

**Headquarters
Department of the Army
Washington, DC
12 October 2017**

Safety

Headquarters, Department of the Army Safety and Occupational Health Program

Applicability. This memorandum and its provisions apply to Headquarters, Department of the Army, its field operating agencies, and specific direct reporting units for which the Administrative Assistant to the Secretary of the Army exercises the same authorities as commanders of Army commands and Army service component commands, as prescribed by regulation, policy, delegation, or other issuance. The Administrative Assistant to the Secretary of the Army, for the purpose of this memorandum, is the Army commander for Headquarters, Department of the Army and its field operating agencies and specific direct reporting units, as prescribed by regulation, policy, delegation, or other issuance. Safety and occupational health for Headquarters, Department of the Army and its field operating agencies and specific direct reporting units located in the National Capital Region will fall under the responsibility of the Headquarters, Department of the Army Directorate of Mission Assurance. Any Headquarters, Department of the Army field operating agency or specific direct reporting unit located on an Army installation outside of the National Capital Region will receive support for day-to-day safety requirements from the host installation. However, the Headquarters, Department of the Army Directorate of Mission Assurance is responsible for providing safety policy and occupational health program guidance.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling laws and regulations. The Administrative Assistant may delegate this approval authority, in writing, to a division chief within the proponent agency, field operating agency, or specified direct reporting unit of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and a formal review by the activity's senior legal advisor. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25-30 for specific guidance.

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*This administrative revision, dated 4 December 2018 renames and supersedes DA Memo 385-3, dated 12 October 2017.
Note: DA Memo 385-3, dated 12 October 2017 superseded DA Memo 385-3, dated 7 June 2001.

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1. Purpose

This document implements AR 385–10 and DA Pam 385–10, and establishes the policies, responsibilities, and procedures for the Headquarters, Department of the Army (HQDA) Safety and Occupational Health Program.

2. References

See appendix A.

3. Explanation of abbreviations and terms

See the glossary.

4. Responsibilities

This paragraph identifies key roles and responsibilities to safeguard HQDA employees and resources against accidental loss. An effective HQDA Safety and Occupational Health Program requires that all employees understand and perform their safety and occupational health roles and responsibilities.

a. Administrative Assistant to the Secretary of the Army. The AASA will—

(1) Oversee the HQDA Safety and Occupational Health Program.

(2) Ensure overall compliance with the Occupational Safety and Health (OSH) Act governing a safe and healthful work environment for personnel including, but not limited to, HQDA civilians, visitors, and military personnel.

(3) Delegate managerial responsibility to the Deputy AASA.

(4) Ensure that the Chief, HQDA Safety and Occupational Health Office has reporting responsibility to the AASA.

(5) Review and approve annual HQDA Safety and Occupational Health goals.

b. Assistant Secretary of the Army (Installations, Energy and Environment). The ASA (IE&E) is the Army’s Designated Agency Safety and Health Official.

c. Deputy Administrative Assistant to the Secretary of the Army. The Deputy AASA is the designated HQDA Safety and Occupational Health Official and will—

(1) Establish goals, provide guidance, and maintain oversight of the HQDA Safety and Occupational Health Program’s plans, programs, and risk management integration.

(2) Administer a safety and occupational health program consisting of the specific safety and occupational health program elements listed in paragraph 4c of this document.

(3) Report periodically to the AASA on the status of the HQDA Safety and Occupational Health Program.

(4) Ensure necessary funding is available to maintain a comprehensive and continuous Safety and Occupational Health Program at all levels of HQDA.

(5) Ensure that the HQDA Safety and Occupational Health Office is fully staffed with qualified personnel.

HQDA Policy Notice 385-3

(6) Serve as the chair of the HQDA Safety and Occupational Health Advisory Council and ensure that the Council is properly staffed and meets at least semiannually.

(7) Encourage the use of the risk management process at all organizational levels and operations throughout HQDA.

d. Director, HQDA Directorate of Mission Assurance. The Director, HQDA Directorate of Mission Assurance will—

(1) Be responsible for the efficient and effective operation of the HQDA Safety and Occupational Health Program.

(2) Ensure training required by AR 350-1 and AR 385-10 has been developed and implemented.

(3) Brief the AASA on the state of the HQDA Safety and Occupational Health Program at least twice a year with the Chief, HQDA Safety and Occupational Health Office.

(4) Oversee the strategic planning and resource management of the HQDA Safety and Occupational Health Program.

(5) Provide guidance, oversight, advocacy, qualified personnel, and financial resources to support the workplace inspection program.

(6) Designate a qualified safety professional, in accordance with the U.S. Office of Personnel Management (OPM) and Career Program (CP) 12 requirements, as the Chief, HQDA Safety and Occupational Health Office. The Chief will serve as the primary point of contact for all aspects of the HQDA Safety and Occupational Health Program.

e. Headquarters, Department of the Army agency heads or principal officials. Each agency head or principal official will—

(1) Integrate safety and occupational health throughout all aspects of their organization.

(2) Ensure that appropriate resources, staffing levels, and organizational structure are adequate to meet the requirements of the HQDA Safety and Occupational Health Program.

(3) Make sure the risk management process is incorporated into all operations, including the development of directives, standing operating procedures, and training within their agency or organization.

(4) Ensure that processes are in place so that all accidents, injuries, and occupational illnesses are investigated and reported in accordance with DA Pam 385-40 and this memorandum.

(5) Review accident trends and types to ensure that local policies are adequate and focused on preventing similar accidents and reversing negative trends in accidents.

(6) Ensure compliance with Occupational Safety and Health Administration (OSHA) standards, completion of workplace inspections, identification of workplace hazards, and abatement of identified hazards.

(7) Ensure that the primary and alternate collateral duty safety officer (CDSO) positions are filled by qualified personnel who are appointed in writing by their directors and have completed the required training courses in accordance with AR 385-10.

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

(9) Encourage staff to participate in safety training courses.

f. Chief, HQDA Safety and Occupational Health. The Chief, HQDA Safety and Occupational Health serves as the safety and occupational health subject matter expert for the Director, HQDA Directorate of Mission Assurance and will—

(1) Provide a biannual briefing to the AASA on the status of the HQDA Safety and Occupational Health Program.

(2) Review and update all HQDA Safety and Occupational Health Office-produced directives, standing operating procedures, training, and operations to ensure that the risk management process is incorporated into them.

(3) Serve as Executive Secretary of the HQDA Safety and Occupational Health Advisory Council.

(4) Serve as the staff advisor for the day-to-day operations of HQDA Safety and Occupational Health Program.

(5) Ensure that annual safety training is conducted.

(6) Review mishap data, identify trends, and develop programs to address the trends.

(7) Manage the HQDA Safety and Occupational Health Program.

(8) Oversee the HQDA Safety and Occupational Health Program by conducting staff assistance visits as needed with each HQDA CDSO.

(9) Ensure that an HQDA safety professional conducts annual safety and occupational health inspections of all HQDA-occupied workspaces throughout the National Capital Region and selected spaces outside the National Capital Region.

(10) Collect, analyze, summarize, and disseminate accident data to the members of the Safety and Occupational Health Advisory Council.

(11) Manage the HQDA Safety Awards Program.

(12) Establish and implement an ergonomics program that meets the standards in AR 385–10.

(13) Manage the CDSO program.

(14) Provide input for developing budget requirements to meet required training, materials, and equipment to operate the HQDA Safety and Occupational Health Program as outlined by AR 385–10 and this memorandum.

(15) Participate in the Federal Employees' Compensation Act Reduction/Review Committee administered by the Civilian Personnel Advisory Center and the Office of the Administrative Assistant's Human Resource Management Directorate.

(16) Establish and maintain coordination with occupational health and medical personnel at military medical clinics throughout the National Capital Region to obtain and maintain their support for the HQDA Safety and Occupational Health Program. Use the Army Safety Management Information System program to assist in identifying employees injured in the workplace to ensure proper reporting.

(17) Create and publish the HQDA Safety and Occupational Health Plan each fiscal year. Make sure the plan is aligned with Army Safety and Occupational Health objectives.

(18) Participate in the Army's Safety and Occupational Health collaboration monthly meeting.

g. Collateral duty safety officers. The CDSOs serve as extensions of the HQDA Safety and Occupational Health Office in their respective work areas and will—

(1) Perform safety duties for their agency head or principal official in accordance with AR 385–10, DA Pam 385–10, and this memorandum.

(2) Serve as a safety advisor to the head or principal official of their respective agency.

(3) Conduct and document at least quarterly safety inspections to identify hazards in accordance with AR 385–10.

(4) Accompany a qualified safety professional from the HQDA Safety and Occupational Health Office on an annual inspection of the HQDA-occupied workspace that is the responsibility of the CDSO.

(5) Ensure that accidents, injuries, and occupational illnesses are investigated and reported in accordance with AR 385–10 and this memorandum.

(6) Coordinate and execute safety activities within their agencies.

(7) Implement safety policies as HQDA directs.

(8) Identify ergonomic hazards and coordinate with HQDA to conduct ergonomic assessments of workstations.

(9) Complete training requirements for CDSOs.

h. Headquarters, Department of the Army personnel. The HQDA personnel at all levels will—

(1) Stop unsafe acts detrimental to HQDA operations.

(2) Employ risk management in all activities and operations to prevent accidents.

(3) Notify supervisors immediately of safety hazards in the workplace.

(4) Report all accidents and near misses in their workplace as soon as possible to their supervisor, CDSO, or leader.

(5) Comply with this memorandum as well as other applicable safety regulations, including OSHA standards, AR 385–10, and DA Pam 385–10.

(6) Use all applicable personal protective equipment and protective clothing provided, including seatbelts, according to training, hazard analyses, and work instructions.

i. Headquarters, Department of the Army supervisors, agency heads, and principal officials. Supervisors, agency heads, and principal officials will—

(1) Take responsibility for the safe conduct of all work operations under their control.

(2) Maintain a safe and healthful workplace.

(3) Inspect the work area for hazards.

(4) Take necessary action to correct hazards, including contacting the HQDA Safety and Occupational Health Office to correct safety hazards they cannot fix.

(5) Notify the HQDA Safety and Occupational Health Office of all accidents as soon as possible after the accident occurs.

(6) Inform all employees of rules and regulations for safety and occupational health.

(7) Be responsible for use of risk management during planning, preparation, and execution of all operations.

(8) Be responsible for accident prevention to the same extent that they are responsible for production, service, and mission accomplishment.

(9) Ensure that HQDA employees are trained and competent to perform their work safely through on-the-job formal and informal training.

(10) Authorize and encourage the use of official time for employees to attend safety training and workshops and participate in safety-related activities.

(11) Counsel and take appropriate action with employees who fail to follow safety standards, rules, and regulations (including the use of personal protective clothing and equipment, and seatbelts).

(12) Conduct safety meetings (such as safety awareness and procedure review) with employees.

(13) Protect from reprisal all employees who identify hazards, raise safety and health concerns, or engage in authorized safety and occupational health activities.

(14) Establish procedures to ensure the prompt notification, investigation, and reporting of all accidents, injuries, and occupational illnesses.

(15) Use the performance evaluation system and counseling sessions to help ensure employee accountability for safety.

(16) Include the performance of safety and occupational health responsibilities in performance evaluation support forms.

j. Responsibilities. See additional responsibilities at paragraph 16.

5. General safety requirements

a. Headquarters, Department of the Army policy is—

(1) To reduce the risk of accidental losses, occupational illnesses, and injuries by using risk management as the principal risk reduction methodology.

(2) To instill that all managers, supervisors, military personnel, civilian workers, and contract workers are responsible for preventing accidents and workplace illnesses.

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

(1) Implement Federal, Department of Defense (DOD), and Army Safety standards to provide a safe and healthful work environment.

(2) Ensure that all HQDA employees practice risk management to prevent human errors and omissions that affect the safety and health of personnel, equipment and facilities, and hinder Army readiness and mission success.

(3) Encourage employees to report workplace hazards and ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his or her rights to report unsafe or unhealthful conditions.

(4) Achieve a high degree of safety and mission effectiveness through systematic management of inherent mission risks. Employ the risk management process to identify and manage risk to personnel, missions, operations, training, procedures, equipment, and the environment to avoid loss of life, personal injury or illness, or property loss or damage.

c. HQDA will administer a Safety and Occupational Health Program that includes these elements—

(1) General safety requirements.

(2) Strategic planning, Army Safety Program structure, Army Safety Program evaluation, councils, and committees.

(3) Accident investigation and reporting.

(4) Contractor safety.

(5) Public, family, off-duty recreation, and seasonal safety.

(6) Training requirements.

(7) Safety Award Program.

(8) Prevention of motor vehicle accidents.

(9) Safe cargo operations.

(10) Workplace safety.

(11) Workplace inspection.

(12) Industrial operational safety.

(13) Emergency planning and response.

(14) Facility reuse and closure.

(15) Electrical safety.

d. The HQDA Safety and Occupational Health Program incorporates the applicable requirements of OSHA standards; DODI 6055.01; AR 385-10; and EO 12196.

(1) When HQDA personnel work in workplaces on installations or facilities with different Department of Defense Components or other federal agencies, they are governed by OSHA standards in Title 29, Code of Federal Regulations (CFR), including approved alternate standards, as a minimum, and host-agency standards. When other agency or local standards conflict with OSHA standards, the HQDA Safety Office will refer the matter to the Deputy Under Secretary of Defense (Installations and Environment) who will resolve the matter with the appropriate regulatory official.

(2) At Joint Bases, the installation safety function is governed by the Joint Service Basing Installation Support Memorandum of Agreement between the supported component and the supporting component.

6. Safety program planning

a. The goal of the HQDA Safety and Occupational Health Program is to reduce and eliminate the number of accidents, injuries, and occupational illnesses that lead to lost mission capability and resources. To achieve this, the HQDA Safety and Occupational Health Office will develop annual strategic goals, a strategic plan, and a business plan in accordance with DA Pam 385–10.

b. Planning will focus on the HQDA Safety and Occupational Health Office's mission and vision. The strategic plan will include goals and objectives for five years, with a section that specifically addresses the focus of each year.

(1) Strategic planning will be conducted annually in preparation for the coming fiscal year.

(2) The Chief, HQDA Safety and Occupational Health Office will review the progress in implementing the plan at least quarterly.

(3) All safety goals will be prioritized based on regulatory requirements and strategic planning in accordance with DA Pam 385–10 and the Army Safety Office's strategic safety goals.

(4) All safety goals identified as not being met or completed will be assessed to determine the potential risk to the organization.

(5) The performance toward achieving the safety goals in the strategic plan will be reviewed annually with the Deputy AASA.

7. Organizational functions and structure of the Headquarters, Department of the Army Safety and Occupational Health Office

a. The HQDA Safety and Occupational Health Office will be fully funded and resourced to execute all responsibilities and functions in accordance with AR 385–10.

b. The Chief, HQDA Safety and Occupational Health Office will meet the position requirements set forth by the OPM and CP 12.

c. The HQDA Safety and Occupational Health Office will be staffed with professional safety personnel who meet the requirements for the positions as established by the OPM and CP 12.

d. The HQDA Safety and Occupational Health Office staff will be augmented by CDSOs to assist with conducting safety and accident prevention functions. Each agency will have at least one primary CDSO and one alternate. Larger or more geographically dispersed agencies may choose to have more than one CDSO. The CDSOs will—

(1) Be appointed in writing by their director or supervisor.

(2) Meet all training requirements identified in this memorandum within 90 days of their appointment.

(3) Give their duties proper priority.

(4) Coordinate activities (for example, training, inspections, accident investigations) with the HQDA Safety and Occupational Health Office.

8. Performance evaluation of the Headquarters, Department of the Army Safety and Occupational Health Program

a. The HQDA Safety and Occupational Health Office will conduct and document an annual internal evaluation of its program.

b. The office will develop key performance indicators based on the HQDA Safety and Occupational Health Program's strategic goals, strategic plan, mission, and regulatory guidance to measure the program's performance. The performance indicators will be in accordance with guidance in DA Pam 385–10.

c. The program's metrics will include both quantitative and qualitative measures to evaluate the program.

d. The office will use metrics that measure performance in a range of processes including accident rates, trends, and severity; compliance with reporting requirements; and trends in deficiencies identified during inspections.

e. The AASA will review the metrics and results at least annually as part of the oversight process.

f. Metrics and results will be shared with CDSOs and agency heads or principal officials to discuss strategies for improvement.

9. Audit of Headquarters, Department of the Army Safety and Occupational Health Program

a. The HQDA Safety and Occupational Health Office will conduct and document annual program assessments of the execution of the HQDA Safety and Occupational Health Program to measure the office's ability to effectively integrate the Army Safety and Occupational Health Program into its business processes and mission execution.

b. The HQDA Safety and Occupational Health Office will conduct these internal assessments midway between Office of the Director of Army Safety evaluations of the program (12 to 24 months after each evaluation) using the Office of the Director of Army Safety's evaluation criteria. These self-assessments will be forwarded to the Office of the Director of Army Safety no later than 30 days before the office's scheduled evaluation of the HQDA Safety and Occupational Health Program.

c. The HQDA Safety and Occupational Health Office will conduct a triennial program audit of each HQDA agency to assess the agency's effectiveness in integrating the HQDA Safety and Occupational Health Program into its respective business processes and mission execution. The HQDA Safety and Occupational Health Office will develop the audit tool, which will evaluate key safety and occupational health processes that incorporate the office's strategic plan and goals.

10. Safety council

a. The HQDA Safety and Occupational Health Office will establish the HQDA Safety and Occupational Health Advisory Council to reduce the occurrence of safety hazards and ensure a safe working environment through—

- (1) Discussing safety and occupational health issues.
- (2) Reviewing accident trends and statistics.
- (3) Promoting safety education and awareness.
- (4) Serving as a communications channel to distribute safety information.

(5) Developing corrective measures to reduce the occurrence of safety hazards and ensure a safe working environment throughout HQDA agencies.

- (6) Contributing to the HQDA Safety and Occupational Health Office's strategic plan and safety goals.

b. The HQDA Safety and Occupational Health Advisory Council will include the following structural elements:

- (1) A designee of the AASA, who will chair the Council.
- (2) The Chief, HQDA Safety and Occupational Health Office, who will serve as the secretary of the Council.
- (3) The Council will be representative of the workforce and will include HQDA leadership, CDSOs, representation from the Human Resource Management Directorate, and representation from facilities management as needed.
- (4) The council will meet at least semiannually and will publish minutes of each meeting.

11. Accident notification, investigation, and reporting

HQDA policy is to investigate and report all Army accidents to develop countermeasures to prevent similar occurrences from taking place in the future. Full and complete reporting of accidents enables the HQDA Safety and Occupational Health Office to identify accident trends and implement countermeasures to reduce or eliminate future accidents. To ensure that each accident is properly reported and investigated—

a. *Notification.* Supervisors and managers will establish procedures to ensure proper notification occurs for all employee accidents, injuries, and occupational illnesses. Procedures will be specified in each organization's standing operating procedures.

b. *Notification procedures.*

(1) Employees will immediately notify their supervisor and/or CDSO by encrypted email, phone call, or face-to-face meeting in the event of a job-related accident, injury, or illness. If the immediate supervisor or CDSO is not available, notify the next person in the supervisory chain.

(2) The supervisor and/or CDSO will notify the Chief, HQDA Safety and Occupational Health Office and the injury compensation program administrator by an encrypted email, phone call, or face-to-face meeting within 2 hours of an accident with information on all personnel involved, a description of the accident, and where and how the accident occurred.

(3) The supervisor will immediately notify the U.S. Army Combat Readiness Center for Class A or Class B Army accidents, or Class C Army aviation accidents. The notification will include information on DA Form 7305

(Worksheet for Telephonic Notification of Aviation Accident) or DA Form 7306 (Worksheet for Telephonic Notification of Ground Accident).

c. Investigations. Supervisors will investigate and report, as soon as practical after notification, any unplanned event that results in one or more of the following:

(1) Injuries or occupational illnesses.

(a) Injury or occupational illness (fatal or nonfatal) to on-duty Department of the Army (DA) Civilian personnel.

(b) Injury or occupational illness (fatal or nonfatal) to on-duty or off-duty military personnel.

(c) Injury or illness to non-Army personnel as a result of Army operations.

(d) Injuries and occupational illnesses reported by a contractor or subcontractor where accident reporting to the Army is contractually required.

(e) Injury or occupational illness to volunteers or on-duty contractors supervised by Army personnel on a day-to-day basis.

(2) Damage to Army property.

(3) Damage to public or private property caused by Army operations.

d. Accident causes. Supervisors will ensure that the causes of the accident are determined based on their investigations and that effective countermeasures are implemented or recommended to prevent future accidents.

e. Medical treatment. Injured civilian employees and military personnel should obtain medical treatment, when required. If injured personnel are unable to seek medical assistance on their own, a supervisor should be consulted for assistance. Contractor personnel will follow the guidance their company provides.

f. Investigation procedures. Accident investigations and procedures are conducted according to AR 385–10, DA Pam 385–40, and this memorandum.

g. Reporting.

(1) All accidents, injuries, and occupational illnesses will be reported, including those incidents in which no personal injury or damage was incurred, apart from those incidents that do not constitute an Army accident.

(2) All accidents are reported according to AR 385–10, DA Pam 385–40, and this memorandum.

(3) All individuals and their supervisors involved with an Army accident will use the necessary reporting forms and processes to submit information including—

(a) Utilizing ReportIt (the automated Army accident reporting website) to submit HQDA ground and manned aviation accident reports through their supervisor to the Army Combat Readiness/Safety Center (<https://reportit.safety.army.mil>).

(b) Completing a CA–1 (Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation), or a CA–2 (Notice of Occupational Disease and Claim for Compensation).

(c) Completing a CA–6 (Official Superior’s Report of Employee’s Death) form and emailing the form to the injury compensation specialist.

h. Report review. The employee’s supervisor and/or CDSO will review the information before it is submitted. If the immediate supervisor or CDSO is not available, the employee will notify the next person in the supervisory chain to carry out the review.

i. Deceased employees. In the event the employee is deceased, the CDSO will collaborate with the employee’s supervisor to immediately alert the Chief, HQDA Safety and Occupational Health Office and submit the necessary documentation.

j. In the event that the ReportIt website cannot be used.

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

(2) DA Form 285–AB (U.S. Army Abbreviated Ground Accident Report (AGAR)) can be used for all Class C through E ground accidents.

(3) Submission of the DA Form 285–AB will be according to DA Pam 385–40.

(4) The original DA Form 285–AB will be submitted to the Army Combat Readiness /Safety Center at Fort Rucker, AL. A copy will be sent to the HQDA Safety and Occupational Health Office.

(5) DA Form 2397 (U.S. Army Aircraft Accident Report) will be used for all Class A and B on-duty flight and flight-related accidents.

(6) DA Form 2397–AB (U.S. Army Abbreviated Aviation Accident Report (AAAR)) will be used for all manned aircraft ground accidents, regardless of class, and Class C, D, E, and F flight or flight-related accidents/incidents.

(7) DA Form 2397–U (U.S. Army Unmanned Aerial Systems Aerial Systems Abbreviated Report (USAIR)) will be used for all Unmanned Aircraft System aviation accidents, regardless of the class.

(8) Submission of the DA Form 2397 series will be according to DA Pam 385-40.

k. OSHA reporting. The HQDA Safety and Occupational Health Office will collect required information to meet the OSHA recordkeeping requirements, including OSHA Forms 300 and 300A.

l. Accident investigation and reporting training. The HQDA Safety and Occupational Health Office will offer all HQDA personnel training courses in accident reporting and investigation.

12. Contractor safety

Contractors must comply with applicable Federal, State, and local codes and standards, including safety and occupational health requirements, as well as any additional specific requirements invoked by the contract. To achieve this—

a. Contractors will implement a safety and occupational health program that meets the safety requirements of each contract in accordance with 29 CFR 1926 and EM 385-1-1.

b. Contracting officer representatives, in consultation with HQDA safety professionals, will develop clauses, in addition to the clauses required by the Federal Acquisition Regulation, Department of Defense Federal Acquisition Regulation Supplement, Army Federal Acquisition Regulation Supplement, and US Army Corps of Engineers Acquisition Instruction, to mitigate risk based on a risk assessment of the work to be performed.

c. HQDA Safety and Occupational Health Office will provide guidance to contracting officer representatives on monitoring contract safety and occupational health compliance.

d. HQDA safety professionals will be trained in contracting principles and procedures, and contract safety requirements and processes.

e. HQDA Safety and Occupational Health Office will conduct safety inspections of all workspaces and operations at contractor facilities where HQDA personnel are regularly employed.

f. When contractor mishap reporting is a contract requirement, the mishaps will be reported as outlined in AR 385-10, DA Pam 385-40, and this memorandum. In addition, the following will be reported to the contracting officer representative and Chief, HQDA Safety and Occupational Health Office:

(1) Injury or occupational illness to on-duty contractors.

(2) Damage to material, property, or equipment the Government provided to a contractor.

(3) Contractor accidents involving Army property and personnel.

g. HQDA construction contracts fall within the purview of EM 385-1-1, 29 CFR 1910, and 29 CFR 1926 that establish legal requirements. Construction contracts include, but are not limited to, new construction, remodeling, repair, landscaping, assembly of prefabricated structures, and so on.

h. Construction contracts will include the requirement for the contractor to have a site-specific safety plan that is tailored to the project, based on the size and complexity of the construction to be accomplished.

(1) The safety plan will explain the disciplinary process that will be followed when the contractor job inspections find violations of the safety rules. The disciplinary process should be included in employee training and reviewed during regular safety briefings.

(2) The HQDA Safety and Occupational Health Office will review the contractor's safety plan for adequacy, completeness, and compliance with OSHA standards.

i. Contracting officer representatives will conduct regular quality assurance inspections of their respective contracts which will include reviews of previous findings to verify that the contractor corrected the findings or that corrective action is progressing on schedule. If the contracting officer representative determines that the contractor is not delivering the level of safety the contract requires, the contracting officer will notify the HQDA Safety and Occupational Health Office and take necessary actions to attain improved contractor performance.

13. Public, family, off-duty recreation, and seasonal safety

The HQDA Safety and Occupational Health Office views public and family safety as important components to reducing the number of off-duty fatalities and injuries of HQDA employees and their family members. The HQDA Safety and Occupational Health Office will—

a. Emphasize the need to include risk management in the planning of, and participation in, public and family recreational programs.

b. Develop promotional programs and safety campaigns to increase awareness of the specific hazards associated with the change of seasons and celebration of holidays.

c. Encourage families to develop safety plans to help keep themselves safe during regular activities as well as unplanned events.

14. Headquarters, Department of the Army Safety Award Program

Safety awards enhance HQDA operations and improve safety awareness by recognizing and promoting individuals who have demonstrated safety achievements toward accident reduction and establishing a culture of safety throughout their organization. The HQDA Safety Program will—

- a.* Establish a safety award program to recognize individuals for their contributions and enhancements to the Safety and Occupational Health Program.
- b.* Develop criteria, policies, and procedures for nominating individuals for the award.
- c.* Develop criteria, policies, and procedures for selecting the award recipient.
- d.* Promote the safety awards program by distributing educational and marketing information through multiple channels, including a policy memorandum, safety and occupational health council, staff meetings, email, posters, and so on.

15. Training requirements

One goal of the HQDA Safety and Occupational Health Office is to ensure all employees are knowledgeable in the practical application of safety to their job as required by AR 385–10. To this end, all personnel will be provided training in those areas needed to safely and efficiently execute their tasks. The HQDA Safety and Occupational Health Office will—

- a.* Ensure training is offered to all HQDA personnel that, at a minimum, addresses—
 - (1) Personal protective equipment requirements.
 - (2) General safety requirements.
 - (3) Risk mitigation techniques and controls.
 - (4) Special safety requirements.
 - (5) Procedures for reporting and responding to accidents.
 - (6) Identification of all known and perceived hazards.
- b.* Provide risk management training to directors, managers, and supervisors and ensure that they integrate risk management into all work processes and operations.
- c.* Encourage each agency to provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee.
- d.* Provide HQDA supervisors with specialized training to enable them to properly execute their safety and occupational health leadership responsibilities.
- e.* Provide CDSOs with local safety training that will enable them to carry out their responsibilities. CDSO training should include—
 - (1) HQDA and local safety and occupational health requirements.
 - (2) Evaluation and abatement of local hazards.
 - (3) Local procedures for reporting and investigating allegations of reprisals.
 - (4) The recognition of local potential hazardous conditions and environments.
 - (5) Identification and use of OSHA, DOD, Army, and local required safety and occupational health standards.
- f.* Provide employees with, at a minimum, the following safety training courses:
 - (1) Emergency evacuation and fire prevention.
 - (2) Accident investigation and reporting.
 - (3) Hazard communication.
 - (4) Ergonomics.
 - (5) Workplace violence.
 - (6) Supervisor safety training.
 - (7) CPR/AED training.
 - (8) General electrical safety training.
 - (9) Managing workplace risk including hazard awareness, identification, and reporting.
 - (10) New employee (HQDA) safety orientation.
- g.* Utilize safety education materials including posters, pamphlets, and technical publications to promote safety.

16. Prevention of motor vehicle accidents

This paragraph establishes requirements to reduce injuries and fatalities caused by on-duty accidents involving private motor vehicles, Army motor vehicles, and Army combat vehicles. The requirements apply to all Active Duty Army military personnel at any time, all HQDA Civilian personnel in a duty status on or off a DOD installation, all personnel

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(including contractor personnel when required by their contract) in a government-owned motor vehicle, and all personnel (including contractor personnel, when required by their contract) at any time on an Army installation.

a. Responsibilities.

(1) Directors within HQDA will develop processes and procedures to—

(a) Ensure the safe operation of motor vehicles. Prescribed procedures include protecting occupants; managing driver fatigue; and prohibiting the use of headphones, earphones, listening devices, or hand-held devices.

(b) Brief all fatal and other class “A” vehicle-related accidents to the first general officer or member of the senior executive service in the chain of command.

(c) Ensure that all vehicle maintenance safety checks and required operation checks for government-owned vehicles are carried out appropriately.

(d) Collect and analyze motor vehicle operator behavior and accident data to identify where prevention efforts must be focused.

(e) Ensure that government-owned motor vehicle operators are selected, trained, tested, and licensed in accordance with to Army regulations.

(f) Provide training, education, and motivation to prevent motor vehicle accidents.

(g) Ensure that all occupants in a government-owned motor vehicle wear protective devices.

(h) Enforce all motorcycle safety requirements, including the wear of proper personal protective equipment such as helmets, eye protection, foot protection, and protective clothing.

(2) Supervisors will—

(a) Enforce performance standards and periodically assess driver performance to ensure the safety and consistency of Army vehicle operations.

(b) Encourage the use of safety restraints, specifically seat belts.

(3) Operators of government-owned or leased vehicles will—

(a) Bring any vehicle deficiency to the supervisor’s attention.

(b) Ensure that all safety equipment is present, current, and functioning.

b. Vehicle inspections. All government-owned vehicles will be required to pass a safety inspection at least annually. The safety inspection will evaluate systems for vehicle performance and exhaust emissions.

c. Motorcycle training. All Soldiers who operate motorcycles will be required to complete motorcycle training courses outlined in AR 385-10.

17. Safe cargo operations

This paragraph outlines cargo operation requirements for routine transport within HQDA. Key requirements include—

a. Cargo preparation operators will be trained in packaging procedures, material compatibility rules, and package marking and labeling appropriate to the particular type of transport and material.

b. Cargo loading operators will receive appropriate training in controlling transport unit weight and balance, and securing cargo.

c. Personnel required to handle hazardous materials (HAZMAT) cargo will receive safety training regarding—

(1) Properties and hazards of HAZMAT.

(2) Details of their responsibilities according to the transportation mode to be used.

(3) Procedures to follow in the event of a leak or spill.

d. Personnel handling HAZMAT cargo will package, label, load, and placard the transport unit according to the applicable regulations including 49 CFR Part 172.

e. A vehicle driver has the authority to refuse a load that is in violation of any safety regulation that they may be held liable for during the transport.

18. Headquarters, Department of the Army Safety and Occupational Health Program

This paragraph prescribes policy and responsibilities for implementing the occupational safety and health program mandated by Federal regulations as a means of reducing the risk of accidental losses, injuries, and occupational illnesses to the HQDA workforce. The HQDA Safety and Occupational Health Program incorporates the requirements mandated by the OSH Act and as required by EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 6055.01, AR 385-10 and DA Pam 385-10.

a. All officials at each management level in HQDA will promote strong safety programs, safe working conditions, and safe performance to prevent accidents, injuries, occupational illnesses, and loss of mission capability and resources.

b. The HQDA Safety and Occupational Health Office will develop and implement functions and written standing operating procedures to fulfill the following Army and OSHA requirements:

- (1) Ergonomics program.
- (2) Hazard Communications program.
- (3) Emergency action and fire prevention plans.
- (4) Inspecting and abating hazards.
- (5) Reporting unsafe and unhealthful conditions including the transmission of any notice of unsafe and unhealthful working conditions from the Department of Labor to the U.S. Army Combat Readiness Center.
- (6) Blood-borne pathogen procedures.
- (7) Personal protective equipment.
- (8) Confined space programs.
- (9) Fall protection requirements.
- (10) Lockout/tagout procedures.
- (11) Chemical hygiene.
- (12) Materials handling training.
- (13) Respiratory protection.
- (14) Process safety management.
- (15) Employee reports of hazards.

c. HQDA directors will ensure that the DD Form 2272 (DOD Occupational Safety and Health Protection Program) posters are displayed in areas of a workspace employees commonly access.

d. HQDA Safety and Occupational Health Program will emphasize the importance of establishing a culture of safety with a top-down approach starting with each organization's senior leadership and extending to all of the organization's employees.

e. The HQDA Safety and Occupational Health Office will conduct an annual audit of HQDA agencies to ensure that CDSO positions have been filled with properly appointed and trained personnel.

19. Workplace inspection

Under OSHA guidelines, employers are required to provide each employee with a work environment that is free from recognized hazards that are causing or are likely to cause death or serious harm. The HQDA Safety and Occupational Health Office views workplace inspections as a critical mechanism for identifying potential workplace hazards.

a. HQDA safety inspections.

(1) The HQDA Safety and Occupational Health Office will conduct annual inspections of all HQDA-occupied space throughout the National Capital Region. Evaluations will be done more frequently for operations or workplaces with higher risks or a history of elevated mishaps, for special emphasis programs, for changing operations or organizations, or for other events that indicate increased risk. The HQDA Safety and Occupational Health Office will prepare a written report, using risk assessment categories to indicate severity, for each agency.

(2) A safety professional from the HQDA Safety and Occupational Health Office will conduct annual safety and occupational health inspections independently of any other type of inspection.

(3) The HQDA Safety and Occupational Health Office will interview CDSOs during the annual inspection at each agency to ensure that the agency is integrating the safety program into its respective mission and business processes.

(4) The CDSO (or designee) will escort the HQDA safety professional throughout the inspection. The CDSO will take notes on all findings and, whenever possible, correct any identified deficiencies on the spot.

(5) All deficiencies will be corrected within 30 days of receipt of the inspection report. A plan of action will be submitted to the HQDA Safety and Occupational Health Office for deficiencies that cannot be corrected within 30 days.

(6) The HQDA Safety and Occupational Health Office will submit the written inspection report to the CDSO and executive officer of the agency or organization it inspected.

b. Medical surveillance.

(1) The HQDA Safety and Occupational Health Office will identify all worksites that require medical screening or are high-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.

(2) Industrial hygiene surveys will be completed in all worksites where hazardous materials are used or other conditions indicate surveys are necessary because of potential occupational health hazards.

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(3) All new employees who will be working in hazardous areas will complete an initial physical examination before 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 the job.

c. Hazard reporting.

(1) Each agency will develop procedures for employees to report hazards.

(2) Hazards can be reported in writing, verbally, through inspection reports, or via DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). The communication can be done anonymously.

(3) Employees should submit reports of hazards to their supervisor and the HQDA Safety and Occupational Health Office.

(4) If a hazard is identified that poses imminent danger, the first-line supervisor and activity head should be notified immediately and the DA Form 4753 (Notice of Unsafe or Unhealthful Working Condition) should be completed and submitted to the Chief, HQDA Safety and Occupational Health Office. The DA Form 4753 will be posted at the site of the hazard, and all activities in the area of the hazard will cease until the hazard has been abated.

d. Procedures. Standing operating procedures for hazardous operations are used to limit hazards and are required for all complex tasks or tasks that involve hazardous materials.

e. OSHA inspection and other evaluations. OSHA and National Institute for Occupational Safety and Health officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of DOD workplaces except for uniquely military workplaces and operations, and nonmilitary-unique workplaces staffed exclusively by military personnel.

f. OSHA reporting.

(1) The Chief, HQDA Safety and Occupational Health Office is responsible for OSHA reporting.

(2) Agency managers and supervisors may be required to report information to OSHA as required.

20. Industrial operational safety

HQDA policy is to maintain an effective Safety and Occupational Health Program that works to improve operational readiness and reduce the cost of industrial operations, including activities contributing to the development, testing, procurement, deployment, and logistical support of Army equipment. To achieve this—

a. Supervisors will develop standing operating procedures for all industrial operations according to the requirements of AR 385-10. Accordingly—

(1) Supervisors will train employees and enforce all requirements of the standing operating procedure.

(2) Supervisors and employees will indicate that they have read and understand the standing operating procedure.

b. Industrial operations supervisors in HQDA will develop an accident prevention and response plan for each activity under their control in accordance with AR 385-10.

c. Supervisors will document that all employees have sufficient training, licensure, qualification, and experience before assigning them to a particular job or activity. Only licensed and trained personnel are authorized to operate machinery, motor vehicles, and materials handling equipment.

d. Supervisors will ensure that all OSHA guidelines are met regarding the storage of hazardous material, use of personal protective equipment, fire protection, machine safeguarding, exits and egress, and lockout/tagout procedures.

e. After action reports are a significant part of the Army's process for documenting and sharing lessons learned.

(1) The after action report will be a factual statement of what worked or did not work and will contain recommendations for improving accident prevention planning for operations.

(2) When used in conjunction with documenting an accident, the after action report will identify all factors that contributed to the accident, including both those that can be controlled (such as training of personnel and use of proper safety equipment) and those beyond direct control (such as the weather).

(3) Appropriate recommendations will be included in the after action report.

21. Emergency planning and response

Each building that houses HQDA employees will maintain an occupant emergency plan and response protocols compliant with the National Response Framework, the National Incident Management System, AR 525-27, and OSHA guidelines. Accordingly—

a. The occupant emergency plan will be designed to address immediate response actions to protect life, health, and property and to restore normal operations after an emergency.

b. The occupant emergency plan will be signed by the designated official of the applicable building.

c. The designated official will ensure that the occupant emergency plan is updated annually and will provide the updated plan to the HQDA Emergency Management Program Manager.

d. Risk management will be applied to all emergency response scenarios to identify the appropriate equipment and response needed to maximize the effectiveness of the occupant emergency plan.

22. Electrical safety program

HQDA will integrate Federal electrical safety standards, techniques, and procedures into its operations to mitigate the risk of electrical-related accidents, injuries, and death. To this end, HQDA will ensure that—

a. Electrical hazards are mitigated to the lowest possible risk level in all operations, including all HQDA office areas, recreational areas, construction zones, and vehicles.

b. Electrical risk evaluations are included in risk management, job safety analyses, and annual safety and occupational health inspections, as appropriate.

c. Leaders throughout HQDA will enforce electrical safety requirements and ensure that risk management is applied to mitigate electrical-related hazards.

d. Directors and managers within HQDA will include electrical safety in safety and occupational health policies and training that emphasizes the prevention of electrical-related accidents in their organization.

e. Supervisors of HQDA electrical-related operations will ensure that they develop standard electrical safety operating procedures and update them accordingly.

f. Supervisors are responsible for ensuring that all required electrical safety training is completed (general and specific training) and will document staff members who attend training.

g. The HQDA Safety and Occupational Health Office will offer general electrical safety and awareness training to all HQDA employees as an element of the HQDA safety and occupational health training program.

23. Facility reuse and closure

It is often necessary to close or reuse portions of facilities to support new or shifting missions. When this occurs, specific requirements outlined in AR 385–10 must be followed to document, identify, evaluate, and remediate contamination resulting from past Army activities. HQDA policy is to—

a. Consider the prior uses of land that is being closed or reused to ensure that its reuse does not endanger future operations, personnel, or the public.

b. Respond immediately to the identification of biological warfare material, recovered chemical warfare material, radioactive material, or munitions and explosives of concern from past DOD activities.

c. Ensure that each agency develops a process to maintain records (such as safety data sheets) of locations and information on all used and stored hazardous materials.

d. Ensure that testing is conducted at sites where radiological contamination is possible to determine the existence of such contamination.

e. Ensure that all closure and reuse operations are carried out in a manner that minimizes risk of injury or illness to employees and contractors.

Appendix A

References

Section I

Required Publications

AR 385-10

The Army Safety Program (Cited in para 1.)

DA Pam 385-10

Army Safety Program (Cited in para 1.)

DA Pam 385-40

Army Accident Investigations and Reporting (Cited in para 4e(4).)

DODI 6055.01

DOD Safety and Occupational Health (SOH) Program (Cited in para 5d.)

Section II

Related Publications

AR 25-30

Army Publishing Program

AR 350-1

Army Training and Leader Development

AR 525-27

Army Emergency Management Program

Army Corps of Engineers Acquisition Instruction

Army Corps of Engineers Acquisition Instruction

Army Federal Acquisition Regulation Supplement

Army Federal Acquisition Regulation Supplement

DA Pam 385-1

Small Unit Safety Officer/Noncommissioned Officer Guide

DA Pam 385-26

The Army Electrical Safety Program

DA Pam 385-30

Risk Management

Department of Defense Federal Acquisition Regulation Supplement

Department of Defense Federal Acquisition Regulation Supplement

DODI 6055.04

DOD Traffic Safety Program

DODI 6055.07

Mishap Notification, Investigation, Reporting, and Record Keeping

EM 385-1-1

U.S. Army Corps of Engineers Safety and Health Requirements Manual

EO 12196

Occupational safety and health programs for Federal employees

Federal Acquisition Regulation

Federal Acquisition Regulation

Federal Employees' Compensation Act

Federal Employees' Compensation Act

PL 91-596

Occupational Safety and Health Act of 1970

29 CFR 1910

Occupational Safety and Health Standards

29 CFR 1926

Safety and Health Regulations for Construction

29 CFR 1960

Basic Program Elements for Federal Employees OSHA

29 CFR 1960.31

Inspections by OSHA

29 CFR 1960.35

National Institute for Occupational Safety and Health

49 CFR Part 172

Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans

31 USC 1101

Definitions

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the APD website (<http://armypubs.army.mil/>); DD Forms are available on the OSD website (<http://dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); DOL Forms are available on the U.S. Labor Department website (<https://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>).

DA Form 285

U.S. Army Accident Report

DA Form 285-AB

U.S. Army Abbreviated Ground Accident Report (AGAR)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2397

U.S. Army Aircraft Accident Report

DA Form 2397-AB

U.S. Army Abbreviated Aviation Accident Report (AAAR)

DA Form 2397-U

U.S. Army Unmanned Aerial Systems Aerial Systems Abbreviated Report (USAIR)

DA Form 4753

Notice of Unsafe or Unhealthful Working Condition

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthful Working Condition

DA Form 7305

Worksheet for Telephonic Notification of Aviation Accident

DA Form 7306

Worksheet for Telephonic Notification of Ground Accident

DD Form 2272

DOD Occupational Safety and Health Protection Program

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

OSHA Form 300

Log of Work-Related Injuries and Illnesses

OSHA Form 300A

Summary of Work-Related Injuries and Illnesses

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

AR

Army regulation

ASA (IE&E)

Assistant Secretary of the Army (Installations, Energy and Environment)

CDSO

collateral duty safety officer

CFR

Code of Federal Regulations

CP

Career Program

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DOD

Department of Defense

HAZMAT

hazardous material

HQDA

Headquarters, Department of the Army

OPM

Office of Personnel Management

OSH

Occupational Safety and Health

OSHA

Occupational Safety and Health Administration

PL

Public Law

Section II

Terms

Accident

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

Audit

A process of collecting information about an organization's Safety and Occupational Health management system, making judgments about its adequacy and performance, and identifying the strengths and weaknesses of the safety and occupational health program as implemented by the organization.

Business plan

A comprehensive document that clearly describes how the safety office intends to obtain their strategic goals and objectives. It describes how they will execute their programs and processes, manage funding and manpower, and interface with other organizations to achieve those goals.

Competent person

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees and has the authority to take corrective actions

Contracting officer representative

An individual authorized in writing by the contracting officer to perform specific technical or administrative contract functions.

Control

An action taken to eliminate hazards or reduce their risks.

Ergonomics

The field of study that seeks to fit the job to the person rather than the person to the job. Ergonomics includes the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace.

Federal Employees' Compensation Act (FECA)

Provides federal employees injured in the performance of duty with workers' compensation benefits, which include wage-loss benefits for total or partial disability, monetary benefits for permanent loss of use of a schedule member, medical benefits, and vocational rehabilitation.

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.

HQDA mishap

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 caused by HQDA operations, or injury to or illness of non-HQDA personnel caused by HQDA operations.

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 environments that create a potential for producing occupational injuries or illness.

Occupational illness

Non-traumatic physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; for example, exposure to toxins, poisons, fumes; or other continued and repeated exposures to conditions of the work environment over a long period of time. Includes any abnormal physical or psychological condition or disorder resulting from an injury, caused by long or short-term exposure to chemical, biological, or physical agents associated with the occupational environment. For practical purposes, an occupational illness is any reported condition that does not meet the definition of an injury.

Off-duty

Department of the Army 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; they are not performing official duties; and or their training period has been completed.

Note. Driving to and from an official duty station is considered off-duty.

b. They are on approved leave.

On-duty

Department of the Army 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 temporary duty.
- b. They are being transported by DOD or commercial conveyance for the purpose of performing officially assigned work. This includes travel time in a privately-owned vehicle to a temporary duty location.
- c. They are participating in mandatory physical training activities, to include organized activities that are sponsored by the organization during normal duty hours.

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 the combination of probability of occurrence and severity of consequence.

Risk management

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

Safety and Occupational Health Program

The practices for protecting individuals from harm and loss of resources due to hazards or errors in all operations, and for military personnel at all times.

Section III

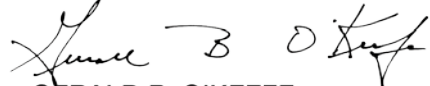
Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

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GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

Distribution:

This publication is available in electronic media only and is intended for Headquarters, Department of the Army and its field operating agencies.