

Headquarters
 Department of the Army
 Washington, DC
 7 June 2001

Safety

HQDA MACOM Safety Program

Applicability. This memorandum applies to Headquarters, Department of the Army (HQDA) and its field operating agencies (FOAs). The provisions of this memorandum are applicable to all activities that fall under HQDA and its FOAs. The Administrative Assistant to the Secretary of the Army for the purpose of this memorandum is the Major Army Command (MACOM) Commander for HQDA and all FOAs of HQDA. HQDA and FOAs are referred to solely as HQDA for this MACOM safety policy. FOAs that are located in the National Capital Region (NCR) will fall under the responsibility, for safety, of the HQDA (Pentagon and NCR) Safety and Occupational Health Safety Office. All other FOAs will report directly to the MACOM Safety Director for safety-related matters and guidance. FOAs and the HQDA (Pentagon and NCR) Safety and Occupational Health Safety Office are referred to in this memorandum as the Installation Safety Office. Any FOA that is located on an Army installation will receive support for day-to-day safety requirements from the host installation as outlined in a Memorandum of Understanding with that installation. However, the HQDA MACOM Safety Office is responsible for providing policy and program guidance. Additionally, accident mishap information will be reported to the HQDA MACOM Safety Office as outlined in this memorandum.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army (AA). The AA has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The AA may delegate this authority in writing to a director within the proponent agency in the grade of colonel or civilian equivalent.

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1. Purpose

This memorandum implements Department of the Army Regulation (AR) 385-10, and establishes the HQDA policy and procedures for implementing the HQDA major Army command (MACOM) Safety Program.

2. References

Required and related publications are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms appear in the glossary.

4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army, as the Safety Officer for HQDA, is responsible for the Safety and Occupational Health Program and for overall compliance with Occupational Safety and Health Act (OSHA) standards governing a safe and healthful work environment for HQDA civilian and military employees with managerial responsibility delegated to the Deputy Administrative Assistant to the Secretary of the Army.

b. The Deputy Administrative Assistant to the Secretary of the Army is the designated HQDA safety and occupational health official, and will—

(1) Establish goals, provide guidance, and maintain oversight for HQDA safety and occupational health plans, programs, and risk management integration.

(2) Periodically report to the Administrative Assistant to the Secretary of the Army on the status of the Safety and Occupational Health Program.

(3) Ensure that funding resources meet the needs of an integrated, comprehensive, and continuous Safety and Occupational Health Program at all levels of command.

(4) Ensure that safety and occupational health positions are staffed with qualified personnel throughout the command.

(5) Ensure that adequate provisions for safety and occupational health are incorporated in all regulations, directives, standing operating procedures (SOPs), orders, and training policies/procedures.

(6) Ensure that the Civilian Resource Conservation Program is established with the goal of reducing civilian injuries and illness.

(7) Provide for career development opportunities for safety and occupational health personnel.

(8) Serve as Chair of the HQDA Safety and Health Council, and ensure that the HQDA Safety and Health Council is appointed and properly staffed and meets at least annually.

(9) Ensure that the risk management process is incorporated at all levels of command and operations in the HQDA.

(10) Ensure that all HQDA regulations, SOPs, and directives have integrated the risk management process as outlined in Department of the Army Field Manual (FM) 100-14, as appropriate.

c. Each commander, agency head, or principal official will—

(1) Publish a safety policy with goals for integrating safety and the risk management process into all activities of the command or organization; this policy is to be signed by the commander, agency head, or principal official, and reviewed on an annual basis with updates as needed.

(2) Ensure that the risk management process is used in all operations within his/her command/agency.

(3) Incorporate safe and healthful practices and standards, using the risk management process in all directives, SOPs, orders, and training plans.

(4) Ensure that all accidents, injuries, and occupational illnesses are investigated and reported according to AR 385-40 and this memorandum. Based upon accident experience, ensure that local command policies are adequate and aimed at prevention of all accidents.

(5) Ensure compliance with OSHA standards, identification of workplace hazards, the elimination or

abatement of identified hazards, and workplace inspections at all levels for personnel within his/her organization.

(6) Ensure that authorized collateral duty safety positions are filled by qualified and trained personnel.

(7) Ensure that individual, unit, and special safety training is provided annually.

d. The HQDA MACOM Safety Director serves as the safety advisor to the Administrative Assistant to the Secretary of the Army, Deputy Administrative Assistant to the Secretary of the Army, and the Director of Installation Services, and will—

(1) Ensure that the risk management process is incorporated in all aspects of training and operations in the HQDA.

(2) Serve as Executive Secretary of the HQDA MACOM Safety and Health Council.

(3) Serve as the staff oversight for the day-to-day operations of the HQDA safety programs.

(4) Ensure that safety training is conducted annually.

(5) Review military and civilian mishap data and identify trends.

(6) Manage the Occupational Safety and Health Act (OSHA) Program for the HQDA MACOM.

(7) Manage the explosives safety program for the HQDA MACOM.

(8) Manage the CP-12 safety career program within the HQDA MACOM.

(9) Provide oversight to the HQDA safety offices by conducting staff visits or assistance visits, as needed to each HQDA Installation Safety Office.

e. HQDA installation safety officers are responsible for, as outlined in AR 385-10 and in this memorandum, providing day-to-day management of the HQDA Installation Safety Program performing, as a minimum, the following functions:

(1) Manage and coordinate safety activities within the command.

(2) Implement safety policies as directed by HQDA.

(3) Coordinate and supervise ground safety training as required, to include the annual Ground Safety Day; train HQDA military and civilian personnel in safe workplace practices required by OSHA; and in military operations, field training exercises (FTXs), and convoys.

(4) Ensure that all mishaps are investigated and reported according to this memorandum and AR 385-40.

(5) Direct and conduct annual safety surveys and inspections to include all buildings, facilities, ranges, and training areas under the control of the HQDA.

(6) Collect, analyze, summarize, and disseminate accident data at the quarterly installation safety council meetings and maintain mishap data by major subordinate commands and activities.

(7) Coordinate the inclusion of adequate ground safety guidance, to include risk management, directives, SOPs, orders, and plans, as appropriate.

(8) Ensure that training plans and orders for demonstrations, exhibits, and field training exercises incorporate current safety regulations and policies.

(9) Ensure the continuance of a visible ground safety awareness effort through the use of military publications, special emphasis safety programs, and promotional aids.

(10) Establish that his/her command or organization has an active and aggressive Army motor vehicle (AMV) and privately owned vehicle (POV) safety awareness program as outlined in AR 385-55.

(11) Serve as Executive Secretary of the Installation Safety Council, maintaining minutes, and tracking issues and tasks assigned by the Chairman. A copy of the minutes will be sent to the Director, HQDA MACOM Safety Office, ATTN: 4900 Army Pentagon, Room 1A123, Washington, DC 20310-4900.

(12) Review construction plans for compliance with OSHA standards.

(13) Manage the Special Safety Training Program for high-risk training during FTXs or other high-risk operations.

(14) Annually, review and evaluate safety programs for the major subordinate commands within his/her command.

(15) Provide budget requirements that cover required training, materials, and equipment to operate the HQDA Safety Program as outlined by AR 385-10, and this memorandum.

(16) Ensure that coordination is established with occupational health and medical personnel to obtain and maintain their support of the Safety and Occupational Health Program. Additionally, the occupational health and medical personnel can be used as a source to identify injured employees and to assure proper reporting and recordkeeping.

(17) Establish and manage the Installation Safety Awards Program.

(18) Establish and implement an ergonomics program that meets standards in AR 385-10 and part 1910, title 29, Code of Federal Regulations (29 CFR 1910).

(19) Ensure risk management is included in all safety training, directives, SOPs, and policy and procedures as outlined in FM 100-14.

(20) Establish an aggressive Civilian Resource Conservation Program with the goal of reducing civilian injuries and illness. This program will include intense management of the workers' compensation cases with the goal of returning the employees to work as soon as possible.

(21) Ensure that annual workplace inspections are conducted according to this memorandum, AR 385-10, and 29 CFR 1910. These inspections will include an occupational health nurse or equivalent for command compliance with OSHA standards in occupational health and industrial hygiene matters. The Director of Facilities and Installations or equivalent office is responsible for maintenance and repair functions necessary for OSHA compliance.

(22) Manage the Installation Safety Collateral Duty Program as outlined in paragraph *f* below.

f. Appoint a command collateral duty safety officer to assist the commander, agency head, or principal official on orders at brigade, battalion, and agency/activity levels within the command. Appoint a unit collateral duty safety officer to assist on orders at company, battery, troop, and detachment level. All appointed safety officers will have direct access to the commander, agency head, or principal official for safety matters. All collateral duty safety officers will perform, as a minimum, the following functions:

(1) Perform safety duties for the commander, agency head, or principal official of the command or unit safety program according to AR 385-10, DA Pam 385-1, and this memorandum.

(2) Serve as a safety advisor to the commander, agency head, or principal official.

(3) Ensure that risk management is incorporated into all military operations from the inception of that operation, according to FM 100-14 and this memorandum.

(4) Supervise, direct, and or conduct safety briefings prior to any military operations—such as convoy movements, FTXs, range operation, and safety training—to include risk management.

(5) Conduct safety inspections to identify hazards, as required by OSHA (29 CFR 1910), at least quarterly. Copies of these safety inspections will be kept on file in the Installation Safety Office and will be available for review by the MACOM Safety Director during assistance visits. These are minimum requirements and must be expanded to meet unit/agency needs.

(6) Ensure that risk management is incorporated in unit training plans, to include tactical risk analyses, and recommend actions to reduce or eliminate identified hazards and supervisory controls.

(7) Ensure that accidents, injuries, and occupational illnesses are investigated and reported according to AR 385-40 and this memorandum.

5. Policy

a. HQDA will provide MACOM level safety and occupational health guidance and support to the HQDA MACOM. To identify, manage, and assess safety and occupational health risks associated with Army operations within the MACOM, and eliminate or minimize loss of personnel, equipment, and resources. Safety and occupational health issues will be coordinated with the HQDA MACOM Safety Director, Room 1A123 ATTN: JDIS-SAF, 4900 Army Pentagon, Washington DC 20310-4900.

b. Commanders, agency heads, or principal officials have the primary responsibility for safety within their organizations. Supervisors are directly responsible for the safe conduct of all work operations under their control. The safety program at each level of command involves all phases of safety and is directed towards the prevention of loss of manpower, equipment, and resources due to accidents, injuries and occupational illnesses.

c. Commanders, agency heads, or principal officials will provide an effective safety and occupational health program consistent with Army publications, Executive Order 12196, OSHA, and other applicable safety and occupational health standards and codes. Commanders, agency heads, or principal officials will ensure that appropriate resources, staff levels, and organizational structure are adequate to meet the needs of the HQDA MACOM Safety Program and the Army Safety Program, according to AR 385-10, chapter 2-1.

d. Employees will immediately notify supervisors of safety hazards in the workplace. Supervisors will contact the appropriate office within their command to correct safety hazards beyond their control. The safety office will also be notified. It is the supervisor's responsibility to ensure that the safety hazard is corrected.

e. Supervisors, leaders, and safety personnel will give prompt attention to reports by employees or others of unsafe or unhealthful working conditions. Available resources must be applied against hazards on a priority basis.

f. Supervisors will ensure employees are properly trained to perform their work safely through on-the-job, formal, and informal training. Supervisors will also authorize and encourage the use of official time for employees to attend safety-related training and workshops and participate in safety councils (local and Federal safety and health councils).

g. No employees will be required or allowed to expose themselves to unsafe or unhealthful working conditions in the performance of their duties. Furthermore, no employee will be subject to reprisal, coercion, or discrimination for filing a report of alleged unsafe or unhealthful working conditions.

h. Commanders, agency heads, or principal officials will ensure programs are in place so that all accidents (military and civilian) are reported to their safety office as outlined in current Army policy.

i. As required by AR 385-10, performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and occupational health responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports, and enlisted evaluation reports.

j. The Army risk management process is to be used in the planning and execution of all operations within the HQDA. Risk management procedures will be followed as outlined in FM 100-14. Risk management will be an integral part of training, operational, and maintenance plans.

6. Safety standards

The HQDA Safety Program as outlined in this memorandum includes additional programs that support the requirements of AR 385-10, AR 385-40, and AR 385-55. As such, all requirements in AR 385-10, AR 385-40, and AR 385-55 are to be fully implemented within HQDA. Additionally, all requirements that apply to the Army under Public Law (PL) 91-596; part 1960, title 29, Code of Federal Regulations; and Executive Order 12196, will be fully implemented.

7. Accident notification, investigation, reports, and records

a. *General.* Prompt notification of an accident is critical to the accident prevention effort. Investigation of mishaps enables commanders and supervisors to take the necessary actions to prevent or reduce the likelihood of the mishap occurring again. Full and complete reporting of mishaps enables the command to identify accident trends and devise countermeasures to reduce or eliminate them. The recording of accidents and accident countermeasures are essential to safety program management and provide quantitative data for evaluation of the command's safety program effectiveness.

b. Notification.

(1) Commanders and supervisors, both military and civilian, at all levels will establish procedures to insure the prompt notification of all accidents, injuries, or occupational illnesses to military and civilian employees. Notification procedures will be specified in command safety programs or unit safety SOPs as appropriate. Accidents are to be reported immediately by the Installation Safety Office to the MACOM Safety Director, using the DA Form 7435, (Preliminary Report of Mishap (PROM)).

(2) Civilian managers and supervisors will establish accident notification procedures. Procedures will be specified in civilian directives or organization SOPs, as appropriate, and in this memorandum. Civilian accidents that involve hospitalization will be reported on a DA Form 7435.

(3) Immediate telephonic notification of HQDA Class A and B accidents or accidents that have the potential for high visibility will be made to the MACOM Safety Director, (703) 695-1992 or DSN 225-1992, e-mail William.Wortley@HQDA.army.mil according to AR 385-40, DA Pam 385-40, and this memorandum. A DA Form 7435 will follow immediately.

(4) HQDA Class C accidents will be reported by using DA Form 7435.

(5) See Figure B-1 for a completed sample of DA Form 7435.

c. Investigation.

(1) An accident illustrates a weakness in unit/command/organization accident prevention efforts. Only through thorough investigation of accidents may these weaknesses be identified and measures taken to prevent recurrence.

(2) Commanders and civilian managers/supervisors will—

(a) Initiate an accident investigation as soon as practical after notification.

(b) Ensure that the individual appointed to conduct the investigation has no vested or personal interest in the outcome of the investigation.

(c) Ensure that the causes of the accident are determined and that effective countermeasures are implemented or recommended.

(3) Accident investigations and procedures are conducted according to AR 385-40, DA Pam 385-40, and this memorandum.

(4) Guidelines for appointment of HQDA accident investigation boards.

(a) The Administrative Assistant to the Secretary of the Army has the authority to appoint all HQDA accident investigation boards to conduct a special investigation into the cause(s) of an accident. Commanders of FOAs outside the NRC will appoint accident investigation boards within their commands.

(b) The board will be appointed and conduct its investigation according to instructions contained in AR 385-40 and DA Pam 385-40.

(c) Where not specified by accident classification and when an accident situation warrants such an investigation, subordinate commanders may request, in writing, the appointment of an HQDA accident investigation board by the MACOM commander.

(d) An HQDA accident investigation board will be appointed to investigate all Class A and B accidents. A board will also investigate Class C aviation accidents. Procedures for the accident investigation board are outlined in AR 385-40 and DA Pam 385-40.

(e) The unit experiencing a ground accident Class C or D will investigate it fully according to AR 385-40 and DA Pam 385-40. Basic accident investigation procedures are found in appendix C.

(5) Collateral investigation boards.

(a) A collateral investigation is required in many cases for Class A, B, or C aviation or ground accidents to make and preserve a record of the facts for litigation, claims, and disciplinary and administrative actions. These investigations are conducted according to AR 15-6 and AR 385-95. A collateral investigation is required on all fatal accidents. A collateral investigation is also required for those accidents that generate a high degree of public interest or are likely to result in litigation for or against the Government. Safety personnel will not be involved in tracking, handling, or reviewing collateral investigations, nor will they be involved in establishing collateral investigation procedures.

(b) A collateral investigation is required for all HQDA accidents that result in personal injury to civilians or damage to civilian property.

(c) Subordinate commanders may request, in writing, that a collateral investigation be conducted for accidents occurring within their command.

(d) If, during an accident investigation, it is discovered that a criminal offense has occurred, the accident investigation will immediately be stopped and the criminal offense reported to the proper authority (Criminal Investigation Division (CID) or military police (MP)).

d. Reporting.

(1) Reportable accidents, injuries, and occupational illnesses.

(a) All accidents, injuries, and occupational illnesses will be reported, including those incidents in which no personal injury or damage was incurred, with the exception of those incidents which do not constitute an Army accident as listed in appendix D.

(b) Ground accidents and mishaps are reported according to AR 385-40 and DA Pam 385-40.

(c) Aviation accidents and mishaps are reported according to AR 385-95, AR 385-40, and DA Pam 385-40.

(d) Civilian accidents, occupational illnesses, and mishaps are reported on Department of Labor (DOL) Forms CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation); CA-2, (Notice of Occupational Disease and Claim for Compensation); or CA-6 (Official Superior's Report of Employee's Death).

(e) The unit or organization which experiences the accident, injury, or occupational illness is responsible for reporting the incident. The parent unit of the individual, vehicle, and or equipment is not responsible for reporting an incident unless the individual, vehicle, and or equipment is under its control. These situations include, but are not limited to, the following—

1. Personnel assigned to a temporary duty station.

2. Military or civilian personnel attending training at U.S. Army Service Schools, U.S. Army Area Schools, Office of Personnel Management courses, or schools conducted by other services or agencies, et cetera; the soldier or civilian must be under the operational control of the school, which means a local training class does not apply.

3. Vehicles and or equipment on hand receipt (loan) to other units or organizations.

(2) HQDA ground accidents are to be reported on—

(a) DA Form 285 (U.S. Army Accident Report) for all Class A and B on-duty accidents.

(b) DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)) for all other ground accidents.

(c) See AR 385-40 and DA Pam 385-40 for details.

(3) HQDA aviation accidents are to be reported on—

(a) DA Form 2397 series (Technical Report of U.S. Army Aircraft Accident) for all Class A and B accidents.

(b) DA Form 2397-AB-R (Abbreviated Aviation Accident Report (AAAR)) for all other aviation accidents.

(c) See AR 385-40 and DA Pam 385-40 for details.

(4) Authentication for DA Form 285-AB-R.

(a) Block 41a is the Installation Safety Officer and block 41b is the local safety office phone number.

(b) Block 42 is the commander of the unit experiencing the accident. The report will be sent through command channels to the Army Safety Center with a copy of the report sent to the HQDA MACOM Safety manager.

(c) The installation safety officer will complete block 43.

(5) Civilian accidents/injuries/illnesses.

(a) Civilian accidents, injuries, and or occupational illnesses are not required to be reported on DA Form 285.

(b) Civilian incidents are reported by the supervisor of the injured employee to the Installation Safety Office by furnishing a copy of DOL Forms CA-1, CA-2, and or CA-6 at the same time the forms are forwarded to the civilian personnel office (CPO). Additionally, a copy of DOL Form CA-17 (Duty Status Report) is to be sent to the Installation Safety Office.

(6) Submission of DA Form 285-AB-R.

(a) DA Form 285-AB-R must be submitted by the unit experiencing the accident through command

channels to reach the Army Safety Center not later than 30 days after the date of the accident with a copy provided to the Director, MACOM Safety Office.

(b) The Installation Safety Office will return a completed copy of DA Form 285-AB-R to the unit experiencing the accident.

(c) DA Form 285-AB-R must remain on file for a minimum of 5 years.

(7) Reporting of AMV and POV accidents is required for all accidents involving on-duty or off-duty military personnel. Reporting of off-duty POV accidents are only required if the accident causes soldiers to lose time away from their normal duty station. Civilians must report all AMV accidents and any POV accidents which occur while they are on official business.

e. Safeguarding accident information.

(1) Army accident report information and reports are official Army documents to be used solely for accident prevention purposes. Accident reports and their attachments, copies, or extracts will not be appended to or enclosed in any report or document unless the purpose of the other document or report is accident prevention. Accident reports will not be used as evidence, or to obtain evidence, in the following actions:

(a) Determination of misconduct or line of duty status of personnel.

(b) Evaluation boards.

(c) Liability determination in claims for or against the Government.

(d) Determination of pecuniary liability.

(e) As evidence for disciplinary action.

(2) Any request for Class D accident information will be referred to the Installation Safety Office for review and decision to release according to AR 385-40.

(3) Any request for accident investigation report information from organizations or individuals outside HQDA is governed by AR 385-40. If such a request is received, the installation safety officer will consult with the local Freedom of Information Act (FOIA)/Privacy Act (PA) officer and the local Staff Judge Advocate for guidance.

(4) According to AR 385-40, all FOIA requests for information on Class A, B, or C reports will be referred through command channels to the Commander, U.S. Army Safety Center, Bldg 4905, 5th Ave., Fort Rucker, AL 36362-5363.

(5) Common-source documents, photographs, police reports, and those documents (other than witness statements) containing purely factual information that are available to the collateral investigation are exempt from the procedures stated in (3) and (4) above.

8. Occupational Safety and Health Act

a. General.

(1) HQDA employee safety and health standards promulgated under Sections 6 and 19, Act of 1970, PL 91-596; part 1960, title 29 Code of Federal Regulations (29 CFR 1960); and or Department of the Army standards consistent therewith apply as they relate to recognized industrial-type operations, facilities, and equipment comparable to those found in the private sector apply.

(2) Executive Order 12196 (26 February 1980), "Occupational Safety and Health Program for Federal Employees," prescribes and delineates additional safety responsibilities for heads of Federal agencies set forth in the OSHA Act of 1970. The order stipulates that the Federal Government has a special obligation to set an example for safe and healthful employment and that its safety and health efforts must continually be strengthened.

(3) In cases where there are unique military requirements for which no applicable OSHA standard(s) exist, U.S. Army standards currently employed will continue to apply.

(4) OSHA standards do not apply to Army tactical training and related military environments.

b. Annual workplace inspections.

(1) All locations where HQDA civilian or military personnel are assigned to work on a regular basis will be inspected annually. For workplaces where there is a high risk of accident, injury, and or occupational illness, the inspections will be conducted more frequently.

DA Memo 385-3

(2) The Installation Safety Office or a designated collateral duty safety officer will in most cases be responsible for annual OSHA workplace inspections of low hazard workplace areas. The Installation Safety Office, using AR 385-10 as a guide, will determine low hazard areas. Workplace inspections must be completed by qualified and trained personnel as outlined in AR 385-10.

(3) Deficiencies cited during annual OSHA inspections will be recorded on DA Form 4754 (Violation Inventory Log) or its equivalent.

(4) The installation safety director will forward the DA Form 4754 to the Director of Facilities and Installations or the equivalent office. The log will be reviewed, target date(s) indicated for completion of repairs, cost estimate for each violation calculated, and the report forwarded to the inspected unit/organization for follow-up actions and filing. Reports will be maintained for a minimum of 5 years.

(5) Hazards will be eliminated on a worst first basis.

(6) All noted violations will be given a risk assessment code (RAC). An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days. Violations will be tracked until corrected.

(7) Members of the installation safety council will be briefed on all RAC 1 & 2 violations at the quarterly meeting.

c. Reporting of hazards by personnel.

(1) DD Form 2272 (Department of Defense Occupational Safety and Health Protection Program) will be posted in all unit/organization workplaces.

(2) A blank DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) will be posted adjacent to DD Form 2272 for use by personnel who have identified an unsafe or unhealthful condition.

(a) Commanders, managers, and supervisors will establish procedures for investigative and corrective actions to be taken upon receipt of a DA Form 4755.

(b) In the event that investigative or corrective actions are beyond the capability of the manager, or supervisor, copies of the DA Form 4755 will be forwarded to the installation safety director for action.

d. Abatement of "High-Risk" unsafe or unhealthful conditions.

(1) Federal workplace conditions that are identified as "High-Risk" hazards will be posted by the workplace supervisor, using DA Form 4753 (Notice No. of Unsafe or Unhealthful Working Condition) or equivalent for all RAC 1 and 2 violations. Notices will be posted within 15 days of detection for safety violations and 30 days for health violations.

(2) The Director of Construction and Facilities Management or equivalent office will prepare as outlined in AR 385-10, a DA Form 4756 (Installation Hazard Abatement Plan) for all RAC 1 and 2 violations that cannot be corrected within 30 calendar days of discovery.

(3) A sample of all forms listed above can be found in AR 385-10.

e. Medical Surveillance Program.

(1) The Installation Safety Office and the installation occupational health office or its equivalent will identify all work sites that require medical screening or are high health hazard areas to employees. Once identified, a program will be put in place to provide medical surveillance for all employees exposed to the identified hazard. Baseline physical conditions will be established for each employee. The OSHA standards will be used to establish exposure criteria for employees.

(2) Industrial hygiene surveys will be completed, as required by OSHA, in all work sites where hazardous materials are used or other conditions require an industrial hygiene survey due to potential occupational health hazards.

(3) All new employees who are to work in hazardous areas will complete an initial physical examination prior to employment or assignment to determine baseline physical conditions with particular emphasis on hearing, pulmonary function, physical capabilities, and all other health hazards identified that relate to employment of that job.

f. OSHA Reporting.

(1) The installation safety director has responsibility for OSHA reporting according to AR 385-10.

(2) Commanders, managers, and supervisors may be required to provide OSHA report information as required.

(3) Units and organizations are required to write and furnish a copy of their Emergency Actions (Evacuation) Plan and their Fire Prevention Plan to the installation safety manager not later than 30 days after their implementation. Changes to said plan(s) will be submitted to the installation safety manager as they occur.

9. Feedback

a. The MACOM Safety Director will provide the following feedback:

(1) Give an annual briefing to the Director of Installation Services on the MACOM Safety Program for the last fiscal year; this briefing will be given in the first quarter of the new fiscal year with input from each of the installation safety offices; and

(2) Provide the Director of Installation Services information on military and civilian accidents with input from the installation safety offices on a quarterly basis.

b. The installation safety offices will provide the MACOM Safety Director with the following information:

(1) Within 30 days of the end of the fiscal year, a summary of what the installation safety program accomplished in the past fiscal year and the plans for the next fiscal year; and

(2) Within 30 days of the close of each quarter a report of military and civilian accidents for the previous quarter.

10. Awards

The use of safety awards is a positive and effect way to promote the installation safety program and is strongly encouraged. Guidelines listed in appendix E will be followed. Any awards that require MACOM or higher approval will be submitted to the HQDA MACOM Safety Office for recommended approval. The installation safety offices are encouraged to supplement the awards program with internal safety awards.

Appendix A References

Section I Required Publications

AR 15-6

Procedures for Investigating Officers and Boards of Officers (Cited in para 7c(5)(a).)

AR 385-10

Army Safety Program (Cited in paras 1, 4e, 4e(15), 4e(18), 4e(21), 4f(1), 5c, 5i, 6, 8b(2), 8d(2), 8e(3), and 8f(1).)

AR 385-40

Accident Reporting and Records (Cited in paras 4c(4), 4e(4), 4f(7), 6, 7b(3), 7c(3), 7c(4)(b), 7c(4)(d), 7c(4)(e), 7d(1)(b), 7d(1)(c), 7d(2)(c), 7d(3)(c), 7e(2), 7e(3), and 7e(4).)

AR 385-55

Prevention of Motor Vehicle Accidents (Cited in paras 4e(10), 6.)

AR 385-95

Army Aviation Accident Prevention (Cited in para 7c(5)(a) and 7d(1)(c).)

DA Pam 385-1

Small Unit Safety Officer/NCO Guide (Cited in para 4f(1).)

DA Pam 385-40

Army Accident Investigation and Reporting (Cited in paras 7b(3), 7c(3), 7c(4)(b), 7c(4)(d), 7c(4)(e), 7d(1)(b), 7d(1)(c), 7d(2)(c), and 7d(3)(c).)

FM 100-14

Risk Management (Cited in paras 4b(10), 4e(19), 4f(3), and 5j.)

Section II Related Publications

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

Public Law 91-596

Occupational Safety and Health Act of 1970, Section 19 (Federal Agency Safety Program and Responsibilities)

Title 29, Code of Federal Regulations, Part 1960

“Basic Program Elements for Federal Employees Occupational Safety and Health Program”

Executive Order 12196

Occupational Safety and Health Programs for Federal Employees, February 26, 1980

**Section III
Prescribed Forms**

DA Form 7435

Preliminary Report of Mishap (PROM) (Prescribed in paras 7b(1), 7b(2), 7b(3), 7b(4), and 7b(5).) (Available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA web site (www.usapa.army.mil))

**Section IV
Referenced Forms**

(Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA web site (www.usapa.army.mil); DD forms are available from the OSD web site (<http://web1.whs.osd.mil/icdhome/forms/htm>). DOL Forms CA 1, CA 2, CA 6, and CA 17 are available at www.DOL.gov/dol/esa/public/regs/compliance/owcp/forms.htm.)

DA Form 285

U.S. Army Accident Report

DA Form 285-AB-R (AGAR)

U.S. Army Abbreviated Ground Accident Report

DA Form 638

Recommendation for Award

DA Form 759

Individual Flight Record and Flight Certificate--Army

DA Form 759-1

Individual Flight Record and Flight Certificate--Army

DA Form 1118

Certificate of Merit for Safety

DA Form 1119

Certificate of Achievement in Safety

DA Form 1119-1

Certificate of Achievement in Safety

DA Form 2397-series

Technical Report of U.S. Army Aircraft Accident

DA Form 2397-AB-R (AAAR)

Abbreviated Aviation Accident Report

DA Form 4753

Notice No. of Unsafe or Unhealthful Working Conditions

DA Form 4754

Violation Inventory Log

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthful Working

DA Form 4756

Installation Hazard Abatement Plan

DA Form 5757

Director of Army Safety Award

DA Form 5758

Army Accident Prevention Award of Honor in Safety

DA Form 5775

Army Accident Prevention Award of Accomplishment in Safety

DA Form 5776

Commander's Special Safety Award

DA Form 5777

United States Army Safety Guardian Award

DA Form 5778

Army Aviation Broken Wing Award

DA Form 7305-R

Telephonic Notification of Aviation Accident/ Incident

DD Form 2272

DOD Occupational Safety and Health Protection Program (Available through normal supply channels)

DOL CA-1

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

DOL CA-2

Notice of Occupational Disease and Claim for Compensation

DOL CA-6

Official Superior's Report of Employee's Death

DOL CA-17

Duty Status Report

Appendix B Reporting Accidents

B-1. Preliminary Report of Mishap (PROM).

Figure B-1 is an example of a completed DA Form 7435. This form must be completed as outlined in this memorandum and sent immediately to the HQDA MACOM Safety Office. This form may be sent by fax or e-mail.

PRELIMINARY REPORT OF MISHAP (PROM) <i>(For Class A-C Military Accident and Selected Civilian Accidents Only)</i> <small>For use of this form, see DA Memo 385-3; the proponent agency is AASA.</small>		
1. TYPE OF MISHAP, DUTY STATUS, AND ACCIDENT CLASS: <input type="checkbox"/> COMBAT SOLDIERING <input checked="" type="checkbox"/> ARMY MOTOR VEHICLE <input type="checkbox"/> GENERAL PERSONAL INJURY <input type="checkbox"/> PHYSICAL TRAINING INJURY <input type="checkbox"/> TEAM SPORTS OR RECREATION ACTIVITIES <input type="checkbox"/> PRIVATELY OWNED VEHICLE <input type="checkbox"/> AIRCRAFT <input type="checkbox"/> HODA CIVILIAN EMPLOYEE <input type="checkbox"/> MILITARY DUTY <input type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B <input checked="" type="checkbox"/> CLASS C		
2. DATE OF ACCIDENT (YYYYMMDD) <p style="text-align: center;">20010420</p>	3. TIME OF ACCIDENT <p style="text-align: center;">1045</p>	4. LOCATION OF ACCIDENT <p>Traveling southbound on the George Washington Parkway at mile marker 12 in Alexandria, VA.</p>
5a. NAME AND RANK OF MEMBER INVOLVED <p>SGT Bill D. Jones</p>	5b. SSN <p>123-44-1234</p>	5c. UNIT <p>Pentagon Motor Pool</p>
6. BRIEF SUMMARY OF ACCIDENT <p>SGT Jones was driving to Fort Belvoir to pickup arriving passengers at Davison Army Airfield. While in route SGT Jones lost control of his vehicle and crashed into a tree. At the time of the accident it was raining and visibility was poor. This was a single car accident. Local police are conducting an investigation. SGT Jones was wearing his seatbelt and the airbag deployed.</p>		
7. DESCRIPTION OF PERSONAL INJURY AND/OR DAMAGE <p>SGT Jones was transported to Alexandria Hospital with a possible broken nose and left arm. SGT Jones is in stable condition. The vehicle damage was the front fender, grill, headlights, hood, and cracked windshield. The vehicle may also have a bent frame. The tree showed no damage.</p>		
8. NAME AND RANK OF UNIT INVESTIGATION OFFICER <p>Mr. Bob S. Green, GS-13</p>		
9. REPORTABLE TO U.S. ARMY SAFETY CENTER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> USMA <input type="checkbox"/> USAREC <input type="checkbox"/> ARPERSCOM <input type="checkbox"/> WAR COLLEGE <input type="checkbox"/> MEPS <input checked="" type="checkbox"/> HODA		

Figure B-1. Completed sample of DA Form 7435

Appendix C Accident Investigation Procedures

C-1. General.

All Army accidents are to be investigated unless exempted as specified in appendix D. An Army accident may involve personal injury, damage to vehicles, property or equipment, or a combination of all. Illnesses resulting from Army operations are considered accidents unless exempted (appendix D).

C-2. Unit/organization minimum accident investigation procedures.

a. Commanders are responsible for ensuring that all accidents are investigated. The scope and complexity of the investigation will depend on the seriousness of the accident.

b. To conduct an adequate accident investigation, it is recommended that the investigator—

(1) Inspect the accident site if practical;

(2) Interview personnel injured, witnesses, and individuals who may have knowledge of the accident;

(3) Take photographs if possible if it is a property damage accident;

(4) Make note of environmental conditions at the time of the accident, for example, weather, visibility, time of day;

(5) Utilize maintenance personnel, if appropriate, to inspect vehicles or equipment for failure or malfunction;

(6) Utilize medical personnel to conduct required tests if drugs and or alcohol is suspected in accident causation;

(7) Analyze all facts obtained and determine a conclusion as to the accident cause(s); and

(8) Present findings to the commander with recommended corrective actions, if any. Additionally, corrective actions will be disseminated to personnel throughout the command/organization as necessary. Note: See AR 385-40 and DA Pam 385-40 for more details on accident investigation procedures.

Appendix D Not an Army Accident

D-1. Occurrences not constituting an Army accident.

a. Combat losses.

b. Malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life less than the complete system.

c. Expected damage.

d. Property damage as a result of vandalism, riots, civil disorders, or felonious acts such as arson.

e. Deliberate damage to aircraft or equipment or injury to aircraft or equipment occupants.

f. Accidents occurring during the transportation of Army materiel by commercial carriers.

D-2. Occurrences not constituting an Army injury or occupational illness.

a. Nonoccupational diseases where the disease itself, not the injury, is the cause of lost or restricted duty.

b. Self-inflicted injuries.

c. Criminal assault.

d. Prior-service injuries.

e. Infective and parasitic diseases and poisonings.

f. Strains resulting from pre-existing musculoskeletal disorders or from minimal stress or strain (for example, nonviolent body positions, coughing, and sneezing)

g. Hospitalization for observation only.

h. Escape from custody.

i. Death due to natural causes unrelated to the work environment.

j. Adverse reactions resulting from use of alcohol or drugs not administered by competent medical authority.

Appendix E Safety Awards — Criteria and Procedures

E-1. Safety awards summary.

Table E-1 provides a matrix for easy reference.

TITLE	RECIPIENTS	ELIGIBILITY	INITIATOR	SUSP	APPROVER	AWARD
CSA MACOM Safety Award	MACOM	Significant Improvements	MACOM Cdr/ Safety Mgr or DASAF	NLT 1 Dec	CSA	Plaque
Director of Army Safety Award	Detachment thru Installation	Significant improvement	Unit Cdr/ Safety Mgr	NLT 1 Dec	DASAF	DA Form 5757
U.S. Army Award of Excellence in Safety	Detachment thru Installation	Zero A-C mishaps for three years	Unit Cdr/ Safety Mgr	N/A	MACOM CDR	Plaque
Army Accident Prevention Award of Honor in Safety	Detachment thru Installation	Zero A-C mishaps for two years	Unit Cdr/ Safety Mgr	N/A	MACOM CDR	DA Form 5758
Army Accident Prevention Award of Accomplishment in Safety	Detachment thru Installation	Zero A-C mishaps for one year	Unit Cdr/ Safety Mgr	N/A	MACOM CDR	DA Form 5775
Commander's Special Safety Award	Detachment thru Division	Mishap free major exercise	Unit Cdr/ Safety Mgr	N/A	MACOM CDR	DA Form 5776
Chief of Staff Award for Excellence	Military and civilian employees	Significant contribution in accident prevention	Brigade-MACOM Cdr/ Safety Mgr	NLT 1 Dec	CSA	Plaque
U.S. Army Safety Guardian Award	Military and civilian employees	Individual action in an emergency situation	Unit Cdr/ Safety Mgr	N/A	DASAF	DA Form 5777 and Guardian Lapel Pin
Army Aviation Broken Wing Award	Military and civilian employees	Individual action in an emergency situation	Unit Cdr/ Safety Mgr	N/A	DASAF	DA Form 5778 and Broken Wing Lapel Pin
Director of Army Safety Special Award of Excellence	Military and civilian employees	Exemplary leadership	DASAF	N/A	DASAF	Plaque
U.S. Army Motor Vehicle Driver Safety Award	Military and civilian employees	Zero at-fault accidents in specified periods	Unit Cdr or representative	N/A	Unit Cdr	DA Form 1119 and Form DA 1119-1
U.S. Army Aircrew-member Safety Award	Military and civilian employees	500 hours mishap free flight hours	Unit Cdr or representative	N/A	Avn Unit Cdr	DA Form 1119 and DA Form 1119-1

Table E-1
Safety awards summary matrix—Continued

TITLE	RECIPIENTS	ELIGIBILITY	INITIATOR	SUSP	APPROVER	AWARD
Other Individual Awards	Military and civilian employees	Per unit SOP	Per unit SOP	N/A	Unit Cdr	DA Form 1118, DA Form 1119 and DA Form 1119-1

E-2. Nomination for awards.

Nomination for awards will be submitted on a DA Form 638 (Recommendation for Award). Detailed awards criteria and procedures are provided as follows:

a. Chief of Staff, Army, MACOM Safety Award.

(1) *Recipients:* Major Army commands.

(2) *Eligibility requirements:* A MACOM must make significant improvements (a minimum of 3% reduction in injury/accident rates) in at least four major accident areas compared with its previous fiscal year's accident rate record. Major accident areas include, but are not limited to, the following:

- (a) Privately owned vehicle (POV) accidents.
- (b) Army motor vehicle (AMV) accidents.
- (c) Aviation accidents.
- (d) On-duty personnel injuries.
- (e) Off-duty personnel injuries.
- (f) Civilian injury and illness reduction program.

(3) *Initiator:* MACOM commander, MACOM safety manager, or Director of Army Safety (DASAF).

(4) *Nominations:* Forward to USASC, ATTN: CSSC-P Awards Administrator, Fort Rucker, AL 36362-5363, no later than 1 December of each year.

(5) *Documentation.* The nomination packet must include a detailed description of the following:

- (a) Successful accident prevention programs.
- (b) How the MACOM succeeded in reducing accidents (by category).
- (c) Statistical or other data verifying results.
- (d) Other safety initiatives developed and implemented.
- (e) Other significant safety successes for the period of time nominated.

(6) *Judging:* The DASAF or a designated representative will convene a panel on or about 15 January of each year to determine recipients of this award. The panel will consist of at least four safety directors or safety managers from different MACOMs or installations.

(7) *Approver:* Chief of Staff, U.S. Army (CSA).

(8) *Award:* Plaque.

b. Director of Army Safety Award.

(1) *Recipients:* Tables of distribution and allowances (TDA) or table(s) of organization and equipment (TOE) detachments; company-size units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities.

(2) *Eligibility requirements:* A unit must make significant improvements (a minimum of 3% reduction) in its safety injury/accident rates when compared with the previous fiscal year rates and must experience no Class A, B, or C accidents (accident classes as defined in AR 385-40) during the fiscal year of nomination.

(3) *Initiator:* Unit commander or installation or unit safety manager.

(4) *Nominations:* Nominations will be forwarded through the unit's chain of command, with the unit's supporting safety office ensuring appropriate coordination, to the USASC, ATTN: CSSC-P, Fort Rucker, AL 36362-5363, no later than 1 December of each year.

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(5) *Documentation*: The nomination packet must include a description of the unit's performance. The description must not exceed two standard-size, single-spaced pages and must include brief discussions of the following:

- (a) The unit, including mission, location, and type and number of assigned personnel.
- (b) Commander's support of MACOM and DA safety campaigns.
- (c) Methods used to effect or sustain accident reduction (for example, safety training or new initiatives).
- (d) Accident statistics.
- (e) Major accomplishments.
- (f) Objectives for the coming year.

(6) *Judging*: The DASAF or a designated representative will convene a panel on or about 15 January of each year to determine the recipients of this award. The panel will consist of at least four safety directors or safety managers from different MACOMs or installations.

(7) *Approver*: DASAF.

(8) *Award*: DA Form 5757 (Director of Army Safety Award).

c. *United States Army Award of Excellence in Safety*.

(1) *Recipients*: TOE or TDA detachments; company-size units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities.

(2) *Eligibility requirements*: A unit must complete 36 consecutive months without experiencing a Class A, B, or C accident (accident classes as defined in AR 385-40). If a command considers an accident on its record to have been unpreventable, it may request an eligibility determination from the U.S. Army Safety Center (USASC). Subsequent awards for each additional year of accident-free experience may be the basis of an additional year award (4th year, 5th year, et cetera.).

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be submitted through the unit's chain of command to the MACOM commander for screening and verification of the unit's performance.

(5) *Documentation*: Each level of command must endorse the request and verify that the unit is eligible for the award.

(6) *Judging*: As determined by the MACOM commander.

(7) *Approver*: MACOM commander.

(8) *Award*: Plaque.

d. *United States Army Award of Honor in Safety*.

(1) *Recipients*: TOE or TDA detachments; company-size units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities.

(2) *Eligibility requirements*: A unit must complete 24 consecutive months without experiencing a Class A, B, or C accident (accident classes as defined in AR 385-40). If a command considers an accident on its record to have been unpreventable, it may request an eligibility determination from the USASC. Awards will not be approved for overlapping time frames.

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be submitted through the unit's chain of command to the MACOM commander for screening and verification of the unit's performance.

(5) *Documentation*: Each level of command must endorse the request and verify that the unit is eligible for the award.

(6) *Judging*: As determined by the MACOM commander.

(7) *Approver*: MACOM commander.

(8) *Award*: DA Form 5758 (Army Accident Prevention Award of Honor in Safety).

e. *Army Accident Prevention Award of Accomplishment in Safety*.

(1) *Recipients*: TOE or TDA detachments; company-size units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities.

(2) *Eligibility requirements*: A unit must complete 12 consecutive months without experiencing a Class

A, B, or C accident (accident classes as defined in AR 385-40). If a command considers an accident on its record to have been unpreventable, it may request an eligibility determination from the USASC. Awards will not be approved for overlapping timeframes.

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be submitted through the unit's chain of command to the MACOM commander for screening and verification of the unit's performance.

(5) *Documentation*: Each level of command must endorse the request and verify that the unit is eligible for the award.

(6) *Judging*: As determined by the MACOM commander.

(7) *Approver*: MACOM commander.

(8) *Award*: DA Form 5775 (Army Accident Prevention Award of Accomplishment in Safety).

f. Commander's Special Safety Award.

(1) *Recipients*: TOE or TDA detachments; company-size units, battalions, or equivalent; brigades or equivalent; and divisions, installations, or activities.

(2) *Eligibility requirements*: A unit must achieve exemplary safety performance for a period of 1 year, or complete a major exercise without a Class A, B, or C accident (accident classes as defined in AR 385-40). MACOM commanders will establish specific criteria for an activity to qualify for this award.

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be submitted through the unit's chain of command to the MACOM safety director.

(5) *Documentation*: As required by MACOM.

(6) *Judging*: Determined by MACOM commander.

(7) *Approver*: MACOM commander.

(8) *Award*: DA Form 5776 (Commander's Special Safety Award).

g. The Chief of Staff, Army, Award for Excellence in Safety.

(1) *Recipients*: U.S. Army military personnel and DA civilian employees. Full-time safety personnel are not eligible for this award.

(2) *Eligibility requirements*: An individual must make significant contributions to the Army accident prevention effort. The following are examples of significant contributions:

(a) A division commander, through personal emphasis on POV safety, reduces his or her division's POV accident and fatality rate by 35 percent.

(b) A DA civilian supervisor of a Government-owned, Government-operated ammunition plant reduces on-the-job accidents by 50 percent in 1 year through his or her personal involvement in the plant's accident prevention program.

(3) *Initiator*: Installation safety manager, brigade or higher commander, or MACOM safety manager.

(4) *Nominations*: Nominations will be forwarded through the individual's chain of command to the USASC, ATTN: CSSC-P, Fort Rucker, AL 36362-5363. Nominations must reach the USASC no later than 1 December of each year.

(5) *Documentation*: A narrative description of the individual's achievements will accompany the nomination and will include the following:

(a) Individual's name, military or civilian grade, military occupational specialty (MOS) or civilian job series, and duty position or job title.

(b) A brief discussion of the unit, including its mission, location, and number and type of assigned personnel.

(c) Individual's achievements relating to safety and methods used to effect or sustain accident reduction.

(d) Other pertinent data such as accident statistics.

(6) *Judging*: The DASAF or a designated representative will convene a panel on or about 15 January of each year to determine the recipients of this award. The panel will consist of a minimum of four safety directors or safety managers from different MACOMs or installations.

(7) *Approver*: CSA.

(8) *Award*: Plaque.

h. United States Army Safety Guardian Award.

(1) *Recipients*: U.S. Army military personnel and DA civilian employees.

(2) *Eligibility requirements*: An individual must, through extraordinary individual action in an emergency situation, accomplish one of the following:

(a) Prevent an imminently dangerous situation.

(b) Prevent injury to personnel.

(c) Minimize or prevent damage to Army property. Note: Emergency situations will not be considered for the award if they are self-induced, if they occur because of noncompliance with published regulations or procedures, or if it is determined that no emergency actually existed.

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be forwarded through the individual's chain of command to the USASC, ATTN: CSSC-Z, Fort Rucker, AL 36362-5363.

(5) *Documentation*: Nominations will include the following:

(a) Full name, social security number (SSN), and duty being performed at the time of the act.

(b) Date, time, and location of act.

(c) Personnel and equipment involved, including dollar value, if applicable.

(d) Concise description of situation necessitating the act.

(e) Action taken by the nominee (specifically what he or she did.)

(f) Lapsed time from the onset of the situation to termination.

(g) Drawings, other supporting documentation, and photographs, if available.

(h) A copy of the DA Form 285, if applicable.

(6) *Judging*: The DASAF or a designated representative will convene a panel on a quarterly basis to screen nominations and make recommendations for the award. The panel will be composed of at least four MACOM or installation safety personnel and the Deputy Director of Army Safety or his or her representative. If the nomination is based on the operation of special military equipment, one member of the board must be qualified on that piece of equipment.

(6) *Approver*: DASAF.

(8) *Award*: DA Form 5777 and a Guardian lapel pin.

i. Army Aviation Broken Wing Award.

(1) *Recipients*: U.S. Army military and civilian personnel aircrew members, when they are performing authorized flight duties aboard Army aircraft, or Army personnel performing authorized flight duty with any Government activity outside Department of Defense (DOD) on a bona fide mission, are eligible to receive this award.

(2) *Eligibility requirements*: An aircrew member must, through outstanding airmanship, minimize or prevent aircraft damage or injury to personnel during an emergency situation. Aircrew member must have shown extraordinary skill while recovering an aircraft from an in-flight emergency situation. Normally, only one person will be nominated to receive the award for a single in-flight emergency. However, if more than one crewmember materially contributed to successful recovery from the emergency, all those involved will be considered for nomination. An emergency will not be considered for award if—

(a) It is self-induced.

(b) It actually occurs during a simulated emergency requiring no added skill to land the aircraft successfully.

(c) It occurs because of noncompliance with published regulations or procedures.

(d) It is determined that no emergency actually existed.

(e) In the committee's opinion, a lack of discipline or aviator judgment may have induced the emergency.

(f) The aircraft was in a phase of flight with no unfavorable circumstances to prevent a safe landing.

(3) *Initiator*: Unit commander or installation or unit safety manager.

(4) *Nominations*: Nominations will be forwarded through command channels to the USASC, ATTN: CSSC-P (Broken Wing Award), Fort Rucker, AL 36362-5363.

(5) *Documentation*: Nominations will contain the following information:

(a) Full name, SSN, and crew duty (for example, instructor pilot, pilot, copilot, student pilot, or rated student pilot) of the person actually on the controls during the emergency.

(b) Date, time, and location of emergency.

(c) Mission type, design, and series of the aircraft involved.

(d) Type of mission.

(e) Phase of flight when the emergency occurred (for example, hover, takeoff, climb, cruise, decent, approach to landing, or autorotation).

(f) Kind of terrain over which the emergency occurred (for example, water, hills, mountains, swamp, trees, snow, or ice).

(g) Obstructions, dimensions, type, and condition of the landing area.

(h) Altitude above ground level.

(i) Density altitude.

(j) Wind condition (direction and velocity).

(k) Gross weight of the aircraft when landing.

(l) Concise description of the emergency from inception to termination.

(m) Action taken by the nominee to cope with the emergency and what was done to recover from the emergency or minimize damage or injury. The circumstances surrounding the occurrence must be documented to show the skill, knowledge, judgment, and technique required and used in recovering from the emergency.

(n) Lapsed time from onset of emergency to termination.

(o) Drawings, other supporting documentation, and photographs, if available.

(p) Copy of the DA Form 7305-R (Telephonic Notification of Aviation Accident/ Incident) or the DA Form 2397-AB-R, if required and submitted.

(6) *Judging*: The DASAF will convene a panel when nominations are received. The panel will consist of the DASAF or a designated representative and at least five aviators; it may include senior enlisted crewmembers when appropriate. At least one panel member will be qualified in the mission type and design of the aircraft involved in the emergency.

(7) *Approver*: DASAF.

(8) *Award*: DA Form 5778 (Army Aviation Broken Wing Award) and Broken Wing Lapel Pin.

j. *Director of Army Safety Special Award of Excellence*.

(1) *Recipients*: U.S. Army military personnel and DA civilian employees.

(2) *Eligibility Requirements*: An individual must demonstrate exemplary leadership in safety programs within the field.

(3) *Initiator*: DASAF.

(4) *Nominations*: Impact award, no nomination process required.

(5) *Documentation*: Follow-up documentation is required after an individual receives the Director of Army Safety Special Award of Excellence. Documentation required is as follows:

(a) Full name, SSN, duty position, title, and rank or civilian pay grade.

(b) Unit to which individual is assigned.

(c) Individual's achievement relating to safety.

(d) Any other pertinent data.

(e) Original documentation will be sent to Commander, USASC, ATTN: CSSC-P, Fort Rucker, AL 36362-5363.

(6) *Judging*: Award decision made by DASAF.

(7) *Approver*: DASAF.

(8) *Award*: Plaque.

k. *United States Army Motor Vehicle Driver Safety Award*.

DA Memo 385-3

- (1) *Recipients:* U.S. Army military personnel and DA civilian employees.
- (2) *Eligibility requirements:* A nominee must complete the following without any “at fault” military or civilian on-duty vehicle accident or moving traffic violations:
 - (a) Twelve months or 10,000 miles of Army administrative vehicle operation.
 - (b) Twelve months or 3,000 miles of tactical vehicle operation.
 - (c) Twelve months or 1,500 miles of tracked vehicle operation.
 - (d) Twelve months or 1,500 hours of materiel-handling equipment operation.
- (3) For tours of 13 months or less, the following eligibility requirements apply:
 - (a) Ten months or 8,000 miles of Army administrative vehicle operation.
 - (b) Ten months or 2,500 miles of tactical vehicle operation.
 - (c) Ten months or 1,300 miles of tracked vehicle operation.
 - (d) Ten months or 1,250 hours of materiel-handling equipment operation.
- (4) *Initiator:* Unit commander or representative.
- (5) *Nominations:* Nominations will be made in accordance with unit standing operating procedure (SOP).
- (6) *Documentation:* As required by unit SOP.
- (7) *Judging:* As required by unit SOP.
- (8) *Approver:* Unit commander.
- (9) *Award:* DA Forms 1119 (Certificate of Achievement in Safety) and 1119-1 (Certificate of Achievement in Safety).

l. United States Army Aircrewmember Safety Award.

- (1) *Recipients:* U.S. Army military personnel and DA civilian employees who perform aerial flights as aircrew members.
- (2) *Eligibility requirements:* A nominee must complete at least 500 flight hours as an aircrew member in U.S. Army aircraft without experiencing a human-factor-related Class A, B, or C accident (accident classes as defined in AR 385-40). Subsequent awards will be in increments of 500 hours (for example, 1,000 hours, 1,500 hours, and so forth).
- (3) *Initiator:* Unit commander or representative.
- (4) *Nomination:* Nominations will be made according to the unit SOP, and will include a statement that the unit Aviation Safety Officer has verified safety records by checking the nominee’s DA Form 759 (Individual Flight Record and Flight Certificate—Army) and 759-1 (Individual Flight Record and Flight Certificate—Army).
- (5) *Documentation:* As required by unit SOP
- (6) *Judging:* According to unit SOP.
- (7) *Approver:* Appropriate aviation unit commander.
- (8) *Award:* DA Forms 1119 and 1119-1.

m. Other Individual Awards. Commanders at all levels will recognize safe performance displayed by individuals and units under their command through the use of DA Forms 1118 (Certificate of Merit for Safety), 1119, and 1119-1. These certificates will be signed by the unit commander and will include, at a minimum, the awardee’s name and the contribution for which the award is given.

Glossary

Section I Abbreviations

AR

Army regulation

CID

Criminal Investigation Command

CPO

civilian personnel office

CSA

Chief of Staff, U.S. Army

DOD

Department of Defense

FOA

field operating agency

FTX

field training exercise

MACOM

major Army command

MP

Military police

NCR

National Capital Region

OSHA

Occupational Safety and Health Act

PL

public law

POV

privately owned vehicle

SOPs

standing operating procedures

TDA

tables of distribution and allowances

TOE

tables of organization and equipment

USASC
U.S. Army Safety Center

Section II Terms

Accident

An unplanned event that causes death, personal injury or illness, or property damage.

Accident Class

a. Class A accident. An HQDA accident which results in a fatality, loss of property in excess of \$1,000,000, destroyed aircraft, or an injury that results in permanent total disability.

b. Class B accident. An HQDA accident which results in an injury that is deemed a permanent partial disability, the hospitalization of five or more personnel as inpatients as a result of a single occurrence, or total property damage of \$200,000 or more but less than \$1,000,000.

c. Class C accident. An HQDA accident which results in an injury that causes any loss of time from work beyond the day on which it occurred or total property damage of \$10,000 or more but less than \$200,000.

d. Class D accident. An HQDA accident which results in total property damage of \$2,000 or more but less than \$10,000.

Accident probability

An assessment of the likelihood that, given exposure to a hazard, an accident will result.

Control

Action taken to eliminate hazards or reduce their risks.

Exposure to hazard

An expression of personnel exposure that considers the number of persons exposed and the frequency or duration of the exposure.

Hazard

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

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.

Hospitalization

Admission to a hospital as an inpatient for medical treatment.

HQDA Accident

An unplanned event, or series of events, that results in damage to HQDA property, occupational illness to HQDA military or civilian personnel, injury to HQDA military personnel on- or off-duty, injury to on-duty HQDA civilian personnel, damage to public or private property, or injury to or illness of non-HQDA personnel caused by HQDA operations.

HQDA Civilian

An HQDA accepted or competitive civil service employee.

HQDA Military Personnel

All U.S. military personnel on active duty under the provisions of 10 U.S.C., Reserve Component personnel and National Guard personnel under the provisions of 32 U.S.C., Military Academy cadets, Reserve Officer Training Corps cadets when engaged in directed training activities, and foreign national military personnel assigned to HQDA are under the operational control of the HQDA.

Immediate notification

- a. For Class A & B accidents notification will be the same day upon first knowledge of the occurrence.
- b. For Class C accidents notification will be within 24 hours upon first knowledge of the occurrence.

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.

Occupational hazard

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

Off-duty

HQDA civilians and military are off-duty for accident reporting purposes when:

- a. They are not in an on-duty status; they have left the training site, Army installation, or HQDA occupied building; they are not performing official duties; and or their training period has not been completed. NOTE: Driving to and from an official duty station is considered off-duty.
- b. They are on approved leave.

On-duty

HQDA civilians and military are on-duty for accident reporting purposes when:

- a. They are physically present at any location where they are to perform their officially assigned work or while on TDY.
- b. They are being transported by DOD or commercial conveyance for the purpose of performing officially assigned work. This includes travel time in a POV to a TDY location.
- c. They are participating in mandatory physical training activities, to include Unit sports activities or other organized activities that are sponsored by the organization during normal duty hours.

Permanent total disability

Any nonfatal injury that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment. The loss or loss of use of both hands, feet, eyes, or any combination thereof as a result of a single accident will be considered permanent total disability.

Permanent partial disability

Any injury that does not result in death or permanent total disability but, in the opinion of competent

medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

- a.* Loss of teeth,
- b.* Loss of fingernails or toenails,
- c.* Loss of tip of fingers or tip of toes without bone involvement,
- d.* Inguinal hernia,
- e.* Disfigurement,
- f.* Sprains or strains that do not cause permanent limitation of motion.

Probability

The likelihood that an event will occur.

Residual risk

The level of risk remaining after controls have been identified and countermeasures selected for hazards that may result in the loss of mission completion.

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 the 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.

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 outlined in AR 385-10.

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 into HQDA 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 that could occur.

Workplace

- a.* Nonmilitary-unique workplaces and operations.
 - (1) HQDA military and civilian workplaces and operations that are similar to those of private industry.
 - (2) Examples include facilities used for and work performed in the repair and overhaul of vehicles,

aircraft, or vessels; 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, missiles and missile systems, 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; military aviation; missile operations; associated research, test, and development activities; and actions required under emergency conditions.

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

c. HQDA contractor workplace.

(1) 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 HQDA contract.

(2) HQDA 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 PL 91-596.

Workplace visit

Required at least annually to every HQDA workplace by qualified safety and health personnel or trained Collateral Duty Safety Officer. The exact nature of the visit is at the discretion of the Installation Safety Office. More frequent visits may be required based on factors such as the exposure to and potential severity of hazards, actual accident experience, special emphasis programs, changes in the organization's staffing or workplaces, or other events that increase risk of accidents and occupational illnesses. HQDA military personnel and HQDA civilian workers or their representatives are allowed to accompany the safety inspectors on these visits to assist in identifying unsafe or unhealthful working conditions. These visits will include contractor facilities in which HQDA personnel are working.

Section III Special Abbreviations and Terms

AA

The Administrative Assistant to the Secretary of the Army

AAAR

Abbreviated Aviation Accident Report

AGAR

Abbreviated Ground Accident Report

AMV

Army motor vehicle

DASAF

Director of Army Safety

HQDA

Headquarters, Department of the Army

PROM

Preliminary Report of Mishap

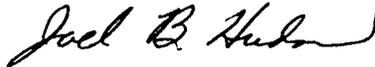
RAC

risk assessment code

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

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