

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

ACDP-POAD

25 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Safety and Accident Prevention Program

1. **PURPOSE.** To prescribe policies and procedures for safety measures and accident prevention within the geographical area of support responsibilities assigned to United States Army North Atlantic Treaty Organization (USANATO).

2. **REFERENCES.**

- a. AR 385-10, The Army Safety Program.
- c. AR 385-40, Accident Reporting and Records.
- d. AR 385-55, Prevention of Motor Vehicle Accidents.
- e. AR 672-74, Army Accident Prevention Awards Program.
- f. USAREUR Regulation 385-55, Prevention of Motor Vehicle Accidents

3. **SCOPE.** This program applies to USANATO units and agencies assigned or attached to USANATO, soldiers, Army employees, contractor employees, Army civilian employees, local national employees, contractor employees and visitors involved in accidents which have occurred as a result of Army activities.

4. **POLICY.**

a. The policies outlined in this program will be followed by unit commanders at all levels to implement the Army Safety Program, including Occupational Safety and Health Act and host nation Labor Law requirements.

b. The safety program will fully support the Army mission while minimizing adverse impact on operations.

c. Commanders and supervisors must ensure compliance with safety policies and establish necessary additional requirements to ensure the safety of personnel under their control.

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5. **SAFETY GOALS.** The safety goals of this command are to:

a. Reduce and keep to a minimum accidental manpower and monetary losses, thus providing more efficient use of resources and advancing the effectiveness of divisions/activities within USANATO.

b. Provide a safe and healthful environment at all times for all military personnel, DOD civilians, family members, and local national employees.

6. **RESPONSIBILITIES.**

a. The Commander, USANATO, exercises overall command authority and responsibility for the implementation and control of the USANATO accident prevention program.

b. The Safety manager, under the G1 supervision, is responsible for oversight and review of the USANATO accident prevention policies as they apply to the command as a whole and appropriate units and facilities supported by this command.

(1) Serves as the principal staff officer to coordinate all actions dealing with accident prevention and assists the Commanders in executing safety responsibilities.

(2) Provides overall oversight of the safety programs under the Commander's responsibility.

(3) Ensures the subordinate commands have established and implemented safety plans and programs throughout their command.

(4) Provides guidance and safety assistance to all units within the command. This includes interpretation of safety policies and procedures and applicability of safety standards.

(5) Provides budgetary input for safety promotional, educational, and training material to support continuous safety emphasis and adequate safety coverage.

c. The Deputy Chief of Staff Engineer (DCSENG) is responsible for ensuring that all constructions, installations, modifications, additions, or other alterations are made and maintained in accordance with appropriate codes and regulations. Building occupants will not alter, remove, tamper with or install any component, device or material without written authority on DA Form 4283 or local applicable form (Facilities Engineering Work Request). The DCSENG is also responsible of the Fire Prevention Program and the Environmental Program.

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d. Unit commanders will maintain accident prevention controls and enforce established safety and health standards, policies, and proper (safe) working methods. They will be responsible for the prevention of accidents and occupational injuries and illness within the activities under their control. They will maintain a current safety continuity book, as described in Annex A.

e. All personnel are responsible for complying with safety and health standards, rules and regulations applying to their operations, activities, or conduct, using required protective devices, correcting or reporting all unsafe conditions or practices to their immediate supervisors, and reporting all accidents or injuries no matter how small, immediately after occurrence.

7. PROCEDURES.

a. Safety Standards.

(1) The safety and health standards promulgated under the Occupational Safety and Health Act will be employed within USANATO. Host nation safety regulations – and local Labor Laws will also be implemented. Conflicts between host nation and Army adopted safety and health standards will be resolved by adoption of the more stringent requirements.

(2) All operations, activities, facilities, equipment, materials, and devices will have clearly defined specific safe practice standards and safeguards, as required.

b. Safety Education, Training, and Promotion. An active safety program will be most successful with a planned and systematically carried out safety education and training program. Safety education helps to develop safety consciousness in the individual, thus enabling him to function without the presence of enforcement pressures. Commanders at all echelons will provide as a minimum the following training:

(1) Orientation of newly arrived military and civilian personnel and their dependents on local traffic laws and driving conditions.

(2) Special emphasis on the accident prevention campaign in advance of holidays, long weekends and inclement seasons.

(3) Establish necessary controls to ensure that all Army Motor Vehicle drivers have successfully completed the USAREUR Driver Improvement Program prior to being authorized to operate an Army motor vehicle.

(4) Establish necessary controls to ensure that LN employees, engaged in industrial type operations (i.e., Dining Facility), periodically receive a five minute "safety on the job" orientation from their immediate supervisors.

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(5) Display safety posters that are timely and relevant, where the most employees can see, and not be left at one location longer than necessary to get the educational point across to those whom they are intended.

(6) All battalions and companies will have a safety bulletin board, as specified in Annex B.

8. PREVENTION OF MOTOR VEHICLE ACCIDENTS. It is the policy of this command to reduce POV traffic accidents and traffic violations to the maximum extent possible. Each battalion's safety plan will focus on:

a. Incorporate an aggressive POV accident prevention program into the overall accident prevention program.

b. Orient personnel on the importance of using seat belts.

c. Conduct special traffic safety orientations in advance of holiday and extended weekend periods.

d. Conduct winter driver training during the fall season, and repeat as necessary.

e. Combat POV "drunken driving" accidents by constant positive motivation and proper discipline.

f. Encourage and urge personnel to maintain their POV in a safe operating condition at all times. Conduct hands-on POV inspections at least twice a year and maintain hard copy inspection results.

g. Conduct command wide safety briefings annually.

9. OCCUPATIONAL SAFETY AND HEALTH PROGRAM. Operating officials and supervisory personnel will ensure that the general health control prescribed in this paragraph is established and complied with in all activities, where applicable. DA form 4755 should be available for all employees to enable them to report any unsafe or unhealthful working condition.

a. Education. All personnel exposed to health hazards such as dust of different types, gases and vapors, fumes, mists, chemical agents, mechanical agents, insecticides and rodenticides, dampness and noise hazards will be properly indoctrinated.

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b. Personal Hygiene. Personal cleanliness is most essential where health hazards exist, particularly in operations involving possible skin contamination. Personnel will be informed of the need of personal cleanliness and for changing soiled clothing frequently.

c. Good Housekeeping. Housekeeping must be at the highest possible level in areas where health hazards are present.

d. Ventilation. Suitable and adequate ventilation is extremely important to protect personnel in operations where harmful dusts, gases, vapors, fumes and mists may be produced.

e. Illumination and Vision. In some degree, illumination is required for almost every activity. The quantity of light must be maintained at high levels for efficient sight regardless of the quantity of light needed for seeing a task.

f. Medical Examinations. Personnel exposed to existing or potential occupational health hazards will be given medical examinations (pre employment and periodic physicals).

g. Occupational Safety and Health Act Compliance Program. The procedures will be implemented and complied with to correct OSHA deficiencies.

h. Hearing Conservation Program. Commanders, operating officials, and supervisors will ensure adequate indoctrination of all personnel on the rational and absolute necessity for an effective hearing conservation program.

i. Personal Protective Clothing and Equipment. Protective clothing and equipment will be provided to protect personnel in their assigned tasks. Requests for items of protective clothing and equipment must be submitted through supply channels.

j. Reporting of Accidents, Occupational Injuries, and Illness. Reporting of accidents, occupational injuries, and illness will be IAW AR 385-40 and as prescribed by directives of higher headquarters, and applicable host nation laws for LN employees, or Safety Officer.

10. **PREVENTION OF SAFETY HAZARDS AND WATER POLLUTION**. Military and civilian personnel will be periodically instructed on the prevention of soil contamination and water pollution at their work sites.

11. **SAFETY AWARDS**. Individuals employed by USANATO, except those paid from non-appropriated funds or filling a full-time administrative position, are eligible for safety awards.

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12. The point of contact this program is the undersigned at DSN: 423-5343-4212/4276.

FOR THE COMMANDER:

2 Encls

1. Annex A - Safety Continuity Book
2. Annex B - Safety Bulletin Board



JOANNE L. REVIS
CW3, USA
Safety Manager

DISTRIBUTION:

B Plus 2 and 7

C Minus 1-14

ANNEX A
Safety Continuity Book

All battalions and companies will maintain a current safety continuity book, which will be used to manage and document the safety program. The book will consist of a loose leaf binder with tabs for each phase of the safety program. Within each tab, current safety information and management data will be maintained. As a minimum, the following tabs with current information are required:

1. ACCIDENT REPORTS. All accident reports (DA Form 285) for at least the prior 12 month period will be maintained in the safety continuity book.
2. SAFETY MEETING MINUTES. Minutes of all safety meetings held within the past 12 months will be maintained.
3. NEWCOMER SAFETY ORIENTATIONS. Material used for newcomer safety orientations will be maintained. A log will be maintained listing all personnel trained in the last 12 months and the date of training session. The log will be signed by all attendees.
4. INSPECTIONS AND REPORTS OF CORRECTIVE ACTIONS. Monthly safety inspection reports of operations and facilities for the last 12 months will be maintained. Reports of actions taken to correct deficiencies noted will also be maintained in this section, listing hazards identified on inspections and corrective actions taken or ongoing. This also includes inspections performed by the USANATO Safety Manager or local Safety Office.
5. GENERAL SAFETY TRAINING. Copies of all materials used to promote safety for both summer and winter safety campaigns that include briefings, reading materials, posters, etc., will be maintained for the past 12 months period. Note: a separate binder or file may be maintained on this data if this section is too big
6. PROTECTIVE CLOTHING AND EQUIPMENT. A list of all hazardous areas and operations within the unit will be maintained identifying all hazards involved and the type of personal protective clothing and/or equipment required. A log of all personnel working in hazardous areas and operations will be maintained indicating the type and the amount of protective clothing and equipment issued. Annual training must be given to all personnel on the use of protective clothing and equipment. Training will be documented with training materials used and a roster of personnel trained, including their signatures.
7. REGULATIONS. A copy of pertinent safety regulations, including the Battalion/Companies safety SOP will also be included for reference purposes. Battalion/Companies safety SOPs will be updated, whenever necessary.
8. AWARDS. A log of safety award requests will be maintained indicating the status of each award request. As a minimum, the log will list the individual's name, safe performance, type of award, date request was submitted and the date award was finally presented.

ANNEX B
Safety Bulletin Boards

All Battalions/Companies must have a safety bulletin board or a space reserved on a unit bulletin board for the exclusive use of posting safety information. The board must be in a high traffic, highly visible area for maximum exposure. The following items must be posted on the bulletin board:

1. Emergency phone number for ambulance, fire and police.
2. Name, location and phone number of the safety representative and first-aid attendant.
3. A copy of the fire evacuation plan, showing evacuation routes and exits.
4. DD Form 2272 - Identifying the unit and command safety personnel responsible for ensuring safe facilities and operations. The form also outlines the rights and responsibilities of personnel to have a safe workplace.
5. Safety posters - appropriate for the season or operations. Posters (when available) should be changed every 30 days to maintain interest.
6. Pertinent safety information, as distributed for dissemination.