

**Headquarters
385-10
Department of the Army
Washington, DC 20310-2500**

National Guard Regulation

Effective:

Safety

Army National Guard Safety and Occupational Health Program

Summary. This regulation incorporates the provisions of AR 385-10, AR 385-40, AR 385-64, DA Pam 385-64 and integrates the OSHA requirements into the ARNG Safety and Occupational Health Program.

Impact on Unit Manning System. This regulation does not contain information that affects the New Manning System.

Applicability. This regulation applies to the Army National Guard (ARNG). For the purpose of this regulation, each State Adjutant General is an installation commander. The term State includes the

Territories and the District of Columbia.

Supplementation. States are authorized to supplement contents of this regulation, except statutory and DOD-directed requirements. Supplements will not be less stringent than regulatory requirements contained herein. If supplements are issued, States will furnish a copy to NGB-AVN-S.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Users will destroy interim changes on their expiration dates, unless sooner superseded or rescinded.

Suggested improvements.

The proponent agency for this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-AVN-S, Arlington Hall Readiness Center, 111 South George Mason Drive, Arlington, VA 22204.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and a checklist for conducting internal control reviews has been published under a separate cover.

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*** This regulation supersedes NGR 385-10 dated 21 October 1988.**

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Chapter 1

General

1-1. Purpose. This regulation establishes the Army National Guard (ARNG) Safety and Occupational Health Program. It supplements directives in AR 385-10 and provides guidelines necessary for planning, organizing, coordinating and implementing State ARNG Safety and Occupational Health (SOH) Programs and recognizes Safety as an integral component of all ARNG training and operations. Goals of SOH programs are:

- a. Identify problems and provide corrective actions/countermeasures within work and training environments ensuring active compliance with State and Federal safety guidelines/regulatory requirements.
- b. Promote safe and healthful practices for all ARNG personnel and activities including support of State civilian authorities and public safety programs.
- c. Provides responsibilities, policies, and duties for the integration of safety risk management into existing command processes.

1-2. References. References for this regulation are listed in Appendix F.

1-3. Explanation of Abbreviations. Abbreviations used in this regulation are located in the glossary, Appendix D.

1-4. Responsibilities.

a. Chief, National Guard Bureau (NGB-ZA) is responsible for establishing the ARNG Safety and Occupational Health Program. This responsibility includes ensuring compliance with AR 385-10, the Occupational Safety and Health Act of 1970 (PL 91-596), and coordination with other HQDA staff agencies and The State Adjutant s General on workplace accident and occupational illness prevention. Authority over the program is delegated to the Director, ARNG.

b. The Director, ARNG:

(1) Receives reports and updates from the ARNG Safety and Occupational Health Council Chairperson and briefs program shortcomings, resolution of funding and staffing shortages to the Chief, NGB.

(2) Requires safety and occupational health integration into all NGB disciplines.

(3) Requires National Guard Bureau (NGB) Directorates to utilize local controls and program assessments for evaluating directorate statutory and regulatory compliance. NGB-AVN-S and NGB-IG will conduct random independent program audits to insure effective compliance.

(4) Serves as the approving authority for all Class A aviation and ground accidents, and class B aviation accidents.

c. Deputy Director, Aviation and Safety (NGB-AVN). The Deputy Director has staff responsibility for supervision and implementation of Safety and Occupational Health programs through the Aviation Operations and Training Division, Aviation Systems Division, Aviation Safety and Occupational Health Division and Multimedia Media Branch. Serves as the approving authority for all Class C aviation and ground accidents.

d. Chief, Safety and Occupational Health Division (NGB-AVN-S):

(1) Develops, implements, standardizes, and directs the ARNG Safety and Occupational Health Program to include general safety, aviation safety, airborne safety, occupational health, and industrial hygiene.

(2) Monitors regulations, directives, and training doctrines to ensure adequate safety concepts and risk management techniques are integrated.

(3) Identifies funding requirements ensuring ARNG Safety and Occupational Health Programs are adequately resourced.

(4) Ensures career development and continuing education opportunities for ARNG Safety and Occupational Health Managers (SOHM), Occupational Health Nurses (OHN), Industrial Health (IH), and other designated safety personnel.

(5) Analyzes ARNG health and safety hazard information, accident experience trends and develops appropriate countermeasures.

(6) Provides support services to augment State Safety and Occupational Health Programs as needed.

(7) Provides Aviation, Airborne and Ground Safety personnel to facilitate the ARNG Safety and Occupational Health Program.

(8) Implements control measures through Aviation and Ground Safety personnel to provide for effective ARNG Accident Prevention Programs. These personnel will:

(a) Establish, coordinate, and field safety program directives, providing accident prevention countermeasures for all aviation and ground operations.

(b) Coordinate with State and Army Aviation Support Facility safety officers and SOHMs to ensure maximum cooperation on matters pertaining to aviation safety and training.

(c) Conduct selected safety surveys to review operating and training procedures and initiate actions necessary for eliminating inherent or accident producing hazards.

(d) Review ARNG directives and regulations to ensure adequate safety standards are integrated.

(e) Review accident experience reports, develop trends and provide safety analysis and countermeasures to appropriate agencies/organizations.

e. Chief, Aviation Operations and Training Division (NGB-AVN-O):

(1) Ensures that policies, concepts, and requirements provide for safe ARNG aviation operations.

(2) Monitors accident trends and Accident Prevention Survey Results for training deficiencies.

(3) Provides training standards to ARNG aviation units that integrate safety requirements throughout.

(4) Review Standardized Aviation Communication (STACOM) messages and provide additional guidance when necessary.

f. Chief, Aviation Systems Division (NGB-AVN-A):

(1) Ensures aviation maintenance, supply, and quality control assurance programs implement ARNG Safety and Occupational Health Directives.

(2) Provides technical guidance concerning maintenance related Safety concerns published in Aviation Safety Advisory Messages (ASAM), Safety of Use (SOU) messages, (Safety of Flight (SOF) and other maintenance related messages, Maintenance Information Messages (MIM), Maintenance Advisory Messages (MAM).

g. Chief, Multimedia Media Branch is responsible for:

(1) As authorized by the Chief, NGB, coordinate actions for use of all possible DOD resources in establishing a world-wide multi-channel network of high ground resources for information exchange between the national command authority, and other federal and State agencies during any national emergency. These resources will allow coordination between all the States and territories. Further, MMB will utilize these resources for coordination, safety and training purposes.

(2) In coordination with The NGB Safety and Occupational Health Division and State aviation safety officers/safety specialists, develop, acquire, produce and distribute safety promotional and educational materials within the ARNG.

(3) Provide guidance and assistance to the safety managers/specialists and occupational health nurses of the several States in managing their State safety promotional and educational program.

(4) In coordination with NGB-AVN-S, develop and distribute the annual "SAFE GUARD" and "SAFE FLIGHT" countermeasure programs, targeted to identified safety program deficiencies, systems defects, management/safety management errors. Countermeasures are developed based on analysis of current accident trends.

h. The State Adjutants General are responsible for:

(1) Establishing, organizing, and directing State safety programs utilizing program guidance provided in AR 385-10 para. 1-4 n, and policy guidance established in AR 385-10 para 1-5. Where

MACOM is cited in AR 385-10 para. 1-4 n, substitute meaning to read State, and/or The Adjutant General as appropriate.

- (2) Directing commanders to integrate safety information into SOPs, training plans, and literature.
- (3) Resourcing Training/Funding requirements as directed in AR 385 series directives and this regulation.
- (4) Appointing Accident Investigation Boards to:
 - (a) Investigate and report on all ARNG State Class A,B,C aviation and ground accidents.
 - (b) Investigate and report on accidents involving damage to Army/ARNG property and/or injury/occupational illness to ARNG personnel occurring as a result of contractor operations.

Chapter 2

ARNG Safety Program Structure and Activities

2-1. Organizational Structure.

a. The ARNG Safety and Occupational Health Program is organized into Aviation Safety, Ground Safety, Occupational Health, and Industrial Hygiene branches. The four branches are administered by the Chief, Safety and Occupational Health Division (NGB-AVN-S).

b. State Safety and Occupational Health Offices will be established within HQ, STARC TDA with staff responsibility vested in the Chief of Staff/Command Administrative Officer, or the State Aviation Officer.

c. The State Safety and Occupational Health Office will be staffed and configured in accordance with currently approved manpower staffing models, AR 5-3, and AR 385-10 chapter 2. Additionally, AR 385-10 paragraph 2-1 f. is supplemented with directives below:

(1) States with operational control of designated ARNG training sites will station qualified full time safety trained personnel as appropriate, at those training installations, whenever troop strengths during AT periods average 300 soldiers in training. For the purposes of this regulation "full-time" means having safety oversight as a primary duty during the conduct of the training.

(2) Personnel selected for SOH, OHN, and IH, and other safety positions must meet and maintain position qualifications through required NGB certification and continuing education for career development. Professional safety and occupational health certification by recognized civilian organizations is necessary when required in the duty position description.

(3) Additional duty safety personnel will be appointed by commanders to perform required safety and accident prevention functions in troop or industrial and administrative units not staffed with qualified full-time safety personnel. These personnel will complete formal safety training consisting of one or more of the following safety schools as appropriate; Army Safety Officers Course (ASOC), Parachute Operations Mishap Orientation Course (POMPOC), Ground Mishap Orientation Course (GRMPOC), or the Aviation Accident Prevention Course for the NCO (7KF-13).

2-2. Operational Procedures.

a. Safety activities directed in AR 385-10 paras. 2-1 e. and 2-2, are supplemented with these requirements:

(1) The State Adjutants General will require commanders or supervisors responsible for RAC 1 and 2 deficiencies, or serious accidents, to brief circumstances causing the deficiency or accident, and proposed accident prevention countermeasures.

(2) Funding for (Traditional Guardsman) Occupational Health Nurses and Occupational Health Technicians will be provided for the conduct of occupational health and Industrial surveillance, including; medical monitoring, PPE and training, to ensure compliance with State and Federal regulatory requirements.

(3) Funding will be provided to conduct occupational health surveillance for temporary and ADSW personnel including medical monitoring, physical examinations, appropriate testing for job codes and exposures, PPE and training.

(4) ARNG personnel called to State Active Duty for SOH activities will be provided with clearly stated duties and objectives for their support role.

(5) Funding will be provided for Occupational Health Nurses to complete 20 contact hours of training annually in order to maintain ABOHN certification requirements.

b. ARNG activities will comply with standards directed in AR 385-10, Chapter 3. In addition, the following directives are added.

(1) ARNG workplaces located in State facilities, or other locations where State employees work, are subject to State OSHA standards. Conflicts between State standards and the standards applied under AR 385-10, or this regulation, will be reported to NGB-AVN-S for resolution.

(2) Required annual workplace inspections will be conducted by ARNG personnel who have received formal training in workplace hazard recognition and are qualified to identify, document, and analyze the significance of the hazards discovered during the inspection.

2-3. Safety Committees/Councils. Membership, Requirements and General Information.

a. NGB Appointed Safety Committees.

(1) The "ARNG Safety and Occupational Health Committee." The ARNG Safety and Occupational Health Committee, as required by PL 91-596 and Subpart F, 29 CFR Part 1960, will convene semi-annually and/or at the call of the Director ARNG.

(a) The committee provides recommendations to the Director ARNG based on their collective expertise and interfaces with other functional advisory committees/councils within the National Guard. The overall goal is to improve the ARNG Safety and Occupational Health Program.

(b) The committee will be appointed by the Director, Army National Guard based upon the recommendation of the Committee Chairman. The Director, ARNG has appointed committee members to serve from the functions listed below.

- (1) State Adjutant General (Chairman)
- (2) State Command Sergeant Major
- (3) U.S. Property and Fiscal Officer
- (4) State Plans, Operations, and Training Officer
- (5) Facility management officer
- (6) Selected membership of Regional SOH Personnel
 - (a) SOH manager from (State > 15,000 total strength)
 - (b) SOH manager from (State < 15,000 total strength)
 - (c) OH Specialist/manager from (State > 15,000 total strength)
 - (d) OH Specialist/manager from (State < 15,000 total strength)
- (7) Industrial Hygienist
- (8) State Maintenance Manager
- (9) State Army Aviation Officer
- (10) State Support Personnel Management Officer
- (11) Separate Brigade/Division Safety Officer
- (12) Combat Aviation/Attack Battalion Safety Officer
- (13) State Surgeon/Flight Surgeon.
- (14) NGB coordinator (from the ARNG Safety and Occupational Health Division)
- (15) State JAG "on call".
- (16) Subject Matter Experts "as required".

(c) Committee members will serve on a rotational basis and terms will be staggered for continuity. The normal tour will be for 3 years, except for the NGB Coordinator. The Director, Army National Guard and/or the chairman may request an extension of any member when his/her service is required for continuity or for the particular expertise he/she possesses.

(2) Regional ARNG Safety and Occupational Health Councils.

(a) The Five Regional Army National Guard Safety and Occupational Health Councils (Northeast, Southeast, Midwest, Northwest and Southwest) serve as an advisory group to the Chief, Safety and Occupational Health Division and the Deputy Director, ARNG Aviation and Safety Directorate.

(b) The councils meet semi-annually at the call of the Chief, Safety and Occupational Health Division and the Deputy Director, ARNG Aviation and Safety. One meeting each year will be conducted in conjunction with an ARNG Bureau scheduled event, i.e., (Conference, In-Service). The other meeting will be conducted at the ARNG Readiness Center, a Training Facility as designated by the participating States/Territories, or by the video teleconference.

(c) Membership consists of all State ARNG Safety and Occupational Health, Industrial Hygiene Professional for each region with the concurrence of the individual and the Adjutant General of the State concerned.

(d) A chairperson and a vice-chairperson are elected for a 3 year term. Office-holders on the council are designated by a majority vote of the membership. The chairperson and vice-chairperson will not both be functioning in the same occupational discipline, i.e., will not both be safety professionals nor will both be occupational health professionals. In addition, both office-holders will not be from the same State.

(e) The Objectives of the Regional ARNG SOH Councils are:

(1) Review and analyze Safety and Occupational Health Policies and Regulations.
(2) Foster a cooperative relationship between the State Safety, Occupational Health, and Industrial Hygiene Professionals and the ARNG Safety and Occupational Health Division.
(3) Share information, resources, training and expertise with other membership States.

(4) Provide career development on the latest technologies and skills to the State Safety and Occupational Health, and Industrial Hygiene Professionals.

(5) Review State safety councils semi-annually to determine national safety trends.

b. State Safety and Occupational Health Councils.

(1) Membership at the State level should consist of:

(a) Assistant/Deputy Adjutant General (Army) or the Chief of Staff/Command Administrative Officer (chairperson)

(b) Command Sergeant Major

(c) Facilities management officer

(d) State Aviation Officer

(e) Occupational Health Nurse

(f) U.S. Property and Fiscal Officer (USPFO)

(g) Other senior staff heads (As directed by the State TAG)

(h) Safety and Occupational Health Manager (designated the executive secretary)

(i) Non-management technician representing the union.

(j) Plans operation and Training Officer (POTO)

(k) Logistics Officer

(2) Membership below State level should consist of:

(a) Commander

(b) Command Sergeant Major

(c) Safety officers/NCO's from each command represented; to include motor officers, training officers, and other staff heads as appropriate.

c. Designated safety councils will meet quarterly to:

(1) Review the accident and occupational illness experience and prevention programs of the command or activity.

(2) Review reports of fatal or other serious accidents and occupational illnesses.

(3) Review employee safety suggestions to improve work conditions and increase efficiency.

(4) Forward a copy of State Safety Council minutes to NGB-AVN-S NLT 30 calendar days following the council meeting.

d. The Adjutant General may exempt installations and facilities having fewer than 50 full-time personnel from safety council requirements listed in AR 385-10 para. 2-1 k. When exemptions are authorized, the commander will establish control measures to ensure personnel are represented through participation in other command councils.

e. The Adjutant General should direct that safety and occupational health councils be appointed at multi-unit facilities or where a high hazard area exists.

f. Procedures must be established for staffing recommendations to or thru the commander for appropriate action concerning:

(1) Physical or structural alterations required to eliminate or control hazards.

(2) Changes in policies or SOPs to minimize unsafe acts.

(3) Plans to strengthen the Safety and Occupational Health Program.

(4) Recommendations for educational or promotional efforts designed to create and maintain interest in safety and to promote increased accident and occupational health prevention efforts.

Chapter 3 Safety Training

3-1. General.

a. Training of ARNG personnel in safe work practices is essential to efficient safety management and conserves maximum combat capability.

b. Safety, Occupational Health and Industrial Hygiene training programs are designed to optimize overall conditions for a safe, healthful work and training environment which minimizes accident and occupational health related injuries and illnesses.

c. Training of personnel in safety and occupational health topics will be IAW applicable OSHA, DOD, OPM, DA, and NGB directives.

3-2. Specialized Safety and Occupational Health Training.

a. Resident and non-resident safety and occupational health courses for selected ARNG personnel are conducted by various government agencies and civilian educational institutions. These courses provide students with knowledge in safety management, accident prevention, and occupational safety and health. Courses are announced in DA PAM 351-4 and other 351 and 385 series Army and ARNG publications. School applications should be screened by the State Safety and Occupational Health Office to ensure that only those who are assigned to safety and supervisory positions are approved.

b. ARNG Annual Safety and Occupational Health Conference and Workshop. NGB-AVN-S will conduct an annual Safety and Occupational Health Conference and Workshop for all States. The purpose of this conference and workshop is to provide assistance and training in the latest techniques and standards in safety. Attendance at the ARNG Annual Safety and Occupational Health Conference and Workshop is restricted to those individuals identified by the Chief, NGB in announcement messages.

c. Annual State safety and occupational health conference and workshop. Each State will conduct an annual safety and occupational health conference and workshop for selected supervisory and staff personnel. State Adjutants General will ensure that adequate funds are programmed to conduct this conference.

d. Special safety and occupational health courses. Special safety and occupational health training may be periodically conducted by NGB-AVN-S. Courses are designed for dedicated ARNG safety and occupational health personnel in areas where specific training is required and not available through other agencies.

e. OSHA courses. NGB-AVN-S will, within available resources, provide on-site OSHA courses for technician first line supervisors and selected personnel as required by 29 CFR Part 1960.55. Requests for this course will be submitted to NGB-AVN-S.

f. Annual aviation safety day. Each State will sponsor and conduct an annual aviation safety day to be attended by all aviators, crewmembers, and non-crewmembers. This event will address aviation safety topics and issues and will be used to accomplish annual or semi-annual briefing items. Use of guest speakers is encouraged. Locations and dates are to be determined by the respective States; however, events are not to be included as part of annual training. State Adjutants General will ensure that adequate funds are programmed to conduct this event.

g. Additional duty safety officer courses. NGB-AVN-S will provide within available resources, additional duty safety officers courses annually.

h. Pyrotechnic simulator training. States will conduct safety training in use of Pyrotechnic Simulators for designated soldiers E-6 and above prior to the issuance or use of such devices.

3-3. ARNG Safety and Occupational Health Manager, Safety Specialist and Occupational Health Nurse Certification Requirements.

a. Safety and occupational health manager, safety specialist, and occupational health nurse positions require incumbent be NGB certified within a 3 year period from date of appointment.

b. Courses required for certification are listed at appendixes A and B.

c. ARNG safety and occupational health manager, safety specialists, and occupational health nurses are encouraged to pursue their career progression and upon meeting the above criteria, should forward a letter of nomination with copies of applicable diplomas and certificates to the NGB Safety Office. Upon verification NGB-AVN-S will award the certificate. Additional professional courses are available and will enhance the individual's ability and knowledge. NGB-AVN-S strongly encourages the use of these additional courses.

3-4. Industrial Hygiene Training.

a. Industrial hygiene personnel shall be trained through courses, laboratory experiences, and field study to perform the necessary technical monitoring, consulting, testing, inspecting, and other tasks that are required of industrial hygiene professionals.

b. Training and education shall be provided following professional development plans and the needs of the employing command. Equivalent courses covering similar subject matter may be taken and formal academic education covering the subject matter may be substituted.

c. Individual development plans shall be completed in order to attain journeyman (GS-11) level qualifications. Training credit will also be given for special courses of instruction, conferences, seminars, and meetings which are related to assigned duties, or contribute to professional development and/or duty performance.

3-5. Approved Professional Development Organizations. Participation in the local chapter of the following organizations is approved for SOH, SS, OHN and IH personnel for professional development:

a. Federal Field Safety and Health Council.

b. American Society of Safety Engineers.

c. The American Industrial Hygiene Association.

d. The American Conference of Government Industrial Hygienists.

e. The American Public Health Association.

f. The American Association of Occupational Health Nurses.

g. The National Safety Council.

h. Other organizations may also be used if they contribute to professional development.

Chapter 4

Army National Guard Aviation and Ground Accident Reporting, Investigating, and Recordkeeping

4-1. Purpose. This chapter supplements AR 385-40 with procedures for reporting, investigating and record keeping of all ARNG aviation and ground accidents. It requires pre-accident notification planning prior to the conduct of any operation or tactical exercise.

4-2. Reportable accidents. All accidents or incidents, injuries or occupational illnesses, regardless of how minor are reportable to the immediate chain of command. Commanders will ensure all accidents are classified, reported and investigated in accordance with procedures established in AR 385-40, DA Pam 385-40 and this regulation.

4-3. Pre-accident Notification Plans.

a. Commanders will establish and maintain formal pre-accident notification plans appropriate for their location, organization and specific type of operation or tactical exercise. Pre-accident plans for aviation/ground operations are drafted in accordance with guidance in AR 385-95.

b. Pre-accident notification plans will consist of two sections.

(1) The primary notification section, outlines procedures and lists phone numbers for obtaining security, emergency medical and any other services; electrical power company, fire department, hazardous material response teams, EOD, etc., that may be required at the operation or exercise site. The primary focus of the primary notification plan is for obtaining a quick response from emergency support agencies to the accident location.

(2) The secondary notification section provides instructions, points of contact, and lists phone numbers for reporting accidents thru appropriate command channels to the U.S. Army Safety Center and ARNG EOC. The focus of this section is to initiate actions for investigating the accident while the accident site is relatively intact and undisturbed.

(a) Accidents or incidents resulting in damage or destruction of ARNG resources or personnel injury/death, must be reported IAW AR 385-40. The below instructions supplement AR 385-40 paragraph 3-2, Commander's responsibility for Class A and B accidents and Class C aviation (flight, flight related, or aircraft ground) accidents. After the immediate commander of all personnel involved, Ref. AR 385-40, 3-2. Para. a., add:

- (1) The Facility Commander (*for aviation related accidents*)
- (2) The State Army Aviation Officer (SAAO) (*for aviation related accidents*)
- (3) The State Safety Office
- (4) The Adjutants General

(b) Commander, USASC by telephone (DSN 558-2660/3410, commercial (205) 255-2660/3410, AR 385-40, Para. 3-2. b., add:

(1) Notify ARNG Emergency Operations (EOC) Center, Arlington, VA DSN 327-9350/9352, commercial (703) 607-9350/9352 for class A, B ground accidents using information collected on (DA Form 7306-R) or for A,B,C aircraft mishaps information collected on DA Form 7305-R.

(2) The EOC will then notify NGB-AVN-S, 607-7730/7736/7730.

4-4. Appointing Accident Investigation Boards.

a. ARNG accident investigation boards will be appointed per AR 385-40 para. 1-9. For Class A accident investigation boards, United States Army Safety Center (USASC) will provide names, ranks, and SSNs of USASC board members that they deem appropriate. When feasible, the president of an Army Aircraft Accident Investigation Board will be an Army National Guard member currently on flight status.

b. The responsible State Aviation Officer will prepare to provide as accident investigation board members; a maintenance officer, flight surgeon, and Instructor Pilot or Standardization Instructor Pilot for the type/model/series of aircraft involved. For class A ARNG ground accident investigation boards, the State Safety Manager will coordinate board membership with USASC authorities.

4-5. Accident Investigation Report Administration.

a. ARNG personnel involved in ground or aviation accidents or incidents resulting in personnel injuries, or damage and/or destruction of ARNG equipment, will remain immediately available to provide blood and urine samples whenever accident classifications are known or suspected to be class A, B or C.

b. Investigations will be performed in accordance with AR 385-40, and DA Pam 385-40. Accident board members will give priority to investigation and reporting duties. Appointing authorities will provide clerical and administrative support necessary to result in rapid completion of accident reports. The State Adjutants General will indicate, for all class A, B, accidents, and class C aircraft mishaps in the reviewing comments, the organization (with UIC) to which the accident is being charged, and/or has responsibility for corrective action IAW AR 385-40.

c. Special procedures and reporting instructions for accidents compensable under the Federal Employees Compensation Act are described in chapter 5; Federal Employees Compensation Act (FECA) of this regulation.

d. If an accident occurs at an ARNG training site or active duty installation, the commander will ensure that the accident is investigated and reported IAW AR 385-40. The SOHM for the accident units State, will furnish a copy of the investigation findings or deficiencies to the Adjutant General of the host State, or the commanding officer of the active duty installation whenever training site or installation; facilities, policies, procedures or personnel, are determined by the accident investigation board, to be inadequate, regardless of whether they were listed as contributing causes to the accident.

e. At the discretion of the Chief, NGB, senior officers may be requested to prepare a brief and report to the NGB staff when their State has experienced a class A ground or aviation accident. The Chief, NGB, will then determine whether further action by NGB or the State is necessary to implement the recommendations of the accident investigation board.

4-6. Investigation and Reporting of Special Cases.

a. Environmental Damage. Natural phenomena resulting to damage to Army property totaling \$2,000 or more will be investigated and reported on DA Form 285.

b. Injuries resulting in Lost Workday Cases. Injuries resulting in lost workday cases will be investigated and reported on DA Form 285 or 285-AB-R (AGAR as appropriate).

c. Death in a compensable status when body is not recovered. If ARNG military personnel, technician, or contractor employee in compensable status is assumed to have died in an accident, but the body is not recovered, the safety and occupational health office manager will complete a DA Form 285 and forward to NGB-AVN-S when reasonably certain that a death has occurred.

4-7. Accidents Involving more than one Command.

a. An ARNG commander or supervisor reporting an accident involving an ARNG organization or facility from another State, Active Army or Army Reserve Command, will ensure the accident is reported and investigated. A copy of the report will be forwarded to the other States ARNG command, or appropriate Active Army or Army Reserve Command concerned.

b. A forwarding letter will indicate the command considered responsible for recording the accident and the command(s) responsible for recording other losses, or data (i.e., injuries property damage, or accrued mileage).

c. When concurrence is reached as to the responsibilities and command charged with the accident, the accident report for ARNG recordable accidents will be forwarded IAW AR 385-40 and this regulation.

d. Commanders or supervisors closest to the location of an accident involving ARNG property or personnel in any of the situations listed below will investigate the accident, prepare the accident report, and forward the report to the safety office of the State, Active Army, or Army Reserve command sustaining the loss in the accident.

(1) An accident occurring to an ARNG military member who is absent without leave (AWOL) will be reported if the member is scheduled for training (IDT, AT, AGR, ADSW, or ADT) and is carried on the DA Form 1379, U.S. Army Reserve Components Unit Record of Reserve Training.

(2) An accident occurring to an ARNG military member on a permanent change of station (PCS), leave, pass, or temporary duty, or an ARNG technician in PCS or temporary duty (TDY) status, will be included in the accident experience or history of an organization, facility or State to which the person is permanently assigned. Accident experience of ARNG military personnel assigned on TDY as students at Army Schools for courses of instruction in excess of 30 days, will be included in the accident experience of the MACOM having command and control of the school.

(3) An accidental injury occurring to an ARNG military member in a PCS status (with or without leave) or an ARNG technician in a PCS or TDY status will be investigated by the commander closest to the location of the accident. The losing unit will sustain the loss and accordingly the unit identification code of the unit sustaining the loss will be forwarded directly to Commander, USASC, ATTN: CSSC-D.

Note: PCS status ends as of reporting date as indicated in assignment orders or arrival date, whichever occurs first.

e. Exceptions to accident reporting procedures.

(1) The events and/or situations resulting in injury, illness, or property damage listed in AR 385-40, paragraph 2-9, will not be reported nor included in ARNG accident experience.

(2) Accidents resulting in injury, illness, or death of personnel in a State Active Duty (SAD) status will be reported in accordance with procedures established in AR 385-40, paragraph 2-9. Forward the report thru NGB-AVN-S for review.

4-8. Accident Reports and Recordkeeping.

a. ARNG Facilities/Installations, Companies, Battalions, Regiments and/or Brigades will maintain accident reports appropriate to the activity IAW AR 385-40, AR 25-400-2, and AR 385-10.

b. The State Safety and Occupational Health Office will maintain accident reports IAW AR 385-40, AR 25-400-2, and AR 385-10, appropriate to standard safety staff functions and tasks.

4-9. Safeguarding Accident Information. In accordance with AR 385-40, accident reports, and the privileged documents they contain, may not be used as evidence or to obtain evidence in any disciplinary, administrative, or legal action.

4-10. Release of Information from Accident Investigation Reports. All requests under the provisions of the Freedom of Information (FOIA) Act for information from, or copies of, limited use accident reports or class A, B, or C General Use Reports, will be referred through command channels to the Commander, USASC, ATTN: CSSC-ZJA, Fort Rucker, AL 36362-5363. Local safety offices are authorized to release class D general use reports IAW paragraph 1-11 (b.) AR 385-40, in their entirety, in response to FOIA requests after consulting with their Staff Judge Advocate or legal advisor to ensure that complete disclosure would not be in violation of the FOIA.

Chapter 5

Federal Employees Compensation Act (FECA)

5-1. General. This chapter prescribes procedures, reporting, and forms to be used in recording and reporting occupational injuries and illnesses incurred by ARNG Federal employees.

5-2. Federal Employees Compensation Act (FECA). The FECA initiative is titled Civilian Resource Conservation Program (CRCP). The purpose of the program is to prevent workplace injuries and illnesses and reduce associated costs of workers compensation claims. The FECA reduction goals (Base Year FY 96) are reduced by 5 percent each year:

- a. New lost time compensable injury/illness claims.
- b. Number of people on long-term compensation rolls.
- c. Injury compensation costs.
- d. Number of days of continuation of pay.

5-3. Technician Injury and Illness. Diagnosis and treatment of injury or illness sustained in performance of official duties is authorized by AR 40-3, paragraph 4-19 and under the Office of Workers' Compensation Program.

5-4. Reporting and Recordkeeping Procedures.

a. OSHA Form 200 Log of Federal Occupational Injuries and Illnesses, or format in OSHA Publication 2014 will be maintained at the State Safety and Occupational Health Office.

b. Posting occupational injuries and illnesses will be IAW 29 CFR 1960.71(d).

c. Record or log of occupational injuries and illnesses.

(1) Each State shall maintain a record or log of all occupational injuries and illnesses for each establishment. Except as provided in 1960.71(b) and (c), the log is to be maintained at the establishment.

(2) Within 6 working days after receiving information on an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the record or log.

(3) Any occupational injury, illness or fatality reported on a Form CA-1, CA-2, or CA-6 to the employing establishment or agency shall be recorded on the log.

d. Supplementary record of occupational injuries and illnesses. In addition to the OSHA 200 log, or equivalent, the Human Resource Office shall maintain a supplementary record for each occupational injury and illness on CA-1, CA-2, or CA-6. A copy of CA-1, CA-2, CA-2a, CA-3, CA-6, CA-16, CA-17, CA-20, and CA-20a will be forwarded to the Occupational Health Nurse Manager for inclusion in the medical files. A copy of each CA-1 and/or CA-2 shall be forwarded to the State Safety Manager to record on the OSHA 200 log and to verify that an accident investigation has been completed.

e. Annual summaries of federal occupational injuries and illnesses.

(1) Each State, on a fiscal year basis, shall compile an annual summary of occupational injuries and illnesses as prescribed. The summaries shall be based on the record or log of occupational injuries and illnesses maintained pursuant to 1960.67.

(2) At the State's option, and consistent with the privacy act considerations and applicable bargaining agreements, the last page of the OSHA Form 200 or Format in OSHA Publication 2014, Log of Occupational Injuries and Illnesses, may be posted as the annual summary of federal occupational injuries and illnesses.

(3) Each State shall furnish NGB-AVN-S with a copy of its summary no later than 10 days from end of fiscal year (September 30).

f. Location of records. The log and supplementary records required by 1960.67 and 1960.68 shall be maintained IAW 29 CFR 1960.71(b).

g. OSHA 200 reporting criteria for Hearing Loss. Hearing loss must be reported on the OSHA 200 if the employee suffers standard threshold shift (STS) in either ear averaging 10 dB or more at 2000, 3000, and 4000Hz. OSHA form 101 will be used as supporting documentation in the absence of OWCP documents.

5-5. Responsibilities.

a. NGB-AVN-S will:

(1) Provide guidance to the States regarding reduction of lost time compensable injury/illness.

(2) Monitor achievement of the States in meeting lost time injury/illness goals.

(3) Report achievement of the States to HQDA and the Adjutants General.

b. The Adjutants General will:

(1) Issue policy to the field on the Safety and Occupational Health Worker Compensation Program.

(2) Establish and appoint a FECA Working Group. This working group will be chaired by a senior management official. The Chairman may appoint additional personnel that he believes will benefit the working group's mission. Membership will consist of a minimum:

(a) Human Resource Officer

(b) Safety Manager/Specialist

(c) Occupational Health Nurse/Manager

(d) Worker's Compensation Program Administrator

(e) Resource Management Officer or designated representative

(f) Logistics Officer

(g) Contracting Officer

(h) Aviation Facility Manager

(i) Facility Maintenance Officer

(j) Surface Maintenance Officer

(3) Provide sufficient funds and other resources to carry out responsibilities.

(4) Take responsibility for the success or failure of the program.

(5) Monitor actions and milestones to ensure that they are accomplished by the staff office responsible.

c. FECA Working Group will:

(1) Develop and implement an action plan with the approval of the Adjutant General.

(2) Make quarterly reports on status of Workers Compensation Program to the State Safety and Occupational Health (SOH) Council.

(3) Review compensations claims and forms to insure that:

(a) All injuries/illnesses have been thoroughly investigated and the facts from the investigation have been documented on the appropriate forms.

- (b) Questionable claims are controverted or challenged when appropriate.
- (c) Assure all claims are accurate and complete.
- (4) Work with ARNG personnel, the unions, and the appropriate regulatory authorities to effectively address workers compensation issues.
- (5) Oversee and participate in:
 - (a) Gathering and evaluating injury, lost work time, trend, productivity, and complaint data on worksites and work processes.
 - (b) Identifying existing and potential hazards.
 - (c) Conducting worksite evaluations.
 - (d) Setting priorities for identified hazard abatement.
 - (e) Implementing corrective action, and providing appropriate worker training.
 - (f) Developing methods to evaluate the effectiveness of corrective actions and documenting

the results.

d. Industrial Hygiene Personnel:

- (1) Consider hazards during worksite evaluations.
- (2) Assist in solving identified problems.
- (3) Keep accurate records of identified hazards and solutions. Provide these records to the FECA working group for review and tracking.

e. Safety Personnel:

- (1) Oversee the safety aspects of the program.
- (2) Coordinate the annual Standard Army Safety and Occupational Health Inspection by OSH program personnel.
- (3) Maintain appropriate records, including the OSHA 200 Log of Federal Occupational Injuries/ Illnesses, or equivalent, and the State OSH Hazard Abatement Log.
- (4) Review injury and illness records, develop trend analyses, and report results to the FECA working group and the SOHC.
- (5) Develop targeted countermeasure programs based on analysis of injury or illness data.
- (6) Evaluate top five injuries or illnesses by nature, cause, anatomical location.
- (7) Relate top five to cost, long-term rolls, and COP.
- (8) Coordinate with Human Resources Office (HRO) to ensure supervisor performance evaluation criteria reflect safety and occupational health responsibilities.
- (9) Ensure employee reports of unsafe acts or conditions are responded to in a timely manner, and in accordance with regulations.
- (10) Investigate accidents with or for the supervisor for job-related injuries and illnesses. Ensure accident investigation form, DA 285 or DA Form 285 AGAR is completed by supervisors and returned to Safety Office. Form will be maintained at the State Safety Office. Accident Investigation reports for technician injuries or illnesses will not be forwarded to the U.S. Army Safety Center.
- (11) Train first-line supervisors IAW 29 CFR 1960. Additionally, supervisors shall be trained to recognize unsafe acts as well as unsafe conditions.
- (12) Review job analysis sheets prepared by supervisors.
- (13) Automate injury and illness data, and provide feedback to supervisors.
- (14) At least one representative from the Safety Office will serve as a member on the FECA working group.

f. Occupational Health Nurse:

- (1) Develop a written protocol for early recognition, evaluation, treatment, and follow-up for employees in the medical surveillance program.
- (2) Develop and conduct baseline medical screening for new employees.
- (3) Assist supervisory personnel in the identification of light or restricted duty jobs.
- (4) Make specific recommendations to the Human Resource Office (HRO) on the assignment of injured workers to light or restricted duty jobs.
- (5) Assist in employee training and education.
- (6) A representative from the Occupational Health Office will serve as a member of the FECA Working Group.

- (7) At the request of HRO, provide nursing intervention for early return to work.
 - (8) Coordinate with Department of Labor contract nurse after 45 day period when employee is referred to DOL.
- g. National Guard Bureau Human Resources Office (NGB-HR):
- (1) Develops/Maintains/Manages National Guard (NG) policy for Office of Workers' Compensation Program (OWCP).
 - (2) Reviews and determines impact of pending legislation, Army/Air Force regulations, Office of Personnel Management (OPM) and Department of Labor (DOL) directives.
 - (3) Provides technical advice, assistance and training to the OWCP Regional Liaison Representatives.
 - (4) Performs on-site regional review and analysis of OWCP and Unemployment Compensation Program.
 - (5) Monitors/Tracks NG OWCP costs.
 - (6) Verifies Chargeback costs.
 - (7) Assesses significant cost increase/decrease to determine deficiencies, errors or trends.
 - (8) Reviews/approves State request for allocation of pipeline funds to support OWCP program
 - (9) Executes approved pipeline funds and ensures appropriate obligation and expenditure of funds to support program.
 - (10) Uses local medical treatment facility (MTF), occupational health program, health care personnel, and FECA Working Group recommendations and concerns in the employment placement office.
 - (11) Ensures newly appointed supervisors, managers, and employees receive appropriate safety and occupational health training.
 - (12) Maintains lost duty time (continuation of pay) as a result of injury or illness and provides this information for review by the FECA Working Group and SOHC.
 - (13) Appoints at least one representative to serve on the FECA Working Group. This may be the Federal Employee Compensation Act (FECA) coordinator or other appropriate personnel.
- h. National Guard Bureau OWCP Regional Liaison Representatives.
- (1) Interface between State, DOL, and NGB to resolve FECA issues.
 - (2) Manage, monitor, and provide statistical data to the States to show costs and trends for the FECA program.
 - (3) Staff Assistance Visits to States for FECA training as required.
 - (4) Assists States with re-employment of injured workers.
 - (5) Coordinates intensive case management initiatives.
 - (6) Monitor DOL rolls for inaccurate claims, i.e. individuals not belonging to ARNG.
 - (7) State Human Resource Office:
 - (a) Briefs TAG on status of FECA program.
 - (b) Reviews and monitors progress of State FECA program.
 - (c) Identifies program deficiencies and implements corrective action to improve overall cost effectiveness of program.
 - (d) Chairs or designates a representative to chair the State FECA Council.
 - (e) Establishes a FECA Council consisting of key personnel from each directorate.
- i. OWCP Specialist:
- (1) Provide guidance on submission of FECA claims to supervisors and employees.
 - (2) Ensures appropriate FECA forms are properly processed and monitors timeliness of submission.
 - (3) Provides FECA training to supervisors and employees.
 - (4) Provides required data to FECA working group.
 - (5) Provides safety and occupational health office with injury/illness notification forms, i.e., CA-1, CA-2, CA-2s, CA-6, etc.
 - (6) Serves as member of the FECA Working Group.
- j. Director of Contracting Support:
- (1) Ensures the integration of safety and occupational health considerations into the purchase of new equipment, i.e., ergonomic keyboards and chairs.

- (2) Implements recommendations to reduce hazards.
 - (3) Appoints an advisory or support representative to serve on the FECA Working Group.
- k. Directorate of Facilities Engineer (FMO):
 - (1) Integrates safety and occupational health considerations into facility modifications and construction.
 - (2) Implements recommendations to eliminate or reduce risks.
 - (3) Appoints an advisory or support representative to serve on the SOHC and FECA Working Group.
- l. Logistics Office:
 - (1) Ensures integration of safety and occupational health considerations into the purchase of new equipment.
 - (2) Implements recommendations to reduce hazards.
 - (3) Consults with the SOHC and FECA Working Group to assist in the evaluation of equipment and furniture.
 - (4) Appoints an advisory or support representative to serve on the SOHC and FECA Working Group.
- m. Supervisors:
 - (a) Ensure employees:
 - (1) Follow safe work practices.
 - (2) Recognize and correct hazardous work practices.
 - (3) Recognize and report early symptoms of potential disorders.
 - (b) Routinely reviews areas for potential risks.
 - (c) Maintains effective schedules for facility, equipment, and tool maintenance, adjustments, and modifications.
 - (d) Develops Job Safety Analysis with employees.
 - (e) Appoints a Facility Safety Officer.
 - (f) Conducts Quarterly SOH meetings.
 - (g) Provides for monthly safety and occupational health training sessions.
- n. Surface Maintenance Manager: Will serve as member of the FECA working group.
- o. Aviation Facility Manager: Will serve as member of the FECA working group.
- p. Employees:
 - (1) Modify work practices as recommended.
 - (2) Notify supervisors of potential hazards in the workplace.
 - (3) Recognize and report symptoms early.
 - (4) Participate in the medical surveillance program.
 - (5) Perform recommended conditioning activities.
 - (6) Actively participate in the suggestion and near-miss programs.

Chapter 6

ARNG Occupational Health Program

6-1. General.

a. This chapter prescribes the ARNG Occupational Health Program (OHP). The OHP supports mission readiness by promoting employee health and wellness. This includes preventive measures for workplace related hazardous exposures. This program administers services for Occupational Health, Industrial Hygiene and Radiation Protection. It supports the federally mandated objectives of providing healthy work environments for ARNG employees.

b. This unique position is located within the State Area Command Headquarters serving as the principal advisor and technical consultant to the Adjutant General, Chief of Staff, Human Resource Officer, State Surgeon and other primary staff in all matters pertaining to Occupational Health.

c. Command/supervisory support and employee participation are critical to OHP success. A viable OHP requires continuing cooperation among occupational health staff and managers and supervisors, personnel officers, safety, industrial hygiene and all ARNG health care professionals.

d. The occupational health professional possesses a current license as a registered nurse . The Occupational Health Nurse/Manager (OHN/M) employs the nursing process as the basis for employee and employer occupational health services directed toward loss prevention. The OHN manages the OHP as it applies to ARNG FTS, AGR, IDT, AT, ADSW, ADT personnel, and serves as principal advisor and technical consultant to the Adjutant General, Chief of Staff, Human Resource Office, State Surgeon and other primary staff members on all matters pertaining to the OH Program. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) Occupational Medicine Physicians will provide technical guidance to the OHN as requested.

e. The OHN develops and ensures delivery of health services to achieve compliance with complex governmental regulations including, but not limited to, PL 91-596; Executive Order 12196; Title 29 CFR Parts 1960 and 1910; DOD 6055.1 and 6055.5; and AR 40-5 and 385-10. The OHN oversees and coordinates these services to achieve cost effectiveness and promote optimum employee health in accordance with the goals and objectives of the occupational health nursing profession.

f. Occupational Health Management Information System (OHMIS). The OHN will utilize OHMIS modules in support of the OHP when available.

g. The OHN will utilize the OH Manager module and NGB Pam 40-385 to implement and manage the OH program.

h. The OHN functions in four major areas to provide quality health care services to FTS tech and AGR personnel.

(1) Clinician- Focuses on individual employees and their individual needs for health care services. This includes clinical care duties, e.g. pulmonary function testing, audiometry, vision screening, counseling, employee advocacy, and systematic assessment of physical and mental health status.

(2) Manager- Provides administrative services to the OHP including directing optimal utilization of human and material resources cost effectively, and performs functions of coordination, supervision, quality assurance, financial management and leadership.

(3) Consultant- Provides services focusing on groups of employees and management. These include workplace assessments with recommendations and/or provisions of resource material. Consultation includes strategies of communication and application of the nursing process to identify resources and provide advice.

(4) Education- Teach employees, groups of employees and management, the goals of promoting good health. This includes strategies to increase awareness and promote behavioral changes by applying adult learning theory and the nursing process to educational program development, implementation and evaluation.

6-2. Objectives. The objectives of the ARNG Occupational Health Program are:

a. Evaluate personnel to establish baseline information used in determining physical and psychological limitations which may affect job placement.

b. Monitor employee health to determine adverse any health effects that may have occurred which could be attributable to the work environment, and to intervene in cases where these effects may impact worker's continued compatibility with the job assignment.

c. Educate employees on proper preventive measures to protect them from occupational health risks exposures.

d. Improve mission capability by enhancing stamina, endurance, physical and mental health through teaching health promotion and wellness.

e. Ensure compliance with federally mandated occupational health programs set forth by 29 CFR 1910, Subparts C, G, K, and Z.

6-3. Responsibilities.

a. Chief Surgeon, NGB will:

(1) Serve as an approving authority for medical issues, protocols and procedures associated with the overall management of the Occupational Health Program.

(2) Provide guidance, technical assistance and resolutions to the Aviation and Safety Directorate regarding resolutions to medical issues affecting OHNs, FTS technicians and AGR personnel.

(3) Monitor Occupational Health regulations and policies to ensure Occupational Health Nurses are working within their scope of practice.

b. Chief Nurse, NGB will:

(1) Monitor Occupational Health regulations and policies to ensure Occupational Health Nurses are working within their scope of practice and guidance provided by the Nurse Practice Act

(2) Serve as technical advisor, consultant and liaison to NGB nurse consultant and State OHNs regarding nursing issues and resolutions as required.

(3) Ensure OHNs are credentialed according to regulatory standards.

c. Judge Advocate, NGB will review and provide guidance and resolutions to legal issues pertaining to medical and nursing aspects within the Occupational Health Program.

d. The State Adjutant General will ensure that:

(1) An occupational safety and health program is established consistent with EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 1000.3, DODI 1000.18, DODI 6O55.7, DODI 6O55.1 and AR 385-10.

(2) FTS personnel are provided occupational health services by Occupational Medicine Physicians for appropriate testing by job title and exposures.

(3) Occupational health and industrial hygiene specialty staffing is available to provide services (medical, PPE, training, etc.) to M-Day soldiers who are exposed to the same workplace hazards as FTS technicians.

(4) All managers and supervisors are informed of and carry out their responsibilities in the program.

(5) All FTS personnel are informed of potential occupational health hazards and safe practices/procedures, and are instructed in the wearing of personal protective equipment.

(6) A program for the recognition, evaluation, and control of unhealthy working conditions is established.

e. The Occupational Health Nurse will:

(1) Develop, implement, manage and evaluate the OHP.

(2) Coordinate with directorate staff and facilities to ensure implementation of required occupational health services.

(3) Conduct or coordinate medical surveillance and health hazard training for FTS personnel potentially exposed to occupational health hazards, and evaluate or assess those requiring specific standards of physical fitness.

(4) Ensure quality assurance on OH physical examinations conducted by Occupational Medicine Physicians for appropriate testing for by job title, job code, and specific operations and exposures.

(5) Ensure documentation in OH medical records consist of identification of abnormalities, employee counseling, appropriate referral for STS changes, fit testing of PPE, etc.

(6) Ensure timely submissions of appropriate reports to U.S. Army Center for Health Promotion and Preventive Medicine and NGB.

(7) Conduct annual medical workplace surveys within health hazardous work sites.

(8) Ensure and document employee mandatory training requirements to include a program of instruction and an employee roster.

(9) Periodically visit work areas to observe work operations and potential hazards and maintain working relationships with supervisors and FTS personnel.

(10) Conduct or coordinate epidemiological investigations of actual or suspected occupational illness.

(11) Provide advice and guidance to the Adjutant General and other concerned personnel regarding occupational health matters.

(12) Participate as a member of the State Safety and Occupational Health Council.

(13) Program resources to ensure implementation of required occupational health services.

f. The Human Resources Office and the Military Personnel Officer will provide assistance to ensure efficient accomplishment of the overall program. This includes assisting occupational health and safety personnel to establish a system to:

(1) Collaborate with the OHN to identify FTS personnel in positions requiring specific standards of physical fitness and job related medical surveillance.

(2) Collaborate with the OHN to schedule personnel for the required pre-placement, periodic, and termination examinations.

(3) Advise applicants and FTS personnel regarding potential occupational health hazards, appropriate protective equipment, safety practices, and job-related medical surveillance requirements of their assignments.

(4) Ensure a written policy is created informing OHN of occupational illnesses and injuries to include provisions of CA-1, CA-2, CA-16, etc.

(5) Request nursing intervention to assist with employee's early return to work, light duty assignments, modifications of duties, interface with employees, physicians, regional OWCP liaisons, etc.

(6) Notify employee to report for appropriate medical surveillance testings, i.e. termination, transfer, and pre-placement examinations.

g. The contract occupational medicine physician that may be providing medical support will:

(1) If necessary, conduct shop surveys to assess work place hazards.

(2) Comply with standards set forth within contracts.

h. All managers and supervisors will:

(1) Keep informed about occupational health hazards and the medical and safety requirements in activities under their control.

(2) Train and educate FTS personnel in coordination with the safety and occupational health office regarding job health hazards and appropriate safety practices.

(3) Enforce the use of protective clothing and equipment.

(4) Advise the occupational health nurse of proposed or actual changes in work operations that may affect the health or safety of the personnel.

(5) Provide the HRO with the health and safety information necessary for job classification and placement actions.

(6) Ensure that FTS personnel are referred for required job-related medical surveillance.

(7) Ensure that FTS personnel are available for required training and medical surveillance.

i. FTS personnel will:

(1) Follow safe and healthful work practices.

(2) Use personal protective equipment when required.

(3) Make note and report suspected unsafe or hazardous work situations.

(4) Comply with requirements of the occupational health program.

6-4. ARNG Occupational Health Program Elements. State ARNG OHNs will develop local regulations and standing operating procedures to establish the scope of the OHP and identify responsibilities IAW NGB Pam 40-385. Where multiple references are cited, the most stringent criteria will be gleaned and used for ARNG program development.

6-5. Industrial Hygiene.

a. The Regional IH will coordinate with the OHN in providing direct or contract support. The OHN may perform limited IH assessments as resources and training allow.

b. Industrial Hygiene (IH) is a support function. The Industrial Hygienist's role is to assist and support safety and occupational health personnel in quantification and assessment of workplace hazards. It is not, and should not be construed as a stand alone program. IH provides a wide variety of support services including, but not limited to technical consultation, training, design review, workplace inspection, personal and work area sampling, health hazard assessment, establishing and maintaining Health Hazard Information Module (HHIM), OH Managers Program Module (OHMPM), and exposure control/hazard abatement planning. Specific functions are listed in TB Med 503.

c. Specific OHP elements require IH support. These program elements are annotated under each specific program by the acronym IHSF (Industrial Hygiene Support Function). These elements will be done by IH personnel whenever possible.

6-6. Workplace Medical Walk Through Inspections. The Walkthrough Program will be implemented in accordance with current OH guidelines (AAOHN). The OHN will accomplish periodic walk-through visits of all work areas. The purpose of the walk-through inspection is:

- a. Assess work practices for the potential for adverse health effects to employees, in terms of health hazards and ergonomic parameters, and provide recommendations for corrective action.
- b. Obtain work practice information to synthesize with IH quantitative data for medical surveillance protocol development.
- c. Assess program status and regulatory compliance.

6-7. Hearing Conservation Program (HCP).

- a. General. The HCP will be implemented IAW DA Pam 40-501, AR 40-5, AR 385-30 and 29 CFR 1910.95. Hearing conservation measures will be initiated whenever hazardous noise levels are known or suspected.
- b. Program management. The Occupational Health Nurse functions as the Hearing Conservation Officer for the State. Hazardous noise evaluations may be requested through the OHN by commanders, supervisors, or employees. The HCP will include, as a minimum, the following essential elements.
 - (1) Noise hazard identification and RAC assignment (IHSF)
 - (2) Engineering controls (IHSF)
 - (3) Hearing protective devices
 - (4) Audiometric monitoring (HEARS). (See Medical Surveillance Program)
 - (5) Health education
 - (6) Enforcement (Supervisory responsibility)
 - (7) Program evaluation

6-8. Respiratory Protection Program (RPP).

- a. General. The RPP is implemented where employee exposure to airborne hazards exceed the action level and engineering controls that are under development, or are not feasible (i.e. non-routine operations involving less than one hour weekly).
- b. Respiratory protective devices. Respiratory protective devices are available through the federal supply system or private vendor. Respiratory protective devices will be funded as CTA items. Local purchase is authorized if necessary to achieve a satisfactory fit.
- c. The RPP will be implemented IAW AR 11-34, 29 CFR 1910.134, and the most current ANSI Standards governing respirator use. The RPP will address, as a minimum, the following essential elements:
 - (1) Local standing operating procedures (at each job site.)
 - (2) Requirements for entry into environments immediately dangerous to life or health and confined spaces.
 - (3) Approved respiratory protective devices.
 - (4) Selection of hazard appropriate respiratory protective devices.
 - (5) Training and fit-testing.
 - (6) Maintenance, care and storage of respiratory protective devices by employee and/or facility respiratory custodian.
 - (7) Worksite inspections and hazard evaluation (IHSF).
 - (8) Monitoring of employee stress.
 - (9) Program evaluation.
 - (10) Air quality monitoring (IHSF).
 - (11) Recordkeeping.
 - (12) Medical clearance.

6-9. Vision Conservation and Eye Safety Program.

a. General. The Vision Conservation and Eye Safety Program is managed jointly by the OHN and Safety Manager IAW TB Med 506, AR 40-5, 29 CFR 1910.133, and current ANSI/IES standards. Essential elements are listed below with appropriate tasking annotated.

b. Vision conservation. The OHN has program responsibility for the following essential elements of the Vision Conservation component of the VC&ESP:

- (1) Vision screening and referral IAW established Medical Surveillance Protocols.
- (2) Biennial optometric examination for other potentially eye hazardous positions in support of the Eye Safety Program.
- (3) Monitoring eye hygiene practices.
- (4) Employee education, including a review of contact lens use.
- (5) Periodic illumination surveys and evaluation of environment as applicable to visual performance (IHSF).

(6) Program evaluation.

(7) Procurement of prescription safety eyewear.

c. Eye safety. The Safety and Occupational Health Office has program responsibility for the following essential elements of the Eye Safety component of the VC&ESP.

(1) Appropriate protective eyewear.

(2) Job site hazard analysis to identify eye hazardous tasks not set forth in referenced documents.

(3) Federal civilian employees employed in eye-hazardous positions as set forth in TB Med 506 will be provided prescription eyewear at government expense IAW AR 40-63. AGR soldiers will obtain the service at their servicing MTF. Employees in non-eye-hazardous positions, as defined in AR 40-2, who desire safety eyewear, will obtain such professional examinations at their own expense.

(4) Monitoring the use of safety eyewear.

(5) Program evaluation.

6-10. Radiation Protection Program (RadPP).

a. The RadPP will be implemented IAW AR/NGR 385-11 and includes non-ionizing and ionizing radiation hazard exposures.

b. The OHN serves as the State Radiation Protection Officer (SRPO) and will have at least one designated alternate (ASRPO). Qualified Local Radiation Protection Officers (LRPOs) and Alternate Radiation Protection Officers (ALRPOs) will be appointed at those worksites with Individually Controlled Radioactive Items (ICRI), when directed by CECOM, or where significant potential for exposure exists (e.g. USPFO Warehouse, CSMS).

c. Essential program elements include:

(1) Written Program.

(2) Annual radioactive commodity inventory.

(3) Storage and handling of radioactive commodities.

(4) Training.

(5) Wipe/leak tests.

(6) Disposal.

(7) Shipping/movement.

(8) Medical surveillance.

(9) Surveys.

(10) Dosimetry.

(11) Recordkeeping.

(12) Exposure monitoring.

(13) Emergency procedures/Fire Department notification.

(14) Personal protection.

d. Non-ionizing radiation will be implemented IAW AR 385-9 and TB Med 521.

6-11. Reproductive Health Program

a. General. The Reproductive Health Program (RHP) will be implemented IAW AR 40-5 and related NIOSH/OSHA publications as they are promulgated. The purpose of the RHP is to educate employees

about potential work area reproductive hazards and minimize work-related risk to the pregnant employee and her fetus.

b. The RHP includes the following essential elements:

(1) Identification and assessment of reproductive hazards.

(2) Counseling employees about reproductive hazards and preventive measures.

(3) Informing personnel about availability of job accommodation or transfer in the event of pregnancy and coordinating with HRO to insure policy remains current.

(4) Policy for prompt OHN notification by pregnant employees as soon as the pregnancy is known.

(5) Assessing the employee's job assignment and work environment when pregnancy is known.

When justified, specific job limitations should be recommended through HRO after consultation with the employee's physician. Limitations due to pregnancy will be treated like any other medically certified temporary disability.

(6) Providing periodic follow-up and counsel as indicated, including pregnancy outcome evaluation, if needed.

6-12. Epidemiological Investigations. This program will be implemented IAW AR 40-5. Identification of apparent excessive numbers of occupational illnesses will be reported to IH personnel and arrangements made for further workplace evaluation.

6-13. Immunization Program for FTS Employees. Appropriate immunizations may be provided personnel with increased risk of infection related to occupational hazards. Other immunizations may be offered to personnel to reduce absence due to sickness as resources allow. Signed Protocols and/or physicians orders must be initiated prior to any invasive procedure.

6-14. Illness/absence Monitoring. This program will be implemented IAW AR 40-5. Essential program elements include illness or absence monitoring conducted by the OHN when necessary for epidemiological investigations or at management request. Necessary information will be provided to OHN by HRO as needed.

6-15. Occupational Health Counseling Program. This program will be implemented IAW AR 40-5. The OHN will refer employees to the Employee Assistance Program Manager at HRO as appropriate. Employees may also be referred to their personal physician for non-occupational concerns.

6-16. Health Promotion and Wellness Program.

a. General. The Health Promotion and Wellness Program will be implemented IAW NGR 600-63. The goal is to maximize readiness, combat efficiency, and work performance. The objectives include enhancing the quality of life for the Total Army Guard Family (soldiers, civilians employed by the Army National Guard, and family members); and encouraging lifestyles to improve and protect physical, emotional and spiritual health.

b. Components consist of all activities for members of the Total Army National Guard Family in the following areas: anti-tobacco, physical conditioning, weight control, nutrition, stress management, substance abuse prevention, early identification of hypertension, suicide prevention, spiritual fitness, oral health, and injury prevention. Other related activities include physical and dental examinations, health risk appraisals, physical fitness centers, activities, educational activities, as well as initiatives to promote social and emotion well-being.

c. Refer to NGR 600-63 for specific duties and responsibilities.

6-17. Medical surveillance.

a. General. The Medical Surveillance Program will be implemented IAW AR 40-5, 29 CFR 1910, DA Pam 40-501 and other applicable standards as they are promulgated. Temporary and permanent FTS employees exposed to health hazards in their ARNG work environment or who are assigned to positions requiring specific standards of physical fitness will participate. Pre-placement, job transfer, periodic and termination examinations will be accomplished in accordance with established protocols and may be made

a condition of employment. Examinations will be conducted by a physician trained and certified in occupational medicine.

b. Protocols. The OHN will develop and utilize hazard exposure-based protocols which will be reviewed and approved through the Safety and Occupational Health Office, NGB, Chief Surgeon's Office, NGB and USACHPPM occupational medicine physicians on an annual basis. Protocols will establish scope and frequency of job related examinations/screenings specific to ARNG operations and referral procedures for abnormal findings. OHNs will function within the standards of service and practice established by the occupational health nursing profession, individual State nurse practice act and as approved by the State Surgeon. Protocols will be reviewed periodically to insure that examinations performed reflect industrial hygiene workplace exposure monitoring information, evaluation of ability to perform job duties, and regulatory compliance. OHMIS will be used when available.

c. Pre-placement examinations. Pre-placement examinations will consist of, as a minimum, baseline health screenings including occupational health history, blood pressure, vision screening, and audiogram. Additional examination requirements will be IAW established protocols. Federal civilian employees will be hired in temporary status pending examination results; permanent placement will be contingent on passing the examination.

d. Periodic examinations. Scope and frequency will be IAW established protocols.

e. Transfer/termination examinations. The OHN and the employee will be notified of by HRO. Termination examinations will be performed IAW established protocols and will include, as a minimum, the same evaluation criteria included in the employee pre-placement or baseline evaluation. Examinations will be provided prior to termination for all employees unless an examination has been conducted within the last 90 days. The 90 day exception does not apply in cases where the content of the recent examination differs from the termination examination. Examinations may also be provided for employees prior to transferring to or from positions for which medical surveillance is required if employee exposures will significantly differ from position to position. The OHN will make the determination IAW protocols.

f. Follow-up. The OHN will develop and maintain a follow-up and referral system for health examination and screening programs to evaluate effectiveness and to insure indicated counseling and referral is accomplished. Follow-up examinations will be at government expense where required by regulation or protocol, or where accuracy of a specific finding is in question, or when necessary to establish etiology of an abnormal finding.

g. Administrative examinations.

(1) Medical evaluations for claim controversions or for employees expected to incur job-related absence in excess of 2 weeks per HRO request.

(2) Job accommodation/fitness for duty examinations to determine physical compatibility with job assignment and/or prescribe necessary accommodation measures. All accommodation recommendations will be reviewed by the OHN.

(3) Other examinations may be required and will be accomplished IAW OPM policy and at the discretion of the OHN.

h. Health maintenance examinations. While not a requirement for civilian employees, health maintenance exams are encouraged subject to availability of resources. Such examinations may include single or multiple disease screening or more detailed medical evaluations, and can be offered on an age-related basis or to specific target groups.

i. Military employees (AGR). In addition to routine entrance and periodic examinations performed under AR 40-501, certain assignments will require additional pre-assignment, periodic, and termination examinations that are specific for chemical, physical, or biological hazards. The AGR Program Manager will consult with the OHN and will insure appropriate examinations are completed.

j. Inactive Duty for Training (IDT). In addition to routine examinations performed IAW AR 40-501, certain military occupational specialties require further pre-assignment, periodic, and termination examinations. These examinations are IAW AR 385-10 and 29 CFR 1910 and are tailored specifically to chemical, physical, or biological hazard exposures. The State Surgeon will insure the appropriate examinations are funded and completed. The OHN will provide consulting services as necessary.

k. M-Day. The OTAG will provide M-Day Occupational Health Nurses and Occupational Health Technicians to provide occupational health and industrial hygiene surveillance including medical monitoring, PPE and training to ensure compliance with regulatory requirements.

l. Temporary and ADSW employees. The OTAG will ensure funding is available for occupational health surveillance to include medical monitoring, physical examinations, appropriate testing for job codes and exposures, PPE and training to ensure compliance with regulatory requirements.

m. Confidentiality. Examinations results conducted by occupational medical physicians can be used to meet IDT periodic physical exam requirements (i.e. in lieu of periodic physical) with employee's written permission. Time restraints are IAW applicable AR/NGR regulations.

n. Medical surveillance testing resources. Screenings and medical surveillance services may be obtained through contracts/agreements with federal medical treatment facilities, private sector physicians, clinics, or hospitals. Hands on examination will be accomplished by a physician trained/certified in occupational medicine, and results will be reviewed by the OHN. It is recommended that off-site providers conduct walkthrough inspections of representative ARNG worksites to insure familiarity with work practices. Medical surveillance testing and health screenings may be performed by in-house OH staff as resources and training allow, but must be reviewed by an occupational medicine physician.

o. Dual status employees. These employees are responsible for notifying commanding officers of injuries/illnesses incurred on or off the job that could be aggravated while performing duties in M-Day status.

p. Supporting References. The following documents will provide supplemental information in support of the Medical Surveillance Program and will be used as guidance documents.

(1) DOD 6055.5-M Occupational Health Surveillance Manual (for exposures at or above the action level or when skin absorption is a concern.)

(2) DHHS (NIOSH) Publication No. 81-123.

(3) TB MEDs, DA Pamphlets, and other documents concerning medical surveillance exam requirements as they are developed and formally issued.

q. OWCP Case Management Program. This program will be implemented according to guidance from NGB, The Federal Employee's Compensation Act as amended, 5 USC 8101 et seq., 20 CFR Chapter 10, Part A and the Federal (FECA) Procedure Manual. The goal of this program is to facilitate optimum recovery from work place illness/injury through early and timely intervention by the OHN within the first 45 days. Early intervention is a key factor for the employee's motivation and desire to actively participate in the "return to work" care plan that is commensurate with physical abilities.

6-18. OSHA Mandated Programs.

a. The OHN is technical consultant for compliance with occupational health mandates set forth in the most current issue of 29 CFR 1910, Subparts C, G, K, and Z. Exceptions include regulations promulgated under Subpart I which protect employees from health hazards (e.g. 29 CFR 1910.95, Hearing Conservation, 29 CFR 1910.134, Respiratory Protection). The OHN has responsibility for the development, implementation, and maintenance of written programs under these subparts where they are required by law. Areas of OHP responsibility include, but are not limited to:

(1) Hazard Communication, 29 CFR 1910.1200

(2) Bloodborne Pathogens, 29 CFR 1910.1030

(3) Ergonomics (to be published)

(4) First Aid and Medical Services, 29 CFR 1910.151

b. Other services determined necessary by OHN.

6-19. Recordkeeping. The OHN will safeguard the employee's right to privacy by releasing information only upon written consent of the employee or as required by law.

a. Occupational health records for technicians will be maintained in SF66D and maintained/protected IAW FPM 293-31. Occupational health records for military FTS personnel will be maintained and protected IAW AR 40-66.

b. In addition to medical surveillance results, results of applicable industrial hygiene sampling conducted in support of the OHP will be included in individual occupational health records. Documentation of sampling,

even for negligible results, is important in assessing exposure history and meeting legal obligations. NOTE: Sampling results and recommendations will be posted conspicuously in the work area for 30 days.

Chapter 7

ARNG Hazard Communication Program (HCP)

7-1. General.

a. The Department of Defense Instruction (DoDI) 6050.5, DoD Hazard Communication Program (HCP) requires all DoD components to comply with the Occupational Safety and Health Administration (OSHA) under 29 CFR, Section 1910.1200, "Hazard Communication"; Section 1910.120, "Hazardous Waste Operations and Emergency Response"; and Section 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories".

b. The ARNG Occupational Safety and Health (OSH) Program implements all U.S. Department of Labor Standards, including Hazard Communication, as adopted by Congress as part of the Occupational Safety and Health Act. New standards issued under statutory authority by other federal agencies, e.g., Department of Transportation, Environmental Protection Agency (EPA), are integrated into the DoD and ARNG OSH Program.

c. All ARNG military personnel and civilian employees are required to comply with 29 CFR 1910.1200, Hazard Communication Standard (HCS). The HCS establishes uniform requirements to assure chemicals imported into, produced or used in U.S. workplaces are evaluated, and the resultant hazard information and associated protective measures are transmitted to affected employers and potentially exposed employees. Basic components are:

- (1) Written Hazard Communication Program/Plan.
- (2) Employee Information and Training.
- (3) Use of Material Safety Data Sheets (MSDSs).
- (4) Labels and other forms of warning.

d. The federal Hazard Communication Standard was established to ensure all hazardous chemicals are identified and labeled to prevent inadvertent harm to employees. Chemical manufacturers and importers must convey the hazard information they learn from their evaluations to downstream employers by means of labels on containers and MSDS's.

e. Chemicals listed in the following sources are considered hazardous in all cases:

- (1) 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA.
- (2) Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH).

f. Chemicals that have been evaluated and found to be a suspect or confirmed carcinogen in the following sources are considered to be hazardous:

- (1) National Toxicology Program (NTP), Annual Report on Carcinogens.
- (2) International Agency for Research on Cancer (IARC), Monographs.
- (3) Regulated by OSHA as a carcinogen.

7-2. Purpose.

a. To fulfill the requirements of Department of Defense Instruction (DoDI) 6050.5, DoD Hazard Communication Program and to reduce the risk of injury or illness caused by chemicals in the workplace.

b. To update ARNG policy, responsibilities and procedures for the ARNG Hazard Communication Program.

c. To provide guidance to the State ARNG for the implementation of a written Hazard Communication Program in accordance with federal standards, DoD, DA and ARNG regulations.

d. To prescribe training requirements to ensure ARNG military and civilian personnel who may be potentially exposed to hazardous chemicals in the workplace, e.g., handling, storage, use, transportation and disposal of hazardous chemical materials and waste, receive information and training on the chemical hazards IAW federal regulations and standards.

e. To provide information and procedures for obtaining the DoD 6050.5, Hazardous Materials Information

System (HMIS) on CD-ROM.

7-3. Application and Scope.

a. The ARNG Hazard Communication Program applies only to the occupational uses and exposures to hazardous chemicals.

b. The ARNG Hazard Communication Program is applicable to:

(1) All ARNG military and civilian personnel assigned, attached, working for, or with, the ARNG who occupationally use, handle, or may be potentially exposed to hazardous chemical materials and waste, including those working in contract facilities. Where feasible, ARNG personnel working in contractor facilities may be included in the contractor's Hazard Communication Program. In those cases, the State Adjutant General retains the ultimate responsibility for program oversight, adequacy and worker participation.

(2) All ARNG Installations/organizations in the acquisition and processing of material safety data sheets (MSDSs) in their role as employers of personnel potentially exposed to hazardous materials in the workplace and/or distributors of hazardous materials to downstream ARNG personnel and/or customers.

(3) All hazardous chemicals used within the ARNG, whether centrally or locally managed and procured.

c. The federal Hazard Communication Program, 29 CFR 1910.1200 (b)(6) lists exemptions to the section, which includes, but is not limited to, the following:

(1) Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C.1551 et seq) when subject to regulations issued under the Act by the Environmental Protection Agency.

(2) Tobacco or tobacco products.

(3) Wood or wood products (except wood or wood products which have been treated with a hazardous chemical are covered by the standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted).

(4) Articles which are formed to a specific shape or design during manufacture; which have an end use function(s); and which does not release, or otherwise result in exposure to a hazardous chemical under normal conditions of use.

(5) Food, drugs, cosmetics, or alcoholic beverages which are packaged for sale to consumers or intended for personal consumption by employees while in the workplace.

(6) Ionizing and Nonionizing radiation.

(7) Biological hazards.

7-4. Responsibilities. Implementation of an effective State ARNG Hazard Communication Program (HCP) requires the combined efforts of commanders/supervisors, safety, health, environmental, logistics, supporting supply activities and contracting staff.

a. Management of the State ARNG Hazard Communication Program (HCP) may vary among State ARNG installations and units/organizations due to structural or functional differences. The HCP responsibilities and functions may be divided among the various State ARNG staff/organizations, to include, but not limited to:

(1) Safety and Occupational Health Office

(2) Preventive Medicine Services

(3) Director of Logistics

(4) Director, USPFO Purchasing and Contracting

(5) Director, Facility Engineering

(6) Chief, Environmental Management Office

b. The State Adjutant General will:

(1) Provide policy guidance, coordination, and oversight of the State ARNG Hazard Communication Program in accordance with federal safety and health standards.

(2) Ensure a written State ARNG Hazard Communication Program (HCP) is published and maintained in accordance with DoDI 6050.5, to include policy for HCP training, use, handling, description and nature of the chemicals used, protective clothing and equipment requirements, waste disposal training, and procedures for emergency response for spills, fire, etc.

(3) Ensure the State ARNG HCP is periodically reviewed to ensure compliance.

(4) Designate an Office of Primary Responsibility (OPR) to establish procedures and guidance for the State ARNG's role in operating the DoD 6050.5, Hazardous Materials Information System (HMIS) on CD-ROM, e.g., USPFO, Logistics, Environmental Management.

(5) Establish employee training programs to ensure all personnel who work with hazardous chemicals or waste are notified of the potential hazards, exposure symptoms, emergency first aid treatment, precautions for safe use, personal protective equipment, control devices and waste disposal instructions.

c. The State Safety Occupational Health Office will:

(1) Publish and maintain a written State ARNG Hazard Communication Program IAW the DoDI 6050.5, DoD Hazard Communication Program, which incorporates 29 CFR, Section 1910.1200, "Hazard Communication"; Section 1910.120, "Hazardous Waste Operations and Emergency Response"; and Section 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories".

(2) Ensure State ARNG units/organizations develop and maintain written Hazard Communication Standard Operating Procedures (SOPs) for the use of hazardous chemicals in the workplace.

(3) Evaluate and endorse submitted requests for copies of the DoD 6050.5-LR (Restricted) Hazardous Material Information System (HMIS) IAW paragraph 6-9, this regulation. Requests for restricted versions of the HMIS CD-ROM must be forwarded to the Chief, National Guard Bureau, Arlington Hall Readiness Center, ATTN: NGB-ARL-MT; 111 S. George Mason Drive; Arlington VA 22204-1382 for approval. Only emergency response, environmental, health and safety functionals (professionals) require access to the restricted data.

(4) Assist commander/supervisors in meeting Hazard Communication Program (HCP) employee information and training requirements.

d. The US Property and Fiscal Office (USPFO) is responsible for:

(1) Notifying the designated Office of Primary Responsibility (OPR) for the HMIS when new chemicals are introduced into the workplace and provide the OPR with a copy of the MSDS for these chemicals.

(2) Furnishing the Office of Primary Responsibility (OPR) for HMIS with a copy of each MSDS received from a manufacturer/distributor.

(3) Ensuring government contracts and DA Forms 3953, Purchase Request and Commitment, for local purchase of items suspected of containing hazardous chemicals contains the statement: "A Material Safety Data Sheet (MSDS) must accompany this product".

(4) Ensuring Purchasing and Contracting agents require a Material Safety Data Sheet (MSDS) and the manufacturer's hazard warning label for all purchased hazardous chemicals prior to the material being released for use in the workplace. The contracting officer shall be responsible for forwarding the MSDS to the State ARNG's designated Office of Primary Responsibility (OPR) for the HMIS and the receiving unit/organization.

e. Office of Primary Responsibility (OPR) for HMIS is responsible for:

(1) Management of the State ARNG HMIS in accordance with DoDI 6050.5; utilizing the HMIS computer database capabilities to sort and compile a list of the chemicals by national stock number (NSN), nomenclature, trade name, and location.

(2) As appropriate, forward MSDS and label information to the NGB-ARL-MT Control Office for review and submission to the DoD HMIS in accordance with DoDI 6050.5.

f. Commander/supervisor is responsible for:

(1) Maintaining a written unit/organization Standard Operating Procedure (SOP) for Hazard Communication in accordance with 29 CFR 1910.1200, Appendix E and State ARNG policy.

(a) The SOP should include, but not be limited to, procedures for training, use, handling, disposal, protective clothing and equipment requirements, administrative/engineering controls, labeling and other forms of warning, instruction in use of Material Safety Data Sheets (MSDS) and procedures for emergency response for spills, fire, etc.

(b) Periodic evaluation and update of the unit/organization SOP as necessary to ensure compliance with the federal regulations and standards.

(2) Conducting workplace evaluations of hazardous chemicals present in the workplace and maintaining a list/Hazardous Chemical Inventory (HCI) of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Material Safety Data Sheet (MSDS); the HCI may be compiled for the workplace as a whole or for individual work areas.

(3) Providing employees with information and training to ensure they are apprised of hazardous chemicals in the workplace.

g. ARNG military and civilian personnel are responsible for:

(1) Proper use of engineering controls, protective equipment, clothing, and safe procedures to prevent injuries caused by the chemical and physical hazards as described in the State ARNG HCP and unit/organization SOP. Adherence to all applicable SOPs, directives, and regulations regarding the safe use and handling of hazardous chemicals, description and nature of the chemicals used, protective clothing and equipment requirements, waste disposal training, and procedures for emergency response for spills, fire, etc.

(2) Obtaining commander/supervisor's approval for the procurement and use of new hazardous chemicals prior to their use or a change in any operation/procedure.

(3) Participating in HCS information and training programs designed to fulfill the requirements of the ARNG Hazard Communication Program.

7-5. Documentation of HCS Training.

a. Documentation of Hazard Communication Standard (HCS) training is not required by the OSHA Standard 29 CFR 1910.1200 or by the DoD Instruction 6050.5. The federal Hazard Communication Standard is a performance orientated standard and documentation of training is not a required part of the standard.

b. Local documentation of HCS training by the commander/supervisor at the unit/organizational level is sufficient, e.g., class roster, use of DD Form 1556, "Request Authorization, Agreement, Certificate of Training and Reimbursement", computerized training records, etc. State ARNG Installations should document HCS training like any other local certificate of training done in the workplace.

7-6. Employee Information and Training.

a. General. State ARNG compliance with the ARNG Hazard Communication Program is mandatory under the DoD Instruction 6050.5, DoD Hazard Communication Program. All ARNG commanders/supervisors that have employees who "use" hazardous chemicals must have a HCS Standard Operating Procedure (SOP) to ensure the information is appropriately disseminated to those employees.

(1) The federal HCS Program is based on the principle that employees have a need and right to know the hazards and identities of the chemicals they are occupationally exposed to and the protective measures available to prevent adverse effects from occurring.

(2) Hazardous chemical information is to be communicated to employees by means of a written State ARNG HCP and a unit/organization SOP to include, but not limited to, procedures for training, use, handling, disposal, protective clothing and equipment requirements, administrative/engineering controls, labeling and other forms of warning, instruction in use of Material Safety Data Sheets (MSDS) and procedures for emergency response for spills, fire, etc.

b. Training Requirements.

(1) HCS Training requirements are based on job responsibilities, and the risk of exposure. A Program of Instruction (POI) could range from basic program information to "hands-on" material handling. As an example, 29 CFR 1910 excerpts are referenced below:

(a) 29 CFR 1910.1200, Appendix E., Hazard Communication. "Information and training may be done either by individual chemical, or by categories of hazards (such as flammability or carcinogenicity)"..... "The rule does not require employees to maintain records of employee training.....If you already have a training program, you simply have to supplement it with whatever additional information is required under the HCS".

(b) 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response. "All employees working on site.....(and).....their supervisors and management responsible for the site shall receive training meeting the requirements.....before they are permitted to engage in hazardous waste

operations"..... "Employees shall not be permitted to participate in or supervise field activities until they have trained to a level required by their job function and responsibility"..... "A written certificate shall be given to each person so certified".

(c) 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories.

"The employer shall provide employees with information and training to ensure that they are appraised of the hazards of chemicals in their work area...the frequency of refresher information and training shall be determined by the supervisor".

(2) Information and training on hazardous chemicals in the work area is to be given to each worker at the time of their initial job assignment and whenever a new hazard or chemical is introduced into the work area. Non-standard task training will be conducted by the commander/supervisor when hazardous chemicals are used to accomplish non-standard tasks or when they are first introduced into the workplace.

(3) HCS refresher training shall be determined by the commander/supervisor, e.g. supplemental training can be conducted at special training sessions or at the unit/organization safety/occupational health meetings.

(4) Contractors are responsible to ensure their personnel are trained in the proper use of the MSDSs for hazardous chemicals they will come in contact with while working on the site.

7-7. Guidelines for the State ARNG Installation HCP. The written State ARNG Hazard Communication Program (HCP) should be developed in accordance with the DoDI 6050.5, DoD HCP, which incorporates 29 CFR, Section 1910.1200, "Hazard Communication"; Section 1910.120, "Hazardous Waste Operations and Emergency Response"; and Section 1910.1450, "Occupational Exposure to Hazardous Chemicals in laboratories". Basic guidelines for a written State ARNG HCP are:

a. Ensure commanders/supervisors are familiar with the federal standards, and in particular 29 CFR 1910.1200, Appendix E, (Advisory) Guidelines for Employer Compliance. The Advisory is a general guide to help determine what's required under the rule (standard). The appendix is not a substitute for the regulatory provisions, but provides a simplified outline of the steps to follow to meet requirements.

b. Ensure commanders/supervisors develop a unit/organization Hazard Communication SOP and maintain a list/Hazardous Chemical Inventory (HCI) of the hazardous chemicals used in the workplace. At a minimum, the local SOP should include:

(1) Chemical container labeling and other forms of warnings. Develop a system to ensure that all incoming hazardous chemicals are labeled, and employees are alerted to labels and other forms of warning to be used.

(2) Employee training based on the list/Hazardous Chemical Inventory (HCI) of chemicals, MSDS's, and labeling information. On-site contractors should be provided with a copy of the unit/organization Hazard Communication SOP and a list of Hazardous Chemical Inventory (HCI) and operations to which contract personnel may be exposed.

(3) Methods for communicating hazards and protective measures to employees, i.e. require employees to obtain command/supervisory approval for the procurement and use of new hazardous chemicals prior to their use or a change in any operation/procedure.

(4) Material Safety Data Sheets (MSDSs) for all chemical substances at their respective worksites; MSDSs must be available for use by employees, designated representatives and federal OSHA representatives.

(a) An MSDS must accompany or precede the shipment and must be used to obtain identifying information such as the chemical name and the hazards of particular substance.

(b) Whenever an MSDS for a hazardous substance is not available in the workplace a copy of a MSDS should be requested from either the USPFO, chemical manufacturer, distributor or the importer.

(c) Each MSDS should be complete and clearly written. The MSDS should contain the physical and chemical properties of a substance, as well as the physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. If the MSDS appears incomplete or unclear, the commander/supervisor, the USPFO, the manufacturer or importer should be contacted to get clarification on the missing information.

7-8. Guidelines for New Employee Training. The commander/supervisor must provide employees with information and training to ensure they are appraised of hazardous chemicals in the workplace.

a. Written Hazard Communication Program/Plan. Training should include information on the Hazard Communication Program (HCP) requirements contained in the federal standard, the ARNG HCP, the State ARNG HCP and the unit/organization SOP. Employees should be informed of the location of the unit/organizations' copy of the written State ARNG Hazard Communication Program.

b. Information and Training. Employees should review the unit/organization list/Hazardous Chemical Inventory (HCI) and be informed of emergency procedures to follow if exposed to hazardous chemicals, in case of a spill or an emergency.

c. Use of Material Safety Data Sheets (MSDSs). MSDS Training should include:

(1) A review of the centralized location of the MSDS file and the physical and health effects of the hazardous chemicals used in the employees work area.

(2) The methods and observation techniques used to determine presence or release of hazardous chemicals in the work area, e.g., Industrial Hygiene Surveys, Standard Army Safety Occupational Health Inspections (SASOHI).

(3) Ways to lessen or prevent exposure to these hazardous chemicals through better work practices and the use of personal protective equipment (PPE).

d. Labels and Other Forms of Warning.

(1) Training should include information on hazard chemical label requirements, i.e., sufficient identification to match all contents to the proper MSDS, legibility of labels, labels prominently displayed or readily available in the work area throughout the shift, etc.

(2) Training on container labels should include information on the identity of the chemical, the appropriate warnings, the name and address of the manufacturer or importer.

7-9. ARNG Hazardous Material Information System (HMIS) on CD-ROM. The National Guard Bureau HMIS Control Office NGB-ARL-MT is located at the ARNG Readiness Center, Arlington, VA 22204-1382.

a. The DoDI 6050.5, HMIS, contains Material Safety Data Sheets (MSDSs) for hazardous items used within DoD and data on transportation, disposal, and hazard communication labels. Based on the reporting requirements under Executive Order #12856, a new data screen has been added to the HMIS to assist installations in the preparation of these reports. This screen was prepared in coordination with the Defense Environmental Security Corporate Information Management (DESCIM) Office.

b. The purpose of the HMIS is to assist DoD components in complying with the requirement of the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (HCS) 1910.1200. The DoD 6050.5 is published quarterly on CD-ROM and is only available through initial distribution. The DOD 6050.5 is available in two versions, however, the procedures to be placed on initial distribution are different for each version and are described below:

(1) DoD 6050.5-L (Non-restricted). This version contains the primary information to satisfy OSHA's HCS 1910.1200. To obtain this version activities should update their DA 12-series subscription through their Publication Control Office and normal publication distribution procedures. DA Form 12-04-E, Block 0610 should be used for this version.

(2) DoD 6050.5-LR (Restricted). This version contains proprietary item ingredient data that must be protected for legal and national security reasons. Only emergency response, environmental, health and safety functionals (professionals) require access to this data. Activities must obtain NGB approval for this version. Requests should be submitted "THRU" the State ARNG Safety and Occupational Health Office, "FOR" Chief, National Guard Bureau, Arlington Hall Readiness Center, ATTN: NGB-ARL-MT; 111 S. George Mason Drive; Arlington VA 22204-1382. Telephone (703) 607-7434/DSN 327-7434; FAX (703) 607-7488. Requests must include justification and your activity's publication account number on file with the AG Publication Center, Baltimore, MD.

Chapter 8

ARNG Risk Management Program

8-1. The Risk Management Program.

- a. Although risks are an inherent part of combat operations, they can be effectively controlled by evaluating and applying stringent risk controls.
- b. Protection of the force must be a continuous consideration in relation to the Guard's mission: success in combat. Successful accident prevention programs are a by-product of command supervision. Commanders will ensure that risk management techniques are used whenever planning or conducting training exercises.
- c. Elimination of inherent risks can be achieved by training personnel to systematically identify and eliminate unsafe procedures, operations, and hazardous conditions. Soldiers must be motivated to keep alert, follow prescribed procedures, think safety, and operate within their own and their equipment's capability. Leaders are charged with insisting on performance to the standards that are in place.

8-2. Risk Management Definition. Risk management is a logic-based management tool that uses a common sense approach to make calculated decisions on human, materiel, and environmental factors before, during, and after every operation to limit exposure to risk. It is a relatively simple decision-making process; a way of thinking through a mission or task to balance mission demands against risks and ensure that unnecessary risks are eliminated.

8-3. Purpose. The purpose of risk management is to identify operational risks and take the necessary measures to reduce or eliminate hazards associated with the task or operation. Managing risks allows units to train and operate successfully in high-risk environments and achieve realistic results without compromising safety.

8-4. Responsibilities. Leaders must use the risk management process to identify known and potential risks and to develop controls which will reduce the adverse affects of these hazards.

- a. The Adjutant General of each State and Territory will ensure written risk management procedures are developed, published, and distributed to each unit.
- b. Commanders are responsible for the effective management of risks. To meet this objective, commanders must:
 - (1) Train and motivate leaders at all levels to effectively use risk management concepts.
 - (2) Conduct a continuous proactive effort to achieve force protection objectives and minimize the loss of mission assets.
 - (3) Ensure that each mission is evaluated during the planning phases of development.
 - (4) Accept no unnecessary risks.
 - (5) Make risk decisions at the proper level.
 - (6) Accept risks only if the benefits outweigh the costs.
- c. Training Officers and NCOs and Safety Officers and NCOs at all levels will implement risk management procedures for all operational requirements. In a coordinated effort, these individuals will ensure the following actions are accomplished:
 - (1) Provide program training to all assigned unit personnel.
 - (2) Review accident experience trends and provide an analysis as appropriate.
 - (3) Conduct periodic surveys to operating and training procedures. Identify deficiencies and recommend actions necessary to eliminate inherent hazards.
 - (4) Evaluate new doctrine for risk implications and necessary control measures.

8-5. Objectives. The objective of this program is to establish situational standards that effectively balance risks with operational objectives. Achieving these objectives requires:

- a. Command involvement.
- b. TAGs, commanders, and supervisors at all levels to analyze risks.
- c. The establishment of a mechanism to provide leaders with feedback on the effectiveness of training programs.
- d. Leaders to alert the chain of command to high risk missions.
- e. The establishment of acceptable risk parameters.
- f. The development of procedures to change undesirable individual crewmember/soldier behavior.

- g. Matching mission requirements with crew/personnel selection.
- h. Training all personnel in risk management and assessment procedures.

8-6. Program elements. The program is based on, but not limited to the following elements or hazards:

- a. Type of mission and complexity.
- b. Planning and supervision.
- c. Unit/crew/personnel selection.
- d. Unit/crew/personnel endurance.
- e. Weather.
- f. Equipment.
- g. Environment.
- h. Training.

8-7. The risk management process.

- a. Risk management begins with the planning phase of operational activities by clearly identifying mission requirements and establishing acceptable risk factors. The risks associated with mission operations are identified, and then weighed against the benefits to be gained.
- b. When risks outweigh benefits, steps are taken to reduce those risks.
- c. The risk management process consists of the following five steps:
 - (1) Identify hazards. This should be done at the earliest opportunity during the planning phase of the operation.
 - (2) Assess the hazards. Risk factors are assigned for the various elements and a mission total is determined based on probability and severity factors.
 - (3) Make a risk decision. Once risk levels are determined, risk decisions are made. The mission is then briefed by the appropriate person in the chain of command. If it is determined that the risk for the mission is unacceptable, the commander may consider making changes in the mission elements over which he has control.
 - (4) Implement controls. The commander/supervisor implements all controls to ensure Force Protection objectives are achieved.
 - (5) Supervise. The commander/supervisor must then supervise the operation to ensure that the established controls and standards are being followed, and determine if those controls and standards are adequate.

8-8. Risk Management Program Development.

- a. Levels of risk. Operations should be categorized according to level of risk . Most programs consist of three or four levels - low, medium, high, etc. These levels are used to call attention to the significance of each risk and to enable decision-making at the proper level.
- b. Risk decisions. The higher the level of risk, the higher the level at which acceptance of that risk should be made. Formalized procedures should be developed that specify at what level of command a particular risk decision must be made. For example, acceptance of a risk identified as "High" will be made at battalion level.
- c. Organizing data and information. A system of recording the data gathered for a given mission in a systematic way should be developed so that the information can be logically assessed and acted upon. Forms for listing hazards, assigning risk levels, documenting risk decisions, and specifying controls will streamline the 5-step process and make the program more consistent from one mission to the next.
- d. Risk management cycle. The 5-step process is continuous. Step 5, supervising, will allow leaders to evaluate the effectiveness of the controls that have been put in place. The 5-step process is then worked through again, and any adjustments to the controls are made.
- e. References. Several publications are available from USASC that contain example programs, forms, concepts, training programs, and graphic training aids. These publications should be used as a reference for developing the risk management programs within the States.

Chapter 9

Army National Guard Aviation Accident Prevention

9-1. Purpose. This guidance outlines personnel responsibilities, standardizes essential elements for accident prevention, safety awareness and safety risk management within ARNG aviation units.

9-2. Accident Prevention Guidance. Commanders will review unit safety risk management assessments that consider the units size, mission, personnel training requirements, type aircraft assigned, available support facilities and geographical location. Safety directives prepared by the commander will adhere to requirements established in AR 385-95 and this chapter.

9-3. Implementation. AASFs/Brigade level aviation operations, down to separate company/small unit or detachment level operations will integrate commanders safety directives within written SOPs throughout each level of operation.

9-4. Duties and Responsibilities.

a. The Adjutant Generals will establish aviation accident prevention guidance within their respective States that:

- (1) Ensures aviation units comply with statutory and regulatory requirements.
- (2) Ensures accident prevention efforts are adequately supported with funding and resources.
- (3) Includes written, clearly defined responsibilities and job performance standards for

commanders, managers and supervisors to ensure safety successes and/or failures are considered a mandatory rating element for Army civilian employment performance appraisals, officer evaluation reports (OERs) and enlisted evaluation reports (EERs).

b. The State Army Aviation Officer (SAAO) is responsible for monitoring the development and implementation of ARNG aviation accident prevention efforts within the State that comply with current Army/ARNG regulations and State directives. He/she coordinates efforts with higher headquarters to guarantee aviation accident prevention efforts are adequately funded.

c. State Aviation Safety (SASO) Officer:

(1) Establishes aviation accident prevention directives in coordination with the Commander and SAAO. Reviews accident investigation reports, develops safety trends/statistics, and briefs aviation commanders and other State safety personnel on aviation safety initiatives.

(2) Maintains a file/log of hazards to track control option implementation and effectiveness in accordance with AR 385-95.

(3) Advises and coordinates safety program efforts with the SAAO, the State Safety Manager, NGB Safety and unit safety officers, on issues pertaining to safety risk management and aviation accident prevention. Serves as a member of the State safety council in the absence of the SAAO.

(4) Develops and/or arranges procurement through NGB Multi-media Branch for selective safety awareness materials such as safety posters, films, and other safety educational and promotional publications. .

(5) Provides guidance to safety personnel on implementing safety accident prevention/management policies, procedures, and plans within the State. He/she plans, organizes and supervises, annual aviation safety stand-down day activities and monitors the conduct of specific State aviation safety training initiatives.

d. Aviation Unit Commanders/Facility Commanders to include AASF/AAFA/AAOF/AVCRAD/AATS will:

(1) Require a safety risk management approach for "Force Protection" and provide aviation accident prevention guidance that adequately safeguards personnel and equipment regardless of mission urgency, and clearly specifies force protection (safety) duties for staff officers, subordinate commanders, leaders and individuals.

(2) Maintain a current authorized full-time position for a qualified Aviation Safety Officer IAW AR 385-95. Commanders will also appoint a safety trained (SQI 2A) noncommissioned officer (NCO) in writing to assist the ASO.

(3) Provide a written Commander's Safety Philosophy/Accident Prevention Goals Statement that establishes commanders guidance on accident prevention, current safety areas of concern based on unit accident trends, statistics and accident prevention survey results. The philosophy statement will be posted in an readily accessible location and be required reading for all assigned personnel . The Safety Philosophy/Accident Prevention Goals Statement should be updated a minimum of quarterly or as needed. Commanders aviation accident prevention goals and guidance should be reviewed for accomplishment and effectiveness and discussed during quarterly command safety council meetings.

(4) Promote safety awareness by integrating safety information into all functional aviation areas; operations, maintenance, and aviation facilities. Safety awareness should be promoted in SOPs, on unit safety boards, safety posters, and quarterly safety classes or briefings.

(5) Require an annual review/update of SOPs and policy letters within unit functional areas to ensure current operating policies and procedures, are accurately described and comply with regulatory requirements and command directives.

(6) Require an established frequency for documented unit safety training (monthly for full time personnel and at least quarterly for traditional Guardsmen. A sample meeting report Fig. 9-1), and provisions for "seasonal" safety topics and special safety related items of interest within the command. Suggested classes are listed below:

(a) Hot- and cold-weather injuries/prevention.

(b) Fire prevention.

(c) Military and civilian vehicle safety.

(d) Hearing conservation.

(e) Flight line/hangar.

(f) Other topics as appropriate (AMV/POV accident prevention, Tactical Operations, ALSS, HAZMAT, FOD, POL, etc.).

(g) Safety Risk Management.

(7) Establish a Standardization and Training Program that achieves maximum flight proficiency utilizing guidance in AR 95-1, TC 1-210, and NGR 95-210.

(8) Require recommendations from aircraft accident investigation boards, command safety council meetings, operational hazard reports, and safety surveys to be processed and or implemented in an expeditious manner.

(9) Assign personnel, by position, that comprise each command safety council (CSC). CSCs are not required below battalion/squadron levels for J- L-, and M- series TOE units. Safety councils will convene and publish minutes for meetings at least quarterly for all units. Minutes (Sample minutes Fig. 9-2) will be posted on the Aviation Safety Board.

(a) Minimum positions comprising the Command safety council (CSC) are:

(1) Commander (Chairman).

(2) Operations Officer.

(3) Instructor Pilot (IP/SP).

(4) Aviation Safety Officer (Recorder).

(5) Aviation Maintenance Officer.

(6) ALSS Officer/NCO.

(7) Aviation Safety NCO.

(8) Sergeant Major/First Sergeant.

(b) Minimum positions comprising the Enlisted safety council are:

(1) Sergeant Major/First Sergeant (Chairman).

(2) Aviation Safety NCO (Recorder).

(3) FOD Control NCO.

(4) ALSS NCO.

Note: ESCs may be combined with the CSC at detachment/platoon sized units, and are not required below battalion/squadron level for J-, L-, and M- series TOE units.

(10) Require that Aviation Accident Prevention Surveys are conducted in accordance with AR 385-95. Reviews, analyzes and discusses inspection deficiencies, aviation accident and injury reports with the Aviation Safety Officer (ASO).

(11) Require establishment and testing of pre-accident and crash alarm plans in accordance with AR 385-95, FM 1-300, and chapter 4 of this regulation. The plan will include instructions for responding to accident sites containing biological hazards i.e. bloodborne pathogens, and Advanced Composite Materials (AMCs). All tests will be documented and maintained in appropriate files. Testing intervals are defined as follows:

(a) Quarterly: The pre-accident plan is rehearsed in sufficient detail to ensure proper operation of the plan in an actual emergency in accordance with AR 420-90.

(b) Annual Training/FTX: The tactical pre-accident plan must be tested/exercised on the first day of annual training or scheduled field training exercises.

(12) Require safety education IAW with AR 385-95 and chapter 3 of this regulation. Requests safety school quotas for untrained personnel, and ensure school trained personnel are placed in appropriate positions.

(13) Establish Safety Related programs IAW AR 385-95 chapter 2.

(14) Establish a Safety Reference Library (Ref. Fig. 9-3) in accordance with AR 385-95.

(15) Conduct a safety assessment during the planning phase of training, as part of the commander's training assessment. Decides upon appropriate countermeasures designed to eliminate defects within the safety program.

(16) Require monthly safety training for full time personnel. Quarterly safety training for all other unit personnel in accordance with AR 385-95.

(17) Designate a Command Safety Council and Enlisted Safety Council (ESC) in writing. Convene the CSC and ESC a minimum of quarterly.

(18) Provide specific guidance to supported non-aviation commanders to ensure safe aviation operations.

(19) Establish a Safety Awards Program in accordance with AR 672-74, NGR 672-1, and chapter 11 of this regulation.

e. FTS Instructor Pilot/Aviation Safety Officer (IP/ASO):

(1) Develops implementation guidance for the facility aviation accident prevention program and advises the commander and supervisors on all safety related and accident prevention issues.

(2) Reviews the commander's aviation risk management directives and recommends improvements/changes as necessary. Monitors policies, standards, and procedures to assure effective integration of accident prevention principles.

(3) Advises and assists the commander and staff in the development of safety goals, objectives, and priorities.

(4) Investigates and reports facility accidents to the commander/higher headquarters. Maintains files and records of aircraft accidents/incident trends, and aviation safety data IAW AR 25-400-2.

(5) Conducts semi-annual AAPS using the Aviation Resource Management Survey (ARMS) checklist or Regional Accident Prevention Survey Checklist (RAPS) NG PAM 385-5. One survey should be done internally, the second survey may be conducted by a scheduled ARMS or RAPS Team.

(6) Develops trends/system defects. Coordinates with facility commander and supervisors to devise countermeasures and/or corrective actions.

(7) Maintain a file/log of hazards to track control option implementation and effectiveness in accordance with AR 385-95. Maintains records of surveys and corrective actions for noted deficiencies IAW AR 25-400-2.

(8) Promotes safety awareness, maintains a safety bulletin board with current safety issues. Procures and disseminates safety literature to facility/unit personnel and promotes safety with safety posters and multi-media training aids.

(9) Monitors safety related programs i.e., OHR, Pre-accident notification plan, HAZMAT, etc. as required in chapter 2 of AR 385-95.

(10) Develops and administers other programs i.e., Radiological Protection, Hearing Conservation, Motor Vehicle Accident Prevention, etc. authorized in chapter 2 of AR 385-95 and designated by the commander.

(11) Plans, organizes and conducts facility quarterly command safety council meetings. Serves as recorder for the command safety council. Publishes and disseminates minutes to safety council members and forwards copy to higher headquarters.

(12) Reviews proposed facility aviation training activities to ensure integration of accident prevention principles and procedures. Coordinates with other safety officers throughout the State on matters of aviation safety.

(13) Completes follow-up actions on recommendations submitted by the Accident Investigation Board, Command safety council, aviation safety meetings, operational hazard reports, and safety surveys.

(14) Coordinates with facility operations and maintenance to integrate safety awareness into all air and ground training and maintenance activities.

(15) With the commander and training officer, develops a yearly safety training plan based on the needs of the facility/unit. Coordinates/conducts quarterly safety classes for all personnel. Classes may be conducted during scheduled quarterly aircrewmember safety meetings. Coordinates/requires monthly safety training meetings for full time personnel IAW with AR 385-95.

f. Battalion Aviation Safety Officer/Unit Flight Safety Technician:

(1) Assists in the development of the commanders aviation accident prevention guidance and writes the unit safety management SOP. Monitors policies, standards, and procedures to assure integration of accident prevention principles.

(2) Advises the commander and staff on safety issues during the planning of operations and training exercises. Alerts the commander and supervisors on developing safety related trends and on all other matters pertaining to air and ground safety.

(3) Reports and investigates unit accidents to the commander/higher headquarters. Maintains files and records of aircraft accidents/incident trends, and aviation safety data IAW AR 25-400-2.

(4) Conducts follow-up actions on recommendations submitted by the accident investigation board, command safety council, aviation safety meetings and operational hazard reports.

(5) Conducts an internal AAPS annually, develops trends/system defects. Coordinates with commander/supervisors to ensure corrective actions are taken.

(6) Coordinates with facility operations and maintenance to integrate safety awareness into all air and ground training and maintenance activities. Maintains records of surveys and corrective actions and recommendations of noted deficiencies IAW AR 25-400-2.

(7) Maintains a separate safety bulletin board when deployed at a tenant location away from the ARNG aviation facility. When a unit is located at an aviation facility the existing safety board may be supplemented with appropriate unit safety council information.

(8) Monitors safety related programs i.e., OHR, pre-accident notification plan, HAZMAT, etc., as required in chapter 2 of AR 385-95. Tests the unit tactical pre-accident plan on the first day of deployment to ensure accuracy of emergency POCs/phone numbers, and timeliness of notification actions.

(9) Develops and administers other programs i.e., radiological protection, hearing conservation, Army Motor Vehicle (AMV) accident prevention, etc. authorized in chapter 2 of AR 385-95 and designated by the commander.

(10) Plans, organizes and conducts quarterly safety council meetings for Battalion/Regiment level or higher. Serves as the recorder for the command safety council. Disseminates safety council minutes to safety council members and forwards a copy to higher headquarters.

g. Aviation Maintenance Officer/Technician:

(1) Ensures that "By the Book" maintenance related safety standards and training are incorporated within the maintenance SOP. Establishes the controlled exchange program IAW appropriate directives and ensures that only safe, mission capable aircraft are provided for aviation operations.

(2) Coordinates with the unit safety officer to ensure that maintenance areas are surveyed for safety hazards and that safety and personnel protective equipment is available and utilized properly. Forwards to the unit safety officer, copies of all in house surveys, inspections, and accident/incident reports completed by maintenance personnel.

- (3) Participates as a member of the facility/unit command safety council.
- h. Operations officer/Briefing officer:
- (1) Establishes a risk assessment/force protection plan that fully considers aircraft limitations, aircrew training/proficiency limitations, terrain, lighting and environmental considerations, and mission risks for costs of failure with the benefits of mission success.
 - (2) Develops an SOP covering all aspects of the units mission. Minimum subjects listed in AR 385-95 will be addressed. Specific guidance will be issued on limiting airspeed during low-level flight, noise sensitive areas in the local flying area, special departure/arrival routes areas of operations.
 - (3) Ensures an Aircrew Information Reading File is developed and information updated.
 - (4) Ensures sufficient quantities of flight planning publications are available for all scheduled aviation operations.
 - (5) Provides aircrews with a means of obtaining current, accurate weather information for flight planning purposes.
 - (6) Briefs the commander on the mission schedule. Verifies that aircraft mission planning, briefings and debriefings, are completed for all missions. Includes the aviation safety officer when planning all field and training exercises.
 - (7) Monitors crew endurance, flight limitations and medical status of unit aircrewmembers IAW the crew endurance policy. Advises the ASO/FST of training/standardization concerns affecting safety-of-flight.
 - (8) Plans develops and publishes the facility/tactical pre-accident plan in coordination with the unit/facility ASO. Tests the facility/tactical pre-accident plan quarterly, or on the first day of deployment, to ensure accuracy of POCs/phone numbers, and timeliness of notification actions.
- i. Aviation safety NCO:
- (1) Assists, advises, and makes recommendations to the ASO on aviation accident prevention matters. Participates in safety surveys. Assists the unit ASO in maintaining aviation safety literature files.
 - (2) Observes aircraft support activities (such as POL, maintenance, operations, and enlisted crewmember training) to detect and report unsafe practices or procedures.
 - (3) Participates as a member/recorder in the enlisted safety council when the unit requires a separate enlisted command safety council.
 - (4) Maintains liaison with the command sergeant major, first sergeants, and other enlisted personnel on all aviation safety matters.
- j. ALSS officer/technician:
- (1) Ensures ALSS is included in the Facility/Unit SOP. Maintains unit ALSS in a high state of readiness.
 - (2) Participates as a member of the command safety council and provides instruction at aviation safety meetings and conferences as directed. Reports ALSS deficiencies to the facility/unit ASO.
- k. Pilots-in-command (PCs):
- (1) Actively support aviation accident prevention efforts. Maintain tactical and technical proficiency in the aircraft assigned. Report all aircraft accidents and incidents to the ASO.
 - (2) Brief crewmembers and passengers IAW FM 1-400 and appropriate Tms/local directives. Conduct aviation missions safely and within mission briefing constraints.
 - (3) Ensure that ALSS commensurate with the mission and the operational environment is available on the aircraft, and that a crewmember briefs all passengers on its location and use.
- l. Flight Surgeon/Aeromedical Physician's Assistant (APA):
- (1) Implements the aviation medicine program with command approval. Ensures the medical portion of the SOP is thorough and accurate. Serves as a participating member on the command safety council.
 - (2) Serves as a member on aircraft accident investigation boards and flight evaluation boards. Recommends aircraft improvements to the United States Army Safety (USASC) Center in regards to human factors compatibility, crashworthiness, and survival features of aircraft as determined from aircraft accident investigations, or from observations made when performing other aeromedical functions.
 - (3) Monitors the physical and mental well-being of aviation personnel, including drug or alcohol abuse, and promotes awareness of aircrewmembers on self-medication restrictions. Participates in, and observes flight operations to monitor the interactions of crewmembers, aircraft, and environment.

(4) Educates aviation crewmembers on aeromedical aspects of flight. Annually inspects ALSS equipment of aircrewmembers for proper fit and use. Monitors survival and physiological training of aviation crewmembers.

m. Aircrewmembers:

(1) Actively support aviation accident prevention efforts. Make on-the-spot corrections of unsafe conditions when appropriate. Report hazards, unsafe conditions or acts to the proper authority.

(2) Attain and maintain tactical and technical proficiency in assigned aircraft. Comply with sound flight principles and safe practices during all flight operations regardless of mission urgency.

(3) Maintain physical and mental fitness. Inform flight surgeon/APA of activities/medical treatment for which flying restrictions may be appropriate.

n. All personnel:

(1) Read and comply with unit/facility SOPs. Attend scheduled safety classes/training in job activities.

(2) Report damage to aircraft, ground support equipment, and personnel injuries immediately. Correct known safety deficiencies on the spot. When on-the-spot corrections cannot be made, report unsafe conditions to the facility/unit supervisors and/or safety personnel.

o. Maintenance personnel:

(1) Comply with safety practices IAW unit/facility SOP. Wear appropriate personnel protective equipment and remove all rings and jewelry when working on aircraft or equipment to prevent personal injury.

(2) Perform maintenance tasks IAW appropriate maintenance/technical manuals. Report material/publication deficiencies through QDR, EIR, or DA Form 2028 as appropriate.

9-5 Consolidation of Safety Functions for J, L, and M- Series TOE Units.

a. Safety Administration:

(1) Forms and records: Facility/battalion/squadron ASOs maintain a master file. Company/troop ASOs maintain individual copies; i.e., safety meeting, rules.

(2) SOP: Facility/battalion writes and publishes with input from company ASOs. SOP should be adopted by company commanders via cover letter. Company commanders should be modify to fit their particular needs and include special safety emphasis goals and instructions appropriate for their unit.

(3) FOD: All unit personnel take an active role in prevention. FOD surveys conducted monthly

(4) Aircraft Accident Prevention Surveys: Facility/battalion maintains the documentation. Company ASOs provide input and ensure that surveys are performed.

(5) Safety councils: An officer safety council can be held and documented at facility/battalion level. For the battalion, the council should include all company commanders and ASOs. An enlisted safety council can be setup in the same manner.

(6) Safety meetings: Held at company level with officers and enlisted combined.

(7) OHR program: Consolidated at facility/battalion with input from companies.

(8) Army Aviation Accident Reports (AAARs): Consolidated at facility/battalion. Unit ASO submits report to facility/battalion/squadron ASO.

(9) Hearing Conservation Program: Consolidated at facility/battalion with input from companies.

(10) Safety Awards Program: Documented and maintained at facility/battalion with input from companies.

(11) Fire Prevention Program: Documented at facility/battalion. Fire prevention surveys conducted at company level.

b. Hangar and Work Area Surveys: Documented and performed at company level. Records maintained at facility/battalion.

c. Flight Line Surveys: Documented and performed at company level. Records maintained at facility/battalion.

d. Airfield/Heliport /Landing Zone Surveys: Documented and performed at level which controls the airfield; i.e., facility/brigade, battalion or squadron. Landing zones located off of military installations or training areas must be surveyed within 15 days prior to use. Initial surveys will be conducted by an ASO. If physical conditions at the landing site have not changed, subsequent surveys for the same location may be conducted by rated Army aircrewmembers. The operations officer will maintain LZ sketches and other

pertinent information for routinely used (i.e., monthly) landing zones located off of military installations, training areas, airfields/airports and FAA designated heliports.

- e. Crash Rescue Survey: Airfield responsibility to perform and document.

**Figure 9-1 Quarterly Aviation Safety Meeting Report Sample
Suggested Format for Quarterly Aviation Safety Meeting Report**

(Heading)

(File Symbol)

DATE

MEMORANDUM FOR Commander, ATTN:

SUBJECT: Quarterly Aviation Safety Meeting Report

The following is a report on the Monthly Aviation Safety Meeting, (Date) ___/___/___ . (NOTE: Brief resume of topics discussed, points of special interest, recommendations, speakers, etc., should be double spaced below the opening sentence.)

Aviators Assigned (Number)

Aviators Absent (Number)

Names of those aviators absent and reason(s):

(Signature Block)

**Figure 9-2, Safety Council Meeting Minutes Sample
Suggested Format for Minutes of Safety Council Meetings**

SUBJECT: (Suggested Format for Minutes of Unit Command safety council and Enlisted safety council Meetings.)

THRU: Commander (As appropriate)

1. The Unit Command safety council Meeting was called to order by the President of the Council at 0000 hours, Date .

2. Attendance:

a. Members Present:

NAME	RANK	TITLE
------	------	-------

b. Members Absent:

NAME	RANK	TITLE
------	------	-------

3. The minutes of the previous meeting were read by the recorder and reviewed by the council. The minutes were approved by the council as written.

4. Old Business.

5. New Business.

6. Adjournment.

Distribution: As Required

(Signature Block)
President of the Council

Figure 9-3, Recommended Publications for the Unit Safety Library

(This annex lists safety and related publications which should be maintained in the unit safety library.)

Section 1 Required Publications

AR 95-1 Flight Regulations.

AR 95-2 Air Traffic Control, Airspace, Airfields, Flight Activities and Navigational Aids.

AR 385-10 Army Safety Program.

AR 385-40 Accident Reporting and Records.

AR 385-95 Army Aviation Accident Prevention.

AR 420-90 Fire Protection.

AR 672-74 Army Accident Prevention Awards Program

NGR 95-1 Flight Regulations.

NGR 385-5 Army National Guard Regional Accident Prevention Program (RAPS).

NGR 385-10 Army National Guard Safety and Occupational Health Program.

NGR 95-210 Army National Guard: General Provisions and Regulations for Aviation Training.

Section II Related publications

AR 25-400-2 The Modern Army Recordkeeping System (MARKS)

AR 40-8 Temporary Flying Restrictions due to Exogenous Factors.

AR 95-20 Contractor's Flight Operations.

AR 360-5 Public Information.

AR 500-1 Aircraft Piracy Emergencies.

AR 500-2 Search and Rescue (SAR) Operations.

AR 500-3 Army Survival Measures.

AR 500-4 Military Assistance to Safety and Traffic (MAST)

AR 360-61 Community Relations.

DOD 5040.2 Index of Army Motion Pictures and Related Audiovisual Aids.

DA Pam 385-1 Unit Safety Management.

DA PAM 385-40 Army Accident Investigation and Reporting.

DA Pam 738-750 The Army Maintenance Management System (TAMMS).

DA Pam 738-751 Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A).

FAR Part 91 General Operating and Flight Rules Air Shipment.

FM 10-68 Aircraft Refueling.

FM 1-100 Combat Aviation Operations.

FM 1-104 Forward Arming and Refueling Points.

FM 1-200 Air Traffic Control Facility Operations and Training.

FM 1-202 Environmental Flight.

FM 1-300 Flight Operations and Airfield Management.

FM 1-301 Aeromedical Training for Flight Personnel.

FM 1-302 Aviation Life Support Equipment (ALSE) for Army Aviators.

FM 1-400 Aviator's Handbook.

FM 1-508-1 Maintaining Aviation Life Support Equipment (ALSE)

TM 38-250 Preparation of Hazardous Material for Military.

TM 55-1500-328-25 Aeronautical Equipment Maintenance Management.

TB 43-0002-3 Maintenance Expenditure Limits for Army Aircraft.

TB MED 501 Occupational and Environmental Health: Hearing Conservation.

29 CFR 1910 OSHA Standards.

TC 1-210 Aircrew Training Manual: Commander's Guide.

Policies and Procedures.

Section III Prescribed Forms

DA Form 2696-R

Section IV Referenced Forms

DA Form 4755

DA Form 5484-R

Chapter 10

Promotional and Educational Materials

10-1. General. The ARNG will use safety and occupational health posters, billboards, films, tapes, technical publications, and other safety promotional and educational material and services to create and maintain the interest in preventing accidents.

10-2. Procurement.

a. Chief, NGB will program for certain safety and occupational health promotional and educational materials and services required in the execution of the ARNG safety and occupational health program on a nationwide basis.

b. State Adjutants General and subordinate commanders and supervisors will supplement and augment safety and occupational health promotional and educational materials developed by other agencies (USASC, ARNG Multi Media Branch (NGB-AVN-MMB)) in their respective type operations as appropriate.

10-3. Budgeting and funding. State Adjutants General will budget for funds to procure safety and occupational health promotional and educational materials and services that are determined to be required locally.

10-4. Management. NGB-AVN-MMB in coordination with NGB-AVN-S will administer the promotional and educational material requirements for the ARNG safety and occupational health program. Direct communications between State safety personnel and occupational health nurses and NGB-AVN-MMB is authorized and encouraged.

Chapter 11

Accident Prevention Awards Program.

11-1. Purpose. This chapter establishes the Army National Guard Accident Prevention Awards Program and prescribes policies, procedures, and qualification standards to implement the program.

11-2. Policy. HQDA and ARNG policy is to recognize outstanding effort and achievement in the prevention of accidents. All States will recognize their subordinate commands, activities, and individuals when significant contributions are made to the efficiency, economy, or improvement of ARNG operations through accident prevention. The National Guard Bureau Safety Branch (NGB-AVN-S) will initiate, verify, and issue ARNG awards. Accident experience and additional criteria will be reviewed in January of each year for the preceding fiscal year to allow for any late reporting.

11-3. Awards presented by Headquarters, Department of the Army. The ARNG of the several States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia and individuals of the ARNG are eligible for DA awards. AR 672-74 is applicable. For award purposes, the ARNG is equated with major Army commands, and the ARNG of individual States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia are equated with Army divisions. Adjutants General may nominate their respective States for DA safety awards. Nominations will be submitted to NGB-AVN-S for review and forwarding.

11-4. Awards presented by Chief, NGB. To recognize outstanding performance in safety awareness, the Chief, NGB has established the following general safety awards:

a. The ARNG Safety Award of Merit/Honor.

(1) The ARNG Safety Award of Merit is an annual award presented to a State that has not experienced a class A or B accident in general safety (aviation and ground) within a two year period. The period of eligibility is based on the fiscal year 1 October to 30 September. The National Guard Safety Award of Merit Certificates will reflect the full two year period for those States attaining a second consecutive accident free year, i.e. 1 October 1993-30 September 1995.

(2) The ARNG Safety Award of Honor will be awarded to any State that meets the criteria for the Award of Merit for three or more consecutive years.

b. ARNG Distinguished Motor Vehicle Safety Award. This award will be presented to a State that has completed 5 consecutive years or has driven 25,000,000 miles without a class A or B motor vehicle accident beginning 1 October 1977. Any subsequent award are based on that date. Vehicles covered under this award include Army motor vehicles passenger cars, station wagons, trucks, ambulances, fire trucks), Army combat vehicles (tanks, armored personnel carriers, self-propelled weapons), and other Army vehicles (tugs, bulldozers, forklifts, construction/engineer vehicles). The number of miles driven will be determined only on the Army motor vehicles.

c. ARNG Distinguished Aviation Safety Award. This award will be presented to a State that has completed 5 consecutive years or 40,000 flying hours without a class A or B aircraft accident beginning 1 October 1977. Any subsequent awards are based on that date.

d. Recognition Procedures. The ARNG Safety and Occupational Health Division has the responsibility to initiate, verify, and issue these awards. Accident experience will be reviewed in January of each year for the preceding fiscal year to allow for late reporting.

e. Awards to States will be based on NGB analysis of statistical data in the categories cited above.

11-5. Awards authorized to be presented by States and their Subordinate Elements.

a. Eligibility. State Adjutants General will establish safety awards programs. These programs provide for recognizing significant achievement in preventing accidents within all elements and by individuals under their command or operational control. States may use locally procured awards instead of or in addition to those described in b and c below.

b. Certificate of Merit for Safety. Commanders and supervisors at all levels are authorized to present the Certificate of Merit for Safety (DA Form 1118) to elements within their organization or facility. Eligibility for this certificate will be based on the completion of periods of outstanding accident prevention achievement.

c. Safety award for individuals. Commanders and supervisors at all levels are authorized to present a United States Army Safety Award (DA Form 1119 and DA Form 1119-1) annually, or upon completion of periods of accident-free experience. This award may be presented to unit commanders, military or civilian supervisors, military or civilian operators of ARNG motor vehicles, operators of other mechanical equipment, and other deserving personnel.

d. Procurement of awards.

(1) DA Forms 1118, 1119, and 1119-1 will be obtained through normal AG publications supply channels. All other awards for safety will be programmed for and procured locally.

(2) In addition to the Army and ARNG safety awards described in this regulation, individuals may be nominated for honorary awards for outstanding safety performance, or they may receive a monetary award for a safety suggestion as described in appropriate regulations or publications. Use of locally procured items, such as lapel pins, cups, plaques, and lighters is authorized.

(3) State Adjutants General will ensure that adequate funds are programmed for locally procured safety awards.

11-6. National Safety Council Awards.

a. Types of awards:

- (1) Award of Honor.
- (2) Award of Merit.
- (3) Certificate of Commendation.
- (4) Safe Driver Award.

b. Nominations.

(1) Nominations for National Safety Council awards by the Adjutant General for State, unit, or facility will be submitted to NGB-AVN-S, who will verify accident and program elements IAW current regulations.

(2) Submission of nominations. Nominations for State, unit, or facility awards will be forwarded by the State safety office to NGB-AVN-S not later than 20 August annually. Nominations will be submitted IAW AR 672-74.

c. Safe Driver Award.

(1) General. The National Safety Council Safe Driver Award Program, by providing a continuous flow of educational and promotional material, is designed to train and motivate motor vehicle operators in improving their driving performance. The Safe Driver Award is a part of the Motor Transportation Service, which is administered by the National Safety Council. Every year each eligible driver receives a certificate and a lapel pin. The Safe Driver Award for ARNG technician drivers, to be presented yearly, is designed to serve a function similar to the motor vehicle driver badge awarded to military drivers under AR 672-5-1. The State Adjutant General will budget funds for this program if the State participates.

(2) Eligibility. ARNG technician and civilian employees who operate military vehicles or private vehicles as a major duty in the conduct of official ARNG business without experiencing a preventable accident in a period of 1 year are eligible to receive the National Safety Council Safe Driver Award. A military vehicle, for the purpose of this award, will include any motor vehicle designed for over-the-road use, but to exclude forklift trucks, bulldozers, and all other specialized machinery that are not commonly operated on public thoroughfares. Military personnel other than technicians are not eligible for this award.

(3) Enrollment. Commanders and supervisors of organizations and facilities employing technicians and civilians as drivers who desire to enroll these drivers in the National Safety Council Safe Driver Award Program are authorized to communicate directly with the Manager, Motor Transport Department, National Safety Council, 425 North Michigan Avenue, Chicago, IL 60611, who will furnish complete information. The program will be administered by the SOHM.

(4) Coordination. Coordination between SOHMs, HROs and incentive awards committees will ensure the inclusion of recipients in award ceremonies and ensure maximum benefit to the ARNG through employer-employee relations.

11-7. Army Aviation Accident Prevention Unit Awards.

a. General. Army Aviation Accident Prevention unit awards are presented by HQDA to recognize aviation units and individual aviators for significant aviation accident prevention achievements as indicated in AR 672-74.

b. Nominations. ARNG units and facilities meeting the criteria outlined in AR 672-74 may be nominated for these awards by the next higher headquarters. Nominations will be forwarded through the appropriate SASO to NGB-AVN-S, who will forward nominations to Commander, USASC.

11-8. Broken Wing Aviation Safety Award. The Broken Wing Aviation Safety Award is presented by HQDA to individuals who have demonstrated the highest degree of professional aviation skill while actually recovering an aircraft from an in-flight failure or malfunction necessitating an emergency landing. AR 672-74, is applicable to all ARNG personnel including students authorized to pilot or serve as aircrew members of Army aircraft. Nominations will be submitted IAW AR 672-74.

Chapter 12

Ammunition and Explosives Safety

12-1. General. This chapter prescribes NGB safety policy, responsibilities, and standards for:

- a. Ammunition, explosives, and liquid propellants for related facilities and activities.
- b. Location of facilities and activities not actually involving ammunition, explosives, and liquid propellants, but which would be exposed to such hazards if improperly located.
- c. ARNG units storing or utilizing ammunition/explosives at locations other than those of the ARNG.

12-2. Responsibilities

a. The Chief, NGB, will develop policy, concepts, and provide resources necessary to implement the ARNG Ammunition and Explosives Safety Program.

b. The Adjutant General of each State is responsible for ensuring compliance with AR 385-64, DA Pam 385-64, and this regulation by facilities within their respective States. The Adjutant General of each State is the approval authority for explosive safety waivers within the State.

- c. The State Safety and Occupational Health Manager will:
 - (1) Monitor the State Explosives Safety Program to ensure compliance with DOD, DA and ARNG policy.
 - (2) Review and approve/disapprove all explosive site plans, requests for waivers, and exemptions.
 - (3) Review explosive storage licenses annually and provide response back to the DDESB committee, through National Guard Bureau, on any findings from surveys.
 - (4) Conduct annual safety survey of ammunition storage sites in conjunction with DDESB survey teams.

12-3. Department of the Army Explosives Safety Committee.

- a. Will review ammunition and explosive safety problems within the Department of the Army.
- b. Make policy and coordinate with other government agencies on explosive safety issues.
- c. Resolve Ammunition and explosive safety issues within the Department of Defense.

12-4. Quantity Distance Standards. Quantity distance standards specified in AR/PAM 385-64 are applicable to the ARNG. Any situation in which the required quantity or distance cannot be complied with must either be waived, exempted, or the operation must be terminated.

12-5. Site Plans and Licensing.

- a. Site plans will be prepared IAW Chapter 8, DA Pam 385-64 and USATCES Pam 385-02 (Site and General Construction Plan Developer's Guide) and DoD 6055.9 STD.
- b. Site plans will be submitted to NGB-AVN-SG in triplicate.
- c. Explosives storage licensing is based on Q-D standards of DA Pam 385-64.
- d. The explosives storage license will be completed by the manager of the storage facility with the assistance of the supporting QASAS. The State Safety and Occupational Health Manager will certify and date the Explosives Storage License.
- e. During the Annual Safety Survey, the Safety and Occupational Health Manager will determine the accuracy of the storage authorizations for that site.
 - (1) If no changes are noted, a memo certifying the review will be attached to the existing explosives storage license.
 - (2) If changes are noted, a new storage license will be prepared.

12-6. Waivers.

- a. The waiver authority for ARNG is C, NGB as specified by AR/PAM 385-64. The C, NGB has delegated approval authority of waivers to the Adjutants General. AR 385-64, chapter 7, outlines procedures for submitting requests for waivers and time limitations.
- b. Explosive waiver requests must be reviewed by Chief, NGB.
- c. All explosive waiver requests must be accompanied by information listed in paragraph 7-4, AR 385-64. No waiver will be in effect for more than 5 years. Waivers will not be renewed unless all practicable means for correction have been exhausted and documented.
- d. Explosive waiver requests must be submitted to Chief, NGB, ATTN: NGB-AVN-SG, 111 South George Mason Drive, Arlington, VA 22204.
- e. Waivers will be reviewed on an annual basis 60 days prior to the expiration date as required in paragraph 7-7, AR 385-64.
- f. An exemption to a waiver may be approved if the waiver has been renewed annually for five consecutive years, and the reason for the waiver cannot be abated.
- g. When the situation necessitating a waiver or exemption has been abated, the waiver or exemption will be canceled and NGB-AVN-SG will be notified.

Chapter 13
Firing Ranges

13-1. General. This chapter prescribes NGB policy and procedures for firing ammunition for training and target practice conducted on outdoor ranges.

13-2. Responsibilities.

- a. C, NGB develops policy, concepts, and resources necessary to implement the ARNG Outdoor Range Firing Safety Program.
- b. The Adjutant General of each State is responsible for ensuring compliance with AR 385-62 and AR 385-63, by facilities, ranges, and units within their respective States.

13-3. Applicability.

- a. ARs 385-62 and 385-63 are the regulations that prescribe general safety policies and procedures necessary to minimize the possibility of accidents in the firing, and other uses, of ammunition, missiles, rockets, and explosives.
- b. The ARNG must comply with the requirements specified in ARs 385-62 and 385-63.
- c. Ranges not meeting one or more of the requirements specified in AR 385-62 or AR 385-63 can be utilized in continued support of training by obtaining a range safety waiver.

13-4. Waivers.

- a. The waiver authority for ARNG is C, NGB as specified by paragraph 1-6, AR 385-63. The C, NGB has delegated approval authority of safety criteria waivers to the Adjutants General.
- b. States requiring an initial range waivers should forward the following data for evaluation to Chief, NGB, ATTN: NGB-AVN-SG, 111 South George Mason Drive, Arlington, VA 22204.
 - (1) Name and location of range.
 - (2) Type of weapon(s) and ammunition(s) to be fired.
 - (3) A Statement citing the paragraph of the regulation to be waived.
 - (4) Topographic map/sheet of the area.
 - (5) An overlay accurately depicting the surface danger zone of the weapon(s) being fired, firing positions, and the direction of fire.
 - (6) Profiles through the gun-target-line showing the relative elevation of the firing line, target, and backstop (natural or man-made), if any. Also, furnish profiles from the firing position through the right and left limits of fire.
 - (7) The SOP for firing and range control.
 - (8) Other precautions that will be taken to achieve safety in operations to fully compensate for the lack of compliance with this regulation.
- c. Waivers are issued on an annual basis and must be renewed each year. If no changes have been made to the range since the last waiver was issued, a Statement to that effect and the information required in paragraphs 11-5 and 6 are required.
- d. An exemption to a waiver may be approved if the waiver has been renewed annually for five consecutive years, and the reason for the waiver can not be abated.
- e. Airspace requirements may be waived by the Federal Aviation Administration (FAA) only.
- f. Water traffic requirements, as they apply to firing over navigable waters, may be waived by the U.S. Army Corps of Engineers only.

13-5. Inspections. FM 25-7, chapter 1 requires a safety acceptance inspection be completed on newly constructed, modified, or overhauled outdoor ranges before use. To insure that ranges remain safe periodic inspections will be conducted.

13-6. Ammunition Issue. Live and blank ammunition will not be issued simultaneously to individual troops or crews of combat or combat support vehicles prior to the initiation of a force-on-force training exercise. Prior to initiating force-on-force training, commanders will ensure there is no live ammunition on board vehicles or in possession of troops.

13-7. Indoor Firing Ranges. Utilization of indoor firing ranges for any purpose must be IAW NGR 385-15, Responsibilities and Procedures for Inspection and Evaluation of ARNG Indoor Firing Ranges.

Chapter 14 Industrial Hygiene

14-1. General. It is the Army National Guard policy to provide each employee with a healthful work environment that is free from recognized chemical, physical or biological hazards that cause or are likely to cause death or illness. To this end, health hazards must be identified, evaluated and controlled. Consistent, meaningful occupational health and environmental surveillance programs must be implemented to ensure that controls adequately protect the health of the employees.

14-2. Workplace monitoring. Monitoring the workplace for toxic substances and/or harmful physical agents is the primary means of quantifying personnel exposures. Quantification of exposures is the sole means of assessing the effectiveness of, or the need for control measures directed at reducing or eliminating health hazards. This assessment must be achieved through representative sampling programs in the work environment. Analysis and interpretation of the data obtained by sampling in this manner will assist in the timely assessment of hazards and in making recommendations for changes to existing conditions, and in determining requirements for the medical surveillance of exposed personnel is according to the Army Environmental Hygiene Agency (AEHA) Form 275-R, Occupational Physical Surveillance Protocols.

14-3. Workplace evaluations. Department of Defense, US Army and Federal Regulations require each workplace to be thoroughly evaluated in order to accurately identify and quantify all potential health hazards. This requires a baseline followed by periodic update surveys of all National Guard activities. The baseline is the initial comprehensive survey of an entire activity. This initial evaluation and exposure assessment is the reference against which all subsequent periodic survey results will be compared. Permanent changes in the work place will require establishment of a new baseline for those operations specifically altered or any new operation surveyed, which will be reported during a periodic survey. The baseline survey is routinely updated during the subsequent periodic surveys and, if indicated, specific worksite assessments are conducted to assure the validity of the previous exposure determinations. The following subparagraphs outline the basic requirements for workplace monitoring.

a. A survey of each workplace shall be conducted by the Industrial Hygienist in order to obtain, as a minimum, the following information:

(1) Descriptions of operations and work practices that take place in the workplace (e.g., welding, spray painting, etc.), to include a layout sketch incorporating relevant aspects of the factors listed below. The time course of events taking place within the workplace is of great significance, and must be carefully noted.

(2) A list of known hazardous materials (HM), and potential HM, used in the workplace that present significant risk. The list should include usage rates for each material and a brief description of use at each workplace.

(3) A list of potential physical hazards (e.g., noise, radiation, etc.) including a brief description of their source(s).

(4) A brief description of existing controls (e.g. canopy hoods, ear protective devices, etc.) and an evaluation of their use and efficiency.

(5) The number of persons assigned to the operation/workplace and the specific worksite(s) occupied.

b. Based on information obtained during the walkthrough survey, the next step is to assess whether or not there is a recognized potential hazard for employee exposure to toxic chemicals and/or harmful physical agents. This assessment shall be made by the industrial hygienist, and a written record shall be maintained for each workplace where toxic chemicals and/or harmful physical agents may be found. The report shall include the rationale for any negative determination. A survey report, as described shall be provided to the Unit/Activity being surveyed, the Occupational Health Nurse, and the State Safety Office within 45 days upon completion of survey.

c. If the exposure assessment indicates that an employee is exposed, above the action level, to toxic chemicals and/or harmful physical agents, a work place monitoring plan shall be prepared and implemented. The plan will be based on a sampling strategy that is designed to obtain sample's representative of actual exposures and to analyze the data collected in such a way as to minimize any bias involved in the process. The frequency of monitoring will be as prescribed in Federal and/or National Consensus standards or the professional judgment of the Industrial Hygienist where such standards do not exist.

d. All workplace monitoring shall be conducted by an industrial hygienist, industrial hygiene technician or a monitor under the technical direction of an industrial hygienist.

e. The monitoring data collected shall be evaluated by a industrial hygienist to determine:

(1) The degree of actual personnel exposure.

(2) Whether controls are needed, and if so, what they should be (this will include both interim and permanent measures, where indicated).

14-4. Annual evaluations. All National Guard workplaces with recognized potential health hazards will be evaluated at least annually. The initial evaluation will identify those workplaces not requiring annual evaluations due to negative exposure assessment. Any changes in the workplace that could effect exposures should prompt a reevaluation. The industrial hygienist shall establish procedures to ensure he/she is notified of any changes that could affect worker exposure to potential health hazards. The initial survey also shall indicate when evaluations are required more frequently than annually, based on the nature and degree of the hazard(s) present. Reevaluation frequency will be prescribed either by specific Federal and/or consensus standards or the professional judgment of the industrial hygienist where such standards do not exist. During the periodic evaluation, a determination shall be made on the status of the workplace and any changes required in the monitoring plan or the frequency of periodic evaluation.

14-5. Regional Industrial Hygiene Concept. The Army National Guard has set up a Regional Industrial Hygiene Concept in support of the States and Territories in conducting their Industrial Hygiene Program. The Industrial Hygiene Regions are under the supervision of the Industrial Hygiene Branch, National Guard Bureau, Washington, DC.

14-6. Regional Industrial Hygiene Support Areas. The three regional hygiene support areas are:

a. Region North located at Edgewood, Maryland, supports the following States and territories - Maine, New Hampshire, Vermont, New York, Rhode Island, Massachusetts, Connecticut, New Jersey, Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, Pennsylvania, Ohio, Indiana, Michigan, Wisconsin, and Kentucky.

b. Region South located in College Park, Georgia, supports the following States and territories - South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Arkansas, Missouri, Illinois, Puerto Rico, Virgin Islands and Oklahoma.

c. Region West located in Aurora, Colorado, supports the following States and territories - New Mexico, Arizona, California, Nevada, Oregon, Washington, Idaho, Montana, Nebraska, Colorado, Wyoming, Hawaii, Guam, Alaska, North Dakota, South Dakota, Iowa, Utah, Minnesota and Kansas.

14-7. Regional Industrial Hygiene Support. Support Provided by the regional industrial hygienist includes:

a. Industrial Hygiene Surveys, (Baseline, periodic/annual and/or Special).

b. Design and review, review of blueprints for compliance of DOD, US Army, ACGIH, ANSI, NFPA and SHRAE standards along with other national consensus standards.

c. Contract review, for compliance with Army and/or Federal Regulations.

d. Evaluation of indoor firing ranges.

e. Health Hazard Information Module (HHIM), collects, codes and inputs data into system.

f. Guidance on Respiratory Protection Program to include fit testing and training.

g. Guidance on asbestos controls and the Asbestos Management Program.

h. Guidance on Hearing Conservation and Noise Abatement.

- i. Personal Protective Equipment, guidance on proper selection needed for protection.
- j. Non-ionizing radiation.
- k. Ergonomics studies.
- l. Indoor air quality management and surveys.
- m. Guidance on Occupational Reproductive Hazards, Bloodborne Pathogens Program, Confined Space Program, Manmade Vitreous Fibers, Polychlorinated Biphenyls (PCBs), Sight conservation, Lead program, Radon program and Heat Stress.
- n. Guidance on Hazardous Material Control and Management Program.
- o. Epidemiology studies.
- p. Hazard Communications Program.
- q. Laboratory analysis.
- r. Worker education and training.
- s. Risk assessment.
- t. The regional industrial hygiene office will provide direct or contracted support for their supported areas. The request for support will be in accordance with the current policy letter, telephonic or written request or a USACHPPM form R-250 depicting type service required. A policy letter regarding specific directions on requesting industrial hygiene support is available from the supporting regional industrial hygiene office.

Chapter 15

Ground Safety Programs

15-1. General.

- a. There are numerous federal, State, DOD and DA standards specifying various individual programs that are applicable to the Army National Guard in the pursuit of eliminating or reducing accidents and injuries.
- b. This chapter outlines the programs necessary to reduce or eliminate ground accidents and mishaps through compliance with these guidelines and mandates. It gives general guidance and provides references where further details may be found.
- c. Each State will write specific programs or procedures in their State regulations as required.

15-2. Scope. The program elements in this chapter apply to units, facilities and individuals on a case-specific basis depending upon the mission, duty, or activity. Cited references should be checked to determine applicability of each program.

15-3. Program Elements.

- a. Accident Prevention. Accident prevention programs focus on developing an awareness of safety concepts. This is accomplished through education, lessons learned, trend analysis, and programs geared specifically at increasing safety awareness. These programs will contribute greatly to accident avoidance. Some examples are POV safety, National Safe Driving Week, home and family safety, National Fire Prevention Week, recreational safety (e.g. swimming, boating), and others. Program information ideas can be obtained from external agencies such as Fire Departments, Transportation Departments, Natural Resources, National Safety Council, and others.
- b. Budget/Resource Management. SOHMs have assigned funding to execute their programs. As such, they have specific responsibilities as budget program managers, and should be trained in budget program management and take part in the budget process within the State. The safety account provides for procurement of contractual services, test, measurement, and diagnostic equipment, calibration, surveys and inspections, non-CTA PPE, subscriptions to technical reference publications, professional training, certification, promotional materials, travel and per diem, and other costs related to the execution of the safety and occupational health program. (AR 37-1, DFAS Manual 37-100)
- c. Tactical operations. The tactical environment introduces numerous safety concerns. Among them are weapons safety, convoy operations, bivouac/assembly areas, POL, mess, ammunition storage and handling, maintenance, night operations and night vision devices, water operations, communications, and heat/cold injuries.

Policies and procedures (SOPs) must be implemented and enforced so that operations under these conditions of increased risk can be conducted with a minimum of exposure to hazardous conditions and unsafe acts. Checklists are published by USASC to assist in implementing a tactical safety program.

d. Airborne Operations. The safety office will arrange for a survey officer/NCO with the required expertise to conduct the annual Airborne Accident Prevention Program survey. The survey officer/NCO may be from the State Safety Office or a higher headquarters either in, or out-of-State, that has an operations/safety oversight responsibility. The State Safety Office will forward a copy of the AAPP survey report provided to them by the survey officer/NCO within 10 days of receipt to NGB-AVN-S. The airborne safety program is implemented IAW chapter 17 of this regulation and NGB PAM 385-57.

e. Training and Education. The safety professional has three major areas of training to be involved with.

(1) His/her own professional development and certification training. These requirements are listed at appendix A.

(2) Military training. If safety and the risk management concept are to become integrated into all ARNG operations, then these principles must be made a part of all training operations, including unit training, individual training, and State-sponsored training such as military academy and regional training institute POIs. The safety professional's task is to provide input and information to trainers to effect this integration, and when required, serve as instructor when entire blocks are devoted to safety (e.g. a risk management block at the State's training institution).

(3) OSHA training. There are numerous requirements for training that must be overseen by the safety professional. Examples are fork lift operation, power equipment, CPR and confined space entry. A rule of thumb is that if a task requires any kind of knowledge or skill to complete, then OSHA expects the employer to ensure the employee has received training on doing the task safely. Most newer standards further expect the employee to demonstrate proficiency rather than just to have participated in training. Training in general is mandated in 29 CFR part 1960. A summary of training requirements in the various standards is published by DOL as publication 2254, "OSHA Standards and Training Guidelines."

f. Safety Officer/NCO Appointments. To implement the safety program at unit level, additional duty safety personnel are appointed. These appointments are outlined in chapter 1.

g. Safety of Use Messages (SOUms). SOUms are messages sent to alert the field when a hazard to life or equipment exists that needs timely dissemination. Local procedures should be developed to ensure that messages are handled efficiently and timely and reach the applicable field activities. State DOIMs can assist with getting pertinent messages routed to/thru the safety office.

h. Range Safety. Safety responsibilities include review of surface danger zones, periodic surveys, waiver submittals, SOP review, design review team member, range safety training. See chapter 13 for details on implementation.

i. Explosives Safety. Safety responsibilities include annual surveys of ammunition storage facilities and holding areas, submission of waivers, design review team member, assist with other DA elements during their surveys. Quality Assurance personnel (QASAs) are available to assist with program implementation and execution. See chapter 12 for program development requirements.

j. AMV/POV/Motorcycles. Vehicular accidents, especially POV accidents, account for the majority of ARNG accident losses. Aggressive POV safety programs must be implemented to reverse this trend. Motor vehicle safety is discussed in AR 385-55.

k. Program Evaluations. NGB policy is to conduct periodic evaluations of the Safety and Occupational Health Programs in each State. Appendix C contains a checklist that is the primary evaluation criteria. This checklist also makes a good self-evaluation document to assist in program development.

l. Safety Councils. Battalion and higher level units are required to appoint safety councils and conduct meetings quarterly. Subordinate units should be represented on the council. Issues that cannot be resolved at that level are raised to the next higher level council for resolution. Issues not resolved at State level are raised to the ARNG council for resolution. See chapter 2 for organization and responsibilities of these councils.

m. Risk Management. Risk management is not an add-on requirement. FM 100-5 requires commanders to integrate protection into operations. A variety of publications are available from USASC and the Army Center for

Lessons Learned that will assist in program development. Specifics of the ARNG Risk Management program are contained in chapter 8 of this regulation.

n. Safety Standdowns. All units must conduct a minimum 4-hour block of safety-related activities each training year. Issues significant to the State or to the unit should be addressed. Examples would be POV safety activities, Defensive Driver Course, State Police/Highway Patrol presentations on convoy operations, Fire Department presentations, or other awareness-building activities.

o. Disaster Relief. Safety and Occupational Health must be an integral part of any deployment, including assisting civil authorities during in-State emergencies. Plans for such activations should be reviewed to ensure safety and occupational health personnel are included in the process. Some activities include: training/education/consulting, site surveys, injury prevention, risk assessment and planning, briefings, PPE, and lessons learned/AARs.

p. Design Review. Safety, Occupational Health, and Industrial Hygiene professionals are to be an integral part of the design process. Procedures should be developed to incorporate their review of construction design plans so that any needed changes can be made before construction takes place.

q. Hazard Communication. All personnel have the right to know the hazards associated with the jobs they are doing. 29 CFR 1910.1200 implements the program. See chapter 7 of this regulation.

r. Personal Protective Equipment (PPE). Ideally, hazards in the workplace are engineered out. When this is not possible or feasible, employees must be provided equipment to protect them from these hazards. Examples are respirators, face shields, aprons, and gloves. (29 CFR 1910.132)

s. Regional Accident Prevention Surveys (RAPS). RAPS is a program directed at accident prevention at aviation facilities. Teams visit facilities in other States to provide an outside eye and to exchange program ideas. Safety & Occupational Health personnel are part of the RAPS team. The RAPS program is contained in NG PAM 385-5.

t. Ergonomics. Ergonomics programs are essential elements of safety and occupational health programs, and are required by AR 385-10, and AR 40-5. Effective ergonomics programs can prevent workplace injuries and reduce medical costs. Guidance for program development can be found in DA PAM 40-ERG.

u. Violence in the Workplace. States must develop plans and policies for dealing with and preventing violence in the workplace. This program is a HRO function, however safety and/or occupational health personnel play an active role, normally being a part of the State Response Team (SRT).

v. ARNG SOH Conference. NGB conducts an annual conference that brings together safety managers, occupational health nurses, aviation safety officers, and State safety council chairs nationwide. This conference is generally conducted in conjunction with in-service training seminar. Participation from all States and territories is expected.

w. Accident investigation, records, trend analysis/stats. Review of previous accident experience is a primary source of information to use for prevention of future accidents. Accident trends are analyzed prevention countermeasures are formulated and implemented. Requirements for reporting, investigating and recordkeeping are contained in chapter 4.

x. Workplace Health and Safety Rules. These rules provide safety guidance for Army National Guard soldiers and employees to follow in the workplace. They cover various requirements in such areas as housekeeping, fire prevention, electrical, ladders, scaffolds, machine guarding, personal protective equipment, material handling, etc., that can be encountered in the workplace or on the job site. (29 CFR 1960.9)

y. Confined Space Entry Program. If employees enter a confined space that contains or has the potential to contain an atmospheric or physical hazard, this program is required. Primary elements of the program are identification of applicable confined spaces, testing/ monitoring, control or elimination of hazards, protective equipment, specific written entry authorization, attendants, training, and rescue. (29 CFR 1910.120)

z. Lockout/Tagout Program. If employees service or maintain machines or equipment and the unexpected energizing or start up of the equipment or release of stored energy could cause injury to the employee (such forms of hazardous energy include electrical, hydraulic, pneumatics, heat, or chemicals), then this program is required. Program elements include written energy control procedures delineating specific lockout/tagout action for each machine/equipment, employee training, and periodic inspections. (29 CFR 1010.147)

aa. Fire Protection/Fire Prevention Plans. If required by a specific OSHA rule or regulation, this plan must be in writing. Plan elements include major workplace fire hazards, housekeeping, training, and emergency egress. (29

CFR 1910.38). Other aspects of fire protection, such as fire extinguishers, materials storage and flammables are discussed in 29 CFR 1910.157. See AR 420-90 for military fire protection program information.

ab. Asbestos Control Program. If employees are exposed to asbestos fibers in the workplace, then an initial monitoring for asbestos exposure must be made. If the monitoring results are above the permissible exposure limit (PEL), this program is required. Program elements include regulated areas, exposure monitoring, medical surveillance and records maintenance, engineering controls, personal protective equipment, and training. (29 CFR 1910.1101)

ac. Emergency Action Plan. If required by a specific OSHA rule or regulation, such as HAZWOPER, for a State, this plan must in writing and cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies, such as flood, tornado, etc. Elements include response/evacuation procedures, alarming system, and training. (29 CFR 1910.120)

Chapter 16

Work Place Inspections

16-1. Annual workplace inspections.

a. EO 12196, 29 CFR part 1960.25, and DOD 6055.1 require that all workplaces, including offices, be inspected at least annually. For workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed, inspections should be conducted more frequently, as determined by the designated safety and health official or his/her designee based on extent and degree of risk of accident, injury, or illness involved.

b. Workplace inspections required by criteria listed below may can be conducted by credentialed collateral duty inspectors. Workplace inspections for all other worksites will be conducted by qualified civilian or military safety and health professionals. Personnel conducting workplace inspections will have access to diagnostic equipment and personnel necessary to identify, document, and analyze the significance of the hazards discovered during the inspection. Current reference materials such as standards and regulations pertinent to the worksite will be readily available.

1. Criteria for workplace inspections that can be conducted by collateral duty inspectors:

(a) Low risk operations.

(b) Annual lost time job-related injury rate of no more than 10 per 1,000 personnel (military and civilian) for the last three years.

(c) Written certification of hazard assessment (29 Code of Federal Regulations 1910.132) for current operations on file at the worksite, conducted by qualified civilian or military safety and health professionals.

2. Credentials for collateral duty inspectors:

(a) Completion of supervisor and/or employee training as required by 29 CFR 1960.55 and 1960.59 as a prerequisite to inspector training.

(b) Certification by the activity commander that personnel can accomplish tasks required in 29 CFR 1960.57 and outlined below:

(1) Recognize hazards.

(2) Assess risks including the requirement and procedures to contact safety or health professionals when risks are assessed medium or higher.

(3) Advise on abatement options, complete abatement documentation, and follow-up on corrective actions.

(4) Use Occupational Safety and Health Administration standards and Army requirements appropriate to the worksite(s).

(5) use of equipment necessary to conduct a thorough inspection.

c A log of RAC 1 and 2 deficiencies will be forwarded to NGB-AVN-S no later than 10 days from end of fiscal year (September 30).

16-2. Hazard Abatement.

- a. Policy: The hazard abatement goal of the NGB is to assure that workplace hazards are properly identified and corrected on a worst first basis. Hazards that cannot be abated by the resources of NGB will be forwarded to the DA through C, NGB using the proper DOD and DA forms IAW 6055.1 and AR 385-10.
- b. Funds to correct safety and occupational violations must be identified at the local level unless due to funding limitations the correction cannot be solved at the local level. At which time funding must be requested from the appropriate higher level IAW DOD 6055.1 and AR 385-10, paragraph 3.9.
- c. Records of the status of each abatement program will be maintained by NGB-AVN-S for OSHA and inspection purposes. States and MACOMs will maintain records of their abatement programs in the State Safety Office.
- d. When abatement controls do not reduce the hazard in a timely manner the C, NGB/TAG may suspend operations and request guidance from the appropriate command level.

Chapter 17

Airborne/Other Special Purpose INFIL/EXFIL Techniques Accident Prevention Program (AAPP)

17-1. Purpose. This chapter requires the Army National Guard (ARNG) Airborne/Other Special Purpose INFIL/EXFIL Techniques Accident Prevention Program (AAPP). It prescribes duties and responsibilities for planning, organizing, coordinating, and controlling the AAPP throughout the ARNG. NG PAM 385-57 provides guidance on establishing the AAPP.

17-2. Background. A review of airborne related accident reports by the ARNG Aviation and Safety Division established a requirement in NGR 385-10, for standardized Airborne/Other Special Purpose INFIL/EXFIL Techniques Accident Prevention Programs within ARNG Airborne Units.

17-3. AAPP Survey Administration. The annual AAPP survey is a tool for the commander to evaluate the effectiveness of the unit's Airborne Accident Prevention Program (AAPP).

a. Individual airborne unit commanders will coordinate through their higher headquarters and/or state safety office to schedule survey dates, and, arrange for a qualified survey officer/NCO to perform the annual survey.

b. Survey Officer/NCO Qualifications.

(1) The survey officer/NCO may be from a higher headquarters located out of the state, or one located within the same state, that has an operations and safety oversight responsibility for the unit.

(2) The AAPP survey officer/NCO should be jumpmaster qualified with a minimum of three continuous years on jump status, as a jumpmaster, having maintained currency as outlined in FM 57-220, or, for Army Special Forces, USASOC Reg 350-2.

(3) If a qualified survey officer/NCO is unavailable from state ARNG airborne units, then, the state may request assistance from either an active duty component, or NGB Safety Office (NGB-AVN-S) in providing a survey officer/NCO possessing the proper training/ qualifications.

c. Survey Records/Administration.

(1) Use the checklist provided at appendix A, NG PAM 385-57 to conduct the AAPP survey. Some checklist items may not be relevant to a particular ARNG Airborne Unit. Units will add special emphasis items to this checklist as provided by instructions from NGB-AVN-S.

(2) The survey officer/NCO will forward one copy of his completed survey to the state safety office of the surveyed unit within 7 working days after the inspection. To promote administrative uniformity, a sample survey report is in appendix B, NG PAM 385-57.

(3) The state safety office will forward a complete copy of the AAPP survey report provided by the survey officer/NCO, within 10 days of receipt, to NGB-AVN-S, 111 S. George Mason Dr., Arlington, VA 22204.

17-4. Duties and Responsibilities.

a. National Guard Bureau Responsibilities

- (1) Chief, NGB. Provide policy for implementing Airborne Accident Prevention Program(s) within the Army National Guard.
- (2) Director, ARNG. Serve as the approving authority for Class A airborne accidents as outlined in AR 385-40 and AR 385-10. Allocate resources to support effective ARNG Airborne Accident Prevention Programs compatible with the mission of the ARNG.
- (3) Deputy Director Army Aviation and Safety. The Deputy Director, Army Aviation and Safety, has staff responsibilities for supervision of the ARNG Airborne Accident Prevention Program.
- (4) Chief, Safety and Occupational Health Division. Provides implementing guidance to establish effective ARNG Airborne Accident Prevention Programs within the ARNG.
 - (a) Establish and disseminate airborne safety program guidance and accident prevention information within ARNG airborne units to support the development of countermeasures designed to eliminate/reduce risks inherent within ARNG airborne operations.
 - (b) Provide safety training to all designated ARNG airborne safety personnel through the use of Army safety school quotas, Parachute Orientation Mishap Prevention Course(s) (POMPOC), Ground Mishap Prevention Orientation Courses (GRMPOC), and Army or ARNG safety conferences and seminars.
 - (c) Develop and review ARNG safety directives and/or regulations to ensure the integration of adequate safety standards and timely dissemination of airborne safety guidance.
 - (d) Review and analyze ARNG airborne accidents to establish accident causes, formulate accident trends, and provide safety related data on material/system failures.
 - (e) Validate existing directives/ requirements for ARNG airborne units by conducting surveys of operations in selected states. The safety visits/surveys will review airborne unit operating and training procedures and determine state compliance with established ARNG AAPP program guidance.

b. State Responsibilities

- (1) Adjutant General/State Commanding General:
 - (a) Establish ARNG Airborne Accident Prevention (AAPP) Programs within their respective states.
 - (b) Ensure that all airborne operations comply with statutory and regulatory requirements, and that units conduct only Army/ARNG authorized airborne operations.
 - (c) Ensure ARNG airborne units within the state receive funding for refresher training and Additional Airborne Unit Training Assemblies (AAUTAs) required to maintain parachute proficiency. Plan and budget program requirements under provisions of AR 37-1 and NGB Pam 37-1.
- (2) State Safety Office.
 - (a) Disseminate safety directives/information to airborne unit commanders, airborne mission commanders, jumpmasters, rigger supervisors, and unit safety officers. Assist in implementing airborne accident prevention programs within the state.
 - (b) Assist in the procurement of airborne safety posters, films, other safety educational and promotional publications/materials, and forward to state airborne units.
 - (c) Coordinate with the airborne unit commander to schedule AAPP survey dates and help to obtain the services of an airborne qualified officer/NCO to conduct the annual AAPP survey. Forward survey results as per paragraph 1-5, NG PAM 385-57.

c. Unit Responsibilities

- (1) Commander, Troop Command. If the subordinate airborne unit is directly under Troop Command, appoint a battalion safety officer to ensure that ARNG airborne units with a TO&E higher headquarters located within another state, receive battalion level safety oversight and support as listed in (2) below.
- (2) Battalion/Group/Units Above Battalion, Safety Officer.
 - (a) Execute command responsibilities in accordance with AR 385-10 and NGR 385-10. Establish and implement a Commander's Airborne Accident Prevention Program (AAPP) for the unit.
 - (b) Advise subordinate unit commanders on Airborne Accident Prevention Programs and development of unit safety SOPs. Review airborne policies, standards, and risk assessment procedures for compliance with current Army/ARNG safety directives during early planning stages of airborne operations and training exercises.

(c) Monitor airborne accident trends and reports. Alert subordinate unit commanders to safety related problems, or risk management issues associated with airborne operations.

(d) Report and investigate unit accidents IAW with AR 385-40. Maintain safety files and records for airborne accidents, trends, and safety reports IAW AR 25-400-2.

(e) Implement recommendations submitted by accident investigation boards, safety council and safety meetings when appropriate.

(f) Ensure subordinate airborne units maintain safety records for surveys, accident reports, safety classes/meetings, and corrective actions/recommendations for noted deficiencies IAW AR 25-400-2.

(g) Recommend safety classes to the subordinate commander(s) for the yearly training plan based on accident trends and individual unit needs. Units may incorporate classes into pre-jump training. Promote safety awareness through the use of safety posters, airborne information files, and training aids.

(h) Plan, organize, and conduct Quarterly safety council meetings IAW [2-5 b. (1)] of NG PAM 385-57, at battalion level or higher. Serve as the recorder for the safety council. Disseminate safety council minutes to subordinate units, safety council members, and higher headquarters.

(3) Airborne Unit Commanders.

(a) Execute command responsibilities in accordance with AR 385-10 and this regulation. Establish and implement a Commander's Airborne Accident Prevention Program (AAPP) in accordance with chapter 2 of NG PAM 385-57.

(b) Ensure the unit integrates AAPP requirements into all airborne operations and training.

(c) Establish a risk assessment/force protection plan that fully considers unit capabilities, individual parachutist training/proficiency, terrain, lighting and environmental considerations. Authorize airborne mission training/exercises only when benefits from performing the mission outweigh mission risks to personnel and equipment.

(d) Develop and implement Airborne Standard Operating Procedures (SOP) covering all aspects of the units airborne missions.

(e) Formally appoint an ABN Mission Commander for each airborne mission.

(f) Ensure unit personnel are proficient in parachute operations through frequency of operations and refresher training. Demonstrate support for the AAPP through active compliance with established policies, procedures, and safe operating practices.

(g) Ensure unit jumpmasters and other key personnel are familiar with, and complying with, Army/ARNG and FAA requirements.

(h) Brief supporting non-airborne commanders on principals of airborne accident prevention and how they can best assist with airborne safety.

(i) Ensure the unit maintains an updated Airborne Information Reading File, and a complete unit library of ARs, FMs, PAMs, and other safety information for planning airborne operations.

(j) Evaluate pre-mission planning, briefings/debriefings, and after action reports for all missions. Include the unit safety officer when planning all field and airborne training exercises.

(k) Monitor and track jumpmaster currency as well as the medical/physical status of unit members.

(4) Airborne Unit Safety Officer/NCO.

(a) Develop a unit safety SOP that incorporates safety directives and commanders guidance for the unit airborne accident prevention program. Advise the commander and supervisors on all safety related and accident prevention issues.

(b) Review the Commander's Airborne Risk Management Program and recommend improvements and/or changes as necessary. Monitor policies, standards, and procedures to ensure effective integration of accident prevention principles.

(c) Report and investigate unit accidents to the commander/higher headquarters. Maintain safety files and records of airborne accidents/incident trends, surveys and safety data IAW AR 25-400-2.

(d) Conduct annual (internal) accident prevention surveys. This requirement is in addition to the (external) AAPP survey conducted by a qualified survey officer/NCO tasked from outside the unit. Review survey results to develop trends and system defects.

(e) Monitor availability of required publications for planning and conducting airborne operations. Coordinate with unit operations, logistics/maintenance and riggers to integrate safety training into all parachute and ground training/operations.

(f) Promote safety awareness with the use of appropriate safety posters and multi-media training aids. Maintain a safety bulletin board for the unit posted with current safety issues. Procure and distribute safety literature to unit personnel.

(g) Verify and test the accuracy and completeness of the mission pre-accident notification plan POCs/phone numbers/actions, prior to the start of all airborne operations.

(h) Develop a yearly safety training plan with the unit commander and unit safety officer based on the needs of the unit. Plan and conduct quarterly safety classes for all unit members.

(i) Plan, organize and participate in unit quarterly safety council meetings IAW (2-5 b.(1)) of NG PAM 385-57. Serve as recorder for the unit safety council. Publish and disseminate minutes to safety council members and forward copy to higher headquarters.

(j) Review proposed unit airborne training activities to ensure sound application of accident prevention principles/procedures. Coordinate with other safety personnel throughout the state/organization on matters of airborne safety.

(k) Coordinate with unit commander and key personnel to devise countermeasures/ corrective actions for deficiencies submitted by accident investigation boards, safety surveys, airborne safety meetings, and the safety council.

(5) Unit Senior NCO.

(a) Assist and advise the unit Commander on airborne accident prevention matters. Participate in unit safety surveys. Emphasize technical proficiency, professional operations, and support of the commander's AAPP.

(b) Maintain liaison with unit section leaders on all airborne safety matters. Observe airborne support activities (such as rigger operations, air item maintenance, and individual airborne training) to detect and report unsafe practices or procedures.

(6) Airborne Mission Commanders. The airborne mission commander is the senior ranking soldier charged with the conduct of a specific mission. In addition, the Airborne Mission Commander will:

(a) Actively support the unit Commander's Airborne Accident Prevention Program. Report all airborne accidents and incidents to the safety officer/NCO.

(b) Ensure the development of a written airborne operation order for each airborne mission. Ensure operation planner(s) fully consider all hazards and special conditions during the planning process.

(c) Ensure the Drop Zone Safety Officer (DZSO)/Drop Zone Support Team Leader (DZSTL) or the DZSO/DZSTL's designated jumpmaster qualified representative physically inspects the Drop Zone (DZ) for hazards during daylight hours prior to completing mission planning. Verify DZ conditions immediately prior to the operation.

(d) Ensure the overall jumpmaster briefs DZ support personnel, pilots, aircraft crewmembers and parachutists in accordance with appropriate regulations, FMs, TMs and local directives. The Airborne Commander ensures the overall jumpmaster includes all hazards, control measures and special conditions in the briefing.

(e) Ensure members fully understand the requirements or special duties assigned to them in support of the operation.

(f) Ensure personnel receive airborne equipment commensurate with the mission and operating environment, and, receive a briefing on its use.

(g) Monitor the physical and mental well being of airborne personnel, and brief them on self-medication restrictions.

(h) Ensure the airborne operation adequately receives medical personnel and equipment support.

(i) Conduct an airborne operation debrief with unit jumpmasters/riggers/support personnel at the completion of each airborne exercise. Ensure the commander receives a detailed written after action review .

(7) Unit Jumpmasters

(a) Actively support the unit commander's Airborne Accident Prevention Program by maintaining tactical and technical proficiency in airborne operations. Report all airborne accidents and incidents to the unit safety officer/NCO.

(b) Participate in the airborne exercise debrief to ensure the airborne mission commander receives detailed information on each airborne operation.

(c) If assigned as the Drop Zone Safety Officer (DZSO)/Drop Zone Support Team Leader (DZSTL) or the DZSO/DZSTL's jumpmaster qualified representative, physically inspects the Drop Zone for hazards during daylight hours prior to completion of the mission planning process, and verifies planning conditions immediately prior to the operation.

(d) If assigned as the primary (overall) jumpmaster, brief DZ support pilot and aircraft crewmembers/parachutists in accordance with appropriate regulations, FMs, TMs and local directives. Include all hazards or special conditions in the briefing.

(e) Monitor the physical and mental well being of unit personnel. Inform the primary jumpmaster of participating personnel currently on medication which will restrict parachutist activities and of known or suspected drug and/or alcohol abuse by airborne personnel.

(8) Rigger Supervisor/Rigger (if assigned)

(a) Ensure unit riggers perform all operations and maintenance tasks IAW appropriate maintenance technical manuals. Promptly report material and/or publication deficiencies through QDR, EIR, or DA Form 2028 as appropriate.

(b) Develop a written SOP for key aspects of section duties and responsibilities. Include malfunction procedures with a written briefing outlining responsibilities for non-rigger personnel performing duties as malfunction officer/NCO.

(c) Ensure the rigger section is on the appropriate mailing list for receipt of critical rigger operations, maintenance and safety information. Maintain an up to date library of TMs, FMs, MWOs and safety messages.

(d) Coordinate with the unit safety officer. Ensure rigger operations areas receive required surveys for safety hazards and proper use of protective equipment. Forward to the unit safety officer/NCO copies of all in house surveys, inspections, and accident/incident reports completed by rigger personnel.

(e) Support drop zone operations. Develop a written malfunction officer/NCO briefing to ensure that non-rigger malfunction officers/NCOs clearly understand their duties/ responsibilities.

(f) Participate as a member of the unit safety council.

(9) Unit Administrative NCO/Medic.

(a) Ensure the medical portion of the AAPP is thorough and accurate. Serve as a participating member on the safety council.

(b) Develop a comprehensive medical SOP that addresses the following:

(1) Unit first aid training program.

(2) Protocol and guidelines for the treatment of illnesses and injuries, to include emergency treatment and medication administration. (The State Surgeon should approve these guidelines)

(3) Procedures for ordering and storage of unit medical supplies.

(4) Develop procedures to ensure all unit personnel maintain up to date/current physicals and the unit issues Mag 1 field eye glasses to members requiring prescription lenses.

(10) Individual Parachutist.

(a) Actively support the Commander's Airborne Accident Prevention Program. Immediately report personnel injuries, physical hazards or unsafe acts, and damage to unit equipment, to the unit commander, safety officer/NCO, or other key personnel. Make on-the-spot corrections of unsafe conditions when appropriate.

(b) Read and comply with unit SOPs and commanders AAPP guidance. Attend scheduled safety classes/training.

(c) Comply with sound principles and safe practices during all operations regardless of mission urgency.

(d) Maintain physical and mental fitness. Inform the proper authority of activities and medical treatment which may restrict/limit individual parachutists abilities.

APPENDIX A

ARNG State Safety and Occupational Health Manager and Safety Specialist Certification

1. Completion of the following courses is required for certification in the Safety and Occupational Health Manager/Safety Specialist Position.

<u>COURSE TITLE</u>	<u>CODE*</u>	<u>SCHOOL</u>	<u>DAYS</u>
a. Fundamentals of Army Accident Prevention (FAAP)	0	USASC	5
b. Army Safety Program Management Course	0	USASC	5
c. Occupational Safety and Health Course	R	USDOL	10
	A	USASC	5
d. Range Safety	0	TRADOC	5
e. Explosive Safety	0	USADACS	15
f. Army Accident Investigation Course	0	USASC	5
g. Introduction to Industrial Hygiene for Safety Officers	R	USDOL	10
h. Risk Management	0	USASC	5

2. The Safety and Occupational Health Manager will complete the following courses (within 4 years):

a. Budget	R	NGB	3
b. Ergonomics	R	USDOL	5
	A	USDOL	
c. Radiation Protection	R	CECOM	5
d. Respiratory Protection	O	USDOL	9
e. SOHMs are encouraged to complete: Risk Management Train the Trainer	O	USASC	5

*Recommended = R;

Alternate = A;

Only = 0

3. On completion of all requirements for certification the SOHM/SS will be eligible to attend the one week ASP examination workshop on safety fundamentals to prepare for and take the Board of Certified Safety Professionals (BCSP) Safety Fundamentals Examination. Within one year SOHM/SS who pass the ASP exam will be eligible for the CSP workshop (one week) to prepare for and take the CSP examination.

APPENDIX B
ARNG State Occupational Health Nurse Certification

1. Completion of the following courses is required for certification in the Occupational Health Nurse Position.

<u>COURSE TITLE</u>	<u>CODE*</u>	<u>SCHOOL</u>	<u>DAYS</u>
a. Hearing Conservation	0	USACHPPM	5
b. Respiratory Protection	0	USDOL or NIOSH approved	9
c. Industrial Toxicology	0	USDOL NIOSH or similar	9
d. Basic IH Course (6HF11)	R	AHS	12
Introduction to IH for Safety Personnel	A	USDOL NIOSH or similar	9
e. Radiological Protection	0	CECOM	5
f. Spirometry	0	NIOSH	2.5
g. Occupational Safety and Health Course for Other Federal Agencies	R	USDOL	10
h. Case Management (Fed. OWCP)	R	OWCP	1
i. Vision Conservation	R	USACHPPM	4.5
2. Occupational Health Managers will complete the following courses within 4 years:			
a. Budget Course	R	NGB	3
b. Ergonomics		R USA USACHPPM	USDOL 5
c. Health Promotion and Wellness (Directors)	R	USACHPPM	5

*Recommended = R; Alternate = A; Only = 0

3. Required courses.

a. Above courses are core courses for ARNG OHN certification by NGB. Other courses will be needed to maintain proficiency on current occupational health issues. OHNs are highly encouraged to seek and maintain American Board of Occupational Health (ABOHN) certification. Membership in professional organizations is encouraged. Baccalaureate Degree is preferred and current license as a Registered Nurse is mandatory.

b. OHN attendance is recommended at the following annual offerings to insure OHNs remain informed on current issues and earn sufficient contact hours to maintain ABOHN certification: NGB Conferences and Inservices, American Occupational Health Conference, American Industrial Hygiene Conference and Exposition, Army Military Surgeons of the US (AMSUS) Conference, and National Safety Congress.

APPENDIX C

State Safety and Occupational Health Program Evaluation Checklist

NOTE: This criteria will be used by NGB-AVN-S to evaluate staff and State program efforts. Field organizations may use or modify as appropriate.

C-1. General.

- a. Has the Adjutants General established a safety and occupational health program, providing for the supervision and direction of the program? NGR 385-10, paragraph 1-4h(1).
- b. Does the Adjutants General ensure that Training/Funding requirements are resourced as directed in AR 385 series directives and this regulation? NGR 385-10, paragraph 1-4h (3)
- d. Does the Adjutants General direct commanders to integrate safety information into SOPs, training plans and literature? NGR 385-10, paragraph 1-4h(2).
- e. Does the Adjutants General appoint Accident Investigation Boards as required by AR 385-40 and this regulation? NGR 385-10, paragraph 1-4h(4).

C-2. ARNG Safety Program Structure and Activities

- a. Have State Safety and Occupational Health Offices been established with HQ, STARC TDA, with staff responsibility vested in the Chief of Staff/Command Administrative Officer, or the State Aviation Officer. NGR 385-10, 2-1b.
- b. Is the State Safety and Occupational Health Office staffed and configured in accordance with currently approved manpower staffing models, AR 5-3, and AR 385-10 Chapter 2. NGR 385-10, 2-1c.
- c. Are personnel selected for SOH, OHN, and IH maintaining position qualifications required for NGB Certification? NGR 385-10, 2-1c(2).
- d. Have additional duty safety personnel been appointed by commanders to perform required safety and accident prevention functions in troop, industrial or administrative units not staffed with qualified full-time personnel? NGR 385-10, 2-1c(3).
- e. Do State Adjutants General require commanders or supervisors responsible for RAC 1 and 2 deficiencies, or serious accidents, to brief circumstances causing the deficiency or accident? NGR 385-10, 2-2a(1).
- f. Has funding been provided for the Occupational Health Nurse to complete 20 contact hours of training annually in order to maintain ABOHN certification requirements?
- g. Have annual workplace inspections been conducted by ARNG personnel who have received formal training in workplace hazard recognition? NGR 385-10, 2-2(2).
- h. Do Safety Councils meet quarterly? NGR 385-10, 2-3c.
- i. Has The Adjutants General directed that safety and occupational health councils be appointed at multi-unit facilities or where a high hazard area exists? NGR 385-10, 2-3e.
- j. Have procedures been established for staffing recommendations to or thru the commander appropriate safety actions? NGR 385-10, 2-3f.

C-3. Safety Training

- a. Does the State conduct an Annual State Safety and Health Conference and Workshop? NGR 385-10, 3-2c.
- b. Does each State conduct an Annual Safety Day? NGR 385-10, 3-2f.
- c. Does the State conduct Pyrotechnic Simulator Training for E6 and above prior to issuance or use of such devices? NGR 385-10, 3-2h.
- d. Has the Safety and Occupational Health Manager, safety specialist, and/or Occupational Health Nurse been NGB certified within a 3 year period from date of appointment? NGR 385-10, 3-3a.

C-4. Army National Guard Aviation and Ground Accident Reporting, Investigating, and Recordkeeping

- a. Have all accidents been reported to the immediate chain of command? NGR 385-10, 4-2.
- b. Are Accident Investigation Boards appointed per AR 385-40, with membership appropriate for the board? NGR 385-10, 4-4a.
- c. Is environmental damage to military property totaling \$2,000 or more investigated and reported on DA Form 285.
- d. Are injuries resulting in lost workday cases investigated and reported on DA Form 285 or 285-AB-R? NGR 385-10, 4-6b.
- e. Does the State Safety and Occupational Health Office maintain accident reports IAW AR 385-10, AR 25-400-2, and AR 385-40? NGR 385-10, 4-8b.

C-5. Federal Employees Compensation Act (FECA)

- a. Is an OSHA Form 200 Log of Federal Occupational Injuries and Illnesses, or format OSHA Publication 2014 maintained at the State Safety Office? NGR 385-10, 5-4a.
- b. Was an annual summary completed of occupational injuries and illnesses? Copy furnished to NGB within 10 days of end of FY? NGR 385-10, 5-4e (1)&(3).
- c. Has The Adjutants General established a FECA working group within the State? NGR 385-10, 5-5b(2).
- d. Does the FECA working group review compensation claims and forms? NGR 385-10, 5-5c(3).
- e. Do Safety Personnel evaluate the top five injuries or illnesses reported by nature, cause, anatomical location. NGR 385-10, 5-5e(6).
- f. Do Safety Personnel investigate accidents with or for the supervisor for job-related injuries and illnesses? NGR 385-10, 5-5e(10).
- g. Does the State Occupational Health Nurse develop and conduct baseline medical screening for new employees? NGR 385-10, 5-5f(2).
- h. Does the State Occupational Health Nurse assist in employee training and education? NGR 385-10, 5-5f(5).

C-6. ARNG Occupational Health Program

- a. Does the Occupational Health Professional possess a current license as a registered nurse? NGR 385-10, 6-1(d).
- b. Does the Occupational Health Nurse(OHN) conduct annual medical workplace surveys within health hazardous work sites? NGR 385-10, 6-3e(7).
- c. Does the OHN ensure and document employee mandatory training requirements to include a program of instruction and an employee roster? NGR 385-10, 6-3e(8).
- d. Does the OHN periodically visit work areas to observe work operations and potential hazards? NGR 385-10, 6-3e(9).
- e. Does the OHN participate as a member of the State Safety and Occupational Health Council? NGR 385-10, 6-3e(12).
- f. Does the Human Resource Office (HRO) collaborate with the OHN to schedule personnel for the required pre-placement, periodic, and termination examinations? NGR 385-10, 6-3f(2).
- g. Does the HRO notify employees to report for appropriate medical surveillance testings? NGR 385-10, 6-3f(6)
- h. Do personnel managers and supervisors provide the HRO with health and safety information necessary for job classification and placement actions? NGR 385-10, 6-3h(5).
- i. Does the Regional Industrial Hygienist (IH) coordinate with the OHN in providing direct or contract support?
NGR 385-10, 6-5(a).
- j. Does the OHN accomplish periodic walk-through visits of all work areas. NGR 385-10, 6-6.
- k. Has a Hearing Conservation Program been initiated IAW DA PAM 40-501? NGR 385-10, 6-7a.

- l. Does the OHN conduct employee education on vision conservation and eye safety, to include a review of contact lens usage? NGR 385-10, 6-9b(4).
- m. Has an Alternate State Radiation Protection Officer been designated by the State ? NGR 385-10, 6-10b.
- n. Has a Reproductive Health Program been established and implemented by the State? NGR 385-10, 6-11a.
- o. Has a policy for prompt OHN notification of pregnancy by employees been established? NGR 385-10, 6-11 a(4).
- p. Does the OHN assess the employees job assignment and work environment when notified of pregnancy by the employee? NGR 385-10, 6-11(5).
- q. Has an Occupational and Health Counseling Program been implemented IAW 40-5? NGR 385-10, 6-15.
- r. Has a Health Promotion and Wellness Program been implemented IAW NGR 600-63? NGR 385-10, 6-16.
- s. Has a Medical Surveillance Program been implemented IAW 40-5? NGR 385-10, 6-17(a).
- t. Has the OHN developed a follow-up and referral system for health examination and screening programs?
- u. Has a OWCP Case Management Program been developed to facilitate recovery from workplace illnesses and injuries through timely intervention? NGR 385-10, 6-17q.
- v. Are occupational health records for technicians maintained in SF66D and protected IAW AR 40-66? NGR 385-10, 6-19a.
- w. Are results of applicable industrial hygiene sampling conducted in support of the OHP included in individual occupational health records? NGR 385-10, 6-19b.

C-7. ARNG Hazard Communication Program

- a. Has the State Adjutants General published and maintained a written Hazard Communication Policy in accordance with DoDI 6050.5? NGR 385-10, 7-4b..
- b. Have employee training programs been established for all personnel working with hazardous chemicals or waste? NGR 385-10, 7-4(5).
- c. Does the USPFO notify the appropriate Office of Primary Responsibility (OPR) when new chemicals are introduced into the workplace and provide the OPR wutg a copy of the MSDS for these chemicals? NGR 385-10, 7-4d(1).
- d. Is local training for Hazard Communication Standard (HCS) documented? NGR 385-10, 7-5b.
- e. Are Material Safety Data Sheets maintained for all chemical substances at their respective worksites? NGR 385-10, 7-7b(4).
- f. Are employees informed of emergency procedures to be followed if exposed to hazardous chemicals in case of a spill or emergency? NGR 385-10, 7-8b.

C-8. ARNG Risk Management Program

- a. Has the Adjutants General published written risk management procedures and distributed them to each unit? NGR 385-10, 8-4a.
- b. Has training in risk management been provided for all personnel? NGR 385-10, 8-4(1).

C-9. Army National Guard Aviation Accident Prevention

- a. Does the commander review unit safety risk management assessments that consider the units size, mission, personnel training requirements, type aircraft assigned, available support facilities and geographical location prior to establishing aviation accident prevention directives? NGR 385-10, 9-1.
- b. Are safety programs fully supported with funding and resources? NGR 385-10, 9-4.
- c. Are Unit Safety Surveys conducted semi-annually for facilities and full-time ARNG Operations? Annually for ARNG aviation units? NGR 385-10, 9-4e(5), 9-4f(5).
- d. Are quarterly safety council meetings conducted by the units? NGR 385-10, 9-4f(10).

- e. Have minimum subjects listed in AR 385-95 been addressed in Unit SOPs? NGR 385-10, 9-4h(2).
- f. Has the facility/unit established an Aircrew Information Reading File? NGR 385-10, 9-4h(3).
- g. Has a Pre-accident Notification Plan been developed in coordination with the facility? NGR 385-10, 9-4h(8).
- h. Has ALSS been included in the SOP? NGR 385-10, 9-4j(1).
- i. Does the ALSS officer/technician participate as a member of the command safety council? NGR 385-10, 9-4j(2).
- j. Does the Flight Surgeon, if assigned, provide education to crewmembers on aeromedical aspects of flight? NGR 385-10, 9-4l(4).
- k. Are SOPs and policy letters reviewed annually for current operating procedures and policies? NGR 385-10, 9-4 d(5).
- l. Is monthly/quarterly safety training conducted and documented. NGR 385-10, 9-4d(16).
- m. Does the commanders aviation accident prevention guidance contain provisions for safety education IAW AR 385-95 and chapter 3 of this regulation? NGR 385-10, 9-4d(12).

C-10. Promotional and Educational Materials

- a. Has the State Adjutants General budgeted funds to procure safety and occupational health promotional and educational materials? NGR 385-10, 10-3.

C-11. Accident Prevention Awards Program

- a. Has the State Adjutants General established a safety awards program? NGR 385-10, 11-5(a).
- b. Has the State Adjutants General ensured adequate funding for locally procured safety awards. NGR 385-10, 11-5d(3).

C-12. Ammunition and Explosives Safety

- a. Has the State Safety and Occupational Health Manager reviewed all explosive site plans, requests for waivers, and exemptions? NGR 385-10, 12-2c(2).
- b. Has the State Safety and Occupational Health Manager conducted an annual safety survey of ammunition storage sites in conjunction with DDESB survey teams? NGR 385-10, 12-2c(4).
- c. Are site plans for ammunition storage submitted to NGB-AVN-SG in triplicate.
- d. Are waivers for ammunition storage areas reviewed on an annual basis 60 days prior to the expiration date? NGR 385-10, 12-6e.
- e. Have any waivers been approved for five consecutive years? NGR 385-10, 12-6f.

C-13. Firing Ranges

- a. Have ranges not meeting one or more of the requirements specified in AR 385-62 or AR 385-63 obtained a range safety waiver? NGR 385-10, 13-3(c).
- b. Have safety acceptance inspections been completed on newly constructed, modified, or overhauled outdoor ranges before use? Are periodic inspections conducted? NGR 385-10, 13-5.

C-14. Industrial Hygiene

- a. Are periodic workplace evaluations conducted of worksites to accurately identify and quantify all potential health hazards? NGR 385-10, 14-3.
- b. Is all workplace monitoring conducted by an industrial hygienist, industrial hygiene technical or a monitor under the technical direction of an industrial hygienist? NGR 385-10, 14-3(d).
- c. Are annual inspections conducted at workplaces with identified potential health hazards? NGR 385-10, 14-4.

C-15. Ground Safety Programs

- a. Has the state written programs or procedures within their regulations for appropriate ground safety programs listed in chapter 15 of NGR 385-10? NGR 385-10, 15-1(c).
- b. Have Safety and Occupational Health Managers been assigned funding to execute their programs? NGR 385-10, 15-3b.
- c. Have additional duty personnel received training as required in Chapter 1 of this regulation? NGR 385-10, 15-3f.
- d. Has the State developed an emergency action plan to cover those actions employers and employees must take to ensure employee safety from fire and other emergencies, such as flood, tornado, etc? NGR 385-10, 15-3ac.

C-16. Annual Workplace Inspections

- a. Are funds identified at the local level to correct safety and occupational violations? NGR 385-10, 16-2b.
- b. Are records maintained on the status of each abatement program for State programs in the State Safety Office. NGR 385-10, 16-2c.

C-17. Airborne/Other Special Purpose INFIL/EXFIL Techniques Accident Prevention Program (AAPP)

- a. Has the State, as appropriate, established and implemented an ARNG Airborne Accident Prevention (AAPP) Program? NGR 385-10, 17-4b(1)(a).
- b. Are airborne units within the State receiving funding for refresher training and Additional Airborne Unit Training Assemblies (AAUTA) required to maintain proficiency? NGR 385-10, 17-4b(1)(c).
- c. Does the State Safety Office coordinate with the airborne unit commanders to schedule ARNG Airborne Accident Prevention Program Survey dates/Survey Personnel? NGR 385-10, 17-4b(2)(c).
- d. Are trained safety personnel assigned to each airborne unit? NGR 385-10, 17-4a(4)(b).

APPENDIX D

Explanation of Terms, Classifications, Rates, and Types of ARNG Accidents

D-1. ARNG accident. An unplanned event or a series of events which results in one or more of the following:

- a. Damage to ARNG property.
- b. Injury to ARNG military members, on or off duty (paragraph D-13b through f and paragraph D-14).
- c. Injury to on-duty ARNG technicians (military and competitive) or ARNG contractor personnel. (Paragraph D-13a and g.)
- d. Occupational illness to ARNG military members, ARNG technicians, or ARNG contractor personnel.
- e. Injury or illness to non-ARNG personnel or damage to non-ARNG property as a result of ARNG operations.

NOTE: See AR 385-40, paragraph 2-5 for occurrences which do not constitute an Army/ARNG accident.

D-2. Property damage. Includes real property (facilities or real estate), equipment or material where there is a cost to repair or replace.

D-3. Injury. Traumatic bodily harm such as a cut, fracture, amputation, burn, poisoning, stress or strain caused by a single or short exposure to an external force, toxic substance, or physical agent resulting in one or more of the following:

- a. Fatality, regardless of the time between injury and death.
- b. A lost workday case (as defined in par D-7).
- c. A nonfatal case without lost workdays (as defined in paragraph D-8).
- d. Permanent total disability or permanent partial disability (as defined in paragraph D-6).

D-4. Occupational injury. Any on-duty injury to ARNG personnel caused by events or conditions in the occupational environment which requires more than first aid treatment (paragraph D-9).

D-5. Occupational illness. Any abnormal physical condition or disorder, other than one resulting from an injury (paragraph D-3), caused by exposure to the occupational environment and resulting in any of the following:

- a. Fatality, regardless of the length of the illness, while on duty and employed by the Army.
- b. A lost workday case (as defined in paragraph D-7).
- c. A nonfatal case without lost workdays (as defined in paragraph D-8).
- d. Permanent total disability or permanent partial disability (as defined in paragraph D-6).

D-6. Permanent disabilities.

a. Permanent total disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful employment.

NOTE: The loss, or the loss of use of both hands, feet, eyes, or any combination thereof as a result of a single accident is considered permanent total disability.

b. Permanent partial disability. Any injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss of permanent impairment of any part of the body. Exceptions are listed in AR 385-40, Glossary; Section 2/Terms.

NOTE: Hearing loss cases meeting the criteria for reporting in the Army Occupational Health Report (per AR 40-5) are permanent partial disabilities for the purpose of this regulation.

D-7. Lost workday case.

Lost workday cases are subdivided into the following two categories:

a. Cases involving days away from work. There are cases in which an accident results in ARNG military members, technicians or contractor personnel missing one or more workdays. Days away from work are those workdays (consecutive or not) on which these personnel would have worked but could not because of injury or occupational illness. Excluded are days that these personnel would not have worked even though able to work, and the day of the injury or onset of occupational illness. Rearrangement of work schedules is not authorized to eliminate the requirement for reporting days away from work cases.

b. Cases involving days of restricted work activity. There are cases where ARNG military members, technicians, or contractor personnel may not have lost a workday, but because of an injury or occupational illness, the individual:

(1) Was assigned to another job on a temporary basis, or:

(2) Worked at a permanent job less than full-time, or:

(3) Worked at a permanently assigned job but could not perform all duties normally connected with it.

NOTE: Personnel (paragraph D-13) must be present at their assigned duty station and performing duties in a restricted capacity as defined above to qualify as a restricted work activity case.

D-8. Nonfatal cases without lost workdays. Cases, other than lost workday cases, where ARNG military members, technicians or contractor personnel, because of an injury or occupational illness:

a. Were permanently transferred to another job or terminated, or:

b. Required medical treatment greater than first aid (as defined in paragraph D-9) or:

c. Lost consciousness, or:

d. Were diagnosed as having an occupational illness that did not result in a fatality or lost workday case.

This includes new diagnosed occupational illnesses detected on routine physical examinations.

D-9. First aid. This is a one-time treatment for minor scratches, cuts, burns, and similar injuries that do not ordinarily require medical attention, plus any follow-up visits for observation. Such one-time treatment and follow-up visits will be considered first aid, even if provided by a physician. *ANSI standard Z16.4-1977 may be used in determining first aid cases.

D-10. Observation and diagnostic procedure. Hospitalization or restriction from assigned work activities for observation or diagnosis is not a lost workday case or a nonfatal case without lost workdays, if:

a. No treatment or medication is given for the suspected injury or occupational illness, and:

b. Competent medical authority determines the individual could have returned to his or her normal job without impairment or disability. This classification also applies when an individual is temporarily restricted from regularly assigned duties to preclude exceeding time-weighted exposure limits. *ANSI standards Z16-4-1977 may be obtained from the Sales Department, American National Standards Institute, 1430 Broadway, New York, NY 10018.

D-11. Accident cost. ARNG accidents are classified according to AR 385-40 Chapter 2-6 Section II.

D-12. Accident classification. ARNG ground and aviation accidents are classified in accordance with AR 385-40, Chapter 2, Section I.

D-13. Personnel classifications. The following classifications are used in reporting ARNG accidents. Personnel classifications are selected on the basis of the status the individuals) are in at the time of the accident.

a. ARNG technicians, federal civil service personnel and military employed under 32 USC 709.

b. Inactive Duty Training (IDT). Those individuals who are:

(1) Traveling directly to or from authorized training or performing authorized training as a member of the ARNG, consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties prescribed activities of the organization in which they are assigned, not to include periods of State active duty.

(2) Reserve Officer Training Corps (ROTC) cadets performing professional enrichment training while under ARNG supervision and directed by competent orders, regardless of the training site. Also included are cadets involved in rifle and pistol marksmanship training under ARNG supervision on any firing range.

c. Annual Training (AT). ARNG members and ROTC cadets, while under ARNG supervision and directed by competent orders, who are performing annual training under 32 USC 503. Training may be for one consecutive period or in increments of one or more days depending on mission requirements.

d. Active Duty for Special Work (ADSW). Those members of the ARNG who are under competent orders, performing short term special missions, with or without pay, for periods of less than 179 days.

e. Active Duty Guard/Reserve (AGR). Those individuals serving on AGR under any of several ARNG programs (for example, AFTM, AGR-C, FTRF, SIDPERS, DAS-3, etc.).

f. Active Duty Training (ADT). Those individuals who are under competent orders performing tours of training duty under Title 10 for periods of 1-179 days. These tours of duty provide for return to non-duty status when the period of active duty is completed.

g. ARNG Contractor. A contractor employed in an ARNG activity or operation, or on an ARNG installation, including employees and technical representatives, which are performing work under Federal contract. An accident is not reported if such an employee is on the contractor's premises working on material for the ARNG. When reporting ARNG contractor accidents, indicate Army contractor on DA Form 285 (block 17).

h. Other. This category includes all persons not specifically covered in paragraphs a through g above, as follows:

- (1) Employees of other Federal agencies.
- (2) Other U.S. civilians.
- (3) Off-duty ARNG technicians.
- (4) Visitors and contractor employees injured on the installation in non-duty activities.

D-14. Duty status determination. The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below. Paragraph A2.7 of ANSI Standard Z16.4-1977 may be used to assist in this determination.

a. On duty. ARNG personnel are on duty when they are:

(1) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.

(2) Being transported by Army or commercial conveyance to perform officially assigned work.

(3) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimbursable expenses are authorized.

(4) Participating in mandatory sports or physical training activities.

b. Off duty. Not in an on-duty status, whether on or off Army/ARNG installations.

D-15. Accident and injury rates. ARNG Injury and accident rates are computed in accordance with AR 385-40 Chapter 2-13.

D-16. On-post and off-post accidents. Accidents or aircraft mishaps occurring within the confines or Army or ARNG-owned, leased, or DOD-controlled real estate are considered on-post accidents; all others are considered off-post.

D-17. Fire accident.

- a. A fire, or an explosion followed by fire, incident to an ARNG operation or activity which results in:
 - (1) The loss or damage to ARNG or non-ARNG property (including timber or grasslands (AR 420-90)).
 - (2) Injury.
 - (3) Occupational illness.
- b. Proven cases of arson, incendiary fire, or dissident actions are excluded. Also excluded are fires resulting from properly fired ordnance in range impact areas. A fire resulting from a marine accident or an aircraft accident will be termed a marine accident or an aircraft accident.

D-18. Marine accident. An ARNG marine accident that results in injury, collision, grounding, fire, or explosion that occurs to, or on board, or as a result of , the operation of any ARNG vessel or service craft. Or, involves diving or swimming operations resulting in injury or illness to person(s), or damage to a vessel, cargo, or other property.

- a. The term includes:
 - (1) Accidents occurring while loading or off-loading or receiving services at dockside.
 - (2) Damage to aircraft handled as a commodity on board.
 - (3) Accidents occurring up to the high water mark during amphibious or onshore warfare training operation.
 - (4) Damage and all injuries to ARNG personnel occurring on board, whether or not job related. On DA Form 285, these accidents will be shown as marine diving, marine underway, or marine not underway, as appropriate.
- b. The term does not include accidents which re reportable under other major categories prescribed in this regulation; for example, aircraft accident, missile, explosive, or chemical accident.

D-19. ARNG motor vehicle (AMV).

- a. A motor vehicle -
 - (1) That is owned, leased (includes GSA vehicles that are under full operational control of the ARNG) or that is on hand receipt or like document, or rented by the ARNG for official business.
 - (2) That is primarily designed for over-the-road operations.
 - (3) Whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles. The following are not considered ARNG motor vehicles for the purpose of this definition:
 - (a) Motor vehicle equipment designed primarily for off-the-highway operations; such as tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. These vehicles are termed combat vehicles (paragraph D-21) or other ARNG vehicles (paragraph D-22).
 - (b) Privately owned motor vehicle (paragraph D-23).
 - (c) Vehicles on hand receipt to, and operated by, non-ARNG persons or non-ARNG agencies and activities, such as the U.S. Postal Service or the American Red Cross.
- b. On DA Form 285, those accidents involving motor vehicles operated but not owned by the ARNG (that is, those vehicles rented/leased by the ARNG for official business) will be classified as ARNG-operated vehicles.

D-20. ARNG motor vehicle accident.

- a. An accident involving the operation of an ARNG motor vehicle (paragraph D-19) being operated as such at the time of the accident. Included are:
 - (1) Collisions with other vehicles, objects, or pedestrians.
 - (2) Personnel injury or property damage due to cargo shifting in a moving vehicle.
 - (3) Personnel injury in moving vehicles or by falling from vehicles.
 - (4) Towing or pushing accidents.
 - (5) Other injury and property damage as described in the term "ARNG accident".

b. The following accidents, although reportable and recordable, are not considered ARNG motor vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work; for example, vehicle falling off a jack or hoist, a tire explosion while inflating, or a finger cut off by a fan belt.

(3) Damage to a properly parked ARNG vehicle unless it is damaged by another ARNG/Army vehicle.

(4) Cargo directly damaged by weather.

(5) Damage to an ARNG motor vehicle resulting solely from natural phenomena. (act of God).

(6) Damage to an ARNG motor vehicle being handled as a commodity and not being operated under its own power.

(7) Damage to an ARNG motor vehicle caused by object thrown or propelled into it.

(8) Damage to an ARNG motor vehicle by fire when no ARNG motor vehicle accident occurred.

(9) Malfunction or failure of component parts as cited in AR 385-40, paragraph 2-5b.

D-21. ARNG combat vehicle accident.

a. An accident involving the operation of combat vehicles or equipment; such as tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and similar equipment being operated as such at the time of the accident. Included are -

(1) Collisions with objects, pedestrians, or other vehicles (see b(3) below).

(2) Personnel injury or property damage due to cargo shifting in a moving vehicle.

(3) Personnel injury in moving vehicles or by falling from moving vehicles.

(4) Towing or pushing accidents.

(5) Other injury or property damage as described in the term "ARNG accident."

b. The following accidents, although reportable and recordable, are not considered ARNG combat vehicle accidents. They are reportable as other type accidents:

(1) Personnel injuries that occur while loading, unloading, or mounting, dismounting a combat vehicle which is not moving.

(2) Death, injury, or property damage occurring solely from repair or service work.

(3) Collision with an ARNG motor vehicle (paragraph D-19), which will be considered an AMV accident regardless of the vehicle deemed most responsible for the collision.

(4) Damage to a parked combat vehicle, unless it is damaged by another combat vehicle.

(5) Damage to a combat vehicle resulting solely from natural phenomena.

(6) Damage to a combat vehicle being handled as a commodity and not being operated under its own power.

(7) Damage to a combat vehicle caused by objects thrown or propelled into it.

(8) Damage to a combat vehicle by fire when no combat vehicle accident occurred NGR 385-10.

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(9) Malfunction or failure of component parts as cited in AR 385-40, paragraph 2-5.

D-22. Other ARNG vehicle accident. An accident involving damage or personnel injury during the operation of other ARNG vehicles; such as tugs, bulldozers, forklifts, road graders, and agricultural-type wheeled tractors.

D-23. Privately owned motor vehicle (POV) accident. A traffic accident, regardless of the operator, that does not involve ARNG motor vehicles but result in:

a. A fatality or lost workday case injury to ARNG military members (paragraph D-13b through f).

b. Injury to ARNG technicians or contractor personnel in a compensable status.

c. Damage to ARNG property of \$1000 or greater.

D-24. Personnel injury, Other. Injury to personnel not covered by any other accident type.

D-25. Property damage, Other. Property damage not covered by another accident type.

D-26. Other terms, classifications, and reporting criteria. Other terms and reporting criteria are in the references as shown:

Glossary

Section 1 abbreviations

AAARs

Army Aviation Accident Reports

AAFA

Army Aviation Flight Activity

AAOF

Army Aviation Operations Facility

AAPP

Aviation Accident Prevention Program

AAPS

Aviation Accident Prevention Survey

AASF

Army Aviation Support Facility

AATS

Army Aviation Training Site

AAUTA

Additional Airborne Unit Training Assemblies

ABOHN

American Board of Occupational Health Nurses

ACGIH

American Conference of Governmental Industrial Hygienists

ACM

Advanced Composite Materials

ADSW

Active Duty for Special Work

ADT

Active Duty for training

AFTM

Army Full Time manning

AGR
Active Guard Reserve

AHS
Academy of Health Sciences
ALRPO
Alternate Radiation Protection Officer

ALSE
Aviation Life Support Equipment

AMO
Aviation Maintenance Officer

AMPOC
Aviation Mishap Prevention Orientation Course

AMSUS
American Military Surgeons of the United States

ANSI
American National Standards Institute

ANSI/IES
American National Standards Institute/Industrial Engineer Standard

APA
Aeromedical Physicians Assistant

ARs
Army Regulations

ARNG
Army National Guard

CSC
Command safety council

ASO
Aviation Safety Officer

ASO/FST
Aviation Safety Officer/Flight Safety Technician

ASOP
Airborne Standard Operating Procedures

ASHRAE
American Society of Heating, Refrigeration, and Air-conditioning Engineers

AT
Annual Training

ATRRS
Army Training Resource and Requirements System

AVCRAD
Aviation Classification Repair Activity Depot

BCSP
Board Certified Safety Professionals

CAI
Centralized Accident Investigation

CAIG
Centralized Accident Investigation Ground team

CECOM
Communications Electronics Command

COP
Continuation of Pay

CRCP
Civilian Resource Conservation Program

CSMS
Combined Support Maintenance Shop

CTA
Common Table of Allowances

DA
Department of the Army

DOD
Department of Defense

DOL
Department of Labor

DRs
Deficiency Reports

DZSO
Drop Zone Safety Officer

DZSTL
Drop Zone Support Team Leader

ESC
Enlisted safety council

EERs
Enlisted Evaluation Reports

EPA
Environmental Protection Agency

EIRs
Equipment Improvement Reports

FAA
Federal Aviation Administration

FECA
Federal Employees Compensation Act

FMs
Field Manuals

FOD
Foreign Object Damage

FRIES
Fast Rope Insertion Extraction

FTRF
Full Time Recruiting Force

FTS
Full Time Support

GRMPOC
Ground Mishap Prevention Orientation Courses

HCP
Hearing Conservation Program

HEARS
Hearing Evaluation Automated Registry System

HHIM
Health Hazard Support Function

HM
Hazardous Material

HQ, STARC
Headquarters, State Area Command

HQDA
Headquarters, Department of the Army

HRO
Human Resource Office

IAW
In Accordance With

CRI
Individually Controlled Radioactive Items

IDT
Inactive Duty for Training

IH
Industrial Hygiene

IHSF
Industrial Hygiene Support Function

IHT
Industrial Hygiene Technician

IP/ASO
Instructor Pilot/Aviation Safety Officer

IP/SIP
Instructor Pilot/Senior Instructor Pilot

MMB
Multi-Media Branch

MSDS
Material Safety Data Sheet

MTF
Medical Treatment Facility

MWOs
Maintenance Work Orders

NBC
Nuclear, Biological, Chemical

NCO
Noncommissioned Officer

NFPA
National Fire Protection Association

NGB
National Guard Bureau

NGBRAIB
National Guard Bureau Regional Accident Investigation Board

NIOSH
National Institute of Occupational Safety and Health

NIOSH/OSHA
National Institute of Occupational Safety and Health/Occupational Safety and Health Administration

NOTAM
Notice to Airmen

NSN
National Stock Number

NVD
Night Vision Device

OERs
Officer Efficiency Reports

OH
Occupational Health

OHMIS
Occupational Health Medical Information System

OHN
Occupational Health Nurse

OHP
Occupational Health Program

OHR
Operational Hazards Report
OHT
Occupational Health Technician

OPM
Office of Personnel Management

OPORDs
Operations Orders

OSHA
Occupational Safety and Health Act

OSH

Occupational Health Safety

OTAG

Office of the Adjutant General

OWCP

Office of Workers Compensation Program

PC

Pilots in Command

PCBs

Polychlorinated Biphenyls

PEC

Professional Education Center

PEL

Permissible Exposure Limit

POC

Point of Contact

POL

Petroleum, Oils, and Lubricants

PPE

Personal Protective Equipment

QASAS

Quality Assurance Specialist, Ammunition Surveillance

QDR

Quality Deficiency Report

RAC

Risk Assessment Code

RadPP

Radiation Protection Program

RHP

Reproductive Health Program

RPP

Respiratory Protection Program

SAAO

State Army Aviation Officer

SASO

State Aviation Safety Officer

SOH

Safety and Occupational Health

SOHC

Safety and Occupational Health Council

SOHM

Safety and Occupational Health Manager

SOHS

Safety and Occupational Health Specialist

SOPs

Standard Operating Procedures

SP

Standardization Pilot

SPIES

Special Insertion Extraction System

SRPO

State Radiation Protection Officer

SSO

State Safety Officer

SSN

Social Security Number

SSS

State Safety Specialist

STS

Standard Threshold Shift

TAG

The Adjutant General

TAMMS

The Army Maintenance Management System

TDA

Table of Distribution and Allowances

TMs

Training Manuals

TOE
Table of Organizational Equipment

TRADOC
Training and Doctrine Command

UIC
Unit Identification Code

USACHPPM
U.S. Army Center for Health Promotion and Preventive Medicine

USADACS
United States Army Defense Ammunition Center

USASC
United States Army Safety Center

USDOL
United States Department of Labor

USPFO
United States Property and Fiscal Office

UTAs
Unit Training Assemblies

VC & ESP
Vision Conservation & Eye Safety Program

Section 2 Terms

Control - Action taken to eliminate hazards or reduce their risk.

Condition - The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning and execution.

APPENDIX E

Recommended Equipment and Software

State of the art internet-capable computer system running current industry-standard software.

Data fax modem

Laser Printer

Laptop computer

Safety management software

OSHA CD

HMC&M/HM/Reg Scan

OSHA Control

Explosimeter

Meter, Air Velocity

Combustible Gas Detector

Tester Ground Loop

Calibrator, Sound

Meter, Sound Level

Meter, Photronic Light

Thermoanemometer, Alnor

Noise Dosimeter Kit (3 ea. & cal)

Monitor, CO (Personal)

Air Pump, ALPHA 1

Calibrator, Mass Flow Kit

Pump, Air, Sensidyne

Sampler, Air High Volume

Indoor Environment Monitor Metrosonics

Multigas-gas Monitor Gas Tech GX-94

Indicator, Combustible Gas

Meter, Sound Level, Quest

Octave Filter Set, Quest

M23 Colormetric Tube Kit

POW-R-Safe Tool Tester

Laminator

Typewriter

Overhead Projector

Monitor/VCR

35 MM single lens reflex camera

VHS Camcorder

Accident Investigation Kit

Publications

Safety Videos assorted

Book, Chemical List-BLR Vol. I-III

Book, Confined Space JJ Keller

Book, Compliance Audits Keller

Book, OSHA 1926, Merrit VOL 1-3

National Fire Codes, NFPA

Industrial Safety Report, Keller

Risk Management Manual, Merrit VOL 1-3

NEC Handbook

Encyclopedia of Safety and Occupational Health

Subscription**APPENDIX E**
Recommended Equipment and Software (Continued)

Right to Know Handbook BLR
How to Conduct Safety and Health Audits, BLR
How to meet OSHA's Safety and Health Guidelines, BLR
Supervisors Safety Meeting Handbook
Right to Know Compliance Manual JJ Keller
Chemical Labeling JJ Keller
Chemical Regulatory Cross REF JJ Keller
49 CFR Set
29 CFR Set
OSHA Facilities Marking Manual JJ Keller
Training and Record Keeping Manual JJ Keller
Life Safety Code Handbook (NFPA) Lathrop
Safety Performance System Bureau of Business Practice

APPENDIX F

References

Required Publications

AR 15-6, (Boards, Commissions and Committee Procedures for Investigating officers and Boards of Officers)

AR 25-400-2, (The Modern Army Recordkeeping System (MARKS))

AR 27-40, (Legal Services - Litigation)

AR 40-3, (Medical, Dental, and Veterinary Care)

AR 40-5, (Preventive Medicine)

AR 40-63, (Ophthalmic Services)

AR 40-501, (Standards of Medical Fitness)

AR 40-583, (Control of Potential Hazards to Health from Microwave and Radio Frequency Radiation)

AR 360-5, (Public Information)

AR 385-10, (Army Safety Program)

AR 385-30, (Safety Color Code Markings and Signs)

AR 385-40, (Accident Reporting and Records)

AR 385-60, (Coordination with Department of Defense Explosives Safety Board)

AR 385-62, (Regulations for Firing Guided Missiles and Heavy Rockets for Training, Target Practice, and Combat)

AR 385-63, (Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat)

AR 385-64, (Ammunition and Explosives Safety Standards)

AR 386-65, (Identification of Inert Ammunition and Ammunition components)

AR 385-95, (Army Aviation Accident Prevention)

AR 672-74, (Army Accident Prevention Awards)

NGR 385-15, (Policy, Responsibilities, and Procedures for Inspection and Evaluation of ARNG Indoor Firing Ranges)

NGB PAM 385-95, (Army National Guard (ARNG) Aviation Accident Prevention Plan)

DA Pam 738-750, (The Army Maintenance Management System (TAMMS))

APPENDIX F

References (Continued)

DODI 1000.3 (Safety and Occupational Health Policy for the Department of Defense)

DODI 1000.18 (Federal and State Occupational Safety and Health Inspections Investigations at Contractor Workplaces and Department of Defense Installations)

DODI 6050.5, (Hazardous Material information System)

DODI 6055.1, (Department of Defense Occupational Safety and Health (OSH) Program)

DODI 6055.2, (Personal Protective Equipment)

DODI 6055.3, (Hearing Conservation)

DODI 6055.5, (Industrial Hygiene and Occupational Health)

DODI 6055.5M, (Occupational Health Surveillance Manual)

DODI 6055.9 STD, (Ammunition and Explosives Safety Standards)

TB MED 501, (Occupational and Environmental Health: Hearing Conservation)

TB MED 502, (Occupational and Environmental Health: Respiratory Protection Program)

TB MED 503, (The Army Industrial Hygiene Program)

TB MED 506, (Occupational Vision)

TB MED 509, (Spirometry in Occupational Health Surveillance)

TB MED 510, (Interim Guidelines for the Evaluation and Control of Occupational Exposure to Waste Anesthetic Gases)

TB MED 513, (Occupational and Environmental Health Guidelines for the Evaluation and Control of Asbestos Exposure)

TB MED 514, (Occupational and Environmental Health Requirements for Painting Operations)

TB MED 523, (Control of Hazards to Health from Microwave and Radio Frequency Radiation and Ultrasound)

TB MED 524, (Control of Hazards to Health from Laser Radiation)

TPR 293-32, (Employee Medical File System (EMFS)) (when published)

TPR 335, (Merit Placement for National Guard Technicians)

TPR 752, (Discipline and Adverse Actions)

APPENDIX F
References (Continued)

TPR 810, (Workers' Compensation)

PL 91-596, (Occupational Safety and Health Act (OSHA) of 1970)

EO 12196, (Executive Order) Presidential Order

CFR 29-1910, (Occupational Safety and Health Standards)

CFR 29-1960, (Department of Labor Regulations on Federal Employee Occupational Safety and Health Programs)

DHHS, (NIOSH) Occupational Health Guidelines for Chemical Hazards)

FM 25-7, (Training Ranges)

Section II - Related Publications

AR 40-66, (Medical Records and Quality Assurance Administration)

AR 190-40, (Serious Incident Report)

AR 190-45, (Records and Forms)

AR 195-2, (Criminal Investigation Activity)

AR 340-17, (Release of Information and Records from Army Files)

AR 340-21, (The Army Privacy Program)

AR 600-10, (The Army Casualty System)

AR 600-85, (Alcohol and Drug Abuse Prevention and Control Program)

AR 635-100, (Officer Personnel)

AR 672-5-1, (Military Awards)

ANSI Z16.4-1977, (Uniform Recordkeeping for Occupational Injuries and Illnesses)

ANSI Z87.1, (Practice for Occupational and Educational Eye and Face Protection)

DA Pam 351-4, (U.S. Army Formal Schools Catalog)

PL 99-661 Title VI, DOD Authorization Act, 1987, November 14, 1986.

NOTES:

1. DOD Directives, Instructions, and Manuals, and military standards (MIL STDs) can be obtained from the U.S. Department of Commerce, National Information Service, 5285 Port Royal Road, Springfield, VA 22161 using DD Form 1425 (Specifications and Standards Requisition). (703 487-4600)
2. National Institute for Occupational Safety and Health and National Bureau of Standards Handbooks can be obtained from the Superintendent of Documents, Government Printing Office, WASH DC 20402.
3. National Fire Prevention Association publications can be obtained from the National Fire Prevention Association, Batterymarch Park, Quincy, NH 02269.
4. United States Public Health Service publications can be obtained from the Interagency Program Retail Food Protection Branch, Food and Drug Administration, 200 C Street, SW, WASH DC 20204.
5. U.S. Army Environmental Hygiene Agency publications can be obtained from Commander, USAEHA, ATTN: HSHB-A, Aberdeen Proving Ground, MD 21010-5422.
6. U.S. Environmental Protection Agency publications can be obtained from the National Technical Information Service, Port Royal Road, Springfield, VA 22161.
7. American National Standards Institute publications can be obtained from the American National Standards Institute Incorporated, 1430 Broadway, New York, NY 10018.
8. Unless otherwise noted, all other publications and blank forms are available through normal publications channels.

By order of the Secretary of the Army:

Edward D. Baca
Lieutenant General, USA
Chief, National Guard Bureau official:

Official:

Deborah Gilmore
Chief
Administrative Services

Distribution: A.

**NGB-AVN-S
memo)**

S: (60 days from date of

**MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, GUAM, THE
VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA**

**SUBJECT: National Guard Regulation (NGR) 385-10 entitled Army National Guard Safety and
Occupational Health Program.**

- 1. Enclosed is a draft of the new NGR 385-10 for your review and comment.**
- 2. This draft regulation has undergone extensive changes since it was last published in 1988. These changes are necessary in order to keep up with the latest trends in the Safety and Occupational Health arena. The original eleven chapters have been updated and, in some cases, combined to meet current requirements. In addition, six new chapters have been added to the draft regulation covering Risk Management, ARNG Aviation Safety/Aircraft Accident Prevention, Industrial Hygiene, Safety Programs, Workplace Inspections, and Airborne and Special Purpose Infiltration/Exfiltration Techniques.**
- 3. Due to the changes in this regulation, it is vital that qualified personnel conduct a detailed review to ensure that this draft regulation meets the Safety and Occupational Health needs of your State. Please provide comments/suggestions to the point of contact listed below. Failure to respond within the suspense date listed above will be interpreted as a concurrence to the draft regulation.**
- 4. Point of contact this Headquarters is.....**

**CF:
OHN
Safety Office
Aviation Safety
Industrial Hygiene**

**JOSPEPH L. Ferreira
COL, GS
Director, Aviation and Safety**

