

STATE OF WEST VIRGINIA
 ADJUTANT GENERAL'S DEPARTMENT
 CHARLESTON 25311-1085

Series 34

WV MILITARY REGULATION (Army)
 Number 385-10

OFFICE OF WEST VIRGINIA
 SECRETARY OF STATE
 1 October 1992
 12 2 09 PM '92

FILED

ADMINISTRATION OF THE WEST VIRGINIA
 ARMY NATIONAL GUARD SAFETY PROGRAM

Chapter	<u>Section</u>	Page
Chapter 1	<u>GENERAL</u>	
	References.....	1
	Purpose.....	1
	Policy.....	1
	Scope.....	1
	Responsibilities.....	1
	Safety Functions.....	2
	Safety Councils.....	5
	Safety Standards.....	5
	Occupational Safety and Health.....	5
Chapter 2	<u>SAFETY TRAINING</u>	
	General.....	5
	Responsibilities.....	6
	Specialized Safety Training.....	6
Chapter 3	<u>REPORTS and RECORDS</u>	
	State Reports and Records Requirements.....	6
	Notification of WVARNG Accidents.....	6
	Investigating and Reporting of WVARNG Accidents.....	6
	Reporting of Special Cases.....	8
	Forms, Records and Rports.....	9
	Preparation and Processing of DA Form 285, Accident Report.....	9
	Report of Applicable Workplace Accidents.....	9
Chapter 4	<u>OCCUPATIONAL SAFETY and HEALTH ACT (OSHA)</u>	
	Purpose.....	9
	Application.....	9
	Reporting and Record Keeping Procedures.....	9
	Annual Workplace Inspections.....	9
Chapter 5	<u>ARNG AIRCRAFT ACCIDENT REPORTING and INVESTIGATION</u>	
	General.....	10
	Policy.....	10
	Regional Aircraft Accident Investigation Boards (RAAIB).....	10

NOTE: Supersedes WVMR 385-10, dtd 1 Dec 78

Chapter 6	<u>PROMOTIONAL and EDUCATIONAL MATERIALS</u>	Page
	General.....	10
	Procurement.....	11
	Budgeting and Funding.....	11

Chapter 7	<u>AWARDS PROGRAM</u>	
	General.....	11
	Department of the Army Awards.....	11
	National Guard Bureau Awards.....	11
	WVARNG Awards.....	11
	National Safety Council Awards.....	12
	Army Aviation Accident Prevention Unit Awards.....	12
	Broken Wings Aviation Safety Awards.....	12

Appendices:

Instruction DA Form 285, Accident Report.....	A-1 thru A-5
DA Form 285.....	B-1 thru B-5
Special Emphasis Training.....	C-1 thru C-4
Duties of a Unit Safety Officer.....	D
Inspection Checklist for Safety Officers and Safety NCO's.....	E-1 thru E-2
Office Safety Practices.....	F

CHAPTER 1

GENERAL

1-1 Reference:

- a. AR 385-40.
- b. AR 385-10.
- c. DA Pam 385-1.
- d. NGR 385-10.
- e. Occupational Safety and Health Act (OSHA) of 1970.
- f. Executive Order 11807, dated 28 September 1970.
- g. Federal Register July 1, 1989, VOL I (Title 29, Chapter 17, Part 1910).
- h. Federal Register July 1, 1989, VOL II (Part 1960).

1-2. Purpose.

This regulation establishes the West Virginia Army National Guard Safety Program. It prescribes the policies, procedures and guidelines for planning, organizing, coordinating and controlling the implementation and conduct of the safety program. Safety officers appointed in the WVARNG, under provision of this regulation, will "reply by endorsement" to the State Safety Officer that they have read this regulation upon their appointment.

1-3. Policy.

The safety policy of the WVARNG is to reduce and maintain at a minimum level accidental manpower and monetary losses. This program is designed to create safe conditions for operations and to promote safe practices by military and technician personnel at all times. This will provide more efficient utilization of resources and enhance the readiness of the WVARNG.

1-4. Scope.

The West Virginia Army National Guard Safety Program provides for a continuing and comprehensive accident prevention effort compatible with the mission of the WVARNG throughout all echelons of command. Accomplishment of the mission with minimum risk is the concept of this regulation just as accident prevention is a paramount part of good operating practice.

- a. Proper supervision by unit leaders, passed down

through their subordinates, promotes the prevention of accidents as well as efficient operation. Readiness is efficiency and efficiency is safety. This is the professional approach to the mission essential job at hand. The need for accident prevention is clear; economic application is the preservation of resources, and its military application is the preservation of combat potential.

b. The WVARNG safety program at each echelon will involve all phases of safety. The program will be directed toward the prevention of all types of accidents and injuries as defined in AR 385-40, NGR 385-10 and those indicated below.

(1) Injuries to WVARNG military personnel on or off post, in a duty status.

(2) Injuries to.....

(a) Technicians employed or used by the WVARNG on duty.

(b) Contractor employees when incident to an activity of, or on premises under the control of the WVARNG.

(3) Injuries to other military service personnel and non-military persons engaged in training or other activities under the control of the WVARNG.

(4) Injuries to non-WVARNG persons or damage to non-WVARNG property when incident to a WVARNG operation or activity or when on premises under the control of the WVARNG.

(5) Injuries to dependents of WVARNG personnel living on a military installation or at a location under the control of the WVARNG.

(6) Damage to equipment, materials, or property owned, used or leased by and under the control of the WVARNG.

1-5. Responsibilities for the West Virginia Army National Guard Safety Program are as follows.

a. The Adjutant General. The Adjutant General, State of West Virginia is responsible for:

(1) Establishing, supervising and directing a safety program which encompasses all operations and activities under his control.

(2) Establishing a State Safety Office with staff responsibility vested in the Deputy Chief of Staff for Personnel Administration.

(3) Appointing a State Safety Officer, State Army Aviation Safety Officer and Occupational Health Nurse.

(4) Appointing a State Army National Guard Safety Council.

(5) Ensuring that adequate provisions for safe practices and safe physical conditions are incorporated in all regulations, directives, standing operating procedures, special orders and training doctrine.

(6) Providing for funding requirements to ensure an integrated comprehensive and continuous safety program at all levels of command.

(7) Providing for career development of safety personnel and ensuring authorized personnel spaces are filled by personnel who meet qualification standards.

(8) Periodically reviewing exposure, accident experience trends and activity hazards of commands, installations and activities for which each has accident prevention responsibility.

(9) Reporting accidents in accordance with the provisions of AR 385-40, NGR 385-10 and this regulation.

b. Commanders. Commanders at all levels are responsible for:

(1) Conducting a continuing, vigorous effort toward the prevention of accidents in all operations and activities.

(2) Ensuring that adequate provisions for safe practices and safe physical conditions are incorporated in all regulations, directives, standing operating procedures, orders, special orders and training doctrine.

(3) Appointing a Unit Safety Officer and ensuring that a responsible individual performs these functions in each organization.

(4) The senior commander at each armory will designate a Safety Officer to be appointed as the Armory Safety Officer.

(5) Appointing safety officers at facilities other than armories as directed by the Adjutant General.

(6) Develop a local program of safety education promotion that includes visual aids and active participation of all individuals of the organization. Included in this program will be a Safety Bulletin Board that will display locally developed safety materials and those received from the State Safety Officer.

1-6. Safety Functions.

The various safety functions will be accomplished as follows:

a. The State Safety Officer will:

(1) Serve as principal staff officer, technical consultant and coordinator to the Adjutant General in all matters concerning safety.

(2) Plan, organize, direct, evaluate, supervise the overall State Safety Program.

(3) Establish plans, policies and procedures for conducting safety programs at all levels of command within the State.

(4) Interpret policies and procedures.

(5) Provide technical assistance to all levels of command on safety matters.

(6) Assist subordinate commanders in determining requirements and qualification for safety personnel.

(7) Establish procurement channels for distribution of safety materials.

(8) Serve as member of an accident investigation board as required.

(9) Interpret collected data to provide information required on accident experience to subordinate and higher commands.

(10) Initiate recommendations to staff or higher command levels for corrective actions to eliminate or reduce hazardous situations.

(11) Ensure incorporation of adequate safety standards into operating procedures, regulations, manuals, directives or other material.

(12) Establish procurement channels to provide accident prevention and education materials for safety training at all levels.

(13) Ensure safety procedures are included in all plans for proposed demonstrations or exhibits to ensure the safety of ARNG personnel and the public.

(14) Assist in the development and maintenance of the safety segment of the technician career program.

(15) Coordinate with other agencies to ensure maximum cooperation in all matters concerning ARNG

safety.

(16) Coordinate with local DOD agencies to ensure cooperation on all matters concerning ARNG safety.

(17) Coordinate with local federal and non-federal agencies to ensure cooperation in all matters concerning ARNG safety.

(18) Provide for analysis of accidents to determine causative factors and promulgate appropriate preventative measures.

(19) Receive initial and periodic update training in safety program management, analysis, reporting, awareness and prevention.

(20) Monitor training and establish training programs for state safety professionals.

(b) State Aviation Safety Officer. The State Aviation Safety Officer will be a graduate of the Army Aviation Safety Officer Course and perform the following minimum functions:

(1) Establish basic policies, plans and procedures for the establishment, supervision and direction of a functional State Aviation Safety Program.

(2) Report accidents, accident experience and the progress of aviation safety activities as required.

(3) Advise and coordinate with the State Safety Officer on all matters pertaining to the State Aviation Safety Program.

(4) Coordinate the State Aviation Safety Program with all elements of the State Staff.

(5) Arrange for the procurement and selective use of aviation safety posters, films and other safety educational and promotional publications and materials.

(6) Supervise and direct specific state aviation safety training as required.

(7) Serve as a member of the State Safety Council.

(8) Conduct airfield surveys and aviation safety inspections.

(9) Report accidents in accordance with the provisions of AR 385-40, NGR 385-10 and this regulation

c. State Safety and Occupational Health Manager (Technician). The State Safety and Occupational Health Manager provides the day-to-day functional manage-

ment of the State General Safety Program including Occupational Safety and Health (OSHA) for all elements of the ARNG within the State.

(1) Implement safety policies as directed by the Adjutant General, develop plans and procedures for the establishment, supervision and direction of a functional State general program, and report accidents, accident experience and progress of safety activities as required.

(2) Advise and coordinate the State general safety program with all elements of the State Staff.

(3) Arrange for the procurement and selective use of general safety posters, films and other safety educational and promotional publications and materials.

(4) Supervise and direct specific State general safety training as required.

(5) Review and forward accident reports in accordance with this regulation and AR 385-40.

(6) Provide technical assistance in accident investigating and reporting.

(7) Supervise or conduct surveys and inspections of accident prevention programs and activities. Attention will be given to predominant and inherent hazards and to new and varied operations.

(8) Interpret safety policies and procedures.

(9) Assist commanders in determining the numbers and qualifications of personnel necessary to ensure and effective accident prevention program.

(10) Assemble, analyze, summarize and disseminate data concerning the accident experience of the command, or subordinate elements thereof, and prepare reports of progress of safety activities and other reports and studies required by higher authority.

(11) Initiate and monitor recommendations for appropriate corrective measures where warranted by adverse accident rates or trends, hazardous conditions or procedures, or other inadequacies of the safety program.

(12) Incorporate adequate safe practices and safe physical standards in operating procedures, manuals, directives and other instructions.

(13) Review or arrange for the review of plans for proposed demonstrations, exhibits or exercises to ensure the safety of ARNG personnel and the public.

- (14) Establish and maintain close liaison with other staff agencies to ensure maximum cooperation in connection with fire protection and prevention, ammunition, guided missile, aviation safety and disaster readiness operations, completeness of accident prevention efforts; accuracy of accident data; and other matters of mutual concern.
- (15) Analyze or provide for the analyses of field exercise accidents to determine causative factors and promulgate appropriate prevention measures.
- (16) Establish and maintain liaison with local Navy, Coast Guard, Marine Corps, Air Force and Civil Defense organizations to ensure cooperation on matters of mutual concern.
- (17) Cooperate with local Federal and non-Federal organizations engaged in accident prevention activities.
- (18) Serve as the executive secretary of the State Safety Council.
- (19) Assists supervisors in preparing materials for safety meetings.
- (20) Acts as the primary link between State Safety Office and the ARNG Multi-Media Group, Ft Rucker, AL.
- (21) Coordinates with ARNG Safety Office to ensure implementation of established standards and procedures.
- (22) Receives initial and periodic update training in the conduct of the safety program, its administration, training, awareness and prevention.
- (23) Provides feedback on safety program effectiveness to the ARNG Safety Office and the ARNG Multi-Media Group.

d. Unit Safety Officer.

The following tasks and responsibilities have been established as the minimum necessary for the Unit Safety Officer to successfully accomplish his mission and the mission of the Army National Guard Safety Program:

- (1) Write the Unit Safety SOP in coordination with the Unit Aviation Safety Officer, if applicable.
- (2) Conduct the unit Safety Awareness Program.
- (3) Conduct unit Special Safety Training Program.
- (4) Maintain accident report records.
- (5) Investigate unit accidents and serve on accident investigation boards as directed.
- (6) Report accidents in accordance with NGR 385-10 and AR 385-40.
- (7) Conduct safety inspections and surveys at unit level.
- (8) Review unit operating and training instructions/procedures to detect safety hazards or problem areas.
- (9) Initiate corrective action to eliminate inherent or accident-producing hazards.
- (10) Coordinate with other Safety Officers and staff officers to ensure maximum cooperation on safety matters.
- (11) Coordinate with State Safety personnel to obtain safety training and awareness program materials.
- (12) Coordinate with State Safety personnel to obtain assistance in any matter which relates to the overall safety program.
- (13) Receive initial and periodic update training in safety program conduct, analysis, reporting, awareness and prevention.

e. Armory and Facility Safety Officer. The following tasks and responsibilities have been established as the minimum necessary for the Armory/Facility Safety Officer to successfully accomplish his mission and the mission of the Army National Guard Safety Program.

- (1) Write an armory/facility safety SOP which applies to all units activities utilizing the armory/facility.
- (2) Coordinate with unit Safety Officers to avoid duplication and/or conflict in instructions/procedures. (i.e. SOP's)
- (3) Coordinate accident reporting when involvement includes more than one using unit.
- (4) Report accidents occurring at the armory/facility during periods of use by other than occupying units.
- (5) Procure safety films, posters or other materials applicable to safe utilization/operation of the facility/armory.
- (6) Conduct armory/facility inspections and surveys to identify hazardous or potentially hazardous areas.

(7) Coordinate with using unit Safety Officers in all matters concerning the effective application of the Army National Guard Safety Program.

(8) Coordinate with State Safety personnel to obtain assistance and cooperation in all matters of mutual concern.

(9) Receive initial and periodic update training in safety program conduct, analysis, reporting, awareness and prevention.

(10) Serve as investigator or member of an accident investigation board as directed.

1-7. Safety Councils.

To facilitate staff supervision, commanders will appoint safety councils down to battalion level.

a. **Membership.** As a minimum, membership should consist of the commander or a designative representative, senior staff officers, the command sergeant major and the Safety Officer from each subordinate unit. Designated safety council will review:

- (1) The accident experience and related safety programs of the command or activity.
- (2) Reports of fatal or other serious accidents.
- (3) Safety suggestions to improve conditions and improve efficiency.

b. **Procedures should be established for staffing recommendations to or through the commander for appropriate action concerning:**

- (1) Physical or structural alteration required to eliminate or control hazards.
- (2) Changes in policies or standing operating procedures to minimize unsafe acts.
- (3) Plans to strengthen the safety program.

1-8. Safety Standards.

Safety for the West Virginia Army National Guard will be established and implemented as follows:

a. The WVARNG will employ safety and health standards established under the Occupational Safety and Health Act (OSHA) of 1970 (para 1-9), or paralleled Department of the Army standards. These standards will be applicable as they relate to recognized WVARNG

industrial-type operations, facilities and equipment comparable to those found in the work environment in the private sector.

b. Each major command will review any safety and health standards it may propose as supplements to higher level standards. The purpose of this review is to determine consistency with OSHA standards published in the Federal Register, July 1, 1989, VOL I (title 29, Part 1910), and with subsequently issued OSHA standards.

c. In cases where a possible inconsistency exists, a justification for correction of the inconsistency will be forwarded through the State Safety Office, Headquarters, WVARNG, to the ARNG Safety Office (NGB-AVN-S), Bldg E 6810, Aberdeen Proving Ground, Maryland 21010-5420, for review and decision.

d. A determination to submit a justification for correction of an inconsistency will be based on whether hazard to life, material, or property is less under the proposed supplemental standard than it would be under the OSHA standard. In justifying their recommendations, commanders will submit evidence that conditions, practices, means, methods, operations or processes currently in use are as safe and healthful as those that would prevail if OSHA standards were followed.

e. In those cases where there are unique military requirements for which no applicable OSHA standard exists, Army and National Guard standards currently employed will continue to apply.

1-9. Occupational Safety and Health Program for Federal

Employees. Executive Order 11807, dated 28 September 1974 (App B), interprets and defines the safety responsibilities of federal agencies set forth in the Occupational Safety and Health Act of 1970. The Order stipulates that the Federal government, which is one of the nations largest employers, has a special obligation to set an example for safe and healthful employment, and that its safety and health efforts must be strengthened. AR's 385-10, 385-40, NGR 385-10 and Chapter 4 of this regulation contain specific guidance on implementing the OSHA program and reporting procedure.

CHAPTER 2

SAFETY TRAINING

2-1. General.

The training of all WVARNG military and technician

personnel in safe work practices is essential to efficient management. The goal of maintaining maximum combat capability demands a continuous, forceful safety training program. The safety training program must be designed to bring about the optimum awareness of the need for safe conditions and practices.

2-2. Responsibilities.

Responsibilities will be designated as follows:

- a. Commanders are responsible for preparing training plans and literature will ensure that information on safety practices is integrated into such plans and literature.
- b. The training of technician employees in safety management will be accomplished in accordance with the provisions of applicable Civil Service, Department of the Army and National Guard Bureau directives.

2-3. Specialized Safety Training.

It is recommended that, as a minimum, unit commanders and safety officers participate in one of the following courses.

- a. **Resident Safety Courses.** Resident safety courses for selected Army National Guard personnel are conducted by various government agencies and civilian educational institutions. These courses are designed to provide students with knowledge in safety management, accident prevention and occupational safety and health.
- b. **Non-Resident Safety Courses.** Non-resident safety-related courses are offered by government agencies and civilian institutions. These courses are designed to furnish basic accident prevention techniques and procedures for officers, safety officers and supervisors. Subject courses are listed in appropriate catalogs and publications.
- c. **ARNG Annual Safety Conference and Workshop.** The National Guard Bureau will conduct an annual safety conference and workshop for the various states. The purpose of this conference and workshop is to provide assistance and training in the latest techniques and standards in safety. Attendance at the ARNG Annual Safety Conference shall include, as a minimum, the State Safety Officer, Assistant Adjutant General, Occupational Health Nurse, and State Aviation Safety Officer. Adequate funds will be programmed for attendance by these personnel.
- d. **WVARNG Annual Safety Conference and Workshop.** The WVARNG Safety Office will conduct an annual safety conference and workshop for selected

supervisory and staff personnel. As a minimum, the following personnel will attend: the State Safety Officer, State Aviation Safety Officer, Unit Safety Officers and Armory and Facility Safety Officers. Adequate funds will be programmed for conduct of the conference and attendance by these personnel.

CHAPTER 3

REPORTS AND RECORDS

3-1. State Reports and Records Requirements.

Major commands will:

- a. Supplement this regulation to the extent necessary to implement the reporting requirements stated in this regulation. Implementing instruction will define procedures that will ensure the expeditious reporting of accidents, accuracy and completeness of reports and the timely submission of all accident reports and related reports prescribed by AR385-40, NGR385-10 and this regulation.
- b. Assure that subordinate commanders provides timely and accurate input to the office responsible for the Worker's Compensation Program in accordance with Chapter 4 of NGR 385-10 and this regulation.

3-2. Notification of WVARNG Accidents.

Major commands will ensure that:

- a. Commanders and supervisors who are directly responsible for an operation, equipment or personnel receive prompt notification of accidents and all circumstances surrounding it.
- b. Personnel directly involved in, or individuals having knowledge of, an accident promptly report the circumstances surrounding the accident to responsible commanders and supervisors.

3-3. Investigating and Reporting of Army Accidents.

- a. **Responsibilities.** The commander of an organization or facility having experienced an accident will ensure that:
 - (1) The accident is investigated and the classification of the accident is determined (Class A, B, C or D as stated in para 2-3, AR385-40). The investigation will be initiated immediately to ensure expeditious completion and forwarding of the accident report.
 - (2) The causes are determined and corrective actions instituted.

(3) DA Form 285, Accident Report (AR 385-40 and appendix A, this regulation) is prepared as required. Particular attention should be given to the analysis and stated corrective actions taken or anticipated to prevent a similar accident.

b. Reportable accidents. All accidents are reportable through normal command channels to the State Safety Office. The State Safety Office is responsible for:

(1) Maintaining a file of the accident reports in accordance with the provisions of AR 25-400-2 and AR 385-40.

(2) Analyzing reportable accident data for mishap prevention purposes, including:

(a) Disabling injuries to or deaths of non-WVARNG people occurring as a direct result of WVARNG vehicles, aircraft or equipment/material operations, or when the WVARNG may be reasonably assumed to become involved in a lawsuit.

(b) Organization/facility accidents occurring to non-WVARNG individuals other than cited in paragraph 3-3b(2)(a).

c. Recordable accidents. Accidents classified as Class A, B, C, or D property damage (para 2-3, AR 385-40) are recordable and will be reported in accordance with the provisions of paragraph 3-3a.

(1) DA Form 285 will be prepared for all accidents, excluding aircraft mishaps will be forwarded through channels to the State Safety Office as soon as possible but not later than 15 days after the accident.

(2) The State Safety Officer will complete Section G, items 70 through 75 of Da Form 285 for all accidents. For Class A and B accidents only the form will be forwarded to the ARNG Safety Office (NGB-AVN-S), Building E6810, Aberdeen Proving Ground, Maryland 21010-5420, as soon as possible but not later than 19 days after the accident.

(3) Natural phenomenon (acts of God) resulting in damage to WVARNG property or injuries will be reported on DA Form 285.

(4) When a WVARNG military person in IDT, AT, ADSW or ADT status, or a WVARNG technician or contractor employee in a compensable status is assumed to have died in an accident but the body is not recovered, a DA Form 285 (along with other appropriate reports) will be completed by the responsible unit or facility and forwarded to the State Safety Office. This will be accomplished as soon as it is reasonably

determined that a fatality has occurred.

d. Serious accidents and special Occupational Safety and Health Act reports, RCS 1146-DOL0XX. Report of Serious Accident (ROSA).

(1) Occupational injuries, occupational illnesses and property damage, involving on-duty WVARNG Military personnel, WVARNG technician and/or non-WVARNG personnel as a result of an Army or WVARNG operation, equipment or material, which result in one or more of the following, will be reported to the State Safety Office immediately. The State Safety Office will, in turn, report, by message, within one working day the occurrence to HQDA, Washington, DC, 11DAPE-HR//, CDR, USACSC, Fort Rucker, AL //PESC-Z//

(a) Fatal injury to one or more WVARNG or non-WVARNG personnel.

(b) One or more WVARNG or non-WVARNG personnel who are missing and presumed dead.

(c) An injury and/or occupational illness results in permanent partial disability; or five or more people are hospitalized as inpatients.

(d) Property damage of \$100,000 or more.

(2) WVARNG units/facilities will report accidents and illnesses as defined in paragraph 3-3d(1)(a) using the message format in Appendix C, AR 385-40.

(3) Occupational injuries and illnesses to WVARNG personnel caused by a worksite accident or exposure to the work environment will be reported in accordance with the provisions of Chapter 4 of NGR 385-10 and this regulation.

e. Non-aviation accident investigation boards.

(1) The Adjutant General will appoint accident investigation boards that may consist of one or more individuals for the following types of accidents:

(a) All class A&B accidents, except those involving off-duty fatalities.

(b) Any accident regardless of class, that an appointing authority believes may involve a potential hazard serious enough to warrant investigation by a multi-member board.

(c) The Adjutant General will:

(a) Appoint the president and other members of the

board from units or facilities other than the unit or facility experiencing the accident. An exception will be that one person from the unit or facility experiencing the accident may be designated as an advisor for the purpose of enhancing the investigation and reporting of the accident.

(b) Request support from the National Guard when the investigation requirements are beyond the capability of the WVARNG.

(c) Request guidance from the National Guard Bureau to effect the appointment of an accident investigation board when an organization/unit incurring the accident is not under the jurisdiction of the Adjutant General.

(d) Give priority to accident investigation and reporting duties to ensure expeditious completion and transmission of reports.

(e) Ensure that no member of the board has a personal interest in the accident.

f. Coordination of information. When a WVARNG motor vehicle or privately owned motor vehicle accident occurs, the WVARNG official accident investigation officer/board will coordinate with the appropriate provost marshal and local and/or state police to obtain all the factual information surrounding the accident. When the military police have investigated the accident and have completed the Military Police Traffic Report (DA Form 3946), information from this report may be attached as a supporting document to the Army accident report.

g. Reporting of WVARNG accidents at Army installations, will be reported according to local policy. A copy of all accident report and related reports will be forwarded to the Adjutant General's Office, ATTN: State Safety Office.

3-4. Reporting of Special Cases.

a. Accidents involving more than one command.

(1) WVARNG commander reporting an accident involving his WVARNG unit/facility and another State/Reserve or active Army command, will investigate the accident, prepare a DA Form 285 (excluding aircraft mishaps) and forward the report to the State Safety Office. A forwarding letter should indicate the command considered responsible for recording the accident and the command(s) responsible for recording other losses or date (i.e., injuries, property damage or accrued mileage). The State Safety Office will forward a courtesy copy of the accident report to the com-

mander of the other State, Reserve or active Army command concerned.

(2) After concurrence is reached as to responsibilities and command losses, the State Safety Office will forward the DA Form 285 to the ARNG Safety Office.

b. Commanders closet to the location of an accident involving ARNG or Army property or personnel in any of the following situations will investigate the accident will prepare and forward DA Form 285 to the State Safety Office for forwarding to the command sustaining the loss in the accident.

(1) An accident occurring to a WVARNG military member who is absent without official leave (AWOL) will be reported if the member is on orders for scheduled training (IDT, AT, ADSW, or ADT) and is carried on the SIDPERS unit strength report at the time of the accident.

(2) An accident occurring to a WVARNG military member on permanent change of station (PCS), leave, pass or temporary (TDY), or a WVARNG technician in a PCS or TDY status will be the responsibility of the unit/facility to which the person is permanently assigned. Accident involving WVARNG technicians on TDY after normal duty hours are reportable but not recordable if the actions taken by the technician are not covered by the military assignment and not incident to an ARNG or Army operation or activity. Accident experience of WVARNG military personnel assigned on TDY as students at Army schools for course of instruction in excess of 30 days will be included in the accident experience of the major command (MACOM) having command and control of the school.

c. The State Safety Office will document Department of the Army/National Guard Bureau directed maneuver/exercise accident experience and exposure data, accomplish an accident analysis for prevention purposes and report this information to the ARNG Safety Office as required.

d. Commanders will comply with local reporting requirements if an accident occurs involving WVARNG personnel or equipment at an installation or facility jointly occupied or under the command of another military service or state, including state-leased or state owned facilities. A copy of all accident reports will be forwarded to the Adjutant General's Office, ATTN: State Safety Officer.

e. When a reportable or recordable accident occurs on a WVARNG installation/facility and involves personnel or property of a non-tenant activity of another military department, the WVARNG installation/facility

ity commander will provide assistance in completing DA form 285. The report will be sent to the State Safety Office for forwarding to the military department concerned.

f. Commanders will ensure that accidents involving damage to WVARNG equipment or property and injury or occupational illness to WVARNG personnel occurring as a result of an ARNG/ARMY contractor operation are investigated and reported to the State Safety Office.

3-5. Forms, Records and Reports.

a. Commanders will collect, maintain, analyze and report property damage, injury and occupational illness data as set forth in this regulation to assess accident losses and to assist the Adjutant General in evaluation the occupational safety and health programs.

b. Sample DA Form 285 is provided in appendix A to this regulation and instruction packet for DA Form 285 U.S. Army Accident Report, dtd Oct 91.

3-6. Preparation and Processing of DA Form 285, Accident Report.

a. DA Form 285 will be prepared following the instruction in AR 385-40 and appendix A of this regulation.

b. Commanders of United States Army medical department activities and treatment facilities are responsible for the submission of a Correction Accident Report when an injured individual is transferred to the medical activity and subsequent death occurs.

c. DA Form 285 reports will be forwarded through normal command channels to the State Safety Office for review. The State Safety Office will complete the DA Form 285, Section G in accordance with the provisions of this regulation.

3-7. Report of Applicable Workplace Accidents.

a. As stated in AR 385-40, USAAAVS will forward, on a semi-annual basis, a matrix of ARNG workplace accidents accompanied by an analysis of the five most significant problem areas. The problem areas may be based on the number of accidents, significant adverse trends, emergence of new and potentially significant problems; or the analysis may site significant improvement trends. The analysis will also identify those Department of Labor (OSHA) casual factors, both hardware and human, that may have contributed to the problem. In addition, the analysis will include information concerning the effectiveness of applicable

occupational safety and health standards.

b. USAAAVS will forward the WVARNG report of workplace accidents to the National Guard Bureaus (NGB) and to the State Safety Office not later than 10 days following the close of the semi-annual calendar year (30 June and 31 December). The State Safety Officer will accomplish a comparison review with on-record state workplace accidents and forward recommendations/comments concerning the reduction of identified significant WVARNG problem areas to the ARNG Safety Office not later than 30 days following the close of the semi-annual reporting period.

CHAPTER 4

THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

4-1. Purpose.

This chapter prescribes the DOD, DA, ARNG and WVARNG procedures to be followed and the forms to be used in accomplishing the reporting of occupational injuries and illnesses required by this regulation, the Occupational Safety and Health Act of 1970, AR 385-40, E.O. 11807, NGR 385-10 and 29 CFR, part 1960, subpart B.

4-2. Application.

This chapter applies to occupational injuries and illnesses incurred by WVARNG military personnel and WVARNG technician and civilian employees.

4-3. Reporting and Record Keeping Procedures.

AR 385-40 and 29 CFR, part 1960, subpart B will be complied with, including the following:

a. OSHA Form 200, Log and summary of Occupational Injuries and Illnesses. (Technicians)

(1) OSHA Form 200 for WVARNG technicians will be maintained at the lowest office responsible for submitting reports to the Office of Worker's Compensation Programs (OWCP) to ensure the recording of all occupational injuries and illnesses. These logs will include both host and tenant personnel.

(2) Separate OSHA Forms 200 will be maintained for technician personnel at The State Safety Office.

4-4. Annual Workplace Inspections.

Executive Order 11807 and 29 CFR, parts 1960.26 and 1969.27 require that all work places, including offices, be inspected at least once annually. The State Safety

Officer will certify the annual inspections to the ARNG Safety Office not later than 15 days following the close of the calendar year.

CHAPTER 5

WVARNG AIRCRAFT ACCIDENT REPORTING AND INVESTIGATION

5-1. General.

WVARNG aircraft accidents will be classified, investigated and reported in accordance with Chapter 4, AR 385-40 unless other wise indicated in this regulation. Appropriate commanders and supervisors are responsible for ensuring that they comply with AR 385-40, NGR 385-10, AR 385-95 and this regulation.

5-2. Policy.

At the discretion of the Chief, National Guard Bureau and the Adjutant General, senior officers responsible for the WVARNG aviation program may requested to go to the National Guard Bureau (NGB) if the WVARNG experiences an aircraft accident. The purpose of this action by the NGB or the WVARNG is necessary to implement the recommendations of the Aircraft Accident Investigation Board (AAIB). This information will also be furnished to other states, as necessary, for aviation accident prevention purposes.

5-3. Regional Aircraft Accident Investigation Boards (RAAIB).

a. General.

All WVARNG aircraft accidents will be investigated by an RAAIB. The purpose of establishing these boards is to provide a base of highly qualified, experienced ARNG aircraft accident investigators knowledgeable in the aircraft, missions, operational procedures, and environmental and management areas unique to the ARNG.

b. Responsibilities.

Responsibilities are established as follows:

(1) The ARNG Safety Director. The ARNG Safety Director is responsible for establishing RAAIB's and selection of qualified ARNG personnel to serve as standing members of these boards. The Director will secure the Adjutant General's approval, coordinate with the State, and provide implementing and funding instructions.

(2) The Adjutant General. The Adjutant General or his

designated representative will be responsible for the following:

(a) Provide selected, qualified WVARNG personnel nominated by the NGB to serve as a member of a RAAIB.

(b) Notify the NGB, by telephone, if a major or minor aircraft accident occurs. During duty hours, telephone the ARNG Safety Office, DSN: 584-1753; commercial (301) 671-1821. After duty hours, telephone the NGB duty officer, DSN: 858-6001 commercial (301) 981-6001.

(c) Secure the crash site and wreckage.

(d) Locate witnesses and secure witness' statements if they will not be available after arrival of the investigation board.

(e) Provide local transportation and logistical support for board members during the investigation.

(f) Prepare Preliminary Report of Aircraft Mishap (PRAM) and transmit messages to appropriate addresses.

(g) Act as liaison between investigating board and WVARNG facilities agencies and local agencies as required by the president of the investigation board.

(3) Regional Aircraft Accident Investigation Board President. the RAAIB president will be responsible for:

(a) Immediately proceeding to the accident scene when notified of his selection as board president.

(b) Conducting the aircraft accident investigation in accordance with applicable regulations.

(c) Keeping the ARNG Safety Office and the Adjutant General informed regarding the progress to the investigation.

c. RAAIB Composition. Personnel from the WVARNG and other states will be assigned to RAAIB's based on the State's Army Readiness Region. Personnel, as required, may be assigned from USAAVS to serve as members of the RAAIB.

CHAPTER 6

PROMOTIONAL AND EDUCATIONAL MATERIALS

6-1. General.

The WVARNG will utilize safety posters, films, techni-

cal publications and other safety promotional and educational materials and services to create and maintain interest in the prevention of accidents.

6-2. Procurement.

Procurement, funding and budgeting responsibilities are as follows:

a. The Chief, National Guard Bureau, through the Army Director of Safety and the Defense Supply Service, will program for certain safety promotional and educational materials and services required in the execution of the ARNG Safety Program on a nationwide basis. The ARNG Safety Director will ensure that adequate requirements are forwarded to the Army Safety Director for inclusion in Headquarters, Department of the Army funds to meet the needs of the ARNG Safety Program. Headquarters, Department of the Army funds will be utilized for procuring those supplies and services outlined in Para 2-2e (3) AR 385-10.

b. The Adjutant General or his designated representative and commanders and supervisors will supplement and augment the supplies outlined in with safety promotional and educational types of operations as appropriate to discharge their responsibilities under this regulation.

6-3. Budgeting and Funding.

The Adjutant General will budget for funds to procure safety promotional and educational materials and services determined to be required locally. The State Safety Officer will request funding for such safety promotional and educational materials and services to provide a basis for the Adjutant General's budgeting figure.

CHAPTER 7

AWARDS PROGRAM

7-1. General.

DA, ARNG and WVARNG policy is to recognize outstanding effort and achievement in the prevention of accidents. Major commands and separate facilities and activities will take cognizance of their subordinate commands, activities and individuals when significant contributions are made to the efficiency, economy and improvement of WVARNG operations through accident prevention. Awards will be made to individuals and units on the basis of their total safety record. Commanders should use the checklist provided in CHAP 9 NGR 385-10 as a guide in determining award qualifications.

7-2. Awards presented by Headquarters, Department of the Army.

The WVARNG is eligible for Department of the Army awards. The provisions of AR 672-74 are applicable. For award purpose, the ARNG is equated with a major Army command, and the WVARNG is equated with an Army division. The Adjutant General may nominate the WVARNG for the Department of the Army awards. Nominations will be submitted to the ARNG Safety Office for review and forwarding.

7-3. Awards presented by the Chief, National Guard Bureau.

To recognize outstanding performance in safety awareness, the Chief, NGB has established the following awards:

a. The Army National Guard Safety Award of Merit/Honor.

(1) The Army National Guard Safety Award of Merit will be an annual award presented to any state that has accomplished the following criteria to general safety within a given year beginning 1 October 1976.

(a) No Class A or B accidents

(2) The Army National Guard Safety Award of Honor will be awarded to the state that has attained the requirements of the Award of Merit for three consecutive years.

c. The Adjutant General may nominate the WVARNG for these awards, by letter, to the ARNG Safety Office. Nominations must be received by the ARNG Safety Office not later than 30 June for the preceding fiscal year. Awards will be presented at the annual ARNG safety Conference and Workshop.

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

7-4. Awards authorized to be presented by the WVARNG and its subordinate elements.

a. Eligibility. The Adjutant General will determine subordinate unit eligibility for nomination to the NGB for a safety award. The Adjutant General may also provide state recognition for significant achievement in the prevention of accidents within all WVARNG units. The WVARNG may use locally procured awards in lieu of or in addition to, those prescribed in b and c below.

b. Certificate of Merit for Safety. Commanders and

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

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

d. **The procurement of awards may be effected in any of the following ways:**

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

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

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

7-5. The National Safety Council makes awards for various types of outstanding performance in the area of accident prevention.

a. **Following is a list of awards presented by the National Safety Council:**

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

b. **Nominations.**

Nominations for National Safety Council awards for the State Safety Program by the Adjutant General will

be submitted to the ARNG Safety Office. The ARNG Safety Office will verify accident and program elements listed in paragraph 9-5 NGR 385-10.

(1) **Unit and Facilities.** Nomination for National Safety Council awards by unit and facility commanders will be submitted to the State Safety Officer for verification of accident data and program elements listed in paragraph 9-5 NGR 385-10. The State Safety Officer will transmit the nomination to the National Safety Council.

(2) **Submission of nominations.** Nominations for unit and facility awards will be forwarded by the State Safety Officer to the National Safety Council not later than 20 July, annually. Nominations for State Program awards to be reviewed by the ARNG Safety Office will be dispatched not later than 20 August, annually. Nominations will be submitted in accordance with Chapter 9, NGR 385-10.

c. **Safe Drive Award.**

The National Safety Council Safe Driver Award Program, by providing a continuous flow of educational and promotional material, is designed to train and motivate motor vehicle operators in improving their driving performance. The Safe Driver Award is a part of the Motor Transportation Service which is administered by the National Safety Council. On a yearly basis, each eligible driver can receive a certificate and a lapel pin. The yearly Safe Driver Award for WVARNG Technician and civilian drivers is designed to serve a function similar to the motor vehicle driver badge awarded to military drivers under AR 672-5. The Adjutant General will budget funds for this program.

(1) **Eligibility.**

WVARNG technician and civilian employees who operate military or private vehicles as a major duty in the conduct of official WVARNG business without experiencing a preventable accident in a period one year are eligible to receive the National Safety Council Safe Driver Award. A military vehicle, for the purpose of this award, will include forklift trucks, bulldozer, or any other specialized machinery that is not commonly operated on public thoroughfares. Military personnel other than technicians are not eligible for this award.

(2) **Enrollment.**

Commanders and supervisors of organization and facilities employing technicians and civilians as drivers, who desire to enroll these drivers in the National Safety Council Safe Driver Award Program, will submit recommendations to the State Safety Office for

forwarding to the Manager, Motor Transport Department, National Safety Council, at 425 North Michigan Avenue, Chicago, IL 60611. This program will be administered by the State Safety Office.

(3) Coordination.

Coordination between the State Safety Office, Technician Personnel Office (SPMO) and Incentive Awards Committees will be effected to ensure that recipients are included in awards ceremonies to maximize the benefit to the WVARNG in the area of employer-employee relations.

7-6. Army Aviation Accident Prevention Unit Awards.


Army Aviation Accident Prevention Unit Awards are presented by Department of the Army to recognize aviation units and individual aviator significant aviation accident prevention achievements. WVARNG

units and facilities meeting the criteria outlined in AR 672-74 can be nominated for these awards by the Adjutant General. Headquarters, WVARNG must certify that the activity nominated is continuing to pursue an active and effective accident prevention program. Nominations will be forwarded through the State Aviation Safety Officer. The SASO will forward the nominations to the NGB-AVN-S.

7-7. Broken Wing Aviation Safety Award.

The Broken Wing Aviation Safety Award is presented by Department of the Army to individuals who have demonstrated the highest degree of professional aviation skill while actually recovering an aircraft from an in-flight failure or malfunction necessitating an emergency landing. AR 672-74 is applicable to all WVARNG military and technician personnel authorized to pilot or serve as aircrew members of Army/ARNG aircraft. Nominations will be submitted in accordance with paragraph AR 672-74.

FOR THE GOVERNOR:


JOSEPH J. SKAFF
Major General, WVARNG
The Adjutant General

DISTRIBUTION:

"A"

INSTRUCTIONS FOR COMPLETING DA FORM 285

GENERAL The unit having the accident must investigate and complete this report. The entire report is required on serious accidents. Only the shaded portions of the report are required on nonfatal off-duty accidents and less severe on-duty accidents. In order to determine the reporting requirements for an accident, first determine the extent of injuries and property damage resulting from the accident and the duty status of all personnel involved.

Based on the estimates of the severity of injuries and property damage.

a. Complete the shaded portions only for:

-Military off-duty, non-fatal accidents

-Military and Army civilian on-duty accidents resulting in less than 20 lost workdays.

b. complete the entire report for accidents involving one or more of the following:

-Fatalities

-Permanent-total and/or permanent-partial disabilities

-20 or more lost workdays

-Total property damage of \$2,000 or more

SECTION A

ACCIDENT INFORMATION

1. Check initial if this is the first report submitted on the accident. Check change if this report is a change to a previously submitted report of the accident.

2. Enter the six-digit Unit Identification Code (UIC) for the specific organizational and/or activity responsible for the accident.

3a. Name and full military address of unit.

3b. The branch of the Army with which the unit is affiliated.

4. Enter the year, month and day of the accident.

5. In local military time (24 hour clock), report the time the accident occurred.

6. Describe when the accident occurred (day or night). Day is from first light to full night (dark). Night is from full night (dark) to first light.

7. Check on post or off post.

8. If the accident occurred on post, state the name of the post, government facility, or installation where it occurred.

9. Check whether or not the accident occurred during combat.

10. Check yes if explosives (C-4, TNT), ammunition or pyrotechnics were present or involved. If yes is checked, the information specified in AR 385-40 must be provided.

a. National Stock Number (NSN) should be entered in block 52 in addition to the type of explosive or ammunition.

b. Model number and DOD ammunition code (DODAC) or DOD identification code (DODIC) should be entered in block 53.

c. Lot numbers, quantity, and net explosive weight (NEW) of all explosive and ammunition involved should be entered in blocks 76 and 77.

d. If the explosive/ammunition was exposed to significant environmental conditions, the environmental conditions should be checked in block 62, and an explanation of the conditions and their effect on the explosive/ammunition should be provided in block 63.

e. The technical information, charts, maps and photographs specified in AR 385-40 should be submitted as attachments to the completed DA Form 285. Call the State Safety Office for assistance.

11. Give enough details to describe the exact location of the accident.

SECTION B

PERSONNEL INFORMATION

Complete this section for each individual involved and/or injured in the accident. Involved means any person who was injured or who took actions or made decisions that caused or contributed to the accident.

12. Enter last name, first name and middle initial of involved person.

13. Enter the nine-digit social security number (SSN) of the individual listed above.

14. Enter the age of the person.

15. Check the block that indicates the sex of the person.

16. Enter the rank/pay grade of the individual.

17. Enter the full MOS/job series for the individual.

18. Provide the individual's full official military address.
19. Check the correct block to indicate the duty status of the person:

ON DUTY

- a. Physically present at any location where they are to perform their official assigned work.
- b. Begin transported by Army commercial conveyance for the purpose of performing officially assigned work.
- c. Participating in compulsory sports or physical training activities.

OFF DUTY

Applies to Army personnel who are not in an on-duty status, whether they are on or off Army installations.

20. Indicated the current flight status of the individual.
21. State how many continuous hours without sleep this individual was on duty before the accident.
22. Indicate how many hours continuous sleep this individual had in the last 22 hours before the accident.
23. Enter the estimated number of days this individual will be away from work. Do not include days hospitalized or the day the injury was received.
24. Enter the actual (or estimated) number of days this individual will be unable to perform all of his regular duties after going back to work.
25. Enter the estimated number of days this individual will be unable to perform all of his regular duties after going back to work.
26. Check the block that indicates the severity of the injury to the person. If more than one applies, check the most severe.
27. Select the classification (at the time of the accident) of the person.
28. For this individual's most severe injury, select the appropriate block(s) (no more than 3) that indicate the cause of the injury/illness. Number them in order of priority (the most serious first).
29. Select the body part(s) most seriously injured (no more than 3) that indicate the cause of the injury/illness. Number them in order of priority (the most serious first).
30. For each body part numbered in block 29, place a corresponding number in the block that indicates the type of injury incurred by that body part (select only the most serious).
31. Check the block that best describes the individual's activity/task at the time of the accident.
32. Provide a short but descriptive explanation of the item checked in block 31.
33. Check yes if activity listed in blocks 31 and 32 was part of a field exercise. Indicate the name of the exercise if it has a name.
34. Check yes or no to indicate whether the activity listed in blocks 31 and 32 was part of tactical training.
35. If the individual was participating in any type of training, check the type of training facility being used at the time of the accident.
36. If the individual was participating in any type of training, check the type of training in which he was participating. If unit training is selected, also indicate the type of unit training (platoon, crew, or individual).
37. Indicate how long it had been since the individual received training, before the accident, on the activity listed in blocks 31 and 32.
38. Determine what protective equipment was required for the activity/task being performed. Check the appropriate blocks for each item of protective equipment to indicate availability and use/non-use.
39. Indicate whether the individual listed in block 12 was properly licensed to operate the vehicle or equipment that he was operating at the time of the accident.
40. Evaluate the actions of the person listed in block 12 and indicate whether or not, in your opinion, alcohol use on his part caused/contributed to this accident. In the space provided after the work unknown indicate the test results, if available.
41. Evaluate the actions of the person listed in block 12 and indicate whether or not, in your opinion, drug use on his part caused/contributed to this accident. Check none or indicate the type of drug suspected of being involved.
42. Indicate if the person listed in block 12 was using a vision-enhancement device at the time of the accident. If a vision-enhancement device was being used, specify type in block 42c and model number in block 42d, even if it did not contribute to the accident.

43. Check type of guidance (standard/reference), if it exists, that covers correct performance of the activity/task identified in blocks 31 and 32. In the space provided following the selected type of guidance, specify by name/number.

44. Indicate if the activity/task was being performed in accordance with the guidance (standard/reference) specified in block 43. If the answer is no, complete 45 and 47.

45. Indicate whether the individual listed in block 12 made a mistake that caused or contributed to the accident. If the answer is yes, complete blocks 46 and 47.

46. Provide a simple explanation of the mistake(s) made by the person listed in block 12 or explain how the activity/task was performed incorrectly. Include the results or outcome of the mistake(s).

47. Identify why the mistake was made or the activity was performed in correctly. What was the root cause of the mistake? In block 63 include an explanation of the reason and how it caused the mistake/incorrect performance.

48. If the individual listed in block 12 was operating a vehicle indicate how long he has been licensed to operate this type of vehicle before the accident.

49. If the individual listed in block 12 was operating a vehicle, indicate total miles he had driven Army motor vehicles (include all Army motor vehicles) before the accident.

50. Indicate the length of time the individual listed in block 12 had been in the unit shown in block 18 before the accident.

51. Check the appropriate block to indicate which item from Section C—Property/Material Involved was associated with the individual listed in block 12. This information is required to ensure that it can be determined who was operating/using etc., each item of property/material involved in the accident.

SECTION C

PROPERTY/MATERIAL INVOLVED

Complete an entire column (e.g., column entitled Item A) filling in blocks 52 through 59 on each piece of property or item of equipment involved in the accident (whether damaged or not). If the property/material experienced a material failure/malfunction, also complete blocks 60 and

51. Include Army and non-Army equipment/material, as well as equipment/material whose use or misuse contributed to the accident.

52. Enter the type of property/material involved in the accident. If explosives or ammunition were involved or present, enter the type of explosive/ammunition and the national stock number (NSN).

53. Enter the full military equipment model number and/or civilian make. If explosives or ammunition were involved or present, enter the model number and DOD ammunition code (DODAC) or DOD identification code (DODIC).

54. Indicate who owns the equipment/material.

55. Enter the estimated cost of damage or actual cost of damage for each piece of property. Includes the costs of parts and labor.

56. Indicate whether a roll over protection system was installed.

57. Indicate if this specific piece of equipment was being towed at the time of the accident.

58. If the answer in block 57 is yes, indicate equipment in which column (Item A, B, C, etc.,) was doing the towing.

59. From the list provided on the form, select the type(s) that best describe the collision in which this property/material was involved. More than one collision type might be appropriate for the property/material. If so, enter up to three in the blocks provided. If "other" is selected, specify what type of collision in the space provided. If no collision was involved, leave blank.

If the property listed in blocks 52 and 53 experienced a material failure/malfunction that caused or contributed to the accident complete blocks 60 and 61. Ensure the information is entered in the same column as the involved property.

60. Complete items a through d for each component/part whose failure or malfunction contributed to the accident. Ensure an equipment improvement report/quality deficiency report is prepared and submitted through appropriate channels for each component part. Include EIR/QDR number in block 60d.

61. Indicate how and why each component/part failed/malfunctioned by selecting from the lists provided on the form and entering the appropriate number in the blocks provided. In block 63, include an explanation of how the material failed/malfunctioned and the reason (root cause) for the failure/malfunction.

SECTION D

ENVIRONMENTAL CONDITIONS INVOLVED

62. Check the appropriate blocks (no more than three) to indicate the environmental conditions present at the time of the accident, regardless of whether they contributed to the accident or not. Also indicate if the environmental condition caused or contributed to the accident by checking the caused/contributed block and explaining in block 63 how the environmental condition caused/contributed to the accident.

SECTION E

ACCIDENT DESCRIPTIVE/NARRATIVE

63. Explain what happened and why it happened. Describe in detail the sequence of events that led up to and caused the accident. Ensure you explain how and why the accident occurred. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure relationship between personnel and equipment is clear. When describing mistakes/errors and /or material failures/malfunctions specify the individual or equipment involved. Ensure the reason (root cause) for each is also specified. Include additional information required from blocks 10 and 47. Also provide an explanation of blocks 61 and 62.

64. Provide the name (64a), title (64c) and telephone number (64f) of the individual who completed the report.

Also ensure the individual who completed the report signs and dates it in blocks 64d and e.

SECTION F

CORRECTIVE ACTION AND COMMAND REVIEW

65. Fully describe all actions taken, planned or recommended to eliminate, or at least reduce, the root cause(s) of this action and prevent similar accidents from happening. Give details to explain the action as it relates to the root causes of the accident. Identify the appropriate command level for completion of each action from unit level to higher command level. Actions may be directed for implementation at any command level and are not to be restricted by any current technology or budgetary, personnel and/or equipment limitations.

66. Provide the name (66a), rank (66b) and telephone number (66e) of the unit commander. Also ensure the commander signs and dated the report in blocks 66c and d.

67 thru 69. Provide the names (67a, 68a, 69a) titles (67c, 68c, 69c) and ranks (67d, 68d, 69d) of the individuals in the chain of command who will review this report. Ensure each individual in the chain of command signs and dates the report in blocks 67b and d, 68b and d, or 69b and d.

U.S. ARMY ACCIDENT REPORT Instructions

General. The unit having the accident must investigate it and complete this report. Complete the shaded portions **only** for: Military off-duty, non-fatal accidents; and military on-duty accidents resulting in less than 20 lost workdays. Accidents involving 20 or more lost workdays and/or total property damage of \$2,000 or more will require completion of the entire report. Type or legibly print the report. Items may be continued on a blank sheet of paper and attached to the report. Items listed below are keyed to the block numbers of DA Form 285, May 91. Items not listed here are self explanatory. Specific questions concerning this form should be referred to the local safety office.

SECTION A - Accident Information

Note: This section should be completed for the initial report and for any changes to a previously submitted report.

1. Check "INITIAL" if this is the first report on the accident. Check "CHANGE" if this report is a change to a previously submitted report of the accident.
2. Enter the 6-digit Unit Identification Code (UIC) for the unit responsible for the accident (e.g., WXXXXX).
3. Provide military unit information for the unit listed in Block 2.
 - a. Full military address (e.g., C Troop, 1:17 Cavalry, Ft. Bragg, NC 12345-6789).
 - b. Provide the unit branch (e.g., Armor, Infantry, Transportation).
4. Enter the year, month, and day of the accident (e.g., 90 11 07 {7 November 1990}).
5. Enter the military time the accident occurred (e.g., 0815, 2300).
7. Check either item a or b, depending on the location of the accident.
 - a. If item a is checked, state name of post or installation (e.g., Ft. Bragg, NC, Federal Center, Atlanta, GA; Ft. Hood, TX; Shaw AFB, SC).
9. Check item a if accident occurred in a theater of hostile fire or enemy action, but not as a result of such fire/action. This includes direct preparation for combat, actual combat, or redeployment from a combat theater.
10. Check "Yes" of explosives (C-4, TNT), ammunition, or pyrotechnics were involved and explain in Block 63 its involvement and specify the National Stock Number (NSN).
11. Give enough detail to find the exact location of the accident (e.g., building number, street or highway name, state and/or country). Also state the type of location (e.g., road intersection, tank trail, family housing, firing range).

SECTION B - Personnel Information

Note: Complete this section for each individual involved and/or injured in the accident. "Involved" means any person who was injured, or who took actions, or made decisions which caused or contributed to the accident. If more than one person was involved, enter information on one person on the initial form and complete only Sections A and B on additional forms for others. Staple all forms together.

16. Enter individual's rank/grade (e.g., E5/SGT, O3/CPT, GS-11, WG-8). Complete for all Government personnel.
17. Enter individual's full MOS/Job Series (e.g., 54E20, 11B40, GS-301).
18. Provide individual's full **Military** address for all Government personnel. If this address is not the same as that in Block 3a, provide the unit location.
21. State how many continuous hours without sleep this individual was on-duty prior to the accident.

22. Indicate how many hours of continuous sleep this individual had in the past 24 hours.

23. State the estimated number of days this individual will be away from work (*totally unable to perform any work, bed rest/on quarters*). Does not include days hospitalized.

24. State the estimated (or actual) number of days this individual is hospitalized (*inpatient/admitted*) receiving treatment. Days hospitalized for "observation only" are not reported.

25. State the estimated number of days this individual will not be able to perform his or her regular duties (*light duty, profile*).

26. Check appropriate block. If more than one applies, check the most severe.

28. For this individual's "most severe injury", check the appropriate block(s) (*no more than 3*) that indicate the cause of the injury.

29. **Number** the body part(s) most seriously injured (*no more than 3*) in their order of priority (*the most serious first*). Be as specific as possible.

30. For each body part numbered in block 29, place a corresponding number to indicate the type of injury received (*select only the most serious*).

31. Check the appropriate block that best describes the individual's action at the time of the accident. If Block 31gg is checked, complete Blocks 76 and 77 of Section H, as indicated by these instructions.

32. Provide a short but detailed explanation of the item checked in Block 31.

Note: For this report, the following definitions apply:

Tactical Training - Training in a field environment that uses or develops combat or combat support skills.

Field Exercise and Tactical Training - This begins when the individual reports to his or her primary duty location for movement to the field site and ends when he or she arrives back at the primary duty location from the field.

33. Check "Yes" if activity listed in Block 31 was part of a field exercise. State name of exercise if it has a name (e.g., *Team Spirit, Reforger*).

42. If vision enhancement device(s) were used, specify type and model numbers, and whether they caused the accident (e.g., *Night Vision Goggles, AN-PV55A*).

43. Provide standard or reference (*Soldier's Manual, AR, TM, etc.*), if it exists, that covers performance of the activity identified in Block 31.

46. Provide a simple explanation of the mistake(s) or how the activity or task was performed incorrectly (e.g., *SGT Smith improperly backed his M915 truck without a ground guide*).

47. **In your opinion**, why was the mistake made or the activity performed incorrectly? Check the most important reason.

51. Check the block corresponding to the piece of equipment associated with the person in Block 12 (e.g., *SGT Adams was driving the "at-fault" HMMWV, his name will be in Block 12, and his vehicle will be item a in Section C below*).

SECTION C - Property/Material Involved

Complete Blocks 52-59 on each piece of property or item of equipment involved in the accident (*whether damaged or not*). Include Army and non-Army, as well as equipment whose use or misuse contributed to the accident. Include up to 3 items of equipment on the initial form. Use additional blank sheets of paper for other equipment if necessary, continuing letter sequence (e.g., *A, B, C, D, and E*).

52. Type of equipment (e.g., *sedan, truck, generator*).

53. Full military equipment model number or civilian make (e.g., *M109A2, M60A2, Ford Taurus, M16 Rifle*).

55. Estimated cost of damage (ECOD) or actual cost of damage (ACOD) for each piece of property, which includes costs of parts and labor.

57. Indicate if this specific item was being towed **at the time of the accident**.

58. If Block 57 is "yes", indicate which item was doing the towing.

60. Complete for each component or part whose failure or malfunction contributed to the accident. Include the EIR/QDR number in Block 60e.

61. Indicate how and why each component or part failed or malfunctioned by selecting from the lists provided and entering the appropriate number in the blocks provided.

SECTION D - Environmental Conditions Involved

62. Check the environmental conditions present at the time of the accident (*no more than 3*) by checking appropriate blocks, whether contributing to the accident or not. Also check whether they caused or contributed to the accident.

SECTION E - Accident Description/Narrative

63. Fully describe the sequence of events that lead up to and caused the accident. Explain how and why the accident occurred. Also include information required from Blocks 10 and 47.

SECTION F - Corrective Action and Command Review

Note: The level of command review (*Company, Battalion, Division, etc.*) is determined by either the major Army command (MACOM) or installation policy.

65. Fully describe all actions taken, planned, or recommended to eliminate the cause(s) of this accident. Actions should be identified as appropriate at unit level, and all the way up to HQDA level.

SECTION G - SAFETY OFFICE USE ONLY

71. MACOM responsible for this accident (*FORSCOM, TRADOC, etc.*).

SECTION H - Special Interest/Supplemental Information

This section is for use by the U.S. Army Safety Center, MACOMs, or interested safety offices to obtain additional "Special Interest/Supplemental Information" on this accident as needed (e.g., *M1 tank fires, tactical parachute accidents*, etc.). Blocks 76 and 77 have been designated for collection of supplemental information on parachuting accidents.

Blocks 76 and 77 If Block 31gg was checked, provide the following supplemental information for each individual.

- a. Name of jumper;
- b. Jumper height;
- c. Jumper weight;
- d. Type of jump (*static line, non-tactical; static line, mass technical, freefall; non-tactical; freefall, tactical*);
- e. Type of parachute and model;
- f. Jumper's equipment (*list*);
- g. Weight of equipment;
- h. Wind direction and speed at
 - (1) Jump height,
 - (2) Drop zone;
- i. Jump altitude;
- j. Jumper's position in stick and door exited;
- k. Time pre-jump conducted;
- l. Date of last jump and type of jump;
- m. Number of previous jumps;
- n. Date graduated from basic airborne training (*year and month*);
- o. Type of aircraft;
- p. Accident cause(s). Improper exit, static line injury, broken static line, parachute malfunction, entanglement, lost or stolen air, oscillation, unstable position, dragged on DZ, tree landing, drop zone hazard (*specify*), or other.

U.S. ARMY ACCIDENT REPORT

For use of this form, see AR 385-40. The proponent agency is OCSA

FOR USASC USE ONLY

**Requirement Control Symbol
CSOCS-308**

SECTION A - ACCIDENT INFORMATION

CHECK ONE <input type="checkbox"/> a. INITIAL <input type="checkbox"/> b. CHANGE			2. UIC (Unit Identification Code) (6-Digit Code of Unit Having Accident)		3a. UNIT NAME AND MILITARY ADDRESS			3b. BRANCH (Armor, Infantry, etc.)	
4. DATE OF ACCIDENT a. YR b. MO c. DAY			5. TIME OF ACCIDENT (Local Military Time)	6. PERIOD OF DAY (Check one) <input type="checkbox"/> a. Day <input type="checkbox"/> b. Night	7. ACCIDENT OCCURRED (Check one) <input type="checkbox"/> a. On Post <input type="checkbox"/> b. Off Post		8. IF ON POST, NAME OF INSTALLATION/FACILITY		9. ACCIDENT OCCURRED DURING (Check one) <input type="checkbox"/> a. Combat <input type="checkbox"/> b. Non-Combat
10. WERE EXPLOSIVES OR AMMUNITION INVOLVED OR PRESENT? <input type="checkbox"/> Yes (Explain in Block 63) <input type="checkbox"/> No				11. EXACT LOCATION OF ACCIDENT (Detailed enough to locate site) (State type of location)					

SECTION B - PERSONNEL INFORMATION

12. NAME (Last, First, MI)			27. CLASSIFICATION AT TIME OF ACCIDENT (Check)			28. CAUSE OF INJURY/OCCUPATIONAL ILLNESS (Check the most serious)																																			
13. SOCIAL SECURITY NUMBER (SSN)		14. AGE	a. Active Army	b. Army Civilian	c. Army Contractor	d. Nonappropriated Fund (NAF)	e. Other U.S. Military	f. ROTC	g. Dependent	h. Struck Against	i. Struck By	j. Fell from Elevation	k. Fell from Same Level	l. Caught In/ Under/ Between	m. Rubbed/abraded	n. Bodily Reaction	o. Overexertion	p. Exposure	q. External Contact	r. Ingested	s. Inhaled																				
15. SEX (Check) <input type="checkbox"/> a. Male <input type="checkbox"/> b. Female	16. RANK OR GRADE	17. MOS OR JOB SERIES	h. NGB Tech	i. NGB IDT	j. NGB AT	k. NGB ADSW	l. NGB AGR	m. NGB ADT	n. USAR IDT	o. USAR AT	p. USAR ADT	q. USAR FTM	r. Foreign Nat. Direct Hire	s. Foreign Nat. Indirect Hire	t. Foreign Nat. KATUSA	u. Foreign Mil. Attached to the U.S. ARMY	v. Public	w. Not reported	29. BODY PART(S) AFFECTED (Check primary) (No more than 3)	a. Body (General)	b. Head	c. Forehead	d. Eyes	e. Nose	f. Jaw	g. Neck	h. Trunk	i. Chest	j. Heart	k. Back	l. Shoulder	m. Arm	n. Wrist	o. Hand	p. Fingers	q. Leg	r. Knee	s. Ankle	t. Foot	u. Toes	v. OTHER (Specify)
18. ADDRESS (Use Official Address for All Military or Government Personnel) (If different than block 3, add UIC)		19. DUTY STATUS AT TIME OF ACCIDENT (Check one) <input type="checkbox"/> a. On Duty <input type="checkbox"/> b. Off Duty	20. FLIGHT STATUS (Check one) <input type="checkbox"/> a. Yes <input type="checkbox"/> b. No	21. CONTINUOUS DUTY (hrs.) (Without sleep)		22. HRS. SLEEP IN LAST 24		23. DAYS LOST (Est. no. of days lost from work; not counting day of injury. Bed rest/on quarters.)		24. DAYS HOSPITALIZED (Est. no. of days hospitalized receiving treatment; not for observation only.)		25. DAYS OF RESTRICTED WORK ACTIVITY (Est. number of days person cannot perform regular duties, light duty/profile.)		26. SEVERITY OF ILLNESS/INJURY (Check One)			27. TYPE OF INJURY/ILLNESS (Check the most serious)			a. Burns (Chemical)	b. Burns (Thermal)	c. Amputation	d. Decompression Sickness	e. Asphyxiation (Suffocation)	f. Fractures	g. Dislocation	h. Abrasions	i. Concussion	j. Sprain/Strain	k. Cuts/Lacerations	l. Contusion	m. Puncture Wound	n. Hernia, Rupture	o. Frostbite	p. Heat Stroke	q. Heat Exhaustion	r. Noise Injury/Illness				

SECTION B - PERSONNEL INFORMATION (Continued)

31. Person's action(s) at time of accident (Check one and explain in Block 32.)

a. Soldiering	j. Test/Study/Experiments	s. Fabricating	aa. Hobbies
b. Combat Soldiering	k. Educational	t. Handling Material/Passengers	bb. Passenger
c. Physical Training	l. Information and Arts	u. Janitorial/ Housekeeping/ Grounds Keeping	cc. Human movement
d. Weapons Firing	m. Food and Drug Inspection		dd. Horseplay
e. Engineering or Construction	n. Laundry/Dry Cleaning Services	v. Food/Drink Preparations	ee. Bystanding/spectating
f. Communications	o. Pest/Plant Control	w. Supervisory	ff. Personal Hygiene/Food/Drink Consumption/Sleeping
g. Security/Law Enforcement	p. Operating Vehicle or Vessel	x. Office	
h. Fire Fighting	q. Handling Animal	y. Counseling/Advisory	gg. Parachuting (See Instructions)
i. Patient Care (People/Animals)	r. Maintenance/Repair/Serviceing	z. Sports	

32. SPECIFIC DESCRIPTION OF ACTIVITY/TASK

33. ON FIELD EXERCISE (Check one)
 a. Yes (If YES, specify name of exercise.)
 b. No

34. ACTIVITY PART OF TACTICAL TRAINING? (Check one)
 a. Yes
 b. No

35. Type of training facility being used (Check one)

a. Garrison	d. NTC	g. Std. range facility: live fire
b. Local training area	e. JRTC	h. Other (Specify)
c. Major training area	f. CMTC	

36. Type of training participating in at the time of accident (Check/specify)

a. School (Specify)			
b. Unit →	(1) Platoon	(2) Crew	(3) Individual
c. On-the-job training	d. Other (Specify)		

37. Last time individual received training prior to accident on activity specified in block 31? (Check one)

a. 0 - 3 months	e. 1 - 2 years
b. 3 - 6 months	f. More than 2 years
c. 6 - 9 months	g. Never
d. 9 - 12 months	h. Not applicable

38. Required protective equipment

CHECK APPROPRIATE BLOCK(S)	AVAILABLE?		USED?		N/A
	YES	NO	YES	NO	
a. Seat belt					
b. Helmet					
c. Goggles/glasses					
d. Gloves					
e. Ear plugs					
f. Other (Specify)					

39. INDIVIDUAL LICENSED TO OPERATE VEHICLE/EQUIPMENT? (Check one)

a. Yes b. No c. N/A

40. DID ALCOHOL CAUSE/CONTRIBUTE TO THIS ACCIDENT? (Check one)
 a. Yes b. No c. Unknown

41. If drugs caused/ contributed to this accident, check appropriate block.

a. Prescription
b. Illegal
c. Over-the-counter
d. None

42. Were vision enhancement devices being used? (Check appropriate block.)

a. Yes (Specify type/model in c and d)	
b. No	
c. TYPE	d. MODEL

43. Standard/Reference covering activity/task

a. Soldier's Manual (Task No.)	
b. CTT (Task No.)	
c. AR/TM/FM (Specify)	
d. SOP	e. None (Go to block 45)

44. WAS ACTIVITY/TASK PERFORMED IAW STANDARD/REFERENCE? (Check one)

a. Yes b. No (If NO, complete blocks 46-47)

45. DID INDIVIDUAL MAKE A MISTAKE? (Check one)

a. Yes (If YES, complete blocks 46-47) b. No

46. What was the mistake? How was the activity/task performed incorrectly? (Explain below.)

47. Why was mistake made/activity performed incorrectly? (Check the most important reason and specify in Block 63.)

a. Inadequate school training (content/amount)	i. In a hurry	k. Inadequate services
b. Inadequate unit training (content/amount)	g. Poor/bad attitude	l. Improper equipment design
c. Inadequate on-the-job training (content/amount)	h. Lack of rest/sleep	m. Inadequate written procedures (AR, TM, SOP)
d. Fear/ excitement	j. Effects of alcohol/drugs	n. Improper supervision
e. Overconfident in own/others abilities	o. Inadequate facilities	o. Other (Specify in narrative)

SECTION B - PERSONNEL INFORMATION (Continued)

48. Time licensed on this vehicle (Check one)		49. Total AMV driving mileage (Check one)		50. Total time in unit (Check one)	
a	Less than one year	a	Less than 1,000 miles	a	Less than 6 months
b	One to two years	b	1,000 - 5,000 miles	b	6 months - 1 year
c	Over two years	c	5,000 - 10,000 miles	c	Over one year
d	Unlicensed	d	Over 10,000 miles		

51. WHICH ITEM FROM SECTION C APPLIES TO THE INDIVIDUAL NAMED IN BLOCK 12? (This is needed in order to relate the person in block 12 to the equipment/vehicle below)
 Item A Item B Item C OTHER (Specify)

SECTION C - PROPERTY/MATERIAL INVOLVED (Whether Damaged or Not)

	ITEM A	ITEM B	ITEM C
52 Type of item			
53 Model number			
54 Ownership (DOD, DA, POV, Unit, Person)			
55 Dollar cost of damage			
56 Rollover protection system installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
57 Was this item being towed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
58 If towed, enter letter for item doing towing			
59 Types of collision codes (Pick up to three from list below and enter in blocks) (In sequence)			

- Types of Collisions**
- | | |
|---|--|
| 1 - Going forward and collided with moving vehicle | 7 - Ran off the road |
| 2 - Going forward and collided with parked vehicle | 8 - Jackknifed |
| 3 - Collision while backing | 9 - Going forward and rear-ended moving vehicle |
| 4 - Collision with pedestrian | 10 - Going forward and rear-ended parked vehicle |
| 5 - Collision with object (other than vehicle/pedestrian) | 11 - Collision while turning |
| 6 - Overturned | 12 - Other (Specify) |

60. Component/Part that Failed/Malfunctioned (Complete this section if a materiel failure/malfunction caused/contributed to the accident.)

	ITEM A	ITEM B	ITEM C
a. National Stock Number			
b. Part Number			
c. Describe Part			
d. Manufacturer's Identification Code			
e. EIR/QDR Number			

61. How/Why Part Malfunctioned (Select code from "How" list below and enter in first block, select code from "Why" list and enter in second block.)	HOW	WHY	HOW	WHY	HOW	WHY

- | | | |
|--|---|--|
| <p>How Part Failed/Malfunctioned Codes</p> <ul style="list-style-type: none"> 1 - Overheated/burned/melted 2 - Froze (temperature) 3 - Obstructed/pinched/clogged 4 - Vibrated 5 - Rubbed/worn/frayed 6 - Corroded/rusted/pitted 7 - Overpressured/burst 8 - Pulled/stretched | <ul style="list-style-type: none"> 9 - Twisted/torqued 10 - Compressed/hit/punctured 11 - Bent/warped 12 - Sheared/cut 13 - Decayed/decomposed 14 - Electric current action 15 - Unknown/Other Blank - Not reported | <p>Why Part Failed/Malfunctioned Codes</p> <ul style="list-style-type: none"> 1 - Improper equipment design 2 - Inadequate maintenance 3 - Inadequate manufacture of equipment 4 - Inadequate written procedures (AR, TM, SOP) 5 - Improper supervision 6 - Unknown 7 - Other (Specify in narrative) |
|--|---|--|

SECTION D - ENVIRONMENTAL CONDITIONS INVOLVED

62. Environmental conditions. (Check environmental conditions present and indicate if condition caused/contributed to the accident.)

PRESENT	CAUSED/ CONTRIBUTED	CONDITION	PRESENT	CAUSED/ CONTRIBUTED	CONDITION
		a Clear/dry, visibility unlimited			k Wind gust/turbulence
		b Bright, glare			l Vibrate, shimmy, sway, shake
		c Dark, dim			m Radiation, laser, sunlight
		d Fog, condensation, frost			n Holes, rocky rough, rutted, uneven
		e Mist, rain, sleet, hail			o Inclined/steep
		f Snow, ice			p Slippery (not due to precipitation)
		g Dust, fumes, gasses, smoke, vapors			q Air pressure (bends, decompression altitude hypoxia)
		h Noise, bang, static			r Lightning, static electricity, ground
		i Temperature/humidity (cold, heat)			s OTHER (Specify)
		j Storm, hurricane, tornado			

SECTION E - ACCIDENT DESCRIPTION/NARRATIVE (From blocks 10, 47)

63. GIVE THE SEQUENCE OF EVENTS THAT AMPLIFY/EXPLAIN WHAT HAPPENED, LEADING UP TO AND INCLUDING THE ACCIDENT. (Explain why accident happened.)

(This area is intentionally left blank for the accident description/narrative.)

64a PRINTED/TYPED NAME OF PERSON COMPLETING THIS REPORT		64b RANK	64c TITLE
SIGNATURE		64e DATE OF SIGNATURE (YY/MM/DD)	64f TELEPHONE NO

SECTION F - CORRECTIVE ACTION AND COMMAND REVIEW

65. DESCRIBE THE ACTIONS TAKEN, PLANNED, OR RECOMMENDED TO ELIMINATE THE CAUSE(S) OF THIS ACCIDENT (from unit level up to HQDA)

66a. PRINTED/TYPED NAME OF COMMANDER

66b. RANK

66c. SIGNATURE

66d. DATE OF SIGNATURE
(YY/MM/DD)

66e. TELEPHONE NO.

	a TYPED NAME	b. SIGNATURE	c. TITLE	d RANK / DATE
67				
68				
69				

SECTION G - SAFETY OFFICE USE ONLY

70 LOCAL REPORT NO

71 MACOM

72. Accident type (Check choice)

a Army Motor Vehicle	h Other Army Vehicle	o Personal Injury - Other
b Army Combat Vehicle	i Fire	p Property Damage - Other
c Army Operated Vehicle	j Chemical Agent	q POV - On Official Business
d POV - Not on Official Business	k Explosive	r Space
e Marine Diving	l Missile	s Commercial Carrier/Transportation
f Marine Underway	m Radiation	
g Marine Not Underway	n Nuclear	

73 NAME OF SAFETY POINT OF CONTACT (POC)

74 PHONE NO OF SAFETY OFFICE POC
(AUTOVON, Commercial, Etc.)

75 DATE REPORT COMPLETED BY
SAFETY OFFICE (YY.MM.DD)

SECTION H - SPECIAL INTEREST AND/OR SUPPLEMENTAL INFORMATION

76	
77	
78	
79	

SPECIAL EMPHASIS TRAINING

1. Motor Vehicles.

a. Motor vehicle accidents are responsible for a large percentage of the military deaths and injuries as well as damage to property.

b. The prevention of motor vehicle accidents is an important part of the Safety Program and requires the continuing attention of commanders and safety personnel at all echelons.

c. Unit commanders (company size or smaller) will accompany their units as convoy commanders. They will ensure that the convoy has an experienced officer in convoy operations in the lead and tail vehicles of the convoy.

d. The operation of any military motor vehicle in an unsafe condition is prohibited. Some typical examples of unsafe conditions are as follows:

(1) Improper functioning or adjustment of brakes, steering, lights, wipers, horns, signals and other safety devices.

(2) Broken, cracked, discolored or dirty windshields, windows, mirrors or other conditions adversely affecting the vision of the driver.

(3) Fuel Leaks.

(4) Conditions of wear, cracking, exposed sharp edges, or other damages likely to cause injuries to personnel or failure of the component part of a vehicle. (Examples are bald or deeply cut tires, cracked wheel hubs, worn or frayed safety straps, torn sheet metal with sharp edges damaged or missing exhausted pipe shields, etc.)

(5) Fume leaks from exhaust system.

e. Only authorized, licensed, properly dispatched drivers will operate military motor vehicles.

f. Improper transportation of personnel in vehicles is dangerous and drivers of trucks carrying passengers will:

(1) Assure that all riders are properly seated and tail gates and safety straps are fastened before starting vehicle.

(2) Whenever possible obtain "on ground" directions prior to backing vehicles.

g. In order to afford the vehicle driver the freedom of movement and vision necessary for safe vehicle operations, the number of passengers (in addition to the driver) permitted in the front seat of motor vehicles will not exceed those specified below:

TOTAL SEAT WIDTH

36 inches or less
36 inches to 51 inches
51 inches to 69 inches

NO. OF PASSENGERS

None
1
2

h. convoy operations will be accomplished efficiently and safely by proper planning and control as follows:

(1) Ensure that all vehicles have been given a thorough maintenance check. Lights, brakes, windshield wiper, mirrors should be in safe operating condition with spare replacements available to the driver if at all possible.

(2) Operators should be thoroughly checked out on the operation of vehicles that they are not familiar with, prior to their being required to drive them to training sites.

(3) Assign an assistant driver to each vehicle.

(4) Orient convoy commanders in the proper procedures for convoy operations, requiring them to make continuous checks of driver personnel to detect drowsiness on their part.

(5) Ensure that all personnel involved in convoy operations are oriented as to their responsibilities and conduct during such operations over the road.

(6) Require unit commanders to plan their loading operations to preclude the necessity for late loading of vehicles and ensure that drivers have had adequate rest prior to operating over the road.

(7) Include training in the mounting and dismounting of vehicles to decrease the number of falls.

(8) Inspect convoy personnel to detect fatigue and to detect any evidence of indulgence in alcoholic beverages or residual effects from such indulgence.

(9) Accomplish continuous march line patrols, maintaining convoy discipline and performing on-the-spot corrections.

(10) Place a pace vehicle at the head of the column to reduce speeds and maintain proper intervals along the column.

(11) Ascertain that all personnel are properly seated within the vehicle, that safety straps are in proper position, and that a truck commander is appointed to maintain discipline within each vehicle.

(12) Coordinate with local, civil and state traffic officials to secure their cooperation in controlling traffic in areas along the line of march. (This is usually done by battalion and higher headquarters; however, if unit is moving alone it may be necessary for unit to coordinate)

(13) All speed limit signs will be obeyed and vehicles will not proceed through red traffic lights or stop signs unless directed by local or state police. Road Guides will not direct convoys through red lights or traffic signs.

(14) Whenever convoys or any components thereof are required to be stopped on or near the traveled roadway it will be the responsibility of the convoy commander or senior individual present to immediately ensure that emergency highway warning devices are utilized as specified in current regulations.

(15) All vehicles, whether in convoy or traveling singly, will come to a complete stop when approaching a school bus that has stopped near the highway for the purpose of taking on, or discharging passengers. It is unlawful to pass a stopped school bus from either direction.

(16) Convoy commanders should know locations of hospitals and medical facilities along convoy route that can provide emergency services if needed.

(17) Convoys will be marked, including lead and rear vehicle signs, as per current WVARNG instructions. Flashing light assemblies will be installed on lead and rear vehicles of each convoy as an additional safety warning measure.

i. Road Guide instruction are as follows:

(1) Individuals assigned as road guides will not salute officers during the performance of this duty if it interferes with such duties.

(2) Road guides will wear fluorescent vests and/or gloves, hat bands, etc., of high visibility colors.

(3) Road guides will be alert to traffic conditions at all times.

(4) Road guides will position themselves so that they can be seen by oncoming traffic. Guides will slow and stop civilian traffic at intersections which are not protected by traffic lights, then direct lead convoy vehicle through. Guides will then face oncoming civilian traffic to provide positive control during passage of each march unit.

(5) Road guides will not direct convoys through red traffic lights under any circumstances. Local or state police only are authorized to direct traffic through intersections protected by lights.

(6) Road guides will be certain that oncoming traffic is under control before directing convoys through intersection protected by lights.

(7) Road guides will receive detailed instructions by unit safety officers prior to being assigned this duty.

2. Kitchens.

a. Improper handling of kitchen tools and equipment is the largest single cause of kitchen accidents. Tools should be kept clean and operating properly. Knives and other cutting instruments should be kept sharp and well maintained and personnel should not be distracted while using knives and other equipment that could cause injuries if not properly used.

b. High sanitary standards must be maintained and kitchen areas kept free from debris, boxes, cans, etc., that could cause personnel to fall or stumble while carrying hot pans or heavy loads.

c. Personnel should seek assistance before lifting heavy items or removing hot pans from stoves.

d. Field ranges should be placed on a good firm level foundation so that they will not tip over when pans are slid out for inspection or removal.

e. Fire extinguishers, of the proper type, should be kept filled and readily available.

f. Pads, potholders or other insulating devices should be used when handling hot objects.

g. Stoves should be cleaned frequently to remove accumulations of grease and reduce the possibility of fire and flare-up.

3. Fire Prevention.

a. All personnel must be fire conscious and take necessary precautions to prevent fires from starting due to carelessness and improper handling and disposal of matches, cigarettes and other combustible items.

b. Area Fire Marshals will be designated by memorandum. In addition to duties set forth in AR 420-90 they will include the following:

(1) Area Fire Marshals will be officers or NCO's.

(2) The duties of Area Fire Marshal will be assigned in addition to other duties, to include the following.

(a) Ascertaining that fire regulations, approved evacuation plans and proper procedures for reporting all fires are posted in all buildings under their control.

(b) Instructing all personnel working or occupying a building in the proper procedures for evacuating the buildings, reporting fires and operating first-aid equipment.

(c) Devising and providing an adequate fire alarm system.

(d) Ascertaining that buildings are free from fire hazards such as trash, rubbish, paper, etc., paying particular attention to unauthorized wiring.

(e) Ensuring that furnace rooms are not used for storage and are kept broom clean at all times. Piling ashes on furnace room floors is prohibited. Hot ashes will not be placed in Dumpster containers.

(f) Assigning personnel and supernumeraries to each fire extinguisher and posting individual's names above the extinguishers.

(g) Ensuring that fire precautions are observed while performing training missions in wooded areas.

c. Building Fire and Evacuation Plans. A Building Fire Plan will be conspicuously posted on each floor of every building and at each section of each floor of larger buildings. The fire plan will show the following:

- (1) Building number.
- (2) Location of principal exits.
- (3) Location of secondary exits in case principal exits are blocked.
- (4) Telephone number of fire headquarters.
- (5) The names of the Area Fire Marshals, their principal places of duty and telephone numbers.

d. Units arriving at training sites will conduct fire evacuation drills within 48 hours after occupancy of building.

e. Vehicles will not be parked closer than fifteen (15) feet to buildings except while actually being loaded or unloaded and will not be parked between buildings that are not separated by a distance of at least eighty (80) feet.

f. Precautions During Dry Weather Periods.

(1) Units conducting firing exercises on training sites will put out fires started by exploding ammunition. Impact areas will be checked prior to departure for assurance that smoldering fires may be discovered and extinguished. Fires that are considered beyond the extinguishing capabilities of the unit will immediately reported to the Range Control Office.

(2) Units on bivouac will not build open fires.

(3) Cigarette butts will not be discarded until they are completely out and stripped.

(4) Burnt matches will not be discarded unless completely out, cool and broken.

(5) Lighted cigarettes will not be thrown from automobiles.

(6) Signs of smoke in grassy or wooded areas on post will be reported to the Fire Stations.

g. Prohibited.

(1) Open fires of any kind will not be started without the permission of the Fire Department.

(2) Smoking is prohibited in carpenter shops, garages, warehouses (except in designated locations), paint shops, lumber yards and other places where smoking would be hazardous.

(3) Wooden or other combustible containers will not be used for trash or as receptacles for cigarettes.

(4) Gasoline stoves, immersion heaters and field ranges will not be used inside buildings or within 20 feet of combustible buildings.

(5) Three-way electrical extension plugs will not be used.

(6) Alterations, additions or repairs will not be made to electric wiring or equipment, except by qualified electricians.

(7) The quartering of personnel in combustible occupational buildings not intended for sleeping purposes is a serious fire and light hazard. No person will be permitted to sleep in a combustible building not designed for the quartering of personnel except as outlined below:

(a) Buildings having an approved type of automatic fire protection installed such as automatic sprinklers and automatic fire alarm systems.

(b) Buildings having at least one (1) fire watch on duty at all times while persons are asleep.

4. Range Safety and Handling and Storage of Ammunition.

a. Range Safety Officers will be thoroughly familiar with all existing regulations pertaining to range operation and safety as well as the Special Range Regulations of the Training Site.

b. In addition to common range safety practices such as Weapon Inspection, Range Guards, Range Flags and wearing of steel helmets, care will also be exercised to see that personnel do not take ammunition from the range in their personal possession.

c. Special care will be taken to ensure that live ammunition is not accidentally mixed with blank ammunition.

d. Deaths and injuries as a result of improper handling and storing of ammunition can be avoided if basic rules and regulations contained in pertinent technical manuals, bulletins, AR's SOP's, etc., will be closely adhered to as well as the following.

(1) Ammunition, although packaged in accordance with drawings and specifications, will not be dropped, dragged or otherwise handled in a rough manner and kept out of direct rays of the sun.

(2) Smoking or flames from any source will be prohibited within sixty (60) feet of ammunition and will be permitted only under strict supervision at specifically designated and marked locations.

(3) Flammable materials will not be stored with or adjacent to ammunition.

(4) Loose ammunition being handled in confined areas will require special care to see that fuses, primers, detonators, etc., are not struck against any solid objects.

5. Bivouac Areas.

a. Bivouac areas are inherently dangerous and emphasis should be placed on hazards normally present in field and tactical exercises as well as safety problems peculiar to the specific type of training being undertaken.

b. In applying safety precautions to the training situation, the primary hazards are identified and controls are established to safeguard personnel.

c. Reasonable precautions to prevent accidents are taken in training situations. Such precautions are limited to essential safety requirements and will not needlessly detract from realistic training.

d. Some of the more common hazards are as follows:

(1) Sprained ankles, knee and arm injuries from falling in holes; stumbling; improper mounting and dismounting from vehicles.

(2) Cuts and bruises from improper material handling, coupling and uncoupling trailers and trucks, loading and unloading heavy equipment.

e. Safety Officers and Fire Marshals should be especially watchful for:

(1) Conditions of facilities.

(2) Storing, handling and using gasoline and other flammables.

(3) Fire prevention equipment.

(4) Operation of mess trucks, field ranges, immersion heaters, etc.

(5) Ventilation of truck bodies, vans, etc., with combustion engine operation therein, or nearby.

f. Vehicle movement through the bivouac area will be rigidly controlled and a parking area designated. Vehicles will be parked so that they cannot accidentally roll into the bivouac area.

g. Personnel will not sleep in or under vehicles.

h. During the hours of darkness, all vehicles moving through the bivouac area will be proceeded by a person on foot using a flashlight. When backing at any time all vehicles will be guided by a person on foot.

i. Grass fires are particularly dangerous during dry periods and every effort will be made to prevent fires from starting that could sweep through the bivouac area. Special precautions will be required in the kitchen area.

6. Engineer, Artillery and Aviation Units.

a. The above listed special emphasis subjects apply to the normal daily operation of all WVARNG units.

b. Due to the specialized types of equipment found in our engineer, artillery and aviation units, however, specific safety and equipment operation techniques must be developed and individuals trained as required by appropriate regulations, TM's, FM's, and operating instructions.

7. Miscellaneous.

a. Several other areas of operation, although not as common to the command as a whole, nevertheless, have dangerous hazards that apply to the personnel involved. Personnel should become familiar with safety requirements for the following as well as any other operation they may be engaged in:

(1) Refueling.

(2) Power Tools, hoist, etc.

(3) Electricity.

(4) Compressed gases.

(5) Chemicals, solvents, paints.

(6) Athletics and recreation.

(7) Hangar and shop safety.

DUTIES OF A UNIT SAFETY OFFICER

1. The unit safety officer is a planner, organizer, coordinator and motivator. As a staff safety advisor, he makes recommendations to the unit commander for the establishment and maintenance of an accident prevention program which will provide a safe environment consistent with the unit mission.
2. The unit safety officer maintains information on accident trends, safety policy and safety management procedures as prescribed by the unit commander, higher headquarters and training site commanders.
3. The following functions are applicable to all unit safety officers:
 - a. Become familiar with Army safety regulations (AR 385 series), safety requirements, manuals, SOP's and principles of accident prevention.
 - b. Advise the unit commander and staff on unit safety matters and supervise and instruct unit safety NCO.
 - c. Prepare directives, plans and procedures on safety, as required.
 - d. Ensure that all supervisory personnel understand and apply safety rules and principles of accident prevention, within their activities, in order that safety awareness is practiced throughout the unit.
 - e. Make periodic safety inspections of operations, activities, equipment, premises and determine methods to identify unsafe practices or conditions.
 - f. Recommend appropriate action to remove or control hazards.
 - g. Determine the need for and secure necessary specialized safety training materials.
 - h. Evaluate the adequacy of corrective measures utilized to prevent accidents.
 - i. Ensure prompt and complete investigation and reporting of each accident.
 - j. Check completeness and accuracy of accident reports (DA Form 285) and evaluate adequacy of corrective action.
 - k. Maintain appropriate safety records.
 - l. Analyze the unit's accident experience.

INSPECTION CHECKLISTS FOR SAFETY OFFICERS AND SAFETY NCO'S

1. General.

a. Users of this Appendix should supplement it with additional checklist items that may be appropriate to the activity, installation or operation being inspected.

b. In addition to the items listed below, inspectors should be aware of any unusual safety hazards or dangerous operations that would require special investigation.

c. Participants should be briefed on:

- (1) Exercise
- (2) Desert Survival
- (3) Flash Floods
- (4) Water Supplies
- (5) Hot Water, Heat Prostration
- (6) Poisonous Snakes, Insects
- (7) Swimming
- (8) Road Blocks
- (9) Vehicle Bumper Marking
- (10) Blackout Driving
- (11) Personnel Guarding Classified Material
- (12) Foxholes, Field Fortifications
- (13) Speed Limits
- (14) Motor Vehicle Operations
- (15) Water Safety
- (16) Ammunition, Explosives and Pyrotechnics
- (17) Safety in Bivouac Areas
- (18) Aircraft Ground Safety

2. Motor Vehicle Operations.

a. Equipment.

- (1) Brakes (Foot and Hand)
- (2) Steering Mechanism
- (3) Lights (Head, Tail, Blackout) (Clean, Operative)
- (4) Signals (Turn, Operative)
- (5) Horn
- (6) Rear-view Mirrors (Inside, Outside)
- (7) Safety Straps (Side, Rear)
- (8) Windshield (Clean, Cracked)
- (9) First Aid Kit
- (10) Fire Extinguisher
- (11) Highway Warning Kits
- (12) Adequate Seating
- (13) Tarpaulin and Camouflage Nets
- (14) Seatbelt Protection System

b. Maintenance.

- (1) Tire Condition
- (2) Fuel Lines
- (3) Exhaust System
- (4) Lubrication

(5) Cooling System

(6) Trailer Couplings, Tow Bars, Safety Chains

c. Operation.

- (1) Qualification of Drivers (Check License)
- (2) Licensed for Vehicle Being Operated
- (3) Central and Safety Checks or Vehicles Dispatched from Motor Parks
- (4) Assignment of Assistant Drivers with Relief Schedules
- (5) Orientation on March Route
- (6) Identification of Hazardous Areas on Strip Maps
- (7) Assignment to Truck Commanders the Responsibility for Conduct of Passengers
- (8) March Unit Patrols
- (9) Availability of Wreckers and Repair Trucks
- (10) Proper Load Distribution
- (11) Proper Markings of Over width and Over-weight Loads (Checks Made of Bridge Weight Limits)
- (12) Vehicle Guides for Backing
- (13) Whip Antennas Tied Down to Clear (High Tension, Trolley and other Electric Lines)
- (14) Safety Orientations of Personnel
- (15) On-the-spot Corrections
- (16) Properly Secured Cargo and Equipment
- (17) Misuse of Vehicle
- (18) Convoy Discipline:
 - (a) Proper Vehicle Spacing
 - (b) Safe Speed
 - (c) Halts (Driver Maintenance, Correct Parking, Personnel Off Highways)
 - (d) Conduct of Personnel
 - (e) Adequate Relief of Drivers During Continuous Operations
 - (f) Presence of Assistant Drivers
- (19) Safety Factors Included in March Table
- (20) Discussion of March Table Safety
- (21) Maintain Proper Speeds for Existing Conditions
- (22) Accident Reports Available (Driver Trained in Completion)

3. Bivouac Areas.

a. Reconnaissance of Location (Free of Duds, Debris, Rock, Poison Plants, Reptiles. Located Outside of Dry Washes, etc.)

b. Proper Dispersing of Personnel and Equipment

c. Location and Condition of Facilities (Mess, Kitchens, Latrines, etc.)

d. Control of Vehicle Movement

- e. Vehicle Guides in "Off-road" Movements During Night and Blackout
 - f. Storing, Handling, Using Gasoline and Other Flammables.
 - g. Fire Prevention Equipment and Activities
 - h. Assembly Area Designations
 - i. Inner and Outer Security Measures
 - j. Firearm and Ammunition Controls
 - k. Maintenance and Operations of Mess Trucks
 - l. Food and Kitchen Facilities (Field Ranges, Portable Heating Units, Diesel Oil/Gasoline Burning Equipment)
 - m. Portable Power Tool and Device Safety Guards
 - n. Electrical Equipment Grounds
 - o. Motor Parks (If Tactical Situation Warrants)
 - p. Coupling/Uncoupling Trailers and Motor Vehicles
 - q. Trailers (Safety Chains, Tow Bars, Hitches. Lights, Brakes, etc)
 - r. Adequate Ventilation in all Types of Power Unit-Combustion Engine Operation (Carbon Monoxide Poisoning)
 - s. Proper Signal Corps Lineman Equipment
 - t. Area "Off-Limits" Signs to Unauthorized Personnel
 - u. Presence of Privately Owned Motor Vehicles, Motorcycles, etc.
 - v. Air Raid/Gas Attack Alarm Systems
 - w. Personnel Conduct:
 - (1) Horseplay and Altercations
 - (2) Sleeping under Vehicles
 - (3) Sleeping in Open Unprotected Areas
 - (4) Unauthorized Hunting
 - (5) Presence of Intoxicants
 - x. Ventilation of Tents, Truck Bodies and Vans
 - y. Location of Motor Pools and Vehicle Parks (Protection Against Fires, Rolling Vehicles and Misappropriation)
 - z. Parking of Vehicles to Prevent Rolling into Bivouac Area
 - a.a. Wire Laying in Vicinity of High Voltage Lines
 - b.b. Shower Facilities
 - c.c. Refrigeration and Food Storage Facilities
 - d.d. Walking on Streets or Highways at Night (Pedestrian Hazard)
- 4. Water Safety**
- a. Life Preservers Available and Used
 - b. Safety Lines
 - c. Power Boats Used as Safety Craft in River Crossings
 - d. Life Rafts and Boat Hooks Available
 - e. Trained Life Guards
 - f. Personnel Trained in Mouth-to-Mouth Resuscitation
- 5. Ammunition, Explosives and Pyrotechnics.**
- a. Check who is Authorized Live Ammunition
 - b. Handling and Retention of Nuclear Explosion Simulators
 - c. Blank Ammunition (Supply, Accountability, Minimum Firing Distance Known)
 - d. Chemical Land Mines
 - e. Use of Flash Simulators
 - f. Handling and Use of Pyrotechnics (Accountability)
 - g. Disposal of Duds
 - h. Non Simulated Hand Grenades or Improvised Booby Traps
- 6. Army Aviation Ground Operations.**
- a. Runways (Length, Width, Condition)
 - b. Obstructions
 - c. Proper Markings
 - d. Runway Lighting (Emergency)
 - e. Fire and Crash Rescue Facilities
 - f. "Off-Limits" Signs
 - g. Gasoline Handling and Filtering
 - h. Emergency Tie-down Devices
 - i. Dust Control
 - j. Control of Helicopters During Ground Operations
 - k. Operation of Helicopters by Unauthorized Personnel
 - l. Accident Investigation Plan
 - m. Maintenance Facilities
 - n. Weather Prediction Facilities

OFFICE SAFETY PRACTICES

1. Office work is generally considered to be one of the safest of all activities but little thought is given to the hazards that are present in most offices. Slipping and falling on waxed floors, collisions with desks and chairs, strains from unauthorized furniture moving and other similar accidents are common to offices. Special machines and equipment also add to the accident potential. The following rules of office safety will be adhered to and complied with, by all personnel work in these areas.

2. **Undue Haste.** Personnel will not run on stairs, walkways or in corridors. They will enter and leave buildings in an orderly manner. Be especially careful when approaching swinging doors, entering passageways, or going up or down stairs. Always use the handrails on stairways.

3. **Lifting.** Bulky office supplies and materials will be lifted properly to avoid muscle strains. Mechanical devices will be used to lift or carry loads which cannot be easily handled by one or two men. Heavy office furniture and equipment will be moved only by properly trained and physically qualified personnel.

4. **Electrical Machines.** Electric office machines and equipment will have all hazardous parts effectively guarded. Cord and wires will not be strung across floors, but will be installed in conduits flush with the floor, covered by metal strips, or suspended from overhead.

5. **Operation.** Only trained, qualified personnel will operate office machines. Operators will be given instruction in safe working practices and told of the particular hazards involved in the use of different office machines. Typewriter well mechanisms, shelves, braces and supports for machinery should be checked regularly to see that connections are secure.

6. **Implements.** Suitable office equipment will be provided for stamping, sharpening and cutting operations. Makeshift tools, such as unprotected razor blades and pins will not be used.

7. **Furniture.** Splintered or jagged edges or other defects on office furniture will be immediately repaired or the

equipment replaced. Where projections on book cases, filing cabinets and desks create an accident source, they will be immediately removed or guarded.

8. **Sharp Objects.** Sharp objects such as knives, scissors and pens will be handled carefully to avoid injuries. Unprotected spike files will not be used.

9. **Floors.** Floors will be kept clean and free of dirt and debris. Rough splintered, uneven or other floor defects will be repaired or the hazards suitably marked. Nonskid waxes will be used to polish floors.

10. **Entrances.** During bad weather, mud, snow, or water may be tracked onto floors near building entrances. In order to avoid slippery floors, storm mats should be placed near entrances and the floors mopped periodically.

11. **Stairways.** All stairways will be equipped with hand rails and non-slip treads and will be lighted. Worn stair treads will be immediately repaired to avoid causing personnel to slip and fall.

12. **Electric Fans.** Office electric fans will be equipped with suitable mesh guard when installed less than six (6) feet above floors. Care will be taken to prevent fan extension cords from becoming tripping hazards.

13. **Fire Prevention.** Only nonflammable waste baskets will be used in offices. Loose "strike anywhere" matches will not be kept in desk drawers. Only approved solvents will be used to clean typewriters and other office equipment. Only a small amount of solvents in closed metal containers will be kept on hand.

14. **Ladders.** Chairs, boxes or other objects will not be used as substitutes for ladders. Many serious injuries have been caused by this practice.

15. **Open Drawers.** Never leave a file drawer or desk drawer open when it is not being used. It is a hazard and persons may inadvertently strike or stumble over them and suffer serious injury. Do not have more than one (2) drawer of a file cabinet open at one time since cabinets easily over-balance.