



DeCA MANUAL 30-17.01

SAFETY AND OCCUPATIONAL HEALTH PROGRAM

VOLUME 1

Originating Component:	Health & Safety Directorate (SOH)
Effective:	March 13, 2020
Releaseability:	Limited. This manual is not approved for public release and is located on DeCA's intranet website known as OneNet.
Reissues and Cancels:	DeCA Manual 30-17.01, "Safety and Occupational Health Program," February 3, 2010
Approved by:	Angela Parham, LTC, Director of Public Health and Safety

Purpose: This manual establishes policy and guidance for the prevention of accidents throughout the Defense Commissary Agency (DeCA), assigns Safety and Occupational Health (SOH) Program responsibilities, and provides procedures for implementation of applicable public law, executive orders, government regulations, and national consensus standards criteria concerning SOH, fire prevention, and protection of the environment.

TABLE OF CONTENTS

SECTION 1: GENERAL	5
1.1. Applicability.	5
1.2. Policy.	5
SECTION 2: DUTIES AND RESPONSIBILITIES	6
2.1. Installation Safety Support.....	6
2.2. Director of DeCA.....	6
2.3. Designated Agency Safety and Health Official (DASHO).....	6
2.4. Headquarters (HQ) DeCA Safety Staff (DeCA/SOHS)	6
2.5. Heads Of Principal HQ Staff Elements.	7
2.6. HQ DeCA Directorates and Principal Staff Elements.	8
2.7. Directorate Level Safety Representative.	8
2.8. Chief, Corporate Services Branch (DeCA/CCSAC).	8
2.9. Area Directors.	9
2.10. Zone Managers.....	9
2.11. Area Safety Managers (ASM)s.....	10
2.12. CDC/CMPP Managers and Store Directors.....	11
2.13. CDC/CMPP or Commissary Department Managers and Supervisors.....	12
2.14. CDC/CMPP or Store Safety Representatives/Technicians.....	13
2.15. DECA Employees.	14
SECTION 3: SAFETY PROGRAM	15
3.1. Use of Official Time.	15
3.2. Safety and Occupational Health (SOH) Standards.	15
3.3. Councils and Conferences.....	15
3.4. Goals, Objectives, and Self-Evaluation.	16
3.5. Acquisition of Materials and Services.	17
3.6. Risk Management.	17
3.7. Protection Against Reprisal.	20
3.8. Records Disposition.	20
3.9. Qualified SOH Personnel.....	20
3.10. Dissemination of SOH Information.	20
3.11. Youth Employment Safety.....	21
3.12. Term/Part-Time Employees.....	21
3.13. Facility Safety Continuity Binder (SCB).....	21
3.14. Safety Visits.	23
3.15. Types of Safety Visits/Inspections.....	24
3.16. General Inspection Procedures.	29
3.17. Hazard Tracking	30
SECTION 4: EDUCATION AND TRAINING	32
4.1. General.....	32
4.2. Employee Training.....	32
4.3. Safety Bulletin Boards	34
4.4. Safety Educational Material.....	35
4.5. Agency Developed Courses.....	35

4.6. Supervisor/Department Safety Meetings.....	35
4.7. Training Sources.....	36
4.8. Training Criteria.....	36
SECTION 5: AWARDS AND RECOGNITION.....	38
5.1. General.....	38
5.2. Best Commissary Awards Program.....	38
5.3. Group Level Safety Awards.....	38
5.4. Other Safety Awards.....	38
5.5. Budgeting for Awards.....	38
SECTION 6: ACCIDENT REPORTING AND RECORD KEEPING.....	39
6.1. General.....	39
6.2. Reporting/Recording Criteria and Record Keeping (Basic Requirement).	39
6.3. Accident Reporting Criteria For Other Individuals.....	44
6.4. Property Damage Accidents.	44
6.5. Fire Accident Investigation and Reporting.	44
6.6. Accident Class Severity Levels.	44
6.7. Forms Usage.....	45
6.8. Near Miss Accident Reporting.....	48
6.9. Employee Accident Reporting.....	48
6.10. Access To Accident Information on DeCAF 30-301 and OSHA Form 300.	48
6.11. Reporting a Fatality, In-Patient Hospitalization, Amputation, or Loss Of An Eye.	49
6.12. Safety Investigations.....	52
6.13. Legal Investigations and Reports.....	54
6.14. Accident Statistics.....	55
6.15. Accident Report Routing.	55
6.16. Recordkeeping.	55
SECTION 7: HAZARD IDENTIFICATION, DETECTION, REPORTING AND ABATEMENT.....	57
7.1. Hazard Identification.	57
7.2. Hazard Detection and Reporting.....	57
7.3. Risk Assessment Code (RAC).....	59
7.4. Hazard Abatement.....	60
7.5. Funding for Hazard Abatement.	61
SECTION 8: OCCUPATIONAL HEALTH AND ENVIRONMENTAL PROTECTION.....	62
8.1. Policy.	62
8.2. Health Hazard Education.	62
8.3. Medical Records Management.	62
8.4. Hearing Conservation.	62
8.5. Sight Conservation.....	65
8.6. Hazardous Chemical Spills.....	67
8.7. Asbestos.....	67
8.8. Bloodborne Pathogens.	68
8.9. Laser Bar Code Scanners.....	69
SECTION 9: ERGONOMICS.....	71
9.1. Purpose.....	71
9.2. Responsibilities.....	71

9.3. Program Elements.....	72
9.4. Program Evaluation and Review.	74
9.5. Computer/Electronic Accommodations Program (CAP).....	75
9.6. Manual Lifting.	75
9.7. Office Ergonomics	76
SECTION 10: PERMIT-REQUIRED CONFINED SPACES (PRCS)	77
10.1. General.....	77
10.2. General Requirements.....	77
10.3. Entry.....	79
SECTION 11: MOTOR VEHICLE AND POWERED INDUSTRIAL TRUCKS (PIT)	
OPERATIONS/TRAFFIC SAFETY	81
11.1. Policy.	81
11.2. Motor Vehicle Operations Traffic Safety.	81
11.3. Powered Industrial Truck (PIT)/Manual Material Handling Equipment (MHE) Safety.	84
SECTION 12: CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM	94
12.1. Policy.	94
12.2. Duties and Responsibilities.....	94
12.3. Determining Whether to Use Lockout or Tagout Application.	96
12.4. Requirements for Locks And Tags.	96
12.5. Written Program.....	97
12.6. Procedures to Lockout or Tagout Machinery/Equipment.....	98
12.7. Procedures to Restore Machinery/Equipment to Service.	98
12.8. Employee Training.....	99
12.9. Annual Program Evaluation.....	100

TABLES

Table 1 Continuity Binder Setup	22
Table 2 Safety Training Directory	37
Table 3 OSHA 300 Log Quarterly Reporting.....	55
Table 4 Hazard Report Appeal Action Response Milestones	59
Table 5 Risk Assessment Code (RAC) Matrix.....	60

FIGURES

Figure 1 Risk Management Cycle	17
Figure 2 Engineering Controls.....	18
Figure 3 Recording Flowchart.....	40
Figure 4 Ergonomics-Office Workstation Position Guidelines.....	76
Figure 5 Permit Required Confined Spaces.....	80
Figure 6 Calculating Ramp Grade	89
Figure 7 Single Axle Trailer Chocking.....	89
Figure 8 Dual Axle Trailer Chocking.....	90
Figure 9 Tri Axle Trailer Chocking	90
Figure 10 Trailer Jack Stands	90

Section 1: General

1.1. APPLICABILITY. This manual applies to all DeCA activities and all DeCA personnel in accordance with (IAW) Department of Defense (DoD) Directive (DoDD) 5105.55.

1.2. POLICY. It is DeCA's policy that:

a. The effectiveness of the DeCA SOH program depends upon the degree of emphasis placed on the program by the DeCA Director, Functional Process Owners (FPO), Special Staff Groups (SSG), area directors, zone managers, Central Distribution Center (CDC)/Central Meat Processing Plant (CMPP) managers, store directors, and supervisors, who, as line management, are responsible for the safety of personnel and preservation of resources. Officials at each management level, including first-line supervisors, shall, to the extent of their authority, comply with the United States (U.S.) Department of Labor (DoL), DoD, and DeCA SOH guidance and regulations; and provide DeCA employees with safe and healthful working conditions.

b. Performance evaluations of responsible officials shall reflect personal accountability for the SOH program consistent with the duties of the position, with appropriate recognition of superior performance, and conversely, with corrective administrative action for deficient performance. Frequent or continuous instances of failure to implement SOH policy can be considered as misconduct on the part of the individual, and may warrant appropriate disciplinary action. (Refer to DeCAD 50-7 and DeCAD 50-4 for more information on performance standards and disciplinary actions.)

c. All personnel shall comply with all applicable SOH rules and Code of Federal Regulation (CFR), Title 29, Part 1904; CFR, Title 29, Part 1910; CFR, Title 29, Parts 1960 and 1960.2(h).

SECTION 2: DUTIES AND RESPONSIBILITIES

2.1. INSTALLATION SAFETY SUPPORT. Installation safety support will be established IAW local inter-agency agreement (IAA). Local DeCA management will review their IAA annually to determine if support is provided as requested. Any changes to the safety related sections of the local IAA must be coordinated with the host installation and Agency safety officials.

2.2. DIRECTOR DeCA. The DeCA Director has the overall responsibility for the SOH of all DeCA activities. The DeCA Director will appoint a DASHO.

2.3. DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL (DASHO). The DASHO is appointed by the DeCA Director and shall ensure:

- a. An agency SOH program is established to carry out the provisions IAW CFR, Title 29, Part 1960.
- b. The appointment of SOH officials at appropriate levels with adequate budgets and staffs to implement the SOH programs at all operational levels.
- c. Establishment of a set of procedures to ensures effective implementation of the Agency policy and programs, as required.
- d. Establishment of a Director of DeCA safety policy statement.
- e. Establishment of goals and objectives for reducing and eliminating accidents.
- f. Plans and procedures are established for evaluating the Agency's SOH program at each operational level.
- g. A system is established which prioritizes corrective actions related to the causes of accidents.

2.4. HEADQUARTERS (HQ) DeCA SAFETY STAFF (DeCA SOH). DeCA SOH shall:

- a. Function as the principal advisors and technical authorities to the DeCA Director and their staff on all SOH efforts within the Agency.
- b. Develop, interpret, direct, and evaluate the principle Agency policies, standards, and procedures for implementing DeCA-wide accident prevention programs.

- c. Interface with DoD and Occupational Safety and Health Administration (OSHA), interpreting policies and guidance for staff elements and areas to enable them to conduct SOH activities.
- d. Budget for the resources necessary to implement a viable program.
- e. Analyze safety training needs Agency-wide and develop appropriate programs.
- f. Collect, analyze, and disseminate Agency-wide accident information.
- g. Develop recommendations for corrective measures based on Agency accident trends (e.g., Integrated Monthly Safety Action/Focus Elements (IMSAFE) program, Targets of Opportunity (TOO), and Targets of Interest (TOI).
- h. Establish and maintain liaison with other DoD agencies, OSHA, and other Federal and civilian agencies to ensure cooperation on matters of mutual concern.
- i. Represent the Agency when attending meetings, seminars, and conferences sponsored by DoD, other Federal agencies, or industry and present the Agency's position on SOH matters.
- j. Provide the Office of the Deputy Under Secretary of Defense (Installations and Environment), with recommendations for SOH research.
- k. In coordination with the Performance and Policy Directorate, Design/Construction and Facility Sustainment Division (DeCA/CCN) and the Directorate of Contracting (CCQ), assure the application of system safety engineering and ergonomics principles, as well as appropriate SOH standards, in the acquisition and life cycle of DeCA support services, equipment, material, and facilities.
- l. Manages and conducts staff assistance and SOH program management evaluations of DeCA activities.
- m. Develops/procures and distributes SOH accident prevention information and other SOH promotional material.
- n. Assigns ASM's primary and alternate areas of responsibility.
- o. Coordinate with the ASM to review IAAs, as needed. Coordinate with contracting/resource management representatives to review contracts/performance work statements (PWS) (e.g., shelf stocking, receiving/storage/holding, and custodial services), as needed.

2.5. HEADS OF PRINCIPAL HQ STAFF ELEMENTS. Heads of principal HQ staff elements shall ensure that all actions affecting the SOH of DeCA personnel and SOH policy are coordinated with DeCA HQ, CCSAC, and HQ SOH.

2.6. HQ DeCA DIRECTORATES and PRINCIPAL STAFF ELEMENTS. Directorates and principal staff elements located at DeCA HQ shall:

- a. Implement the policies and procedures established in this manual within their respective areas of responsibility.
- b. Designate, in writing, a directorate level safety representative and provide a copy of the appointment notification to DeCA CCSAC, Facilities Safety Representative. A copy of the appointment memorandum shall be provided each time a new directorate level safety representative is appointed. The term of appointment should be at least one year.

2.7. DIRECTORATE LEVEL SAFETY REPRESENTATIVE. The directorate level safety representative shall:

- a. Receive orientation training in safety responsibilities within 1 month following appointment. Training will be provided by CCSAC or through host training opportunities. Documentation of this training will be recorded by memorandum or be noted on the individuals' DeCA Form (DeCAF) 30-72, Employee Safety and Health Training Record.
- b. Conduct and document a workplace safety inspection of the directorate work environment at least once a year. Results of this inspection will be forwarded to DeCA CCSAC.
- c. Report any accident involving directorate personnel promptly to CCSAC additional duty safety representative and DeCA SOHS. Assist the responsible supervisor in completing the investigation and with reporting procedures.
- d. Conduct and document periodic spot inspections within the directorate to ensure personnel are continuously provided safe and healthful working conditions.
- e. Instruct directorate staff on appropriate and general safety standards for an office environment.
- f. Serve as the directorate point of contact (POC) for SOH matters and assure distribution of provided safety educational awareness materials.

2.8. CHIEF, CORPORATE SERVICES BRANCH (DeCA CCSAC). The Chief, CCSAC shall serve as the DeCA FOA facility complex additional duty safety representative. Responsibilities of this position include:

- a. Serving as the single POC for SOH matters affecting all HQ DeCA employees.
- b. Implementing SOH policy and guidance as set forth in this manual for HQ DeCA and FOA.

2.9. AREA DIRECTORS. Area directors shall:

- a. Have the overall responsibility for effective implementation of the SOH program within the area and may author an area safety policy statement.
- b. Allocate sufficient resources to fund an active, viable safety program.
- c. Cooperate and coordinate with DeCA Store Operations, Safety Division (SOHS) to establish procedures to evaluate the effectiveness of Area SOH programs, to identify significant problem areas, and set priorities for corrective actions.
- d. Ensure DeCA SOHS is informed of the status of area SOH programs. Ensure formal reports, according to instructions in this manual are provided to DeCA SOHS.
- e. Monitor the development and implementation of SOH programs within their respective Area.
- f. Inform DeCA SOHS of matters that affect personnel safety, equipment, or facilities that are beyond their control.
- g. Ensure communication with the assigned ASM on all area safety related matters.
- h. Ensure safety review of all area activity construction and modification project blueprints, and the ASM participation in the final acceptance inspection of the facilities.

2.10. ZONE MANAGERS. Zone Managers shall:

- a. Assess/observe the overall safety culture of facilities and operations within their area of responsibility.
- b. Coordinate with installation command as needed to fulfill IAA and needed safety services and support.
- c. Promote, implement, and ensure compliance with safety criteria.
- d. Provide added zone level implementation instructions, if needed, to area guidance.
- e. Ensure that the ASM is advised of all safety related matters.
- f. Promote an incentive awards program by nominating facilities/individuals for outstanding safety performances.
- g. Ensure corrective actions to DeCA SOHS visits and responses to other actions from the stores are timely and adequate.

2.11. AREA SAFETY MANAGERS (ASM). ASMs shall:

(NOTE: ASMs are organizationally assigned to DeCA SOHS and allocated to provide primary support to a specific DeCA area office, with secondary support to all other DeCA locations.)

a. Function as the principal staff advisor and technical authority to their assigned area director and staff in planning, organizing, directing, and evaluating all SOH efforts within the area.

b. Assist in developing or develop draft policies, standards, and procedures (if needed or directed by area office senior staff) for the Area Director/staff execution to implement area specific accident prevention efforts.

c. Interpret policies and procedures, and provide guidance to area staff elements and subordinate activities to enable them to conduct SOH activities.

d. Establish and maintain a viable safety awareness/education program within their assigned area. Provide quarterly safety training/awareness/educational materials to support sites. Coordinate with area office staff to ensure safety subjects are incorporated into the agendas of area sponsored conferences and training workshops for Zone Managers, Store Directors, Customer Service, Management Support, Produce, Grocery, Meat Department Managers, etc.

e. Conduct program evaluations, compliance inspections, and staff assistance visits of DeCA activities within their assigned area and other locations as assigned by DeCA SOHS. Review copies of host safety/fire/industrial hygiene inspection or visit reports to ensure corrective actions are adequate and assign Risk Assessment Code (RAC) to identified deficiencies, when needed.

f. Ensure all DeCA Class A and B accidents occurring in the area are investigated by qualified safety professionals. Establish a reliable notification system to ensure prompt notification of Class A and B accidents throughout the chain of management to DeCA HQ and the appropriate OSHA area office of any occupational fatalities or other serious accidents.

g. Review accident reports submitted by area activities to ensure investigations are thorough, corrective actions are initiated, and reports are complete. As required, forward copies of reports to DeCA SOHS.

h. Develop/acquire and distribute SOH accident prevention information and other SOH promotional material to assigned activities.

i. Provide hands-on localized training and serve as a platform instructor/trainer during Agency/Area office sponsored safety training courses.

j. Provide budget information to DeCA SOHS for the resources necessary to implement a viable program.

k. Collect, analyze, and disseminate area, zone, and subordinate site-specific accident analysis information. Area statistics will be provided to DeCA SOHS no later than (NLT) 45 calendar days following the end of a quarter. Reporting format guidance will be provided by DeCA/SOHS.

l. Prepare and present an annual plan to DeCA SOHS and/or area staff to identify accident prevention strategies and program goals based on area accident trends.

m. Establish and maintain liaison with installation safety offices within the area, OSHA, and other Federal and civilian agencies to ensure cooperation on matters of mutual concern.

n. Ensure safety review of blueprints and design specifications of area activity construction or modification projects at appropriate design stages. Additionally, participate in the final acceptance inspections of new and modified facilities.

o. Monitor the status of all RAC 1 and 2 deficiencies assigned by installation safety, health, or fire department staffs and forward a copy of reports containing these deficiencies with corrective actions to DeCA SOHS. DeCA ASM may re-assess and re-assign the RAC, if needed.

p. Monitor the implementation and effectiveness of the ergonomic program within workplaces throughout the area.

q. Consult with DeCA SOHS safety manager on problems that cannot be resolved locally.

2.12. CDC/CMPP MANAGERS AND STORE DIRECTORS. CDC/CMPP Managers and Store Directors shall:

a. Establish, manage, and actively support an internal safety program that effectively implements the SOH requirements and policies in this manual. Maintain overall accountability/responsibility for SOH within the facility.

b. Appoint a primary safety representative (someone who has the authority to cross departmental lines of responsibility; for examples e.g. the Store Administrator/Assistant Director, department managers) and an alternate. Appointment of an alternate safety representative is optional in stores or CDCs with fewer than 40 employees. Forward notification of appointments to the ASM and the installation safety office.

c. Review all provisions of local labor agreements that relate to employee SOH, and ensure compliance.

d. Nominate employees for safety awards when they demonstrate superior safety awareness or perform exemplary acts of accident prevention.

e. Ensure that all required safety meetings are conducted and documented.

f. Ensure accidents are investigated, reported, positive corrective actions are taken, and that copies of all accident reports are forwarded to the ASM. Ensure the OSHA Form 300, Log of Work Related Injuries and Illnesses, is maintained and accurate. Also, ensure the OSHA Form 300A is accurate, complete, signed, and posted from February 1 to April 30 each year.

g. Review all safety/fire/health visit and inspection reports, ensuring corrective actions are adequate and completed promptly. Issue a corrective action report back to the sending office within the noted suspense date or request an extension (extension period length is determine by the sending office).

h. If the activity is inspected by DoL-OSHA, ensure the ASM is notified immediately and that a representative from the CDC or store management staff, or the safety representative, accompanies inspectors at all times while they are in the facility. If the site is unionized, offer an invitation to the employee representative to attend the inspection process.

i. Participate in installation-sponsored safety initiatives; e.g., installation safety council meetings, accident prevention campaigns.

j. Ensure all required safety training is provided and properly documented on DeCAF 30-72.

k. Ensure proper Personal Protection Equipment (PPE) is available and worn by employees, as required.

l. Act IAW the elements addressed within DeCA SOHS IMSAFE program.

m. Ensure that the responsibilities of the Quality Assurance Evaluator (QAE), in conjunction with the project manager, are in conformance to the criteria outline in PWS for all contracted activities.

2.13. CDC/CMPP or COMMISSARY DEPARTMENT MANAGERS AND SUPERVISORS. CDC/CMPP or commissary department managers and supervisors shall:

a. Continually educate and train assigned personnel on job safety standards, procedures, and policies. Provide specific job safety briefings for all assigned personnel and document this training on DeCAF 30-72.

b. Conduct and record quarterly department-level safety meetings. Include topics that are pertinent to the department.

c. Perform or assist in completing periodic safety inspections of their areas, taking action to correct discrepancies, or reporting safety problems, which are beyond their control to the next higher-level supervisor/store level safety representative. Develop a recommended rotational schedule within each department to assign these periodic safety inspections to each employee.

- d. Ensure a safe and healthful work environment is maintained by instructing subordinates on safety standards.
- e. Investigate and report accidents promptly. Supervisors are responsible for completing the accident report on events occurring to personnel or property under their control.
- f. Ensure only properly trained and authorized DeCA employees, contractor, and vendor personnel operate DeCA Powered Industrial Trucks (PIT) and other equipment.
- g. Refer “near miss” accident information to the facility safety representative for review and action, as necessary.

2.14. CDC/CMPP or STORE SAFETY REPRESENTATIVES/TECHNICIANS.

CDC/CMPP or store safety representative shall:

- a. Implement the activity SOH program for the Facility Manager or Store Director and pursue orientation training in safety representative responsibilities within one month following appointment. Formal training may be available through the installation or area safety office.
- b. Monitor all required formal and informal safety training of supervisors and employees to ensure the training is completed and documented.
- c. Conduct (may obtain assistance from supervisors/employees of inspected area to aid in hazard identification and abatement) and document the following inspections (see Section 3 for details):
 - (1) Workplace safety inspection of the meat, produce, warehouse, and grocery departments (commissaries) or warehouse/PIT operations, CDCs, and advise the activity head of the results in writing. This inspection will be conducted by the end of the fiscal year (FY) unless the ASM or installation safety officials have already performed a comprehensive assessment of these departments for the year during an annual visit.
 - (2) Monthly spot safety inspections.
 - (3) Special inspections if directed by the installation, Area, or DeCA HQ.
 - (4) Perform and document follow-ups each month until all open inspection findings are corrected.
- d. Maintain the facility Safety Continuity Binder (SCB).
- e. Notify the ASM whenever installation safety, health, or fire department personnel assign a RAC 1 or 2 to hazardous conditions in DeCA facilities or operations. Notification will be by the most expeditious means available.

- f. Manage the activity hazard reporting and hazard abatement programs.
- g. Maintain a safety education and awareness program. Display materials, posters, information, etc., on a safety bulletin board that is in a location that is accessible and highly visible to all employees.
- h. Keep the Facility Manager or Store Director informed on all matters that affect the SOH of employees, equipment, and facilities. Assist the Facility Manager or Store Director and department managers in resolving problems identified in safety inspection, accident, and hazard reports. Safety inspection checklist can be used to internally evaluate the safety posture of the facility.
- i. Assist supervisors with investigating and reporting all accidents. Ensure accident forms (DeCAF 30-301, Injuries and Illnesses Accident Report and DeCAF 30-111, DeCA Property Damage Accident Report) are forwarded to assign ASM within 15 calendar days. Submit OSHA Form 300 to assigned ASM within 15 calendar days following the end of the quarter.
- j. Ensure the quarterly safety council meeting is conducted, and the meeting minutes are recorded and maintained.

2.15. DeCA EMPLOYEES. Employees shall:

- a. Comply with job safety standards and applicable SOH guidance designed for personal protection.
- b. Report unsafe conditions, equipment, and practices to their supervisor.
- c. Use required PPE as a condition of employment.
- d. Report all accidents, injuries and “near misses,” regardless of severity, to their supervisor. Reporting shall be done at the time of the occurrence or as soon as possible thereafter.
- e. Participate in all required training.
- f. Participate in safety inspections, accident investigations, program audits, and safety meetings.

SECTION 3: SAFETY PROGRAM

3.1. USE OF OFFICIAL TIME. Use of official time and travel is authorized where participation in SOH program activities is prescribed in this manual.

3.2. SAFETY AND OCCUPATIONAL HEALTH (SOH) STANDARDS.

a. DeCA activities shall use and comply with the standards promulgated by the Occupational Safety and Health Act according to CFR, Title 29 United States Code (U.S.C.), Section 651 Occupational Safety and Health; Executive Order (E.O.) 12196; and CFR, Title 29, Part 1960, in all DeCA operations and workplaces, regardless of whether work is performed by military or civilian personnel. Host nation safety and health laws shall be reviewed to determine consistency with U.S. criteria to enable harmonization of safety guidance. ASM and facility management will collaborate with the host installation safety office to apply applicable host nation regulations.

b. DeCA activities shall ensure compliance with applicable regulatory standards related to SOH that are issued under statutory authority by DoD or other Federal agencies (such as Departments of Transportation and Energy, Environmental Protection Agency (EPA), Nuclear Regulatory Commission, or Food and Drug Administration). SOH guidance is most effective when incorporated into activity directives, policies, training manuals, job aids, etc. The activity responsible for developing and/or revising these materials will assure compliance with SOH requirements and will coordinate with the applicable discipline.

c. DeCA activities occupying joint use facilities with host units will be governed by host agency safety standards if host standards are more stringent. However, DeCA activities are not obligated to comply with host installation unique program management requirements. In the event of conflict resulting from this policy, refer the matter to the ASM. Conflicts that cannot be resolved between DeCA Area safety offices and installation/installation's major command safety offices will be elevated by DeCA SOHS. DeCA SOHS will confer with the installation's service HQ Safety Office/DoD Safety Office for resolution.

d. The majority of the SOH guidance contained in this manual as been tailored to apply to a specific agency department or operation. However, safety principles involved are universal and are not necessarily limited to any particular activity.

3.3. COUNCILS AND CONFERENCES.

a. DeCA activities shall actively participate in local installation SOH councils to foster mutual cooperation and to establish and sustain open channels of communication regarding SOH matters.

b. Safety Councils. HQ, Area Offices, commissaries, CDCs, and the CMPP will establish a safety council to meet at least quarterly. Locations that have 20 or fewer employees are exempt

from this requirement. This 20 employee exemption does not imply that the commissary is exempt from discussing safety issues/ concerns with employees; only that it is exempt from maintaining the formal structure of a safety council.

(1) Council membership will consist of a chairperson (Store Director or Store Administrator/Assistant Director, CDC/CMPP Manager); the activity safety representative; departments' supervisors or an employee acting for the supervisor; and, if available, an employee representative from each union represented in the workplace.

(2) The council will meet to discuss various subjects affecting the safety and welfare of employees, contractors, and patrons; and make appropriate recommendations. At a minimum, the council will discuss the following:

(a) Open action items from the previous meeting.

(b) The results of any recent safety inspections [conducted by host installation, DeCA ASM, the store safety representative or the department managers (workplace, spot, special, etc.)]; decide how to correct deficiencies; and follow-up until corrected.

(c) Accidents that have occurred since the last meeting and validate corrective actions.

(d) Actions taken on any employee reported hazardous conditions or procedures (DeCAF 30-66, Hazard Report).

(e) Seasonal safety topics; distribute various articles and other information for department managers to use as supplemental material in their safety briefings to employees.

(f) Consider nominations for individual, department, or store safety awards, etc.

(g) Facility's safety metrics (accident rates, number of accidents, lost productivity, property damage costs).

(3) Minutes of these meetings will be recorded and retained for two years in the SCB with most recent quarterly meeting posted on the safety bulletin board.

(4) Department supervisors will brief their employees on the meeting's topics.

c. DeCA HQ and ASM specialists are required to attend professional development training, safety conferences sponsored by military commands and other Federal activities, National Safety Council, and Food Marketing Institute to participate in the exchange of accident prevention ideas, and explore new risk management techniques and technologies.

3.4. GOALS, OBJECTIVES, AND SELF-EVALUATION. HQ DeCA establishes Agency SOH goals and objectives, and evaluate the effectiveness of SOH programs at all agency levels.

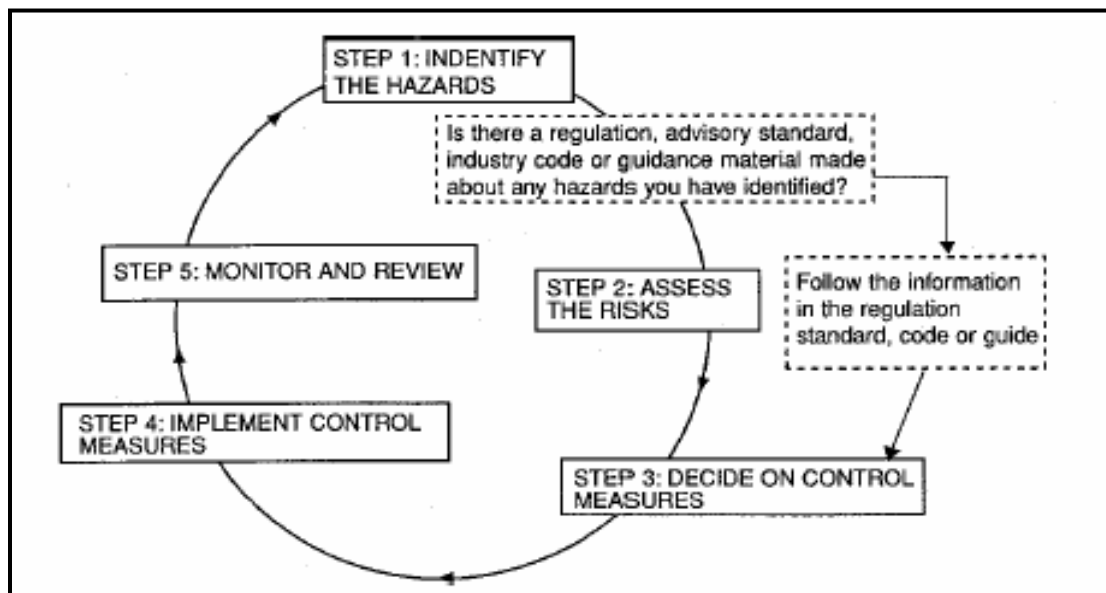
Area Directors may establish their goals and objectives and to the implementation of Agency/area programs and strategies.

3.5. ACQUISITION OF MATERIALS AND SERVICES. DeCA activities shall ensure that services, supplies, equipment, devices, and other material procured by or for the Agency, are safe for their intended use; comply with applicable SOH standards and labeling requirements, and consider proper ergonomic designs. Major purchases of equipment or services shall be coordinated with the HQ SOH or ASM.

3.6. RISK MANAGEMENT. DeCA decision makers, at all levels of management, will ensure that safety requirements of this manual are integrated into all operations and other actions, not as add-on considerations, but as a part of the decision making process. DeCA activities will use a principal-structured risk reduction process to assist leaders in identifying and controlling SOH hazards to reduce or eliminate any risks associated with performing work. To begin this process, the work scope needs to be set, to establish the coverage of the job tasks under review. An overview of this process includes:

- a. Performing risk management evaluations involves the following 5 steps (Figure 1):

Figure 1 - Risk Management Cycle



(1) STEP 1: Identify the Hazards. There are a number of ways hazards can be identified. These include:

- (a) Performing an inspection of the workplace.
- (b) Investigating accidents and employee hazard reports (DeCAF 30-66, Hazard Report).

(c) Training employees in hazard recognition and encouraging them to report hazards.

(d) Reviewing Safety Data Sheets (SDS) and analyzing equipment manufacturers operating instructions.

(e) Conducting noise surveys and other environmental tests.

(f) Conducting ergonomic surveys of worker tasks.

NOTE: Take action to control identified risks that are relatively minor, or manageable risks for those controlled by guidance from a regulation, advisory standard, and industry code of practice before proceeding to Step 2 to assess other risks.

(2) **STEP 2: Assess the Risks.** Identify the hazards in the workplace, then prioritize the level of risk associated with each of the hazards identified. This allows one to direct efforts to those hazards that have the greatest potential to cause harm. There are two major factors to consider when prioritizing the risk from hazards identified at the workplace.

(a) The likelihood an accident will occur.

(b) The severity of the consequences. Give each hazard a priority by determining the most applicable level of accident probability and severity.

(3) **STEP 3: Decide on Control Measures.** Appropriate controls must be put in place to eliminate or minimize the risk. In many cases, more than one control will be needed to provide satisfactory worker protection. The hierarchy of controls focuses on corrective strategies in terms of eliminating the process that generates the work task, removing the hazard, controlling the exposure to the hazard, and then protecting against the hazard. The basic principles on implementing controls are:

(a) **Process Elimination.** Simply stated, eliminate the process/work. An example of this control would be the elimination of potential meat cutting hazards at store level, in DeCA Europe, by removing this process from the store and transferring it to the CMMP. Another example would be to eliminate the potential hazards from propane floor care equipment by using only electric models.

(b) **Engineering Controls.** Engineering controls attempt to eliminate the hazard from the job by first using redesign principles, then enclosing the hazard, and finally providing barriers/ventilation. Examples of these controls are:

Figure 2 - Engineering Controls

Redesign Principles	<ul style="list-style-type: none"> • Redesigning, changing, or substituting equipment to remove the source of excessive temperature, noise, or pressure • Redesigning a process to use a less toxic chemical • Redesigning a workstation to relieve physical stress and remove ergonomic hazards • Designing general ventilation with sufficient fresh outdoor air to improve indoor air quality
Enclosure of Hazards	<ul style="list-style-type: none"> • Complete enclosure of moving parts of machinery • Complete containment of toxic liquids or gases • Complete containment of noise, heat, or pressure <p>NOTE: Some enclosure of hazards may provide protection during production/operation, but may not during servicing or maintenance activities.</p>
Barriers or Local Ventilation	<ul style="list-style-type: none"> • Ventilation hoods for local exhaust • Machine guarding, including electronic barriers • Duct away chemicals and noise • Baffles used as noise-absorbing barriers

(c) Administrative Controls. Administrative controls attempt to control the exposure to hazards, thereby reducing risk. Normally, these controls are used in conjunction with other controls that more directly prevent or control exposure to hazards. Examples of these controls include job rotation, safety training, safe work procedures (Job Hazard Analysis (JHA)), restricting access to essential personnel, increased supervision, and additional rest breaks.

(d) Personal Protective Equipment (PPE). Providing PPE should be the last control implemented to protect against hazards. Often PPE is used with other controls to ensure adequate protection. Examples of PPE include safety-toe footwear, hearing protection, safety eyewear, hard hats, and cut-resistant gloves.

(4) STEP 4: Implement Control Measures. After the control measure(s) is selected, assets must be allocated to adequately implement the control. Implementation involves three key actions:

(a) Communicating the Control. Promote the plan for implementing the control, the steps involved, and the vision of a successful outcome. Teaming with affected employees assures user ownership and buy-in into their needed efforts.

(b) Establishing Accountability. Ensure that the management position making the implementation decision is of appropriate level to direct the plan. Clearly assign individual responsibilities on tasks required to implement the control(s).

(c) Provide Support. Provide sufficient personnel and other resources to implement the control measure(s). The implementation plan should have a beginning and an end to ensure sustainability in its process. Build in a continuous feedback path to provide information as to whether the control is achieving the intended purpose.

(5) **STEP 5: Monitor and Review.** Supervisors have the responsibility to monitor the implementation plan to ensure proper execution of the controls and to conduct periodic follow-up to determine if those controls are continually effective. Supervisors should also make sure that implemented controls do not create new hazards or exacerbate existing conditions. This process should begin:

- (a) Now (if it has not been done before).
- (b) During the planning stage for new operations.
- (c) When any change of equipment, facilities, or work procedures occur.
- (d) During identification of accident groupings.

b. The risk management process should involve workers to gain their task performance insight and buy-in. Risk management evaluations of new tasks, processes, or other activities not covered by standards in this manual must also include consultation with area, and if necessary, HQ safety officials. DeCA decision makers, at all levels of management, must use the safety standards in this manual to control or eliminate risk in all operations and task performance; and in the planning of new construction and facility modifications.

3.7. PROTECTION AGAINST REPRISAL. DeCA personnel are protected from coercion, discrimination, or reprisal for participation in DeCA SOH initiatives. This protection extends to employee rights to report hazardous conditions and work practices. Employees may also decline to perform an assigned task when there is a reasonable belief that the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

3.8. RECORDS DISPOSITION. Dispose of records prescribed by this manual according to DeCAD 5-2 and DeCA Manual (DeCAM) 5-2.2.

3.9. QUALIFIED SOH PERSONNEL. The Agency Safety Office shall be staffed according to manpower documents by personnel meeting the Office of Personnel Management (OPM) Position Classification Standards for Safety and Occupational Health Manager or Specialist, General Schedule (GS)-0018 series. Training opportunities will be provided, as required by CFR, Title 29, Part 1960, Subpart G, to maintain occupational proficiencies.

3.10. DISSEMINATION of SOH INFORMATION.

a. Specific SOH standards, policies, procedures, and precautions regarding programs, hazards, SDS for hazardous materials, and other applicable publications relative to SOH within specific DeCA workplaces will be readily available within the workplace.

b. DeCA personnel shall be informed of the means to contact the Agency's Designated Safety and Occupational Health Official (DSOHO), and the Agency Safety Program Manager and ASMs. Facility safety representative will contact their local installation safety office to provide contact information and discover the nature and scope of the services they will provide, as noted on their respective IAA agreement. OSHA office locations can be found via their web site at www.osha.gov.

c. At a minimum, DeCA HQ DeCA and Area activities shall maintain or have ready access to applicable DoL SOH standards; applicable DoD directives, instructions, manuals, DeCA safety directives, manuals, handbooks, applicable DeCA policy letters, and selected national consensus standards (e.g., National Fire Codes, Life Safety Code, National Electrical Code (NEC), and American National Standards Institute (ANSI) standards). DeCA HQ safety offices must be equipped with automated data processing hardware/software for Internet and DVD/CD-ROM capability to access Federal and private sector SOH Web sites and informational DVD/CD-ROM disks. Commissaries, CDCs, and CMPP will maintain and have access to the DeCA safety directives and applicable policy letters.

d. Posters (DeCAF 30-2272, Occupational Safety and Health Protection for Employees of the Defense Commissary Agency) that inform employees of the substance of Occupational Safety and Health Act, E.O. 12196 and basic SOH program elements for Federal employees shall be placed permanently in a conspicuous location at DeCA workplaces (for example, the employees' bulletin board.)

e. Commissary, CDC, and CMPP level safety representatives will be provided direct email accounts to facilitate communication flow and electronic report processing. In addition, these representatives will be provided adequate Internet access to enable access to required OSHA Standards and other useful SOH materials. It is preferred that these individuals have a personal computer assigned to them to enable these connections vice computer sharing.

3.11. YOUTH EMPLOYMENT SAFETY. Administration, management, and supervisors shall observe safety precautions of employees under the age of 18, IAW U.S. youth labor laws. Minimal safety precautions for youth employees will be the safeguards as prescribed by Federal/State Fair Labor Standards Law (more stringent standard must be observed). Each facility having employees in this category shall have access to Federal/State Fair Labor Standards Laws and regulations (recommend coordination with the servicing DeCA personnel office).

3.12. TERM/PART-TIME EMPLOYEES. Will comply with DeCA safety requirements.

3.13. FACILITY SAFETY CONTINUITY BINDER (SCB). Each facility will maintain a SCB to singularly provide a comprehensive collection of relevant safety documentation required to depict their safety program activities. The SCB will be maintained IAW DeCAD 50-2 and DeCAM 5-2.2 Table 1. The facility's safety representative is responsible for the maintenance of

this SCB. **NOTE:** A local decision can be made to place a copy of required documents in alternative locations (e.g., official record file). If this alternative is selected, place a cross reference in the SCB indicating their location. The SCB will be setup in the following manner:

Table 1 - Continuity Binder Setup

TAB	DOCUMENTS INCLUDED IN TAB
A. Policy / Guidance - Safety & Health Policy Letter(s)	(1) DeCA Director
B. Appointment of Safety Representatives	(1) Facility safety representative (2) Safety council members
C. Safety Meetings	(1) Safety council meeting minutes (2) Department level meetings/briefings
D. Safety Inspections	(1) OSHA (includes onsite inspections and employee complaint actions) (2) DeCA safety professional inspections (3) Host installation safety inspections (4) Internal workplace safety inspections (5) Spot safety inspections (6) Special subject inspections (7) Shopping cart inspections (8) DeCAF 30-67, Hazard Abatement Plan (9) DeCAF 30-68, Notice of Unsafe or Unhealthful Working Conditions
E. Safety Training	(1) Training Records (DeCAF 30-72) (2) Job Specific Training/Lesson Plans (3) Job Hazard Analysis (JHA) (4) Other Training Materials
F. Safety Awards	(1) Facility level safety award/recognition (2) Facility award nominations (organization/personal) from higher HQ
G. Accident Reports	(1) Accident response and notification procedures (2) Emergency phone numbers and information (3) Provide location of official file for accident reports (OSHA Forms 300 and 300A, DeCAF 30-301, and 30-111) per the 30-17 records manual [DeCAM 5-2.2]
H. Hazard Reporting	(1) DeCAF 30-66, Hazard Report (2) Log of DeCAF 30-66
I. Occupational Health	(1) Roster of personnel enrolled in Hearing Conservation Program and dates of audiograms (2) Listing of hazardous noise areas/equipment (3) Copy of most recent noise survey (e.g., Department of Defense (DD) Form 2214) (4) Listing of asbestos containing materials/presumed Asbestos Containing Materials (ACM/PACM) and locations

	(5) Host installation industrial hygiene/bio-environmental surveys
J. Permit-Required Confined Spaces (PRCS)	(1) PRCS assessment and survey
K. Powered Industrial Trucks (PIT) Program	(1) Roster of authorized operators (DeCA employees, contractor employees, vendor employees, etc.) (2) PIT Key control procedures (3) PIT Training materials and source for DeCA employees (4) Copy of appointment letter/s for trainers/certifiers
L. Lockout/Tagout Program and Exclusive Control	(1) Written program (2) Listing of applicable equipment with authorized employees (3) Copy of most current annual program evaluation
M. Hazard Communication (HAZCOM) Program	(1) Written program (2) List of hazardous chemicals (DeCAF 30-115) (current and previous year) (3) Chemical Safety Data Sheets (SDS) (or their location)
N. Personal Protective Equipment (PPE) Program	(1) Current PPE Hazard Assessment (2) Emergency eyewash flush records (or their location)
O. Fire Protection/Prevention and Life Safety	(1) Emergency Action Plans (EAP) (2) Evacuation map (3) Fire extinguisher and other fixed suppression system inspections and maintenance records (4) Host installation fire inspection reports with responses

3.14. SAFETY VISITS.

a. ASMs or installation safety personnel conduct safety visits to assist DeCA activities in resolving specific safety issues (e.g., conduct training, review accident experience, evaluate Lockout/Tagout procedures) or to assess their overall safety program. Safety inspections are performed to evaluate compliance with established safety requirements, identify unsafe conditions and processes, determine causes, and recommend corrective actions. Safety inspection reports shall identify deficiencies (with explanation as to how they were created) and interim/final corrective action strategies to eliminate/control the hazard. A follow-up system is used to ensure that identified discrepancies are corrected and efforts are initiated to preclude recurrence.

b. Announced or unannounced inspections of DeCA activities by officials of DeCA Safety, OSHA and National Institute for Occupational Safety and Health (NIOSH) are authorized.

c. OSHA/NIOSH representatives shall be admitted to conduct inspections of DeCA workplaces at reasonable times and in a reasonable manner, without delay. Local DeCA managers should confer with the representatives to ensure that the purpose of their visit is solely in the interest of DeCA and not part of an installation-wide inspection. As a tenant organization and a DoD Agency, DeCA facilities should not be consolidated with installation level OSHA/NIOSH inspections.

d. Activity formal responses to any OSHA/NIOSH Inspection Report will be forwarded to the requesting agency through the DeCA Director, Attn: Safety Manager, to the OSHA office that conducted the inspection.

e. Using DeCA Interest Report (DIRep), DeCA activities will inform DeCA SOHS of any direct contact with officials of OSHA or NIOSH regarding inspections or reports of unsafe or unhealthful conditions in DeCA workplaces. DIRep events are to be reported NLT the end of the first business day following the discovery of the event. (Refer to DeCAD 30-18 for DIRep instructions.)

f. DeCA management officials will attempt to provide immediate on-the-spot correction to any hazardous condition/act discovered during any inspections. If on-the-spot correction is not possible, implement interim safeguards for identified unsafe and unhealthful working procedures and conditions will be taken until the hazard is permanently abated.

g. Safety Program Assistance and Review (SPAR) Evaluations. Safety program evaluations of subordinate command level activities will be conducted by ASMs at least every four years. This comprehensive program evaluation will focus on policy/procedure development and implementation of the various safety subprograms within the command/activity to ensure conformance to OSHA, DoD, and DeCA safety criteria. A facility workplace inspections will also accompany the program evaluation. ASMs will submit the report to the facility with a copy provided to DeCA SOHS and to the Area Director and the Zone Manager. A corrective action report (CAR) will be established with a suspense of 30 days from the date of the written report to ensure timely implementation of correction action. In addition, the facility's CAR will be electronically forwarded to the ASM with a copy provided to the Zone Manager and the Area Director. A suspense extension(s) can be granted by the ASM.

3.15. TYPES OF SAFETY VISITS/INSPECTIONS. DeCA activities are subject to workplace safety visits, spot, special subject, and DoL inspections. The conduct and the results of any safety inspection must be discussed during the safety council meetings.

a. Annual Workplace Safety Visit.

(1) A safety visit is defined as a formal inspection, staff assistance visit, walk-through survey, awareness briefings for the management and staff, risk management consultations, or any other activity that will enhance the safety of the people and the operation. Scheduled annual visits may focus on specific problem areas or will assess facilities, equipment, and work practices for hazardous conditions, and examine the administration of the program. Generally, annual safety visit are conducted by the host installation safety officials, IAW the IAA. Should the installation safety office fail to conduct annual visits to local DeCA activities, the ASM will ensure, at a minimum, a workplace inspection is conducted during the next SPAR visit.

(2) For visits conducted by installation safety officials, facility managers/facility safety representatives will forward a copy of the visit report, with corrective actions taken or

contemplated, to their ASM and Zone Manager. The facility manager/safety representative will notify (phone/email) their ASM of any Risk Assessment Code (RAC) 1 or 2 findings assigned by a host safety official. In turn, the ASM will notify DeCA SOHS.

b. Workplace Safety Inspection.

(1) If an annual workplace visit/inspection has not been conducted at the DeCA activity by an installation safety official or the ASM during the FY, this responsibility rests with the facility safety representative. The safety representative will conduct a facility workplace inspection by the end of the FY. This inspection will survey facilities, equipment, and work practices.

(2) The facility safety representative will draft a report with findings and corrective actions taken/planned; and will forward, within 30 days, a copy of the report to the ASM.

(3) Upon review of the report, the ASM will assign RACs to the deficiencies, if appropriate. Any potential RAC 1 or 2 deficiencies will be followed up by an onsite visit by either the ASM or installation safety official to confirm the finding. The ASM will immediately report any confirmed RAC 1 or 2 findings to DeCA SOHS.

c. Spot Inspections.

(1) The facility management will ensure safety representatives or a delegated manager conducts a safety spot inspection at least once a month. These inspections are usually not announced. Normally, these inspections are for a specific workplace hazardous condition or to observe an operation for any unsafe work practices, such as the use of equipment. Examples of spot inspections include, but are not limited to, the following:

- (a) Observing forklift drivers for seatbelt use and safe operation.
- (b) Checking to ensure trailers are secured (wheel chock or restraint system) when entered by a forklift.
- (c) Employees in the meat department using PPE and safely storing knives when not in use.
- (d) Cashiers are using the “power slide” technique to scan groceries.
- (e) Emergency exit doors are not locked or obstructed by product or equipment.
- (f) Band saw operators are adjusting blade guards properly and using pusher plates for cutting short ends of meat.
- (g) Employees using safe lifting techniques.

(2) Provide a listing of any safety findings noted will be given to the department manager for correction. The on-the spot inspection documents will contain the following information:

- (a) Date.
- (b) Inspector name.
- (c) Department/area/job function inspected.
- (d) Personnel contacted.
- (e) Discrepancy.
- (f) Remarks.
- (g) Date corrected.

(3) Discuss information from these spot inspections at facility safety council meetings. Immediately report serious hazards to the installation safety office and ASM for additional assistance and guidance.

d. Special Subject Inspections. DeCA HQ, area, or installation safety office may direct a special inspection of facilities, operations, or equipment as a result of adverse accident trends or to determine if a suspected hazard exists. Document special inspections according to the instructions provided at the time they are directed. Examples of a 'special inspection' could include: securing countertop chicken rotisserie units, availability of a seat belt on forklifts, availability of a Bloodborne pathogen protection kit, etc.).

e. DoL and Center for Disease Control. DoL OSHA and Center for Disease Control NIOSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced and unannounced inspections of all DeCA workplaces and operations where civilian personnel are employed. DoL inspectors are to initially report to the DeCA activity manager or the pre-designated representative. The inspectors should make a courtesy call to the installation's safety office to inform them that they are inspecting the DeCA activity. A representative from the activity's management staff and/or the activity's safety representative will accompany the DoL inspectors at all times while the inspectors are in any DeCA facility. The facility manager or designated representative shall invite the employee representatives (Union) to attend the inspection.

(1) The DeCA facility manager shall advise the Zone Manager and ASM by telephone upon arrival of OSHA inspectors at any DeCA activity. The ASM shall, in turn, immediately advise DeCA SOHS. The DeCA Facility Manager will also send an email to the ASM to inform them of the visit and its purpose.

(2) The facility manager, or designated representative, will provide, only upon request, all available SOH information to DoL inspectors. Information may include data on hazardous chemicals in use, copies of recent DeCA or installation inspection reports, employee hazard reports, abatement project information (e.g., submitted work requests), and injury/illness data (e.g., OSHA 300 logs for five years).

(3) An out-briefing with the facility manager shall be arranged prior to the DoL inspector's departure. The facility manager, or designated representative, shall invite the employee representatives (Union) to attend the closing conference.

(4) Within two workdays after completion of a DoL inspection of a DeCA activity, the facility director/manager must provide the following information through the parent Area to DeCA SOHS or the facility can issue a DeCA Interest Report (DIRep) for the event:

- (a) Workplace visited.
- (b) Date(s) of inspection.
- (c) Name(s) of inspector.
- (d) Inspector's agency (e.g., DoL, OSHA or NIOSH), office address, phone number.
- (e) Reason for the visit; i.e., employee complaint, targeted activity.
- (f) A summary of inspection results and information on citations issued, if any.
- (g) Problems encountered or anticipated, if any.

(5) If the DoL inspector issues a notice of a hazardous or unhealthful condition, the facility manager, with assistance from the Area Safety Office, shall develop an abatement plan(s) for correction of the hazard.

(6) Responses to the DoL inspection reports shall be prepared at the local level, with assistance provided from the ASM. The response will be forwarded by the inspected facility management team to the respected Area OSHA office with copies to Area Director and ASM. If a union represents the facility, copies of notices of unsafe or unhealthful working conditions that were cited in the DoL inspection report shall be sent to the facility's employee (union) representative.

(7) Communication of OSHA Citations: Citations from any OSHA inspection must be communicated throughout the Agency as a lesson learned to identify and control similar deficiencies to prevent accidents, and as an effort to avoid receiving "REPEAT" citations from OSHA. The establishment receiving the citation report will electronically forward it to their Zone Manager and Area Director with a copy to the DeCA SOHS ASM; who in turn will provide a copy to HQ DeCA SOHS for Agency-wide distribution. The SOHS will provide the DASHO any citation with a "willful" or "repeat" finding. The Store Operations Group

Area/Logistics Directorate team can distribute OSHA inspection reports with their corrective action plan within their respected footprint. SOHS can assist in developing this corrective action plan.

(a) Willful and Repeat Citations: The DeCA DASHO will communicate any “willful” and “repeat” violation to senior management (Agency Director, Deputy Director, and Executive Directors) by individual contact, weekly activity reports, and or senior staff briefs (such as the weekly senior staff meeting, QPR, etc.).

(b) Definition of OSHA Citations: OSHA can issue four different types of violations:

(1) WILLFUL: A willful violation is defined as a violation in which the employer either knowingly failed to comply with a legal requirement (purposeful disregard) or acted with plain indifference to employee safety.

(2) SERIOUS: A serious violation exists when the workplace hazard could cause an accident or illness that would most likely result in death or serious physical harm, unless the employer did not know or could not have known of the violation.

(3) REPEAT: A Federal agency may be cited for a repeated violation if the agency has been cited previously for the same or a substantially similar condition in the past five years.

(4) OTHER-THAN-SERIOUS: A violation that has a direct relationship to job safety and health, but is not serious in nature, is classified as “other-than-serious.”

f. DoL Inspections of Contractor Operations and Investigations of Contractor Accidents. DoL has statutory authority to inspect any place of employment operated by a DoD contractor. In addition, DoL has statutory authority to investigate accidents involving contractors. Inspections by DoL may or may not be announced. When requesting right of entry, DoL inspectors will report to the office of the facility manager and present DoL identification. The facility manager, and a designated contractor representative, will accompany the inspector during the visit and debriefing.

(1) The facility manager and contractor have responsibility to provide a safe and healthful workplace. Thus, when safety or health hazards occur in DeCA workplaces, DoL OSHA may issue citations or notices of violations to the contractor and DeCA if it is reasonable to believe DeCA should have identified and taken action to correct the hazard. An example of this situation would be OSHA identifying contractor employees operating a forklift that had faulty brakes and the forklift was DeCA furnished.

(2) If a contractor only is cited for a violation by DoL OSHA, then it is a matter of resolution between the contractor and DoL OSHA.

g. DoL Inspections of the Host Installation. Should a host installation representative escort a DoL inspector to the DeCA activity to inspect the facility as part of the host installation-wide

targeted inspection action, the facility manager must take immediate action to inform DoL compliance officer that DeCA does not belong to the installation for Office of Workers' Compensation Program (OWCP)/Federal Employee Compensation Act (FECA) reporting purposes and for CFR, Title 29, Part 1904 accident reporting/recordkeeping. DeCA, as a separate DoD component agency, has a separate activity code for OWCP/FECA and therefore should not be included in any installation targeted programs. Contact the ASM to confer with the DoL representative.

h. Industrial Hygiene Inspections. DeCA does not have any qualified industrial hygiene professionals to conduct these inspections. Therefore, local DeCA management must reference their IAA and coordinate with their host installation to establish this service. Examples of industrial hygiene inspections include noise and illumination surveys, hazardous chemicals, and ergonomic evaluations. Local DeCA activities will forward a copy of these inspection reports along with actions taken, if necessary, to their ASM for their review, potential action, and for area wide trend analysis. Should the local installation industrial hygiene support office be unable to provide this support, the DeCA activity will notify their ASM to initiate action with DeCA SOHS to obtain contracted support, support from a nearby service installation, or to internally staff an industrial hygiene officer.

i. Fire Prevention/Protection Inspections. DeCA activities receive fire prevention/protection surveys from either their host installation or local fire department. Local DeCA activities will forward a copy of these inspection reports along with actions taken, if necessary, to their ASM for their review, potential action, and for area wide trend analysis.

3.16. GENERAL INSPECTION PROCEDURES.

a. When conducting safety visits or inspections, DeCA SOH officials shall review the status of any uncorrected hazards or procedures identified by previous inspections, employee hazard reports, and accident reports. Additionally, officials shall conduct a review of compliance with safety program management requirements, survey of powered equipment and facility conditions, and observance of safety practices in daily operations. The inspector shall consult with employees at the work location, as employees and union representatives must have the opportunity to inform the inspector of any unsafe or unhealthful work condition they believe exists. The inspector shall conduct safety visits or inspections with the least amount of disruption of operations as possible.

b. If an "Imminent Danger" situation is identified in any operation, the immediate supervisor, with SOHS personnel, will determine if the danger can be abated immediately. If immediate abatement is not possible, the facility manager will be advised to immediately discontinue the operation and at least execute interim actions that will reduce the risk to employees until the condition can be completely abated.

c. Formal inspections (SPAR, TOO, TOI) workplace inspections and special subject inspections) must be documented. Facility management will follow-up on open deficiencies identified on the report at least every 30 days and during safety councils until all are corrected.

Inspectors may use any local inspection report form or document format to record inspections as long as the report identifies the following:

- (1) Inclusive date(s) of the inspection.
- (2) Who conducted it?
- (3) What functions were inspected?
- (4) What deficiencies or violations existed?
- (5) Appropriate references cited and risk assessment code (RAC).
- (6) The reason they existed (if the reasons help explain the condition found).
- (7) Recommended actions or corrective actions.

d. For inspections conducted by ASMs, a DeCAF 30-68, Notice of Unsafe or Unhealthful Working Condition, may be prepared by the inspector for those violations of standards assigned a RAC of 1, 2, or 3, which are not corrected immediately. DeCAF 30-68, if used, shall be issued NLT 15 days after completion of the inspections for safety violations or NLT 30 days for health violations. Upon receipt, the supervisor will post the DeCAF 30-68 in the workplace within 5 calendar days. Notices shall remain posted for 3 workdays or until corrected, whichever is later, and shall be kept on file for five years thereafter. Copies of each notice shall be given to the participating civilian employee union representative, if requested.

e. A DeCAF 30-67, Hazard Abatement Plan will be completed for RAC 1, 2, or 3 hazards and deficiencies that cannot be corrected within time limitations listed below in “workplace hazard abatement.” The facility manager, or their designated safety representative, will draft the Abatement Plan and will forward a copy to the installation and ASM. Hazard Abatement Plan procedures are contained in Section 7.

3.17. HAZARD TRACKING.

a. During safety council meetings, the safety representative shall review the DeCAF 30-67 to determine the status of all documented hazards and deficiencies, and update as needed. Locations that have 20 or fewer employees, the safety representative will review the hazard log during supervisor safety meetings.

b. Workplace Hazard Abatement. Elapsed time in days to abate or mitigate RAC 1, 2, and 3 safety, health, and fire hazards to a lower risk are listed below:

(1) RAC 1 safety and health hazards abated or mitigated within 10 days of hazard identification.

(2) RAC 2 safety and health hazards abated or mitigated within 30 days of hazard identification.

(3) RAC 3 safety and health hazards abated or mitigated within 90 days of hazard identification.

SECTION 4: EDUCATION AND TRAINING

4.1. GENERAL. The purpose of safety education and training is to provide each employee an understanding of safety program requirements and inform them of job safety standards applicable to them. DeCAF 30-72, Employee Safety and Health Training Record, will be used to document SOH training.

4.2. EMPLOYEE TRAINING. Appropriate SOH training will be provided for all DeCA personnel to enable each person to perform work in a safe and healthful manner and to be informed on the criteria of the Agency's safety program. The minimum training necessary to implement DeCA SOH policy, and assure conformance according to CFR, Title 29, Part 1960 and DoD requirements will consist of the following:

a. Top Management Officials. Appropriate SOH orientation, and other learning experiences (e.g., periodic briefings), will be provided to directors and other top management officials to enable them to manage and direct a comprehensive safety program for their activities. Other educational topics should include:

(1) History and trends of the Agency's, Area, or facility safety program and performance metrics, the business advantage of prevention (e.g., productivity loss and cost avoidance), reasons for protecting people, and improving operating efficiencies by eliminating accidents.

(2) Risk management principles, tools, and techniques necessary to create and maintain a culture that promotes a safe and healthful working environment.

b. Supervisors. Train supervisors in the management skills needed to implement DeCA's SOH policies and programs. These skills include the following:

(1) Fostering a workplace where hazards are identified and risks effectively managed.

(2) Identifying and teaching subordinates to identify/report hazards and employ controls.

(3) Risk management.

(4) Safety motivation.

(5) Accident reporting and investigation.

(6) Development of other skills needed to implement the safety program at the working level.

(7) Enforcement action to ensure subordinate compliance.

c. Full-Time SOH Professionals. Full-time SOH professionals (GS-0018 series) will be provided the opportunity to attend formal and informal training courses for SOH specialists/managers, professional seminars, or other educational activities to enable these personnel to function effectively as SOH advisors to directors and management officials. This continuing education (recommended a minimum of one course or seminar per year) should consist of a blend of technical specialty, management, and leadership development. In addition:

(1) Training through courses, laboratory experiences, field study, and other formal learning experiences to prepare them to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation. SOH professionals can also benefit with hazard recognition, evaluation and control; equipment and facility safety design; SOH standards; analysis of accident, injury, and illness data; and other related tasks.

(2) DeCA recognizes the importance of professional credentials in career development, technical competency, and SOH program effectiveness. Consequently, DeCA urges all GS-0018 SOH personnel to obtain professional licenses, registration, or certification, in their respective disciplines (for example, Certified Safety Professional (CSP)). Training and work assignments should encourage safety managers to pursue professional SOH credentials. Examination preparation courses for these certifications and courses, seminars, etc., needed to satisfy continuance of certification should be considered as training and funded as such by DeCA.

d. Safety Representatives. Individuals serving as safety representative for a facility or other activity will be trained to the extent necessary to enable them to perform tasks required of them. The training program should address the following:

(1) Procedures for recognizing, reporting, evaluation, and abatement of hazards.

(2) Procedures for reporting and investigating allegations of reprisal.

(3) Identification and use of SOH standards.

(4) Risk management.

(5) Other appropriate rules and regulations.

(6) In addition, it is recommended that the host installation safety office be contacted to determine the level of safety representative training available through their program.

e. Employees. Appropriate SOH training will be provided by supervisors for all DeCA personnel to enable each person to perform work in a safe and healthful manner. Subjects addressed in Section 2 of DeCAF 30-72, are mandatory subjects to be briefed. Training will be provided initially (within one week of assignment) to all assigned personnel and annually thereafter, or whenever there is a change in equipment, procedures, processes, or job assignment that could affect the safety of DeCA employees or contractors. As needed, employees will receive interval training on specialized training subjects (Section 3 of DeCAF 30-72). Job

specific training lesson plans addressing the subjects in Sections 2 and 3 of DeCAF 30-72, will be developed and used to conduct training.

(1) English is the primary language for SOH training. However, supervisors have a responsibility to ensure employees receive training in a clear interpretation and understanding (language and vocabulary) so that work will be performed in a safe and healthful manner. If an employee does not speak or comprehend English, instructions must be provided in a language the employee can comprehend. Similarly, if the employee's vocabulary is limited, the training must account for that limitation. However, if an employee is illiterate, having them read training materials will not satisfy the employer's training obligation. If it is customary in the workplace to communicate work instructions or other workplace information to employees at a certain vocabulary level or in a language other than English, safety and health training will be provided to employees in the same manner.

(2) All employees will be briefed on the "safety buddy system" which contains two parts:

(a) Part 1 is a commitment by each person to be the eyes for their coworkers who may have momentarily lost focus; or never walk by an unsafe act or situation without calling attention to it or correcting it.

(b) Part 2 requires the worker who is alerted to their unsafe act or situation to thank the other person for pointing it out.

f. Civilian Employee Representatives (i.e., Union Representative). Training will be geared to prepare such representatives to assist in the maintenance of safe and healthful workplaces. The extent of this training, in addition to that given other employees, shall depend on local needs.

4.3. SAFETY BULLETIN BOARDS. An official safety bulletin board will be conspicuously located in the work area where it is accessible to all employees. Information to be posted will only be safety related, current and up-to-date, and where appropriate, also translated into those languages that will assure understanding by all employees. Mandatory items to be posted on the official safety bulletin board are as follows:

a. Safety Representatives Visual Aid/Letter.

b. DeCAF 30-2272, Occupational Safety and Health Protection for Employees of the Defense Commissary Agency.

c. A blank DeCAF 30-66, Hazard Report, with instructions on what to do with it after completing it and processing details. These forms must be readily accessible to employees for self-pickup (i.e., not kept behind a closed, locked glass display board).

d. A copy of the Agency's Director's Safety and Occupational Health Policy statement.

- e. Information/awareness items such as safety messages, safety alerts, and posters.
- f. Area and local activity accident notification procedures.
- g. OWCP Form CA-10, “What a Federal Employee Should Do When Injured at Work.”
- h. Facility’s safety council meeting minutes (latest quarterly).
- i. OSHA Form 300A, Summary of Work-Related Injuries and Illness, during the required posting timeframe for this form (February 1 to April 30).
- j. Copy of the fire evacuation diagram with fire/evacuation points.

4.4. SAFETY EDUCATIONAL MATERIAL. This type of information includes safety posters, safety shorts, IMSAFE, seasonal safety awareness information, newspaper articles, messages, or other safety related material. The information in this material may be used during safety meetings, placed on bulletin boards, or in employee break areas. The activity safety representative is responsible for obtaining and posting/distributing these materials. Safety representatives are encouraged to contact installation safety offices to obtain additional materials.

4.5. AGENCY DEVELOPED COURSES. All Agency developed training courses will be reviewed by training (DeCA HQ SO training and DeCA CCH offices) and SOHS safety specialists to determine the feasibility of incorporating a safety block of instruction into them.

4.6. SUPERVISOR/DEPARTMENT SAFETY MEETINGS.

a. Heads of DeCA activities will ensure that supervisors conduct safety meetings/briefings with their employees at least quarterly. In the commissaries, this responsibility is assigned to department managers. If no department manager is assigned, department manager responsibilities are transferred to the next level of supervision. In all other DeCA activities, this responsibility may be delegated to branch level supervisors. Supervisor safety meetings may be formal or informal and may be held more frequently when warranted. Subject material for these meetings must focus on operational topics that directly affect employees in their department and may also include supplemental information from other sources. For commissaries/CDCs/CMPP, issues/topics discussed during the quarterly store safety council meeting must also be covered in department meetings (e.g., new safety policies). Safety concerns presented by employees during any safety meeting must be handled promptly or passed on to the proper authority for evaluation and correction or resolution. Always keep employees advised of action taken or pending on their suggestions and recommendations. Motor vehicle safety, and holiday and seasonal safety awareness reminders should also be emphasized periodically at appropriate times. Holiday reminders may be in the form of a meeting, briefing, or a memorandum from the activity or department head.

b. Each meeting's subject materials and attendance roster will be documented, with the records retained by the supervisor for 2 years (Official File # 30-17 the SCB). The individual conducting the meetings will sign and date the meeting record to verify its execution. Employees who did not attend the regularly scheduled meeting shall be briefed on the meeting contents upon returning to work. This update shall be recorded/dated on the meeting record form.

c. For stores/facilities with less than 20 total employees and therefore exempt from establishing a formalized safety council, their quarterly department meetings can be combined into a single store-wide quarterly meeting with representation from all employees.

4.7. TRAINING SOURCES.

a. HQ DeCA training programs, area safety staff, installation safety, fire prevention, industrial hygiene, preventive medicine staffs, and OSHA Training Institute are all excellent sources for obtaining formal safety training.

b. OSHA's Website (www.osha.gov) provides multiple training opportunities ranging from interactive Web-based electronic tools to downloadable files contained within their "technical links" section (accessible from their Web site index: look for the site index and select "T", then select "technical links to Safety and Health Topics", and finally select the subject of choice).

4.8. TRAINING CRITERIA.

Safety training directory provides ready reference to training intervals and reference location within this manual for additional information. Refresher training may be required for some subject areas dependent upon lack of understanding, an accident or near miss, etc. Training must be repeated whenever there is a change in the process or equipment.

Table 2 - Safety Training Directory

Training Type	Initial	Annual	Equipment/Process Change
Job Safety Briefing	X	X	X
Manual Lifting	X	X	
Hazard Communication	X		X
Personal Protective Equipment (PPE)	X		X
Lockout/Tagout	X		X
Powered Industrial Trucks (PIT)	X		X
Ergonomics Awareness	X	X	X
Balers/Compactors	X		X
Asbestos Exposure/Control	X	X	X
Permit Required Confined Spaces (PRCS)	X		X
Blood-borne Pathogens	X		X
Hearing Conservation	X	X	X
Emergency Action Plan (EAP)	X	X	X
Fire Protection	X	X	

SECTION 5: AWARDS AND RECOGNITION

5.1. GENERAL. It is DeCA policy to recognize outstanding efforts and significant achievements by DeCA's activities and individuals in accident prevention. Recognition of safety accomplishments promotes pride and stimulates greater DeCA organization and personal effort to improve safety performance. Activity safety awards must not be based solely on accident rates or a reduced number of accidents reported, but rather on an activity's exceptional management of their safety program and overall program performance during a 1-year period. The overall level of success of activity safety programs can be determined by ASMs' careful assessment of the results of DeCA/Host Installation safety inspections and personal staff visits. ASMs may develop Area unique supplemental criteria for judging program success for their award nominees; however, it must be based on the minimum standards established in this manual.

5.2. BEST COMMISSARY AWARDS PROGRAM. This award program, managed and administered by the SO Group, will include safety element(s) as either a nomination qualifier or a selecting factor. The SOH office will provide safety performance data to the appropriate SO office for their use in this award program.

5.3. GROUP LEVEL SAFETY AWARDS. Executive Directors at DeCA group level (SO, IT, and MP) may develop and administer a group safety award program with conformance to the generic award criteria address within DeCAD 50-8, Recognition and Incentive Awards Program.

5.4. OTHER SAFETY AWARDS. Other safety awards will be administered through the guidance provided in DeCAD 50-8.

5.5. BUDGETING AWARDS. The management layer/office developing and administering the award is also responsible for its funding. The DeCA SOH Director will ensure the safety operation's budget includes sufficient monetary resources for purchase of award plaques that provide an appropriate level of recognition consistent with preceding requirements. Areas and commissaries/CDCs, etc., should ensure budgeting of monetary resources for appropriate award elements presented at that level.

SECTION 6: ACCIDENT REPORTING AND RECORD KEEPING

6.1. GENERAL.

a. DeCA activities shall investigate and report property damage, injury, and occupational illness accidents IAW this manual. Accident reports are to be used solely for accident prevention purposes. The process will include data input from all available sources including medical patient disposition forms (with consideration of the Health Insurance Portability and Accountability Act), civilian employee workers' compensation forms, police reports, and interviews with accident victims and witnesses.

b. DeCA activity managers shall ensure that corrective action is taken on identified accident causes. The DeCA area management official, with assistance from the ASM, will monitor corrective action(s) plan/process through completion.

c. Historical accident data (lessons learned) will be considered and used during the development and acquisitions of new systems, equipment, and procedures that are used in DeCA operations and facilities; and during the design of new and renovated facilities.

d. Upon request, DeCA activities shall furnish DeCA SOH accident statistical information that may be required to evaluate an activity's safety posture and to develop DeCA Special Emphasis Programs.

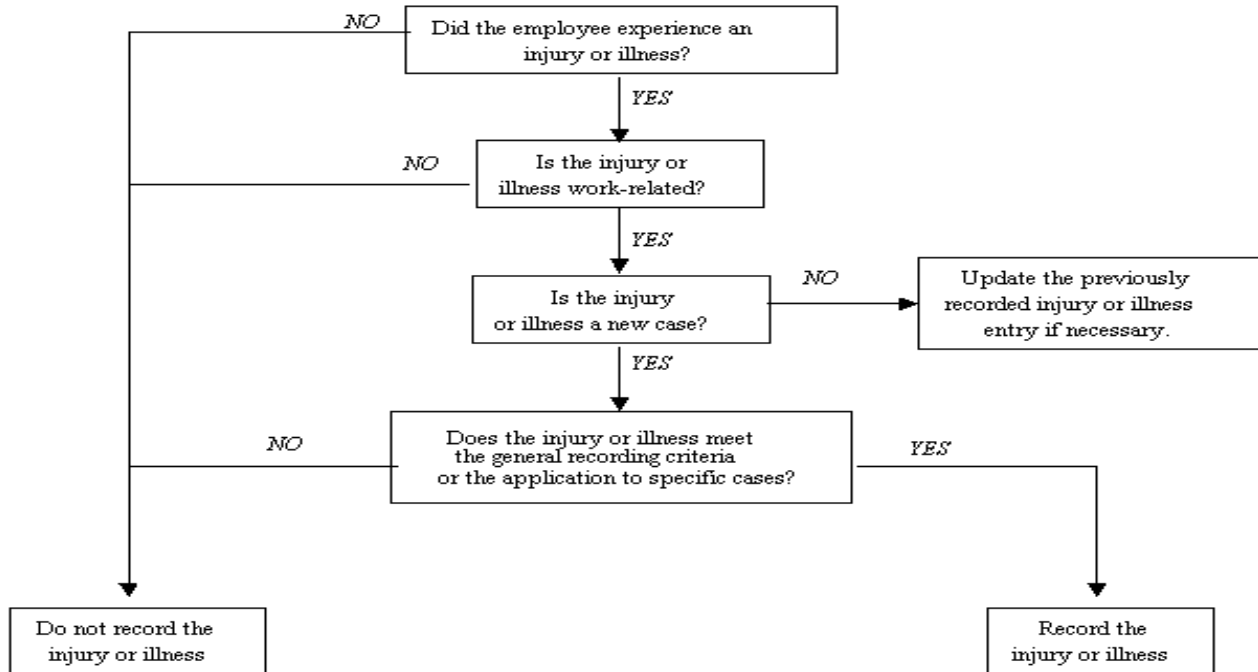
e. To avoid duplicate reporting of accidents involving DeCA military personnel, instances of on-duty or off-duty death, injury, and occupational illness shall be reported by the DeCA activity of assignment, rather than the parent DoD Component. Additionally, for any property damage involving DeCA and another DoD organization's resources, each Component shall report its own losses.

f. Patron, vendor, and other non-DeCA accidents (whether injury or property damage) may, in addition to the accident report, require a legal investigation per DeCAD 80-11, Investigating and Processing Certain No contractual Claims and Reporting Related Litigation. Only factual (non-privileged) safety information from the accident report may be released or used for legal investigation purposes. The determination for external DeCA release of any information from an accident report will be coordinated through the HQ DeCA/General Counsel (GC) office.

6.2. REPORTING/RECORDING CRITERIA AND RECORD KEEPING (BASIC REQUIREMENT). The requirements addressed within this paragraph are used to report and record personal injury/illness for DeCA employees (DeCA U.S. employees, DeCA Local Nationals (LN), DeCA Cooperative Administrative Support Unit (CASU) program contractors, and DeCA military personnel). Report and record fatalities, injuries, and illnesses that are work-related; and new cases that meet general recording criteria or meet one or more of the additional criteria. Personal injury/illness accidents sustained by these individuals will be reported on DeCAF 30-301 and recorded on OSHA Form 300. An exception is that accidents to DeCA

military personnel are not recorded on any OSHA Form 300. Figure 2 provides the decision tree graphic to determine this basic requirement.

Figure 3. Recording Flowchart



a. **Work-Related.** An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless one of exceptions.

(1) **Travel Status.** Injuries and illnesses that occur while an employee is on travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities “in the interest of DeCA.” Injuries or illnesses that occur when the employee is on travel status do not have to be recorded if the employee has:

(a) **Checked Into a Hotel or Motel for One or More Days.** When a traveling employee checks into a hotel, motel, or any other temporary residence, they establish a “home away from home.” When the employee checks into the temporary residence, they are considered to have left the work environment. When the employee begins work each day, they reenter the work environment. If the employee has established a “home away from home” and is reporting to a fixed worksite each day, do not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.

(b) Taking a Detour for Personal Reasons. Injuries or illnesses are not considered work-related if they occur while the employee is on a personal detour from a reasonably direct route of travel (for example, has taken a side trip for personal reasons).

(2) Telework (Alternative Worksite). Injuries and illnesses that occur while an employee is working at an alternate worksite (includes home office) is considered work-related if the injury or illness occurs while the employee is performing work for pay or compensation in the home or alternative worksite, and the injury or illness is directly related to the performance of work rather than to the general home environment or setting. Employees should notify their supervisors if injured while teleworking and provide their supervisors with medical documentation related to the injury.

(3) Significantly Aggravated. Significantly aggravated is when an event or exposure in the work environment results in any of the following:

(a) Death - provided that the preexisting injury or illness would likely not have resulted in death but for the occupational event or exposure.

(b) Loss of consciousness - provided that the pre-existing injury or illness would likely not have resulted in loss of consciousness but for the occupational event or exposure.

(c) One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred but for the occupational event or exposure.

(d) Medical treatment in a case where no medical treatment was needed for the injury or illness before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure.

(4) Work-Relatedness Exceptions. Injuries and illnesses are not reported/recorded if:

(a) At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee; such as, a DeCA employee shopping in the commissary during lunchtime or after work.

(b) The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.

(c) The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.

(d) The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in).

NOTE: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.

(e) The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.

(f) The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.

(g) The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.

(h) The illness is the common cold or flu.

NOTE: Contagious diseases such as tuberculosis (TB), brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work.

(i) The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

b. New Accident. An injury or illness is a new accident when:

(1) The employee has not previously experienced a recorded injury/illness of the same type that affects the same part of the body; or the employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and a new event or exposure in the work environment caused the signs or symptoms to reappear.

(2) An employee experiences the signs or symptoms of an injury or illness as a result of an event or exposure in the workplace, such as an episode of occupational asthma. The exception to this determination is when an employee experiences the signs or symptoms of a chronic (long-term) work-related illness where the signs or symptoms may recur or continue in the absence of an exposure in the workplace, the case must only be recorded once (e.g., occupational cancer, asbestosis, byssinosis, silicosis).

(3) Management seeks the advice of a physician or other licensed health care professional, although there is no requirement to do so, to determine whether a case is a new case or a recurrence of an old case; and they state that it is a new case. If you receive conflicting recommendations from two or more physicians or other licensed health care professionals, local management must make a decision as to which recommendation is the most authoritative (best documented or best reasoned), and record the case based upon that recommendation.

c. General Reporting/Recording Criteria.

- (1) Death.
- (2) Days away from work as prescribed by physician.
- (3) Restricted work or transfer to another job as prescribed by physician.
- (4) Medical treatment beyond first aid.
- (5) Loss of consciousness, regardless of the length of time the employee remains unconscious.
- (6) A significant diagnosed injury or illness by a physician or other licensed health care professional.

d. Additional Reporting/Recording Criteria.

(1) Needle-Stick and Sharps Injuries. Report and record all cuts, lacerations, punctures, and scratches if they are work-related and involve contamination with another person's blood or other potentially infectious material. If an employee is splashed or exposed to blood or other potentially infectious material without being cut or scratched, the incident should be reported but is not recorded unless the affected employee is diagnosed with a blood borne illness (e.g., human immunodeficiency virus (HIV), hepatitis B or C) or meets one of the general recording criteria.

(2) Medical Removal under OSHA Standards. Employees that are removed from their job due to exceeding an OSHA Standard's medical removal requirement will be reported and recorded if the removal results in day(s) away from work or placed in a restricted work schedule. If management voluntarily removes the employee prior to meeting the OSHA Standard's medical removal criteria and reassigns them to a different job, the removal action is not required to be reported or recorded. If the medical removal is the result of a chemical exposure, it must be recorded on the OSHA Form 300 by checking column "M (4) Poisoning."

(3) Occupational Hearing Loss. If an employee's hearing test (audiogram) reveals that a standard threshold shift (STS) has occurred, the event will be reported and recorded. There are two exceptions:

(a) Exception #1. If the employee will be retested within 30 days to confirm the STS, the event does not have to be reported and recorded unless the retest confirms the STS.

(b) Exception #2: If a physician or other licensed health care professional determines that the hearing loss is not work-related, the event is not reported or recorded.

(4) Work-Related TB Exposure. If any employee has been occupationally exposed to anyone with a known case of active TB and that employee subsequently develops a TB infection (as evidence by a positive skin test or diagnosis by a physician or other licensed health care

professional) the event is to be reported and recorded. Record the case on OSHA Form 300 by checking column “M (3) Respiratory Condition.”

6.3. ACCIDENT REPORTING CRITERIA FOR OTHER INDIVIDUALS. Other individuals include the categories of patrons, other contractors (all others except for CASU), vendors, etc. Any personal injury/illness sustained by these individuals will be reported on DeCAF 30-301, by completing only the shaded blocks. The DeCAF 30-301 will be completed and forwarded to the ASM within 15 calendar days. The DeCAF 30-301 for these “Other Individuals” is for accident prevention efforts only and is not to be used as a substitute for the legal investigation report as required by DeCAD 80-11; therefore, do not forward a copy of the DeCAF 30-301 to the host installation legal office. Also, do not record these cases on OSHA Form 300.

6.4. PROPERTY DAMAGE ACCIDENTS. Report all accidental property damage involving \$2,000 or more damage to DeCA property, vehicles, subsistence, or equipment; or damage to non-DeCA property as a result of DeCA operations, on DeCAF 30-111, DeCA property damage accident report. This reporting requirement includes products damaged by forklift operations or from refrigeration problems that may occur.

6.5. FIRE ACCIDENT INVESTIGATION AND REPORTING. Copies of DD Form 2324, DoD Fire Incident Report (which is completed by the installation fire department), will be submitted for fire incidents involving DeCA-owned or leased facilities and other property damaged by fire, except where the fire was maliciously ignited (arson). DeCA activities will develop and include their corrective actions with the report, as appropriate. At locations where non-DoD fire departments perform firefighting services, a copy of that fire department’s fire report shall be obtained. Distribution of fire reports within DeCA will be the same as DeCAF 30-111. Additionally, when fires result in injury to DeCA employees or patrons, DeCAF 30-301 will be completed on each injured person and submitted with fire reports. Reminder: the injury to the DeCA employee may also be required to be entered on OSHA Form 300.

6.6. ACCIDENT CLASS SEVERITY LEVELS. DeCA accidents are classified according to the severity of occupational injuries, illnesses, or property damage. Property damage severity is generally expressed in terms of cost and is calculated as the total cost of DeCA and non-DeCA property that is damaged. Additionally, if an employee lost time occupational injury or illness results, an event is reportable even if the associated property damage costs are less than the minimum dollar criteria. Classify DeCA accidents as follows:

a. Class A Accident. The resulting total cost of damages to Government and other property in an amount of \$2 million or more, or an injury or occupational illness results in a fatality or permanent total disability.

b. Class B Accident. The resulting total cost of damage is \$500,000 or more, but less than \$2 million. An injury or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized for inpatient care (which, for mishap reporting purposes only, does not include just observation or diagnostic care) as a result of a single mishap.

c. Class C Accident. The resulting total cost of property damage is \$50,000 or more, but less than \$500,000; or a nonfatal injury or illness that results in one or more days away from work/work restriction/job transfer, not including the day of the injury.

d. Class D Accident. An injury or illness resulting in lost time of less than one full day or shift away from work, or inability to perform normal job functions (restricted work, transferred to another job or duties); or medical treatment in excess of first aid; or a loss of consciousness. Include cases noted in Column J on the OSHA Form 300. The resulting total cost of property damage is less than \$50,000 but more than \$2,000. Class D property damage accidents, which have a total cost which is greater than \$2,000, will be reported on DeCAF 30-111. Class D accidents with costs less than \$2,000 are not required to be reported on DeCAF 30-111.

6.7. FORMS USAGE. DeCAF 30-301 must be completed and its entry on OSHA Form 300 must be made within seven calendar days of receiving information that a recordable injury or illness has occurred. DeCAF 30-111 will also be completed within seven calendar days of receiving information that a reportable property damage accident has occurred. Once completed, DeCAF 30-301 and 30-111 are to be forwarded electronically to the assigned ASM. Accident updates (corrective actions, days away from work, work restrictions, work transfers, etc.) will also be forwarded as the information comes available. The establishment's OSHA Form 300 will be sent electronically to the assigned ASM within 15 days following the quarter to enable review and to capture data for accident statistics and trend analysis.

a. DeCA Employees. DeCAF 30-301 will be used to report and investigate accident. OSHA Form 300 will be used to record (log) these accidents. DeCA establishments with LN employees are required to maintain two separate OSHA Form 300 logs with one dedicated solely to record their accidents. OSHA Form 300A, Summary of Work-Related Injuries and Illnesses will be generated from each OSHA Form 300 and will be posted from February 1 to April 30 of the year following the year covered by the form. OSHA Form 300A requires a signature by senior management of the DeCA facility to certify that they have reviewed the log and reasonably believes, based on their knowledge of the informational gathering process, that the annual summary is correct and complete. The following list shall be used to identify this certifying official:

- (1) Commissary. Store Director or their supervisor.
- (2) CDC and CMPP. Facility Manager or their supervisor.
- (3) Area Offices. Director of Store Operations, Deputy Director, or Director.

(4) HQ DeCA Complex. Facility Manager, or their supervisor or any peer/senior management official.

b. Other Individuals. For other individuals DeCAF 30-301 (shaded blocks only) will be used to report the accident. Route reports in accordance to criteria. Do not record these accidents on OSHA Form 300.

c. Property Damage. For property damage accidents DeCAF 30-111 will be used to report the accident. Route reports the same as DeCAF 30-301.

d. OWCP Employee's Compensation Operations & Management Portal (ECOMP) Generated OSHA Form 301. The ECOMP allows Federal employees to file claims for benefits under the Federal Employees' Compensation Act (FECA) online. To access this portal you must register with the ECOMP website: <https://ecomp.dol.gov>. The OSHA Record Keeper (ORK) in ECOMP is responsible for reviewing OSHA 301 Forms filed by employees to report an injury or illness. When an employee initiates an OSHA 301 in ECOMP, he or she completes the employee portion of the form and submits it to the supervisor. ECOMP will automatically generate an email to the supervisor advising that an OSHA 301 is awaiting that supervisor's completion. The supervisor will click on a link contained in the email, which will allow them to complete the supervisor portion of the form, and forward it to the ORK assigned to the organization in ECOMP. This action does not complete the responsibility to complete and forward DeCAF 30-301 to the ASM.

(1) OSHA Record Keeper Review. Just like the supervisor, the ORK will next receive an email advising that the OSHA 301 is pending his or her review. No link to the form will be contained in the ORK's email, so the ORK will need to log into ECOMP to access the form. The information entered by the employee and supervisor is reviewed by the ORK, who may make any necessary changes, and then determines whether the reported injury or illness is OSHA recordable.

(2) The OSHA Record Keeper Dashboard. The ORK Dashboard allows an ORK to review and manage OSHA 301 forms, which have been completed and forwarded by agency employees. An ORK may also file OSHA 301 forms on behalf of injured and ill employees via the Dashboard.

(3) Completing ORK Review of an OSHA 301. The ORK is responsible for reviewing OSHA 301 forms which have been completed for employees of the assigned organization, and determining if the reported injury or illness is recordable under OSHA regulations.

(4) Filing an OSHA 301 Form on Behalf of an Employee. An ORK may file an OSHA 301 form on behalf of an injured or ill employee who is unable to initiate the form.

(5) ORK Reports. An ORK may generate the following reports in ECOMP: OSHA 300/300A Log Reports; and Injury and Occupational Disease Trends Report.

e. Accidents. Accidents are reported and recorded at the facility where the incident occurred. This rule applies to DeCA employees that are not employed at the facility, but are visiting there as part of their official function and are injured or become occupationally ill during the visit.

f. Retention and Updating. DeCAF 30-301, OSHA Forms 300 and 300A, and DeCAF 30-111 will be maintained for 5 years following the end of the calendar year (CY) these records cover.

(1) If a privacy list was developed to supplement OSHA Form 300, it must also be similarly retained.

(2) For OSHA Form 300 during its 5-year storage period, if a new recordable injury or illness accident was discovered or if a previously listed accident classification, (Blocks G through M on OSHA Form 300) has changed; then the form must be updated. If the description or outcome (Block F) changes, the original entry must be removed and replaced with the new information.

(3) For OSHA Form 300A (Annual Summary Report), there is no requirement to update the log during its 5-year retention period; however, local management may do so if desired.

(4) For DeCAF 30-301, update the form if the accident classification changes or if requested by a DeCA safety professional. A DeCA higher authority request back to the originator of the DeCAF 30-301 to edit the originally submitted form is not an update, but a revision.

g. Privacy Concern Cases.

(1) Privacy concern cases are the only justification to remove (that is, not added to the form) the employee's name on both DeCAF 30-301 and OSHA Form 300. The individual assigned the responsibility for maintaining OSHA Form 300 will be responsible for maintaining a separate listing of privacy concern cases that will include the individual's name with the corresponding OSHA Form 300 log case number. The words "privacy concern case" will be written in lieu of writing in the name of the individual. If there is reasonable belief that the information on the forms that describe the injury or illness may identify the individual, this information can be revised to provide this protection. However, sufficient information to identify the cause of the accident and the general severity of the injury or illness -- without details -- must be provided (e.g., a sexual assault case could be described as "injury from assault," or an injury to a reproductive organ could be described as a "lower abdominal injury"). These measures will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to OSHA Form 300 and DeCAF 30-301.

(2) DeCA officials (the individual assigned to maintain the local OSHA Form 300 and DeCAF 30-301 [e.g., the store safety representative], the certifying official of the establishment's annual summary log (OSHA Form 300A), DeCA safety professionals (GS-0018 series), and

other DeCA managers within the affected employee(s) chain-of-command) may have a need for privacy concern case information to enable employers in keeping track of such cases in the event future revisions to the entry become necessary. For non-DeCA personnel, OSHA Form 300 and DeCAF 30-301, with personally identifying information, may only be released to an auditor or consultant hired by DeCA to evaluate the safety program to the extent necessary for processing workers' compensation or other insurance benefits; or to a public health or law enforcement agency for uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required under section Department of Health and Human Services Standard for Privacy of Individually Identifiable Health Information (CFR, Title 45, Part 164.512 of title 45.) Only the following injuries or illnesses are to be considered as privacy concern cases:

- (a) An injury or illness to an intimate body part or the reproductive system.
- (b) An injury or illness resulting from sexual assault.
- (c) Mental illnesses.
- (d) HIV infection, hepatitis, or TB.
- (e) Needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.
- (f) Other illnesses, if the employee independently and voluntarily requests that their name not be entered on OSHA Form 300.

6.8. NEAR MISS ACCIDENT REPORTING. Accidents that do not result in any injury, illness, or damage shall be reported to the supervisor or to the facility safety representative. The importance of "near miss" reporting is that the sequence/combination of events that has the potential to cause harm or damage exists and, if left unchecked, may occur again with a negative result. DeCAF 30-301 or DeCAF 30-111 will be used to report a near miss accident. It will not be recorded on OSHA Form 300.

6.9. EMPLOYEE ACCIDENT REPORTING. Each employee must be informed on the accident reporting process and on the need to immediately report all accidents to their supervisor/management official. Document this training on section 2 of DeCAF 30-72.

6.10. ACCESS TO ACCIDENT INFORMATION ON DeCAF 30-301 AND OSHA FORM 300. Current employees, former employees, employee's personal representatives, and an employee's authorized employee representative (collective bargaining agent) each have the right, with some limitations, to access (get a copy) of both the DeCAF 30-301 and OSHA Form 300. Section III of DeCAF 30-301 contains privilege information and will be used/released per guidance provided.

a. A current or former employee's "personal representative" is any person that the employee designates in writing as such; or their legal representative if they are deceased or legally incapacitated.

b. If a current and former employee, employee's personal representative, or an employee's authorized employee representative requests a copy of an OSHA Form 300, it must be provided to them by the end of the next business day. The current names on the log must not be removed and if a name was removed due to a privacy concern case it must remain removed. Therefore, it is critical that the names of individuals for privacy concern cases are not added to OSHA Form 300.

c. If an employee, former employee, or their personal representative asks for a copy of a DeCAF 30-301 written on that employee, it (Section I only) must be provided to them by the end of the next business day.

d. An authorized employee representative (collective bargaining agent) can only obtain copies of the DeCAF 30-301 that are applicable to the facility that they represent, must be given to them within seven calendar days; and most importantly, only the information that is presented in Section 1, blocks 10 thru 18 "Information About The Case." All other information on the form must be removed or blacked out (redacted).

e. If an authorized government representative requests accident reporting and recording records, they must be provided within four hours. Specifically, these records include only OSHA Form 300, OSHA Form 300A, and DeCAF 30-301. Authorized government representatives include a representative of the Secretary of Labor conducting an inspection or investigation under the Act (OSHA Act) or a representative of the Secretary of Health and Human Services (including the NIOSH) conducting an investigation under Section 20 (b) of the OSHA Act.

f. DeCAF 30-111, Section IV - Investigative Findings, and Section V - Countermeasure Recommendation(s), may contain "privileged safety information" and will be used/released according to DeCA GC.

g. The employee, former employee, personal representative, or authorized employee representative is not entitled to see, or to obtain a copy of, the confidential list of names and case numbers for privacy cases (as discussed above).

h. If non-DeCA employees (e.g., patrons, vendors, or their personal representative) asks for a copy of a DeCAF 30-301 written on themselves, refer them to HQ DeCA GC (DeCA Freedom of Information Act (FOIA) officer). DeCAF 30-301, Section III - Investigation, may contain privileged information and the release must be according to DeCA GC.

6.11. REPORTING A FATALITY, IN-PATIENT HOSPITALIZATION, AMPUTATION, LOSS of AN EYE. Immediately (as soon as possible, but no longer than four hours) upon receiving notice of an accident that resulted in a fatality, hospitalization (inpatient) of one or

more employees, an amputation, or loss of an eye: the facility/establishment management official (e.g., area director/area deputy director, store director/administrator, CDC Facility Manager, CMPP Facility Manager, HQ directorate or staff office chief) will orally report the accident to the following DeCA (POCs): Principal Deputy Store Operations Group (area office only), area director and zone manager (stores only), Chief Overseas Distribution Division (MPLO) CDC/CMPP only), Director, Logistics and Chief SOHS Safety Division (DeCA HQ Command Group, HQ Directorates and Staff Offices only); DeCA ASM, and DeCA SOH (HQ Safety Office); and to the DeCA Emergency Operations Center.

a. Required Report Information. The facility/establishment management official at the accident site will provide to the DeCA POCs, the following information: (initial report is orally (in person or telephone), then followed-up in written form (email)).

(1) The establishment complete name (e.g., Defense Commissary Agency, Commissary Fort Anywhere);

(2) The location of the work-related incident (e.g., DeCA, Commissary Fort Anywhere, Fort Anywhere, State/Territory Name, meat department processing room; DeCA, CDC Anywhere, Installation Name, Country, Warehouse #3);

(3) The date and time of the work-related incident (e.g., January 15, 2015 at 8:30 AM; March 5, 2015 at 2:15 PM, etc.);

(4) The type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye);

(5) The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye;

(6) The name(s) of the employee(s) who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye (provide full name);

(7) Contact person and their phone number (provide full name and direct phone number - in addition, providing a common access POC and phone number (secretary) for store level can be useful due to changing work schedules); and

(8) A brief description of the work-related incident. **NOTE:** Keep information factual, state “what” happened.

b. OSHA Notification:

(1) Timeframes:

(a) Within 8 hours after the death of any employee from a work-related incident, the senior management official of the location sustaining the accident must report the fatality to OSHA, DoL.

(b) Within 24 hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, the senior management official of the location sustaining the accident must report the incident to OSHA.

(c) Timeliness of injury to the accident event: Report a fatality to OSHA only if the fatality occurs within 30 days of the work-related incident. For an in-patient hospitalization, amputation, or loss of an eye, report the event to OSHA if it occurs within 24 hours of the work-related incident.

(2) How to contact OSHA:

(a) By telephone or in person to the OSHA Area Office that is nearest to the site of the incident. If the Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using either the 800 number or the reporting application located on OSHA's public Web site at www.osha.gov.

(b) By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

(c) By electronic submission using the reporting application located on OSHA's public Web site at www.isga.gov.

(3) What information to provide to OSHA:

(a) DoD Safety Office Notification. DeCA SOHS is responsible for reporting (notifying) the DoD Safety Office (Assistant for Safety & Health; Environment, Safety and Occupational Health Directorate; Office of the Deputy Under Secretary of Defense (Installations and Environment) of any serious accident (i.e., fatalities, hospitalizations, amputations, and losses of an eye) within 48 hours of the accident. Reporting may be accomplished by telephone or e-mail and will include at minimum the information noted. If requested by the DoD Safety Office, DeCA SOHS will provide a summary report within 120 days of the accident. The summary report will include the following information:

1. Date and time of accident.
2. DeCA establishment name.
3. Location (service installation name, mailing address).
4. Personnel involved (number, category (e.g., military, civilian employees, patrons, contractors) and consequences to each).
5. Description of operation.
6. Description of the accident.

7. Causal factors.

8. Safety programs/standards involved (OSHA and DoD standards) (limit to factual information and validated findings).

9. Applicable specific standard (only OSHA or approved alternate Agency standards shall be cited; e.g., CFR, Title 29, Part 1910).

10. Violations.

11. Recommendations (if any) for standards improvement.

12. Corrective actions recommended by investigator(s).

c. Exceptions to reporting the event to OSHA. **NOTE:** Still a reportable accident (DeCAF 30-301) with DeCA.

(1) If a motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA.

(2) If the accident occurred on a commercial or public transportation system (e.g., airplane, train, subway, or bus, you do not have to report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA.

(3) If the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident, report the fatality to OSHA only:

(a) If the fatality occurs within 30 days of the work-related incident.

(b) If the in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident.

d. Heart Attack: A work-related fatality or in-patient hospitalization caused by a heart attack is reportable to OSHA per the requirements. The OSHA Area Office Director will decide whether to investigate the event, depending on the circumstances of the heart attack.

6.12. SAFETY INVESTIGATIONS.

a. The sole purpose of safety investigations is to prevent accidents. Safety investigators will collect and analyze information to determine the causes(s) of the accident and make recommendations for corrective action. Minimally, supervisors will investigate all accidents that occur to employees under their supervision.

b. For all Class A and B accidents, a DeCA safety professional (GS-0018 series) will conduct the investigation (host installation safety professionals may also be called upon to perform in lieu of, or assist in conducting, these Class A/B investigations). The reports generated by safety investigators may contain privileged safety information as well as publicly releasable information. The DoD treats safety investigation reports confidentially to ensure that commanders and safety officials can obtain accurate accident information, thereby promoting safety and national defense. Safety investigations are exempt from the licensing requirements of paragraphs C4.4.3 and C4.4.7 of DoD 8910.01.

c. All safety investigation reports include privileged information. To promote conjecture; speculation; and full and frank discussions by the safety investigators, safety investigation boards, endorsers and reviewers of the safety investigation, DeCA will only disclose privileged safety information when approved by DeCA GC. Privileged safety information includes statements, reports, or testimony given to a safety investigator or board pursuant to a promise of confidentiality, and any direct references to any such statements or testimony elsewhere in a report. The findings, evaluations, analyses, opinions, conclusions, recommendations, and other indication of the deliberative processes of a safety investigator, safety investigation boards, endorsers, and reviewers are also privileged safety information.

d. IAW DoD Instruction (DoDI) 6055.07, DeCA does not have the authority to grant a “promise of confidentiality” to an individual providing evidence for an investigation.

e. Restrictions on Use and Release. Privileged safety information shall be used for safety purposes only. DoD Directive 5400.07, DoDI 6055.07, and this manual govern requests for safety reports. Requests for safety reports pursuant to litigation, discovery requests, subpoenas, or court orders are governed by applicable case law, DoDI 6055.07, and this manual.

(1) DeCA shall not release privileged safety information unless approved by DeCA GC, nor shall DeCA use or condone the use of privileged safety information for any purpose other than accident prevention. Privileged safety information will not be used to support disciplinary or adverse administrative action, to determine the misconduct or line-of-duty status of any personnel, or as evidenced before any evaluation board.

(2) Privileged safety information will not be used to determine liability in administrative claims for or against the government or in any litigation on behalf of the government.

(3) Non-privileged safety information may be released as required by law or pursuant to court order or upon specific authorization of DeCA’s designated disclosure authority (DeCA GC with consultation with Director, SOH).

f. DeCA shall not release privileged safety information in response to FOIA requests under DoDD 5400.07, or in response to discovery requests, subpoenas or court orders.

g. This paragraph addresses the protection of privileged safety information when parties in litigation attempt to compel its release. Since DeCA cannot grant promises of confidentiality, the DeCA Director or designee (DeCA GC), may assert the privilege to oppose any court-

ordered release of privileged safety information. Upon determination by the DeCA Director, or designee, that no safety or national defense interest is jeopardized, they may authorize the release of safety investigation board findings. If a court orders the release of privileged safety information, the DeCA Director, or designee, will coordinate with the other Military Services, Components' departments, and the DoD General Counsel to determine whether or not to seek further review.

h. DeCA local management/safety investigator will suspend the investigation, preserve the evidence, and immediately notify DeCA SOHS safety manager whenever evidence of criminal activity that is causal to the accident is discovered. The DeCA SOHS safety manager will determine, under the circumstances and after consultation with the DeCA Director, DeCA SOHS and DeCA GC, whether the safety investigation will proceed.

i. For Class A/B accident investigations, it may be necessary to convene an investigative board comprised of a mix of appropriate occupational series personnel to add expert professional knowledge to aid in accurate identification of causal factors and countermeasure development. DeCA SOHS, through coordination with Area offices, will select team participants.

6.13. LEGAL INVESTIGATIONS AND REPORTS.

a. Legal investigation reports are used to inquire into all the facts and circumstances surrounding accidents as well as to obtain and preserve all available evidence for use in litigation, claims, disciplinary action, or adverse administrative actions. DeCA GC is designated as the office of primary responsibility for oversight of legal investigations and their reports (see DeCAD 80-11).

b. The legal investigation is conducted independently from the safety investigation. Non-privileged safety information acquired by a safety investigator may be made available to the legal investigation. The SOH Director will inform the DeCA GC whenever a DeCA accident involves one or more of the following items so that DeCA GC can initiate a separate report in addition to the authorized safety investigation report:

- (1) All on-duty Class A accidents.
- (2) Anticipated litigation for or against the government or a government contractor.
- (3) Anticipated disciplinary or adverse administrative action against any individual.
- (4) Probable high public interest.

c. Personnel assigned to conduct safety investigations will not conduct legal investigations of the same accident. Personnel currently assigned to full-time safety positions will not be appointed as a member of a legal investigation board.

6.14. ACCIDENT STATISTICS. Accident statistics will be maintained on a CY (calendar year) GMAW schedule. At a minimum, each DeCA facility will maintain quarterly injury/illness accident statistics on total and lost-time accident counts and rates. Accident statistics/data will be reviewed and consolidated (quarterly and annually) by Agency/area safety offices to present performance and trend information to applicable senior staff and principal program managers. DeCA establishments will forward a copy of their OSHA 300 logs to their ASM NLT 15 calendar days following a CY quarter to aid in the timeliness of this accident statistical program.

Table 3 – OSHA 300 Log Quarterly Reporting

Calendar Year Period	Due Date for OSHA 300 Log
January – March (1 st Quarter)	April 15
April – June (Mid-Year)	July 15
July – September (9-Month)	October 15
October – December (Year)	January 15

6.15. ACCIDENT REPORT ROUTING. Accident reports (DeCAF 30-301 and DeCAF 30-111) will be routed (electronic forms are available in fillable pdf format) up through reviewing officials to the facility's assigned ASM within 15 calendar days of the accident date. Accidents occurring at HQ DeCA will be routed through reviewing officials to DeCA SOHS. The ASM will review the accident report and will work with the sending activity until the form is complete and accurate.

a. Routing within DeCA will follow the following rules:

(1) Class A Accidents. The report will be reviewed by all management levels up to HQ DeCA (e.g., DeCA Director/Deputy Director/Executive Director).

(2) Class B Accidents. As a minimum, the review will be up through the SO Area and CDC & CMPP management (e.g., Area Director/SO Principal Deputy, MP Logistics Director/MPL Chief Distribution/Transportation) and Director SOH, with advice from Chief SOHS, will determine if any review is necessary at HQ DeCA level (Executive Director, Deputy Director, or DeCA Director).

(3) Class C and D Accidents. The review will be up through the next management layer. The accident report will be reviewed by the manager of the supervisor who completed the report and that manager's next highest management official (e.g., store accident reports will be reviewed by the Store Director and Zone Manager).

b. A copy of accident reports (DeCAF 30-301 and DeCAF 30-111) involving non-DeCA personnel (e.g. patrons) will be provided to DeCA GC.

6.16. RECORDKEEPING. DeCAF 30-301 Accident Report. The OSHA 300 log and OSHA 300A summary forms are required to be maintained per guidance provided by DeCAD 5-2 and

DeCAM 5-2.2 [official file #30-17]. The facility that experienced the accident is responsible for maintaining the official record.

SECTION 7: HAZARD IDENTIFICATION, DETECTION, REPORTING AND ABATEMENT

7.1. HAZARD IDENTIFICATION. Job hazard analysis (JHA) is a technique that focuses on job tasks to identify hazards before they occur. It focuses on the relationship between the worker, task, tools, and work environment. A JHA is conducted for jobs performed by all occupational series working in positions at commissary, CDC, or CMPP facilities. All jobs, at all management levels, can benefit from the JHA process. The JHA can also be a tool for training new employees in the steps required to perform their jobs safely. When prioritizing jobs to conduct a JHA, one should consider the following criteria:

- a. Jobs with the highest injury/illness rates.
- b. Jobs with the potential to cause severe or disabling injuries (e.g., amputations), even if there is no history of previous accidents.
- c. Jobs in which one simple human error could lead to a severe accident or injury.
- d. Jobs that are new to the operation or have undergone changes in processes and procedures.
- e. Jobs complex enough to require written instructions.

7.2. HAZARD DETECTION AND REPORTING. Prompt detection and correction of unsafe or unhealthful working conditions at the lowest possible working level are essential elements of accident prevention. Employees, vendors, contractors, and patrons are all encouraged to report hazardous conditions. Accordingly, DeCA activities will:

- a. Publicize (through awareness promotions and training) the existence of DeCA's hazard reporting system, DeCAF 30-66, and inform all employees of their right and obligation to report hazardous conditions or work procedures and practices to supervisors and management.
- b. Hold first line supervisors primarily accountable for investigating and correcting hazardous conditions and practices they observe or which are reported to them. Supervisors must report the circumstance promptly to their management and the activity's safety representative. Should additional assistance be required to identify the source of the hazards and/or corrective actions, the activity's management team/safety representative should confer with the installation safety office and ASM.
- c. The activity safety representative will ensure that blank copies of DeCAF 30-66 are freely available and posted on or immediately adjacent to the safety bulletin board for employees' use. Instructions on what to do after filling it out and details about processing procedures will also be posted.

d. Employees are encouraged to first verbally inform their supervisors of the existence of hazardous conditions/acts and give the supervisor a chance to take corrective action. If prompt action is not administered to correct the situation or condition, employees can report the hazard directly to their activity's safety representative using DeCAF 30-66. Persons who submit signed reports may also request confidentiality. If confidentiality is requested, the supervisor of the area associated with the hazard report will not be provided the reporting person's name. All hazards reported will be investigated regardless of how they were reported. Initially, management and safety representatives will:

(1) Protect the identity of the reporting individual, if requested.

(2) Ensure prompt action is taken to correct hazardous conditions or procedures when they are identified. When permanent corrective action cannot be completed promptly, interim actions should be taken immediately to make the situation as safe as possible.

e. The facility's safety representative will maintain a log to document receipt and disposition of DeCAF 30-66. The log may be generated locally.

f. DeCA activities will acknowledge receipt of a hazard report to its originator (if known) in writing within three working days. Investigate the reports as soon as possible, but within one workday for imminent danger situations, three working days for potentially serious situations, and 10 working days for lesser conditions. If the investigator of a hazard report determines that it identifies a valid hazard, corrective action (actual or planned) will be taken immediately. Within five days of the investigation, the person reporting the hazard (if they are identified) will be informed by letter of actions taken or planned. The letter shall include the expected date that corrective actions will be complete, or if corrective actions were already completed, and shall include a summary of the actions taken. Should the investigation reveal no hazard is present, the letter must include the basis for this conclusion?

g. Verbal or written reports that indicate imminent danger will be investigated by a qualified safety and occupational health specialist (i.e., GS-0018 series from either the supporting installation or ASM) or a military equivalent along with appropriate subject matter experts (i.e., engineers, HVAC technicians, fire prevention personnel, electricians). Imminent danger situations exist when there is immediate danger of serious injury/loss of life, or serious property or equipment damage. Notify DeCA SOHS and ASM immediately of all such issues.

h. Activities will use the hierarchy of controls to eliminate or minimize the risk. The primary responsibility for eliminating hazards rests with the activity management staff, with assistance as necessary from installation support organizations, the Area, and HQ DeCA. The hierarchy of controls focuses on corrective strategies in terms of eliminating the process that generates the work task, removing the hazard, controlling the exposure to the hazard, and then protecting against the hazard. The basic principles on implementing controls are: 1. Process Elimination; 2. Engineering Controls; 3. Administrative Controls; 4. Personal Protective Equipment.

i. If the person who submits a hazard report is dissatisfied with the action taken at the local level, they may elect to have the hazard report reviewed by the next higher DeCA safety management level (e.g., store, Area, DeCA SOHS). Individuals have two routes to relay their request to the next higher authority; send it directly or request their level safety representative forward it. The next reviewing office must respond in writing to the report originator acknowledging receipt and with their determination within the timeframe indicated in the table. This additional review process can continue through DeCA management levels up to DeCA SOHS. DeCA action officers at each appeal level will complete applicable blocks of DeCAF 30-66, Section II.

(1) Requests submitted for review by DeCA SOHS must contain the following:

- (a) A copy of the original hazard report and all subsequent reports.
- (b) How, when, and to whom the original report was submitted.
- (c) Action(s) (if known) taken by previous reviewing offices.
- (d) Reason(s) why the originator is still not satisfied with management’s response.

(2) If the originator of the hazard report is still dissatisfied with responses received, they may request their report be forwarded by DeCA SOHS to the DoD Safety Office (i.e., Office of the Deputy Under Secretary of Defense (Installations and Environment) (CAC) (I&E)) (SOH)). This appeal must include the information requested in the previous paragraph. Should the report originator still remain unsatisfied with the DoD determination, the final appeal authority is the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, D.C. 20210. DeCA SOHS is responsible to ensure it is submitted to DoL if the originator desires.

Table 4 - Hazard Report Appeal Action Response Milestones

Action	Acknowledge Receipt Due	Determination Response Due
Initial report	3 days	5 days
Area appeal	10 days	20 days
HQ DeCA appeal	10 days	20 days
DoD appeal	20 days (estimate)	45 days (estimate)
DOL appeal	20 days (estimate)	60 days (estimate)

7.3. RISK ASSESSMENT CODE (RAC). A RAC will be assigned to safety hazards identified in hazard reports and safety inspection reports by a fully qualified safety specialist from the DeCA Area and may be assigned by the supporting installation safety office. RAC’s are an expression of the potential for injury or damage that may be expected because of the existence of a hazard, and is based on hazard severity and accident probability.

a. Hazard Severity. An assessment of the expected consequence defined by degree of injury, occupational illness, or property damage that could occur because of the existence of a hazard. Hazard classifications are denoted by uppercase Roman numerals, as shown in the table.

b. Accident Probability. An assessment of the likelihood that, given exposure to a hazard, an accident will result. The uppercase letters shown in the table denotes accident probability classifications.

Table 5 - Risk Assessment Code (RAC) Matrix

	ACCIDENT PROBABILITY			
HAZARD SEVERITY	A	B	C	D
I	1	1	2	4
II	1	2	3	4
III	2	3	4	5
IV	4	4	5	5
CATEGORY	DESCRIPTION			
HAZARD SEVERITY				
I	Class A - Death or permanent total disability, or loss of a facility (\$2 million or more)			
II	Class B - Permanent partial disability, temporary total disability in excess of 3 months; or Class B property or equipment damage			
III	Class C - Lost workday accident, compensable accident, or Class C property or equipment damage			
IV	Class D - First aid or minor supportive medical treatment, a nonconformance to an administrative standard, or a Class D property or equipment damage			
ACCIDENT PROBABILITY				
A	Likely to occur immediately			
B	Probably will occur in time			
C	Possible to occur in time			
D	Unlikely to occur			
RISK ASSESSMENT CODES (RAC)				
1	Critical			
2	Serious			
3	Moderate			
4	Minor			
5	Negligible			

7.4. HAZARD ABATEMENT. The hazard abatement program is designed to monitor existing safety, health, and fire hazards until corrective actions are taken. A DeCA activity's hazard abatement program should function with the master hazard abatement plan managed by the

installation safety office. The activity safety representative will initiate and maintain DeCAF 30-67 for all RAC 1, 2, or 3 hazards identified (on safety inspection or visit reports, accident or hazard reports, etc.). The activity manager will forward a copy of DeCAF 30-67 to both the installation safety office and to the next highest DeCA command level (e.g., commissaries/CDCs/CMPP will forward it to their respective ASM). For each identified DeCAF 30-67, the safety representative will post a DeCAF 30-68, notice of unsafe or unhealthful working condition, with a corresponding numbering system, as close as possible to the identified hazardous area/condition.

7.5. FUNDING FOR HAZARD ABATEMENT. DeCA CCRBR will ensure appropriate budget programming each FY to resource the elimination of facility hazards identified on DeCAF 30-67. Abatement actions will be prioritized according to the hazard's assigned RAC.

a. To ensure DeCA DOF has information available for making accurate budget programming decisions, area offices will survey their supported activities annually during the month of March to identify all uncorrected RAC 1, 2, or 3 hazards. As a minimum, the survey report will include:

(1) For each activity, a listing of all uncorrected hazards grouped by their assigned RAC. An activity without a listing, represents a reporting period without any hazards or have corrected all prior hazards.

(2) The date each uncorrected hazard was identified; the office that identified the hazard; and if a Hazard Abatement Plan was developed, provide its case number.

(3) The estimated corrective action/abatement cost for each hazard and total hazard abatement costs for each facility.

b. Each ASM will provide a copy of the consolidated survey report to the Area engineer for input into the Area's minor construction improvement program. The ASM will provide a copy of the report to DeCA SOHS and will provide status updates, as directed.

SECTION 8: OCCUPATIONAL HEALTH AND ENVIRONMENTAL PROTECTION

8.1. POLICY. It is DeCA policy to provide each employee with a healthful work environment as free as possible from recognized health hazards. To this end, health hazards must be identified, evaluated, and controlled. If hazard removal and adequate controls are not possible, then appropriate PPE must be used by affected employees. DeCA activities should consult with the installation occupational health office regarding possible health hazards and appropriate actions to take. In those instances where an installation program is not in effect or cannot support the minimum requirements of this manual, Area management must take whatever action (e.g., contracting services) is necessary to ensure occupational health and environmental protection program requirements are fulfilled.

8.2. HEALTH HAZARD EDUCATION. DeCA activities must ensure training/education is provided to employees so they are aware of the health hazards associated with their occupation, are informed of safe work practices, and know how to properly use PPE. Record this training on DeCAF 30-72.

8.3. MEDICAL RECORDS MANAGEMENT. The medical records of civilian employees who are placed on medical surveillance programs (hearing or sight conservation, etc.) are maintained at installation medical treatment facilities. These records will be maintained for the term of employment plus 30 years unless their employment term was less than one year. Supervisors should ensure employees are aware that they have full access to their medical file and must grant them reasonable time to review them if requested. Should DeCA facilities or the supporting installation's medical treatment facility close for business, prior coordination with DeCA's area records manager must be established to ensure transfer of these medical records with communication back to the facility's employees on the location of these files.

8.4. HEARING CONSERVATION.

a. DeCA activities shall participate in the installation Hearing Conservation Program (HCP). Their programs encompass the requirements of this manual and allow for use of installation resources required for the implementation of the DeCA HCP. In those instances where an installation program is not in effect or cannot support the minimum requirements of this manual, ASMs will forward the issue to upper management for resolution.

b. All commissaries, CDCs, and CMPP shall be surveyed to determine if hazardous noise is present within the workplace. Without proper measuring equipment, it is impossible to determine exact noise levels; but when workers have to raise their voices when talking to each other, it is an indicator of possible excessive noise levels. Contact the installation's occupational health office (e.g., industrial hygienist or bioenvironmental engineer) for assistance with noise hazard surveys. A noise survey (both Time-Weighted Average (TWA) noise levels and impulse

noise sound pressure levels (SPL)) may only have to be conducted once. However, if there is a change in the work environment, the work process, or equipment that may affect noise levels, a new noise survey is required within 30 days. For example, if the meat department gets a new band saw; a new noise survey is required. Also, if the work area is reconfigured a new noise survey may be required because noise level can accumulate. For example, if the meat department is rearranged and the two band saws are moved closer to each other; a new noise survey is required--rationale, even if by themselves each saw may not be noise hazardous, if you move them closer together the noise from each is added together.

(1) HCPs shall be implemented when exposure to continuous and intermittent noise equals or exceeds an eight hour time TWA sound level of 85 decibels (dB) measured on the A scale (Areas may implement a HCP regardless of the duration of noise exposure); or impulse noise SPL of 140 dB peak, or higher.

(2) When hazardous noise levels exist in a work area (as determined by the bioenvironmental engineer or industrial hygienist), engineering controls will be tried initially to correct the condition. These may include installation of silencing enclosures and sound absorption or deflection devices. However, when these methods do not prove adequate or it is cost prohibitive to make the change, employees working in the area will be enrolled in the installation HCP and administrative controls, such as limiting the time of exposure to the noise (through use of more frequent breaks or alternating job assignments away from the noise) must be implemented. If the engineering and administrative controls are not feasible or do not eliminate or reduce the noise hazard, then employees must be provided hearing protectors that are capable of reducing worker noise exposure below a TWA of 85 decibels average (dBA) and are required to wear them when the noise producing equipment is in operation.

(a) Each facility will maintain a roster of personnel who are routinely exposed to hazardous noise. This roster will be formally updated semiannually during the months of October and April. This roster will aid in identifying personnel requiring audiograms and training.

(b) Local management shall notify each employee exposed at or above an 8-hour TWA average of 85 dB of the results of the monitoring.

(c) A variety of hearing protectors must be provided (e.g., various types and sizes of disposable earplugs/ear muffs) to aid in proper fit and wearing acceptance, (PPE, for additional information on hearing protectors.)

(3) A RAC shall be assigned to all potentially hazardous noise areas and operations.

(4) DoDI 6055.12 requires noise exposure data be kept for the duration of employment plus 30 years and recorded on DD Form 2214, Noise Survey, or in the equivalent format with automated measurement equipment or a health hazard inventory system containing at least the mandatory data elements. Each facility is required to confer with their medical surveillance office (i.e., the office conducting the noise survey) to determine if they are maintaining these records. Each DeCA facility will maintain their noise exposure data records IAW DeCAD 5-2

(maintain on file for 5 years, then forward it to the Area safety support office for consolidation and transfer to DeCA SOHS). This survey document will serve as the record to identify the facility's areas/equipment that are potentially noise hazardous.

c. Audiometric Testing.

(1) All personnel routinely exposed to hazardous noise shall be placed in a hearing testing and evaluation program. This testing and evaluation program includes pre-placement (before working in the area or within the first 30 days), periodic (at least once annually), and termination (personnel leaving DeCA employment) audiograms. Personnel who infrequently or incidentally enter designated hazardous noise areas need not participate in the audiometric testing program. All audiometric testing data shall be maintained the duration of employment plus 30 years, except where substance-specific OSHA standards require longer retention.

(2) Every effort will be made to conduct a reference audiogram on workers before they are assigned to a position having duties involving hazardous noise exposure. In no case shall a reference audiogram be conducted more than one month from the date of a worker's initial exposure to hazardous noise. The reference audiogram must be preceded by at least 14 hours without exposure to workplace noise. The worker shall avoid high levels of non-occupational noise exposure during the 14-hour period preceding the examination.

(3) Personnel who continue to work in designated hazardous noise areas shall receive annual audiograms.

(4) Termination audiograms shall be conducted within 12 months, on each DeCA employee who changes to a work assignment wherein they are not routinely exposed to hazardous noise. Personnel moving to other DeCA jobs with a hazardous noise exposure need not be given a termination audiogram.

(5) Follow-up Audiograms. When an annual audiogram shows a STS, additional audiograms may be required to confirm the STS.

d. Safety Signs and Labels.

(1) All potentially hazardous noise areas must be clearly identified by signs located at their entrances or boundaries.

(2) Each tool or piece of equipment producing noise levels greater than 85 dBA, to include vehicles, shall be conspicuously marked to alert personnel of the potential hazard. The exception shall be when an entire area/room is designated as a "hazardous noise area," and the equipment is stationary/not removed from that area. If an area/room receives this designation, all personnel who enter this area/room must wear hearing protection, not just personnel who are operating the noise producing equipment.

(3) Signs and decals that describe (words or words with other visual symbols) the potential hazard and the protective measure to be taken shall be used to designate “hazardous noise areas” and “hazardous noise equipment” (e.g., “Danger, Hazardous Noise, Hearing Protection Required”). All signs and decals shall, as a minimum, comply with OSHA’s General Industry Standard in accordance with CFR, Title 29, Part 1910.145.

e. Hearing Conservation Training. All personnel who are routinely exposed to hazardous noise (i.e., those enrolled in a HCP) shall receive initial training and thereafter, annual training in the proper care and use of personal hearing protection; the effects of noise on hearing; the purpose of hearing protection; the advantages, disadvantages, and attenuation of various hearing protective devices; instruction on selection, fitting, use, and care of hearing protectors; the purpose of audiometric testing; and an explanation of the test procedures. This training will also be documented on DeCAF 30-72, Section 3. ASMs or facilities may broaden the scope of this training to other personnel, as they deem necessary.

f. Accident Reporting Actions for Noise-Induced Hearing Loss. Noise-induced hearing loss (i.e., STS) is considered a “cumulative trauma disorder” and therefore, recorded as an “illness” rather than an “injury.” When a recordable hearing loss occurs from an instantaneous event (e.g., acoustic trauma from a one-time blast over pressure) the hearing loss may be recorded as an “injury.”

g. Program Evaluation.

(1) Each facility will report their FY data (NLT end-of-month November) to their higher HQ safety office (e.g., commissaries/CDCs/CMPP to their Area safety support office, DeCA /CCSAC to DeCA SOHS) the following information:

(a) Number of personnel requiring annual audiograms, the number of personnel that actually received an annual audiogram, along with a percentage calculation of this relationship (i.e., number of personnel receiving audiogram/number of personnel requiring an audiogram).

(b) Number of positive STS (i.e., noise induced hearing loss) cases identified during the FY.

(2) ASM will consolidate the information and provide it to DeCA SOHS.

8.5. SIGHT CONSERVATION. Most installations where DeCA activities are located may have an “eye/sight conservation program” which is managed by the installation’s occupational health, bioenvironmental or industrial hygiene office. DeCA activities will coordinate and manage sight conservation efforts using the resources available at the installation through established IAA.

a. **Emergency Eyewash Units.** These units are required whenever and wherever an employee is occupationally exposed to corrosive materials that present a potential for splashing into employee's eyes. A potential exposure to corrosive material is present in DeCA operations whenever a person services storage batteries containing electrolyte, and in the mixing of degreasers and sanitizers during cleanup operations. Some floor maintenance operations also employ corrosive materials, and there may be other types of operations or materials that warrant emergency eyewash facilities. However, the cited examples offer the most apparent potential for a chemical related eye injury in DeCA.

(1) Emergency eyewash units must be located in the vicinity of the operation that poses the potential for a chemical eye injury (e.g., the battery charging/servicing area or the place where undiluted and corrosive degreasers, sanitizers, or other cleaning agents are drawn and mixed). This requirement may necessitate locating two eye hazardous operations adjacent to one another, if possible, to allow the use of a single eyewash unit to satisfy the requirement for both operations.

(2) The ANSI standard Z358.1 recommends:

(a) Install/place eyewash units no further than 10 seconds travel distance from the hazardous location; the eyewash units must deliver flushing fluid (potable water) to the eyes in amounts of no less than 0.4 gallons per minute (GPM) to both eyes simultaneously, for duration of 15 minutes continuously (for eye/face units, and the flushing fluid rate is no less than 3.0 GPM for 15 minutes).

(b) Water temperature be tepid (maintained generally between 60 and 95 degrees Fahrenheit (15 and 35 degrees Celsius, respectively).

(c) The supply line shall provide water supply at 30 pounds per square inch (psi) (0.207 mega pascal) of flow pressure; eyewash nozzles shall be protected from airborne contaminants.

(d) Eye or eye/face wash equipment will be installed between 33 and 45 inches (88.8 and 114.3 centimeters (cm)) above finished floor level where the user stands, and a minimum of 6 inches (15.3 cm) from the wall.

(e) The emergency eyewash unit control valve shall be of designed to enable one-hand operation, to remain open without the operator using their hands, and remain open until intentionally shut off.

(f) When there is a potential for larger splashes or spills, body drenching and flushing apparatus may also be needed. This capability is usually afforded by a drench hose and nozzle, which can be attached to the eyewash unit, and will allow low water pressure in copious quantities or by an emergency shower.

(3) **Portable Eyewash Stations.** Portable or self-contained eyewash units are only authorized for use in DeCA facilities when plumbed, potable water utilities are not available in

the facility. In all other DeCA facilities, permanently installed, plumbed, emergency eyewash stations must be used. If and when portable or self-contained eyewash units are temporarily employed, they must have the capability of providing a water flow rate of 0.4 GPM for 15 minutes (a minimum of six gallons), and potable (chlorinated and filtered) water must be used.

(4) Emergency Eyewash Maintenance. Emergency eyewash units must be activated weekly for a minimum of three minutes continuously to flush the water supply line and verify operation. Flushing the line assists in eliminating the potential for bacteria to develop in the stagnant water. An in-house log sheet will be used to record the date and initials of the person performing this maintenance. This log shall be maintained for at least two years in the [Official File 30-17. a. (1) or/and in the SCB.

(5) Accessibility. The path of travel to emergency eyewash stations shall be free of obstructions (e.g., clutter in the aisle, travel through doors, and travel on stairs) and the station itself will not be blocked in any way (e.g., pallet stacks, merchandise, and carts) that may inhibit immediate use of eyewash equipment. Personnel performing operations that require access to an eyewash shall ensure that the eyewash is unobstructed and within 10 seconds travel time before performing the operation.

8.6. HAZARDOUS CHEMICAL SPILLS. All DeCA activities will comply with hazardous materials spill/release procedures of the servicing installation. Anytime a spill/release of a chemical occurs that is identified on the hazardous materials inventory list, immediately contact the installation safety office, bioenvironmental engineer, industrial hygiene office, fire department, or hazardous materials spill response team for instructions. The chemical's SDS will be reviewed to determine if in-house, immediate action can be taken; and if necessary, a copy should be provided to the responding installation's hazardous materials spill response team. Some facilities may have a "spill containment kit" and its use is dependent upon the chemical spilled/released and the availability of trained kit operators.

8.7. ASBESTOS. Whenever it is known that ACM or PACM are present in the workplace in floor tiles, pipe insulation, etc., management will inform employees of its presence and location, and ensure this action is documented. A listing of ACM/PACM materials/locations will be maintained in the Occupational Health section of the SCB. If the facility is asbestos free a document from the proper installation authority stating this condition will be maintained in the same location. If a contractor performs maintenance or custodial services, ensure the DeCA contracting office and the contractor is also aware of the asbestos condition. Remind them of the requirement to comply with the OSHA Asbestos Standard according to CFR, Title 29, Part 1910.1001. If asbestos is discovered after the maintenance or custodial service contract has started, local management in coordination with their supporting DeCA engineer will notify the DeCA contracting office as to its type of material and location(s).

- a. Facilities that have ACM in them should have notices posted near the main fire alarm panel. Pipe and boiler insulation, or similar equipment that contains asbestos will be labeled with identifying decals or placards stating “DANGER – ASBESTOS FIBERS-CANCER AND LUNG DISEASE HAZARD” or similar wording.
- b. In facilities with ACM, all employees will receive initial asbestos awareness training during orientation that includes: asbestos definition, the ACM location in the facility, recognition of ACM damage and dangers, the health effects, and how to avoid possible exposure. Record this training on Section 3, DeCAF 30-72.
- c. If custodial services are performed by DeCA employees, they must receive annual training regarding the health effects of asbestos, locations of ACM and PACM in the facility, recognition of ACM and PACM damage or deterioration, requirements relating to proper housekeeping procedures on ACM or PACM, and the proper response to fiber release episodes. The host installation occupational health clinic and environmental management office may be able to assist with this training. Record this training on Section 3, DeCAF 30-72.
- d. Contracted custodial services or maintenance should also be notified of ACM or PACM in the facility. The facility manager and contracting authority is responsible for ensuring ACM or PACM information is identified and included in the applicable servicing contract.

8.8. BLOOD BORNE PATHOGENS. OSHA’s blood borne pathogens standard, according to CFR, Title 29, Part 1910.1030, was developed to protect employees in the workplace from the possibility of occupational exposure to biological hazards (e.g., HIV, Hepatitis B virus (HBV)) present in the blood or other bodily fluids of infected persons. Occupational exposure may occur when employees perform tasks such as cleaning human blood from floors or equipment as a part of their assigned duty, or if they are officially designated as a trained first aid responder because of the lack of professional emergency medical care within a 15-minute response timeframe. A typical blood borne pathogens program will ensure that a written plan is in place that will eliminate or minimize employee exposure. For DeCA activities, employee occupational exposure to infectious blood may be uncommon but certainly more conceivable at remote locations. If circumstances exist where employees may be exposed as a result of their officially assigned duties, a blood borne pathogens program must be written and implemented by the DeCA Facility Manager, and appropriate employees trained. Usually, the program implemented by the host installation may be adopted for use. Contact the installation safety or Occupational Health Office or ASM for assistance in establishing the program.

- a. Universal Precautions. All DeCA employees will use universal precaution practices when potentially exposed to human blood or other body fluids. This method of infection control requires the employer and employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other Blood-borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are considered as potentially infectious. This universal approach is intended to automatically trigger the need to exercise the

appropriate procedures/acts to eliminate or minimize the risks of an exposure. Universal precautions include the use of PPE, engineering controls, and good work practices.

b. Each DeCA facility is required to maintain a Blood borne Pathogen Protection Kit to include either an approved *tuberculocida* disinfectant for Blood borne pathogens or a bleach/water solution of 1:10 bleach to disinfect surfaces suspected to be contaminated. These kits can be used while voluntarily performing “Good Samaritan” assistance. They may be obtained locally. Recommend contacting the ASM or host installation preventive medicine/safety office for an acquisition source.

c. Each DeCA facility is to review their work processes to determine who (i.e., DeCA employees, custodial contractor, host preventive medicine staff) is responsible for cleanup tasks following an event whereby human blood or other body fluids are present. If DeCA employees are assigned this duty, they are classified as “potentially occupationally exposed” and the facility must implement a complete Blood borne Pathogen Program, including training, as noted in the general section to this paragraph. Facility management should confer with their ASM/installation occupational health office to discuss program implementation options. Training will be documented on DeCAF 30-72.

d. Typically, DeCA does not have an individual(s) trained and assigned the duty of being the facility first aid care provider since these services are provided by the host installation or available within the local community. However, should any DeCA employee be trained and assigned the duty to provide first aid care, a Blood borne Pathogen Program will be required.

e. Disinfectant. Bleach disinfectant solution (1:10) must be prepared when needed. A bleach solution will lose its strength after a day in storage. Bleach solution is caustic and should be handled with care to avoid direct contact with skin and eyes. Containers of this solution must be properly labeled IAW the Hazard Communication (HAZCOM) Program’s labeling criteria. EPA registered disinfectants that are labeled as effective against HBV and HIV may also be used. If warranted, add these chemicals to the facilities’ hazardous chemical inventory per the HAZCOM Program.

f. Contaminated DeCA Laundry. Each facility using a rental uniform agreement to obtain and launder DeCA provided uniforms (e.g., white meat department jacket) must confer with that company to determine the appropriate practice to return a garment that may potentially be contaminated with human blood or other body fluids.

g. Any DeCA employee potentially exposed to human blood or other body fluids will immediately notify their immediate supervisor/management staff, who will contact the host installation preventive medicine office to determine if the individual needs to be enrolled in a post exposure medical monitoring program to include receiving the Hepatitis vaccination.

8.9. LASER BAR CODE SCANNERS.

a. Laser bar code scanners are common in the retail industry. Bar code scanners are generally classified as Class 2 (II) lasers. Class 2 lasers or lower powered (Class 1) devices are visible lasers which do not have enough output power to produce retinal injury accidentally. The Class 2 scanner laser products are designed with safety features to make beam viewing difficult and not cause eye injuries with normal use. This includes the unintentional viewing that might occur from a momentary over scan of the laser across an individual's eyes. The probability of injury is low because eyes are protected by the natural human aversion response (looking away). However, the Class 2 laser may produce retinal injury with intentional intrabeam viewing. Intentional intrabeam viewing by oneself or intentionally directing the laser light at another individual's eyes is unacceptable at any time. Requirements for Class II laser devices are a caution label, notably "CAUTION-DO NOT STARE INTO BEAM." Additional guidance is available in ANSI Z136.1, American National Standard for Safe Use of Lasers.

b. All employees who utilize laser bar code scanners will receive initial training on their proper operation. The training will include inspecting the scanner for damage prior to use, ensuring laser warning labels are attached, safe scanner use, not to stare into the beam or point at others, reporting laser injuries and unsafe conditions. Record this training on employees' DeCAF 30-72.

SECTION 9: ERGONOMICS

9.1. PURPOSE. This section prescribes the minimum requirements necessary to identify, control/eliminate, and evaluate work-related musculoskeletal disorders (WRMD) associated with routine exposures to ergonomic risk factors in DeCA work areas. The goals of the Ergonomic Program are twofold: primarily, the goal is to prevent ergonomic injury/illness to any DeCA personnel; and to minimize the severity of the ergonomic injury/illness through early intervention.

9.2. RESPONSIBILITIES.

a. Facility Manager. The Facility Manager shall:

(1) Establish an effective Ergonomic Program that fulfills the requirements of this section.

(2) Establish and maintain a continuing ergonomics awareness education and training program. Ergonomics training material can be obtained from DeCA SOHS, DeCA ASMs, host installation's ergonomics offices (e.g., occupational health, bioenvironmental engineers, industrial hygiene, safety offices), or commercial sources.

(3) For new purchases, provide employees who routinely use desktop personal computers for more than four hours per day with computer workstation furniture, chairs, and accessories that are designed to reduce risk to WRMD. DeCA safety professionals and/or installation occupational health/safety offices should be conferred with prior to purchasing office furniture and other equipment to ensure ergonomic features are considered. For additional information on office ergonomics.

(4) Consider ergonomic design criteria for all workstations, machinery, equipment, and tools acquisition.

b. Supervisors: Supervisors shall:

(1) Eliminate or control ergonomics risk factors identified by an evaluating authority (DeCA safety personnel or host installation's ergonomic support staffs).

(2) Enforce personnel use of actions (engineering controls, administrative controls, work practice controls, and PPE) to control exposures to ergonomic risk factors.

(3) Notify local DeCA safety representative of any previously unidentified work process or task that appears to cause employees injury/illness, pain or discomfort. Discoveries in this area revealed during accident investigations will be noted on the accident report.

(4) Attend ergonomics awareness training/education. Provide job specific training/awareness to subordinate employees.

(5) Encourage personnel to promptly report any musculoskeletal symptoms suspected to be associated with the job, task, or working environment. Through coordination with the facility's management and safety representative, establish procedures for employees with complaints of musculoskeletal symptoms to be evaluated by a medical evaluator. Use of the installation occupational/ preventive medicine staff for this purpose is highly encouraged.

c. Personnel: Personnel shall:

(1) Attend ergonomic awareness training/education as required.

(2) Comply with recommended controls for reducing ergonomic risk factors.

(3) Report to their supervisor any musculoskeletal symptoms suspected to be work-related.

(4) Actively participate in discussions for ergonomic improvements of their work area, work process, and/or equipment used to perform their job.

9.3. PROGRAM ELEMENTS.

a. Workplace Analysis. Workplace analysis can be conducted through either active or passive surveillance techniques. Passive surveillance techniques are employed first to identify ergonomic hazard areas; and then active surveillance strategies are used to identify, evaluate, and manage ergonomic risk factors. ASMs and store safety representatives may conduct passive surveillance surveys. Assistance from the host installation's ergonomic support staffs should be obtained to conduct active surveillance. ASMs may also perform or participate with host installation personnel during this analysis.

(1) Passive Surveillance. Passive surveillance is the systematic collection, analysis, and interpretation of existing records and data to identify actual or potential ergonomic hazards areas. These records may include DeCAF 30-301, OSHA Form 300, DoL Forms CA-1 and CA-2, etc.

(2) Active Surveillance. Active analysis would involve an onsite, work area survey which may include videotaping the job process; conducting employee discomfort questionnaires; job task analysis; description of the environment, workstations, equipment and tools; analyzing lifting tasks using the NIOSH lifting equation; quantifying repetitive movements, awkward postures, and forceful exertions; etc.

b. Hazard Prevention and Control. Effective design or redesign of a work area, process, task, or workstation is the preferred method to prevent/control exposure to ergonomic risk factors. The methods of intervention (in order of priority) to be employed are: process elimination, engineering controls, substitution, work practices, and administrative controls. All

ergonomic hazards shall be assigned a RAC and, if required, entered into the facility's hazard abatement plan.

c. **Medical Management.** The objective of medical management (health care management) focuses on the second goal of the Ergonomic Program - to reduce the severity of WRMD through early diagnosis and treatment. Early recognition and prompt treatment of musculoskeletal symptoms may prevent the need for major medical intervention.

(1) Personnel complaining of pain/discomfort associated with ergonomic symptoms should be referred to the host installation's occupational physician for evaluation. The host installation's medical management/health surveillance protocol should be used for the evaluation and follow-up of WRMD. As governed by the FECA provision, personnel have the option to choose their treating physician.

(2) **Temporary Restricted Duty/Alternate Positions.** Restricted duty/alternate positions must be established to accommodate employees during recovery or rehabilitation. Supervisors should evaluate the alternate job tasks to ensure that they do not aggravate the physical condition being treated. The ASM/local ergonomic support staffs should be requested to provide assistance in evaluating either the alternate position or the revised tasks of the restricted duty for compliance to the guidelines established by the individual's treating physician.

d. **Training and Education.** Ergonomics training and education sources and materials will be provided/can be obtained from DeCA SOHS and the ASMs. Each DeCA site is encouraged to contact their support installation ergonomic staff for local assistance and inclusion in the local Ergonomic Program.

(1) **General Awareness Education.** General ergonomic awareness education will be provided to all employees. This awareness education may be presented in varying formats, including briefings, newsletters, publications, posters, flyers, interactive computer software, etc. Primarily, general awareness education will provide information on WRMD, ergonomic risk factors, musculoskeletal disorders symptoms, and the importance of early medical evaluation and treatment. In addition, awareness training for administrative/office employees using personal computers will include information on workstation design and equipment, and on proper ergonomic procedures. General awareness training will be provided on a continued, periodic basis.

(2) **Specific Training.** Specific training or targeted training will be provided to supervisors and employees engaged in work areas with a known ergonomic risk factor(s). Specific training will be provided annually until the ergonomic risk factor(s) have been eliminated or controlled to an acceptable risk management level. Specific training will be documented on Section 3, DeCAF 30-72. The materials used to provide this training should be maintained in the official training file. Specific training should include the following areas:

(a) Identification of the specific work process or job task that creates increased exposure to WRMD. Examples may include scanning, receiving/stocking meat shipment, warehouse receiving and stocking.

(b) Hazard prevention or control measures implemented. Examples may include workstation redesign, change in work process layout (flow), job rotation, and adjusting work-rest cycles.

(c) Proper use of body mechanics, equipment and tools, and PPE to prevent or reduce WRMD. Examples may include proper lifting techniques, standing and sitting posture, and wearing of insulating clothing (PPE) to protect against cold temperatures.

9.4. PROGRAM EVALUATION AND REVIEW. Locally, the ergonomics program will be reviewed to determine the degree of implementation and level of participation. During facility visits by qualified SOH professionals performing safety program evaluations, the ongoing ergonomic program will be reviewed to evaluate implementation levels and to measure the effectiveness of current intervention strategies to prevent or reduce the severity of WRMD.

a. Program effectiveness can be measured (quantified) by using the incidence rate and severity rate formulas.

(1) Incident Rate. The number of new WRMDs occurring during a year per 100 full-time equivalent employees. This rate is calculated as follows:

Method 1: Total number of new musculoskeletal disorders divided by the total number of employees multiplied by 100.

Method 2: Total number of new musculoskeletal disorders multiplied by 200,000 divided by the annual total number of work hours.

(2) Severity Rate. The number of lost workdays due to a WRMD occurring during the year per 100 full-time equivalent employees. This rate is calculated as follows:

Method 1: Total number of lost workdays divided by the total number of employees multiplied by 100.

Method 2: Total number of lost workdays multiplied by 200,000 divided by the annual total number of work hours.

b. It is important to note, that historically, in implementing an Ergonomic Program the incidence rates will rise during the beginning period. This rise should be noticed, however, it should not be initially viewed as a negative, alarming result. Employee training and awareness, combined with added efforts to encourage employees to report early discomfort, pain, or injury/illness will trigger additional reports of WRMD which may have previously been misreported or not reported. These additional cases are of extreme value to perform trend analysis to target intervention measures.

9.5. COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP). Individuals with visual, hearing, dexterity, and cognitive disabilities may be provided equipment for specific work situations at no cost to the worker. CAP assists DoD components in their efforts to educate personnel on ergonomic hazards and to prevent musculoskeletal impairments. DeCA equal employment opportunity offices are the proponent for DeCA's CAP participation and DeCAD 55-3 provides its policy.

9.6. MANUAL LIFTING. Fixed weight limits for men and women to lift manually are difficult to prescribe because of physical differences both within each sex, and between the sexes. Also, the size and shape of the object to be lifted is an influencing factor. To generalize, a weight of approximately 40 pounds for the average woman, and 51 pounds for the average man, are the maximum weights that should be lifted by one person. For weights greater than this, additional help should be sought or mechanical assists used. Supervisors will determine individual lifting/carrying limitations (through review of any medical profiles, discussions with employees, etc.), advise and train workers on proper lifting and carrying procedure and provide necessary mechanical handling and lifting devices to reduce/avoid manual lifts. Proper lifting techniques are as important as the weight of the object.

a. How to Lift Properly.

(1) Position Feet Correctly. Place feet far apart for balance (generally at shoulder-width), with one foot to the rear of the object and the other foot slightly ahead of the other and to the side of the object.

(2) Crouch Close to Load. Crouching is preferred to squatting. Stay close to the load to minimize strain on the back muscles.

(3) Full Palm Grasp. Pick up materials with a full palm grip. Do not attempt to pick up weights with a fingertip grip. Ensure that the load is free of grease or sharp points that could cause injury. Use suitable gloves when necessary.

(4) Back Straight. Always keep the back as straight as possible. It may not be possible to keep the back in the vertical plane, but avoid arching. Bend from the hips and not from the middle of the back.

(5) Kinetic Leg Lift. With the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, lift the object with the legs and bring the back to a vertical position. Keep the object close to the body while lifting.

b. Safety Points to Remember.

(1) Use gloves to protect the hands and safety-toe shoes to protect the feet.

(2) Inspect objects for slivers, sharp edges, rough surfaces, or slippery surfaces before attempting to lift.

(3) Do not carry a load that obstructs the view of the direction of travel. Make sure the path of travel is clear.

(4) Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.

(5) Get help if the load is too heavy or bulky. A safe practice is to obtain assistance with objects weighing more than 51 pounds.

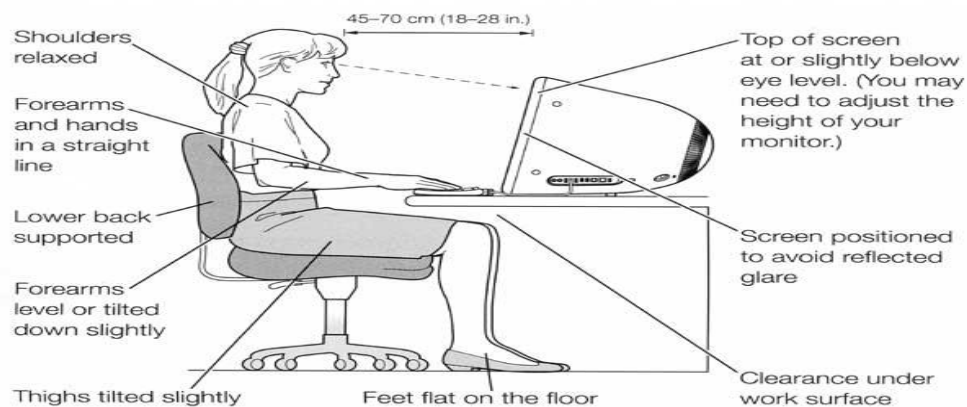
9.7. OFFICE ERGONOMICS. Office ergonomic practices centers on overall work area configuration and individual workstation setup. The work area's lighting, furniture selection, and space configuration should be considered when establishing an office layout to prevent glare on computer monitors, to enable adjustments in individual workstations to promote neutral body positions, and to ease pedestrian traffic and avoid awkward body positions.

a. Office workers that use a desktop personal computer should have an adjustable workstation to permit individual adjustments to maintain their body in a safe, neutral position. Features of an adjustable workstation may include: adjustable desk height, adjustable keyboard tray, and an ergonomic chair. Additional hardware items such as an adjustable monitor stand, keyboard and mouse wrist rest pads, glare screens, document holders, ergonomically designed alternative keyboards, foot rests, mouse keyboard bridges, and/or keyboard mouse extension trays, etc. should also be made available, as needed, to promote a safe, neutral body position.

b. Carts, hand trucks (dolly), and other manual handling equipment will be available and used to transport/move heavy items (i.e., monitors, CPUs).

c. Supervisors will brief/train personal computer users on proper ergonomic computer position guidelines. Figure 4 provides generic computer workstation design elements. Training will be recorded on Section 3, DeCAF 30-72, Ergonomics (Office workstation training).

Figure 4 – Ergonomics - Office Workstation Position Guidelines



SECTION 10: PERMIT-REQUIRED CONFINED SPACES (PRCS)

10.1. GENERAL. Many workplaces contain spaces that are considered “confined” because their configurations hinder the activities of any employees who must enter, work in, and exit them. For example, employees who work in narrow tunnels generally must squeeze in and out through narrow openings and perform their tasks while cramped or contorted. OSHA uses the term “confined space” to describe such spaces. In addition, there are many instances where employees who work in confined spaces face increased risk of exposure to serious hazards. In some cases, confinement itself poses entrapment hazards. In other cases, confined space work keeps employees closer to hazards, such as asphyxiating atmospheres or the moving parts of machinery. OSHA uses the term “permit-required confined space (PRCS)” (permit space) to describe those spaces that both meet the definition of “confined space” and pose health or safety hazards. In commissaries, confined spaces usually consist of utility tunnels under the facility, utility spaces between the ceiling and roof, compactors, dock leveler pits, or any other similar space where an employee or contractor may occasionally be required to enter to perform work.

10.2. GENERAL REQUIREMENTS.

a. DeCA Facility Manager.

(1) The manager shall ensure that the facility has a written evaluation/assessment to determine if any spaces are PRCS. Proper application of the decision flowchart (Figure 7 Permit-Required Confined Spaces flowchart) would facilitate compliance with this requirement or the manager can request assistance from the host installation SOH professionals.

(2) The DeCA ASM or the host installation SOH professionals/PRCS program official will assign the PRCS designation to an area.

(3) If the workplace contains permit spaces, the manager shall ensure all employees are trained on the location of the spaces, the hazards and entry restrictions, and document training on employees’ Section 3, DeCAF 30-72. Employees will also be informed by posting danger signs, or by any other equally effective means, of the existence and location of the spaces. A sign reading “DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER” or using other similar language would satisfy the requirement for a sign. In foreign countries, signs will also be in the applicable host nation language.

(4) The Facility Manager shall take effective measures to prevent employees from entering the permit spaces (e.g., lock the access door/panel) and shall comply with the following:

(a) When there are changes in the use or configuration of a non-PRCS that might increase the hazards to entrants, the manager shall reevaluate that space and, if necessary, reclassify it as PRCS.

(b) When employees of another employer (contractor) perform work that involves permit space entry, the DeCA Facility Manager shall:

1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of OSHA Standard, according to CFR, Title 29, Part 1910.146. When entry is required for the purpose of performing construction (building a new structure or upgrading an old one), the work will be performed in accordance with CFR, Title 29, Part 1926).
2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.
5. Contact the host installation safety office/occupational health office to determine if they need to monitor/provide oversight to any PRCS entries.
6. The facility manager will write a Memorandum for Record that they informed the contractor of the permit spaces, the hazards, and local precautions; and also include that they had a debrief with the contractor and contacted the installation PRCS official. The memorandum will be maintained in the SCB.

b. DeCA Contractor.

- (1) Will adhere to OSHA, host installation, and DeCA criteria for PRCS entry.
- (2) Will provide copy of entry permits, if required, to host installation PRCS program official/DeCA management officials.
- (3) Will coordinate safe confined space entry procedures with their employee's or sub-contractors and ensure they are informed of any known hazards. The entry employer will inform the controlling contractor of any hazards encountered in the space and pass that information to the Facility Manager.

c. DeCA Employees. Will not enter PRCS unless they have been trained in accordance with CFR, Title 29, Part 1910.146 and are assigned as an authorized team member under control of the entry supervisor.

10.3. ENTRY. DeCA does not have the atmospheric monitoring devices, specialized access equipment, rescue and emergency service equipment; and typically, does not have individuals trained to serve as an entry supervisor, entrant, or attendant. Therefore, DeCA employees will not enter PRCS unless they are a member of a contractor lead team, have been authorized by the local DeCA official, trained to serve in their assigned capacity in accordance with CFR, Title 29, Part 1910.146, and provided with all required PPE.

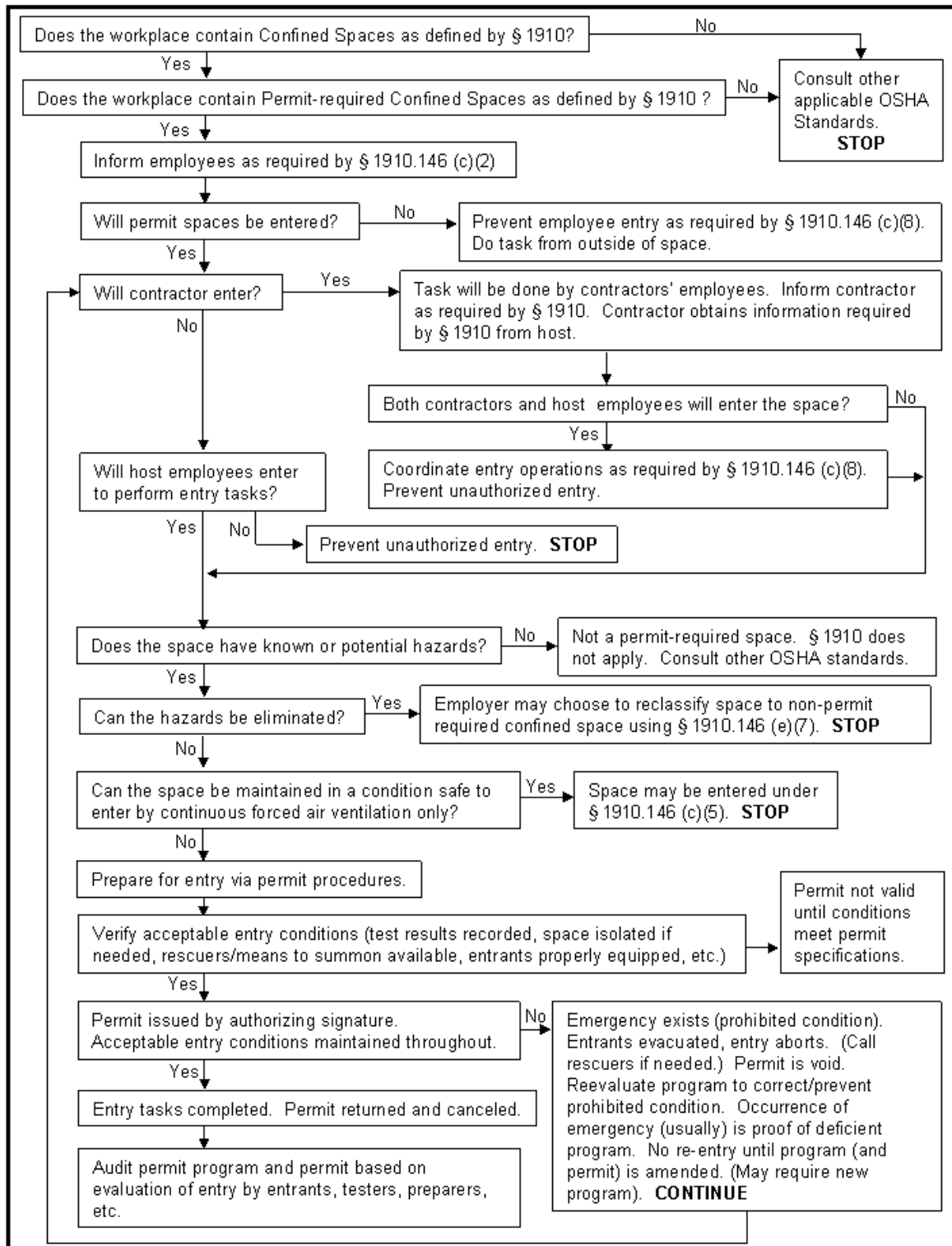
a. Both the DeCA local official and the contractor will develop and implement procedures to coordinate entry operations when contractor and DeCA employees are working simultaneously as authorized entrants in a permit space; so that either does not endanger the other.

b. The employer of the employees entering the PRCS is required to develop and coordinate the entry permit. The entry permit must be posted near the entrance or be readily made available to all entrants so that they can confirm that pre-entry preparations have been completed.

c. The entry supervisor, as noted on the permit, shall sign the entry permit to authorize entry.

d. The DeCA Facility Manager will contact the host installation safety office/occupational health office to inform them of the planned permit work and if necessary, will provide a copy of the permit for their review and authorization IAW host procedures.

Figure 5 - Permit-Required Confined Spaces Flowchart



SECTION 11: MOTOR VEHICLE AND POWERED INDUSTRIAL TRUCKS (PIT) OPERATIONS/TRAFFIC SAFETY

11.1. POLICY. This section implements provisions of DoDI 6055.04, and osha's standards for pit according to CFR, Title 29, Part 1910.178. DeCA activity managers will ensure that employees who operate DeCA-owned or leased motor vehicles are licensed by their state or country of residence to operate a motor vehicle. Additionally, they will ensure employees' knowledge of and compliance with installation motor vehicle operation and traffic safety program regulations, and local traffic laws.

11.2. MOTOR VEHICLE OPERATIONS/TRAFFIC SAFETY. All DeCA activities that involve the operation of motor vehicles shall, as a minimum, implement the following requirements:

a. **Driver's License.** Personnel who operate a government motor vehicle will have a current state operator's license, installation issued equivalent, or host country license.

b. **Vehicle Inspection.** For all DeCA owned and leased vehicles, the operator will conduct a visual inspection prior to use IAW Fleet Management requirements. The safety inspection should include, as a minimum, systems and components for vehicle performance (e.g., safety belts, lighting, wipers, horns, brake systems, steering, fluid levels, tires, and emergency equipment).

c. **Commercial Vehicles.** Commercial design vehicles, as defined in DoD 4500.36, which are purchased, leased, or rented by DoD for use in the United States and U.S. territories and possessions, shall meet all applicable requirements according to CFR, Title 49, Part 311 and 571. Commercial vehicles of foreign manufacture purchased, leased, or rented for use outside the United States and U.S. territories and possessions shall meet all applicable safety requirements of the country in which they are to be used.

d. **Occupant Protective Devices.** The use of occupant protective devices (e.g., safety belts, air bags, and Department of Transportation (DoT) approved helmets) dramatically reduces the number of deaths, and the number and severity of injuries experienced in motor vehicle accidents. Accordingly, the following special requirements for occupant protective devices are required:

(1) All occupants will use seatbelts when operating or riding in any privately owned, Government Services Administration rental vehicle, or any other governmental vehicle for DeCA business; whether on or off a DoD installation. DeCA facilities located off-installation will annually conduct at least one random seatbelt usage survey and will communicate the results to their assigned ASM.

(2) The vehicle operator is responsible for informing passengers of the safety belt requirement. The senior occupant is responsible for ensuring enforcement. For civilian

employees, if the senior occupant cannot be determined, the driver is responsible for enforcement.

(3) To the maximum extent possible, all commercial-type passenger-carrying vehicles that are purchased, leased, or rented by DeCA shall be equipped with the occupant protective devices required by CFR, Title 49, Part 571. Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger).

(4) Occupant protective devices shall be maintained in a serviceable condition and readily available for driver and passenger use.

(5) To the maximum extent possible, DeCA employees requiring transportation shall be transported in passenger vehicles such as sedans, station wagons, or buses. The number of passengers transported in these vehicles shall be restricted to adequate fixed seating capacity. Occupants shall be seated when the vehicle is in motion.

(6) Should a DeCA vehicle accident occur and injuries result from nonuse or malfunction of vehicle protective devices, specific information regarding this nonuse/malfunction will be included in its accident report.

(7) Motorcycle PPE. All military personnel at any time and all DoD civilian personnel in a duty status, on or off a DoD installation; and all persons at any time on a DoD installation are required to wear the following PPE: DoT or equivalent helmet; goggles or face shield; sturdy footwear (e.g., over the ankle leather boots); long sleeve shirt/jacket, long pants, and full-fingered gloves; and a reflective upper garment are encouraged. Recommend contacting the host installation's law enforcement/safety office to determine local specifications.

e. Line-of-Duty Determination. Failure to use occupant protective devices, wear PPE or comply with licensing or operator training requirements may be considered in making line-of-duty determinations if the injury is from such nonuse of PPE or noncompliance.

f. Speed Limits. All DeCA personnel shall adhere to state, local, and installation speed limits while operating motor vehicles on official business. In countries or states where there are no established highway (Interstate) speed limits, the maximum speed limit for DeCA operated vehicles (includes official rental/lease vehicles and private vehicles being used to conduct DeCA business) is 70 miles per hour (mph). Vehicle operators will operate their vehicles at all times with due regard for the safety of others and at a speed that is reasonable for existing weather, visibility, traffic, or roadway conditions.

g. Headlights. Vehicle operators will use their vehicle headlights at any time windshield wipers are in use as a result of rain, sleet, snow, hail, or other unfavorable atmospheric conditions.

h. Operator's Duty Time. Guidance for directed travel is referenced in the Joint Federal Travel Regulations (JFTR), Volume 1. The JFTR allows one day of travel time by motor vehicle for each 350 miles of official distance of ordered travel. Drivers shall take rest breaks of at least

15 minutes for every two to three hours of driving or every 100 to 150 miles, whichever occurs first. These breaks are in addition to regular meal breaks. Before resuming driving, inspect vehicles and ensure equipment and cargo are secure. One-hour meal breaks should be taken. Directors, managers, or supervisors may assign additional rest periods based on local conditions or for specific missions or operations. Additionally, to further reduce the potential for traffic accidents caused by operator fatigue, driving time limits for operators of various DeCA motor vehicles are prescribed below:

(1) Sedan Operators. (This includes governmental assigned vehicles, rental, and privately owned vehicles used for official business.) Drivers will not operate a DeCA motor vehicle for more than 10 continuous hours, nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. If more than 10 hours are needed to complete operations, a qualified assistant driver must be assigned to each vehicle.

(2) Truck Drivers. Hours of service driving limits will be in compliance to DoT Federal Motor Carrier Safety Administration (FMCAA) criteria (according to CFR, Title 49, Part 395) or the host nation's criteria. Basic provisions of the current DoT FMCAA criteria state that truck operators can drive up to 11 hours in a single workday after 10 consecutive hours off duty; and can drive up to 60 hours in a seven day period or 70 hours in an eight day period. They may "restart" these seven or eight day calculations after 34 or more consecutive hours off duty.

i. Driver Distraction. Driver distraction occurs when operators of motor vehicles are engaged in activities not directly associated with driving tasks. Activities, such as those listed below, place additional physical and mental demands on the operator that may lead to delayed or inappropriate behavior/reaction/judgment.

(1) Vehicle operators will comply with applicable State, local, and host-nation laws that are more stringent than this policy regarding distractions while driving (e.g., using cell phones, text messaging). Drivers will not eat, drink, or smoke while the vehicle is in motion.

(2) DeCA personnel while driving any vehicle on or off installations on official Government business are prohibited from text messaging, using cell phones, or using other hand-held electronic devices unless the vehicle is safely parked or they are using a hands-free device. Use of hands-free devices is also discouraged as they create significant distractions from safe driving performance.

(3) DeCA personnel, while driving any vehicle whether or not on official Government business, are prohibited from using Government-supplied electronic equipment (for text messaging or other hand-held uses) unless the vehicle is safely parked or they are using a hands-free device.

(4) DeCA personnel, while driving any vehicle on official Government business, are prohibited from wearing any listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle driver/passenger intercom devices where allowed by law. Use of those devices impairs driving and masks or prevents the recognition of emergency

signals, alarms, announcements, the approach of vehicles, human speech, and outside noises in general.

(5) In addition to the requirements of paragraphs (2), (3), and (4) above, drivers are encouraged to safely park vehicles prior to completing any other tasks that distract attention from operating a vehicle on official Government business or off duty. Accessory equipment (e.g., GPS displays) should be mounted in a manner that does not interfere with the driver's line of sight.

j. Alcoholic Beverages. The operator/passenger(s) of DeCA motor vehicles are prohibited from having open containers of alcoholic beverages in their possession. Further policy governing intoxicated driving is established in DoDI 6055.04.

k. Radar Detection Devices. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DoD installations and while on official business off the installation. The use of these devices will be IAW local laws.

l. DeCA Employees. Operating privately owned motorcycles on DoD installations or while conducting official business will comply with the applicable DoD installation, Status of Forces Agreement, and local laws for licensing, training, operation, and usage of PPE gear.

m. Mandatory Supplemental Training. Employees who have been convicted of serious moving traffic violations, or who have been determined at fault in a traffic accident while operating a DeCA-owned or leased vehicle whether on or off a DoD installation shall be required to attend driver improvement courses. Court-approved local community driver improvement programs may be used to fulfill this requirement. If used, DeCA will pay local community driver improvement course fees.

n. DoD Impaired Driving Prevention Program. DeCA activities should coordinate with their host installation's Impaired Driving Prevention Program offices (e.g., law enforcement office, safety office, and personnel training office) to participate within their program. Formal participation within this program may be reflected within the IAA. This program includes elements such as training and education, suspension of driving privileges, screening for dependence on alcohol or other drugs, notification of State's driver license agencies, etc. A detail description of this program is contained within DoDI 6055.04.

11.3. POWERED INDUSTRIAL TRUCK (PIT)/MANUAL MATERIAL HANDLING EQUIPMENT (MHE) SAFETY. PIT is the OSHA terminology that is interchangeable with the commonly used term "powered material handling equipment." Pit includes fork trucks (forklifts), motorized hand trucks, platform lift trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. Manual MHE includes equipment such as manual pallet jacks, dolly, carts, etc. Hazards inherent in the operation of pit include collision or overturning of the vehicle; movement of trucks or trailers; or movement or collapse of bridge plates or duckboards. DeCA activities shall not perform modifications and additions to

pit that affect capacity and safe operation without manufacturer's prior written approval. DeCA poster 30-154, stop sticker, will be placed on all PITs to alert all employees that no one under 18 years of age can operate the equipment.

a. Operators. Personnel must be at least 18 years of age to operate PIT. PIT operators must be trained and authorized (certified) to operate the specific type of equipment. Supervisors and the PIT Master Trainer will periodically review operators' training to ensure certification is current and complete. A roster of certified operators will be maintained in the safety continuity binder. The roster will include operators' names, list of equipment authorized to use, and certification dates.

b. Key Control. All PIT equipment with a key operated ignition system will have their keys controlled, and keys will only be issued to trained and authorized operators for that specific type of PIT. PIT key control procedures will be in writing or keys will be controlled using a key lock system that ensure only certified operators have access. All PIT equipment that was originally equipped with a key ignition system will always remain as such; that is, the key system will not be removed/bypassed in any manner that will permit the equipment from being operated without a key (exception: a key pad that requires a code to be entered to start the equipment). Individuals responsible for PIT key control will use the roster of certified operators to issue keys.

c. Operator Training DeCA Employees. Successful completion of operator training and evaluation of performance is required before operating any PIT (except for operation as part of the training process). Trainees may operate a PIT only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence and where such operation does not endanger the trainee, other employees, or property.

(1) All Training. All operator training and evaluation shall be conducted by persons who have the knowledge, training, skills, and experience to train PIT operators and evaluate their competence. Training source can be internal to DeCA, through the host installation, or by contract to a third party. Each DeCA agency operating PIT will assign a PIT Master Trainer in writing and the appointment letter maintained in the SCB. The master trainer will ensure all authorized operators' training is tracked, up-to-date, and training records are complete and accurate. PIT training includes Initial Training and Evaluation, Refresher (Re-Training), and Performance Evaluation (Re-Evaluation). The training program used must acknowledge conformance to the OSHA Standard according to CFR, Title 29, Part 1910.178.

(2) Initial Training and Evaluation. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. PIT operators shall receive initial training in the following topics, except in topics that the Facility Manager can demonstrate are not applicable to safe operation of the truck in the workplace.

(a) Truck-Related Topics. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate; differences between the truck and the automobile; truck controls and instrumentation; where they are located, what they do, and how

they work; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity; vehicle stability; any vehicle inspection and maintenance that the operator will be required to perform; refueling and/or charging and recharging of batteries; operating limitations; and any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

(b) Workplace-Related Topics and Local Hazards. Surface conditions where the vehicle will be operated; composition of loads to be carried and load stability; load manipulation, stacking, and unstacking; pedestrian traffic in areas where the vehicle will be operated; narrow aisles and other restricted places where the vehicle will be operated; hazardous (classified) locations where the vehicle will be operated; ramps and other sloped surfaces that could affect the vehicle's stability; closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

(3) Refresher (Re-Training). Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required to ensure that the operator has the sustained knowledge and skills needed to operate the PIT safely. Refresher training in relevant topics shall be provided to the operator when:

- (a) The operator has been observed to operate the vehicle in an unsafe manner.
- (b) The operator has been involved in an accident or near-miss incident.
- (c) The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- (d) The operator is assigned to drive a different type of truck.
- (e) A condition in the workplace changes in a manner that could affect safe operation of the truck.

(4) Performance Evaluation (Re-Evaluation). An evaluation of each PIT operator's performance and skills shall be conducted at least once every 3 years. This is not Initial Training and Evaluation or Re-Training. The PIT trainer can complete the Performance Evaluation as they see fit; however, as a minimum, they will discuss safe PIT operations with the operator and visually observe the operator conduct routine PIT tasks and operations and ensure they are cable of performing the work safely.

(5) Avoidance of Duplicative Training. If an operator has previously received training in a topic of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

(6) Certification. The employer shall certify on DeCAF 30-72 that each operator has been trained and evaluated. The certification shall include the name of the operator, date of the training, date of the evaluation, and identity of the person(s) performing the training or evaluation. The operator will initial in the appropriate blocks of DeCAF 30-72 that they received training.

d. Contract Employees. DeCA contractor employees (warehouse and receiving) must be trained (through their employer) on the type of PIT being used and on the work environment similar to the applicable DeCA worksite. Training must be documented, IAW OSHA Standard CFR, Title 29, Part 1910.178, with a copy of this documentation provided to local DeCA management. DeCA must provide site-specific information and training on the use of the particular types of trucks and workplace-related topics that are present in the workplace. DeCA contract employees are authorized to conduct the pre-usage inspection (DeCAF 30-105).

e. Vendor Stockers. DeCA vendor stockers may operate only the powered pallet jack type of PIT and can only do so if properly trained per the OSHA Standard for the same type of equipment available in the DeCA work environment. Training must be documented, according to OSHA Standard CFR, Title 29, Part 1910.178, with a copy of this documentation provided to local DeCA management. DeCA must provide site-specific information and training on the use of the particular types of trucks and workplace-related topics that are present in the workplace. Vendor stockers are not authorized to conduct the pre-usage inspection (DeCAF 30-105) and will not use any equipment that has not received this inspection. If the equipment is key operated, the key will be issued to the vendor stocker for that day (for the time necessary) and will be returned by the vendor and signed-in prior to the vendor leaving the building.

f. Truck Drivers. Truck drivers delivery will not operate PIT equipment unless training can be verified.

g. PIT Preoperational Check. At the start of each shift operators (i.e., DeCA employees/DeCA contract employees) will perform and document a preoperational check of PIT using DeCAF 30-105 to ensure the equipment is in safe mechanical condition. Only annotate the sections of the form that are applicable to the equipment. When a PIT is not used on any particular shift, no signature is required (leave line blank on DeCAF 30-105). If at any time during that shift it is decided that use of the vehicle/equipment will be necessary, conduct the inspection and provide a signature in the appropriate space. During the inspection or any other time an operator finds the PIT is not functioning properly, the operation will be halted; the condition will be documented on DeCAF 30-105 and reported to the supervisor. The supervisor will make the decision whether to place the equipment in an “out-of-service” status. A hydraulic lift truck that leaks hydraulic fluid; has a fuel or battery fluid leak; has a defect in the braking system; or faulty controls; shall be taken out-of-service until it has been repaired. Any equipment not in safe operating condition shall be removed from service and repairs shall be made by authorized personnel. The PIT or the keys shall be marked or tagged and all potential operators of that PIT will be briefed on its “out-of-service” status to ensure that operators know it has been removed from service. The inspection form shall be maintained with the vehicle or filed in a central location. Completed forms shall be maintained for two years.

h. PIT Operations.

(1) Seatbelt usage. All PIT equipment designed for operation by a sitting operator will be equipped with a seatbelt. Operators will wear the seatbelt at all times.

(2) Forklifts with internal combustion engines (gasoline or propane fueled) will not be stored or used indoors unless written approval is granted by the installation fire department or the bioenvironmental/industrial hygiene office. Where this type of PIT is used, adequate ventilation shall be provided to prevent accumulation of dangerous carbon monoxide gas. If natural ventilation is not sufficient, or forced ventilation cannot be provided, engine exhausts will be equipped with exhaust purifiers.

(3) High-lift, rider-operated equipment shall be fitted with an overhead guard and load backrest extension to protect the operator from falling objects. This equipment will not be operated up or down the aisles of the warehouse with either the operator or merchandise elevated in the air.

(4) When PIT is left unattended (operator is at least 25 feet away, or the PIT is not in view), the forks shall be fully lowered (touching the floor or ground); the control lever positioned in neutral; the power shut off; the brakes set; and if key operated, the key will be removed. When the operator is dismounted and within 25 feet of the truck and it is still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement. Wheels shall be blocked if the truck is parked on an incline. Similarly, this same key removal requirement is applied to a motorized pallet jack that is left unattended.

(5) Pedestrians will be safeguarded at all times. A truck will not be driven up to anyone standing in front of a bench, rack, wall or other fixed object.

(6) No one will be allowed to stand or pass under the elevated portion of a lift truck, whether the truck is loaded or empty.

(7) Workers will never put parts of their bodies between the uprights of the mast or outside the running lines of the truck while it is moving. Operators will not allow other personnel to "hitch a ride" on PIT.

(8) Operators will not pass another truck traveling in the same direction at intersections or where there are blind spots. Also, when one truck is following another, maintain a safe distance (approximately three truck lengths) from the truck ahead.

(9) Operators will slow down and sound the horn at intersections and in other situations where vision is obstructed. They will stop and sound the horn at blind corners and before going through doorways. Dome convex traffic mirrors should be hung at intersections with blind corners to obtain better visibility.

(10) Operators will operate at a controlled speed and be able to stop within the clear distance in front of the truck. They will avoid quick starts or turns and jerky stops. PITs will be

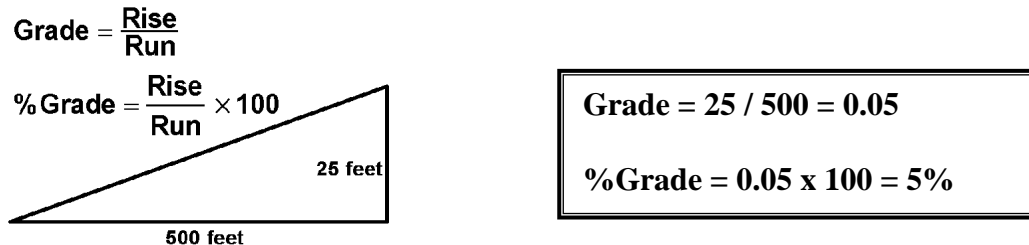
operated at speeds not to exceed that of a person walking (approximately 3 to 5 mph). The operator is required to look in the direction of, and keep a clear view of the path of travel.

(11) Overhead objects such as heaters, natural gas lines, electrical fixtures, fire suppression sprinkler heads, and other utilities, shall be high enough so PIT booms cannot strike them when fully extended. If this is impractical, lifts shall be modified so they have access to top shelves but cannot hit overhead fixtures. Critical equipment (electrical panels, fire equipment, load supporting columns, etc.) will be protected with barriers or posts.

(12) Loads will not be raised or lowered while trucks are moving and will be carried as low as possible.

(13) If the load being carried obstructs the operator's forward view, the driver shall travel in reverse with the load trailing. When ascending and descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. For grades less than 10 percent, the load can be carried either upgrade or downgrade. All grades will be ascended or descended slowly. Any grades (ramps) designed in excess of 10 percent will be appropriately marked by signage to indicate the slope and to inform operators to place the load upgrade. This issue is to be included in any operator training. Formula to calculate grade percent (Figure 6): (Height of ramp divided by length of ramp) times 100 = grade percent.

Figure 6 - Calculating Ramp Grade



(14) To prevent trailer movement and separation from the dock during loading or unloading with PIT equipment, trailer brakes will be set and wheel chocks placed in front of the trailer tires regardless of the angle of the pavement grade at the dock. Docks with automatic dock locks or chocks do not require manual chock placement. It is the PIT operator's responsibility to verify the trailer is secure from movement by utilizing the dock lock or chocks. The operator will be aware and check that the chocks do not slip out on wet, icy, or snow covered surfaces. Consider rubber chocks for concrete and metal-cleated chocks for asphalt and icy surfaces. **NOTE:** The term "chocks" refers to only one chock, when two chocks are required they are referred to as a "set of." The following are trailer-chocking procedures:

(a) Single-axle trailers, a wheel chock will be placed on one side of the trailer in front of the rear tire (Figure 7).

Figure 7 – Single Axle Trailer Chocking



(b) Dual-axle trailers, a wheel chock will be placed on one side of the trailer in front of the rearmost tire (Figure 8).

Figure 8 – Dual Axle Trailer Chocking



(c) Tri-axle or quad-axle trailers, a wheel chock will be placed on one side of the trailer in front of the rearmost tire and additional chock placed in front of the foremost tire that is resting on the ground (Figure 9).

Figure 9 – Tri Axle Trailer Chocking



(d) Trailer Tipping. Portable trailer jack stands may be required to provide extra protection to prevent the trailer from tipping or “upending” when forklifts move in and out of the trailer. When placing the portable jack stands beneath the trailer, they will be raised as close as possible to the frame of the trailer. It is the forklift operator’s responsibility to check and ensure these safety devices are in place, if needed, prior to entering the trailer to load or offload. The following are tipping prevention procedures:

1. If a trailer is not attached to its tractor (truck), the trailer’s fixed jack will be lowered and two portable jack stands will be placed beneath the nose of the trailer (near the corners). One jack stand in the center is acceptable if designed for that purpose.

2. If the rearmost axle of the trailer is three or more feet forward of the tailgate and the trailer is not secured with a dock restraining device (dock lock) that prevents downward movement of the rear section of the trailer, two additional portable jack stands will be placed beneath the rear of the trailer (near the corners) (Figure 10). Also, if the trailer has tandem axles (adjustable), the tandems will be positioned by the truck driver to the rear of the trailer before backing into the dock. This is not required if the trailer is secured with a dock lock that prevents movement.

Figure 10 - Trailer Jack Stands



(15) As trailers are off-loaded, operators will look for signs of defects or other structural weaknesses in trailer flooring to ensure they are stable enough to support the weight of the PIT (forklift) and carried load. If defects are observed that may jeopardize safe operations, notify the truck driver and store manager and do not attempt to reenter the trailer with PIT.

(16) A safe distance shall be maintained from the edge of ramps, docks, and platforms.

(17) Stunt driving and horseplay are not permitted.

(18) Operators will slow down for wet and slippery floors.

(19) Some vehicles are designed to lift an employee (stock pickers/order pickers). They provide controls on the elevated platform and will have a shutoff switch on the platform so an elevated employee can cut power. For vehicles not designed for lifting employees, a safety platform (safety pallet, work stage) specifically designed for lifting persons will be firmly secured to the lifting carriage. Forklift operators will be trained for this practice and will not leave the controls at any time while personnel are on the platform. Place travel controls in neutral and set the parking brake before raising or lowering the platform. Personnel on the platform will not climb out of the platform, or on the platform side rails, planks, ladders, or other objects to extend their reach. Move the forklift slowly, only for minor adjustments and horizontal positioning when personnel are on the platform. Before moving to other locations, the platform will be lowered to ground level and personnel will exit the platform and walk behind the truck to the next location. Upon arriving at the new work location, the truck will come to a complete stop, the platform will be rested on the floor and personnel can reenter. Under no circumstances will personnel elevated on the safety platform operate the vehicle controls using makeshift devices. Safety platforms will conform to ANSI/ITSDF B56.1 or host nation equivalent and be inspected periodically IAW manufacture's guidance. As a minimum, the platforms shall have means to securely attach it to the lifting carriage or forks, a prominent label with maximum load including personnel and equipment, personnel protection from moving parts of the truck, and standard railings.

(20) Any time employees are elevated six feet or more above floor level, they will wear fall protection equipment, except when raised in a safety platform or equipment specifically designed for this purpose and equipped (enclosed) with standard railings.

(21) PIT will not be used to lift objects heavier than its rated capacity and will not be operated on adobe tile floors.

(22) Motorized hand trucks (powered pallet jacks) must enter elevators and other narrow spaces with load end forward.

(23) PIT operators will not use personal radios, portable audio/music equipment and other such listening devices while operating PIT equipment. These devices mask or prevent recognition of emergency signals, alarms, announcements, the approach of other vehicles, human speech, and the ability to determine the direction from which sound is coming. The use of cellular phones is not authorized while operating any powered or non-powered industrial trucks.

h. Battery Charging Operations. Those areas where PITs are charged through a single port receptacle only (no maintenance is performed, batteries are not removed or uncovered from protective housings, and no electrolyte is handled) are not subject to the requirement for deluge showers and eyewash fountains. For more on deluge showers and eyewashes see the section on Sight Conservation. The installation bioenvironmental or industrial hygiene office and safety personnel may be contacted for guidance on battery charging. The following requirements and precautions shall be strictly followed during all battery charging operations.

(1) PPE required for use by persons servicing batteries will be available, and clean. The necessity for PPE will be determined by the facility's PPE hazard assessment survey.

(2) Battery charging operations shall be performed by trained personnel in areas designated and approved by the installation fire department for this purpose.

(3) Charging locations shall have good ventilation. Normally the large volume of air (general ventilation) in a warehouse will suffice to dissipate the hydrogen gas generated by charging lead-acid batteries. However, if the charging area is in a confined space or if there is any doubt as to the adequacy of ventilation, the installation bioenvironmental engineering or industrial hygiene services shall be contacted for guidance.

(4) Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas. All electrical outlets shall be grounded.

(5) Tools and other metallic objects shall be kept away from the top of uncovered batteries.

(6) When charging batteries, the vent caps should be kept in place unless removal is required by specific technical data. The battery or compartment cover shall be open to dissipate heat.

(7) Operators will properly stow charging cables to prevent careless placement on the floor near the chargers and subject to damage. Before moving PIT up to the chargers, operators will examine the immediate area to ensure the path to the charger is clear and unobstructed.

(8) Bollards, rails, step-up changes in elevation, or other means will be installed to protect chargers from being struck by MHE.

i. Manual MHE. MHE should be checked often for satisfactory operating condition. Proper working conditions (e.g., free-turning wheels, no sharp edges, no broken sections) will reduce risk of strain and minor injuries.

(1) Manual Pallet Jacks.

(a) Ensure that the lift feature of the jack operates smoothly. Occasionally, check the wheels of the jack to ensure they are in proper condition and turn freely.

(b) Manual pallet jacks should only be used to move pallets of reduced weight. Should excessive strain be encountered while trying to move a heavy pallet, confer with the supervisor to have a trained and authorized operator use a motorized hand truck to move the pallet?

(c) Avoid traveling backward when moving the manual pallet jack.

(d) Use of a manual pallet jack to move a load on any inclined ramp is prohibited. Use only a powered pallet jack or forklift to move a load up or down an inclined ramp.

(2) Hand trucks (Dollies), Carts, and other MHE.

(a) Keep the center of gravity of the load as low as possible. Place heavy objects below lighter objects. Keep feet clear of the wheels when loading trucks (both truckers and loaders). Place the load so it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.

(b) Let the truck carry the load; the operator should only balance and push. Avoid traveling backwards. Push, do not pull, the MHE. EXCEPTION: When going down an incline, keep the truck ahead of the body.

(c) Move at a safe speed; do not run. Keep the MHE constantly under control.

(d) Secure and store trucks that are not in use in a designated area. Do not park trucks in aisles where they will be a tripping hazard or traffic obstruction.

SECTION 12: CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM

12.1. POLICY. This program covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines, equipment, or release of stored energy could cause injury to employees. This section establishes minimum performance requirements for the control of such hazardous energy.

a. Whenever machines require servicing or maintenance, the energy source (e.g., circuit breaker or other main power switch) must be locked or tagged in the “OFF” position to prevent the personnel from unexpectedly energizing or starting up the equipment until the work is completed. This procedure must be accomplished whenever it is necessary to adjust, repair, clean, or clear jammed material from powered machinery. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

b. The Lockout/Tagout Program does not apply to cord and plug connected electrical machines or equipment for which the hazards of unexpected startup can be controlled by unplugging it from the energy source and by the plug being under the “exclusive control” of the person performing the cleaning, servicing, or maintenance. If the person performing exclusive control leaves the immediate vicinity of the machine/equipment being worked on, they must reestablish exclusive control (ensure the cord and plug is disconnected from the power source) before work can continue.

c. The Lockout/Tagout Program does not apply when machines or equipment is taken “out-of-service.” Out-of-service actions may include identifying machines/equipment that is of such ill-repair that it is being turned in/removed from the area.

12.2. DUTIES RESPONSIBILITIES.

a. Facility Manager. Facility Manager shall:

(1) Evaluate their operations that use powered equipment/machinery to determine if Lockout/Tagout procedures are required. The evaluation will be documented and maintained in the SCB.

(2) If a Lockout/Tagout Program is required, the facility manager will establish a (a) written program consisting of duty assignments, (b) energy-control procedures, (c) employee training, and (d) periodic program evaluations. This ensures that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the program is fully established,

procedures for the machine/equipment being worked on are developed, and employees have sufficient knowledge to safely perform their assigned task.

(3) Maintain a listing of equipment/machinery applicable to this program. Designate a roster of authorized employees for each specific equipment/machinery. This equipment listing and employee roster will be included as an attachment to the facility's written program.

(4) Provide and maintain sufficient Lockout/Tagout devices. If necessary, will integrate key control procedures for locks used for the program.

(5) Ensure the completion and certification of the annual program evaluation.

(6) Maintain all Lockout/Tagout program documentation and working copies in the facility's official file.

b. Supervisors. Supervisors shall:

(1) Assist the facility manager by identifying equipment/machinery within their work area that may require energy-control procedures. Evaluate any new machine/equipment received in their operation for energy-control and Lockout/Tagout requirements.

(2) Receive training/education to enable understanding the purpose and function of the Lockout/Tagout Program; and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by any authorized employees under their supervision.

(3) Ensure training is documented on Section 3 of DeCAF 30-72.

(4) Collaborate with authorized employees to develop and maintain energy-control procedures and use these procedures for initial and periodic training.

(5) Enforce adherence to energy-control procedures within their work area.

c. Authorized Employees. Authorized employees shall:

(1) Be assigned in writing by the facility manager for specific equipment/machinery requiring Lockout/Tagout.

(2) Receive training to enable understanding on the purpose and function of the Lockout/Tagout Program.

(3) Perform the actual energy-control procedure.

(4) Evaluate the energy-control procedure conducted by other authorized employees during the program's periodic program inspection.

d. Affected Employees. Receive training on the program's purpose and be able to recognize energy-control application.

e. Contractor/Contract's Employees. Contractor/contractor's employees shall:

(1) Inform facility manager on their energy-control procedures.

(2) Ensure their Lockout/Tagout program is in accordance with the 29 CFR 1910.147.

f. Other Employees. Other employees whose work operations are or may be in an area where energy control procedures may be used shall:

(1) Be instructed about the facility's Lockout/Tagout Program and energy-control procedure(s) by their supervisor.

(2) Not attempt to restart or reenergize machines or equipment that are locked out or tagged out; nor tamper with installed locks or tags.

12.3. DETERMINING WHETHER TO USE LOCKOUT OR TAGOUT APPLICATION.

If an energy isolating device is capable of being locked out, a lockout method shall be used unless it can be demonstrated that using a tagout device will provide the same full-time employee protection. Whenever replacement or major repair, renovation, or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

12.4. REQUIREMENTS for LOCKS and TAGS. Locks and tags shall:

a. Be provided and maintained by facility management.

b. Not be used for any other purpose than the Lockout/Tagout Program. A LOTO Lock/Tag cannot be used to take machinery/equipment "out-of-service."

c. Indicate the identity of the person applying the device.

d. Be durable and capable of withstanding the environment to which they are exposed.

e. Be standardized as to color, shape, or size for locks and tags. Tags will also have standardized print and format.

f. Lockout devices shall be strong enough to prevent accidental removal without use of excessive force, such as a bolt cutter. Tagout device attachment means it shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking

strength of no less than 50 pounds. It will have the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

- g. Include verbiage such as, “Do Not Energize” or similar warnings.

12.5. WRITTEN PROGRAM. When it is determined a lockout/tagout program is required, the DeCA activity will establish a written program. Each department affected will develop written energy-control procedures detailing the tasks noted for each individual piece of powered machinery or equipment included in the lockout/tagout program. In addition, the following issues, if present or potentially present, must be included into the written program:

- a. **Exception to Who May Remove the Lockout/Tagout Device.** Normally, a lock or tag shall not be removed by anyone except the person who installed it. Exception to this rule may occur if the authorized employee who installed the lock-tag is not available to remove it (e.g., employee is temporarily unavailable at the worksite or not available due to a shift change). Then it may be removed under the direction of the facility manager or designee, provided that specific procedures and training on this procedure have been developed and written into the Lockout/Tagout Program. The procedure must provide equivalent safety to the removal of the device as the one used by the employee who installed it. This procedure will include at least the following elements:

- (1) Verification by the facility manager or their designee that the authorized employee who installed the lock-tag is not available.

- (2) Making all reasonable efforts to contact that person to inform them that their lock or tag will be removed.

- (3) Ensuring that the employee has knowledge of the removal action before they resume work at the job site.

- b. **Contractor Employees.** Whenever contract (installation or private) personnel are servicing or maintaining machines or equipment requiring Lockout/Tagout, the contractor and store management shall inform each other of their respective Lockout/Tagout procedures. Facility management shall immediately inform all affected employees of the contractor’s Lockout/Tagout procedures.

- c. **Group Lockout/Tagout.** Occasions may arise when a machine may require servicing or maintenance by more than one authorized employee at a time. In such a case, a group Lockout/Tagout device must be installed. Each authorized employee shall affix a personal lock or tag to the group Lockout/Tagout device before servicing a machine and each shall personally remove their own device when they complete their work.

- d. **Shift Change Coordination.** Supervisors must ensure the continuity of Lockout/Tagout protection during shift or personnel changes. Specific procedures must be developed, written into the program, and used when it is necessary for a Lockout/Tagout event to continue into

subsequent work shifts. Procedures will ensure the orderly transfer of Lockout/Tagout devices to each work shift to ensure continuity of protection for oncoming personnel.

e. Lockout Log. Departments with employees that install an energy-control lock on machinery and are temporarily unavailable at the worksite due to a shift change, and rely on a facility or department manager, or designee to remove the lock on the following day, will maintain log that identifies the employee that installed the lock and the employee that removed the lock.

12.6. PROCEDURES TO LOCKOUT OR TAGOUT MACHINERY/EQUIPMENT.

a. Notify all affected employees that the equipment will be shut down and locked or tagged out, and the reason for the shutdown.

b. If the equipment is operating, shutdown the equipment using normal shutdown procedure (e.g., depress “OFF” or “STOP” switch).

c. Disconnect the machine from its energy source (unplug the power cord or turn off the circuit breaker) and lock it out or attach a tagout device if it cannot be locked in the “OFF” position.

d. Ensure that no one is exposed to the hazards of the machine’s operation, then press the “START” or “ON” switch to ensure the machine has depleted any stored energy. CAUTION: Return the control switch to the “OFF” position after verifying the machine’s energy depletion.

e. The machine is now safe to service, clean, or perform maintenance on.

12.7. PROCEDURES TO RESTORE MACHINERY/EQUIPMENT TO SERVICE.

a. Check the equipment and immediate area around it to ensure that tools, etc., have been removed and equipment components are operationally intact.

b. Check the work area to ensure all employees are positioned at a safe distance from the equipment.

c. Verify the control switch is in the “OFF” position.

d. Remove the Lockout/Tagout device and reconnect power to the equipment. Turn the equipment “ON” to verify it is operational, then turn it “OFF.”

e. Notify all affected employees the maintenance is complete and the equipment is back in service.

f. The lockout or tagout procedure is now complete.

12.8. EMPLOYEE TRAINING. DeCA management shall ensure that:

a. Training. Training is provided to ensure supervisors and employees understand the purpose and function of the Lockout/Tagout Program; and the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by authorized employees. Specific training criteria include:

(1) Authorized Employees. Each authorized employee will receive training in the recognition of hazardous energy sources; the type and magnitude of energy associated with each applicable machine; what equipment require Lockout/Tagout, and the specific steps used to Lockout/Tagout equipment and to restore equipment to service. Where Exclusive Control is suitable to use, training will include exclusive control procedures. Training shall be documented on the employee's DeCAF 30-72 of Section 3.

(2) Affected and Other Employees. Each affected employee (and all other employees whose work is or may be in the area where Lockout/Tagout procedures are required to be used) will be instructed in its purpose and use, and about the prohibition to restart or reenergize machines that are locked or tagged out or to tamper with installed locks and tags. Training (program awareness) for "Affected" and "Other Employees" shall be documented on the employee's DeCAF 30-72 of Section 3.

(3) Additional Training Elements when Tagout Devices are used. When tagout devices are used, employees noted above will also be trained in the following limitations of tags:

(a) Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that are provided by a lock.

(b) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it; and it is never to be bypassed, ignored, or otherwise defeated.

(c) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

(d) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(e) Tags may evoke a false sense of security, and their role must be understood as part of the overall energy control program.

(f) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

b. Retraining. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Additional retraining shall also be conducted whenever the annual program evaluation or a periodic inspection reveals deficiencies, or whenever the supervisor has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

12.9. ANNUAL PROGRAM EVALUATION. The Facility Manager or their designated representative (e.g., an authorized employee, store level safety representative) shall review and evaluate the facility's lockout/tagout program at least once a year to ensure the procedures and the requirements of this section are followed. This evaluation will be documented.

a. Review program elements to determine if new machines/equipment has been put in use since the last annual evaluation and whether it has been evaluated for inclusion in the Lockout/Tagout Program. Where lockout is used for energy control, the evaluation shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure.

b. Where tagout is used for energy control, the evaluation shall include a review between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure.

c. The evaluation report will identify the date of the review, the machines or equipment that the Lockout/Tagout procedures are designed for, the employees included in the evaluation, and the evaluator's name.

d. The Facility Manager will sign the annual program evaluation report to certify review of the Lockout/Tagout Program.