

SAFETY OCCUPATIONAL HEALTH ACTION PLAN TRAINING & REPORTING REQUIREMENTS

APPENDIX A

TASK	FREQUENCY							REMARKS
	DAILY	WEEKLY	MONTHLY	QUARTERLY	BI-ANNUALLY	ANNUALLY	AS APPROPRIATE	
REPORTING REQUIREMENTS								
Number of Assigned/Certified Collateral Duty Safety Officers				X				CDSOs are considered trained/certified only when the CDSO is on written orders, has completed both the online and local CDSO course.
Job Hazard Analysis / Job Safety Analysis				X				JHAs must be completed for every task/job within an assigned section/shop. JHAs should be reviewed at a minimum annually and/or as the situation dictates. JHAs consist of selecting the job to be analyzed; breaking the job down into a sequence of steps; identifying potential hazards; determining preventive measures to overcome these hazards.
Accident/Incident, Injury/Illness Reporting				X			X	Report injuries and injury claim information to the Safety Office within one working day of receiving notification of an accident, incident, injury or illness.
Near Misses	X							Near Misses are incidents that occur that do not result in an accident or injury. EXAMPLE: A door which has been improperly installed and swings out blocking the hallway when used, and "barely" misses hitting employees as they pass by the entrance. The Near Miss is "WHAT COULD HAVE HAPPENED" if not corrected.
Army Readiness Assessment Program							X	Initial Report required within 90 days of assuming command. Mid-tour report occurs after 18 months of command.
New Employee Safety Orientation							X	New employee safety orientations MUST occur within the first week of being on the job.
FACILITY INSPECTIONS (High/Medium/Low)				X				Number of Facility inspections completed by the CDSOs/Managers per Quarter. CDSOs MUST develop a an inspection schedule that will ensure 100% of all Directorate Facilities are inspected ANNUALLY.
Risk Assessment Codes (RACs)				X			X	All RACs 1 / 2 hazards will be recorded on DA Form 4753 (Notice of Unsafe or Unhealthful Working Condition). All posted notices will describe the nature/severity/probability and associated risk of the violation, the substance of the mishap risk management component of CRM plan, and interim protective measures. The ISO will be notified immediately of all RAC 1/2 HAZARDS! IAW AR 385-10, Para. 17-7 a-d.
DA Form 4755 (Employee Report of Alleged Unsafe and Unhealthful Work Conditions)							X	DA Form 4755 is a confidential report which can be submitted by emailing the ISO
Emergency Action Plan (EAP)& Fire Drill Best Practices				X			X	EAP & Fire DRILLS WILL occur ANNUALLY for each Facility Directorates will submit Best "Safety" Practices quarterly
REQUIRED SAFETY TRAINING**								
Collateral Duty Safety Course				X				https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx . (Initial assignment with a periodic refresher course).
Employee Safety Course							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx . (Required training for all Employees within 30 days of being assigned).
Managers Safety Course							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx . (Required training for all Managers within 30 days of being assigned).
Supervisor Safety Course							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx . (Required training for all Supervisors within 30 days of being assigned).
Commanders Safety Course (2G-F94V3.1)							X	https://www.atrrs.army.mil/selfdevctr (Required training for all Commanders PRIOR to assuming Command).
Accident Avoidance Course							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx . (Refresher required every 4 years)
Composite Risk Management Civilian Basic Course (2G-F104_DL)							X	https://www.atrrs.army.mil/selfdevctr (Within 30 days of employment with periodic refresher training)
HAZCOM (Employee Right-to-Know) Training Employee/Supervisor Safety Training				X			X	ONCE - unless job change or new chemical added (all employees) as determined by JHA. Fort Campbell Installation Safety Office (270) 798-6995. P.I. for this course will be the SOH Specialist responsible for each Directorate.
Safety Stand Down (SSD)					X			Can be Directorate specific or mandated training IAW seasonal safety campaigns. At a minimum will occur Bi-Annually. However, SSD can occur at the discretion of the Command and/or Director as needed.
Seasonal Campaign Plans (Summer/Winter)				X				Seasonal safety days will be executed near the start of the fall/winter and spring/summer seasons.
Fire Extinguisher							X	Annual (REQUIRED IF employee is designated to fight fires or if the Fire Extinguisher is provided in the motor vehicle)
Ergonomic's							X	Initial assignment with periodic refresher training
Emergency Evacuation and Fire Prevention Plans							X	Within 60 days of first day on the job
First Aid/CPR/AED							X	As required with periodic refresher training
OSHA PPE Standard Personal Protective Measures							X	Once as determined by JHA unless the job changes or a new hazard requiring different PPE
Safe Lifting Techniques							X	As determined by JHA
Hearing Conservation						X		Annual as determined by JHA
Respiratory Protection							X	ONCE - as determined by JHA unless Respirator/Mask or Job changes Within 10 days of initial assignment to tasks involving BBP exposures and as least
Blood Pathogen Level 1							X	ANNUALLY thereafter. http://www.climi.mnms.net
Injury Prevention through leadership course (2G-F105_DL)								New Requirement IMCOM-SE Mandated Training for Supervisors!
RECOMMENDED SUPERVISOR/CDSO TRAINING								
Theories of Accident Prevention							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Application of Accident Causation Theory							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
Introduction to System Safety							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx
The Safety Committee Member's Safety Course							X	https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx

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