

THE USAG Baumholder SAFETY SOP



USAG Baumholder
SAFETY OFFICE
485-1670



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-0003

IMEU-BHR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Baumholder Safety Programs

1. Purpose: This program establishes policies and procedures, and provides guidelines to all activities for planning, organizing, coordinating, and controlling the implementation of an effective safety program throughout the USAG Baumholder.

2. Applicability: This program applies to all assigned, attached, and tenant units and activities within the USAG Baumholder to include Non-Appropriated Fund (NAF) activities.

3. Objectives:

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

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

4. Responsibilities:

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

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

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

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

(3) Establishes an SOH program for USAG Baumholder personnel and monitors its implementation (appendix B).

(4) Monitors the safety awards program for USAG Baumholder personnel (appendix G).

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- (5) Identifies high risk areas throughout the installation.
 - (6) Initiates Facilities Engineering Work Request on all new safety related projects.
 - (7) Reviews construction designs, drawings, contracts, and specifications for compliance with safety standards and regulations, and attends planning meetings.
 - (8) Prepares statistical reports, reviews and processes accident reports, disseminates accident data and safety related information.
 - (9) Coordinates the USAG Baumholder Safety Council (para 5).
 - (10) Assists commanders and activity directors/managers in the implementation of their safety program.
 - (11) Determines the need for personal protective clothing and equipment (PPE) and assists supervisors to select appropriate items (appendix E).
 - (12) Establishes a Hazard Communication program for the USAG Baumholder activities and monitors its implementation. Assists tenant unit commanders to establish and implement this program within their units (appendix C).
 - (13) Monitors the Medical Examination program for USAG Baumholder employees (appendix D).
 - (14) Monitors the Range Safety program (Appendix H).
 - (15) Monitors the Ammunition/Explosives Safety program (appendix I).
 - (16) Establishes an installation wide Radiation Safety program focused on emergency procedures, and maintains an inventory of radioactive items (appendix J).
 - (17) Provides advice and assistance to safety officers/ NCOs and safety representatives.
- c. Tenant Unit Commanders: Unit Commanders are responsible for establishment and execution of the Army Safety Program within their units, to include the following:
- (1) Development of Standing Operating Procedures IAW guidelines and instructions of their higher headquarters.
 - (2) Appointment of unit safety officers/NCOs. A copy of the appointment orders will be forwarded to the USAG Baumholder Safety Office.
 - (3) Ensuring that safety violations/deficiencies noted during inspections are corrected, and that the USAG Baumholder Safety Office is provided a written report of corrective actions.
 - (4) Establishment of a Unit Safety Council.

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(5) Implement Risk Management into guidance, directives, standard operating procedures, training, and education (appendix W).

d. USAG Baumholder Activity Directors/Managers: Each director/manager is responsible for the implementation and execution of the USAG Baumholder Safety Program within his/her area of responsibility. All directors/managers will:

(1) Incorporate safety requirements within the standing operating procedures of their activities/organizations.

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

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

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

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

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

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

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

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

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

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

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

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

(9) Ensure that required PPE is provided and used (Appendix E).

f. Safety Officers/NCOs, Safety Representatives:

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

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

(3) USAG Baumholder activity safety representatives will accomplish duties and tasks listed at Appendix M.

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

(1) Compliance with established safety rules and regulations, to include shop SOPs, operator manuals, material safety data sheets, and common safe work practices.

(2) Daily inspection of equipment, tools, machinery, and PPE prior to use.

(3) Reporting of safety and health hazards and deficient equipment to the supervisor.

(4) Use of required/mandatory PPE.

(5) Attendance of safety training/briefings.

(6) Reporting of accidents/injuries and occupational illnesses to the supervisor.

(7) Proper/safe use of equipment and machinery.

5. Safety Council Meeting:

a. The USAG Baumholder Safety Council will meet quarterly or as directed by the USAG Baumholder Commander.

b. The purpose of the council is to review accident data, establish accident prevention measures, and discuss safety related problems and deficiency abatement actions.

c. The USAG Baumholder Safety Manager will coordinate the meetings and maintain written meeting minutes.

d. Safety Council Members will be appointed by the Garrison Commander.

6. Accident Reporting Procedures: Appendix F prescribes requirements and procedures for investigating and reporting accidents.

7. Inspection:

a. The USAG Baumholder Safety Manager will conduct periodic Standard Army Safety and Occupational Health Inspections (SASOHI) of all facilities and operations under control and supervision of the USAG Baumholder. Unit safety programs will not be inspected and evaluated unless requested by the unit commander. The inspections may be announced or unannounced.

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b. The purpose of the SASOHI is to discover unsafe acts/ conditions that pose a danger to the work force or Army material and equipment and to recommend corrective actions. "Grades" (e.g. pass/fail) will not be assigned.

c. Management and/or employee representatives will be asked to escort the USAG Baumholder Safety Manager throughout the inspection and will be made aware of any discrepancies and recommended corrective actions. During inspections of tenant units the unit safety officer/NCO should escort the Safety Manager.

d. The Works Council will be notified about inspections of USAG Baumholder activities and is encouraged to designate a representative to participate in the inspection.

e. Inspection frequencies are as follows:

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

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

8. Personnel Protective Equipment: Appendix E provides information and guidance about PPE.

9. Medical Treatment in Case of Injury:

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

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

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

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

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

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10. Occupational Health/Medical Examinations: All employees, exposed to health hazards at their workplace, need to be enrolled in the occupational medical treatment program (Berufsgenossenschaftlicher Arbeitsmedizinischer Dienst (BAD)). The purpose of this program is to ensure that employees are physically fit for the job and to prevent occupational illnesses (see appendix D).

11. Prevention of Privately Owned Vehicle Accidents: Measures and controls governing the prevention of motor vehicle accidents are established in appendix P.

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

b. Appendix D is applicable for USAG Baumholder civilian employees.

12. Employees's Right to Complain: In accordance with 29 CFR 1960.28 and 29 CFR 1960.46 all federal employees, military and civilian, and/or their representatives have the right to report and request inspections of unsafe or unhealthy working conditions without fear of reprisal from management. Specific information is provided at appendix V.

13. The proponent agency for this program is the Safety Office. Users are invited to send comments to the USAG Baumholder ATTN: IMEU-BHR-SO, APO AE 09034.

2 Encls
Content of Appendixes
Appendixes A through Z

SAM R.McADOO
LTC, SC
Commanding

DISTRIBUTION:
A, B, C

Enclosure (CONTENT OF APPENDIXES) to USAG Baumholder Safety Programs

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- A. [REFERENCES](#)
- B. [SAFETY AND OCCUPATIONAL HEALTH PROGRAM](#)
- C. [HAZARD COMMUNICATION PROGRAM](#)
- D. [MEDICAL EXAMINATION PROGRAM](#)
- E. [PROTECTIVE CLOTHING AND EQUIPMENT](#)
- F. [ACCIDENT REPORTING](#)
- G. [SAFETY AWARDS PROGRAM](#)
- H. [RANGE SAFETY PROGRAM](#)
- I. [AMMUNITION/EXPLOSIVES SAFETY PROGRAM](#)
- J. [RADIATION SAFETY PROGRAM](#)
- K. [PHYSICAL FITNESS FORMATIONS SAFETY POLICY](#)
- L. [GROUND GUIDING SAFETY POLICIES](#)
- M. [SAFETY REPRESENTATIVE TASK LIST](#)
- N. [HEARING CONSERVATION PROGRAM](#)
- O. [RESPIRATORY PROTECTION PROGRAM](#)
- P. [POV ACCIDENT PREVENTION PROGRAM](#)
- Q. [ARMY MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM](#)
- R. [STORAGE OF COMPRESSED GAS CYLINDERS](#)
- S. [SKIN PROTECTION PLAN](#)
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