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UNITED STATES ARMY GARRISON SCHWEINFURT  
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USAG-SWF Regulation 385-1

Safety

THE USAG SCHWEINFURT SAFETY AND OCCUPATIONAL HEALTH PROGRAM

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**Summary.** This regulation prescribes policies, procedures, and responsibilities for the United States Army Garrison (USAG) Safety Program. It defines programs for institutionalizing the Schweinfurt Safety Program to maintain and protect the workforce and conserve resources.

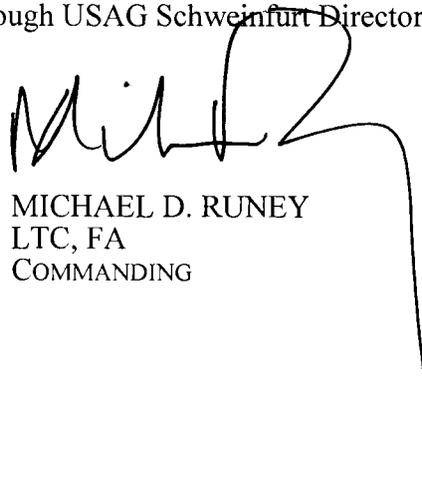
**Applicability.** This regulation applies to all military units, organizations, and authorized individuals and agencies.

**Supplements.** Supplements to this regulation are prohibited without prior approval from the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

**Interim changes.** Interim changes to this regulation are not official unless the Director of Human Resources authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This regulation's proponent agency is USAG Schweinfurt and users are invited to send comments to the USAG Schweinfurt ATTN: IMSW-SO, APO AE 09033.

**Distribution.** This regulation is distributed through USAG Schweinfurt Directorate of Human Resources.



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## **CHAPTER 1 GENERAL**

### **1-1. References.**

Required and related publications are listed in appendix A.

**1-2. Purpose.** This regulation prescribes policies, procedures, and responsibilities for governing the United States Army Garrison (USAG) Schweinfurt Safety Program. It provides Schweinfurt-specific requirements to supplement the Army Safety Program responsibilities defined in AR 385-10 (Army Safety Program) and DA Pam 385-10 (Army Safety Program), and incorporates the requirements of the Occupational Safety and Health Act of 1970. This regulation will assist Schweinfurt leadership and military and civilian employees in protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture. The objective of the Schweinfurt Safety Program is to institutionalize safety and risk management processes in Schweinfurt installation operations, systems, doctrine, and training. The Schweinfurt Safety Program is based on the key elements of leadership, management commitment, employee involvement, and continuous process improvement.

**1-3. Applicability.** This regulation applies to all assigned, attached, and tenant units and activities within the USAG Schweinfurt to include Non-Appropriated Fund (NAF) activities.

### **1-4. Procedures.**

a. This regulation establishes minimum requirements for an effective safety program throughout the USAG Schweinfurt. It does not preclude subordinate commanders and supervisors from prescribing additional requirements to meet their particular needs.

b. This Headquarters will exercise supervision over the USAG Schweinfurt safety program and ensure its implementation.

c. Safety Officer (USAG Schweinfurt Commander): Has the overall responsibility for implementation, supervision, and enforcement of the USAG Schweinfurt safety program.

d. USAG Schweinfurt Safety Manager: Acts as an advisor and assistant to the USAG Schweinfurt Commander on all matters pertaining to safety and occupational health. He is responsible for the establishment and coordination of the USAG Schweinfurt safety program. This includes, but is not limited to, performance of the following functions:

(1) Performs safety inspections of all facilities and operations under supervision and control of the USAG Schweinfurt, recommends corrective actions to eliminate and/or control safety deficiencies and health hazards, and maintains written reports of inspection results and abatement actions.

(2) Conducts courtesy inspections and reviews and evaluates unit safety programs when requested.

(3) Establishes an OSHA program for USAG Schweinfurt personnel and monitors its implementation (chapter 2).

(4) Monitors the safety awards program for USAG Schweinfurt personnel (chapter 7).

(5) Identifies high risk areas throughout the installation.

- (6) Initiates Facilities Engineering Work Request on all new safety related projects.
  - (7) Reviews construction designs, drawings, contracts, and specifications for compliance with safety standards and regulations, and attends planning meetings.
  - (8) Prepares statistical reports, reviews and processes accident reports, disseminates accident data and safety related information.
  - (9) Coordinates the USAG Schweinfurt Safety Council.
  - (10) Assists commanders and activity directors/managers in the implementation of their safety program.
  - (11) Determines the need for personal protective clothing and equipment (PPE) and assists supervisors to select appropriate items (chapter 5).
  - (12) Establishes a Hazard Communication program for the USAG Schweinfurt activities and monitors its implementation. Assists tenant unit commanders to establish and implement this program within their units (chapter 3).
  - (13) Monitors the Medical Examination program for USAG Schweinfurt employees (chapter 4).
  - (14) Monitors the Range Safety program (chapter 8).
  - (15) Establishes an installation wide Radiation Protection program focused on emergency procedures, and maintains an inventory of radioactive items (chapter 10).
  - (16) Provides advice and assistance to safety officers/ NCOs and safety representatives.
- e. Tenant Unit Commanders: Unit Commanders are responsible for establishment and execution of the Army Safety Program within their units, to include the following:
- (1). Development of Standing Operating Procedures IAW guidelines and instructions of their higher headquarters.
  - (2) Appointment of unit safety officers/NCOs. A copy of the appointment orders will be forwarded to the USAG Schweinfurt Installation Safety Office (ISO).
  - (3) Ensuring that safety violations/deficiencies noted during inspections are corrected, and that the USAG Schweinfurt ISO is provided a written report of corrective actions.
  - (4) Establishment of a Unit Safety Council.
  - (5) Implement Risk Management into guidance, directives, standard operating procedures, training, and education (chapter 23).
- f. USAG Schweinfurt Activity Directors/Managers: Each director/manager is responsible for the implementation and execution of the USAG Schweinfurt Safety Program within his/her area of responsibility. All directors/managers will:
- (1) Incorporate safety requirements within the standing operating procedures of their activities/organizations.

(2) Appoint an individual as the directorate/activity safety representative if the organization has 20 or more employees. A copy of the appointment orders will be forwarded to the USAG Schweinfurt ISO.

(3) Ensure that safety representatives are provided ample time to perform their safety related duties (chapter 13).

(4) Implement Risk Management into guidance, directives, standard operating procedures, training, and education (chapter 23).

g. Supervisors: Supervisors at all levels are responsible for the safety and occupational health of their subordinates. All supervisors will:

(1) Inspect workplaces, to include tools and Personnel Protective and Equipment (PPE) regularly. Inspections must be documented in writing, inspection documents will be checked by the USAG Schweinfurt Safety Manager during safety inspections.

(2) Correct and eliminate safety/health hazards within their area of responsibility.

(3) Immediately report safety/health hazards to the commander/director if correction is beyond the supervisor's capabilities.

(4) Establish safety SOPs and/or job safety standards, and enforce safe working procedures among their personnel.

(5) Provide training and safety briefings to all personnel and maintain safety and occupational health records for all employees (chapter 2).

(6) Implement Risk Management into all operations, standard operating procedures, training, and education (chapter 23).

(7) Only assign qualified and properly trained workers to perform hazardous jobs, or to work in isolated or confined spaces.

(8) Investigate accidents and prepare and process accident reports. Inform employees about reporting procedures for On-The-Job accidents and occupational diseases (chapter 6).

(9) Ensure that required PPE is provided and used (chapter 5).

h. Safety Officers/NCOs, Safety Representatives:

(1) The primary function is to help and assist commanders/directors to execute their safety responsibilities, and to monitor compliance with safety and occupational health regulations.

(2) Unit safety officers/NCOs will accomplish duties and responsibilities as directed by their chain of command.

(3) USAG Schweinfurt activity safety representatives will accomplish duties and tasks listed in chapter 13.

g. Employees: Every employee is responsible for his/her safety. This includes, but is not limited to, the following:

- (1) Compliance with established safety rules and regulations, to include shop SOPs, operator manuals, material safety data sheets, and common safe work practices.
- (2) Daily inspection of equipment, tools, machinery, and PPE prior to use.
- (3) Reporting of safety and health hazards and deficient equipment to the supervisor.
- (4) Use of required/mandatory PPE.
- (5) Attendance of safety training/briefings.
- (6) Reporting of accidents/injuries and occupational illnesses to the supervisor.
- (7) Proper/safe use of equipment and machinery.

#### **1-5. Safety Council Meeting.**

- a. The USAG Schweinfurt Safety Council will meet quarterly or as directed by the USAG Schweinfurt Commander.
- b. The purpose of the council is to review accident data, establish accident prevention measures, and discuss safety related problems and deficiency abatement actions.
- c. The USAG Schweinfurt Safety Manager will coordinate the meetings and maintain written meeting minutes.
- d. Safety Council Members will be nominated by unit commanders and the Garrison Commander.

**1-6. Accident Reporting Procedures.** Chapter 6 prescribes requirements and procedures for investigating and reporting accidents.

#### **1-7. Inspection.**

- a. The USAG Schweinfurt Safety Manager will conduct periodic Standard Army Safety and Occupational Health Inspections (SASOHI) of all facilities and operations under control and supervision of the USAG Schweinfurt. Unit safety programs will not be inspected and evaluated unless requested by the unit commander. The inspections may be announced or unannounced.
- b. The purpose of the SASOHI is to discover unsafe acts/ conditions that pose a danger to the work force or Army material and equipment and to recommend corrective actions. "Grades" (e.g. pass/fail) will not be assigned.
- c. Management and/or employee representatives will be asked to escort the USAG Schweinfurt Safety Manager throughout the inspection and will be made aware of any discrepancies and recommended corrective actions. During inspections of tenant units the unit safety officer/NCO should escort the Safety Manager.
- d. The Works Council will be notified about inspections of USAG Schweinfurt activities and is encouraged to designate a representative to participate in the inspection.
- e. Inspection frequencies are as follows:

(1) Ammunition/Explosives storage facilities	annually
(2) Offices/admin areas	annually
(3) Shops/warehouses	semiannually
(4) Schools/Child and Youth Services	quarterly
(5) Ranges	quarterly
(6) Schools	semiannually
(7) Other inspections	as requested

f. Written reports will be provided through the Garrison Commander to the appropriate commander/director. Written response, to include corrective actions taken/planned will be forwarded to the USAG Schweinfurt ISO no later than the suspense date.

**1-8. Personnel Protective Equipment.** Chapter 5 provides information and guidance about PPE.

**1-9. Medical Treatment in Case of Injury.**

a. Military personnel will receive medical treatment IAW Army policies and procedures.

b. US civilian personnel will be referred to the Schweinfurt Health Clinic for medical treatment in case of an On-The-Job injury. The employee's supervisor will authorize free medical treatment by providing CA Form 16 (AF personnel) or LS Form 1 (NAF personnel) to the employee.

c. Local National employees will be referred to an authorized German D-Doctor (Durchgangsarzt) for treatment of On-The-Job injuries. A D-Doctor list is provided at appendix b.

d. Supervisors are responsible to make arrangements for transporting injured employees to the Dispensary, D-Doctor, or Klinikum by either calling an ambulance or designating a co-worker to drive the injured employee (if injuries permit).

e. Supervisors will ensure that only trained personnel administer first aid treatment, and that the treatment is recorded in a first aid log/book.

**1-10. Occupational Health/Medical Examinations.**

All employees, exposed to health hazards at their workplace, need to be enrolled in the occupational medical treatment program with the Occupational Health Nurse. The purpose of this program is to ensure that employees are physically fit for the job and to prevent occupational illnesses (see chapter 4).

**1-11. Prevention of Privately Owned Vehicle Accidents.** Measures and controls governing the prevention of motor vehicle accidents are established in chapter 16.

a. Military personnel will be enrolled in the medical examination program IAW Army and USAREUR instructions. The unit commander is responsible for implementation and compliance.

b. Chapter 4 is applicable for USAG Schweinfurt civilian employees.

## **CHAPTER 2 SAFETY AND OCCUPATIONAL HEALTH**

**2-1. Employee's Right to Complain.** In accordance with 29 CFR 1960.28 and 29 CFR 1960.46 all federal employees, military and civilian, and/or their representatives have the right to report and request inspections of unsafe or unhealthy working conditions without fear of reprisal from management.

**2-2. Purpose.** The purpose of this chapter is to establish policies and procedures to ensure a high quality Safety and Occupational Health (SOH) program, which meets both Army and host nation safety requirements, and incorporates APIC standards.

**2-3. Applicability.** This chapter applies to activities and employees of the USAG Schweinfurt only. Tenant unit commanders, and managers of supporting activities will establish their own SOH programs PER guidelines and directives established by their higher headquarters.

### **2-4. Procedures.**

- a. The USAG Schweinfurt Commander has the overall responsibility for safety and occupational health.
- b. The USAG Schweinfurt Safety Staff will assist and advise the USAG Schweinfurt Commander, directors/managers, supervisors at all levels, and all employees about all SOH issues.
- c. Activity Directors/Managers are responsible for implementing the USAG Schweinfurt SOH Program within their activities, and to monitor and ensure compliance with established standards and procedures.
- d. Division/Branch Chiefs are responsible for implementing the USAG Schweinfurt SOH Program within their areas of responsibility, and to supervise and monitor compliance with established standards and procedures. They will execute this responsibility, as described in this appendix, and support first-line Supervisors in the execution of their duties and responsibilities.
- e. First-line Supervisors are responsible for safety and occupational health of their subordinate employees. They will execute their duties and responsibilities as described in this appendix. First-line supervisors will take appropriate action to enforce compliance with SOH standards and regulations.
- f. Employees are responsible for their own safety and health, as well as for the safety of others, who might be exposed to safety hazards as a result of their operations. This includes, but is not limited to the following:
  - (1) Compliance with SOH Standards and the requirements of this appendix.
  - (2) Use of personnel protective clothing and equipment issued to them.
  - (3) Securing the workplace/area to ensure others are not exposed to hazards arising from operations.

- (4) Not following any directives that result in a violation of safety regulations.

## **2-5. Annual Safety Work Plan.**

a. The USAG Schweinfurt Safety Staff will establish an annual safety work plan, and revise and update the plan quarterly. The following will be included:

- (1) The annual Safety Inspection Schedule.
- (2) Program improvement proposals, and milestones.
- (3) The Safety Training Schedule.
- (4) Tentative dates for Safety Council Meetings.
- (5) Special Campaigns, as directed by higher headquarters.

b. At the safety council USAG Schweinfurt Safety Staff will brief the following:

- (1) Inspection results.
- (2) Training provided.
- (3) Accident statistics.
- (4) Safety Performance Evaluation Results.
- (5) Program improvements.
- (6) Employee complaints about unsafe/unhealthful working conditions.
- (7) Any other relevant issues.

**2-6. Employee Selection and Qualification.** Employees must be properly trained and instructed, as well as physically fit for their job ensuring they can accomplish their work without endangering themselves or others.

a. Directors/Managers and Division/Branch Chiefs will ensure that specific and refresher training is included in annual training plans, and that training is funded and provided.

b. Supervisors will assign critical tasks only to dependable employees who are properly trained, briefed, and physically fit for the task.

c. The selecting official must identify physical position requirements and coordinate with CPAC and through ISO with occupational health nurse that required pre-employment medical examinations are conducted before an internal assignment to a new job.

d. Supervisors will consider recommendations from work physicians when selecting/hiring employees.

## **2-7. Safety Information, Training, and Communication.**

a. Supervisors will:

(1) Establish a written safety training plan for all employees based on the Job Hazard Analysis (JHA).

(2) Provide a 1-hour safety briefing to all new employees on their first day of work. The following topics will be briefed and documented:

(a) The activity's Pre-Accident Plan.

(b) Applicable Safety Standards.

(c) Requirements for PPE.

(d) The USAG Schweinfurt SOH Program.

(e) Hazard Reporting.

(f) Accident reporting procedures.

(g) Environmental Protection Requirements.

(h) Online employee report of alleged unsafe and unhealthful working condition (DA Form 4755). <http://www.schweinfurt.army.mil/support/safety/reporting.htm>.

(3) Regularly conduct and document safety training for employees. In addition, valuable safety training courses are available at <https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> (launch "Specialized Safety Training"). Each supervisory safety training event should be no longer than 10 minutes, include hands-on activities, and address a hazard specific to the workplace or job under the supervisor's control.

(4) Identify specific training needs, the need for refresher training, and ensure that training is provided. Examples for specific training are forklift operator training, "asbestos training", hazardous cargo driver license, winter driving, office ergonomic, HAZCOM etc.).

(5) Conduct briefings prior to tasks requiring work permits.

(6) Ensure that all newly hired employees attend the mandatory new employee's orientation training within 1 month after assumption of work.

b. Division/Branch Chiefs will:

(1) Ensure that specific and refresher training is included in annual training plans, and that training is funded and provided.

(2) Meet with their subordinate supervisory personnel at least semi-annually to discuss safety issues. Meeting minutes must be kept on file.

(3) Attend at least one supervisory training event per year to evaluate the quality of the briefings provided.

(4) Conduct safety briefings prior to critical tasks.

c. The USAG Schweinfurt ISO will:

(1) Evaluate the safety training plan, provided by the activity.

(2) Assist supervisors in conducting specific training.

(3) Share available training material with supervisors.

(4) Provide for new employees mandatory safety training (basic safety, composite risk management training, employees safety training, accident avoidance training).

d. The USAG Schweinfurt Safety Council will meet at least quarterly to discuss accident data, and progress of the USAG Schweinfurt SOH program. The Safety Manager will coordinate the meetings and prepare/ publish meeting minutes. The meeting composition will be directed by the USAG Schweinfurt Commander (appointment orders).

## **2-8. Procurement of Supplies, Equipment, and Services.**

a. Procurement of supplies listed below must be coordinated with the Environmental Protection Office (EPO), the Fire Department, and/or the ISO. The ISO will act as a single POC and coordinate with the Fire Department and the Environmental Office.

(1) Hazardous material.

(2) Tools and machines.

(3) Personnel protective equipment.

(4) Fire suppression and fire alarm systems.

(5) Material storage cabinets and containers.

(6) Office desks and chairs.

b. Management officials must coordinate contracts for services/work with the Environmental Office, the Fire Department, and the ISO.

c. Drawings and specifications for major renovation projects, and/or new construction will be provided to the Environmental Office, Fire Department, and the ISO for review and comments.

d. Management officials initiating procurement actions must have [written] concurrence from the Environmental Office, the Fire Department and the ISO.

## **2-9. Inspections.**

a. The USAG Schweinfurt Safety Staff will conduct announced and unannounced inspections of all USAG Schweinfurt activities and workplaces. Administrative areas will be inspected annually and hazardous areas semi-annually. Inspection results will be sent to the Director/Manager for information and corrective action.

b. Division Chiefs will conduct follow-up inspections within 6 weeks after receipt of the safety inspection report to ensure that corrective actions have been taken.

c. Supervisors will inspect all workplaces, tools and equipment monthly. Results will be recorded and forwarded to the Division Chief. An info copy will be send to the ISO.

d. Supervisors will establish an equipment maintenance and inspection plan and maintain the inspection logs.

e. The DPW is responsible for ensuring that fixed equipment (e.g. cranes, elevators, fire suppression systems, compressors, machines, etc.) is inspected by authorized personnel in accordance with host nation standards, and Army regulations. Required Inspection Record Books will be maintained at DPW O&M or the Fire Department (whichever applies).

## **2-10. Hazard abatement plan.**

a. Unit commander/supervisors will report all alleged facility hazards RAC I and RAC II, which cannot be corrected by the unit/supervisor, to the ISO immediately after detection.

b. The ISO will assess the risk within 24 hrs. and prepare a work order request, DA Form 4283 and forward it to DPW for correction. If the hazard cannot be fixed with a service order request (SO) or within the budget, ISO will prepare DA Form 4752 (notice of unsafe working condition) and forwarded to the unit commander/supervisor. The hazard will be entered into the installation hazard abatement plan, DA Form 4756. The hazard abatement plan will be provided to the USAG Schweinfurt Commander for approval. The hazard abatement plan will regularly be reviewed by the ISO.

c. DPW will ensure that facility hazards RAC I and II are assigned the highest possible priority.

## **2-11. Safety Regulations/SOPs.**

a. Supervisors will establish safety, fire prevention, and environmental protection SOPs for their activity/shop. SOPs must be coordinated with and approved by the ISO, the Environmental Office, the Fire Department, and the Works Council (for activities with Local National employees). SOPs will be provided in German for German employees.

b. Supervisors will ensure that employees have access to applicable safety regulations, SOPs, material safety data sheets, and any other pertinent info.

c. Division/Branch Chiefs will prepare and coordinate required work permits and brief employees prior to the start of work.

d. Division/Branch Chiefs will ensure that work performed by employees from different shops/activities is coordinated and supervised.

**2-12. Job Hazard Analysis (JHA).** Supervisors will conduct JHAs for all work areas/work places and document the results. JHAs will be updated annually and/or if the work procedures are changed. A copy of the JHAs will be forwarded to the ISO. The ISO will assist and advice upon request.

**2-13. Pre-Accident Plan.**

a. Each USAG Schweinfurt Activity will establish a Pre-Accident plan.

b. Emergency/Pre-Accident plans will be posted in the hallways of each building or shop occupied by USAG Schweinfurt employees.

c. Building/unit fire marshals or activity safety representatives, will brief all occupants about the emergency plan at least semi-annually and will conduct fire drills as directed by the Fire Chief.

d. Emergency plans will provide information about the following situations:

(1) Fires.

(2) Accidents/injuries.

(3) Bomb Threats.

(4) Hazardous material spills (if needed).

e. 5% of the employees in administrative areas and 10% of employees working in hazardous areas but at least one individual will be trained in first aid measures. Division chiefs will identify personnel who need to be trained and will coordinate training with the ISO. The name(s) of personnel trained in first aid will be posted on the emergency plans.

f. Supervisors will ensure that first aid kit/equipment is available and inspected monthly. The location of the first aid kit/equipment will be posted on the emergency plan.

g. Employees working with hazardous material will be trained in spill prevention and cleanup procedures. Supervisors will coordinate training with the Environmental Protection Office.

h. Firefighting equipment will be posted as directed by the Fire Chief. The building/unit fire marshal will inspect fire extinguishers monthly and will ensure annual inspection at the fire station.

## **CHAPTER 3 HAZARD COMMUNICATION**

**3-1. Purpose.** This chapter establishes procedures for storage, use, and disposal of hazardous material to minimize employee exposure to health hazards arising from hazardous material, prevent occupational illnesses and diseases and protect the environment.

**3-2. Applicability.** This chapter applies to all units/activities assigned or attached to the USAG Schweinfurt.

**3-3. Policy.** Soldiers and civilian personnel, who work with or are exposed to hazardous material will have access to information on chemicals that are used in the work place.

### **3-4. Procedures.**

a. USAG Schweinfurt Commander has the overall responsibility for the implementation of the hazard communication program (HAZCOM).

b. Tenant unit commanders/activity directors/managers of USAG Schweinfurt activities storing and/or using hazardous materials will establish and implement a written HAZCOM program for their unit/activity. This program must be IAW guidelines established by higher headquarters, and this appendix. A sample HAZCOM program is available at the USAG Schweinfurt ISO.

c. Supervisors of employees working with hazardous material are responsible for compliance with the requirements of the HAZCOM program.

d. Employees will follow instructions provided by supervisors, material safety data sheets, and/or applicable SOPs established for their work places.

e. USAG Schweinfurt Safety Staff will provide guidance and advice to commanders/supervisors, review HAZCOM programs during surveys and inspections, provide material safety data sheets upon request, and provide a HAZCOM orientation briefing to all newly assigned personnel.

f. The Environmental Protection Office will provide guidance concerning the proper storage and disposal of hazardous material and will monitor the USAG Schweinfurt Spill Clean Up program.

**3-5. HAZCOM Program Requirements.** The written HAZCOM program will address the following requirements:

a. Responsibility for implementation and supervision of the program.

b. Responsibility for ensuring that the hazardous material inventory and the material safety data sheet files are current and up to date.

c. Responsibility for annual HAZCOM refresher training.

- d. Responsibilities for spill cleanup and hazardous waste disposal.
- e. Responsibility for container labeling.
- f. Responsibility for procurement and use of required personnel protective equipment.

**3-6. Substitutes.** Whenever possible, hazardous material should be substituted by less hazardous chemicals in order to reduce personnel exposure and environmental pollution. Do not use material which is prohibited/restricted by either the US or German Occupational Health Authorities (e.g. teratogenic, carcinogens material) in the workplace.

- a. Tenant unit commanders are responsible for deciding whether hazardous chemicals will be substituted within their units.
- b. The USAG Schweinfurt Commander is responsible for decisions regarding activities within the USAG Schweinfurt.
- c. The ISO will provide information about hazardous material, regulatory requirements, and the availability of substitutes up on request.

## **CHAPTER 4 MEDICAL EXAMINATION**

**4-1. Purpose.** The purpose of this chapter is to establish policies and procedures for providing occupational health (OH) medical services under the USAREUR Occupational Health Services Contract (UOHSC). This chapter will not replace or supersede existing legal or regulatory policy.

### **4-2. Applicability.**

a. This chapter applies to appropriated fund (AF) and non-appropriated fund (NAF) civilian employees of the USAG Schweinfurt.

b. This chapter does not apply to non-USAG Schweinfurt activities (e.g. AAFES, DoDDS, etc.) or to tenant units. Commanders/directors/managers of these units/activities are responsible for establishing an Occupational Health Medical Program IAW pertinent Army regulations and guidelines from their higher headquarters.

**4-3. Policy.** OH services covered by the UOHSC will be provided to eligible civilian employees.

a. US civilian employees will be referred to the local Public Health Command Region-Europe, Occupational Health Program POC for services.

b. LN employees will be referred to a contracted service provider for examinations. All referrals must be processed through the supporting Occupational Health Nurse (OHN).

### **4-4. Procedures.**

a. USAG Schweinfurt Commander: Has the overall responsibility for implementation of an OH services program within the USAG Schweinfurt.

b. Safety Manager: Coordinates the implementation of the USAG Schweinfurt OH medical services program with the OHN and monitors its execution. This includes the following:

(1) Identification of eligible employees.

(2) Reporting of occupational illnesses to the UK-Bund (Employer Liability Insurance).

(3) Requesting technical support for workplace evaluation from the Industrial Health Office (IH Office) Public Health Command Region-Europe, Industrial Hygiene.

(4) Review of Green Sheet results and initiate corrective action if required.

c. Supervisors of eligible employees will:

(1) Ensure that all eligible employees are enrolled in the OH services program.

(2) Identify and communicate to Civilian Personnel Advisory Center (CPAC) a summary of job/duty hazards, PPE requirements, and provisions for job related medical examinations for inclusion in the official position description.

(3) Make arrangements for examinations with the contracted service provider upon notification from the OHN that employees have been scheduled for a required examination. In addition, release employees for the examinations.

(4) Authorize the use of Government vehicle for traveling to the Medical Center if required.

(5) Provide a copy of the Job Hazard Analysis (JHA) to the OHN.

d. Eligible employees will:

(1) Fill out an occupational health information record and sign consent for the release of information.

(2) Undergo the required/mandatory examinations.

(3) Notify the USAG Schweinfurt Safety Manager if he/she has an occupational illness.

e. The Civilian Personnel Advisory Center (CPAC) will:

(1) Ensure that job descriptions include a summary of hazards, personal protective equipment (PPE) requirements, and provisions for job related medical examinations.

(2) Ensure that applicants for jobs requiring pre-employment examinations undergo the examinations prior to hiring and/or reassignment within the USAG Schweinfurt.

(3) Assist the Safety Manager in identifying eligible employees.

f. The supporting OHN will:

(1) Process employee health information records and makes coordination to enroll eligible employees into the OH medical services program.

(2) Coordinate examinations with supporting Medical Department Activity (MEDDAC), contracted service provider, and supervisors.

(3) Make arrangements with the contracted service provider for workplace visits upon request of the USAG Schweinfurt Commander.

(4) Provide assistance and advice to the USAG Schweinfurt Commander to solve possible OH related problems.

(5) Forward examination results to the USAG Schweinfurt Safety Manager.

g. The contracted service provider will:

(1) Provide services covered by the UOHSC.

(2) Conduct medical examinations.

(3) Mark the examination results with following categories:

(a) No medical risk on special conditions.

(b) Medical risk limited until (date).

(c) Permanent medical risk.

(4) Discuss findings with the employee at the time of examination.

## **CHAPTER 5 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **5-1. Purpose.**

a. The employer must provide and maintain Personal Protective Equipment (PPE) to employees wherever hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact are encountered. PPE is not a substitute for eliminating or controlling the hazard by means of engineering. Employees may only be required to use/wear PPE when the hazard(s) cannot be eliminated or controlled.

b. PPE must be provided to the employee at no cost.

c. PPE issued to the employee must comply with applicable US standards (NIOSH, ANSI, etc.) or German/European standards (DIN/CE). Generally, the more stringent standard should be applied. It is recommended to provide NIOSH/ANSI approved items to US employees and DIN/CE approved equipment to LN employees to prevent liability.

d. According to German Work Protection Law, selection and purchase of PPE for civilian employees must be coordinated with the Safety Manager and the local Works Council.

e. Employees must use/wear PPE that is issued; it is not optional. Supervisors are responsible for enforcing the use of PPE.

f. Workplaces must be marked to indicate the PPE requirements.

### **5-2. Applicability.**

a. This chapter applies to all personnel assigned to or working for the USAG Schweinfurt.

b. Tenant unit commanders will establish accident investigation and reporting procedures IAW policies and instructions of their higher headquarters.

### **5-3. Procedures.**

a. Commanders/Directors of USAG Schweinfurt Activities will:

(1) Establish procedures and responsibility concerning the purchase and issue of PPE.

(2) Establish procedures for coordination with the ISO and the local Works Council (USAG Schweinfurt Activities only).

b. Supervisors will:

(1) Conduct job hazard analysis (JHA) to identify the required PPE.

(2) Initiate the purchase of PPE.

(3) Establish standing operating procedures for employee training requirements, use, storage, maintenance, and repair/replacement of PPE.

(4) Issue required PPE to employees and maintain documentation.

(5) Conduct required employee training annually.

- (6) Ensure that PPE is used and appropriate action is taken to enforce compliance.
- (7) Ensure that workplaces are marked with signs indicating the need to wear/use PPE.

c. USAG Schweinfurt Safety Manager will:

- (1) Provide help and assistance in selection of appropriate PPE that will provide the required degree of protection.
- (2) Provide help and assistance to prepare SOPs.
- (3) Review SOPs during SASOHI.
- (4) Inspect PPE during SASOHI.
- (5) Coordinate required OH examinations with the supporting OH Nurse.
- (6) Provide help and assistance in complying with the training requirements.
- (7) Review and initial purchase of PPE.

d. Employees will:

- (1) Comply with safety and occupational health rules.
- (2) Wear, use, clean and maintain required PPE as directed.
- (3) Undergo required OH examinations.
- (4) Attend required training.

#### **5-4. Occupational Foot Protection.**

a. Foot protection must be provided if falling objects, sharp protruding objects, corrosives, and/or POL products may cause foot injuries.

b. Foot protection must be based on existing hazards, there is no all-purpose safety shoe which can be issued to all employees.

c. Foot protection must either meet applicable ANSI Standards or German Industrial Standard DIN 4843.

d. Maintenance:

- (1) Soiled leather safety shoes should be cleaned with saddle soap and wiped dry.
- (2) Wet rubber boots and shoes should be air-dried only.

#### **5-5. Occupational Head Protection.**

a. Head protection must be provided if falling objects or hard objects may cause head injuries.

b. Head protection must be selected based on the existing hazards and the working environment.

- c. Certain jobs require head protection that provides specific protection (e.g. fire fighters and electricians).
- d. Head protection must meet ANSI standards Z89.1, or Z89.2, or DIN EN 397.
- e. Helmets must be marked with the following information:
  - (1) Manufacturer
  - (2) Applicable standard
  - (3) Material
  - (4) Manufacturing date
- f. Environmental exposure will alter materials, therefore, helmets made of plastics will not be used for more than five years after the manufactured date.
- g. Maintenance:
  - (1) Inspect daily for scratches, holes or other damage.
  - (2) Use only square knots on straps.
  - (3) Plastic helmets will not be painted on or will not have any decals be stuck onto them. Paint and glue may weaken the helmets.

#### **5-6. Eye and Face Protection.**

- a. Eye and face protection must be provided when from flying particles, splashing from hazardous liquids, or hazardous radiation may cause eye/face injuries.
- b. Eye and face protection selection must be based upon existing hazards.
- c. Eye and face protection must meet applicable ANSI or DIN/CE standards.
- d. Spectacles:
  - (1) Normally have only frontal protection against impact.
  - (2) Frames may be made of plastic, metal, or a combination of both; they may have plastic or glass lenses.
  - (3) Metal frames may not be used around electricity.
  - (4) Employees who use corrective lenses must be provided spectacles with corrective lenses.
- e. Goggles:
  - (1) Eye Cup goggles cup each eye (some are designed to cover spectacles); flexible goggles cover the eyes and the bridge of the nose, most will cover spectacles.
  - (2) Ballistic protection goggles protect against impact.

- (3) Dust and splash goggles protect against fine dust and splash.
- (4) Vented chemical goggles may be used to protect against chemical splash when the vapors are not harmful.
- (5) Unvented chemical goggles must be used when chemicals generate harmful vapors.
- (6) Welding and cutting goggles are darkly tinted and protect against glare radiation and impact.
- (7) Goggles must be selected on the basis of existing hazards. They provide no face protection and must have the appropriate shade or tint.
- (8) Supervisor will use the Prescript Industrial Safety Classes (PISG) Form (available in the ISO) for Employees requiring prescript safety classes. Submit the Form for approval thru USAG Schweinfurt ISO.

f. Face Shields:

- (1) There is a wide variety of face shields available, e.g. with and without crown protector, with crown and chin protector, etc. Face shields may be mounted to helmets.
- (2) Clear transparent face shields provide protection against flying particles. They must be worn over safety spectacles for impact protection.
- (3) Tinted face shields protect against flying particles, glare and injurious radiation.
- (4) Wire screen face shields are used in humid areas.

g. Hazardous areas for eye and face protection:

- (1) Chemical handling: Goggles plus face shield.
- (2) Chisel work: Goggles or face shield.
- (3) Electric welding: Welding goggles or welding shield.
- (4) Grinding: Goggles or face shield

h. Welding Helmets:

- (1) Besides the standard welder's helmet there are also helmets with bubbles or respirator clearance available.
- (2) Welding helpers should be provided with hand held welding shields.
- (3) Welding helmets without chipping shields protect against heat, injurious radiation, metal splashes, and flying particles.
- (4) Helmets with chipping shield have the same capabilities, but the filter lens flips up revealing a clear lens below to protect the eyes during chipping.
- (5) Because of the extremely dark lenses wearers cannot see in normal light. It is recommended to wear tinted safety spectacles under the welding mask.

(6) Welding goggles and helmet filter shades will be selected IAW chapter 10.

g. Maintenance:

(1) Eye/face protection must fit properly and Lenses must be clear of scratches and pitting.

(2) A clean work station area should be provided for maintenance of protective eyewear.

#### **5-7. Gloves.**

a. Hand/arm protection must be provided whenever injury and/or occupational illnesses may result from exposure to or contact with mechanical, thermal, or chemical hazards.

b. Selection must be based on existing hazards.

c. Non-glove alternatives (such as barrier hand lotion) should be used when appropriate.

#### **5-8. Protective Clothing.**

a. Inclement Weather Protection (temperature, wet, etc.)

b. Reflective clothing (ground maintenance personnel, ground guides, etc.)

c. Pants with integrated knee protection (carpenter, roofer, mason, etc.)

d. Acid Protection clothing (pants, aprons, coats, etc.)

#### **5-9. Eye Wash Stations.**

a. OSHA instruction 1-8.2 F.4 requests: "Eye wash equipment should provide copious low velocity flow of potable water at a suitable temperature between 60°F (15°C) and 105°F (40°C)".

b. NIOSH recommendation: Eye wash stations should provide 1.5 (5,6 L) - 2.0 (7.5 L) gallons per minute (gpm) for continuous treatment for 20-30 minutes.

c. Portable eye wash fountains:

(1) Will provide required flow and time.

(2) Will not be used when a continuous source of clean water is available.

(3) Will not be permitted in areas where a chemical splash hazard exists (possible water contamination).

(4) Squeeze bottles will not be used, except in vehicles transporting hazardous cargo.

d. Eye wash stations should be posted in proximity to the hazard (max. 50 ft/15 m).

e. Maintenance/Inspections:

(1) Routine function tests will be conducted.

(2) Portable eye wash fountains require frequent inspections for pressure loss and contamination (bacterial).

## **CHAPTER 6**

### **ACCIDENT REPORTING PROCEDURE**

**6-1. Purpose.** All accidents regardless of amount of damage and /or degree of injury (except injuries which require First Aid Treatment only) must be reported to the USAG Schweinfurt ISO as quickly as possible but not later than 3 workdays after the accident occurred.

#### **6-2. Applicability.**

- a. This chapter applies to all personnel assigned to or working for the USAG Schweinfurt.
- b. Tenant unit commanders will establish accident investigation and reporting procedures IAW policies and instructions of their higher headquarters.
- c. Tenant units will report all accidents caused by USAG Schweinfurt property and/or facilities as well as all accidents causing damage to USAG Schweinfurt property/facility to the Schweinfurt ISO.

#### **6-3. Procedures.**

- a. First line supervisors will immediately report all accidents per email or by phone 354-1670 to the ISO, regardless of amount of damage and/or degree of injury (except injuries which require First Aid Treatment only). In addition, the USAG Schweinfurt Installation Operations Center (IOC)/Emergency Operations Center (EOC), 354-6673/6798, must be notified for serious accidents and incidents.
- b. The ISO will notify the Garrison Commander and determine whether the accident requires further investigation or not. If further investigation is required, a team composed as follows will investigate the accident:
  - (1) ISO Manager or Safety Specialist.
  - (2) Supervisor of the injured employee.
  - (3) Unit or activity safety representative.
  - (4) Member of the works council (LN personnel only).
- c. All accidents to include civilian on the job injuries of US and LN employees, classified in Accident Class A, B, C and D (see appendix C), will be reported by the supervisor to the ISO. The ISO will enter the provided data in to the Army Accident Reporting System "Report It" at <https://reportit.safety.army.mil/>.
- d. For LN employee accidents, the supervisor will generate the accident report using the IMCOM-Europe mandated accident reporting software (BALU). Prior to emailing the report to higher headquarters, he will electronically send a copy to the ISO. The ISO will review the electronically send copy and return it to the supervisor. Supervisor prints and signs the report and submits it to the works council. The works council will sign the report and forwards it to the ISO. The ISO sends the originally signed accident report to the employers' liability insurance (Unfallkassen des Bundes (UK-BUND)) and the electronic report to higher HQ.

e. For US Civilian employees accidents (Appropriate Fund), supervisors will ensure that the injured employee has access to the Electronic Data Interchange (EDI) for completion of the CA-1 respectively CA-2 Form. For information about the on-line forms contact the Civilian Personnel Advisory Center's Injury Compensation Program Administrator (ICPA), 469-7965.

f. For US Civilian employees accidents (Non-Appropriate Fund), the supervisor will ensure the required LS Form 1, LS Form 202, and LS Form 210 is submitted to the CPAC NAF Division. Forms and detailed information are available at the CPAC NAF Division, 354-6884/6444.

g. Soldiers assigned to HHC USAG Schweinfurt will report accidents immediately to the HHC Commander. The report will be forwarded to the ISO who enters the provided data into the Army Accident Reporting System "Report It" at <https://reportit.safety.army.mil/>.

h. Accident reports will be completed within 3 working days following the accident.

i. Injuries which require First Aid Treatment will be recorded in a first aid log only.

j. The ISO will maintain an OSHA 300 Log to record the occupational injuries and illnesses of DA civilians assigned to USAG Schweinfurt and keeps the data for five years.

**6-4. Definition of Accident.** An unplanned event or series of events that result in one or more of the following:

(a) Damage to Army property (fire, fuel spill, and environmental damage).

(b) Injury to military personnel, on- or off-duty.

(c) Injury to on-duty civilian personnel (this includes LN employees in direct route to or from work).

(d) Occupational injury or illness to Army military or civilian personnel.

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

#### **6-5. Medical Treatment After an Accident.**

a. For US employees supervisors will issue CA 16 authorization for medical treatment to injured person. Employees are encouraged to use the Schweinfurt Health Clinic for work related injuries. Employees seeking medical care at the Health Clinic must inform the treasurer at the facility that the visit is because of an on-the-job injury. Employees will not be billed for the initial treatment or for follow-up treatments within 60 days.

b. US civilian employees may also decide to visit a host-nation facility for treatment, however the employee may need to pay for services up front and request reimbursement later.

c. D-Doctors: LN employees are required to go to an authorized D-Doctor (Durchgangsarzt) in case of an occupational injury or illness, except when the nature of the injury requires a specialist (e.g. eye and ear injuries). See appendix b for authorized D-Doctors in our area.

**CHAPTER 7  
SAFETY AWARDS**

**7-1. Purpose.** This chapter establishes procedures to follow when nominating employees for a safety award.

**7-2. Applicability.** This chapter applies to USAG Schweinfurt activities only; tenant unit commanders will establish safety awards programs IAW guidelines from their higher headquarters.

**7-3. Procedures.**

a. Supervisors will identify employees eligible for safety awards, and nominate the employees on DA Form 1256.

b. Safety award nominations will be forwarded to the USAG Schweinfurt ISO for review before the nomination is signed by the approving authority. All safety award nominations will be supported by detailed documentation/justification.

c. The USAG Schweinfurt ISO will thoroughly review and evaluate the nomination, and recommend approval and/or disapproval, based on the nominee's safety records.

d. Approved nominations will be processed IAW established award procedures.

e. Funding for safety awards is a fraction of the annual incentive awards budget assigned to Garrison directorates/staff offices.

## **CHAPTER 8**

### **RANGE SAFETY**

**8-1. Purpose.** To establish policies, responsibilities, and procedures for the safe construction, maintenance, and operation of all Schweinfurt LTA ranges under the control of the 7<sup>th</sup> Joint Multinational Training Center (JMTC), Europe.

**8-2. Applicability.** This chapter applies to all units/activities using the Schweinfurt LTA ranges.

**8-3. Policy.**

- a. Only USAREUR approved ranges will be used.
- b. Range operations will be IAW established range safety standing operating procedures.

**8-4. Procedures.**

- a. Garrison Commander:
  - (1) Has the overall responsibility for the USAG Schweinfurt range safety program.
  - (2) Will close any range when unsafe conditions warrant.
- b. ISO:
  - (1) Is responsible for oversight of the USAG Schweinfurt range safety program.
  - (2) Conducts quarterly inspections to evaluate both, the facilities and procedures
  - (3) Recommends closure of ranges due to unsafe physical/operational conditions.
  - (4) Provides input to the Training Support Center (TSC) Schweinfurt for range SOPs, certifications, modifications, waivers, exemptions, etc.
  - (5) Reviews all range related requests, prepared by the proponent activity, and provides input/recommendations to TSC.
  - (6) Maintains Range Certification Records (AE Form 3540-R) and SOPs for all ranges in cooperation with JMTC Range Safety Office
  - (7) Assists in the investigation of range accidents as determined by HQ, USAREUR.
- c. 7<sup>th</sup> U.S. Army Joint Multinational Training Command (JMCT) has the overall responsibility for all military Local Training Areas (LTAs), Training Facilities and Life Firing Ranges. This responsibility is delegated to the manager of the Training Support Center, Schweinfurt. The executive agent for the LTA range safety program is the supervisor, Range Control. This individual will be appointed in writing as the Range Safety Officer for all TSC Schweinfurt controlled ranges and maneuver areas.
- d. The Range Safety Officer:
  - (1) Has operational control of USAG Schweinfurt, LTAs and Life firing ranges.

(2) Will conduct frequent inspections to ensure compliance with applicable regulations and established range SOPs.

(3) Coordinates and follows-up actions to correct safety deficiencies.

(4) Prepares range SOPs.

(5) Schedules range utilization and maintain up-to-date range control records/journals.

(6) Initiates work order requests for range repair/ maintenance work, and implements range maintenance within the USAREUR Sustainable Range Program (SRP).

(7) Provides technical/logistical support during range accident investigations.

(8) Ensures that live ammunition is used on approved ranges only.

(9) Ensures no live firing is conducted without a Medic/Combat Lifesaver and an emergency vehicle.

(10) Ensure that all range OIC/Safety Officers have current unit certification.

(11) Maintains current copies of range OIC/Safety Officer certifications (must be signed by battalion level commander).

(12) Ensures all range users follow all safety procedures.

(13) Assists the TSC manager in de-certifying any range OIC/Safety Officer found violating established range procedures. Reports decertification actions through the Garrison Commander to the decertified range OIC/Safety Officer's chain of command.

e. DPW:

(1) Takes action on work requests for ranges.

(2) Coordinates all projects for construction, modification, and repair with the USAG Schweinfurt ISO.

f. Commanders of using units:

(1) Will comply with the requirements of reference 1.b. and established local range SOPs.

(2) Will schedule LTAs and firing ranges through the Training Support Center using the online Range Facility Management Support System (RFMSS).

(3) Will conduct range OIC/safety officer certification training, and provide certification documents to the Chief, TSC and/or Range Control Branch. Note: Range OIC certifications must be signed by Battalion level commander!

(4) Ensure that the Composite Risk Management (CRM) process is integrated in range operations, and that risk mitigation measures are implemented.

g. Privately Owned Vehicles (POVs) are not to be used on the U.S. controlled Tank Trail and within all Schweinfurt LTAs, incl. inside of Camp Robertson.

## **CHAPTER 9**

### **SWIMMING POOLS AND TRAMPOLINES IN GOVERNMENT OWNED OR LEASED HOUSING WITHIN THE USAG SCHWEINFURT**

**9-1. Purpose.** To establish the USAG Schweinfurt Commander's Safety Policy on swimming pools in Government-owned or leased housing.

**9-2. Applicability.** This policy applies to all military personnel and DA civilian employees within the USAG Schweinfurt area of responsibility (AOR) living in Government-owned or leased housing

**9-3. Policy.** The use or installation of swimming pools is not authorized in Government-owned or leased housing within the USAG Schweinfurt. Trampolines are authorized by meeting the minimum requirements and procedures outlined below.

#### **9-4. Procedures.**

a. Wading Pools: Small, very shallow "wading pools" not to exceed six (6) feet in diameter by sixteen (16) inches in depth are permitted/authorized provided a responsible adult constantly supervises the children using the wading pool and empties and stores the pool out of the reach of children after each use.

b. Trampolines: The use or installation of trampolines is authorized in Government owned or leased housing within the USAG Schweinfurt with strict compliance of the following restrictions and guidelines.

(1) Trampolines will be placed only on the side or rear of the home so that unrestricted, unprompted visitors cannot occur. Sponsors/spouses are responsible for ensuring this occurs through the use of a secured fence (approved through housing office), installing a lockable trampoline enclosure system, or by dismantling the trampoline when not in use.

(2) Children must have permission from their parents before using a trampoline.

(3) Allow only one person on the trampoline at a time and make sure children are supervised at all times. I cannot emphasize this more.

(4) Safety pads will be installed to completely cover the springs, hooks, and the frame. A trampoline enclosure must be installed around the trampoline to help prevent falls off the trampoline.

(5) A minimum overhead clearance (i.e., clothes lines, trees, wires) of eight meters (26 feet) from ground level will be maintained.

(6) Children under six years of age are prohibited from using the trampoline. Also, do not use a ladder with the trampoline because it provides unsupervised access by small children.

(7) Inspect the trampoline before each use to make sure that the mat does not have holes, the frame is not bent, the springs are securely attached, the frame padding is correctly and securely positioned, and the leg braces are securely locked.

c. Consumer Product Safety commission estimates that approx. 90,000 hospital emergency room-treated injuries associated with trampolines are reported. Almost 93% were under 15 years of age, and 11% were under 5 years of age. The most common injuries included broken bones, dislocations, concussions, sprains/strains and neck/spinal cord injuries. I IMPLORE EXTREME CAUTION BE TAKEN WHEN USING TRAMPOLINES.

d. Building and Area Coordinators will be responsible for monitoring and maintaining compliance with the above guidelines.

## **CHAPTER 10**

### **RADIATION SAFETY**

**10-1. Purpose.** This chapter establishes radiation protection policy, procedure and responsibilities for all units and elements located in Schweinfurt involved in the use, control, transportation, and disposal of radioactive material and/or equipment containing radioactive components.

**10-2. Applicability.** This chapter is applicable to all units and branches assigned or attached to the Schweinfurt installation. In addition, units will also follow the parent unit's radiation procedures.

**10-3. Policy.** It is the policy of this command to maintain personnel exposure to ionizing radiation as low as reasonably achievable. This policy is consistent with Nuclear Regulatory Commission (NRC) licensing policy.

#### **10-4. Procedures.**

a. Commander, USAG Schweinfurt will:

(1) Appoint a Radiation Protection Officer (RPO) and Alternate RPO.

(2) Ensure commanders comply with this chapter, applicable regulations, and NRC licenses.

b. The Commander of USAG Schweinfurt is responsible for overall staff supervision through the Installation RPO and Alternate RPO. The assigned full-time safety officer acts for him/her in discharging this responsibility.

c. The installation Safety Manager will:

(1) Perform duties as the Installation Radiation Protection Officer (IRPO). The Safety Specialist and the Installation Fire Chief will perform as alternate IRPOs.

(2) Ensure the IRPO and alternates are adequately trained and qualified to perform their duties.

(3) Provide staff supervision to the local Installation Radiation Protection (IRP) program.

(4) Maintain an inventory of radioactive materials and/or equipment containing radioactive materials and will provide copies to the local U.S. Fire Department, and the Division Chemical Officer.

(5) Inspect unit radiation protection programs during scheduled inspections.

(6) Provide technical advice and assistance concerning ionizing radiation sources and regulations to Schweinfurt units.

(7) Prepare and forward reports to the next level of command as appropriate.

d. Unit commanders, directors, and chiefs of branches will:

(1) Appoint local LRPO and alternate ALRPO. Copies of the appointment orders must be provided to the Cdr, USAG Schweinfurt, ATTN: IMSW-SO, UNIT 25850, BOX 21, APO AE 09033.

(2) Ensure compliance with this chapter, applicable regulations, manuals, and federal standards as applicable.

e. LRSO Duties and Responsibilities.

(1) Act as the point of contact for the unit commander for U.S. Nuclear Regulatory Commission (NRC), Army, and USAREUR regulatory requirements concerning radioactive commodities.

(2) The LRSO will report to the commander all conditions of non-compliance with these regulations or this procedure. The LRSO will consult with the Schweinfurt Installation Radiation Protection Officer (IRPO) at 354-1670 and off duty hours notify the Installation Operation Center (IOC) 354-6708.

(3) The LRSO will personally review the Technical Manuals and Safety of Use Messages (SOUM) concerning all radioactive commodities possessed by the unit to ensure compliance with radiation safety requirements.

(4) The LRSO will manage and investigate incidents/accidents involving radioactive commodities.

(5) The LRSO will organize training for unit personnel PER this chapter.

(6) The LRSO will maintain a copy of appendix E, page E-2, listing the radioactive material storage and maintenance locations, and forward a copy of this form to the USAG Schweinfurt ISO.

(7) The LRSO will perform monthly inspections and quarterly surveys of radioactive material use locations.

(8) The LRSO will maintain all records required by this SOP PER AR 25-400-2 Army Records Management Information Management System (ARIMS).

(9) The LRSO will perform an annual inventory of radioactive commodities and provide a copy to the USAG Schweinfurt ISO.

f. In the absence of the LRSO, the ALRSO will perform his duties.

#### **10-5. Posting and Survey Requirements for Radioactive Material Use, Storage, and Maintenance Locations.**

a. Use Locations. Radioactive material use locations do not require posting or surveying as long as radioactive commodities are used in accordance with authorized procedures, and they are not the scene of an accident or incident. Use locations include radioactive commodities installed in weapon systems, installed in vehicles, or issued to the unit's personnel for routine use or maintenance of individual equipment.

b. Storage Locations. Storage locations are places where radioactive commodities are stored pending use including vehicle/weapon system components stored in Basic Item Issue (BII) crates. Commodities stored longer than six months must be leak tested prior to use. Commodities will be stored per DA Pam 385-24 and listed on the unit's inventory (appendix E, page E-2). The location designated for storing excess or damaged radioactive commodities (those awaiting disposition instructions) will also be specified in appendix E, page E-2.

c. Posting. The following forms will be posted in each storage location:

(1) Annotated "Radioactive Material" sign, USAREUR POSTER 385-12-1, BLOCK 0863.

(2) USAREUR RSO NOTICE, USAREUR POSTER 385-12-2, BLOCK 0889.

(3) Survey Form (appendix E, page E-8) with latest survey results.

(4) The Radioactive Commodity Incident Procedure (appendix E, page E-3/4), annotated with emergency points of contacts, to be used by unit personnel in an emergency.

(5) NRC form 3, Aug 1999, NOTICE TO EMPLOYEES, Standards for Protection Against Radiation (Part 20); Notices and Instructions to Workers; Inspections (Part 19); Employee Protection (See Safety Web Page)

d. Surveys. Storage locations will be surveyed as follows:

(1) MONTHLY: Storage locations will be inspected monthly for the security and general physical condition of the facility ensuring all posted signs are legible and distinct.

(2) QUARTERLY: Storage locations will be surveyed quarterly using either a Visual Survey or Removable Contamination survey (see Survey Procedures, below).

e. Posting and Surveys of Maintenance and purging locations.

(1) Maintenance Locations. Maintenance locations are sites where the M43A1, CAM, or tritium containing fire control devices are maintained.

(2) Maintenance locations, other than M43A1 maintenance locations, will be surveyed using a Removable Contamination survey at least quarterly (see Survey Procedures, below).

(3) Locations where the MIA1 Infinity Collimator is purged will be surveyed using a Removable Contamination Survey at the end of purging or every 30 days whichever comes sooner.

(4) Locations where the M43A1 is maintained will be surveyed at the end of each day using a portable alpha-detecting radiac instrument.

(5) Posting. Maintenance locations will be posted in the same manner as storage locations. In addition, the applicable TMs and Safety of Use Messages (SOUM) with radiation safety instructions will be present in a clearly marked readily available location at or near the maintenance site. Purging locations will be posted in the same manner as maintenance locations.

f. Contamination Control. Bench-tops, counters, and other surfaces used to maintain or purge radioactive commodities will be covered with paper or other disposable coverings. The coverings used during M43A1 wipe-tests will be replaced at the end of each day of use. Such coverings will be disposed of as radioactive if removable contamination surveys (wipe tests) detect measurable removable contamination. Used paper, wipes, and other items will be kept in separate containers, with one container used for each isotope, pending shipment to the Radioactive Material Processing Facility.

## **10-6. Survey Procedures.**

### **a. Removable Contamination Surveys.**

(1) Removable contamination is radioactive material that can be removed from the workplace and taken where it is not wanted. Removable contamination is very undesirable since removable contamination can be accidentally inhaled or ingested, or it can penetrate the skin via cuts and wounds. Removable contamination can cause internal contamination of unit personnel. If removable contamination is found, then the work place must be cleaned of the radioactive material (decontaminated). Work areas are contaminated if more than 100 dpm per 100 cm<sup>2</sup> of beta-gamma is found or more than 20 dpm per 100 cm<sup>2</sup> of alpha is found in a removable contamination survey. (See survey procedures below.)

(2) Removable contamination surveys are used to look for loose radioactive material in the workplace. A Removable Contamination Survey consists of taking one or more wipes in commodity maintenance or purging locations. Wipes are needed wherever the commodities maintained or purged. These wipes are taken with cloth or paper for every isotope but Tritium. To keep track of where the wipe was taken, the wipe is numbered and written down (recorded) on the survey form (appendix E, page E-8). After the smear number and its location are recorded, the desired location is wiped. These wipes are taken by wiping a 100-cm<sup>2</sup> area of the work surface using a moderate pressure on the wipe (enough pressure to pick up the dust without destroying the wipe). The surfaces are to be wiped in sufficient numbers to evaluate the work area. The surfaces needing to be wiped are those surfaces that are likely to be contaminated, e.g. the workbenches, the floor by the benches, the tools, the carts, or any other work surface with which the commodity came in contact during maintenance or purging.

(3) This process is repeated until all suspect areas have been wiped. The wipes are then ready to send to the counting lab. (Note: An area of 100 cm<sup>2</sup> is an area of approximately 16 in<sup>2</sup>. This is the area of a square 4 inches on a side.)

(4) For tritium, the wipe material is a Metrical GM-6 filter, which is wetted with de-mineralized water before use. The wipe number is marked on a scintillation vial's cap or on a baggie with a permanent marker and a few drops of water are added to them. The wipe number is recorded on the survey form, and the wipe is then taken by wetting a metrical filter and gently wiping a 100-cm<sup>2</sup> area. The completed wipe is placed in the liquid scintillation vial or plastic baggie containing the water and closed. (The water keeps the tritium from escaping.) The completed wipes are then ready to send. (NOTE: no markings or coverings can be applied to the sides of the scintillation vial).

(5) The wipes are then sent to the Pirmasens Nucleonic laboratory for evaluation. (See Pirmasens SOP 700-48 for instructions. This SOP is found on the web page.)

b. Visual Surveys.

(1) Visual surveys are surveys used to ensure that commodities are intact and have only been subjected to fair wear and tear. They are made by physically inspecting commodity item examining it to verify that it is physically there, intact, undamaged, and still luminous for luminous devices.

(2) If the commodity is obviously damaged/dented, deformed, missing parts or pieces, inoperable, or no longer illuminated, it is suspect. Suspect commodities may need a Removable Contamination Survey of their storage location and possibly leak tests. Contact the RSSO, CHPPM-EUR for guidance. Damaged or inoperable commodity items also need to be reported to the RCO.

(3) Results of visual inspections will be annotated on the survey form, appendix E, page E-8).

c. Posting and Filing of Survey Results.

(1) After evaluation, the Nucleonic laboratory will send the results of the wipe analysis back to the unit. Upon its return from Pirmasens, the results of wipe analysis will be attached to the Removable Contamination survey form. A copy of the completed survey form with results will be posted in the surveyed work area to inform unit personnel of the cleanliness of the work area. The original will be filed in the LRSO's office PER AR 25-400-2.

(2) A copy of the Visual Surveys will be posted in the work area and the original filed in the LRSO's office PER AR 25-400-2.

d. Reports.

(1) Removable contamination survey results for Beta-gamma greater than 100 dpm or for alpha greater than 20 dpm will be reported to the USAREUR RSO and investigated by the LRSO.

(2) Visual survey results showing that commodities are damaged or inoperable will be reported to the RCO using the RATTS system with a courtesy notice to the RSSO.

**10-7. Procedures for Performing Annual Physical Inventories.** The LRSO or ALRSO will physically inventory each commodity item on their unit's hand receipt at least once a year. Recording the information required by appendix E, page E-2. Physical Inventory of Authorized Radioactive Material Storage and Maintenance Location (s) for each hand receipted commodity item will satisfactorily accomplish this inventory. After the inventory is complete, the LRSO/ALRSO will sign appendix E, page E-8 attesting its accuracy. The completed inventory will be kept on file PER AR 25-400-2. Where necessary the serial number of the source will be recorded as well.

**10-8. Training.**

a. The LRSO and ALRSO must successfully complete the LRSO Course, sponsored by the USAREUR Radiation Safety Staff Officer, within six months of being assigned as the LRSO/ALRSO.

b. Unit personnel who use or work in areas where radioactive commodities are stored will be briefed upon assignment to the unit and annually by the LRSO or ALRSO on the following:

(1) Actions to take if damaged radioactive items are discovered.

(2) Procedures to follow in the event of an accident or incident involving radioactive commodities. This includes instruction on accident/incident forms located at appendix E, page E-3/4 and appendix E, page E-9.

c. Personnel that receive radioactive commodities will be briefed to enable them to identify radioactive commodities, to perform an initial visual inspection to determine that the commodities are intact, and on the procedures to follow if damaged radioactive commodities have been received.

d. Personnel who maintain radioactive commodities will be briefed on the applicable maintenance procedures and the contents of any relevant Safety of Use Messages (SOUMs).

e. Training Records. The LRSO/ALRSO will keep records of individuals briefed and maintain these records on file for inspection PER AR 25-400-2.

**10-9. Transportation.**

a. Radioactive material is a regulated material and is regulated both by the US and host nation governments.

b. Radioactive material will be transported PER Army regulations, Title 49 of the Code of Federal Regulation, and the European Agreement concerning the international carriage of dangerous goods by road (ADR).

c. Transportation of radioactive material in privately owned vehicle (POV) is prohibited, as is the use of the US Postal System. Government vehicles and commercial freight vehicles will be utilized to transport radioactive commodities throughout Europe.

(1) The driver will be informed of the presence of the radioactive material and briefed on appendix E, page E-3/4, the Radioactive Commodity Incident Procedure. A copy of appendix E, page E-3/4 will be provided to the driver for use in case of an accident-incident.

(2) The item will be packed for shipment in accordance with the TMs, TBs, and FMs applicable to the commodity in full compliance with 49 CFR and the ADR.

(3) The driver will take the most direct route to his destination.

(4) The LRSO will determine that the shipment qualifies as:

(a) "Radioactive Material, excepted package, instruments or articles", schedule 1 of the ADR, or

(b) "Radioactive material, excepted package, limited quantity of material", schedule 2 of the ADR.

(c) Assistance is available by consultation with the USAREUR RSSO or CHPPM-EUR Radiation Protection Division.

(5) After determining whether 4(a) or 4(b) above applies, the LRSO will ensure compliance with 49 CFR & ADR requirements for Radioactive Material by providing a written document to the Transportation Officer the properly describing the Radioactive Material information for the transportation document as directed by the agency with whom he consulted.

#### **10-10. Incident/Accident Response.**

a. Definition. An incident/accident is defined as any occurrence in which: A radioactive commodity is damaged to the extent that radioactive material have been or may have been released to the environment, or the control or the accountability for a radioactive commodity is lost.

b. The Radioactive Commodity Incident/Accident Procedure (appendix E, page E-3/4). This procedure specifies the actions necessary during an accident or incident. Personnel present when a radioactive commodity is broken, damaged, or involved in an incident/accident including a vehicle accident or fire will follow this procedure. This procedure will be part of the unit personnel's initial radiation safety briefing, posted in all storage and maintenance locations, and provided to the drivers of vehicles transporting radioactive commodities. It will be a topic during annual unit radiation safety training.

c. Damaged Radioactive Commodities. The LRSO/ALRSO will secure all damaged radioactive commodities and potentially contaminated materials using protective clothing and equipment, as required, protecting themselves from radioactive contamination.

d. Reports. The LRSO will immediately report any incident/accident involving a radioactive commodity resulting in contamination or potential contamination of facilities, property or personnel not assigned to the US Army to the USAG Schweinfurt ISO.

e. Investigation. The LRSO will investigate the incident to determine if contamination of personnel, property or the environment may have occurred. The LRSO will consult with the USAG Schweinfurt ISO as required.

f. Tritium Investigations. Tritium can easily contaminate unit personnel. For incidents involving the release of tritium (H-3), the LRSO will consult with the USAG Schweinfurt ISO, USAREUR/7A RSO and/or CHPPM-EUR to determine if bioassays should be performed.

g. Loss of Radioactive Material. Radioactive Commodities are considered "sensitive items" and their theft or loss will be investigated PER AR 15-6.

h. The LRSO will complete the Radioactive Commodity Incident Form (appendix E, page E-9) for each incident. The original will be forwarded to the AMC safety office. In addition, one copy will be forwarded to the USAG Schweinfurt ISO, and USAREUR/7A RSO at the following address:

USAREUR/7A Radiation Safety Office  
DSN: (314) 370-6024  
Commercial: 06221-57-6024

i. Damaged or unserviceable radioactive commodities and contaminated material. Damaged, unserviceable radioactive commodities and contaminated materials is radioactive material. They will be processed through the Radioactive Material Processing Facility, Pirmasens PER SOP 700-48 Radioactive Material Processing Facility (see SOP on Safety web page).

(1) The LRSO will double bag the commodity with plastic bags and label the bag with the NSN(s), nomenclature, isotope, activity and condition of the commodity prior to shipment to the RMPF. The bags will be clearly labeled with the words "Radioactive Commodity - Do Not Open".

(2) Damaged commodities containing the isotope tritium (H-3) will be stored in a well ventilated, secured area away from personnel. Because H-3 can be a gas, the storage facility must be separate from areas occupied by personnel and should be outside if proper security can be maintained. Inside tritium storage areas must be ventilated with a minimum of 6 air changes per day.

(3) Radioactive material will be packaged and transported in accordance with instructions from, the Radioactive Material Processing Facility-Europe, Pirmasens (DSN: 495-6486/6122). Records of radioactive material transfers will be maintained by the LRSO. (See RMPF SOP 700-48).

## **CHAPTER 11**

### **PHYSICAL FITNESS SAFETY**

**11-1. Purpose.** The purpose of this chapter is to establish a safety policy for physical training (PT) formations.

**11-2. Applicability.** This chapter applies to all personnel, military and civilian, within the USAG Schweinfurt.

**11-3. Policy.**

- a. Commanders and supervisors at all levels will ensure compliance with this chapter.
- b. DPW will procure and post standard traffic signs at all gates indicating the maximum speed when passing troop formations.
- c. Both military and civilian supervisors will brief their personnel on the requirements of this policy, especially on the maximum speed when passing troop formations.
- d. Provost Marshal will provide assistance to unit commanders for coordination with local German authorities and perform random checks to ensure policy compliance.
- e. Leaders will instruct Soldiers to wear light-colored clothing or reflective belts when running in the dark or during dawn and dusk.

**11-4. Procedures.** Units will use, if possible, facilities within the barracks to conduct PT. PT formations must be safety cautious and obey the following procedures:

- a. On Post:
  - (1) PT formations will be limited to three columns plus one additional column for cadence caller and/or chain of command personnel. In any case, formations will be limited to one half of the roadway and will not impede the flow of oncoming traffic (unless arrangements have been instituted to restrict vehicular traffic).
  - (2) Front and rear road guards will remain within 10 - 20 meters of the main formation to prevent vehicles from getting in between the road guard and the formation. Road guards should extend this distance for adverse weather conditions, when approaching intersections, dangerous roads, and increased traffic.
  - (3) Road guards will wear reflective vests (NSN 8415-00-177-4974). Front and rear road guards will carry operational flashlights with red/white lenses or safety cones during darkness. Road guards will be used to warn motorists of formations approaching intersections. On-post vehicles will not exceed 10mph/16,4km/h when passing troop formations.
- b. Off Post: In addition to the safety precautions listed at paragraph 4.a. the following must be obeyed when conducting PT on public roads and sidewalks:
  - (1) Units will coordinate with the Provost Marshal Office to ensure local German authorities are notified about and concur with route(s) and time(s) of formations at least 24 hours prior (when utilizing public roadways).
  - (2) Maximum use of sidewalks should be made.

- (3) Formations will comply with posted traffic signs and established traffic rules.
- (4) When using public roadways formations are considered a "vehicle". Lead and trail vehicles will have lights on and will use amber warning lights. Lead/trail vehicles will remain within 10-20 meters of the formation.
- (5) Road guards have no authority to stop public traffic and/or block intersections. Under no circumstances will roads be crossed while the traffic lights are on red.
- (6) When crossing bridges, with 20 or more personnel on the bridge surface, the group should not be in step so as to prevent possible vibration damage.
- (7) Calling cadence or singing "Jody Calls" is prohibited in residential areas during quiet hours before 0800 hrs.

## **CHAPTER 12**

### **GROUND GUIDING SAFETY**

**12.1. Purpose.** To establish safety rules for ground guiding Army motor vehicles within the USAG Schweinfurt Facilities.

**12-2. Applicability.** This chapter applies to all personnel, military and civilian, operating Army and non-tactical motor vehicles.

**12-3. Policy.** Commanders and supervisors will brief personnel about ground guiding requirements and will ensure sufficient numbers of personnel are provided for ground guiding.

#### **12-4. Procedures.**

a. All on post tracked vehicles will be ground guided by two ground guides. If only one is available, the vehicle will be guided only forward.

b. Wheeled vehicles will be ground guided when:

- (1) Driving backwards.
- (2) Negotiating narrow curves.
- (3) Driving through narrow areas/roads.
- (4) The driver's vision is impaired.

c. Vehicle operators are responsible for compliance.

d. Ground guides will use standard signals and signs.

e. Two ground guides will be used for large vehicles and both guides will maintain eye contact with one another.

**12-5. Safety Requirements.** Ground guides will obey the following safety requirements:

a. Personnel will never position themselves between a vehicle while the engine is started, running, or slaved. This includes between two vehicles or a vehicle and a solid object.

b. Personnel will remain out of the vehicle's path.

c. Ground guides will never run or walk backwards when guiding vehicles.

d. Ground guides will wear reflective vests and use flashlights or fluorescent chemical lights during hours of darkness or decreased visibility.

**12-6. Operator Responsibilities.** The vehicle operator is primarily responsible for safe operation and movement of the vehicle. Vehicle operators will:

a. Not drive without a ground guide when guide is required.

b. Be familiar with standard ground guiding signals.

c. Maintain sight contact with the ground guide at all times.

d. Immediately stop the vehicle when the guide is out of sight or when signals are not understood.

e. Stop immediately when ground guides are walking backwards or when the guide is running.

f. Follow the ground guide's signals and instructions.

Remark: As a minimum, operators of Non-Tactical Vehicles (NTVs) must walk around the vehicle prior to backing if a ground guide is not available.

## **CHAPTER 13 LOCAL NATIONAL SAFETY REPRESENTATIVES**

**13.1. Purpose.** To assist the management in accident prevention.

**13-2. Applicability.** This chapter applies to directorates employing Local National employee.

**13-3. Policy.** Commanders and supervisors will appoint local national safety representatives as required in AER 385-29.

### **13-4. Procedures.**

a. Directors/managers of USAG Schweinfurt activities with 20 or more LN employees will appoint at least one safety representative.

b. Safety representatives must be appointed in writing and a copy the orders will be provided to the USAG Schweinfurt ISO.

c. Appointment of a safety representative does not release the director, manager, and/or supervisors from their safety related duties and responsibilities.

d. Safety representatives assist the management. They are not responsible/liable for their activity's safety program.

e. Safety representative appointments do not affect payment since it does not assign additional responsibilities.

### **13-5. Safety representatives will be given ample time to accomplish the following tasks.**

a. Conduct periodic walk-through of all work areas and frequently inspect all equipment to identify obvious hazards.

b. Frequently review safety related documents and records for accuracy and completeness.

c. Help and assist supervisors to prepare and maintain safety records.

d. Provide help and assistance to supervisors to prepare safety briefings and training.

e. Identify the need for promotional material and safety publications.

f. Request material from the ISO, and distribute it within the activity.

g. Conduct toolbox talks with employees to promote safe work practices.

h. Lead by example (e. g. wear protective equipment during walk-through).

i. Assist in accident investigations and ensure that accident reports are prepared.

j. Maintain liaison with both the workers and ISO.

k. Notify the Installation Safety Manager about safety/health hazards and employee complaints.

l. Accompany the Installation Safety Manager during inspections and coordinate required corrective actions.

## **CHAPTER 14 HEARING CONSERVATION**

**14-1. Purpose.** To protect employees from hazardous noise.

**14-2. Applicability.** This chapter is applicable to all units and branches assigned or attached to the Schweinfurt installation. In addition, units will also follow the parent unit's radiation procedures.

**14-3. Policy.** When employees are exposed to hazardous noise a hearing conservation program must be implemented. The following noise levels are considered hazardous:

- a. Exposure to steady noises equal to or exceeding 80 dB(A).
- b. Exposure to impulse noises equal to or exceeding 140 dB(P).

### **14-4. Procedures.**

- a. Commanders, directors/managers/ and office chiefs will:
  - (1) Establish a hearing conservation program, when the requirement has been identified.
  - (2) Establish a written SOP governing the unit/activity hearing conservation program.
  - (3) Ensure noise hazard areas are marked and warning signs are posted.
  - (4) Ensure that exposed employees undergo annual audiometric testing and that base-line physicals are performed for newly assigned employees.
  - (5) Ensure required hearing protection equipment is issued and used by all exposed employees.
  - (6) Ensure periodic inspections and noise measurements are conducted.
- b. Supervisors will:
  - (1) Ensure compliance with the unit/activity hearing conservation program.
  - (2) Ensure warning signs are posted.
  - (3) Ensure that employees, prior to working in hazardous noise areas, undergo required audiometric testing.
  - (4) Initiate purchase of required hearing protection equipment.
  - (5) Initiate inspections and noise surveys.
  - (6) Enforce use of hearing protection equipment.
  - (7) Include hearing conservation requirements in safety training and briefings annually.
  - (8) Regularly inspect hearing protection equipment and replace deficient items.
- c. Employees will:

- (1) Comply with the unit/activity hearing conservation program.
  - (2) Undergo required audiometric testing.
  - (3) Use protective equipment.
- d. Safety Manager will:
- (1) Assist in establishing hearing conservation programs.
  - (2) Coordinate required noise surveys with the supporting Industrial Hygienist, USAREUR OH Services Contract (UOHSC).
  - (3) Provide help and assistance in selecting required protective equipment.
  - (4) Conduct inspections to identify noise hazards and evaluate effectiveness of hearing conservation programs.
  - (5) Coordinate required audiometric testing of Garrison employees with the supporting Occupational Health Nurse.
- e. IH/OHN from the USAREUR OH Services Contract (UOHSC) will:
- (1) Provide industrial hygiene services.
  - (2) Coordinate audiometric testing.
  - (3) Provide guidance and help in selecting required hearing protection equipment.

#### **14-5. Warning Signs.**

- a. Warning signs must be bilingual. Whenever possible, pictographs without written text should be used.
- b. Movable equipment, which emits hazardous noise, must be marked with decals indicating the hazard.

#### **14-6. Hearing Protection Equipment.**

- a. Hearing protection equipment for Local National employees must meet European standards.
- b. AE Pam 40-501, table 6-1, contains a table of currently available hearing protective devices.
- c. Preformed earplugs (single- and triple-flange) must be fitted for each ear under medical supervision.
- d. Maintenance:
  - (1) Earplugs must be kept dry and clean. Earplugs must be cleaned with mild soap and rinsed thoroughly.
  - (2) Earmuffs must be stored in a clean place.
  - (3) Ear cup seals must be inspected periodically for proper fit and damage.

## **CHAPTER 15 RESPIRATORY PROTECTION**

**15-1. Purpose.** Eliminate or reduce personnel exposure below the Permissible Exposure Limits (PEL) of air contaminants that can cause occupational illnesses or diseases.

**15-2. Applicability.** This chapter applies to activities and employees of the USAG Schweinfurt only. Tenant unit commanders, and managers of supporting activities will establish their own SOH programs PER guidelines and directives established by their higher headquarters.

**15-3. Policy.** Establish a written respiratory protection program were required. Air contaminants that are considered harmful are industrial dusts, fogs, fumes, mists, gases, smokes, sprays vapors, and oxygen deficient work areas as the result of displaced air by a contaminant. It is to be accomplished as far as feasible by accepted engineering control measures (i.e., enclosure or confinement of the operation, general or local ventilation, or substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators are to be used.

b. Respirators are considered an acceptable method of protecting the health of Department of the Army (DA) personnel under the following:

(1) When it is determined by the industrial Hygiene Office and ISO that there are not feasible engineering or works practice controls that can be used to adequately control the hazard.

(2) Working in an immediately dangerous atmosphere provided supplied air respirators are available and used.

(3) Exceeding one hour per week during intermittent non-routine operations.

(4) During interim periods while engineering controls are being designed, funded, and installed.

(5) During emergencies.

(6) When required by other federal regulations or operating licenses.

c. The respiratory protection equipment (RPE) will be used only for its intended purpose.

### **15-4. Procedures.**

a. Identification of Respiratory Hazardous Workplace. Respiratory hazards found in the USAG Schweinfurt include: Welding operations, battery operations, spray painting operations, grinding operations, brake repair, composite repair, pesticide operations, water chlorinating operations, confined spaces and equipment parts cleaning with solvents. This list is not all-inclusive. Contact the industrial hygiene office for determination of other hazards in workplaces.

b. Condition of Employment. RPE should be a condition of employment when required by the job. Personnel assigned duties involving access to chemical surety material must be able to wear protective clothing and equipment (PPE).

c. Medical Evaluations. Employees using respirators must undergo a medical evaluation prior to wearing respirators. The medical status of the respirator user must be reviewed periodically.

d. Contact Lenses. Contact lenses are not to be worn with full face piece respirators, helmet, hood, or suit (AR 11-34, para 1-5c(1)). Contact lenses are not to be worn in areas with dust, smoke, fumes or vapors.

e. Facial Hair. Respirators equipped with a face piece are not to be worn if facial hair comes between the sealing periphery of the face piece and the face or if facial hair interferes with valve functions.

**15-5. Garrison Commander (GC).**

a. He has overall responsibility for program compliance with AR 11-34, including:

(1) Establishing the program.

(2) Appoint the Installation Respirator Program Director (IRPD) and the Installation Respirator Specialists (IRS) for the USAG Schweinfurt.

(3) Provide funding for required equipment and training for the USAG Schweinfurt.

b. Tenant Unit Commanders have the duties and responsibilities listed in paragraph 5.a. within their areas of responsibility.

c. Installation Safety Manager:

(1) Is the IRPD for the USAG Schweinfurt.

(2) Prepares the local implementing regulation for the USAG Schweinfurt.

(3) Coordinates with the unit IRPD to prepare the implementing SOP for their unit.

(4) Provides guidance to supervisors in the preparation of work area SOPs.

(5) Coordinates with the supporting medical activity.

(6) Performs workplace inspections to ensure compliance.

(7) Approves/disapproves entry to immediately dangerous to life or health (IDLH) or confined space environments.

d. Supporting Medical Activity (SMA):

(1) Coordinates with the Garrison Safety Manager.

(2) Provides guidance and direction concerning the program and the duties of the IRS.

(3) Coordinates the local implementation regulations and SOP.

(4) Provides guidance to supervisors in the preparation of their work site SOP.

(5) Approves/disapproves entry into IDLH or confined space environments.

(6) Provides guidance and training in respirator selection and maintenance.

e. Installation Respirator Program Director will:

- (1) Plan, program, and annually evaluate the installation respiratory protection program.
  - (2) Prepare the local implementing regulation.
  - (3) Approve various SOPs before they are published.
  - (4) Ensure that recordkeeping requirements of the IRS are performed.
  - (5) Coordinate the purchase of RPE and replacement parts.
  - (6) Initiate corrective actions when required.
- f. Installation Respirator Specialist will:
- (1) Train supervisors and workers.
  - (2) Perform initial and annual fit testing.
  - (3) Repair respirators.
  - (4) Maintain records for the duration of employment; these consist of records for respirator training and fit testing.
  - (5) Maintain respirator inventories.
- g. Supervisors will:
- (1) Include respirator use in their various SOPs.
  - (2) Familiarize workers with SOP and respirator use.
  - (3) Ensure proper use/wear of respirators.
  - (4) Implement IDLH and confined space requirements.
  - (5) Ensure proper worker level respirator maintenance and care.
  - (6) Ensure that RPE requirements are included in job description.
  - (7) Issue respirators and respirator filters.
- h. Respirator users will:
- (1) Be familiar with the local respiratory protection program and various SOPs.
  - (2) Use RPE as directed.
  - (3) Perform positive and negative pressure tests to ensure satisfactory fitting and valve function each time RPE is used.
  - (4) Perform primary maintenance and cleaning of assigned respirators.
  - (5) Notify supervisor of nonfunctional RPE, or if it is suspected that RPE is needed.

(6) Store RPE to preclude damage.

(7) Undergo mandatory medical surveillance as directed.

**15-6. Minimum Respiratory Protection Program Requirements.**

- a. Local implementing regulation and various SOPs governing selection and use of respirators.
- b. Respirators shall be selected on the basis of the hazards and job task requirements.
- c. Users shall be instructed and trained.
- d. Training shall provide the opportunity to handle the respirator, have it properly fitted, test its face piece to face seal, wear it under normal air for a long familiarity period, and finally wear it in a test atmosphere.
- e. Personnel shall not be assigned to tasks requiring the use of RPE unless it has been determined that they are physically able to perform the task while wearing RPE.
- f. Only approved RPE will be used (NIOSH and/or DIN).
- g. Respirators shall be regularly cleaned and disinfected; personal respirators and public access respirators should be cleaned after each use.
- h. Respirators shall be stored in a convenient, clean, sanitary location.
- i. Respirators shall be routinely inspected during cleaning. Emergency use respirators are to be inspected at least once a month or after each use.
- j. Appropriate surveillance of the work area conditions and the degree of employee exposure or stress shall be maintained.
- k. There shall be routine inspections and evaluations of the program.

## **CHAPTER 16**

### **PRIVATELY OWNED VEHICLE (POV) ACCIDENT PREVENTION**

#### **16-1. Purpose.**

a. To establish a community-wide program to prevent Privately Owned Vehicle (POV) and Army Motor Vehicle (AMV) accidents.

b. Army accident records show that more Soldiers are killed or injured in POV crashes than any other accident category, including combat training. The POV accident prevention efforts must target driver training, attitude, and behavior. Most accidents happen in four major categories:

- (1) Driving while under the influence of alcohol or drugs.
- (2) Driving too fast for road, environmental, or vehicle conditions.
- (3) Failure to use seatbelts.
- (4) Operator fatigue.

c. The leading category of death and human suffering in this community is the POV. These accidents generally occur off-duty and off-post, outside Army supervision. Commanders and supervisors can provide indirect influence through leadership example, information dissemination, and motivational training efforts before POV operators leave Army control.

d. Driving privileges are not a right. USAREUR privileges may be temporarily suspended, administratively withdrawn, or permanently revoked when a driver fails in his responsibility for his safety or the safety of others. These actions are detailed in AER 190-1 and PAM 190-34.

e. Commanders must ensure that accompanied individuals who have driving privileges withdrawn, make provisions for family transportation when the spouse is not licensed.

**16-2. Applicability.** This chapter applies to all assigned, attached, and tenant units and activities within the USAG Schweinfurt to include Non-Appropriated Fund (NAF) activities.

**16-3. Policy.** POV safety is a command responsibility. Commanders should:

- a. Establish a POV accident prevention program.
- b. Establish administrative controls of POVs.
- c. Approve/disapprove applications for operator's licenses.
- d. Withdraw privileges where warranted.
- e. Conduct periodic safety checks of all POVs and operated by assigned personnel and their family members to ensure vehicles are in a safe mechanical condition.
- f. Maintain records of operator accident experience, moving traffic violations, traffic point assessments, training, and awards. DA Form 3626 (Vehicle Registration/Driver Record) can be used for this purpose.
- g. Motivate safe driving performance through enforcement, education, promotional activities, campaigns, and other related incentives.

h. Investigate and report POV accidents in accordance with AR 385-40 and chapter 6 of this regulation.

**16-4. Procedures.** The following are the focal points of prevention efforts:

a. Targeting cause and effect.

(1) Most POV accidents are single vehicle, after dark, due to driver error, i.e. operating vehicle at excessive speed; falling asleep; or operating a vehicle while incapacitated.

(2) Local factors, identified through analysis, must be publicized.

(3) Probable punitive actions that will be imposed in accordance with AER 190-1 must be made known, (e.g., courts-martial, general officer letter of reprimand, license suspension or revocation, traffic point assessment).

b. Motorcycle Training Requirements: Motorcycle riders are required to successfully complete a Motorcycle Safety Foundation Course MSF. The Experienced Rider Course (ERC), the Basic Rider Course (BRC) and Motorcycle Refresher Training (MRT) are offered by USAG Schweinfurt. The BRC includes about 16 hours of classroom and hands-on training and evaluation. The ERC is intended for experienced riders and includes hands-on training and evaluation. Soldiers will attend the MRT after redeployment if deployed over 6 month. An MSF course must be completed every 3 years to keep a motorcycle endorsement on a U.S. Forces certificate of license.

c. Training:

(1) Prior to being examined for an operator's permit, newly arrived personnel, including eligible family members, will receive adequate information on the dangers of driving in Europe (proponent is Drivers Testing).

(2) All Soldiers less than 26 years of age will receive "Intermediate Traffic Safety Training" prior to applying for a POV license (proponent is the ISO).

(3) During October and/or November each year, licensed operators will be given the opportunity to attend instruction in the hazards of winter driving and safe operating procedures. Personnel who arrive in unit during winter months must receive this training prior to operating their POV.

(4) Prior to holidays and extended weekends, a holiday safety briefing for personnel planning to travel outside the immediate area should be conducted.

d. Periodic POV Inspection:

(1) Commanders will implement a system of unit level mechanical, appearance, and safety inspections on all POVs owned/operated by assigned personnel and their family members.

(2) Commanders should conduct POV inspections and safety briefings prior to the summer and winter driving seasons and/or long weekends.

(3) Inspectors should be qualified to conduct a thorough inspection of those items on POV inspection form AE Form 190-1H or AE Form 190-1I.

(4) When deficiencies are discovered which in the commander's judgment pose a significant hazard, the vehicle will be registered non-operational. Other minor deficiencies will be corrected within 10 calendar days. If the owner fails to correct deficiencies, commanders may register the vehicle non-operational.

e. Administrative Controls:

(1) Commanders will institute a system to collect and maintain data on all POVs owned/operated by assigned or attached personnel.

(2) Data will be maintained in a file, on file cards, in a computer data sheet, or on a status board. Whatever method is chosen, information must be kept current.

(3) The following information will be maintained:

(a) Name, grade of owner, operator license number, and expiration date.

(b) POV description (year, make, model, color).

(c) POV license.

(d) Name of insurance carrier and date of expiration.

(e) POV status (operational, non-operational).

(f) Date of last inspection.

(g) Remarks (accidents, moving violations, commander's actions, training, etc.)

(4) Information will be maintained on personnel who possess valid USAREUR POV driving permits (190-1F), U.S. Government operator's permit (OF-346) and/or International Drivers License, but do not own a POV.

## CHAPTER 17 NON-TACTICAL VEHICLE ACCIDENT PREVENTION

**17-1. Purpose.** This chapter establishes procedures for the prevention of accidents involving Non-Tactical Vehicles (NTV) to minimize NTV accidents, damage and injuries and to reduce the cost of repair for NTVs.

**17-3. Applicability.** This chapter applies to all units/activities that operate NTVs dispatched by the USAG Schweinfurt.

**17-4. Policy.** Soldiers and civilian personnel, to include appropriated/non-appropriated fund and Local National (LN) employees, who operate NTVs, shall become familiar with this program and follow the instruction as outlined in this program.

**17-5. Procedures.** Commanders, directors and supervisors are responsible for the implementation, administration, and enforcement of this program.

a. Commanders/section chiefs will:

(1) Ensure that all Soldiers regardless of age complete the online "Army Accident Avoidance Course" at <https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>

(2) Ensure that all Soldiers less than 26 years of age receive "Intermediate Traffic Safety Training" prior to applying for an NTV license.

(3) Ensure that all Soldiers complete winter driving training annually during October and November. Soldiers arriving after November shall be trained prior driving a NTV. Training personnel will annotate OF 346 and DA Form 348 to indicate the date the training was performed.

(4) Conduct annual mandatory refresher training rides for personnel who operate emergency vehicles (i.e. Military Police, Ambulance, etc.).

(5) Conduct annual check rides with NTV operators and document it.

(6) Assign NTVs only if the driver has been trained and tested by USAG Schweinfurt Drivers Testing Station, unless the soldier was transferred, trained and licensed and from another garrison in USAREUR.

(7) Collects SF 91 from the driver in case of accident. He completes section 81 and 82 of this form prior to passing it on to TMP by COB or next working day. This is required regardless of who is responsible of the accident.

(8) Immediately upon notification that a NTV operator has been involved in a traffic accident conduct an informal inquiry into the circumstances to substantiate the allegation and to determine the extent of negligence involved (see appendix A).

(9) Initiate property adjustment documents IAW AR 735-5 and provides copy of the documents to TMP showing initiation. A DD Form 200 must be returned to the TMP when completed.

(10) Accidents resulting in damages greater than \$2000 or in injuries will be reported online using the Army Accident Reporting System "Report It" at <https://reportit.safety.army.mil>. (for assistance, contact the ISO). An information copy must be provided to the USAG Schweinfurt ISO within 5 working days regardless of who is responsible of the accident.

b. If the adjustment documentation has not been received by TMP after 15 calendar days, the account will be closed and no positive actions (i.e., new dispatch to that unit) will occur. Emergency requests will only be considered if signed by first O-4 or above in the unit's chain of command.

c. If, in the unit commander's view, negligence cannot be determined or the alleged offense cannot be verified, contact the Provost Marshal, the Military Police Operation SGT, or investigating officer for resolution.

d. The Commanders, section chiefs/USAG Schweinfurt, and staff elements will send any person under his/her control who is cited as the subject of an accident to the next scheduled remedial drivers' training class. This provision applies to all NTV operators. NTV licenses will be suspended after subject fails to attend the first scheduled class until he/she successfully completes remedial drivers training. Exemptions will be made if the accident was:

(1) Occurring at a very low rate of speed (up to 5 mph) not involving personal injury and damage below \$500.00, provided no right of way rules were violated.

(2) A typical "Parkplatz" accident such as colliding with a fixed object while driving into a narrow parking spot or out of it.

(3) An accident while backing if required ground guide was used.

e. Action will be taken to hold senior occupants of NTVs accountable when investigation reveals that the senior occupant failed to perform his/her duties as outlined in AR 385-55 (e.g. ground guiding).

f. ISO will:

(1) Provide guidance and assistance concerning motor vehicle safety.

(2) Review all accident reports provided by the unit/activity and notify the TMP that the report has been received.

(3) Monitor the Army Traffic Safety Training Program.

(4) Provide winter driver training in October/November to all NTV operators within SFT Garrison.

g. Drivers Testing Station (DTS) will:

- (1) Provide classroom training for NTV operator applicants (English/German).
- (2) Provide written test for all NTV operator applicants (English/German).
- (3) Provide road test for all NTV operator applicants. This requirement is waived for NTV's with a gross vehicle weight rating (GVWR) of less than 10,000 pounds, provided the driver has a valid state or host nation driver's license and meets all other qualification requirements. This waiver does not apply to military or civilian operators of emergency vehicles (e.g., MP vehicles, ambulance, fire trucks, crash-rescue vehicles), buses designated to transport over 12 passengers, motorcycles, mopeds, all-terrain vehicles (ATV/Quads), or tactical vehicles used for NTV missions. In particular, the road test is not waived for anybody whose duties require transporting hazardous material.
- (4) Provide remedial drivers' training for all operators involved in at fault accidents/violations.
- (5) Provide road test for all operators after accidents.
- (6) Provide mandatory refresher training annually for USAG Schweinfurt personnel who operate emergency vehicles (i.e. Military Police, Fire Department, etc.).
- (7) Provide list of remedial drivers training attendees to TMP and the ISO.
- (8) The Drivers Testing Station (DTS) will not extend/renew NTV licenses without proof that the required training/testing was completed. NTV license holder transferred from other Garrisons in possession of bus/truck license must take a road test with DTS Schweinfurt.

h. TMP/Dispatch Office will:

- (1) Check to ensure drivers are in possession of valid NTV license during dispatch procedures.
- (2) Forward copy of completed SF 91 to the ISO.
- (3) Contact repair services for "Estimated Cost of Damage".
- (4) Shut down all NTVs involved in an accident if the following reports are not received from the unit/activities in a timely manner:
  - (a) Accident report SF 91 regardless, of the amount of damage (within 5 days to TMP).
  - (b) Property Adjustment Documents IAW AR 735-5 (within 15 days to TMP).
  - (c) Copy of the accident report (within 5 days to the ISO).

(5) Inform unit commander to send drivers, who require remedial drivers' training to the next scheduled class.

i. NTV Driver will:

(1) Inspect vehicle before each operation to ensure vehicle is safe, serviceable and free of damages (PMCS).

(2) Attend winter driving orientation prior to the winter season. Additionally, emergency vehicle operators will attend refresher drivers' training annually.

(3) After accidents or damages, regardless of the circumstances, inform Military Police and TMP ASAP. Complete section I through IX of the Motor Vehicle Accident Report SF 91 and obtain signature of supervisor on section 81 and 82.

(4) Attend remedial drivers training and re-testing after at-fault accidents.

j. DES/PMO Office will:

(1) Provide Blotter extract/Journal or Report of Incident of each NTV accident to the TMP on a daily basis.

(2) Support the DTS in conducting/participating in the training for the emergency vehicle operators.

## **CHAPTER 18**

### **STORAGE OF COMPRESSED GAS CYLINDERS**

**18-1. Purpose.** To establish minimum standards for the storage and handling of compressed gas cylinders. This guidance is necessary to ensure acceptable compliance with Department of the Army (DA) and Host Nation (FRG TRG 280) rules. The most stringent standard will apply.

**18-2. Applicability.** This chapter applies to all assigned, attached, and tenant units and activities within the USAG Schweinfurt to include Non-Appropriated Fund (NAF) activities.

#### **18-3. Policy.**

a. Safety is a command responsibility. Commanders/directors/managers/branch chiefs will:

(1) Establish procedures for the efficient and safe receipt, storage, use, and turn-in of compressed gas cylinders.

(2) Approve written SOPs governing control and storage of compressed gasses to ensure the least possible risk.

(3) Ensure training and education of employees.

b. The designated safety manager or representative will:

(1) Conduct semiannual inspections of compressed gas cylinder storage areas.

(2) Ensure adequate training in the care, use, and handling of compressed gasses is conducted.

(3) Ensure supervisors enforce standards applicable to compressed gasses.

**18-4. Procedures.** All cylinders, regardless of their contents, must be considered a hazardous item.

a. Cylinders can explode and propagate to other cylinders in storage.

b. Flammable compressed gas can ignite, burning with the effect of a huge blowtorch.

c. Should a valve shear, the cylinder will act like a rocket; it can ricochet, go through brick walls, become airborne, or spin in place until all pressure has dissipated.

d. Fire prevention and protection:

(1) Compressed gas cylinder storage must have appropriate fire suppression/extinguishing equipment available. The installation Fire Marshal shall determine the type and size of extinguishers.

(2) The international sign for no smoking shall be displayed at the entrances to indoor and outdoor storage locations.

(3) In areas where toxic gasses are stored, the international symbols for protective clothing and masks shall be displayed at all entrances to indoor and outdoor storage locations.

## e. Storage:

(1) The surface of the storage area shall be level. A clear area of 7 feet (2 meters) shall be established around open storage areas. 17 feet (5 meter) is required if the area is near hazardous operations, e.g. fuel points, ammunition storage, etc.

(2) Valve protection caps must always be in place. Cylinders without caps will be segregated.

(3) Compressed gas cylinders will not be stored in basements, attics, stairwells or staircases, work areas, or where they would block exits.

(4) Where warehousing permits, each type of gas cylinder shall be separated by 7 feet (2 meters).

(5) Inert and toxic gasses may be mixed in storage. Pertinent safety and health precautions in the material safety data sheets (MSDS) or other published standards will be adhered to.

(6) Defective cylinders shall be isolated, tagged as defective, and returned to the supplier.

(7) Cylinders stored in the open must be protected from direct rays of the sun or other extreme heat.

(8) In multiple flammable gas storage, gasses must be separated from gasses that support combustion by not less than 7 feet (2 meters). Oxygen cylinders shall be stored separately from all other cylinders.

(9) Open storage limits will not exceed 500 cylinders. Indoor storage limits will not exceed 150 cylinders.

(10) Cylinders must be stored upright and secured against falling with a chain or other suitable means.

## f. The following are recommended procedures for safe handling:

(1) Never allow cylinders to topple over or strike one another.

(2) Do not drag or slide cylinders, even for a short distance.

(3) Do not use cylinders as rollers for moving material.

(4) Do not permit cylinders to come into contact with:

(a) Oil or grease, sparks or flame.

(b) Electrical circuits or equipment.

(5) Empty cylinders must have valves closed, protective caps in place and tagged or labeled "EMPTY".

(6) Full cylinders contain 250 to 2,000 pounds per square inch (psi) pressure. They are to be stored upright, protective valve cover in place and secured to a stationary object with a light chain.

(7) Leaking cylinders may go undetected. In storage, heavier than air gasses concentrate near the floor and can be ignited by a heat source some distance from the cylinder location. Suspected leakers are to be tested with soap/water. No other method is permissible. Leakers must be segregated, tagged and returned to the supplier.

(8) Questions regarding storage locations should be referred to the USAG Schweinfurt ISO. Prior to introduction of new operations requiring the use and storage of compressed gasses, a safety survey should be requested.

## **CHAPTER 19**

### **SKIN PROTECTION PLAN**

**19-1. Purpose.** Many occupational diseases are related to skin diseases. This chapter defines responsibilities.

**19-2. Applicability.** This chapter applies to civilian employees within the USAG Schweinfurt only.

#### **19-3. Policy.**

a. Garrison Commander: Has the overall responsibility for establishment and execution of the skin protection program.

b. ISO: Assists supervisors in establishing the skin protection program (train the supervisors, provide training aids, etc).

c. The Occupational Health Nurse (OHN) advises the supervisor and organizes the occupational medical examination. The OHN supports the supervisors and the ISO with the investigation of skin diseases.

#### **19-4. Procedures.**

d. Managers and supervisors will:

(1) Assess potential hazards to the skin by conducting a Job Hazard Analysis (JHA). Hazards to the skin can occur during the following:

- (a) Exposure to hazardous material with corrosive, irritant or sensitizing characteristics.
- (b) Mechanical impact.
- (c) Wet working conditions.
- (d) Exposure to cold, heat or ultraviolet rays.
- (e) Prolonged wearing of liquid-proof gloves (e.g. rubber gloves).
- (f) Frequent and intensive skin cleaning.

(2) Establish appropriate skin protection measures.

(a) Technical Measures: Change work procedures/process, use less hazardous substitutes for chemicals, etc.

(b) Organizational Measures: Shorten exposure time to hazardous material, frequent change of gloves; use clean absorbent cotton inserts (change frequently during the day) for rubber gloves, etc.

(c) Personal Measures like instructions, provide Personal Protective Equipment (PPE), establish a skin protection plan, provide occupation medical examinations, etc.

(3) Establish a Skin Protection Plan. The plan must address how employees can protect themselves (What, When, Whereby, How and Who, see appendix F).

(4) Conduct periodic refresher briefings, at least annually, with concerned employees and document it.

(5) Instruct employees to comply with the Skin Protection Plan.

(6) Submit accident report when occupational skin disease is suspected.

(7) Provide skin protection and skin cleaning means in sufficient amounts.

e. Employees will:

(1) Comply with the established skin protection plan and the instructions of the supervisor.

(2) Attend the periodic refresher briefings.

(3) Undergo the mandatory occupational medical examinations.

(4) Immediately inform the supervisor if an occupational skin disease is suspected.

## **CHAPTER 20**

### **LAWN MOWER SAFETY**

**20-1. Purpose.** This chapter establishes procedures for the safe use of lawn mowers to minimize employees exposure to hazardous situations, prevent accidents and occupational illnesses and diseases and Protect the environment.

**20-2. Applicability.** This chapter applies to all units/activities assigned or attached to the USAG Schweinfurt.

**20-3. Policy.** Soldiers and civilian personnel to include appropriated/non appropriated fund and Local National (LN) employees, who use lawn mowers in a duty status, are required to follow the intent of this chapter.

**20-4. Procedures.** Unit commanders/directors/managers/supervisors will ensure that mowers are only used by trained and licensed lawn mower operators. Training must be recorded on DA Form 348 or OF Form 346 and must be carried on the person operating the mower.

a. Lawn mower operators will follow the below listed practical rules for lawn mower safety:

- (1) Read the instruction book of the mower.
- (2) Refueling of lawn mowers will only be done on a solid surface (asphalt or concrete). Never add fuel to a hot mower! (wait at least ten minutes).
- (3) Get to know your mower, and learn how to stop your mower quickly.
- (4) Clear the area of rocks, sticks, toys or anything else the mower might pick up and fling.
- (5) Inspect the mower to ensure that all guards are in place. *“Do not start an unsafe mower!”*
- (6) After rain or heavy dew, wait for the grass to dry before mowing because wet grass may clog the chute or make you slip.
- (7) If the chute clogs, shut off the motor, wait for the blade to stop turning, then disconnect the spark-wire and clear it with a stick. Never clear a chute with your hands.
- (8) On hills, using a walk-behind mower, mow across the face of the slope therefore your feet won't slip under the blades.
- (9) Do not run over curbstones with a running mower. When crossing curbstones, the engine must be shut off.
- (10) With a riding mower, mow up and down the slopes so it is less likely to tip over.
- (11) Never pull mowers.
- (12) Never leave a running mower unattended.

(13) Always clear people and children from an area being mowed.

(14) Do not expose yourself to the open site of a running mower.

b. Dress for Safety:

(1) Wear heavy-duty shoes with non-slip soles (never mow in bare feet or sandals).

(2) Wear long slacks to protect legs.

(3) Avoid loose clothing that could get caught in machinery.

(4) Eye and hearing protection must be worn when mowing.

c. Only qualified personnel from Host Nation Liaison Field Operating Activity (HNLFOA), Maintenance Branch, Conn Barracks, Bldg. 63 are authorized to perform repair work and maintenance on lawn mowers.

## **CHAPTER 21 LADDER SAFETY**

**21-1. Purpose.** This chapter establishes procedures for the safe use of portable ladders to minimize employees exposure to hazardous situations, prevent accidents and limit liability caused by defective ladders.

**21-2. Applicability.** This chapter applies to all units/activities assigned or attached to the USAG Schweinfurt.

**21-3. Policy.** Soldiers and civilian personnel to include appropriated/non-appropriated fund and Local Nationals (LN) employees have to climb as part of their duties. **Stools, chairs, tables, and boxes will not be used as a substitute for step stool and ladders.** Safe ladders are the only approved tools for climbing.

### **21-4. Procedures.**

a. Unit commanders, directors, managers, and supervisors will:

- (1) Ensure that ladders are provided in sufficient numbers for the required purpose.
- (2) Provide training on the safe use of ladders on an annual basis.
- (3) Request annual ladder safety inspection from the ISO.
- (4) Maintain master inspection records for all ladders.
- (5) Remove all defective and expired ladders from services until repaired and inspected.

b. Users of ladders will:

- (1) Follow usage instructions of ladders as indicated by the safety sticker.
- (2) Inspect ladders prior to its use.
- (3) Not use ladders if they show any of the below listed deficiencies:
  - (a) Expiration date of the ladder inspection is exceeded (see inspection sticker).
  - (b) Ladder shows signs of deterioration.
  - (c) Ladder is bent, unstable/wobbly, damaged, and/or parts are missing.
- (4) Users of ladders will follow below listed safety rules:
  - (a) Ladders found to be defective must be withdrawn from service for repair or destruction and tagged or marked as "Dangerous Do not Use".

(b) Ladders must be placed on even/safe floor or ground to prevent slipping/tilting. If not possible because of the nature of the floor/ground, ladder must be fastened or held in position.

(c) Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.

(d) Ladders will only be used by one (1) person at the time (the max load for US manufactured ladders is 200 lbs and for European manufactured ladders 300 lbs).

(e) Ladders will not be placed in front of doors opening toward the ladder unless the door is blocked, locked or guarded.

(f) Short ladders will not be spliced together to provide long sections.

(g) Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.

(h) Tops of ordinary ladders will not be used as steps.

(i) No ladder will be used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support.

c. ISO will:

(1) Inspect all ladders up on request and initiate an annual ladder inspection campaign.

(2) Maintain copy of inspection records for all ladders.

(3) Mark all inspected ladders with an inspection sticker.

## **CHAPTER 22**

### **COMPLAINT PROCEDURES**

**22-1. Purpose.** This chapter establishes procedures for employee reports of unsafe/unhealthy working conditions.

**22-2. Applicability.** This chapter applies to all personnel, military and /or civilian, assigned or detached to the USAG Schweinfurt.

**22-3. Policy.** All federal employees and their representatives have the right to report and request inspection of unsafe and/or unhealthy working conditions without fear of reprisal from management.

**22-4. Procedures.** If an employee thinks that there is an unsafe/unhealthy working condition, he/she should:

a. Report the problem to the immediate supervisor or ask a representative (Works Council, EO, EEO, etc.) to do so.

b. If the supervisor in charge does not respond, or if the employee is dissatisfied with the response, the issue should be addressed to the next level of supervision/command.

c. In case the issue cannot be solved within the unit/activity respectively in case the employee is not satisfied with the chain of command's response, then a written request should be submitted to the USAG Schweinfurt ISO, DA Form 4755 (Employee Report of Unsafe on Unhealthy Working Condition) will be used. The report is available online at <http://www.schweinfurt.army.mil/support/safety/reporting.htm>.

d. The USAG Schweinfurt Safety Staff will investigate all complaints within 10 working days after receipt of the complaint. A written report of the investigation results, to include proposals/recommendations, will be forwarded to the Garrison Commander for approval and action. An info copy will be issued to the Works Council, EEO, and/or EO, whichever is appropriate.

e. If the originator of the complaint is known, he/she will be notified about investigation results, and action taken/planned. If the originator is not known, then the notification will be posted on the unit's/activity's bulletin board for 5 working days.

f. In case the employee is dissatisfied with the investigation results and corrective action taken/planned, then he/she may appeal to the Garrison Commander.

## **CHAPTER 23**

### **COMPOSITE RISK MANAGEMENT**

**23-1. Purpose.** Establishes procedures on Composite Risk Management (CRM).

**23-2. Applicability.** CRM is applied to training and operations at all levels of the command. Commanders will not accept unnecessary risk. Directorates must perform risk assessments and provide copies to the Garrison Safety Office three weeks prior to scheduled events.

**23-3. Policy.** Garrison and tenant unit community events held within the Garrison, e.g. parades, expositions, bazaars, community runs, trips, carnival, military exercises, and non-routine activities like, Halloween, kinder fests, etc., must be safety risk assessed to ensure the safety and security of attendees and participants, and the protection of government property. Planning must include evaluation of safety risks, and mitigation actions developed to reduce risks to an acceptable level.

#### **23-4. Procedures.**

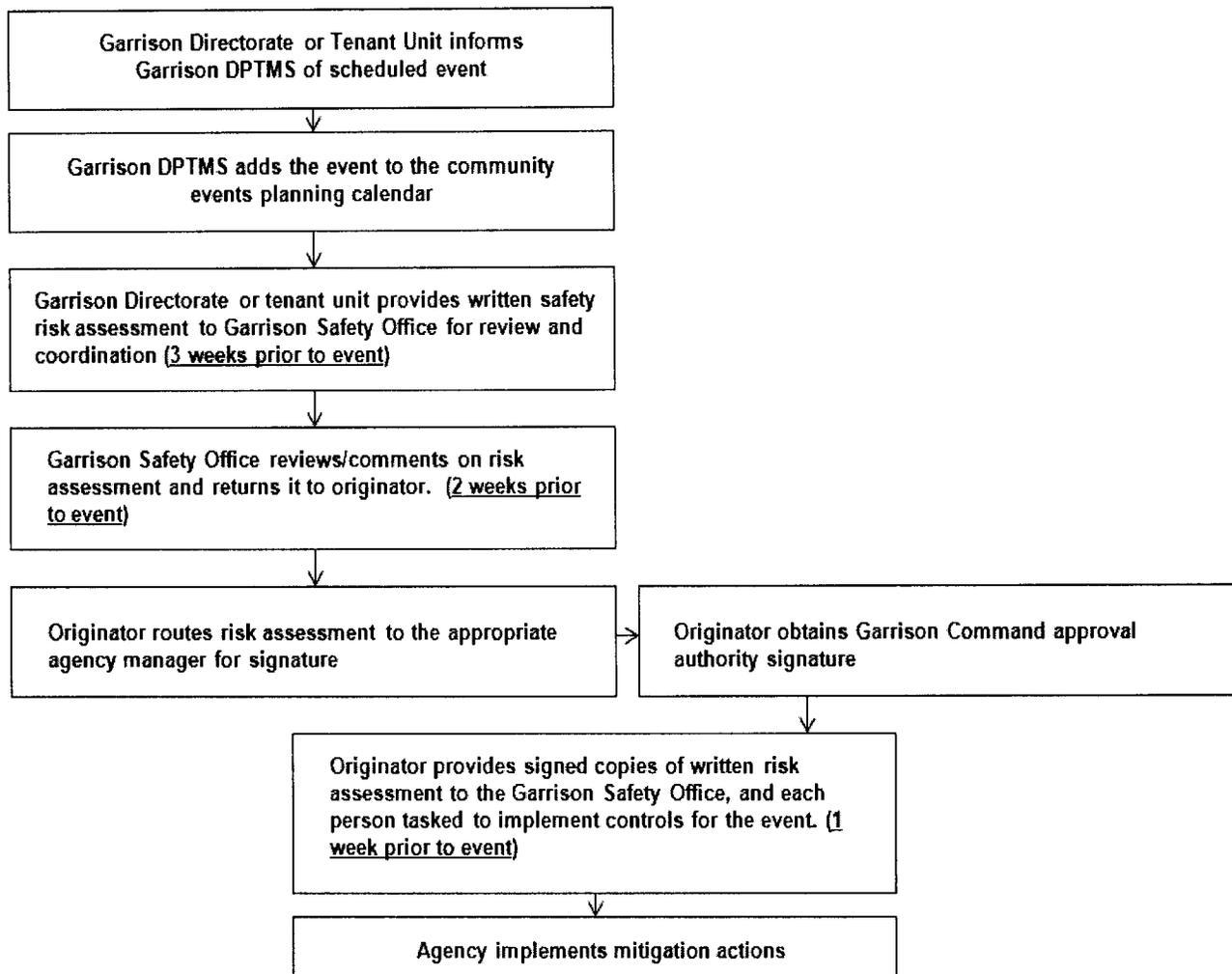
a. Garrison Directorates, and tenant units will provide written risk assessments (see appendix G) for planned community events to the ISO for review at least three (3) weeks prior to the scheduled event. The ISO will review and comment on the written assessments, and coordinate any needed modifications with the activity leader. The activity leader will then ensure that the assessment is signed at the appropriate management level within his or her agency e.g. Tenant Unit Commander, School Principal, AAFES Manager etc. The assessment then will be forwarded to the Garrison Command Section for review and signature. After this the activity leader will provide signed copies of the assessment to the ISO and each agency/person tasked with implementing the controls. Reference the attached flow chart.

b. Community events not coordinated with the Garrison, or lacking written safety risk assessments are subject to cancellation in the interest of public safety.

c. Units with full time safety professionals assigned are responsible for safety evaluation of community event planning, set-up, and ensuring that mitigation controls are implemented during the event. Garrison initiated events are evaluated and overseen by the ISO. The ISO will do periodic unannounced safety evaluations of community events to ensure risk assessment mitigation actions are being accomplished.

d. Commanders and supervisors, responsible for a mission/event other than a community event, are authorized to accept low and medium level of residual risk. Medium and high level of residual risk must be evaluated by the ISO and approved by the Garrison Commander. Extreme high level of residual risk must be elevated to the IMCOM-Europe Director.

COMMUNITY EVENT SAFETY RISK ASSESSMENT PROCESS



## **CHAPTER 24**

### **INFECTIOUS CONTROL PROGRAM FOR THE PREVENTION OF BLOODBORNE DISEASE TRANSMISSION**

**24-1 Purpose.** An infection control plan must be prepared for all persons who handle, store, use, process, or disposes of infectious medical wastes. This infection control plan complies with OSHA requirement, 29 CFR 1910.1030, Blood Borne Pathogens. The plan includes requirements for personal protective equipment, housekeeping, training, and a procedure for reporting exposures.

**24-2. Applicability.** All employees who could "reasonably expect," as a result of performing their job duties, to face contact with blood and other potentially infectious materials. The following employees fall under this category: Employees who administer first aid or CPR; policemen, firefighters, sewage workers, janitorial personnel, and maintenance personnel.

**24-3 Policy.** This chapter establishes procedures for the prevention of blood borne disease transmission through general awareness training, specialized training, and practice of safe handling of potentially infectious materials.

#### **24-4. Procedures.**

a. Manager and supervisors shall:

(1) Ensure that employees identified below receive training on an annual basis.

(2) Document any exposure reported and ensure that any individual who has been exposed to potentially infectious materials is referred to medical providers and/or the USACHPPM-EUR Occupational Health Nurse (OHN).

(3) Ensure that only qualified person(s) conduct(s) the training.

(4) Ensure that all records such as exposure and training records are maintained in accordance with regulations. A copy of the exposure record shall be forwarded to the USAG Schweinfurt ISO.

b. Employees who may have been exposed to potentially infectious materials shall report the incident to the supervisor.

c. The ISO will assist the managers and supervisors in determining exposure.

d. Definitions.

(1) Blood borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

(2) Contaminated: Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

(3) Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

(4) Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, bugs, and abrasions.

e. Exposure Control Plan. Identification of those most likely to be involved in contact with blood during first aid treatment.

(1) Those most likely to be exposed to blood borne disease transmission in the conduct of their daily work activities are those who are trained in the administration of first aid and CPR. Those trained have successfully completed, within the past three years, the American Red Cross Standard First Aid Training Course.

(2) Those who handle the waste materials that could include the wastes from the first aid operations and from handling of materials generated through routine bodily functions (feminine hygiene products, used personal paper products, etc.) are identified as having potential contact with blood borne diseases. (Includes all material handlers involved in trash handling.)

(3) Those who work with plumbing repair, sewage treatment and maintenance, and other ground works that could potentially expose them blood borne diseases.

f. Controls and procedures that will be implemented to prevent disease transmission.

(1) Universal Precautions: Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Many people carry blood borne infections without visible symptoms. Many people carry blood borne infections without even knowing it.

(2) Engineering Requirements: Engineering and work practice controls will be used to eliminate or minimize exposure to employees. The following engineering controls will be utilized: Either specially marked or red bags and containers for contaminated first aid materials.

g. Work Practice Controls

(1) Hand washing facilities must be available to the employees who incur exposure to blood or other potentially infectious materials. At most facilities, hand washing facilities are located in the restrooms and first aid rooms. Fire Emergency responders who do not have access to hand washing facilities may use an alternative such as antiseptic hand cleaner.

(2) After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as possible with soap and water.

(3) If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as possible following contact.

h. Personal Protective Equipment (PPE): All PPE will be provided without cost to the employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Contact the USAG Schweinfurt ISO or the USACHPPM-EUR Industrial Hygiene Office for specific PPE requirements.

(1) Surgical non powered latex gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. First aid kits are stocked with gloves.

(2) Resuscitator devices are also available and accessible to employees who can be reasonably expected to resuscitate. Resuscitator devices have been issued to certified CPR providers.

(3) All PPE will be cleaned, laundered, and/or disposed at no cost to employees. All repairs or replacements will be made also at no cost to the employees.

(4) All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible.

(5) Disposable gloves used at all facilities are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

i. Hepatitis B Vaccine.

(1) All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

(2) Employees who decline the Hepatitis B vaccine will sign a waiver (appendix H-1).

(3) Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

j. Housekeeping: Good housekeeping protects every worker and it is every worker's responsibility. Here are general rules for housekeeping which may involve blood or potentially infectious materials:

(1) Disinfect all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials. Disinfection of equipment can be accomplished using a ratio of sodium hypochlorite and water at 1:10 or 1:100.

(2) Do not pick up any broken glass which may be contaminated with gloves or bare hands. Use tongs or a brush and dustpan.

(3) Place contaminated sharps and infectious wastes in designated containers, i.e., biohazard bags. Do not allow container to overfill.

k. Post-exposure evaluation and follow up: When the employee incurs an exposure incident, it should be reported to the supervisor and ISO immediately to make available confidential medical evaluation and follow up, including at least the following elements:

(1) Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.

(2) Identification and documentation of the source individual, after consent is obtained.

(3) Collection and testing of blood from the exposed employee or HBV and HIV serological status.

(4) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

(5) Counseling.

(6) Evaluation of reported illness.

l. Training: Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be coordinated by the supervisor. All affected employees will receive annual refresher training within one year of their previous training. Training shall contain at a minimum the following elements.

(1) An accessible copy of the regulatory standard and/or copy of this program and an explanation of its contents;

(2) A general explanation of the epidemiology and symptoms of blood borne diseases.

(3) An explanation of the modes of transmission of blood borne pathogens.

(4) An explanation of the exposure control plan and the means by which the employee can obtain a copy of the written plan.

(5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

(6) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.

(7) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

(8) An explanation of the basis for selection of personal protective equipment.

(9) Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and its availability.

(10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

(11) An explanation of the procedure to follow if an exposure incident occurs.

(12) Information on the post-exposure evaluation and follow-up available to employees following an exposure incident.

(13) An explanation of the signs and labels and/or color coding

(14) An opportunity for interactive questions and answers with the person conducting the training session.

m. Recordkeeping:

(1) Accurate records for each employee with occupational exposure shall be maintained in strict confidence. These records will be maintained for at least the duration of the employment plus 30 years.

(2) Training records shall be maintained for 3 years from the date on which the training occurred.

(3) Training records will include the following information:

(a) The dates of the training sessions;

(b) Names and job titles of all personnel attending the training.

(c) The contents or a summary of the training sessions.

(d) Names and qualifications of persons conducting the training.

## **CHAPTER 25**

### **CONFINED SPACE ENTRY**

**25-1. Purpose.** Establish requirements for practices and procedures to protect employees from the hazards of entry into permit-required confined spaces.

**25-2. Applicability.** This chapter applies to all confined space (permit and non-permit confined space) which has one or more of the following characteristics:

a. Is large enough and so configured that an employee can bodily enter and perform assigned work.

b. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, walls and pits are spaces that may have limited means of entry.).

c. Is not designed for continuous employee occupancy.

d. Permit-required space means (permit space) a confined space that has one or more of the following characteristics:

(1) Contains or has a potential to contain a hazardous atmosphere.

(2) Contains a material that has the potential for engulfing an entrant.

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section or:

(4) Contains other recognized serious safety/health hazard.

**25-3. Policy.** This chapter supplements federal occupational safety and health standards contained in 29 CFR 1910.146 and 29 CFR 1915 relative to confined space entry and gas free engineering. Application of these procedures will ensure that such work spaces are maintained safe for entry and work.

#### **25-4. Procedures:**

a. Garrison Commander: Has overall responsibility for program compliance with 29 CFR 1910.146, including:

(1) Establishing the program.

(2) Appoint the installation Confined Space Entry Program Manager (CSEPM).

b. USAG Schweinfurt Safety Manager:

(1) Is the CSEPM for the USAG Schweinfurt.

(2) Prepares the local implementing regulation for the USAG Schweinfurt.

(3) Coordinates with the unit/activity entry supervisor to establish the Confined Space Entry Program.

(4) Reviews the confined space entry plan of contractors.

(5) Inspects confined space entry work places.

c. The Entry Manager (Chief DPW, O&M, and Utilities) is:

(1) Responsible for maintenance and calibration of gas monitoring equipment.

(2) Responsible for maintenance and issue of personal protective, rescue and other equipment to support confined space entry.

(3) Responsible for maintenance of permits and other records relating to confined space operations.

d. The Entry Supervisor will:

(1) Know the potential hazards during entry and work and perform risk assessment.

(2) Determine if acceptable entry conditions are present prior to entry and maintained throughout the work process.

(3) Authorize entry and oversee entry operations.

(4) Terminate entry as required by 29 CFR 1910.146.

(5) Verify that rescue services are readily available and the means for summoning them are operable.

(6) Remove unauthorized individuals from confined space entry sites.

e. The Entrant will:

(1) Know hazards that may be faced during entry.

(2) Be able to recognize signs or symptoms of hazard exposure and understand the consequences of such exposure.

(3) Use equipment properly.

(4) Maintain communication with the attendant.

(5) Alert the attendant to hazards discovered while in the space.

(6) Exit the space quickly when required.

f. The Attendant will:

(1) Know hazards that may be faced during entry.

(2) Be able to recognize sign or symptoms of hazard exposure.

(3) Maintain accurate entrant identification.

(4) Remain outside the space at all times.

(5) Maintain communication with the entrant and be able to communicate with the entry supervisor when needed.

(6) Monitor entry activities.

(7) Summon rescue services when needed.

(8) Prevents unauthorized entry.

(9) Performs non-entry rescue.

(10) Performs no conflicting duties.

#### **25-5. Preventing Unauthorized Entry.**

a. Confined spaces which may be entered within this organization are identified (see para 2 above). Such spaces have been marked at the point of entry with a danger sign and require that entry be approved by an entry supervisor.

b. During entry operations, an attendant will be positioned at the point of entry to ensure that only authorized entrants are allowed in the space. Attendants will summon the entry supervisor should unauthorized individuals interfere with safe operations, and the entry supervisor will remove such individuals.

c. To aid in preventing unauthorized entry, a safe zone will be identified around the point of entry using barricade tape or other means to warn individuals of a restricted area.

**25-6. Confined Space Classification.** Each space will be evaluated on its own merit at the time of entry. Despite some leeway in the federal standards, this organization will treat all spaces as permit spaces prior to entry. This means that prior to entry, an entry supervisor will verify and document test results for oxygen content, flammability and toxicity as well as evaluating other potential hazards prior to each entry. The entry supervisor may modify entry procedures based on this initial evaluation by classifying the space as non-permit, but the space must clearly demonstrate no potential for developing a serious hazard during the work process. Even if the space is designated as non-permit, initial atmospheric test results will be documented and maintained on file for one year following the entry.

**25-7. Confined Space Entry Equipment.**

a. A “Draeger Multi-Warn” meter capable of measuring oxygen, flammability, carbon monoxide and hydrogen sulfide will be maintained by DPW Utilities for use during confined space operations. This meter requires annual calibration by the manufacturer.

b. Other equipment required for safe entry and identified on the entry permit will be maintained and issued by DPW Utilities. Should such equipment not be available in this organization, entry may not proceed until it is obtained. Such equipment may include, tripod, life line and harness, non-sparking tools, lighting approved for hazardous atmospheres, ventilation blower, eye protection, hearing protection, gloves, etc.

**25-8. Evaluating Confined Space Hazards.**

a. The following atmospheric tests will be conducted prior to entry:

(1) Percent of oxygen (O<sub>2</sub>) not below 19.5% or above 23.5%.

(2) Percent of lower flammable limit (LFL) not above 10%.

(3) Parts per million of carbon monoxide (CO) not above 35 ppm.

(4) Parts per million of hydrogen sulfide (H<sub>2</sub>S) not above 10 ppm.

(5) Should there be an indication that other atmospheric hazards may exist, consult with an industrial hygienist at, phone 353-8043.

b. Visual inspection of the space prior to entry should identify other hazards that may exist. These may include noise, fall hazards, entrapment hazards, heat/cold, high pressure lines, inadequate lighting, chemicals, piping carrying hazardous materials, moving machinery, electrical hazards, biohazards, radiation hazards, etc.

**25-9. Controlling Confined Space Hazards.**

a. Despite the safe levels identified in paragraph 6a, the goal of each entry is to have optimum conditions. This means you should always strive to have 19.5% oxygen, 0% LFL, 0 ppm CO, 0 ppm H<sub>2</sub>S and fully control all other hazards. The entry supervisor is trained to establish these controls.

b. Ventilation is the primary means of eliminating atmospheric hazards. Meter readings will be taken prior to and after ventilating to evaluate the effectiveness. Normally, oxygen hazards will be controlled by blowing fresh air into the space and flammable/toxic hazards will be controlled by exhausting contaminated air from the space. If hazardous conditions are being created during the work process, ventilation may be needed continuously during the entry. Single point hazards such as welding and burning can best be controlled using local exhaust ventilation. Should there be any doubt about the use of ventilation or its effectiveness, contact Industrial Hygiene Office at phone 469-7936, Fire Department at phone 354-8645, or the ISO at phone 354-1670 for advice.

c. Isolation of hazardous conditions is necessary before entry is allowed. Isolation is the process of ensuring that space remains free from release of energy or other hazards while the space is open for entry operations. The entry supervisor is responsible for evaluating hazards and the most effective means of isolation. Some controls include:

- (1) Blanking and blinding
- (2) Removal of pipe sections (line breaking)
- (3) Double block and bleed
- (4) Lockout or tag out
- (5) Disconnecting mechanical linkages

d. Elimination of other hazards through cleaning, inserting, removal, guarding, reengineering, etc. should be the goal of the entry supervisor. If hazards cannot be fully controlled, then protective equipment must be used.

e. Use of respirators in confined spaces will be in accordance with the organization respiratory protection program.

f. Controls identified on the entry permit must remain in place during the work process or the entry must be terminated.

**25-10. Hot Work.** The following procedures will be used to protect against the possibility of fire or explosion when performing hot work in or adjacent to confined spaces:

a. Hot work permit must be obtained from the Fire Department prior to any hot work. Hot work includes any spark, flame, or extreme heat producing work such as welding, burning, brazing, grinding, cutting, chipping, use of tools that produce an electrical arc, etc. An entry supervisor will decide what work constitutes hot work within this organization.

b. Evaluate all adjacent spaces to ensure that there is no potential for igniting products in those areas.

c. Have adequate fire extinguishing equipment on hand.

d. Use a fire watch when necessary.

e. If atmospheric testing shows or through evaluation of the work process a flammable environment is expected, the Fire Department shall evaluate the situation and decide on the required procedures prior to hot work.

**25-11. Emergency Response.**

a. The entry team is trained to identify symptoms of hazard exposure and the goal of each entry is to conduct self-rescue in the case of any incident. The attendant or entrant once an incident occurs is obligated to clear the space immediately. This includes a meter alarm. If a meter alarm sounds with an entrant in the space, the space must be cleared immediately without first evaluating the reason for the alarm.

b. Should an injury occur in the space and the entrant cannot conduct a self-rescue, the attendant must initiate a rescue. This organization will call the Fire Department at phone DSN: 117, DSN: 353-8645, civilian line/cellular phone: 09721-96117 or 09721-968645 to initiate an assisted rescue.

c. Prior to the rescue team arriving, the attendant will notify the entry supervisor and may attempt a non-entry rescue; however, the attendant may not enter the space.

**25-12. Confined Space Entry Training.**

a. Each confined space entry team member will be trained to the standards in 29 CFR 1910.146.

b. Four hours of refresher training and a practice entry will be conducted annually within this organization to maintain proficiency.

c. All training will be properly documented to include individual student identification.

**25-13. Permits.**

a. An entry permit will be used to document results of atmospheric tests and control safe entry. This organization will use the permit shown at appendix I.

b. Only appointed entry supervisors are authorized to approve entry permits.

c. Entry permits will be approved for the minimum time necessary to complete operations and will be maintained for one year following the entry by entry supervisor.

d. The permit will be posted at the point of entry while work is in progress.

e. Only those entrants identified on the permit may enter the space.

f. Hot work or line breaking may require special precautions that are not identified on the entry permit. Should this occur, a hot working permit, issued by the Fire Department, will be used in conjunction with the entry permit. In such cases, the entry permit and the other permit will be posted at the point of entry.

**25-14. Communication.** The entry supervisor will establish procedures for communication relative to each entry. Continuous communication between the entrant and attendant is required and emergency communication is required between the attendant and the rescue team and entry supervisor. Communication may be visual, verbal, signals, etc. but must be identified on the entry permit.

**25-15. The Contracting Office Representative (COR) and/or Project Inspector will accomplish the following during contractor entries into confined spaces managed by this organization (see Memorandum “Safety Coordination and Briefing Requirements when Employing Contractors”).**

- a. Inform the contractor of permit program requirements.
- b. Apprise the contractor of permit space hazards.
- c. Apprise the contractor of safety precautions and procedures.
- d. Debrief the contractor following entry operations.

**25-16. Contractors will.**

- a. Establish their own confined space entry procedures and use their own permit forms.
- b. Supply their attendants.
- c. Supply their air monitors
- d. Review entry after completion of the job.

**25-17. Concluding Confined Space Entries.** At the completion of work, the following will be done:

- a. Cancel the permit and file it for one year.
- b. Close the space and ensure that it is identified as a restricted area by having a danger sign posted at the point of entry.

## **CHAPTER 26**

### **LOCKOUT/TAGOUT EQUIPMENT PROCEDURE**

**26-1. Purpose.** This chapter describes the specific provisions for protecting employees who could be exposed to the danger of hazardous accidental cycling or operation during the servicing and maintenance of machines. A zero energy state must be achieved before servicing or repairing equipment that could produce injury from the energy release. In situations where lockout is not possible, but tagout is, it shall be used only after approval from the (DPW O&M Division Chief).

**26-2. Policy.** This chapter covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of machines or equipment, or release of stored energy could cause injury. Employees covered by this program in this facility include maintenance personnel, electricians, and the tool and setup personnel. These personnel are authorized employees that can lockout and/or tagout machines and equipment. However, all other employees must be aware of the meaning of the locks and tags employed with Lockout/Tagout.

**26-3 Applicability.** This directive applies to the control of energy during the pre-operational process verification inspection or verification of pre-operational or operational corrective action. These procedures apply to machinery and equipment in meat, poultry, and egg products plants and import inspection facilities. Lockout/tagout procedures are required only if these tasks expose the inspector to the unexpected startup or release of stored energy which could cause injury. Lockout/tagout applies when:

a. Tasks are performed on machines or equipment on which the guards or other \_ safety devices have been removed or bypassed during cleaning or maintenance procedures resulting in exposure to hazards at the point of operation.

b. The inspector places any part of his or her body into the danger zone such as, the point of operation associated with the machine or equipment.

#### **26-4. Definitions.**

a. **Lockout:** The placement of a lockout device on an energy isolating device according to established procedure to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

b. **Tagout (sometimes referred to as "tagging"):** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

c. **Affected Employee:** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

d. **Authorized Employee:** A person who locks out or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked, or a tagout system implemented.

e. **Capable of Being Locked Out:** An energy isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolation devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

f. **Energized:** Connected to an energy source or containing residual or stored energy.

g. **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switches, and other control circuit type devices.

h. **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

i. **Hot Tap:** A procedure used in the repair, maintenance and services activities, which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

j. **Lockout Device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

k. **Normal Production Operations:** The utilization of a machine or equipment to perform its intended production function.

l. **Servicing and/or Maintenance:** Workplace activities such as constructing, installing setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

m. **Setting Up:** Any work performed to prepare a machine or equipment to perform its normal production operation.

n. Tagout Device: A prominent warning device, such as a tag and a means of attachment which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

#### **26-5. Procedures.**

a. Tenant unit commanders/activity directors/managers of USAG Schweinfurt activities will establish and implement a written lockout/tagout program for their unit/activity. The content of this program shall be followed as close as possible. They are responsible to provide materials as needed for compliance.

b. USAG Schweinfurt Safety Manager develops and upgrades the policy as needed. Inspect the effectiveness of the policy at least annually. Assist in training.

c. First Line Supervisors assure that lockout procedures exist for all equipment and keep documentation of the methods on file. Provide specific lockout method training to employees before allowing authorized employees to perform service or maintenance work. Assure that lockout procedures are inspected regularly for proper use. Corrective actions must be made and documented for noncompliance.

d. All Employees follow all lockout/tagout procedures. Only authorized employees must use lockout/tagout procedures. All affected employees must understand the meaning of lockout and/or tagout and the importance of not disturbing locked out equipment.

e. Equipment Location:

(1) Locks: Locks are assigned to authorized employees. A set of locks is also maintained by the group supervisor to be checked out for use by authorized employees when the need exists.

(2) Tags: The tag must contain the name of the user and the date it is applied. Tagout devices will warn against hazardous conditions, e.g., "Do Not Start", "Do Not Open", "Do Not Close", "Do Not Energize", "Do Not Operate".

(3) Keys: There will be one key assigned with the lock. Duplicate keys, if any, will be maintained in lock box. Only one person per shift will be given access to the lock box.

f. Individual Lockout Procedure:

(1) Obtain the lockout instructions for the piece of equipment requiring lockout.

(2) Obtain any additional locks or lockout devices required for the equipment being locked out.

(3) Shut off and lockout all power sources that could cause injury if activated per the lockout instructions. For identification purposes, a personalized tag must be attached, along with each lock, to any equipment that is locked out.

- (4) Test equipment by attempting to activate it.
- (5) If activation did not occur return all equipment switches to the neutral or off position.
- (6) Complete assigned work on the equipment. If the assigned work is being done on more than one shift then all locks and tags should be exchanged. As this is being done all of the work completed should be discussed to eliminate the possibility of unknown hazards.
- (7) Place the equipment back in service in the following order:
  - (a) Make sure all nonessential parts and tools are removed from the equipment.
  - (b) Verify that the equipment has been properly reassembled and is operational.
  - (c) Ensure all employees are at a safe distance from the equipment.
  - (d) Notify affected employees of reenergization before lockout/tagout devices are removed.
- (8) If the equipment needs to remain locked out at the end of a shift, the authorized employee (e.g., outgoing employee) may remove his/her assigned lock and another authorized employee (e.g., incoming employee) put his or her own lockout device. A tagout device must remain attached to the machine that explains the reason for lockout, so that the next individual to try to use, service or maintain the equipment knows the status.

g. Group Lockout Procedure:

- (1) If several employees are involved in work on equipment that requires lockout/tagout, a key box may be used in place of each employee attaching personal locks to the power source.
- (2) The steps used for individual lockout should be followed with the addition of group lockout devices being used on all power sources.
- (3) Group lockout requires a lock on each piece of equipment and the authorized employee shall affix a personal lock and tagout to the group lock box when they begin work. The personal lockout device will be removed when the individual completes their work. The person responsible for control of the job will ensure that the group lockout procedure is performed correctly. This is to ensure that the group lockout is not removed until the job has been completed.

h. Developing and Maintaining Lockout Instructions:

- (1) Determine if lockout/tagout procedure is required for the equipment. Written procedure is not required if all the following items exist:
  - (a) There is no potential for stored energy or a buildup of new energy after shut down.

(b) The piece of equipment only has one energy source, which can be readily identified and isolated.

(c) The lockout of that energy source by one lockout device will completely remove all energy from the machine or equipment and will deactivate the machine or equipment.

(d) The equipment is isolated and locked out while the work is being done.

(e) The lockout device is under the sole control of the qualified employee that is performing the work.

(f) No hazards are created for any other employee.

(g) No instances have ever occurred on the equipment or the machine being unexpectedly activated while being worked on.

i. Emergency Removal of Locks:

(1) Locks and tags as a general rule should not be removed except by the employee that installed them. It is recognized that instances will occur when the employee that installed the devices is not at work and the locks and tags must be removed. In these instances lockout and tagout devices may only be removed by a supervisor or crew leader. When this is done the following steps must be followed:

(a) The authorized employee is to verify that the employee who installed the devices is no longer at the facility.

(b) An attempt is made to contact the employee by telephone to let them know the devices are being removed and to verify what work was done.

(c) If the employee cannot be contacted by telephone a note is to be left informing them that the lockout/tagout devices have been removed. The note must be left at a location where they will be sure to see it, such as their toolbox, before they begin working.

j. Training:

(1) All affected employees will be trained on the aspects of this procedure as follows.

(a) New employees will be given an orientation on the activity Safety SOP that will include general lockout procedures. Training for specific lockout procedures will occur during other job training sessions.

(b) Retraining shall be provided annually and for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or a change in energy control procedures.

(c) Additional retraining shall also be conducted whenever deviations in the policy are encountered.

(2) Training outline is provided in appendix I.

k. Outside Contractors: Anytime outside contractors are involved with work within the USAG Schweinfurt where lockout/tagout may be required they will be issued a copy of our lockout/tagout procedure and a copy of their procedure will be requested. This exchange will be the responsibility of the (Activity) employee overseeing work performance. The USAG Schweinfurt Safety Manager will be consulted if there are discrepancies.

## **CHAPTER 27**

### **HEAT INJURY PREVENTION**

**27-1. Purpose.** To prevent heat injuries during hot summer days.

**27-2. Applicability.** The Heat Injury Prevention Program applies to Soldiers, U.S. and Local National (LN) employees.

**27-3. Policy.** Heat injuries continue to be a serious threat to U.S. Army Soldiers and civilian employees. The risk of heat injury is increased when the variables are out of balance. The four most common variables attributable to heat injury are:

- a. Climate
- b. Intensity and duration of the activity
- c. Individual's risk factors
- d. Improper re-hydration

**27-4. Procedures.**

a. Commanders, supervisors, and other leaders will ensure the following actions are taken to prevent heat injuries during operations and training activities and at workplaces:

(1) Educate Soldiers and civilian employees on how important it is to promptly recognize the signs and symptoms of heat injuries and to seek immediate treatment.

(2) Obtain the Wet Bulb Global Temperature (WBGT) heat index for Dittelbrunn Range and Local Training Area (LTA) at the 7<sup>th</sup> U.S. Army Joint Multinational Training Command (7A JMTC), Range Control Office, 354-6917; for Schweinfurt at the United States Army Garrison (USAG) Schweinfurt, Installation Operation Center (IOC), 354-6708.

(3) Modify the duty or work uniform to be appropriate for the activity. This can include covering or applying sunscreen to exposed skin to prevent sunburn.

(4) Monitor water intake and modify work/rest cycles (see appendix k) using the WBGT readings and the Work/Rest/Water Consumption Table in the enclosure.

(5) Conduct daily risk assessments and pre-mission planning for routine activities, as well as for rigorous activities. Adjust work schedules to avoid the hottest part of the day.

(6) Educate Soldiers and civilian employees on potential individual risk factors (including acute or chronic medical problems, use of medications and dietary or performance-enhancing supplements, being overweight or dieting, and having a history of heat injury). Ensure individuals at risk consult with their health-care provider.

(7) Insure individuals who have a history of heat injury are monitored using **“the buddy system”** when conduction training or strenuous activities.

(8) Incorporate heat-injury prevention into safety briefings before work assignments/events.

b. The Safety Office will provide the “temperature kit” and the training to individuals who measure and calculate the WBGT heat index at the beginning of the hot weather season or whenever it is required.

c. The USAG Schweinfurt IOC will:

(1) Measure and calculate the WBGT heat index during the summer months every hour when the ambient temperature reaches 75 degrees Fahrenheit (23.89 degrees Celsius).

(2) Distribute the results by email to all activities on Ledward Barracks.

d. The 7<sup>th</sup> U.S. Army Joint Multinational Training Command ATC-TSC, Range Control will:

(1) Measure and calculate the WBGT heat index during the summer months every hour when the ambient temperature reaches 75 degrees Fahrenheit (23.89 degrees Celsius).

(2) Distribute the results to the units in the LTA.

e. To prevent heat injury in indoor workplaces that do not have air conditioning but where routine activities occur, supervisors should:

(1) Open windows when indoor temperature exceeds outdoor temperatures.

(2) Use fans and minimize lighting.

(3) Close window shades if shades do not restrict air movement.

(4) Advise employees to wear light-weight clothing and to drink cool water frequently.

(5) Adjust work schedules to avoid the hottest part of the day.

(6) Use a liberal leave policy for employees who have known medical conditions.

(7) Move to alternate worksites that offer cooler environments if possible.

(8) Consult with supporting industrial hygiene personnel to evaluate and determine work/rest cycles for indoor workplace activities where rigorous work activities occur (for example, equipment maintenance, warehouse, or industrial activities).

f. When the measures in paragraph seven (7) cannot reduce the heat-stress index below heat-category 5, Garrison Commander may close all or part of an activity by granting excused absence (administrative leave) for LN and U.S. civilian employees who are not emergency-essential.

**CHAPTER 28  
WATER SAFETY**

**28-1. Purpose.** To outline the procedures for the Water Safety Program in the USAG Schweinfurt.

**28-2. Applicability.** This memorandum applies to all Soldiers and US civilians of the USAG Schweinfurt.

**28-3. Policy.** Commanders are required to emphasize recreational water safety prior to and during the summer season. Water safety is important because drowning is historically the second leading cause of off-duty accidental deaths within USAREUR.

**28-4. Procedures:**

## a. Unit Commanders:

(1) Ensure the enclosed Schweinfurt listing of authorized swimming areas is posted on unit bulletin boards.

(2) Brief all Soldiers on water safety and in addition, you can sign out a videotape about water safety "Why People Drown" or "European Water Safety" at the USAG Schweinfurt Safety Office. Emphasize that Soldiers and their Families may only use authorized swimming pools. All other open bodies of water like rivers, lakes, quarries and canals, etc., are off limits. Certified instructors must be available if units conduct hands on "Drown proofing" training in a local swimming pool.

(3) Promote water safety awareness by posting water safety posters on unit bulletin boards.

## b. USAG Schweinfurt Safety Office:

(1) Publishes a list of authorized and unauthorized swimming areas at <http://www.schweinfurt.army.mil/support/safety/index.htm>.

(2) Provides water safety training at the Inprocessing Training Center (ITC).

(3) Provides water safety video to all Schweinfurt units.

## c. USAG Schweinfurt DFMWR Outdoor Recreation Division:

(1) Provides boating safety briefings to customers renting boats or canoes. Advises customers on locations of German approved boating, windsurfing and water skiing areas.

(2) Provides serviceable Coast Guard approved life preservers. All boat occupants, windsurfers, water skiers etc., must wear life preservers.

## CHAPTER 29 DANGEROUS DOGS

**29-1. Purpose.** This chapter prescribes United States Army Garrison (USAG) Schweinfurt procedures and guidance for keeping dogs.

**29-2. Applicability.** This memorandum applies to all dog owners within the footprint of the USAG Schweinfurt.

**29-3. Policy.** In Germany there is an import ban for dogs classified as dangerous ("Fighting dogs"). According to this law, specific dog breeds as well as dogs crossbred among those breeds or dogs of those breeds crossbred with other dogs may not be transported to Germany from any country outside of the European Union (EU) or from another member state. This chapter prescribes the requirements of keeping class I and class II dogs.

### 29-4. Procedures.

a. Class I dogs: In accordance with host nation laws, the following Class I canines are prohibited from entering Germany and from residing in government controlled quarters. Any mix breeds containing bloodlines of class I canines are also classified as Class I canines. Any Soldier or Department of Defense civilian who owns a Class I dog will remove it from Bavaria immediately. No exceptions will be granted. The removal will be at the owner's personal expense. Class I dogs include the following breeds:

Pit-Bull	Bandog
American Staffordshire Bullterrier	Staffordshire
Bullterrier	Tosa-Inu

(1) Proving the breed or pedigree of a dog is the owner's responsibility. If no documentation of breed can be provided, the State Veterinarian has the authority to decide what breed of dog is represented.

(2) Neither appearance nor DNA testing is an accurate method to determine a dog's breed. Veterinary Command personnel will not determine an animal's breed for any contentious or legal purposes nor perform temperament testing.

b. Procedures. Class II dogs: The following breeds of dogs are considered aggressive or dangerous until proven otherwise:

Alano	American Bulldog
Bullmastiff	Bullterrier
Cane Corso	Dog Argentino
Dogue de Bordeaux	Fila Brasileiro
Mastiff	Mastino Napoletano
Mastin Espanol	Perro de Presa Canario
(Dogo Canario)	Perro de Presa
Mallorquin	Rottweiler

c. These dogs must be registered immediately upon arrival in Germany. If the dog is older than 12 months a German veterinarian who is certified to do temperament testing must perform a temperament test on these breeds prior to registration. The dog owner is responsible for paying for this testing. If the dog is less than 12 months old the owner will receive a temporary registration that will last until the dog is old enough to be temperament tested. The dog must be tested and the results submitted to the registering authority before the temporary registration expires. Copies of the registration need to be submitted to the Schweinfurt Veterinary Treatment Facility (VTF).

d. Dogs can be registered at the following registration offices:

(1) Schweinfurt German Public Order Office:

Amt für öffentliche Ordnung und Umweltfragen  
(Office for Safety and Environment)  
Schulte Str. 19  
97421 Schweinfurt  
09721-51-337

(2) All other German communities (e.g. Bergtheinfeld, Niederwerrn, Hambach, etc.) check with the community's city hall (Rathaus).

e. All dog owners are liable for any incidents associated with their dogs. The fines for violations of the Bavarian law on keeping dangerous dogs are steep and vary from town to town. The North Atlantic Treaty Organization – Status of Forces Agreement does not prevent U.S. Forces personnel from paying these fines. Furthermore, if a Class II dog is involved, the presumption of “guilt” will automatically fall on the owner of the Class II dog.

f. Dog owners of the above mentioned breeds must take action to immediately register that dog per this regulation (see appendix L). If the dog does not pass the temperament test it will be considered a Class I dog and will have to be removed from Bavaria at the owner's expense. The owner must release it to someone “entitled” to have such a dog or the German authorities will have to euthanize the animal.

g. More information about registering dangerous dogs is available at the Schweinfurt VTF DSN 314-353-8359, CIV: 09721-96-8359.

**CHAPTER 30**  
**USE OF SKATEBOARDS, INLINE SKATES, SHOES WITH ONE OR MORE WHEELS**  
**EMBEDDED IN EACH SOLE AND SCOOTERS**

**30-1. Purpose.** This memorandum prescribes United States Army Garrison (USAG) Schweinfurt's procedures and guidance for the use of Skateboards, Inline Skates, shoes with one or more wheels embedded in each sole and Scooters.

**30-2. Applicability.** This memorandum applies to all Soldiers and civilians within the USAG Schweinfurt.

**30-3. Policy.** Skateboards and scooters are toys. A scooter is a vehicle with a long footboard between two small end wheels controlled by an upright steering handle attached to the front wheel. They are not designed or intended for serious transportation in normal traffic. Misuse of those toys can create traffic hazards to the skateboarders/scooters and others. Therefore, the following rules govern the use of skateboards and scooters in this community.

**30-4. Procedures.** You may use skateboards, inline skates, and shoes with one or more wheels embedded in each sole and scooters on:

- a. Public sidewalks (use the right side), as long as you don't endanger pedestrians.
- b. In Askren Manor on roads marked as "Verkehrsberuhigte Zone" (Pedestrian Priority Area).
- c. Do **NOT** use skateboards, inline skates, and shoes with one or more wheels embedded in each sole and scooters on:
  - (1) Public streets and roadways, public parking lots/buildings (commissary, housing area, AAFES, bowling alley, etc.).
  - (2) Ramps and/or jumps. Do not install such structures without the approval of the Garrison Command Sergeant Major.
  - (3) Army owned/controlled buildings and on stairs.
- d. You have to wear the following safety equipment: Kneepads, elbow-pads, wrist-guards and approved helmets, properly fastened under the chin. In addition, the helmets must meet the American Standards Institute, Snell Memorial Foundation Standards, or the Economic Commission of Europe for bicycle helmets.
- e. Do not attach yourselves to other moving vehicles (bicycles, mopeds, cars, etc.) while using inline skates, skateboards, and scooters.
- f. I encourage parents to enforce this policy by controlling their children's use of inline skates, skateboards, and shoes with one or more wheels embedded in each sole and scooters. The Military Police will pick up violators and release them to the parents on DD Form 629. Subsequent incidents will result in appropriate disciplinary action per AE Reg 27-9.

## **USAG-SWF Regulation 385-1 Appendixes**

### **APPENDIX A: REFERENCES**

#### 1. Army Regulations:

AR 11-34, The Army Respiratory Protection Program

AR 40-5, Preventive Medicine

AR 385-10, The Army Safety Program

AR 385-63, Range Safety

#### 2. DA Pamphlets:

DA PAM 40-501, Hearing Conservation

DA PAM 385-1, Small Unit Safety Officer/NCO Guide

DA PAM, 385-24, The Army Radiation Safety Program

DA PAM 385-64, Ammunition and Explosives Safety Standards

#### 3. Army in Europe Regulations:

AE REG 40-11, Local National Occupational Health Services Contract

AE REG 55-1, United States Army Motor Vehicle Operations on Public Roads

AE REG 55-4, Safe Movement of Hazardous Goods by Surface Modes (USAFE Instruction 24-203)

AE REG 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

AE REG 190-13, The Army in Europe Physical Security Program

AE REG 385-7, Respiratory Protection Program

AE REG 385-29, Safety and Occupational Health for Local National Employees in Germany

AE REG 385-40, Accident Reporting and Records

AE REG 385-55, Prevention of Motor Vehicle Accidents

#### 4. Army in Europe Pamphlets:

AE PAM 385-15, Leader's Operational Accident-Prevention Guide

## **USAG-SWF Regulation 385-1 Appendixes**

AE PAM 190-34, Drivers Handbook and Examination Manual for Germany

### **5. USAREUR Regulations:**

US REG 385-10, Implementation of Hazard Communication Standard

Memorandum HQ USAREUR, USAREUR Policy on Importing and Registering Dogs, 5 Feb 02.

### **6. Miscellaneous Rules and Regulations:**

29 CFR 1910, General Industries Standards and Interpretations

29 CFR 1926, Construction Standards and Interpretations

29 CFR 1960, Safety and Health Provisions for Federal Employees

FM 55-30, Army Motor Transport Units and Operations

TB 43-0116, Identification of Radioactive Items in the Army Supply System

### **7. Host Nation Regulations and Laws:**

BGV/BGR Regulations, German Accident Prevention Regulations

German Safety and Occupational Health Law

Bavarian Law, BayRs 2011-2-I, Keeping Dangerous Dogs, 1992

Amendment to BayRs 2011-2-7-I 4, Keeping Dangerous Dogs, Sep 02

Publication Number 362, Safety Barrier Guidelines for Home Pools, United States Consumer Product Safety Commission

## USAG-SWF Regulation 385-1 Appendixes

### APPENDIX B LIST OF GERMAN OCCUPATIONAL HEALTH DOCTORS

#### DURCHGANGSÄRZTE im Bereich der USAG Schweinfurt

#### ACCIDENT INSURANCE APPOINTED PHYSICIANS within the USAG Schweinfurt

→ Für medizinische Behandlung nach einem Arbeitsunfall müssen ortsansässige Arbeitnehmer einen berufsgenossenschaftlich benannten Durchgangsarzt aufsuchen. Ausgenommen sind Verletzungen, die den Besuch eines Augen- oder Hals-/Nasen-/Ohrenarztes erfordern; dieser kann direkt aufgesucht werden (siehe Liste).

→ For medical treatment of on-the-job injuries, Local National employees must see a specialized physician (Durchgangsarzt) appointed by the accident insurance carrier. Injuries that require consulting an eye, ear, nose and throat specialist are excluded; in these cases, the specialist can be consulted immediately (see roster).

#### Schweinfurt

Robert Heinau Arzt für Chirurgie/ Unfallchirurgie Friedenstrasse 14 97421 Schweinfurt Telefon: 09721 / 70150	Dr. Joachim Helfrich Arzt f. Chirurgie/ Unfallchirurgie Friedenstrasse 14 97421 Schweinfurt Telefon: 09721 / 70150	Unfallchir.Klinik Leopoldina-Krankenhaus Gustav-Adolf-Str. 8 97422 Schweinfurt Telefon: 09721 / 720-2267	Unfallchir." Krhs.St.Josef Ludwigstraße 1 97421 Schweinfurt Telefon: 09721 / 57-1054
Dr. Reiner Wirsching Arzt für Chirurgie und Unfallchirurgie Stresemannstraße 11 97424 Schweinfurt Telefon: 09721 / 82205	Dr. Dirk Farghal Arzt für Chirurgie Bahnhofplatz 9 97424 Schweinfurt Telefon: 09721 / 88011		

#### Wuerzburg

Abt.Orth.,Unf.-Wieder- herst.-chir. Juliusspital Juliuspromenade 19 97070 Würzburg Telefon: 0931 / 3931871	Dr. Brigitte Endres-Paul Ärztin für Chirurgie und Unfallchirurgie Frankfurter Straße 5 97082 Würzburg Telefon: 0931 / 44027	Dr. Christoph Fertig Arzt für Chirurgie und Unfallchirurgie Haugerkirchgasse 7 97070 Würzburg Telefon: 0931 / 50523	Dr. Klaus Kremer Arzt für Chirurgie und Unfallchirurgie Domstraße 38 97070 Würzburg Telefon: 0931 / 14611
Unfall-chir. Uni-Klinik Würzburg Oberdürrbacher Straße 6 97080 Würzburg Telefon: 0931 / 20137001	Unfallchirurgie Missionsärztliche Klinik Salvatorstraße 7 97074 Würzburg Telefon: 0931 / 791-0		

#### Kitzingen

Dr. Fischer Friedenstr. 7 97318 Kitzingen Tel. (0 93 21) 61 69	Dr. Hügelschäffer Friedenstr. 7 97318 Kitzingen Tel. (0 93 21) 61 68	Kreiskrankenhaus Keltenstraße 67 97318 Kitzingen Tel. (0 93 21) 70 40	
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APPENDIX C  
DEFINITIONS OF ARMY ACCIDENTS

DEFINITIONS OF ARMY ACCIDENTS

Army Accident Classification	
Accident Class	Definition
A	An accident in which the resulting total cost of property damage is \$1,000,000 or more; an Army aircraft or missile is destroyed, missing, or abandoned, or an injury or occupational illness results in a fatality or permanent total disability. (Note: Unmanned aircraft systems (UAS) accidents are classified based on the cost to repair or replace the UAS. A destroyed, missing, or abandoned UAS will not constitute a class A accident unless replacement or repair cost is \$1,000,000 or more.)
B	An accident in which the resulting total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury or occupational illness results in permanent disability, or when three or more people are hospitalized the result of a single occurrence.
C	An accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$200,000; a nonfatal injury or occupational illness that causes 1 or more days away from work or training after the day or shift on which it occurred; or disability that does not meet the definition of class A or B but causes lost worktime.
D	An accident in which the resulting total cost of property damage is \$2,000 or more, but less than \$20,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, or medical treatment greater than first aid; needle-stick injuries and cuts from objects that are contaminated by another person's blood or other potentially infectious material; medical removal under medical-surveillance requirements of an OSHA standard; occupational hearing loss; or a work-related tuberculosis case.
<p><b>Note:</b> In addition to LRAS, all civilian accidents must be reported on the required civilian forms:</p> <ol style="list-style-type: none"> <li>1. DA civilian appropriated fund employees and supervisors will report all accidents and injuries on DOL Form CA-1. The CA-1 is completed by the supervisor and employee online at <a href="https://hamlet.cpmc.osd.mil/static_java_edt_sup.html">https://hamlet.cpmc.osd.mil/static_java_edt_sup.html</a>.</li> <li>2. DA civilian nonappropriated fund employees and supervisors will report all accidents and injuries on DOL Longshore and Harbor Workers' Compensation Act forms at <a href="http://www.dol.gov/esa/owcp/dlhw/ls/forms.htm">http://www.dol.gov/esa/owcp/dlhw/ls/forms.htm</a>.</li> <li>3. Local national employees and their supervisors in Germany will report all accidents and injuries using the BALU reporting system, which may be downloaded by clicking on BALU Download from the USAREUR Safety webpage (<a href="http://www.per.hqusaureur.army.mil/services/safetydivision/accident_report2.htm">http://www.per.hqusaureur.army.mil/services/safetydivision/accident_report2.htm</a>).</li> <li>4. Local national employees in Belgium, Italy, and the Netherlands must contact their local safety office for reporting guidance.</li> </ol>	

## USAG-SWF Regulation 385-1 Appendixes

### APPENDIX D RADIATION POINT OF CONTACTS, SIGNS, FORMS

Installation Radiation Safety Officer (ILRPO)  
USAG Schweinfurt,  
Mr. Sauer or Mr. Hoechemer  
IMSW-SO  
Unit 25850, Box 21  
APO AE 09033  
DSN: 354-1670

Schweinfurt Fire Department  
USAG Schweinfurt  
Mr. Wolf or Mr. Mayer or Mr. Keller  
APO AE 09033  
DSN: 117 or 353-8645

Radiation Safety Staff Officer:  
HQ USAREUR/7A  
Safety Division  
AEAGX-S  
Unit 29351  
APO AE 09014  
Technical guidance, staff assistance visits, postings, forms and emergency response  
DSN: 370-6024  
Commercial: 06221-57-6024, After Duty Hours: Cell 0171-195-3807

Radiation Control Officer:  
USAREUR/7A  
200th MMC TSC(P)  
Unit # 23203  
APO AE 09263  
Technical Guidance and Assistance, RATTS reporting POC  
DSN: 484-7918 Unit 23203, APO 09263

USAREUR Radioactive Material Processing Facility  
AMSAM-TMD-E-PN  
CMR 421  
APO, AE 09056  
Mr. Sontag or Mr. Bischof  
Radioactive material processing, wipe analysis  
DSN: 495-6486/7293

Center for Health Promotion And Preventive Medicine - Europe (CHPPM-Eur)  
MCHB-E-ER  
Radiation Protection Division  
CMR 402  
APO, AE 09180  
Technical guidance, staff assistance visits, emergency response, tritium bioassay coordination, sample analysis  
DSN: 486-8551/8369/8553/8562  
Commercial: 06371-86-xxxx, After Hours: 486-8118



### Radioactive Commodity Incident Procedures



**NOTICE:** UNDER NO CONDITION WILL EMERGENCY MEDICAL ATTENTION BE DELAYED BECAUSE OF THE PRESENCE OR SUSPECTED PRESENCE OF RADIOACTIVE CONTAMINATION. **Radioactive commodities cannot generate sufficient radioactive contamination to warrant any delay in providing emergency medical services, including CPR.**

1. Notify everyone in the area that a radioactive commodity has been damaged or involved in an incident and have gone to the emergency meeting area.
2. The damaged item should be placed in a bag, container or on paper if this can be quickly done. Otherwise simply place, do not drop, the item on the floor, table, or ground.
3. Everyone should leave the immediate area:
  - a. Avoid walking near the radioactive commodity or through the areas contaminated by the broken commodity.
  - b. Gather outside of but near the area of the incident and await the instructions from the LRSO.
  - c. No one will be permitted into the area of the incident without the approval of the LRSO or ALRSO.
  - d. If the item contains tritium (H-3) the doors and windows to the room should be opened to ventilate the room.
  - e. Potentially contaminated skin will be washed with lukewarm water. A mild soap should be used; no harsh or abrasive cleaning which could break the skin surface should be employed. Potentially contaminated personnel should not eat, drink, smoke or be released without the approval of an LRSO or ALRSO.
  - f. Outer clothing suspected of being contaminated should be removed and double-bagged.
4. In the event of a vehicle accident or building fire:
  - a. Notify fire-fighting personnel responding to the incident of the presence of radioactive materials.
  - b. Observe and make notes on activities, which may result in the spread of radioactive contamination, such as fire-fighting activities.
  - c. Vehicles and equipment, which may be contaminated, may require radiological monitoring. Make note of potentially contaminated vehicles and equipment, which leave the scene of the incident prior to being monitored.
  - d. When practical, secure the radioactive materials. The radioactive commodity should only be handled with gloves or other protective clothing. Damaged items should be double-bagged with plastic bags (or the equally secure packaging)

**USAG-SWF Regulation 385-1 Appendixes**

5. Make notifications of the incident as specified on the reverse of this form
6. The senior person present will record the names of unit personnel present during the accident and incident.
7. Notify the LRSO or ALRSO and the Fire Department immediately:
  - a. LRSO: \_\_\_\_\_ Phone: \_\_\_\_\_
  - b. ALRSO: \_\_\_\_\_ Phone: \_\_\_\_\_
8. If the RSO or LRSO cannot be reached contact the following for instructions:
  - a. Unit commander or First Sergeant
  - b. Schweinfurt Fire Department, DSN: 117 or 353-8645
  - c. Schweinfurt IRPO, Safety Office, DSN: 354-1670
  - e. USAREUR RSO: DSN 370-6284
  - f.. CHPPM-EUR Health Physics Division, Duty Hours: DSN 486-7037/7038, fax DSN 486-8958, After Duty Hours: DSN 486-8188.



**NOTICE**



**NO EATING, DRINKING, OR SMOKING**

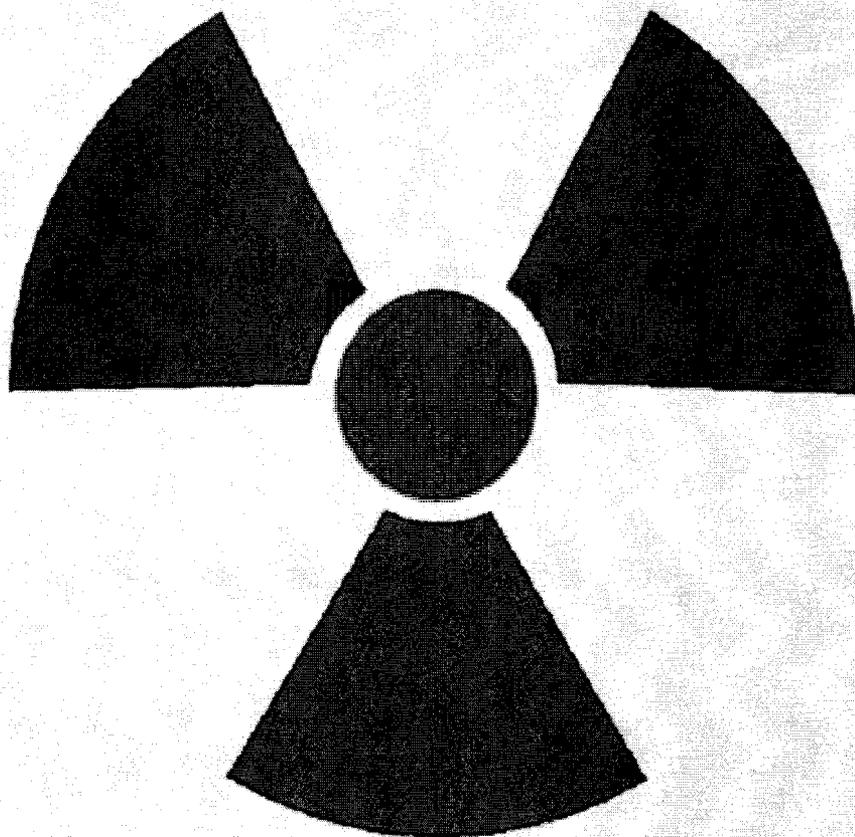
The following documents are available for review by contacting your LRSO:  
 Standing Operating Procedures (SOPs) for Radioactive Materials used in this unit/area.  
 Technical Manuals (TMs) and Technical Bulletins (TBs).  
 Applicable Army Regulations.

The following documents are available for review by contacting the Garrison or Command RSO or the USAREUR RSSO:  
 Nuclear Regulatory Commission Licenses.  
 Army Radiation Authorizations and Permits.  
 Title 10, Code of Federal Regulations, Parts 19, 20, and 21.  
 Notices of violations of the above regulations or license conditions.

<b>Emergency Points of Contact for Radioactive Materials:</b>	
Alvarez, Rodrigo, CPL, 017473546061, DSN: 354-6262	
<b>Local Radiation Safety Officer (LRSO)</b>	<b>Telephone</b>
Juergen Hoechemer, Safety Specialist	354-1670
<b>Alternate LRSO</b>	<b>Telephone</b>
Eduard Sauer, Safety Manager	354-1670
<b>Garrison RSO</b>	<b>Telephone</b>
Dunfrund, Frank,	370-6024
<b>USAREUR Radiation Safety Staff Officer (RSSO)</b>	<b>Telephone</b>

**PART II. ENERGY REORGANIZATION ACT OF 1974**  
 Sec. 206 (a) Any individual director, or responsible officer of a firm constructing, owning, operating, or supplying the components of any facility or activity which is licensed or otherwise regulated pursuant to the Atomic Energy Act of 1954 as amended, or pursuant to this Act, who obtains information reasonably indicating that such facility or activity or basic components supplied to such facility or activity—  
 (1) fails to comply with the Atomic Energy Act of 1954, as amended, or any applicable rule, regulation, order, or license of the Commission relating to substantial safety hazards, or  
 (2) contains a defect which could create a substantial safety hazard, as defined by regulations which the Commission shall promulgate, shall immediately notify the Commission of such failure to comply, or of such defect, unless such person has actual knowledge that the Commission has been adequately informed of such defect or failure to comply.  
 (b) Any person who knowingly and consciously fails to provide the notice required by subsection (a) of this section shall be subject to a civil penalty in an amount equal to the amount provided by section 234 of the Atomic Energy Act of 1954, as amended.  
 (c) The requirements of this section shall be prominently posted on the premises of any facility licensed or otherwise regulated pursuant to the Atomic Energy Act of 1954, as amended.  
 (d) The Commission is authorized to conduct such reasonable inspections and other enforcement activities as needed to insure compliance with the provisions of this section.

**CAUTION  
(ATTENTION)**



**RADIOACTIVE  
(SUBSTANCES RADIOACTIVES)  
MATERIALS**



UNITED STATES NUCLEAR REGULATORY COMMISSION  
Washington, DC 20555-0001

# NOTICE TO EMPLOYEES

STANDARDS FOR PROTECTION AGAINST RADIATION (PART 20), NOTICES, INSTRUCTIONS AND REPORTS TO WORKERS; INSPECTIONS (PART 19); EMPLOYEE PROTECTION

NRC FORM 3  
(10-2008)

**WHAT IS THE NUCLEAR REGULATORY COMMISSION?**  
The NRC is the Federal agency responsible for ensuring that the Nation's nuclear power plants, nuclear materials, and nuclear activities are operated in a safe and secure manner.

**WHAT DOES THE NRC DO?**  
The NRC's primary responsibility is to ensure that the Nation's nuclear power plants, nuclear materials, and nuclear activities are operated in a safe and secure manner. The NRC also regulates the production, use, and disposal of nuclear materials.

**WHAT ARE THE NRC'S REGULATIONS?**  
The NRC's regulations are designed to protect the public and the environment from the risks of radiation. These regulations cover a wide range of activities, including the operation of nuclear power plants, the production and use of nuclear materials, and the disposal of nuclear waste.

**WHAT ARE THE NRC'S INSPECTIONS?**  
The NRC conducts regular inspections of nuclear power plants, nuclear materials, and nuclear activities to ensure that they are being operated in a safe and secure manner. These inspections are conducted by NRC inspectors who are trained and certified to perform these duties.

**WHAT ARE THE NRC'S REPORTS?**  
The NRC requires nuclear power plants, nuclear materials, and nuclear activities to report any violations of its regulations. These reports are used by the NRC to identify and address any safety concerns that may exist.

**WHAT ARE THE NRC'S PENALTIES?**  
The NRC has the authority to impose penalties on nuclear power plants, nuclear materials, and nuclear activities that violate its regulations. These penalties can include fines, suspension of licenses, and other actions.

**HOW DO I CONTACT THE NRC?**  
You can contact the NRC by phone, mail, or in person. The NRC's contact information is listed on the back of this notice.

**WHAT ARE THE NRC'S OFFICES?**  
The NRC has several regional offices across the United States. These offices are responsible for conducting inspections and providing technical assistance to licensees in their respective regions.

**WHAT ARE THE NRC'S REQUIREMENTS?**  
The NRC has several requirements that nuclear power plants, nuclear materials, and nuclear activities must follow. These requirements are designed to ensure the safe and secure operation of these facilities.

**WHAT ARE THE NRC'S INSPECTION PROCEDURES?**  
The NRC's inspection procedures are designed to ensure that inspections are conducted in a consistent and thorough manner. These procedures cover everything from the selection of inspectors to the reporting of findings.

**WHAT ARE THE NRC'S REGULATIONS FOR EMPLOYEES?**  
The NRC has specific regulations that apply to employees of nuclear power plants, nuclear materials, and nuclear activities. These regulations are designed to protect employees from the risks of radiation.

**WHAT ARE THE NRC'S REQUIREMENTS FOR EMPLOYEES?**  
The NRC has several requirements that apply to employees of nuclear power plants, nuclear materials, and nuclear activities. These requirements are designed to ensure that employees are properly trained and protected.

**WHAT CAN THE NRC DO?**  
The NRC has the authority to enforce its regulations and to take action against anyone who violates them. This authority includes the power to issue orders, impose fines, and suspend licenses.

**WHAT ARE THE NRC'S INSPECTION PROCEDURES?**  
The NRC's inspection procedures are designed to ensure that inspections are conducted in a consistent and thorough manner. These procedures cover everything from the selection of inspectors to the reporting of findings.

**WHAT ARE THE NRC'S REGULATIONS FOR EMPLOYEES?**  
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**WHAT ARE THE NRC'S PENALTIES?**  
The NRC has the authority to impose penalties on nuclear power plants, nuclear materials, and nuclear activities that violate its regulations. These penalties can include fines, suspension of licenses, and other actions.



• Callaway Plant Site in Missouri and Grand Gulf Plant Site in Mississippi are under the purview of Region IV. The Tennessee Calumet Plant Site in Illinois is under the purview of Region I.

**UNITED STATES NUCLEAR REGULATORY COMMISSION REGIONAL OFFICE LOCATIONS**  
A representative of the Nuclear Regulatory Commission can be contacted by employees who wish to register complaints or concerns about radiologic working conditions or other matters regarding Commission rules and regulations at the following addresses and telephone numbers:

REGION	ADDRESS	TELEPHONE
I	U.S. Nuclear Regulatory Commission, Region I 100 North Street, 10th Floor, 02110 Boston, MA 02110	(617) 426-1156
II	U.S. Nuclear Regulatory Commission, Region II 100 North Street, 10th Floor, 02110 Boston, MA 02110	(617) 426-1156
III	U.S. Nuclear Regulatory Commission, Region III 100 North Street, 10th Floor, 02110 Boston, MA 02110	(617) 426-1156
IV	U.S. Nuclear Regulatory Commission, Region IV 100 North Street, 10th Floor, 02110 Boston, MA 02110	(617) 426-1156

To report health-related issues, contact the NRC's Office of Health, Safety, and Environment at 1-800-233-3497.

To report safety concerns or violations of NRC regulations, contact the NRC's Office of Enforcement at 1-800-688-7403.

To report concerns about the NRC's operations, contact the NRC's Office of Public Inquiries at 1-800-688-7403.

To report concerns about the NRC's operations, contact the NRC's Office of Public Inquiries at 1-800-688-7403.

**WHAT CAN THE NRC DO?**  
The NRC has the authority to enforce its regulations and to take action against anyone who violates them. This authority includes the power to issue orders, impose fines, and suspend licenses.

**WHAT ARE THE NRC'S INSPECTION PROCEDURES?**  
The NRC's inspection procedures are designed to ensure that inspections are conducted in a consistent and thorough manner. These procedures cover everything from the selection of inspectors to the reporting of findings.

**WHAT ARE THE NRC'S REGULATIONS FOR EMPLOYEES?**  
The NRC has specific regulations that apply to employees of nuclear power plants, nuclear materials, and nuclear activities. These regulations are designed to protect employees from the risks of radiation.

**WHAT ARE THE NRC'S REQUIREMENTS FOR EMPLOYEES?**  
The NRC has several requirements that apply to employees of nuclear power plants, nuclear materials, and nuclear activities. These requirements are designed to ensure that employees are properly trained and protected.

**WHAT ARE THE NRC'S PENALTIES?**  
The NRC has the authority to impose penalties on nuclear power plants, nuclear materials, and nuclear activities that violate its regulations. These penalties can include fines, suspension of licenses, and other actions.

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Radioactive Commodity Incident/Accident REPORT

UNIT: \_\_\_\_\_ STATION: \_\_\_\_\_ UNIT #: \_\_\_\_\_ APO: \_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COMMODITIES INVOLVED

ITEM NSN SERIAL & CELL NUMBERS QTY PHYSICAL CONDITION

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (continued on reverse)

LIST ALL PERSONS INVOLVED ON THE REVERSE OF THIS FORM

Actions Taken and Planned (include type of investigation planned): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (continued on the reverse side)

Specify Assistance Currently Required: \_\_\_\_\_

Points of Contact:

Individual Completing Report: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Unit Commander: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Unit LRSO: Name \_\_\_\_\_ Phone: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## USAG-SWF Regulation 385-1 Appendixes

### References

AER 385-40 - Accident Reporting and Records

DA PAM 385-24, The Army Radiation Safety Program

Basic Radiation Protection Technology - by D.A. Gollnick

DARA 21-12-05 - Department of the Army Radiation Authorization on the use of Thorium-Nickel alloy in the M1 series tank liner combustor assembly.

DARA A-21-12-04 - Department of the Army Radiation Authorization on the use of Radium, Nickel, and Cesium as used on TACOM Managed Equipment

DARCOM HDBK 385-1.1-78 - "Safety Procedures for Processing Depleted Uranium".

Material Safety Data Sheet - Thorium Fluoride Optical Coating; Effective date 26 March 1990; by Radiological Consultants, Inc.; Douglas H. Keefer, Ph.D.

McGraw-Hill Encyclopedia of Science and Technology

NRC License 12-00722-06 - Tritium Fire Control Devices

NRC License 12-00722-13 - Chemical Agent Detector (M8A1)

NRC License 12-00722-14 - Chemical Agent Monitor (CAM)

NRC License 12-01222-05 - MC-1 Tester, Density and Moisture

NRC License 29-01022-14 - CECOM Managed License for Multiple Radionuclides

NRC License SUB-1536 - DU Armor

Reference Guide - Conventional Ammunition - Radiation Training Course; US Army Defense Ammunition Center and School

TB 43-0116 - "Identification of Radioactive Items in the Army"

Title 10 Code of Federal Regulations, Part 20 (10CFR20) - Standards for Protection Against Radiation

Title 10 Code of Federal Regulations, Part 40 (10CFR40) -

Title 49 Code of Federal Regulations, Part 49 (49 CFR) - Transportation

TM 5-6635-386-12&P - "Unit Maintenance Manual for Tester, Density and Moisture, (Soil and Asphalt), Nuclear Method, Campbell Pacific Model MC-1 (CCE)"

TM 3-261 - "Handling and Disposal of Unwanted Radioactive Material"

TM 11-6665-251-10 - Operators Manual, Radiac Set, AN/VDR-2

USAG-SWF Regulation 385-1 Appendixes

APPENDIX E  
SKIN PROTECTION PLAN

*Sample Skin Protection Plan and disinfection of Hands*

Unit: USAG Schweinfurt  
Date:

Division: DOL  
Signature:

What	When	Whereby	How	Who
Skin protection During the use of rubber gloves (liquid-proof) (e.g. made out of Latex, Nitril)	Prior to putting on the gloves (inserts made out of cotton are preferred)	Skin protection cream: e.g.: <b>Multi Pro</b>	Rub in approx. 1ml (1,5 cm line of paste) for at least. 30 seconds. <u>Wait to put gloves on until hands are dry.</u>	All employees who wear rubber gloves (e.g. KPs and Cooks)
Hands disinfection and in between skin cleaning	Prior to handle groceries, after getting dirty and always after using the toilette	Product: <b>Epicare 3</b> dose: 3 ml Residence time: approx. 30 sec.	Distribute approx. 3ml for at least 30 seconds carefully on your hands, than wash off with water.	All employees of the Dining Facility
Skin cleaning	After hands get dirty.	Product: <b>Epicare 5</b> <b>Liquid soap</b> Residence time: ca. 30 Sec.	Rub in approx. 3ml for at least 30 seconds on dry hands and than wash off with water.	All employees of the Dining Facility
Skin care	After disinfection of hands and cleaning the skin	Hand care cream <b>Epicare 7</b>	Rub in	All employees of the Dining Facility

**USAG-SWF Regulation 385-1 Appendixes**

**APPENDIX F  
RISK MANAGEMENT WORK SHEET**

USAG Schweinfurt Composite Risk Management Work Sheet

USAG SCHWEINFURT COMPOSITE RISK MANAGEMENT WORKSHEET							
For use of this form, see FM100-14							
1 MSN Task		2a DTG BEGIN		2b DTG End		3. DATE PREPARED (YYYYMMDD)	
4 PREPARED BY							
a LAST NAME		b RANK		c POSITION			
5 SUBTASK	6 HAZARDS	7 INITIAL RISK LEVEL	8 CONTROLS	9 RESIDUAL RISK LEVEL	10 HOW TO IMPLEMENT	11. HOW TO SUPERVISE (WHO)	12 WAS CONTROL EFFECTIVE?

13. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (circle one)

LOW (L)                      MODERATE (M)                      HIGH (H)                      EXTREMELY HIGH (EH)

USAG Schweinfurt Risk Assessment Work Sheet

Reviewed by:

Date: \_\_\_\_\_ RECOMMEND APPROVAL: EDUARD SAUER, SAFETY MANAGER \_\_\_\_\_

APPROVED BY: Garrison Commander's Signature Block \_\_\_\_\_

## USAG-SWF Regulation 385-1 Appendixes

### APPENDIX G TRAINING AND VACCINATION RECORD

#### TRAINING AND VACCINATION RECORD

I, \_\_\_\_\_, (PRINT NAME) have received training, which covered the following topics:

- An accessible copy of the regulatory standard and/or copy of this program and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the exposure control plan and the means by which the employee can obtain a copy of the written plan;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personnel protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and its availability;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs;
- Information on the post-exposure evaluation and follow-up available to the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding
- An opportunity for interactive questions and answers with the person conducting the training session.

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SIGNATURE OF ATTENDEE: \_\_\_\_\_

INSTRUCTOR'S NAME AND TITLE: \_\_\_\_\_

DATE OF TRAINING: \_\_\_\_\_

I have been vaccinated against hepatitis B?      YES \_\_\_\_\_      NO \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

USAG-SWF Regulation 385-1 Appendixes

APPENDIX H  
 CONFINED SPACE ENTRY WORK PERMIT

Confined Space Entry Work Permit	Notify Fire Department Prior to Entering all Confined Spaces, DSN: 353-8645																																																						
Job Information																																																							
Permit Start Date/Time: _____ → Permit Expiration Date/Time _____																																																							
Site Location/Description: _____																																																							
Task: _____																																																							
List Confined Space Team																																																							
Supervisor(s): _____																																																							
Attendant(s): _____																																																							
Entrant(s): _____																																																							
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Monitoring results																																																							
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(Other toxics) _____ ppm																																																							
Additional Information																																																							
Approvals																																																							
Supervisor (or designee): _____ Date: _____																																																							
(Note: Electrical shop supervisor approval for confined spaces with possible electric hazards)																																																							
Entry Manager: _____ Date: _____																																																							

Original to remain at job site until the work is completed/ copy forward to Entry Manager.

## USAG-SWF Regulation 385-1 Appendixes

### APPENDIX I LOCKOUT/TAGOUT EQUIPMENT PROCEDURE

#### LOCKOUT/TAGOUT TRAINING GUIDE

TOPIC: Control of hazardous energy (lockout/tagout)

CONTENT OVERVIEW: Practices and procedures for the use of lockout and tagout devices.

OBJECTIVES: After completing this training, employees will:

1. Know the importance of lockout/tagout
2. Know the hazards involved in the unexpected energization or startup of machines or equipment
3. Understand procedures used in lockout/tagout
4. Know the devices used in lockout/tagout

OTHER MATERIALS: Copy of Lockout/tagout procedure Samples of lockout and tagout devices and tags

#### TRAINING OUTLINE:

1. Purpose of the standard and hazards
  - Purpose of the standard
  - What hazardous energy is
  - What stored energy is
  - Specific sources of hazardous energy at this facility
2. When the standard applies
  - Unexpected energization during servicing
  - Normal production operations not covered
  - Exceptions to the rule
3. Definitions
  - "Authorized" and "affected" employees
  - Specific definitions applicable to facility
4. Equipment used for lockout/tagout
  - Locks and tags
  - Standardized appearance for devices
  - Personal identification on tags
5. Lockout/tagout procedures
  - Preparation for shutdown:
    - type and magnitude of the energy
    - hazards to be controlled

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- method or means of control  
Notification of affected employees  
Shutdown:
- isolation from all energy sources
- physical blocking and securing if necessary

Placement of lockout/tagout devices  
Release of stored energy  
Testing to verify effectiveness of energy control

- Release from lockout/tagout:
- inspection of the work area
  - nonessential items removed
  - equipment operationally intact
  - employees safely positioned
  - operators notified of re-energization

6. Group lockout and tagout  
Types of group lockout/tagout devices  
Application and removal procedures

### ADDITIONAL TRAINING FOR SUPERVISORS:

1. Lockout/tagout employee training requirements
2. Lockout/tagout retraining requirements
3. Lockout/tagout inspection requirements
4. Outside personnel (contractors) requirements

### TESTING FOR QUALITY ASSURANCE

**APPENDIX J  
WORK/WATER-CONSUMPTION TABLE**

**Risk Management:**

1. Determine the heat category using the WBGT reading.
2. Enforce fluid intake (water/electrolyte beverages) and work/rest cycle.
3. Modify clothing and environment to reduce risk.
4. Plan work schedules involving high-performance activity.
5. Allow time for conditioning, fluid replenishment, and rest/recovery.

**WORK/REST/WATER-CONSUMPTION TABLE**

*(based on average sized, heat-acclimated person wearing hot-weather BDUs or civilian summer clothing)*

Easy (Light) Work Examples		Moderate Work Examples		Hard (Heavy) Work Examples			
<b>Soldier tasks:</b> Weapon maintenance Walking on a hard surface at 2.5 mph with less than a 30-lb load <b>Civilian tasks:</b> Light hand or arm work Sitting or standing controlling machinery		<b>Soldier tasks:</b> Calisthenics or patrolling Walking on a hard surface at 3.5 mph with less than a 40-lb load, or on sand at 2.5 mph with no load <b>Civilian tasks:</b> Walking with moderate lifting and pushing		<b>Soldier tasks:</b> Field assault Walking on a hard surface at 3.5 mph with more than a 40-lb load, or on sand at 2.5 mph with no load <b>Civilian tasks:</b> Heavy shoveling or digging			
Heat Category	WBGT Index	Easy (Light) Work		Moderate Work		Hard Work	
		Work/Rest Cycle	Water Intake (qt/hr)	Work/Rest Cycle	Water Intake (qt/hr)	Work/Rest Cycle	Water Intake (qt/hr)
1	78 - 81.9 °F (25.5 - 27.7 °C)	No Limit	1/2	No limit	3/4	40 / 20 min	3/4
2 GREEN	82 - 84.9 °F (27.8 - 29.4 °C)	No Limit	1/2	50 / 10 min	3/4	30 / 30 min	1
3 YELLOW	85 - 87.9 °F (29.5 - 31 °C)	No Limit	3/4	40 / 20 min	3/4	30 / 30 min	1
5 BLACK	> 90 °F (> 32.2 °C)	50 / 10 min	1	20 / 40 min	1	10 / 50 min	1

- ✓ Work/rest times and fluid intake will sustain performance and hydration for at least 4 hours of work under the specific heat category.
- ✓ Fluid needs vary depending on the individual (+/- 1/4 qt/hr) and sun/shade exposure (+/- 1/4 qt/hr) but should not exceed 1.5 qt/hr or 12 qt/day.
- ✓ Rest means minimal physical activity (sitting or standing), in the shade if possible.
- ✓ Body armor or heavy woven protective clothing adds 5 °F to the WBGT reading in humid climates.
- ✓ NBC MOPP 4 adds 10 °F to WBGT reading.

**Precautions:**

- Full acclimatization can take up to 2 weeks.
- Gradually increasing work in heat allows for adaptation.
- Persons recovering from injury or illness, or in poor condition are at higher risk.
- Dehydration can worsen over several days of heat exposure.
- Acclimatization increases water requirements. Ensure fluid (electrolyte beverages/water) intake is increased.
- Adequate hydration is essential the night before strenuous activity.
- Eat regular meals to replace salt. Salt tablets are unnecessary.

- Heat stress accumulates during sequential days of strenuous activity.
- Warn personnel that certain dietary supplements (for example, Ephedera, Ma Juang) and medications (for example, cold and allergy) increase heat-injury risk.
- Medically screen personnel who have acute or chronic medical problems, or who are taking prescriptions, over-the-counter medications, or dietary supplements and those with a heat-injury history.
- Visit <http://www.ajghsa.army.mil/heat/>.
- Follow policy and procedures in TB MED 507.

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### **APPENDIX K REGISTRATION PROCEDURES**

#### Minimum Requirements for Registration:

1. Date of the expert's opinion (certificate).
2. Date, duration and place of the examination.
3. Name and address of the owner and holder as well as names of the persons who are keeping the dog on behalf of the holder.
4. Description of the dog (race, DOB, sex, if available descent, name of the dog, color, insignia).
5. Proof of identity (tattoo/chip) photo.
6. Place(s), where the dog is kept most of the time (address of the dog holder).
7. Result of the examination. "The animal has been assessed to be/not to be a dog with increased aggressiveness and dangerousness".
8. Proof of pet-owners liability insurance.

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### Content of the Expert's Opinion

The expert's opinion should include the following information as to the nature of the dog and the conditions under which it is kept:

1. Events that had influence on the nature and the character of the dog since it reached sexual maturity (for example: Status of training, if the dog has successfully completed training, odd behavior that attracts attention, behavior that could be a safety hazard).
2. The purpose of the dog (for example: family dog or watchdog) and the animal's characteristics the holder fosters.
3. Conditions of the holder's property (fenced in, running free or kept in a kennel) and other conditions, which may be relevant to the development of the dog's nature.
4. The dog's behavior toward strange persons at the dog holder's place.
5. The dog's behavior toward strange persons outside the dog holder's place (for example: Children, bikers and joggers) and in traffic, on the leash and off the leash in a known and unknown environment.
6. The reaction of the dog following commands (i.e. sit, lay-down, heel) when on the leash and/or running lose. How well it walks on the leash.
7. The behavior of the dog towards other dogs and animals (i.e. cats, pigeons, rabbits, etc.) when on the leash and/or running loose.
8. The behavior of the dog when it is exposed to unknown optical or acoustical stimuli.
9. The behavior of the dog towards the dog holder and other persons who take care of him in different situations.
10. Suggestions for preventive measures IAW article 18, paragraph 2 LStVG if the characteristics of a fighting dog are negative or if the characteristics of a fighting dog have been confirmed.
11. Outside of the holder's premises the dog must be kept on a leash, resistant to tearing, with a non-slip-off collar and a muzzle by a responsible person who is able to lead the dog. The dog is only allowed to run lose with a muzzle and outside of residential areas.
12. For security reasons it has to be guaranteed that the dog is kept secured by keeping him in a kennel, or in a fenced in area with locks. This means that the dog will not be able to leave the property without supervision, and that he is not able to harm any person who is authorized to be on the property.