CHAPTER 4
SAFETY PROGRAMS AND POLICY

4-1. Occupational Safety and Health Act:

a. In accordance with Presidential EO 11807 federal agencies are required to comply with the provisions of the OSHA Act that are equal to or better than that of the private sector. This program includes conducting periodic inspections, developing hazard abatement plans, allowing workers time to participate in agency Safety Programs and allowing for the protection of employees from discrimination or reprisal for reporting hazards. A DD Form 2272, Safety and Occupational Health Protection Program will be displayed on a prominent bulletin board in each facility. A copy of DD Form 2272, can be obtained from the State Safety and Occupational Health Office.

b. AR 385-10, The Army Safety Program, paragraph 4-1, defines the requirements for annual workplace inspections. Written reports or violations resulting from these inspections will be posted on DA Form 4753, Notice of Unsafe or Unhealthful Working Conditions. A copy of DA Form 4753 can be found in AR 385-10, The Army Safety Program, Chapter 4. DA Form 4753 will be conspicuously posted at or near the location of the hazard.

c. Reports of Unsafe or Unhealthful Working Conditions – Reports of unsafe or unhealthful working conditions are important in detecting hazards that cause accidents. Such reports should be handled at the operating level to ensure prompt efficient processing. However, the following provisions will be made to allow personnel to bring such complaints directly to this headquarters by passing intermediate commands and supervisory elements. Procedures for the hazard reporting system are as follows.

(1) Reports will be in writing on DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions. A copy of DA Form 4755, can be found in AR 385-10, The Army Safety Program, Chapter 4. Normally reports will be signed, however, anonymous reports will be investigated in the same manner as other reports.

(2) Members submitting reports who request anonymity will not be revealed by the State OSHA official to anyone other than necessary staff personnel.

(3) Reports that involve imminent danger situations will be investigated immediately by the OSHA officer or qualified personnel.

(4) The originator will be notified in writing within 10 working days from receipt of the hazard report of the results of the investigation or of other action taken.

(5) If the originator is dissatisfied with the response, the originator may appeal to the Adjutant General.

(6) If the originator is dissatisfied with the Adjutant General’s response the originator may appeal to the MACOM OSHA official (Chief NGB). Such appeals will be transmitted through channels to Chief, NGB, who will review the findings, investigate as necessary and verify the appropriateness of the installation level response. If the report of hazard is judged unfounded, a reply to the originator rejecting his appeal will notify him of the basis for the rejection and will advise him of his right to appeal to the Army designated Safety and Occupational Health Official. See AR 385-10, paragraph 3-5 for appeals processing. DA Form 4755 will be
submitted to the Installation Safety and Occupational Official (Office of the Adjutant General, St. Francis Barracks, P.O. Box 1008, ATTN: Safety Office, St. Augustine, Florida 32085-1008.

4-2. State Employees. State employees are subject to the conditions this regulation. State employees are afforded the same rights and privileges to a safe and healthful working environment as Federal employees. The State Quartermaster will appoint a State Quartermaster Safety Coordinator. The State Quartermaster Safety Coordinator is responsible for a safety program and will coordinate with the Safety Office on matters of mutual concern or support. The Safety Coordinator will establish guidance to supervisors to ensure that adequate measures are taken to ensure compliance with both Federal and State law as well as this regulation. This individual will serve on the State Safety Council.

4-3. Accident Reports and Records: AR 385-40, Accident Reporting and Records and FLARNG Pamphlet 385-40, Accident Reporting and Records, prescribes procedures to be used for reporting of any accidents arising out of the activities of the Florida Army National Guard that result in loss, damage, or destruction of property, or that result in injury or death to any military civilian person.

4-4. Safety Training:

a. General.

(1) Training of ARNG personnel in safe work practices is essential to efficient safety management and conserves maximum combat capability.

(2) Safety, Occupational Health and Industrial Hygiene training programs are designed to optimize overall conditions for a safe, healthful work and training environment which minimizes accident and occupational health related injuries and illnesses.

(3) Training of personnel in safety and occupational health topics will be IAW applicable OSHA, DOD, OPM, DA, and NGB directives.

b. Specialized Safety and Occupational Health Training.

(1) Resident and non-resident safety and occupational health courses for selected ARNG personnel are conducted by various government agencies and civilian educational institutions. These courses provide students with knowledge in safety management, accident prevention, and occupational safety and health. Courses are announced in DA PAM 351-4 and other 351 and 385 series Army and ARNG publications. School applications should be screened by the State Safety and Occupational Health Office to ensure that only those who are assigned to safety and supervisory positions are approved.

(2) ARNG Annual Safety and Occupational Health Conference and Workshop. NGB-AVN-S will conduct an annual Safety and Occupational Health Conference and Workshop for all 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 and Occupational Health Conference and Workshop is restricted to those individuals identified by the Chief, NGB in announcement messages.

(3) Annual State safety and occupational health conference and workshop. Each State will conduct an annual safety and occupational health conference and workshop for selected
supervisory and staff personnel. State Adjutants General will ensure that adequate funds are programmed to conduct this conference.

(4) Special safety and occupational health courses. Special safety and occupational health training may be periodically conducted by NGB-AVN-S. Courses are designed for dedicated ARNG safety and occupational health personnel in areas where specific training is required and not available through other agencies.

(5) OSHA courses. NGB-AVN-S will, within available resources, provide on-site OSHA courses for technician first line supervisors and selected personnel as required by 29 CFR Part 1960.55. Requests for this course will be submitted to NGB-AVN-S.

(6) Annual aviation safety day. Each State will sponsor and conduct an annual aviation safety day to be attended by all aviators, crewmembers, and non-crewmembers. This event will address aviation safety topics and issues and will be used to accomplish annual or semi-annual briefing items. Use of guest speakers is encouraged. Locations and dates are to be determined by the respective States; however, events are not to be included as part of annual training. State Adjutants General will ensure that adequate funds are programmed to conduct this event.

(7) Additional duty safety officer courses. NGB-AVN-S will provide within available resources, additional duty safety officers courses annually.

(8) Pyrotechnic simulator training. States will conduct safety training in use of Pyrotechnic Simulators for designated soldiers E-6 and above prior to the issuance or use of such devices.

4-5. Safety Awards:

a. The Adjutant General’s Outstanding Unit Safety Award will be awarded to the unit that achieves the requirements as outlined in FLARNG Pamphlet 672-1. This award will be presented on an annual basis and will recognize the unit that achieves the best overall safety program record.

b. Commanders are further encouraged to participate in their own program at command and unit level. Commanders and supervisors at all levels are authorized to present the following awards:

(1) Certificates of Merit (DA Form 1118) – This award is authorized to be presented to elements within the organization of the facility. Authorization for this award will be based on the completion of periods of outstanding accident achievement.

(2) Safety Award for Individual (DA Form 1119 and DA Form 111-9-1) – This award may be presented to any individual for completion of periods of accident free experience. DD Form 1118, 1119 and 111-9 may be obtained through normal publication channels.

(3) Aviation Safety awards will be in accordance with Florida National Guard Circular 95-1.

c. Funding to support these safety awards program is available through the State Safety Office. All requests for awards or funding must be coordinated prior to purchase.

4-6 Annual Workplace Inspections:
a. In accordance with NGB Regulation, Army National Guard Safety and Occupational Health Program, all workplaces, including offices, be inspected at least annually. Inspection Checklists will be forwarded to the State Safety Office not later then 1 August annually. Inspection checklist can be obtained from the State Safety Office. For workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed, inspections should be conducted more frequently, as determined by the designated safety and health official or his/her designee based on extent and degree of risk of accident, injury, or illness involved.

b. Workplace inspections required by criteria listed below may can be conducted by credentialled duty inspectors. Workplace inspections for all other worksites will be conducted by qualified civilian or military safety and health professionals. Personnel conducting workplace inspections will have access to diagnostic equipment and personnel necessary to identify, document, and analyze the significance of the hazards discovered during the inspection. Current reference materials such as standards and regulations pertinent to the worksite will be readily available.

(1.) Criteria for workplace inspections that can be conducted by collateral duty inspectors:

(a) Low risk operations.

(b) Annual lost time job-related injury rate of no more than 10 per 1,000 personnel (military and civilian) for the last three years.

(c) Written certification of hazard assessment (29 Code of Federal Regulations 1910.132) for current operations on file at the worksite, conducted by qualified civilian or military safety and health professionals.

(2.) Credentials for collateral duty inspectors:

(a) Completion of supervisor and/or employee training as required by 29 CFR 1960.55 and 1960.59 as a prerequisite to inspector training.

(b) Certification by the activity commander that personnel can accomplish tasks required in 29 CFR 1960.57 and outlined below:

(1) Recognize hazards.

(2) Assess risks including the requirement and procedures to contact safety or health professionals when risks are assessed medium or higher.

(3) Advise on abatement options, complete abatement documentation, and follow-up on corrective actions.

(4) Use Occupational Safety and Health Administration standards and Army requirements appropriate to the work sites.

(5) Use of equipment necessary to conduct a thorough inspection.
c. A log of RAC 1 and 2 deficiencies will be forwarded to NGB-AVN-S no later than 10 days from end of fiscal year (September 30).

4-7. Fire Safety Inspections:

a. The Bureau of Fire Prevention, requires the Florida Army National Guard to respond in writing on violations not corrected within 30 days with a plan of action for each discrepancy. The plan will have to include date for corrective action, what action will be taken and reasons for any unexplainable delays.

b. After a Fire Marshal visits a facility, immediate action will be taken to correct deficiencies. It is the Facility Managers responsibility to establish funding criteria for the routine cost associated with fire safety items; such as fire extinguisher services and emergency light replacements. Armory personnel will respond to the Fire Marshals in a professional manner and disagreements with these representatives will be addressed to the State Quartermaster for resolution. If a violation exists that is beyond your capability to correct, contact the State Quartermaster telephonically or in writing, within the 30 day grace period.

4-8. Risk Management Program:

a. Although risks are an inherent part of combat operations, risks can be effectively controlled by evaluating and applying stringent risk controls. Protection of the force must be a continuous consideration in relation to the FLARNG mission. Successful accident prevention programs are a by-product of command supervision. Commanders will ensure that risk management techniques are used whenever planning or conducting training exercises. Elimination of inherent risks can be achieved by training personnel to systematically identify and eliminate unsafe procedures, operations, and hazardous conditions. Soldiers must be motivated to keep alert, follow prescribed procedures, think safety, and operate within their own and their equipment’s capability. Leaders are charged with insisting on performance to the standards that are in place.

b. The Florida National Guard Risk Management Program can be found in FLARNG Pamphlet 385-10-1.

4-9. Closing of all FLARNG Indoor Firing Ranges:

a. The Adjutant General has closed all Indoor Firing Ranges.

b. Lead produced from range usage in indestructible. It enters the body by inhalation and ingestion. The cumulative effect causes damage to the blood, bones, and organs. Young people under the age of 18 years of age are susceptible to reproductive disorders, neurological and physical disorders. All protective measures must be administered.

c. Indoor Firing Range doors will be closed, locked and off limits totally to all personnel. A Notice of Unsafe or Unhealthful Working Condition Poster, DA 4753, will be posted on the exterior Firing Range door. A copy Notice of Unsafe or Unhealthful Working Condition Poster, DA 4753, can be found in AR 385-10, The Army Safety Program, Chapter 4.

d. All FLARNG Armories with Indoor Firing Ranges converting to other uses must comply with NG (AR) Pamphlet 385-16/ANG Pamphlet 91-101. Commanders must emphasize worker awareness and training importance of lead exposure. No equipment storage is permitted inside
Indoor ranges until the Facility Management Office has accomplished cleanup operations.

4-10. **Hazard Communication Program**

a. The Department of Defense Instruction (DoDI) 6050.5, DoD Hazard Communication Program (HCP) requires all DoD components to comply with the Occupational Safety and Health Administration (OSHA) under 29 CFR, Section 1910.1200, "Hazard Communication"; Section 1910.120, "Hazardous Waste Operations and Emergency Response"; and Section 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories".

b. The ARNG Occupational Safety and Health (OSH) Program implements all U.S. Department of Labor Standards, including Hazard Communication, as adopted by Congress as part of the Occupational Safety and Health Act. New standards issued under statutory authority by other federal agencies, e.g., Department of Transportation, Environmental Protection Agency (EPA), are integrated into the DoD and ARNG OSH Program.

c. All ARNG military personnel and civilian employees are required to comply with 29 CFR 1910.1200, Hazard Communication Standard (HCS). The HCS establishes uniform requirements to assure chemicals imported into, produced or used in U.S. workplaces are evaluated, and the resultant hazard information and associated protective measures are transmitted to affected employers and potentially exposed employees. Basic components are:

   (1) Written Hazard Communication Program/Plan.

   (2) Employee Information and Training.

   (3) Use of Material Safety Data Sheets (MSDSs).

   (4) Labels and other forms of warning.

d. The federal Hazard Communication Standard was established to ensure all hazardous chemicals are identified and labeled to prevent inadvertent harm to employees. Chemical manufacturers and importers must convey the hazard information they learn from their evaluations to downstream employers by means of labels on containers and MSDS's.

e. Chemicals listed in the following sources are considered hazardous in all cases:

   (1) 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA.

   (2) Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH).

f. Chemicals that have been evaluated and found to be a suspect or confirmed carcinogen in the following sources are considered to be hazardous:

   (1) National Toxicology Program (NTP), Annual Report on Carcinogens.

   (2) International Agency for Research on Cancer (IARC), Monographs.

   (3) Regulated by OSHA as a carcinogen.
g. The FLARNG Hazard Communication Program can be found in FLARNG Pamphlet 385-12.

4-11. Respiratory Program:

a. General. The RPP is implemented where employee exposure to airborne hazards exceed the action level and engineering controls that are under development, or are not feasible (i.e. non-routine operations involving less than one hour weekly).

b. Respiratory protective devices. Respiratory protective devices are available through the federal supply system or private vendor. Respiratory protective devices will be funded as CTA items. Local purchase is authorized if necessary to achieve a satisfactory fit.

c. The RPP will be implemented IAW AR 11-34, FLARNG Pamphlet 385-34, 29 CFR 1910.134, and the most current ANSI Standards governing respirator use. The RPP will address, as a minimum, the following essential elements:

   (1) Local standing operating procedures (at each job site.)
   (2) Requirements for entry into environments immediately dangerous to life or health and confined spaces.
   (3) Approved respiratory protective devices.
   (4) Selection of hazard appropriate respiratory protective devices.
   (5) Training and fit-testing.
   (6) Maintenance, care and storage of respiratory protective devices by employee and/or facility respiratory custodian.
   (7) Worksite inspections and hazard evaluation (IHSF).
   (8) Monitoring of employee stress.
   (9) Program evaluation.
   (10) Air quality monitoring (IHSF).
   (11) Recordkeeping.
   (12) Medical clearance.

4-12. Occupational Vision Program


b. Vision conservation. The OHN has program responsibility for the following essential elements of the Vision Conservation component of the VC&ESP:
(1) Vision screening and referral IAW established Medical Surveillance Protocols.

(2) Biennial optometric examination for other potentially eye hazardous positions in support of the Eye Safety Program.

(3) Monitoring eye hygiene practices.

(4) Employee education, including a review of contact lens use.

(5) Periodic illumination surveys and evaluation of environment as applicable to visual performance (IHSF).

(6) Program evaluation.

(7) Procurement of prescription safety eyewear.

c. Eye safety. The Safety and Occupational Health Office has program responsibility for the following essential elements of the Eye Safety component of the VC&ESP.

(1) Appropriate protective eyewear.

(2) Job site hazard analysis to identify eye hazardous tasks not set forth in referenced documents.

(3) Federal civilian employees employed in eye-hazardous positions as set forth in TB Med 506 will be provided prescription eyewear at government expense IAW AR 40-63. AGR soldiers will obtain the service at their servicing MTF. Employees in non-eye-hazardous positions, as defined in AR 40-2, who desire safety eyewear, will obtain such professional examinations at their own expense.

(4) Monitoring the use of safety eyewear.

(5) Program evaluation.

4-13. Radiation Program

a. The Radiation Program will be implemented IAW AR/NGR 385-11, FLARNG Pamphlet 385-11 and includes non-ionizing and ionizing radiation hazard exposures.

b. The OHN serves as the State Radiation Protection Officer (SRPO) and will have at least one designated alternate (ASRPO). Qualified Local Radiation Protection Officers (LRPOs) and Alternate Radiation Protection Officers (ALRPOs) will be appointed at those work sites with Individually Controlled Radioactive Items (ICRI), when directed by CECOM, or where significant potential for exposure exists (e.g. USPFO Warehouse, CSMS).

c. Essential program elements include:

(1) Written Program.

(2) Annual radioactive commodity inventory.
(3) Storage and handling of radioactive commodities.
(4) Training.
(5) Wipe/leak tests.
(6) Disposal.
(7) Shipping/movement.
(8) Medical surveillance.
(9) Surveys.
(10) Dosimetry.
(11) Recordkeeping.
(12) Exposure monitoring.
(13) Emergency procedures/Fire Department notification.
(14) Personal protection.

d. Non-ionizing radiation will be implemented IAW AR 385-9 and TB Med 521.