigned? _____ 			

Primary Inspector Sign and Date:

SUB-FUNCTION: Accident Prevention Program

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
<ul style="list-style-type: none"> • How many Commanders have completed training? _____ 			
8. Additional duty safety (ADSO) officers have completed the additional duty safety officer course? (AR 385-10, para 10-8; AK 385-10, para 10.3f(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • How many ADSOs assigned? _____ • How many ADSOs have completed the course? _____ 			
9. All personnel have completed the composite risk management basic course? (AR 385-10, para 10-2; AK 385-10, para 10.3e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • How many personnel assigned? _____ • How many personnel have completed the course? _____ 			
10. The MSC commander ensures training records are maintained for all personnel. (AK 385-10, para 10-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The MSC commander ensures safety policies and procedures are established to ensure employees are provided appropriate job safety training. (AR 385-10 para 10-4b; AK 385-10 para 10.3a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The unit maintains Safety of Use Messages (SOUMs). (AR 750-6, para 2-3)			

SUB-FUNCTION: Accident Reporting and Investigation

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The MSC commander has established policy and procedures to implement the accident investigation program within their commands in accordance with Chapter 3 of AR 385-10 (AR 385-10, para 1-4m(14); AK 385-10, Chapter 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accident reports are submitted within the specified timeframe. (AR 385-10, para 3-8b; AK 385-10, para 4.5d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The composition of accident investigation boards are IAW approved structure guidelines. (AR 385-10, para 3-13; AK 385-10, para 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC commander reviews accident trends and analysis with subordinate commanders, directors and managers and discuss resolutions to causation factors. (AR 385-10, para 2-24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The MSC commander reports Equipment Improvement Records (EIR) and Quality Deficiency Reports (QDR). (AK 385-10, para 4-10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The MSC safety personnel are not involved in handling, tracking, or reviewing collateral investigation reports. (AR 385-10, para 3-10c(2); AK 385-10, para 4.7h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Inspector Sign and Date:

SUB-FUNCTION: Accident Reporting and Investigation

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
7. Information collected and compiled in Safety accident investigation reports are used for accident prevention purposes only. (AR 385-10, para 3-28 and 3-29; AK 385-10, para 4.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-FUNCTION: Explosives and Range Safety

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The MSC commander has published guidance for implementation of ammunition and explosives safety standards including responsibilities for subordinate commanders. (DA PAM 385-64, Appendix J-2 c; AK 385-10, para 6.3a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The MSC commander requires that the MSC SOH manager, or the installation/area safety office, reviews status and accuracy of ammunition storage waivers and licenses. (AK 385-10, para 6.3b-d and DA PAM 385-64, Appendix J-2 b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explosives safety waivers, exemptions and Certificates of Compelling Reason (CCR) are processed, approved, and managed, tracked and reviewed in accordance with DA PAM 385-30. (AR 385-10, para 5-5; AK 385-10, para 6.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC commander ensure ammunition and explosives are stored in licensed locations and quantity/distance limits maintained. (AR 385-10, para 5-7c; AK 385-10, para 6.4 and 6.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Operational ranges were inspected and found in compliance with the approved safety standards. (DA PAM 385-63, para 1-6 b; AK 385-10, para 18.2b(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-FUNCTION: Motor Vehicle Safety

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The MSC commander ensures their safety program includes Motor Vehicle Accident Prevention and implements the requirements of AR 385-10, chapter 11. (AR 385-10, para 11-2 and 11-8; AK 385-10, Chapter 11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The MSC commander has established driver training programs at battalion level or higher. (AR 600-55 para 1-4g(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The MSC commander ensures all drivers complete the Army Accident Avoidance Training Course every four years. (AR 385-10 para 11-7a(5); AK 385-10, para 11-7a(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The MSC commander requires Army motor vehicle drivers to be evaluated annually. (AR 600-55 para 4-4a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The MSC commander requires additional training for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Inspector Sign and Date:

SUB-FUNCTION: Motor Vehicle Safety

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
emergency vehicle operators. (AR 600-55 para 4-8)			
6. The MSC commander assures that Army motor vehicle qualifying and licensing officials meet approved standards, and are designated in writing. (AR 600-55 para 6-1 a; AK 385-10, para 11.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUB-FUNCTION: Radiation Safety

<u>Inspection Item and Reference</u>	<u>Comply</u>	<u>Non-Comply</u>	<u>NA</u>
1. The organization has a formal radiation safety program. (DA PAM 385-24, para 1-4k(5); AK 385-10, para 8.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The commander has designated a Radiation Safety Officer (RSO) in writing. (DA PAM 385-24, para 1-4k(1)); AK 385-10, para 8.3d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The RSO has received training commensurate with his/her assigned duties. (DA PAM 385-24, para 1-4k(2)(a); AK 385-10, para 8.3d(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A current inventory of radiological equipment is maintained. (DA PAM 385-24, para 1-4k(4); AK 385-10, para 8.3c(4))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The unit RSO inspects and evaluates subordinate units' radiation safety program and the evaluation is documented. (AK 385-10, para 8.3d(8) and DA PAM 385-24, para 1-4r(8))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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