

DEPARTMENT OF THE ARMY *CEHNCR 385-1-1
HUNTSVILLE CENTER, CORPS OF ENGINEERS
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Regulation
No. 385-1-1

19 June 1997

Safety
SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANAGEMENT

1. PURPOSE. This regulation establishes the U.S. Army Engineering and Support Center, Huntsville (USAESCH) policy, priorities, and responsibilities for Safety and Occupational Health Program Management.
2. APPLICABILITY. It is applicable to all organizational elements and operations of the USAESCH, regardless of appropriation or funding source.
3. REFERENCES. See Appendix A.
4. THE USAESCH COMMANDER'S SAFETY POLICY. All managers are responsible for the safety and well being of persons exposed to their operations and activities and for the prevention of accidents. To accomplish this policy all managers are committed to the following objectives:
 - a. To provide and maintain safe and healthful working conditions for Government and contractor personnel.
 - b. To provide safe environments for visitors and members of the public who are exposed to operations and activities managed by USAESCH.
 - c. To include safety in the plans and specifications for projects designed and constructed under the USAESCH supervision.
 - d. Operate each activity in a manner to assure that the safety and health of personnel is always given due consideration.
 - e. Prevent accidents which injure people, damage machinery and destroy materials, or cause needless personal suffering, inconvenience and expense.

*This Regulation supersedes CEHNDR 385-1-1, 22 September 1992

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f. To make every possible effort to prevent the occurrence of accidents recordable under AR 385-40 as supplemented by HQUSACE.

g. Assure every reasonable effort is made in the interest of accident prevention, fire prevention and health preservation.

5. PROGRAM ELEMENTS.

a. The Occupational Health Program fosters health and diminishes illness arising from the individual's employment. This encompasses special preventive measures for both military and civilian personnel who are exposed, or are potentially exposed, to toxic materials or other hazardous environmental influences.

b. The Safety & Occupational Health (S&OH) program will include all elements needed to achieve the objectives identified in paragraph 4. Each element is recognized by a program of information, requirements, and procedures.

c. As a minimum, the S&OH Program will consist of elements contained as appendices to this regulation and preventive measures to include:

- (1) Annually updated inventory of health hazard assessment of all USAESCH operations.
- (2) Inventory of toxic chemicals and agents at the user level.
- (3) Inventory of all sources of potentially hazardous electromagnetic and particulate radiation.
- (4) Occupational vision program.
- (5) Hearing conservation program.
- (6) Environmental controls.

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(7) Hazard communication program.

d. Medical services will be obtained from the Fox Army Community Hospital at Redstone Arsenal via intra service support agreement or from a contract physician, as necessary. Medical measures will be carried out in accordance with professional standards in the field of occupational health. Resident Engineer offices should identify medical service requirements in their safety plans.

6. RESPONSIBILITIES.

a. The Directors and Separate Office Chiefs and Resident Engineers at Construction Offices are responsible for integrating the policies and applicable programs of this regulation into the operations and activities of the function they manage.

b. The Directors and Separate Office Chiefs are responsible for initiating action so personnel will, when making surveys and inspections at field operations and activities, observe the work, keeping safety in mind. They will evaluate safety performance and discuss observed discrepancies with the official-in-charge.

c. The Chief, Safety Office shall act as the designated Occupational Safety and Health Official for the USAESCH and is responsible for:

(1) Developing and administering a Safety and Occupational Health Program suited to the USAESCH missions, priorities and activities.

(2) Interpreting safety codes, standards and procedures to assure uniform and consistent application of safety engineering provisions.

(3) Determining priorities with respect to the factors which cause occupational accidents, injuries and diseases, so that appropriate corrective actions may be taken.

(4) Maintaining an inventory of health hazards

associated with each location within its area of jurisdiction.

(5) Providing information to the U.S. Army Aviation and Missile Command Civilian Personnel Advisory Center (CPAC) (located on Redstone Arsenal) on the hazards present at specific work sites.

(6) Obtaining the occupational health services for qualified personnel in accordance with ER 690-1-792.

(7) Establishing procedures for scheduling required medical examinations for new employees.

(8) Providing liaison between USAESCH and the organization activity responsible for providing health services to the USAESCH.

(9) Ensuring that training programs are conducted to inform personnel of workplace hazards, the use of personal protective equipment and the function of the occupational health program.

(10) Studying, surveying, and evaluating the efforts expended toward the prevention of accidents on all phases of the activities being conducted.

d. The Director, Engineering Directorate, is responsible for ensuring that:

(1) Accident potentials are considered and control measures incorporated in the development and planning stages of design. Human engineering and fail-safe principles will govern rather than place reliance on the safety consciousness of personnel. System safety techniques should be used where possible.

(2) Nationally recognized safety codes and standards are observed in the design of facilities for the USAESCH and using agencies. Drawings and specifications will be consistent with the standards of the Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA).

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(3) Electrical safety is considered during the design of all projects. Keep work on energized lines or equipment to a minimum. Determine the need for electrical outages at design conferences with the using agency. The using agency will justify, in writing, those instances where electrical outages cannot be allowed. When outages cannot be allowed, include specialized tools, equipment, and procedures in the contract to ensure work is performed safely and efficiently.

(4) Input is received from Safety & Occupational Health Office and other staff elements in development of plans and specifications for high hazard projects, e.g., asbestos abatement or hazardous/toxic waste cleanup.

e. The Director, Chemical Demilitarization Construction Directorate, is responsible for:

(1) Forwarding comments from higher authority relating to safety to the Safety & Occupational Health Office.

(2) Reviewing contractor accident reports prior to receipt in the Safety & Occupational Health Office.

(3) Ensuring that personnel are knowledgeable of:

(a) Safety policies, procedures, and requirements applicable to their work.

(b) Identifying hazards likely to be brought about by the movement of personnel, equipment, and materials during the construction and/or operation and maintenance of the facilities.

(c) Determining that appropriate job safety plans are made for work performed by Government personnel, hired labor or contract in accordance with the Job Hazard Analysis.

(4) Observing working conditions and work methods during field surveys to ensure that safety standards are being adequately implemented.

f. The Director, Logistics Directorate, is responsible for:

(1) Ensuring that personnel are knowledgeable of:

(a) Safety policies, procedures, and requirements applicable to their work.

(b) Identifying hazards likely to be brought about by the movement of personnel, equipment, and materials during operation and maintenance of this facility.

(c) Observing working conditions and work methods during field surveys to ensure that safety standards are being adequately implemented.

(2) Submitting military vehicle, privately owned, GSA and rental car official mileage broken down into two categories: (1) cars, pickups, and vans, and (2) heavy trucks.

g. The Chief, Public Affairs Office, is responsible for:

(1) Including safety items in the various USAESCH publications.

(2) Ensuring that S&OH issues are appropriately addressed in command briefings and presentations.

(3) Assisting the Safety Office with safety awareness and promotion through the Command Information Program.

h. Directors and Separate Office Chiefs are responsible for:

(1) Implementing the provisions of this and other safety and health regulations.

(2) Establishing and maintaining safe and healthful work areas.

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(3) Ensuring that all subordinate personnel are apprised of building emergency, accident reporting and first aid treatment procedures.

(4) Providing initial and continuing indoctrination to personnel regarding safe practices and procedures essential to the performance of their work.

(5) Correcting or arranging for correction of unsafe acts and conditions, and for providing and assuring the utilization of personal protective equipment and apparel to reduce hazards which cannot be eliminated and to reduce the severity of potential accidents.

(6) Obtaining necessary first aid and medical treatment for employees who sustain job-related injuries or diseases.

(7) Promptly investigating and reporting any injury or property damage accidents incident to personnel or activities under their jurisdiction.

i. Supervisors will:

(1) Review duties of positions and will notify the CPAC of physical requirements and special conditions of employment for the position.

(2) Coordinate with and advise the S&OH Office of plans for introducing new activities, processes, or chemicals into the work environment.

(3) Provide orientation to new employees regarding the occupational health program, S&OH regulations and conduct a continuing training program keeping employees informed of hazards associated with the work environment.

(4) Assure that working conditions are taken into consideration in the classification of positions, and in the recruitment and placement processes.

(5) Ensure that safety responsibility is defined in appropriate job descriptions.

(6) Ensure each branch office maintains a hazardous material inventory list of hazardous substances to which USAESCH employees may be exposed and provides a copy to the S&OH Office. Lists of substances obtained, stored, and used by contractors will be kept at the work site and need not be forwarded.

(7) Establish requirements and enforce the use of appropriate protective equipment and work procedures to ensure workers are protected against health hazards.

(8) Take prompt action to abate unsafe or unhealthy working conditions identified by them or their employees. Where hazards cannot be immediately corrected, interim measures must be implemented to minimize the hazard until final action is taken.

(9) Ensure all CA forms are routed through the S&OH Office prior to submittal to the CPAC for action under the Federal Workers Compensation Program.

(10) Fully investigate all accidents occurring to employees under their supervision.

j. Employees are responsible for:

(1) Complying with prescribed S&OH standards and procedures and should ensure that co-workers do the same.

(2) Reporting unsafe or unhealthy working conditions to their immediate supervisor and/or the Safety Office for corrective actions.

(3) Adhering to accident reporting requirements, i.e., immediately reporting all accidents to their supervisor.

(4) Reporting for physical examinations when scheduled.

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7. FEDERAL EMPLOYEE SAFETY AND OCCUPATIONAL HEALTH PROGRAM.

a. Reporting Injuries and Occupational Diseases. Report and record all work-related injuries and diseases according to Appendix B of this regulation.

b. OSHA Poster, DD Form 2272. Place the poster, Department of Defense Safety and Occupational Health Protection Program on all official bulletin boards. This poster informs employees of their rights and obligations provided in the Occupational Safety and Health Act of 1970, Executive Order 12196.

8. SAFETY AND HEALTH STANDARDS.

a. The safety and health standards for the Corps of Engineers are published in EM 385-1-1, Safety and Health Requirements. The place of employment includes all conditions, structures, machines, apparatus, devices, equipment, and materials associated with the use, maintenance, and operation of the work place.

b. If the Corps' requirements for a given practice or condition provides less protection than required by an OSHA standard, the OSHA standard will apply.

c. The Chief, Safety and Occupational Health Office, will determine if EM 385-1-1 is consistent with the Occupational Safety and Health Standards.

9. STANDARD ARMY SAFETY AND OCCUPATIONAL HEALTH INSPECTIONS (SASOHI).

a. The Directors and Separate Office Chiefs will establish a self-inspection system. As a minimum, the system will include a designated safety and health inspector, and a quarterly inspection of their areas. The system will identify those areas that are not consistent with EM 385-1-1 or OSHA standards. Correct hazards when they are identified.

b. All workplaces, including offices, will be inspected at least annually by a professional from the Safety & Occupational Health (S&OH) Office or Safety and Occupational Health Advisory Council (SOHAC) or if designated, the supervisor or person in charge of the area of operation. For any workplace where there is an increased risk of accident, injury or disease, inspections will be made more frequently as determined by the Chief, Safety Office. Deficiencies will be categorized and recorded in accordance with the procedures in AR 385-10.

(1) The S&OH Office will document the results of the inspections and provide copies to the responsible element for hazard abatement planning and action. When no deficiencies are noted, the inspection report need show only the dates the inspection was completed, state that no deficiencies were found, and identify the person or persons making the survey.

(2) The S&OH Office will maintain records of inspection findings on DA Form 4754 (Violation Inventory Log) or equivalent. Post DA Form 4753 (Notice No. _____ of Unsafe or Unhealthful Working Conditions), on the official bulletin board until the hazard has been corrected.

c. Construction field offices will be surveyed at least quarterly by professionals from the Safety Office, or more frequently as determined by the Chief, Safety Office. Construction operations include work practices and places of those employed in construction field offices. Paragraph 15 provides additional guidance for construction field offices.

10. ABATEMENT OF SAFETY AND OCCUPATIONAL HEALTH (S&OH) DEFICIENCIES.

a. The abatement of deficiencies will be coordinated by the S&OH Office. The hazard can usually be abated by altering the condition to comply with the protective measures prescribed in safety standards. Report unsafe conditions not covered by safety standards to the S&OH Office.

b. The supervisor or person in charge of the area surveyed will notify the General Services Administration (GSA) Buildings Manager or other appropriate authority, through the Directorate of Logistics Management, of the OSHA deficiencies identified and request the correction of same. Failure to correct the OSHA deficiencies in a timely manner will be referred to the S&OH Office.

c. If it will require more than 30 working days to abate a hazardous condition, the S&OH Office will prepare a DA Form 4756, Installation Hazard Abatement Plan for each hazard recorded on DA Form 4754 or equivalent which entails a risk assessment of IIIB or higher.

(1) Post a copy of the Abatement Plan, DA Form 4756, on the official bulletin board for the element involved and a copy filed in the S&OH Office.

(2) Show violations in category IIIC or below that cannot be immediately corrected as deferred on DA Form 4754 or equivalent until resources for correction become available.

(3) Bring violations that are the responsibility of another Army command or outside agency to the attention of their responsible official for action. Enter the deficiency on DA Form 4754 or equivalent, but no abatement plan needed.

d. If applicable, the supervisor in charge will identify appropriate budgeting categories for all deficiencies and will assign appropriate priorities to the correction of these deficiencies.

11. EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

a. General. Any employee who believes that an unsafe or unhealthful working condition exists in any USAESCH workplace should report the condition to the supervisor of that area.

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Employees may also request an inspection of such workplace by notifying the S&OH Office by telephone or in writing. Response to such requests will be in accordance with 29 CFR 1960.31(e).

b. Employees should report unsafe or unhealthful conditions using the following order of priority:

- (1) Oral reports directly to their supervisor.
- (2) Oral or written reports to their director of the office involved.
- (3) Written reports on DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions, to the S&OH Office. Comply with the following procedures when submitting DA Form 4755 directly to the S&OH Office:

(a) Report normally will be signed. However, investigate and resolve anonymous reports in the same manner as signed reports.

(b) Submit report directly to the S&OH Office.

(c) The S&OH Office will not identify persons who request anonymity to anyone other than necessary members of the staff and will take appropriate disciplinary action against any person violating this prohibition.

c. DA Form 4755. The S&OH Office will investigate all alleged unsafe or unhealthful conditions submitted on DA Form 4755. The originator of the report, if known, will be notified in writing, within 10 working days following receipt of the hazard report, of the results of the investigation. If this 10 workday suspense cannot be met, the originator will be provided with an interim response. If it is determined that a hazard exists, the reply will include a summary of the actions to be taken and the anticipated date that the corrective action will be completed. If it is determined that a hazard does not exist, the reply to the employee will include the basis for that information.

d. Appeals. If the originator is dissatisfied with the S&OH Office response, the originator may appeal to the USAESCH Commander. The Commander will review the findings and take appropriate action. If the originator is dissatisfied with the Commander's response, the originator may then appeal through channels to Chief, Safety and Occupational Health Division, HQUSACE (CESO) WASH DC 20314. The USACE Chief of Safety Office will review the findings, investigate as necessary, and verify the appropriateness of the response. If the report of hazard is judged unfounded, a reply to the originator rejecting the appeal will state the basis for rejection and will advise of the right to appeal to the Army Designated Occupational Safety and Health Official, DAIG-SD WASH DC 20315. Upon receipt of an appeal, the Office of the Inspector General of the Army will review the case and reply to the originator with a statement of findings. If the appeal is rejected, the reply will include a description of the originator's appeal rights to the DOD Designated Occupational Safety and Health Official. Appeal review levels prescribed above will not be bypassed.

e. Reports. The S&OH Office will retain copies of reports submitted under this hazard reporting system for five years following the end of the fiscal year in which they originate.

12. SAFETY AND OCCUPATIONAL HEALTH ADVISORY COUNCIL (SOHAC). The guidelines and responsibilities for the SOHAC are listed in Appendix D.

13. ACCOUNTABILITY. Each employee is accountable for observance of and reporting occupational safety and health hazards in facilities.

14. OPERATION OF MOTOR VEHICLES.

a. Operator's Permit. All Government employees who operate vehicles on official business will possess a valid state driver's license.

b. Seat Belts and Government Motor Vehicle Maintenance. Supervisors with assigned vehicles will include in his/her safety

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program a policy statement requiring seat belt usage. All vehicles will be properly maintained, cleaned, and all safety devices will be operable. Offices operating motor vehicles will implement a continuous safety inspection and preventive maintenance program covering all assigned vehicles.

15. CONSTRUCTION SAFETY AND OCCUPATIONAL HEALTH PROGRAM

a. The contract obligates a contractor to fulfill the safety requirements as firmly as all construction requirements. It is mandatory that the contractor comply with the safety and occupational health requirements set forth in the contract and assume responsibility for compliance by all subcontractors. The contract also requires the contractor to conform to Depot safety requirements. One such requirement is the involvement in emergency evacuation procedures and contingency exercises.

b. Every contractor will be required to comply with all pertinent provisions of EM 385-1-1, Safety and Health Requirements Manual. The contractor must also comply with Occupational Safety and Health Act (OSHA) standards.

c. In addition to EM 385-1-1, Safety and Health Requirements, the specifications for all contract work will include such additional measures as are necessary.

16. PHILOSOPHY OF ACCIDENT PREVENTION ON CONSTRUCTION PROJECTS. In addition to being a contract requirement, a well planned and conscientiously applied safety program is essential to efficiency, quality, and minimization of costs. To ensure that the Contractor's Safety Program meets these intents, the Resident Engineer must take a sincere, aggressive interest in deriving the maximum efforts and benefits from the contractor and his plan. Paramount to achieving this is the Resident Engineer involvement in, support and enforcement of, training in, and expectations out of safety.

17. RESIDENT ENGINEER'S SAFETY PROGRAM REQUIREMENTS.

a. Safety Policy. The Resident Engineer will write a safety policy for his/her area. This policy will state how he/she plans to implement the requirements of this regulation. The policy will assign responsibilities and will be updated annually.

b. Monthly Safety Meeting with Contract Supervisory Personnel. The Resident Engineer will conduct a regularly scheduled monthly safety meeting for all contractor supervisory personnel. These meetings will be documented with attendance and program presented. On large contracts, the contractor may hold a safety meeting for all supervisors on the contract, will document attendance and subjects discussed, and will provide a copy of the documentation to the Resident Engineer or his/her designated representative. The Resident Engineer or his/her designated representative will attend this meeting.

c. Self Inspection System, Contract. The Resident Engineer will establish an internal self-inspection system to keep advised on contract safety performance.

d. Contractor's Accident Prevention Plan. The Resident Engineer will review provisions of the contractor's Accident Prevention Plan to determine that they are appropriate for the work to be performed. The Resident Engineer will submit a copy of the accepted Accident Prevention Plan to the S&OH Office within 30 days after receipt.

e. Personal Protective Equipment. The Resident Engineer will provide safety equipment for employees as required. Personal protective equipment will be furnished to all Government employees according to the nature of exposure. As a minimum, all Government personnel will be equipped with the protection required by their job hazard analysis or as directed by the Resident Engineer.

f. Government Employees Monthly Safety Meeting. The Resident Engineer will conduct a monthly safety meeting for government employees. When the Resident Engineer conducts a

contractor monthly safety meeting, government employees may be included in lieu of conducting a separate meeting. Minutes of the meeting will be documented and will include the names of those present.

g. OSHA Poster, DD Form 2272. Post DD Form 2272 on all official bulletin boards with 29 CFR 1960, Current Executive Orders, and other items which the S&OH Office may designate attached.

h. Standard Army Safety and Occupational Health Inspections. The Resident Engineer will designate a safety and health inspector in writing. This person will make inspections of Government facilities annually. Document these inspections on DA Form 4754, Violation Inventory Log, or equivalent form, and post on the official bulletin board until all deficiencies have been corrected.

i. Formal Safety Training for Supervisors. One or more supervisors should receive formal safety training during the FY. Training will be documented.

j. Safety Training Non-supervisory Employees. Ten percent of employees (excluding clerical) should receive a minimum of eight hours safety training. Training will be documented.

k. Contractor's Safety Program. Keep the contractor's safety program on file at the job site throughout the duration of the contract.

l. Contract Safety Sign. The contractor will keep the project safety sign updated with current information.

m. Daily Log - Government Representative. A Government representative on the project will document safety activities on daily logs.

n. First Aid Case History Report. Contractors will submit a report on each contract monthly, reporting all first aid and lost

time injuries to contractor and subcontractor personnel. When no injuries occur, submit a negative report. The resident office personnel will review all first aid logs to determine accident trends, and will retain logs for further review by the Safety & Occupational Health Office.

o. Tool Box Safety Meetings.

(1) Government. The Resident Engineer shall establish procedures for and conduct monthly safety meetings to provide safety training and motivation to their employees. The minutes of these safety meetings shall be recorded and maintained.

(2) Contractor. Contractor field supervisors or foremen will conduct at least one safety meeting weekly for all workers. They will maintain an outline report of the meeting giving date, time, attendance, subject discussed, who conducted it, and furnish a copy to the Resident Engineer.

18. CONTRACTOR NOTIFICATION. Upon award of contract, the Resident Engineer shall send a letter to the contractor. The purpose of this letter is to call the contractor's attention to the contract clause entitled "Accident Prevention," instruct him to develop and present the accident prevention plan for the contract prior to the Pre-Work Safety Conference, provide him with information on preparing the contract Accident Prevention Plan, Activity Hazard Analyses, and accident investigation and reporting procedures.

19. ACCIDENT PREVENTION PLANS.

a. Contractors shall submit, in writing, to the Contracting Officer their proposals for effectuating the provisions of the contract clause entitled "Accident Prevention". The Accident Prevention Plan is an administrative document and, as such, should highlight general safety and health requirements. See Appendix Y of EM 385-1-1 for the minimum requirements for an acceptable Accident Prevention Plan.

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b. The intent of the Accident Prevention Plan is for the contractor to state the specific ways by which he/she plans to implement the Corps of Engineers General Safety Requirements and other applicable S&OH standards into his/her operating methods. The proposed action in the plan must not be stated in general terms, but will be specific proposals for controlling mishaps on a particular job.

c. All Accident Prevention Plans must be dated and signed, and must state the name of the contractor employee responsible for safety and occupational health.

d. Copies of the plan will be maintained at the Resident Office and at the job site. A copy of the plan shall be forwarded to the USAESCH S&OH Office for review.

e. Safety and occupational health-related topics to be covered at the pre-work mutual understanding conference and details concerning the Accident Prevention Plan are outlined in EP 415-1-260.

20. PRE-WORK MUTUAL UNDERSTANDING CONFERENCE. The Resident Engineer will provide a minimum of 7 days advance notification to the USAESCH S&OH Office of the pre-work mutual understanding conference for all construction contracts, contracts involving asbestos or hazardous waste abatement/handling, or contracts involving other hazardous or unusual activities. The conference shall be attended by those who will be in daily charge of the work at the site, both Government and contractor. The S&OH Office will attend selected Pre-work Mutual Understanding Conferences for the purpose of assisting the Resident Engineer's presentation on safety. They will also attend Pre-work Mutual Understanding Conferences, if requested by the Resident Engineer, when the project involves hazards more severe or frequent than those normally encountered. The role of the S&OH Office will serve as technical advisors to the Resident Engineer. The Preconstruction Safety Conference need not deal solely with safety but may be a part of the general Pre-work Mutual Understanding Conference. The agreements relating to safety and occupational health reached at the conference shall become a

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matter of record and shall be included as amendments to the contractor's Accident Prevention Plan. Minutes of the conference, including agreements reached and a record of attendance, shall be maintained. The minutes of the conference will be forwarded to the S&OH Office for review. A copy of the minutes will be maintained at the job site.

21. **ACTIVITY HAZARD ANALYSIS.** The Resident Engineer or his/her designated representative will meet with the contractor prior to the preparatory inspection of each activity or major phase of construction. The purpose of the meeting will be to identify the specific hazards that are associated with that phase of construction and discuss construction methods and equipment to protect the workers against the hazards anticipated. This analysis, when agreed upon by the Resident Engineer and contractor, will become a part of the contractor's safety program.

22. **COMPLIANCE INSPECTION.** The Resident Engineer will ensure that inspections are made, as necessary, but not less than once daily, to check the contractor's compliance with the requirements contained in the contract, Accident Prevention Plan, Activity Hazard Analyses, and agreements reached at the Pre-work Mutual Understanding Conference. The Resident Engineer shall also ensure that contractor personnel conduct inspections, at least once daily, for compliance with these requirements. This inspection will also include any subcontractor's activities. Inspections will be documented, preferably on the Inspector's Daily Report, and will identify all observed deficiencies, the actions required to correct the deficiencies, and will be followed-up to ensure correction of the deficiencies.

23. **GAINING COMPLIANCE WITH SAFETY REQUIREMENTS.**

a. The Resident Engineer will ensure that all Government representatives under his/her jurisdiction take the steps outlined below when they observe a condition, work practice, or act involving immediate hazard to workers, equipment, materials, or structures:

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(1) Require a contractor's representative to remove workers immediately from an area of danger or cease the dangerous operation or practice.

(2) If a contractor's representative is not at the site of the hazard, the Government representative will order the workers to leave the dangerous location or cease the hazardous operation.

(3) The Government representative will see that work is not resumed or that defective equipment, tools, scaffolds, or other facilities are not used until adequate corrective action is taken.

(4) The Government representative will immediately report any such partial work stoppage to the Resident Engineer.

(5) If the Government representative is unable to correct the hazard, he/she will immediately report the situation to his/her supervisor.

b. Suspension of Work for Noncompliance with Safety Requirements. Under the Accident Prevention Contract Clause, the Contracting Officer may order the suspension of all or part of the contract work if the contractor fails or refuses to comply with contract requirements. This authority is delegated to Resident Engineers.

c. When a contractor has consistently disregarded safety requirements, or has failed to make substantial progress to correct safety deficiencies, the Resident Engineer may withhold funds due the contractor as authorized under the Progress Payment Clause of the contract. Funds will be withheld until satisfactory progress toward safety compliance is achieved.

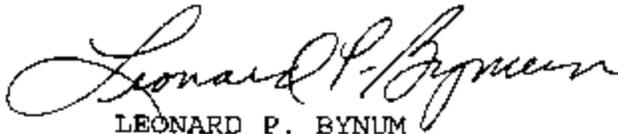
24. ACCIDENT INVESTIGATING AND REPORTING. Investigate and report all chargeable accidents according to Appendix B of this regulation. The contractor has responsibility to fully investigate on-site accidents and to identify corrective actions.

The government personnel on-site will conduct a parallel investigation and will note additional findings and corrective actions on the accident investigation report.

25. INSPECTION OF EQUIPMENT. Inspection of construction equipment will be performed in accordance with EM 385-1-1, USACE Safety and Health Requirements Manual. Examples of checklists are contained in Appendix C.

26. RADIOLOGICAL SAFETY. A radiation source may not be taken onto a military installation without prior approval of the installation Radiation Protection Officer (RPO). The Resident Engineer will contact the installation's RPO to discuss requirements and procedures for handling, storing, and using any radiation source.

FOR THE COMMANDER:



LEONARD P. BYNUM
Administrative Assistant

DISTRIBUTION:

A,B (Branch Level)

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REFERENCES

1. Commander's Safety and Occupational Health Policy Memorandum No. 95-6, CEHND-SO, 22 June 1995.
2. Title 29, Chapter XVII, Part 1910, Code of Federal Regulations.
3. Title 29, Chapter XVII, Part 1926, Code of Federal Regulations.
4. Title 29, Chapter XVII, Part 1960, Code of Federal Regulations.
5. Executive Order 12196, Occupational Safety and Health Programs, Federal Employees.
6. AR 385-10, The Army Safety Program.
7. AR 385-40, Accident Reporting and Records.
8. ER 385-1-40, Occupational Health Program.
9. ER 385-1-92, Safety and Occupational Health Document Requirements Hazardous Waste Remedial Act.
10. EM 385-1-1, General Safety Requirements Manual.
11. AR 40-5, Health and Environment.
12. AR 600-55, Motor Vehicle Driver - Selection, Testing and Licensing.
13. AR 600-58, Mechanical Equipment Operator - Selection, Training, Testing, and Licensing.

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14. ER 385-1-1, General Policy, Safety Office Functions and Program Elements
15. AR 385-55 and USACE Supplement I, Prevention of Motor Vehicle Accidents
16. ER 385-1-80, Radiological Safety
17. EF 415-1-260, Resident Engineer's Manual
18. PL 91-596, Occupational Safety and Health Act of 1970 (OSHA)
19. National Fire Codes

APPENDIX B

ACCIDENT INVESTIGATION AND REPORTING POLICY AND PROCEDURES

1. Purpose. This appendix establishes the policies, procedures, and requirements which will govern the reporting of accidents occurring at USAESCH activities.

2. Applicability. This appendix applies to all USAESCH employees, activities and contractors.

3. Scope. A typed, completed, and properly executed ENG Form 3394, September 1989 (Accident Investigation Report) will be forwarded to the Safety and Occupational Health (S&OH) Office within two (2) workdays after knowledge of occurrence for each type accident listed below:

a. Injuries or Occupational Disease to Personnel. All Army accidents and incidents, including occupational disease and injuries, regardless of how minor, are reportable to the USAESCH Safety and Occupational Health Office. An injury or occupational disease must be reported if it results in:

(1) A fatality, regardless of the time between the initial injury event and death or the length of disease.

(2) Permanent Total Disability. Any 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. (The loss of loss of use of both hands, feet, eyes, or any combination thereof as a result of a single accident will be considered as permanent total disability.)

(3) Temporary Total Disability. An injury which does not result in death, permanent total, permanent partial disability, but which does result in 1 or more days of disability (other than the day of the injury).

(4) Permanent Partial Disability. Any injury or occupational disease that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of a part of the body, with the following exceptions:

- (a) Loss of teeth.
- (b) Loss of fingernails or toenails.
- (c) Loss of tip of fingers or tip of toe without bone involvement.
- (d) Inguinal hernia, if it is repaired.
- (e) Disfigurement.
- (f) Sprains or strains that do not cause permanent limitation of motion.

(5) Other Injuries. Also all injuries/diseases to Federal employees that result in filing a Worker's Compensation claim with the Department of Labor, either traumatic (CA-1) or occupational (CA-2).

b. Contractor, including subcontractor, lost-time injuries or occupational diseases (for contracts on which EM 385-1-1 is applicable) which are sustained by on-duty personnel while they are engaged in work at the project site.

c. Injuries and property damage accidents occurring to service, supply, or research and development contractor employees which are sustained by on-duty personnel while they are engaged in work at the project site.

d. Injuries to Public Persons. Accident reports are required for injuries to public persons, as follows:

- (1) Accidents and permanent disability involving public

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persons which occur on Corps of Engineers administered property.

(2) Injury in any degree, to a public person, incident to a Corps of Engineers activity, or occurring on premises under control of the Corps of Engineers, which might result in a claim against the United States.

e. Motor Vehicle Accidents. All accidents involving the operation (whether moving or halted) of any Army Vehicle that results in injury, damage to vehicle, or damage to any other property regardless of the amount of damage. For the purpose of this regulation, "Army Vehicles" will include the following:

(1) All Corps of Engineers vehicles, regardless of whom was operating the vehicle at the time of the accident.

(2) Vehicles leased or rented and operated by Corps of Engineers personnel.

(3) Privately owned vehicles when used for official business, authorized by travel orders, and operated by Corps of Engineers personnel.

(4) General Service Administration (GSA) vehicles operated by Corps of Engineers personnel.

f. Private Property Damage. Accidental damage to private property, equipment, or material incident to a Corps of Engineers activity, regardless of the amount of damage, will be reported.

g. Other Accidents. Accident reports must be submitted covering accidental explosions; fire involving ammunition and other explosives; exposure to microwave or ionizing radiation; chemical exposures, and contamination or damage of property from biological, radiological, or chemical agents.

4. Safeguarding Accident Information. The completed ENG Form 3394 and any attachments or copies and extracts will not be appended to or enclosed in any report or document, unless the

sole purpose of the other report or document is to aid in accident prevention. Requests for copies of completed accident reports will be in writing and forwarded to the S&OH Office.

5. Immediate Notification.

a. Immediate telephonic notification will be made to the S&OH Office of any accident resulting in any of the following consequences:

(1) Fatality or permanent total disability to or involving on-duty military, government, or contractor personnel; also off-duty if on the premises or incident to a Corps of Engineers' activity or operation.

(2) Accidents in which three or more persons are hospitalized.

(3) Damage of \$200,000.00 or more to Corps of Engineers or contractor property and/or equipment.

(4) Any mishap, regardless of the consequences, if it is suspected that it will result in unfavorable criticism of the Corps of Engineers or the Army, or provoke questions at the Washington level.

(5) Drivers of motor vehicles (para 3e, this appendix) when involved in a motor accident will make telephonic/radio report of the accident to their supervisor as soon as possible after the accident occurs. Supervisors, upon notification, will make an immediate report through supervisory channels to the appropriate functional Director/Separate Office Chief. Directors/Separate Office Chiefs will then ensure that the S&OH Office is notified immediately.

b. When reporting an accident which requires immediate telephonic notification after duty hours, or on weekends or holidays, follow the notification roster procedures at Page B-11 of this appendix. The USAESCH S&OH Office will follow

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the procedures outlined in AR 385-40 when reporting Class A or B accidents.

c. Use enclosed DA Form 7306-R, Page B-12, Worksheet for Telephonic Notification of Ground Accident when reporting.

6. Accident Reports.

a. GOVERNMENT: The following accident reporting procedures apply to government employees sustaining occupational disease or on-the-job traumatic injuries.

(1) EMPLOYEE. An employee who sustains a job-related injury or disease shall obtain from their supervisor and complete the employee portion of an OWCP Form CA-1 (for traumatic injury) or a CA-2 (for occupational disease). After completion, return form to the immediate supervisor. A CA-1 must be submitted on all injuries regardless of how insignificant they seem.

(2) SUPERVISOR.

(a) The supervisor shall provide the appropriate CA forms to the injured employee. The CA-1 or 2 will be completed as above. A CA-16 authorizing medical treatment will be furnished to the employee to take to the physician. Upon completion by the physician, the CA-16 will be returned to the Chief, Safety Office. After completion of the CA-1 or 2 employee's portion, the supervisor shall complete the supervisor's portion. There is also a receipt portion which the supervisor must complete and give to the injured employee.

(b) In addition, the supervisor of the injured employee shall complete the USACE Accident Investigation Report ENG Form 3394, through block 15. A copy of the ENG Form 3394 must then be attached to the original CA Form. The two forms shall be forwarded to the S&OH Office within two (2) working days

from the date of the accident. The original ENG Form 3394 will be forwarded with its instructions, through management channels as indicated on the form for signature.

(c) An ENG Form 3394 must be completed on any accident resulting in a lost workday, medical expenses incurred without lost time, property damage of \$2,000.00 or more, or any motor vehicle accident.

(d) The following signature chain is to be used on the ENG Form 3394. After each signature the name must be typed or printed legibly.

- Item 15c. First line supervisor completing form.
- Item 16. Second line supervisor.
- Item 17. Director/Resident Engineer.
- Item 18. Safety and Occupational Health Office
- Item 19. Commander.

(e) When an accident produces damage to a vehicle, an SF 91 (Standard Form 91) will be completed at the scene of the accident if he/she is physically able. It is of the utmost importance that this form be fully completed. The completed SF 91 will be forwarded to the supervisor of the vehicle operator, who will complete an ENG Form 3394 accident report and follow the procedures stated in paragraph 6a of this appendix.

b. CONTRACTOR: The following reporting procedures apply to all contractor activities.

(1) In the event of an accident which results in a lost work day or \$2,000.00 or more in property damage, an ENG Form 3394 will be completed and submitted within two (2) workdays. Should an accident occur resulting in a fatality, \$200,000.00 or more in property damage, three or more persons being

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hospitalized, or any incident which would result in adverse publicity to the Corps of Engineers, immediate notification must be made to the Resident Engineer or Corps representative.

(2) Damage to contractor or subcontractor property which occurs incident to an operation, project, or facility for which EM 385-1-1 is applicable.

(3) Lost-time contractor or subcontractor injuries or occupational diseases which occur incident to an operation, project, or facility for which EM 385-1-1 is applicable.

(4) The reporting requirement of submitting ENG Form 3394 within two (2) working days still applies.

(5) The following signature chain is to be used on the ENG Form 3394 on Construction accidents. After each signature the name must be typed or printed legibly.

Item 15c. Corps Construction Representative and Contractor Representative.

Item 16. Resident Engineer.

Item 17. Director

Item 18. Safety and Occupational Health Office

Item 19. Commander.

(6) These forms must be requested through normal distribution channels and stocked in each office.

(7) Any questions concerning these reporting procedures should be directed to the Chief, Safety Office.

7. Board of Investigation.

a. Report of accidents involving a fatality or permanent

total disability to government, contractor, or military personnel or damage of \$200,000.00 or more will be investigated by a Board of Investigation (BOI) appointed by the USACE Commander. Basic requisites of investigations for accidents are outlined in AR 385-40.

b. A representative of the USAESCH Safety Office will serve on the board as technical advisor on accident investigation and reporting and technical safety requirements. Other members of the USAESCH may be designated as advisors to facilitate the investigation of the accident as required.

c. In the event that USACE delegates the USAESCH to conduct the BOI, the procedures listed in Appendix E will be followed. Two members of the S&OH office will travel as soon as possible to all accidents that result in a fatality.

8. Disciplinary Action (Vehicle Accidents).

a. In each case where accident circumstances, as determined by the accident investigation, indicate Negligent Failure on part of a government employee as a primary accident causative factor, the supervisor will forward through the proper channels, to the CPAC, his recommendation as to disciplinary action recommended, or reasons why such action is not recommended. Directors/Separate Office Chiefs shall review such recommendations and indicate their concurrence or nonconcurrence in writing.

b. Negligent failure shall include, but not be limited to:

(1) Willful violation of known or established safety regulations or requirements.

(2) Improper operation of an assigned motor vehicle resulting in an accident in which the driver is found at fault.

(3) Conviction of traffic violations (other than parking).

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(4) Driving government vehicles while under the influence of intoxicating liquor or drugs.

(5) Violation of a safety regulation that contributed to the accident.

c. Disciplinary action recommended shall be in accordance with criteria contained in AR 690-700, Discipline, Chapter 751.

9. Accident Reporting Integrity. It shall be the responsibility of operating officials to take reasonable steps to ensure that all accidents are being properly reported. In any case, where there is doubt as to who is chargeable in an accident, the operating official shall submit an accident report to the S&OH Office, with memorandum outlining facts pertinent to the case, and the decision as to whom is chargeable will be rendered by the proper authority.

10. Exposure Reports. To facilitate the preparation of accident statistics by The Department of the Army (DA) and US Army Corps of Engineers (USACE), and the identification of accident trends, the following motor vehicle mileage and man-hour exposure data will be submitted to reach CEHNC-SO not later than 5 working days after the end of each month. The information cut-off date will be the last day of each month.

a. Directorate of Logistics Management: Military vehicle mileage broken down into two categories; (1) cars, pickups, and vans, and (2) heavy trucks.

b. Resident Engineer Office: All resident offices are required to submit reports of manhours worked by contract personnel each month. Manhours worked by each

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prime contractor and subcontractor shall be listed separately on this report with contract number and name of contractor. Specify whether the contract is a construction, service, etc.

NOTE: When a report cannot be submitted by mail to reach the S&OH Office in time to meet the deadline date, submit a report by telephone, electronic mail, or facsimile.

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NOTIFICATION ROSTER

1. Notify the following personnel in the order listed:
 - a. Bill Chaffin 205-837-4092
Chief, S&OH Office
 - b. Ray Waits 205-430-0092
S&OH Specialist
 - c. Jim Cox 205-772-2428
Director, Chem-Demil Construction Directorate
(For Chem-Demil Accidents Only)
 - d. C. David Douthat 205-464-9879
Director, Ordnance and Explosives Team
(For Ordnance and Explosive Accidents Only)
2. Regardless of when notification is received, the information will be immediately reported to the Commander.

WORKSHEET FOR TELEPHONIC NOTIFICATION OF GROUND ACCIDENT

For use of this form, see AR 385-40; the proponent agency is OCSA

Immediately notify USASC telephonically of all Class A and B accidents (AW AR 385-40, chapter 3. Phone numbers are:
Commercial (205) 255-2860/4273/3410 or DSN 569-2860/4273/3410.

SHADED BLOCKS ARE FOR USASC USE ONLY		A. ASMIS CASE NUMBER		B. TIME & DATE OPS RECEIVED REPORT			
				a. Year	b. Month	c. Day	d. Time (local)
1. POINT OF CONTACT FOR ACCIDENT INFORMATION		a. Name					
b. Duty <input type="checkbox"/> Commander <input type="checkbox"/> Safety Officer <input type="checkbox"/> Other (Specify)		c. Phone Number		DSN:		Commercial:	
2. ACCIDENT CLASSIFICATION <input type="checkbox"/> A <input type="checkbox"/> B		3. TIME & DATE OF ACCIDENT		4. PERIOD OF DAY <input type="checkbox"/> Day <input type="checkbox"/> Night		5. ON/OFF DUTY <input type="checkbox"/> On-Duty <input type="checkbox"/> Off-Duty	
		a. Year	b. Month	c. Day	d. Time (local)	6. TYPE OF EQUIPMENT/MATERIEL INVOLVED	
7. UNIT				B. MACOM		8. NIGHT VISION DEVICE IN USE <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. EXACT ACCIDENT LOCATION							
11. ON-POST/OFF-POST? <input type="checkbox"/> On-Post <input type="checkbox"/> Off-Post		12. MILITARY INSTALLATION NEAREST ACCIDENT SITE					
CHECK "YES" or "NO" FOR QUESTIONS 13 THROUGH 17				Yes	No	19. PERSONNEL INVOLVED	
13. EXPLOSIVE/HAZARDOUS/SENSITIVE MATERIALS INVOLVED?						a. No. of Personnel by Rank/Category	
14. IF YES TO #13, ARE THEY SECURE?						____ Officer ____ WO	
15. ACCIDENT SITE SECURED (AW DA PAM 385-40)?						____ Enlisted ____ Army Civilian	
16. HAS ACCIDENT SCENE BEEN DISTURBED?						____ Non-Army Civilian	
17. IF YES TO #16, WERE PHOTOS, ETC. MADE BEFORE DISTURBING THE SCENE?						c. Highest Rank	
18. WEATHER CONDITIONS				20. INJURIES (Enter # of each)		As soon as possible, the following additional information is required on all injured personnel: name, personnel classification, degree of injury, and SSAN.	
				____ Fatalities			
				____ Non-Fatal Injuries			
21. ACCIDENT SYNOPSIS (What Happened)							
22. NEWS MEDIA AWARE OF ACCIDENT <input type="checkbox"/> Yes <input type="checkbox"/> No		23. NEAREST AIRFIELD		a. Nearest that can handle C-12 (4,000 R. min.)			
				b. Nearest commercial airfield			
24. WHO WILL INVESTIGATE?		a. Installation Level Accident Investigation (IAI) Board Appointed <input type="checkbox"/> Yes <input type="checkbox"/> No		b. CAI Team Dispatched <input type="checkbox"/> Yes <input type="checkbox"/> No		Team:	

APPENDIX C

INSPECTION OF EQUIPMENT

a. The contractor or his designated employee shall inspect all construction equipment prior to it being placed in operation (reference EM 385-1-1). A Safety Inspection Checklist for Construction Equipment, similar to the one enclosed at C-2 shall be completed and submitted to the Government representative in charge.

b. Equipment not approved by the inspection is not permitted on the job (reference EM 385-1-1).

c. Equipment will be reinspected annually. Exception to this will be hoisting equipment which will be inspected every six months or prior to unusual or critical lifts. Additionally, all construction type equipment will be reinspected prior to use and anytime equipment is removed then subsequently returned to the job site.

d. Performance tests of hoisting equipment will be done in accordance with EM 385-1-1 and its references. A helpful checklist is enclosed at C-4.

MOBILE EQUIPMENT AND CONSTRUCTION VEHICLES SAFETY INSPECTION CHECKLIST			
Project:			
Prima Contractor:		Contract No.	
Furnished By:		Date:	
Make	Model No.	Serial No.	
Type of Equipment:			
Requirement - EM 385-1-1 references are shown in parentheses	Yes	No	N/A
1. Is a Roll Over Protective Structure provided? (16.B.12)			
2. Is certification from the manufacturer or a licensed engineer attached to this checklist? (16.B.12d) OR Is the manufacturer's name, ROPS model number, and the make and model or series equipment the structure is designed to fit permanently affixed to the roll over structure? (16.B.12f)			
3. Is a Falling Object Protective Structure provided? (16.B.11)			
4. Is all glass in the operator's compartment safety glass? (16.B.10)			
5. Are reverse signal alarms provided? (16.B.01) a. Is the alarm loud enough to be heard under the prevailing conditions? (16.B.01b) b. Does the alarm operate automatically upon commencement of the backward motion? (16.B.01c)			
6. Are seat belts provided? (16.B.08, 16.B.12a)			
7. Are the brakes capable of stopping and holding the equipment on the grade of operation while fully loaded? (16.A.07d)			
8. Is the equipment equipped with at least one dry chemical fire extinguisher rated at least 5-B:C? (16.A.26)			
9. Are rotating, reciprocating, or other moving parts adequately guarded? (16.B.03a)			
10. Are all hot surfaces guarded or insulated to prevent injury and tire? (16.B.03b)			

MOBILE EQUIPMENT AND CONSTRUCTION VEHICLES			page 2
SAFETY INSPECTION CHECKLIST			
Project:			
Prime Contractor:		Contract No.	
Furnished By:		Date:	
Make	Model No.	Serial No.	
Type of Equipment:			
Requirement - EM 385-1-1 references are shown in parentheses	Yes	No	N/A
11. Is safe access provided for operators and maintenance personnel? (16.B.03d,e)			
12. Is vehicle properly equipped with a speedometer, fuel gauge, horn, wind shield wiper, defroster, rear view mirror, and non-slip surfaces on steps? (18.A.06)			
13. Is glass in vehicle safety glass free of cracks? (18.A.07)			
14. Does dump truck bed have a holding device to prevent accidental lowering of the bed while maintenance or inspection is being done? (18.A.10a)			
15. Is the manufacturer's operating and maintenance manual available on site? (16.A.01a, 04c, 05, 08a)			
16. Is there a procedure in place for the periodic inspection of equipment/vehicle with the records of all inspections and tests to be available at the site? (16.A.01, 02, 03c; 18.A.02, 03)			
CORRECTION OF DEFICIENCIES (with date corrected)			

NOTE: Crane shall not be utilized until all deficiencies have been corrected.			
_____ Superintendent		_____ Contractor Quality Control	
_____ Subcontractor Foreman		_____ Equipment/Vehicle Operator	

CRANE SAFETY INSPECTION CHECKLIST			
Project:			
Prime Contractor:		Contract No.	
Furnished By:		Date:	
Make	Model No.	Serial No.	
Type	Capacity	Year of Manufacture	
Requirement - EM 385-1-1 references are shown in parentheses		Yes	No
1. Is a copy of the manufacturer's operating manual supplied with the crane? (16.C.01a)			N/A
2. Are manuals supplied for all accessories in on the crane? (16.C.01a)			
3. Is a load rating chart provided for the crane? (16.C.01b)			
4. Does the load rating chart include: (16.C.01b) a. Crane make, model, serial number, and year of manufacture? b. Load ratings for all crane operating configurations, including optional equipment? c. Wire rope type, size, and reeving? d. Line pull, line speed, and drum capacity? e. Operating limits in windy or cold weather conditions?			
5. Is a complete and current log book provided? (16.C.01c)			
EQUIPMENT			
6. Is a boom angle or radius indicator provided with the operators view? (16.D.01a)			
7. Is a load indicating device or a load moment indicator provided? (16.D.01a) Date of last calibration:			
8. Is a means available for the operator to visually determine the levelness of the crane? (16.D.01b)			
9. Is a drum rotation indicator provided (if crane is 1990 or newer)? (16.D.01c)			
10. Is the crane equipped with an anti-two block device which will automatically stop the load hoisting function? (16.D.01a)			

CRANE SAFETY INSPECTION CHECKLIST			page 2
Project:			
Prime Contractor:		Contract No.	
Furnished By:		Date:	
Make	Model No.	Serial No.	
Type	Capacity	Year of Manufacture	
Requirement - EM 385-1-1 references are shown in parentheses	Yes	No	N/A
EQUIPMENT (continued)			
11. Is the crane equipped with boom stops certified to meet the requirements of SAE J220? (16.D.02a)			
12. Is the crane equipped with boom hoist disengaging device which automatically disengages hoisting power when the boom has reached its highest rated angle? (16.D.02c)			
13. Has the crane passed a boom stop field test following the procedures in Appendix I of EM 385-1-1? (16.D.02a)			
14. Does the jib have positive stops to prevent movement of more than 5' above the straight line of the jib and boom? (16.D.02b)			
15. Are all items of the operator's inspection listed in EM 385-1-1, Appendix H, paragraph 2, in compliance? (16.C.11)			
16. Are all items of the periodic inspection listed in EM 385-1-1, Appendix H, paragraph 3, in compliance? (16.C.11)			
OPERATOR			
17. Is operator qualified for this crane by either licensing or examination? (16.C.04a)			
18. Has operator has a medical examination within the past year affirming physical qualifications necessary for crane operation? (16.C.04b)			
19. Will the operator perform any critical lifts? (see definition, EM 385-1-1, page 285)			
20. Name:		Employer:	
Other cranes operator is qualified to operate:			

CRANE SAFETY INSPECTION CHECKLIST			page 3		
Project:					
Prime Contractor:			Contract No.		
Furnished By:			Date:		
Make	Model No.	Serial No.			
Type	Capacity	Year of Manufacture			
Requirement - EM 385-1-1 references are shown in parentheses			Yes	No	N/A
MISCELLANEOUS					
21. Will the load be within the operator's sight at all times? (If no, then attach a sheet describing the communications system to be used.) (16.C.10b)					
22. Will the crane be operated near any electric lines? (If yes, attach a plan describing how proper clearances will be maintained.) (16.C.08e)					
23. Has the crane satisfactorily completed a load test conducted by a qualified person? (16.C.12) Attach a copy of the manufacturer's recommendation and a description of the test as actually performed, including date.					
24. Was the COE representative notified of this inspection at least 24 hours in advance? (16.C.11b)					
ATTACHMENTS					
<input type="checkbox"/> Hazard Analysis for crane set-up and set-down procedures <input type="checkbox"/> Communications System <input type="checkbox"/> Electrical Clearance Plan <input type="checkbox"/> Load Test <input type="checkbox"/> Critical Lift Plan <input type="checkbox"/> List of deficiencies observed for items 15 and/or 16					
CORRECTION OF DEFICIENCIES (with date corrected)					

NOTE: Crane shall not be utilized until all deficiencies have been corrected.					
_____ Superintendent			_____ Contractor Quality Control		
_____ Subcontractor Foreman			_____ Crane Operator		

APPENDIX D

SAFETY AND OCCUPATIONAL HEALTH ADVISORY COUNCIL

1. A Safety and Occupational Health Advisory Council (SOHAC) shall be established and maintained in accordance with 29 CFR 1963 Subpart F and AR 385-10. The purpose of this council will be advising and assisting the USAESCH Commander or his designated representative, and the Chief, Safety Office, with respect to their responsibilities under the USAESCH Safety and Occupational Health Program.

2. Membership on this council shall be comprised of representatives of management and non-management employees or their representatives. The Chairman of this council shall be the USAESCH Commander or his designated representative. The Chief, Safety Office, shall serve as Executive Secretary to the council in a non-voting role.

3. The council will hold regularly scheduled meetings on a semiannual basis. Special meetings may be called at the request of the Chairman or the Executive Secretary/Recorder when critical safety and health problems arise. A written agenda will be prepared for each meeting. Minutes of the meetings will be prepared and maintained by the Safety Office.

4. The SOHAC is authorized to perform the following functions in assisting the Safety Office in implementing safety and occupational health program responsibilities.

a. Review of accident, injury, and disease data collected, in accordance with Appendix B, so that they can assist the safety and health efforts and provide constructive action plans and program goals and objectives.

b. Investigation of serious work-related accidents and illnesses in order to determine methods of prevention.

c. Inspection of the workplace to monitor general conditions, identify hazards and problem areas, and to investigate employee complaints of unsafe or unhealthful conditions.

d. Organization and conduct of health and safety training and promotional programs for employees.

e. Other functions as directed by the USAESCH Commander or his designated representative.

APPENDIX E

BOARD OF INVESTIGATION (BOI) PROCEDURES

1. A BOI will be appointed on orders by the USAESCH Commander in the event of:

a. Any accident involving a fatality, or permanent total disability to Government, contractor, or military personnel or damage of \$200,000.00 or more.

b. Any accident that the Chief of the Safety and Occupational Health Office, USACE, or the USAESCH Commander determines a BOI is warranted.

2. The USAESCH Commander appoints BOI members on orders with S&OH Office input. The board will consist of at least three voting members; in addition, non-voting technical advisors will be appointed to facilitate the investigation:

a. The president of the board may be either a field grade officer or DA civilian in the grade of GS-13 or higher.

b. The selection of board members will be based on their ability to analyze accident circumstances, causes, and develop corrective measures to prevent future similar accidents.

c. Board members will not be selected from the element incurring the accident, and members will be screened to ensure no member of the board has an interest in the investigation. For Chemical Demilitarization construction, members from the Resident Engineer's Office may be designated as advisors (non-voting) to facilitate the investigation of the accident. The same is true for the Ordnance and Explosives Program.

d. Both members and advisors will be appointed on orders that specify:

- (1) Board members are to be relieved of their regular

duties, so they may give first priority to the accident investigation, until such time as the board report is submitted to the USAESCH Commander for final approval.

(2) Board members and advisors are responsible for following AR 385-40 in safeguarding limited use accident investigation reports.

e. Investigation, analysis, and preparation of board reports will involve only those members and advisors, including their clerical support, specified in the appointment orders. The Board report will not be staffed through or reviewed by other elements or individuals.

f. Appointment of the board shall be immediate and the board provided a list of objectives to accomplish. The BOI report shall be attached to ENG Form 3394 and forwarded through channels within 45 days to S&OH Office, USACE.

g. The Board of Investigation shall have authority to contact an outside expert to assist with the investigation where warranted. Board members shall be provided open-ended travel orders which shall include provisions for rental vehicles, excess baggage, purchase of materials and supplies and consulting fee authorization.

3. Instructions to government personnel who witness or immediately respond to an accident resulting in a fatality, \$200,000.00 or greater property damage, injuries sustained by three or more persons, or as directed by USAESCH Commander.

a. Attend to the injured and notify emergency response personnel.

b. Perform necessary action required to prevent further injury/damage.

c. Do not alter accident scene.

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- d. Immediately notify element supervisor and S&OH Office.
- e. Identify all principal witnesses.
- f. Advise witnesses not to discuss the accident amongst themselves.
- g. Await further instructions.

4. Action to be taken by S&OH Office personnel in case of accidents as described in paragraph 1 this appendix.

- a. Immediately notify the USAESCH Commander, HQUSACE and the U.S. Army Safety Center (USASC).
- b. Complete a Report of Serious Accident (ROSA) and transmit to USACE.
- c. Provide any necessary input regarding selection of BOI members and advisors.
- d. Notify Public Affairs Office (PAO). All media inquiries shall be directed to PAO.
- e. Notify government employees at accident site of the arrival date and time of the members of the BOI.
- f. Ensure that point of contact (POC) has been identified by name to assist BOI at the accident scene.
- g. Serve as technical advisor on BOI.

5. BOI Equipment. BOI members will take the appropriate equipment to conduct the investigation. For Chem-Demil accidents the Resident Engineer's Office may have these items available to assist in the investigation so therefore it would be prudent to

check prior to departure. As a minimum, the following items should be carried to accident site:

- a. Camera, film, flash unit and appropriate batteries for both.
- b. Cassette recorder, blank tapes, and batteries.
- c. Directional compass.
- d. 100 feet tape measure.
- e. 12 inch ruler.
- f. Marking pencils, paint, chalk or crayons (suitable for marking pavement).
- g. Tags (adhesive and tie-on type).
- h. Baggies.
- i. Engineering tape (to mark off area).
- j. Writing supplies (pens, pencils, and paper).
- k. Flashlight (spare batteries and bulb).
- l. Appropriate personal protective equipment (PPE) if warranted.

6. Instructions for a Board of Investigation. Essential steps to be taken and reported on in the investigation will include, but not be limited to, the following:

- a. The board will visit the scene of the accident as soon as possible after the accident occurs. A reconstruction of the circumstances is highly desirable if the scene cannot be kept intact from the time of the accident.

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b. Clearly illustrate on drawing or chart all pertinent information of the vicinity.

c. Take photographs, if practicable. Accompany each with an accurate description.

d. Statements from witnesses and supervisors should include:

- (1) Where the witness was at the time of the accident.
- (2) What action, operation, etc., was taking place immediately prior to the time of the accident.
- (3) How the accident happened.
- (4) Written statements should be signed.

e. As a minimum, establish the following facts about the accident:

- (1) How long employee(s) involved, had been employed on the job.
- (2) Was employee(s) qualified to perform his/her assigned duties?
- (3) Did employee(s) have any known physical impairments?
- (4) Was employee(s) familiar with safety requirements covering his/her works If so, were safety requirements violated?
- (5) Was an unsafe act or condition the cause of the accident?
- (6) What safety instructions had been given by the supervisor?

(7) Had hazard or safety violation been called to the attention of the supervisor? If so, by whom and when?

(8) Was the equipment involved in safe operating condition? If not, by and to whom had this condition been reported and what action was taken?

(9) How could the accident have been prevented? (Include systematic weaknesses that contributed to mishap).

(10) Describe direct and indirect causes.

(11) Had hazard analysis been completed and accepted for this particular phase of construction?

f. If conflicting evidence is obtained, secure enough additional evidence from reliable sources to resolve the conflict.

7. Instruction for preparing BOI report.

a. Summarize testimony of witness in the discussion and do not include verbatim statements.

b. The board will resolve conflicts in testimony based on the best available evidence.

c. Identify witnesses only by job title or assignments such as Resident Engineer, heavy equipment operator, etc.

d. Conclusions and recommendations each shall be printed on separate pages to facilitate their removal in the event the Board Report is released.

8. Reports of the Board are to include the following information that is applicable to the particular type of accident investigated.

a. General.

(1) BOI authorization and board members.

(2) Classification of accident: name, age, and occupation of deceased; equipment involved; date of accident; name of employer; name and location of project.

b. Description. Give scenario of accident, describing the factual details.

c. Findings. List all relevant factual findings of the investigation.

d. Conclusions. List the board's conclusions as to the causes, direct and indirect, of the accident. With regards to standards and operation procedures, reports will identify the following:

(1) Standards or procedures were incomplete, unclear, impractical, or did not exist.

(2) Standards or procedures exist but were not known or ways to achieve them were not known.

(3) Standards or procedures were known but were not enforced, and the reasons the standards were not enforced.

(4) Standards or procedures were known but were not followed, and the reasons the standards were not followed.

e. Recommendations. For each causal factor, direct or indirect, the board will recommend actions to preclude their future occurrence. As appropriate, recommendations will target all levels of involvement, i.e., employee, supervisory, managerial; support center, or headquarters, USACE levels; Corps and contractor.

f. Signatures. All members of the Board.

g. Abstract Report. An abstract of the accident in the following format, which will only include factual information:

- (1) Type of location.
- (2) Date and Time.
- (3) Agent directly causing the accident.
- (4) Personnel and equipment categories.
- (5) Details of occurrence.
- (6) Nature and number of injuries and property damage.
- (7) Causes, direct and indirect.
- (8) Remarks.

(9) Recommendations for corrective actions to preclude future occurrences of similar accidents (one for each direct and indirect cause identified in (7)).

h. Appendices. The report should include photographs, sketches, diagrams and other exhibits such as inspection reports, accident prevention programs, training documents, etc., necessary to present a clear picture.

9. The Board chairperson will send all reports of Board of Investigation to the Chief, S&OH Office. Four copies are required.

10. Recommendations and Findings. The Chief, S&OH Office is designated to review and make recommendations on the findings and recommendations of the Board. He will ensure that each report meets the following criteria:

- a. Was the true cause of the accident identified?

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b. Were the necessary significant engineering factors and system errors brought to light?

c. Was realistic corrective action recommended?

d. Has recommended corrective action been taken by the responsible personnel?

e. If the major reason/cause of the accident was human error the following will be identified:

(1) Required safety or health standards were not clear or practical, or did not exist.

(2) Standards exist but were not known, or ways to achieve them were not known.

(3) Standards were known but not enforced.

(4) Standards were known but not followed.

11. Disposition. The Chief, S&OH Office will submit the report of the Board in it's final form to the USAESCH Commander for review, comments, and approval before forwarding with final ENG Form 3394 through channels to the Chief of Engineers. The original and two copies of the report will be forwarded to reach HQ USACE WASH DC 20314-1000 not later than 45 calendar days following the accident. The report is to reach the USAESCH Commander within 30 calendar days of the accident in order to reach USACE within the 45 day limit. A cover letter should be prepared and signed by the USAESCH Commander, and should include:

a. Concurrence or nonconcurrence in each recommendation.

b. Actions taken or to be taken to implement each recommendation concurred with by the Resident Engineer and if endorsed USAESCH Commander.

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c. The dates corrective action will be effective or completely implemented.

d. Additional alternative preventative measures, as appropriate.