

DEPARTMENT OF THE ARMY
Jacksonville District, Corps of Engineers
P. O. Box 4970

CESAJ SOP 385-1-1
Change 3

CESAJ-SO Jacksonville, Florida 32232-0019

Regulation
No. CESAJR 385-1-1

14 February 2004

Safety and Occupational Health
General Policy

1. This change to CESAJR 385-1-1 changes wording and procedures for items in Appendix I.
2. Substitute the attached pages as indicated below:

Insert-pages

I-48 thru I-52

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:



RANDY L. TURNER
LTC, Corps of Engineers
Deputy Commander

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Jacksonville, Florida 32232-0019

Regulation
No. 385-1-1

1 September 1998

Safety
SAFETY AND OCCUPATIONAL HEALTH GENERAL POLICY

1. Purpose. To apprise all personnel of the policy of the District Commander for the administration of a comprehensive Safety and Occupational Health program, to identify the various responsibilities of management, and to provide guidance and procedures for policy compliance.

2. Applicability. The policies and procedures herein are applicable to all Jacksonville District activities.

3. References.

a. AR 385 Series.

b. ER 385 Series.

c. EM 385 Series.

d. AR 40-14.

e. AR 600-55.

f. Parts 1910, 1926, and 1960, Title 29, Code of Federal Regulations.

g. ER 1125-2-309.

h. ER 1130-2-400.

i. SADvR 385-1-1.

j. 40 CFR Parts 300-399

k. DOD Dir 1010.10, Health Promotion.

l. AR 1-8, Smoking in DA Occupied Building and Facilities.

m. 41 CFR 101.10.109.10, Regulation of Smoking.

n. U.S. Army Tobacco Cessation Game Plan.

This regulation supersedes CESAJR 385-1-1, dated 1 Apr 94, and CESAJR 385-1-5, dated 31 Jan 91

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4. Objectives. To reduce to a minimum, losses of manpower and material resources due to accidental occurrences by eliminating or controlling physical conditions and personal acts which may result in injuries/illnesses to personnel and members of the public and/or destruction/damage to property and equipment.

5. General Safety Policy.

a. No individual shall be required or allowed to expose himself or herself to unsafe conditions in the performance of his or her work. It shall be the responsibility of the employee to perform his or her work in a safe manner.

b. Supervisors are directly responsible for the safe conduct of any and all work under their control. They shall be familiar with all recognized codes, standards and regulations relevant to their work and ensure that such are strictly enforced. These include all applicable OSHA Act Standards; Parts 1910, 1926, and 1960, Section 29 of the Code of Federal Regulations, as well as EM 385-1-1 as changed and amended.

c. The integration of accident prevention measures in all activities and operational procedures is the basic concept of the Corps of Engineers' accident prevention program. Safety engineers will provide staff supervision and advisory service, but the accident prevention program will be applied by all in such a manner as to provide for the maximum utilization of accident prevention controls in engineering, operational, and administrative procedures within the regular organizational framework.

d. All nongovernment and noncontractor service personnel, such as tire repairmen, equipment dealer representatives, mechanics, manufacturers representatives, or servicemen performing services or visiting Corps projects will be required to comply with all applicable Corps safety requirements while on the project. Nongovernment or noncontractor personnel who may be permitted in areas where heavy equipment is operating will be accompanied by a responsible employee of the government on hired labor operations or a representative of the contractor on contractor operations. The accompanying employee will be responsible for seeing that such personnel comply with the safety requirements applicable to the area. Contractor organizations will also be appraised of this requirement at prework conferences and the requirement will be included in the contractor's Accident Prevention Plan.

e. At the Corps of Engineers' facilities where public recreation is afforded, the Commander and his operating elements will, in addition to their normal administrative and operating safety responsibilities, provide for the recreation activities. Where feasible, local civilian safety councils will be formed and guided for the specific purpose of assisting the operating personnel with the public safety program.

f. Imminent danger use of "Stop Work Order." It is the policy of the Commander that the Area Engineers and construction personnel as representatives of the Contracting Officer, shall have authority to issue a "Stop Work Order" to a contractor if a condition on the site presents an immediate danger to life or property. Use of the "Stop Work Order provisions of the accident prevention article of "Construction Contracts" will be enforced if necessary to achieve corrective action on unsafe acts or conditions. Care must be taken to secure complete evidence that the provisions of the contract have been and are being violated prior to issuance of such an order. It is the policy of the Corps of Engineers to suspend work under contract when all attempts to secure compliance have failed and after noncompliance has been discussed with the contractor's chief representative on the project, and it is evident that suspension of work is the only means through which compliance can be secured. The Contracting Officer has the authority to withhold payment and to assign an unsatisfactory safety evaluation to contractors who fail to comply with safety requirements.

g. Smoking is prohibited in all District occupied space. Employees and visitors who wish to smoke in the Jacksonville Federal Building must go outside the building. Smoking is not permitted in any Jacksonville District Area/Resident/Project or Field Office, or any other facility. Smoking is not permitted in any Jacksonville District motor vehicle. Carrying a lit cigar, cigarette or pipe is considered a violation of the no smoking policy and is prohibited. Failure to comply with this policy may subject military and civilian personnel to corrective administrative action. The immediate supervisors will ensure that all employees in their area of responsibility will comply with this policy.

6. Procedures.

a. All plans, specifications, designs, technical publications, and operating and training procedures will be reviewed by the District Design Safety Subcommittee prior to their approval for conformance with established safety codes, standards, and principles. Responsibility for this review rests

with the recommending officials. The Safety and Occupational Health (S&OH) Office will provide assistance in the review process where needed and shall be consulted when undertaking has particularly hazardous implications.

b. Radiological safety matters will be executed in strict compliance with ER 385-1-80. Deviations from ER 385-1-80 are prohibited without prior approval of the Division Engineer and the Chief of Engineers. The S&OH Office will be kept informed of all matters involving radioactive materials.

c. Explosive and Other Dangerous Articles. The S&OH Office will coordinate matters involving the Corps of Engineers' position in the application of safety regulations, codes, and standards issued by other agencies which apply to Corps of Engineers' missions, such as those issued by the Department of Transportation, the U.S. Coast Guard, and the Armed Services Explosive Safety Board. (Reference AR 75-1, AR 75-14, AR 75-15, AR 385-63 and AR 55-228.) A plan will be submitted to the S&OH Office prior to the beginning of any operation requiring the use of explosives or any other dangerous materials, outlining the method of operation and precautions taken to control hazards. Prior to lease, change of status, or disposal of real estate, a careful inspection will be made to assure the property is not contaminated with radioactive, toxic, or explosive materials. (Reference AR 405-90)

d. Loan of Plant. The responsibility for accident prevention on loaned plant will remain with the loaning district when its personnel are performing the operation.

e. Health Hazards. Potential health hazards from toxic materials, noise, waste disposal, or work environment will be thoroughly evaluated, and special preventative measures, surveys, and inspections will be required for control of such hazards. Proposed plans, designs, operations, or use of new materials which involve potential health hazards, not previously evaluated, will be brought to the attention of the S&OH Office, which will coordinate investigation and evaluation of the hazards. Special assistance on environmental hygiene and research into health hazards by the Surgeon General will be coordinated with the District S&OH Office and requested through the Safety and Occupational Health Office, USACE.

f. Hazardous Material Review. Managers and Contracting personnel are to provide for review, procurement documents to ensure that hazardous materials which, when introduced into the

workplace, are identified and that proper precautions are taken during their use. As a minimum, a Material Safety Data Sheet (MSDS) is required for all recognized toxic materials, i.e., chemicals, pesticides, explosives, carcinogens (asbestos), etc., prior to use.

g. Safety Surveys and Inspections. Each element of the District Headquarters, when making inspections of subordinate offices and projects, will evaluate safety performance within their areas of responsibility, discuss observed deficiencies and provide advice.

h. Safety Plans. Each field project manager or supervisor will develop a safety plan which will include safety procedures covering Government employees and, when applicable, Contractor employees and/or members of the public, as required by OCE supplement 1 to AR 385-10.

7. Occupational Safety and Health Act (OSHA) Programs for Federal Employees.

a. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, made each Federal agency head responsible for establishing and maintaining an effective and comprehensive Occupational Safety and Health Program. The Occupational Safety and Health Act is, therefore, applicable to all elements of the Jacksonville District and will be complied with in applicable workplaces. The rights and responsibilities of employees as developed in Title 29 CFR, Part 1960, Federal Employee Safety and Occupational Health, will be implemented. The Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, is consistent with OSHA Construction Safety and Health Requirements, 29 CFR 1926, and will be complied with. Those operations not covered by EM 385-1-1, or OSHA standards, will comply with appropriate DA, DOD, or National Consensus Standards.

b. Corps of Engineers personnel have implied authority to require Contractor OSHA compliance. Department of Labor (OSHA) compliance personnel may visit contractor sites for a compliance inspection and are to be extended full cooperation when requested.

c. The following paragraph is to be inserted in all Architect-Engineer design contracts where appropriate: "Health and Safety Standards. The facilities, systems, and equipment design standards of the Occupational Safety and Health Act, Code of Federal Regulations, Title 29, Chapter XVII, Parts 1910 and

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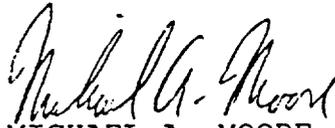
1926 as applicable will be incorporated by the Architect-Engineer into all engineering design and analyses furnished pursuant to this contract. Any problems in incorporating these standards due to conflict with other technical criteria will be promptly submitted to the Contracting Office for decision."

8. Safety and Occupational Health Accountability.

a. SOP 385-1-1 (Safety and Occupational Health Job Performance Standard and Program Management Evaluation) requires a specific measurable SOH job performance standard be incorporated into senior GM and GS supervisor's job performance plans, and measurement of that standard by an annual SOH Program Management Evaluation.

b. Evaluation results are furnished to the appropriate rating supervisor for use in assigning a tangible SOH job performance rating, the evaluated supervisor and an informational copy is sent to the Commander.

FOR THE COMMANDER:



MICHAEL A. MOORE
LTC, Corps of Engineers
Deputy Commander

25 Appendixes:

- App A - Organization, Staffing, & Responsibilities
- App B - Occupational Safety & Health Committee
- App C - Safety and Occupational Health Awards
- App D - Position Hazard Analysis for Government Employees
- App E - Occupational Health, Medical Surveillance and Industrial Hygiene Program
- App F - Contract Accident Prevention
- App G - Accident Investigation & Reporting Policy & Procedures
- App H - Report of Hazard, Unsafe Condition, or Practice
- App I - Safety Checklists
- App J - Hazardous, Toxic, and Radioactive Waste
- App K - Fire Prevention and Protection
- App L - Pesticide Safety
- App M - Personal Protective Equipment
- App N - Respirator Program Guidelines
- App O - Hearing Conservation

App P - Contractor Diving Operations
App Q - Government Personal Diving Operations
App R - Qualification, Examination, and Certification of
Motorboat Operators
App S - Bloodborne Pathogens Program
App T - Asbestos Operations and Management Plan
App U - Confined Space Entry Procedures
App V - Control of Hazardous Energy (Lockout/Tagout)
App W - Hazard Communication Program
APP X - Public Safety

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APPENDIX A
ORGANIZATION, STAFFING AND RESPONSIBILITIES

Organization Responsibilities. Efficient implementation of the Safety and Occupational Health (SOH) Program requires that every element of the Jacksonville District assume continuous accident prevention techniques in all of its operations and apply every practical means for the promotion of Safety and Occupational Health in the guidance, assistance, criteria, facilities, and equipment provided to users. Below are some specific safety responsibilities.

a. Safety and Occupational Health Office (SOHO):

(1) Provide safety and health engineering advisory service and data necessary for achieving the objectives of the program.

(2) Develop a safety and health program, execute staff supervision, and coordination of all safety activities within their respective jurisdictions.

(3) Make continuous studies of anticipated operations for preplanning for safety.

(4) Act as the Safety and Occupational Health designer for the District. Provide leadership, direction, and accountability to assure a meaningful Safety and Health Program.

(5) Study, survey, and evaluate the efforts expended toward the prevention of accidents on all phases of the activities being conducted.

(6) Keep the commander advised as to findings and make recommendations for changes or improvements where conditions warrant.

(7) Act as technical advisor to the Board of Investigation, Safety Council, and Committees.

b. Engineering Division. Engineering Division personnel are responsible for identifying and scheduling training according to regulations (HTRW, PPE, HAZCOM, etc.) and functional responsibilities. Also, familiarizing themselves with pertinent safety standards, codes, and regulations and for applying the same analytical approach to potential hazards and appropriate safety measures as are applied to any other engineering problem

and for inclusion in the plans and specifications those safety standards, codes, and regulations as are applicable to the facilities being designed. Engineering Division survey crews, core drill parties, and other personnel when in the field, will act as safety inspectors. Any unsafe act or condition that is noticed on any work being done by Corps of Engineers' employees or contractors shall be immediately reported to the responsible government employee most accessible. If circumstances permit, the Area Engineer under whose supervision the unsafe condition exists shall also be notified.

c. Construction/Operations Division. Con-Ops personnel are responsible for identifying and scheduling training according to regulations (HTRW, PPE, Diving Operations, Asbestos, HAZCOM, etc.) and functional responsibilities. Also, familiarizing themselves with the safety policies, procedures, and requirements applicable to their work; for identifying hazards likely to be brought about by the actions/movement of men, equipment, and materials during the construction and/or operations and maintenance of the facilities; for determining that appropriate Activity Hazard Analyses (AHA's) are prepared for work performed by either hired labor or by contract; and for observing work methods during field surveys to ensure that acceptable safety standards are being maintained. Construction/Operations personnel shall act as safety inspectors in the field. Unsafe conditions noted shall be reported in writing to the Area Engineer or Project Manager. Quality Control Reports (ENG Form 2538) shall include a list of unsafe conditions noted. The Area/Resident Engineer has the primary responsibility to ensure that the requirements under the clause "Accident Prevention" of the General Provisions of the contract are met on work under his jurisdiction. This includes the requirement that an Accident Prevention Plan and an Activity Hazard Analysis be submitted and updated as conditions change. Such plans shall be coordinated with the SOHO Office for examination and comments. The SOHO will conduct periodic safety surveys and in general act as technical advisor.

d. Area Engineers. Safety responsibilities of the Area Engineer are included in Part X of Resident Engineers' Management Guide, EP 415-1-260, dated December 1990. In general, it is the Area Engineer's responsibility to ensure that all operations are performed in a safe manner and IAW EM 385-1-1. Safety responsibilities of dredging and construction inspectors are included in the Dredge Inspector's Instruction Manual, EP 1130-2-310, and the latest edition of volumes I through IV of the Construction Inspector's Guide, respectively.

e. Line Supervisors. The first-line supervisors will:

(1) Be responsible for the safety of all their employees. The supervisor should be authorized to take any reasonable action required to prevent an accident where an immediate danger exists. The supervisor should be expected to carry out the responsibilities described hereafter.

(2) Share responsibility for personnel not assigned to his or her area, but who may be working in the area. The supervisor should become acquainted with the nature of their work and see that they take precautions to protect any employees in the area from hazards associated with their work. When such employees work without supervision of their own, the supervisor is responsible for their adherence to safe working procedures and District Safety rules.

(3) Ensure assigned personnel know District and site safety rules and regulations, established safe job procedures, and identify all major hazards associated with their work and work areas. Toward this objective, the supervisor is responsible for the initial safety orientation and job instruction of subordinate employees newly assigned to job positions.

(4) Develop a cooperative safety attitude in subordinate employees through the application of approved methods of preventative and corrective discipline. It is expected that each supervisor will rely primarily on education and friendly persuasion, as well as setting the right example for employees.

(5) Apply approved methods of preventative and corrective discipline to enforce compliance with District and project/area office safety rules and approve safe working procedures. Under no circumstances are unsafe practices to be ordered or condoned.

(6) Carefully prepare all Position Hazard Analysis (PHA) assigned to their area of responsibility. The supervisor is responsible for using the approved results in such studies for safety observation. The supervisor is also expected to promptly correct all observed unsafe practices.

(7) Conduct planned safety inspections in the assigned area of responsibility. The supervisor is expected to maintain approved inspection records. When confronted with an unsafe condition, the supervisor must order corrective action or report

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the condition, together with recommendations, to higher authority. If necessary, the supervisor must take suitable temporary precautions to remedy unsafe conditions until corrective measures are implemented.

(8) Maintain satisfactory standards of housekeeping in the assigned area.

(9) See that injured employees receive prompt medical treatment, no matter how slight. Supervisors should prohibit self-treatment of injuries by employees and should not administer such treatment themselves unless trained to perform emergency first aid. Injured person(s) should be evaluated by an approved medical facility.

(10) Investigate all accidents brought to their attention. Supervisors are also expected to investigate potentially serious near-misses occurring in their assigned areas. Accidents must be reported on the approved forms, in accordance with Appendix G of this regulation.

(11) See that all employees are issued safety apparel and equipment and are trained in properly using and maintaining the equipment. Moreover, supervisors are expected to inspect safety equipment periodically for defects.

(12) Know how to operate emergency equipment installed in their area of responsibility. This includes the operation of fixed and portable fire fighting equipment, gas-rescue equipment, and other emergency equipment and procedures.

(13) See that applicable employees are monitored and placed on the District Medical Surveillance Program. When hazards are changed the SOHO is properly notified.

(14) Regularly schedule, attend and document safety meetings for all employees under his/her supervision.

(15) To provide Material Safety Data Sheets (MSDSs) for all hazardous materials in his area of responsibility. The MSDSs will be posted where they are readily available to employees.

f. Employees Responsibilities. All personnel will:

(1) Comply with Safety and Occupational Health standards in accordance with EM 385-1-1, CESAJR 385-1-1 and all other applicable SOH regulations.

(2) Report suspect hazards and unsafe conditions in accordance with Appendix H of this regulation.

(3) Promptly report occupational injuries and illnesses.

(4) Obtain medical care when an injury or illness occurs.

(5) Cooperate with SOH personnel during inspections, surveys, and investigations.

(6) Utilize appropriate personal protective equipment (PPE) when prescribed or otherwise directed.

APPENDIX B
OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

1. Purpose. To provide advice and support to the Commander on matters of Safety and Health for all government and contract operations within the Jacksonville District.
2. Reference. AR 385-1-10.
3. Responsibilities and Duties.
 - a. Discusses and formulates policy that, with the Commander's approval, is adopted for District use.
 - b. Analyze the District safety posture in order to pinpoint problems and recommend corrective action.
 - c. Formulates, develops, and forwards to the commander for approval, promotional programs aimed at reducing accidents. This may include special incentive programs for contractor and government operations.
 - d. Decides on criteria for safety awards within the scope of existing regulations and recommends candidates to the Commander.
4. Membership will be by appointment letter from the District Commander and as recommended by the Safety and Occupational Health Office. Individuals need not all be management, however, equal representation of management and non-management is necessary. One individual must be a GM, who will also be appointed as the Chairperson. As a minimum, the committee shall consist of the following personnel:
 - a. Chairperson, senior individual.
 - b. SOH Professional, Technical Advisor, (Non-voting).
 - c. One Representative, Real Estate Division.
 - d. One Representative, Planning Division.
 - e. One Representative, Construction-Operation Division.
 - f. One Representative, Engineering Division.
 - g. One Representative, Office of Counsel.

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- h. Nurse, Technical Advisor, (Non-Voting).
 - i. One Representative, Resource Management Office.
 - j. One Representative, Contracting Division.
 - k. One Representative, Logistics Management Office.
 - l. One Representative, Information Management Office.
 - m. One Representative, Con-Ops Division, Operations.
 - n. Human Resources, Technical Advisor (non-Voting).
5. Meetings will be on call of the chairperson.
6. Minutes of the meetings shall be recorded and submitted to the Commander.

APPENDIX C
SAFETY AND OCCUPATIONAL HEALTH AWARDS

1. Purpose. The purpose of the appendix is to recognize exemplary achievement in Safety and Occupational Health. It is applicable to all activities performed by government or contractor personnel within this District.

2. Reference.

a. AR 672-74

b. CESAJ Suppl to CESADvR 690-1-16

c. DR 385-1-24

3. Policy. The District Commander's Safety and Occupational Health Awards provide recognition for significant safety and occupational health program achievement in the Jacksonville District. Individuals are recognized for outstanding achievements and contributions to efficiency, economy, and/or improvement of agency operations through accident prevention.

4. Types of Awards and Criteria.

a. Certificate of Merit for Safety (DA Form 1118).

(1) Certificate may be presented to an office, branch, section, or group of employees based on completion of one year of accident-free experience or an outstanding contribution to the District Safety and Occupational Health Program.

(2) May be presented after completion of one year of accident-free experience to individual operators of self-propelled equipment, other mechanical equipment, and to individuals who make outstanding contributions to the District SOH Program. Examples are performing a life saving act, development of a new safety SOP, and outstanding results on a specific contract being completed accident-free (Contractor Safety Award).

(3) May be used as a Contractor Safety Award to recognize contractors and CE inspectors for completing a quality and timely job without a recordable accident. Recommendations for this award will be submitted by the COR to SOHO on a memorandum at the project completion.

(4) Supervisors may submit nominations by memorandum to SOHO as appropriate for instant recognition. Memo should provide name(s), office or address, period to be recognized, and a brief description of accomplishment(s) to be recognized to include contract number and description. A certificate will be prepared by SOHO and signed by the District Commander. Once signed, appropriate presentation will be made.

b. Safety and Occupational Health Program Management Award (SAJ Form 1169). This award is applicable to elements receiving an Exceptional Rating of 96% or higher on four or more applicable tasks on their annual Safety and Occupational Health Program Management Evaluation, will be presented this award.

c. Incentive Award (DA Form 2443).

(1) Award may be presented to motor vehicle or mechanical equipment operators and to other deserving personnel upon completion of three consecutive accident-free years of work. Refer to Table below for monetary award scale.

(2) Employees' immediate supervisor is responsible for initiating nomination on DA Form 1256 through the district chain of command to SOHO by 10 December each year. Nomination must include justification statement, job description, and citation for certificate (DA Form 2443).

(3) Monetary award can progress each consecutive year up to ten years. Monetary award for consecutive years of accident-free performance after ten years, will stay at ten year scale.

(4) A lost time or property damage accident places employee back to year one on the Table.

MONETARY AWARD TABLE

YEARS:

1
2
3
4
5
6
7
8
9
10

SCALE:

Certificate
Certificate
up to \$100 & certificate
up to \$150 & certificate
up to \$200 & certificate
up to \$250 & certificate
up to \$300 & certificate
up to \$350 & certificate
up to \$400 & certificate
up to \$400 & certificate

(Table prepare IAW scale for Awards based on Intangible Benefits, CESADvR 690-1-16).

d. On-the-Spot Cash Award (OTS). This award should be utilized to instantly recognize deserving employees in the area of Safety and Occupational Health. Criteria for the OTS Cash Award is found in Appendix E of reference 2.b. above. A copy of the nomination shall be provided to the SOHO Office.

e. Time Off Award (TOA). This award is an excellent tool for supervisors to reinforce the safe behavior of an individual. The TOA is appropriate for employee achievement or performance that contributes to the Districts' mission. This award may be used alone or in combination with monetary or nonmonetary awards and may be granted in amounts ranging from one hour to 40 hours for a single contribution. Criteria and guidance for the TOA is found in Appendix J of reference 2.b. above. A copy of the nomination shall be provided to the SOHO Office.

f. Commander's Safety and Occupational Health Performance Award (Government). This annual award is presented in the form of a Commander's plaque to an office with the best government safety and occupational health record in the District. Nominations must be received in SOHO by 10 December each year for review by the SOH Committee. The committee will submit its recommendations to the Commander for his approval. Nominations will contain the following information:

- (1) Name of Office and person in charge.
- (2) Period of time covered by award.
- (3) Man-hours of exposure.
- (4) Amount and number of property/equipment/vehicle damage losses.
- (5) Nature of work activities, major hazards, safety program effectiveness, cooperativeness, number and content of office safety meetings, special initiatives in safety and occupational health, training, and any other pertinent information necessary to provide a sound justification as the overall assessment of the office's safety program accomplishments.
- (6) Review.
 - (a) Upon receipt of the nominations, SOHO will review each nomination to verify each meets above requirements.

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Nominations failing to meet requirements will be returned to nominating official for revision.

(b) Nominations meeting requirements will be forwarded to the District Safety and Occupational Health Committee for consideration. The committee will review all award nominations and submit its recommendations to the District Commander for final action.

(7) Approval. The approving official for this award is the District Commander. Award will then be presented at an appropriate ceremony.

h. Commander's Safety and Occupational Health Performance Awards (Contractor). This annual award is presented in the form of Commander's plaque to the Area, Resident, or Project Office with the best contractor SOH record in the District. Nominations must be received in the SOHO by 10 December each year for review by the SOH Committee. The committee will submit its recommendations to the Commander for his approval. Nominations will contain the following information:

- (1) Office name.
- (2) Person in charge.
- (3) Period of time covered by award.
- (4) Man-hours of exposure.
- (5) Injury frequency and severity rate.
- (6) Amount and number of property/equipment/vehicle damage losses.

(7) Nature of work activities, major hazards, safety program effectiveness, cooperativeness, special initiatives in SOH, SOH training, and any other pertinent information necessary to provide a sound justification to properly evaluate the nominees.

5. Other. Division Commander's Safety and Occupational Health Awards. These awards recognizes exemplary achievement in accident prevention and significant contributions to the safety and occupational health program. This program recognizes

effective safety and health management, team member safety performance, and excellence in accident prevention.

a. Awards will be considered each fiscal year for each category in which they met or exceed below criteria and are due in SAD no later than 15 December each year.

(1) District - For a district award, the district as a minimum must be below maximum tolerance rates in at least four of the five statistical areas. A reduction from the past year's rates in at least three areas is desired. A government or contractor fatality shall normally disqualify a district for this award. District safety and occupational health programs and accident experience will be reviewed and analyzed. Districts with outstanding safety and occupational health programs and exceptional accident experience for the year will receive an award.

(2) Special Recognition - Nominees in the special recognition award category will be selected at the discretion of the District Engineer.

(3) Public Safety Program

(4) Hydropower Project

(5) Civil Works Project

(6) Area and/or Resident Office

(7) Contractor

b. For field level awards (categories a.(3) - (7) above), the nominees shall be the best project in the appropriate category for the past fiscal year from a safety perspective. All projects shall be significantly below the maximum tolerance rates in all accident categories. Award selection will not be based on accident statistics alone. Emphasis will be placed on implementation of safety and occupational health program requirements, the nature of work activities, level of hazards encountered, and on safety initiatives. It is important that supporting information such as the last safety management action plan of the project and project safety plan be provided.

c. Nomination will be analyzed and must contain as a minimum (where applicable) the following information:

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- (1) Category of award.
- (2) Name, address, and phone number of nominee.
- (3) Name and phone number of person (POC) initiating nomination.
- (4) Names of persons reviewing nomination within the district.
- (5) Name of person responsible for or in charge of project or office being nominated.
- (6) Period of time covered by award if not the previous FY.
- (7) Previous safety awards won by nominee.
- (8) Manhours of exposure both government and contractor.
- (9) Number of accidents and frequency rate.
- (10) Amount/number of property damage losses/accidents.
- (11) Motor vehicle mileage.
- (12) Motor vehicle accident frequency rate.
- (13) Visitation and recreational related fatality data will be included for lake projects.
- (14) Description of nature of work activities, major hazards, safety and occupational health program initiatives, and pertinent information necessary to properly evaluate nominee.
- (15) Copy of District SOHO's Safety Management Evaluation of nominated project for FY.
- (16) Copy of nominated project's accident prevention plan, activity hazard analyses, and safety policy letter.

d. Each District will furnish the same information above, in consideration for the best District in the Division, plus the following:

- (1) Examples of command and staff leadership as manifested in support of the District Safety Management Action Plan.

(2) Significant accomplishments.

(3) Extraordinary accident prevention efforts, effective initiatives, innovative successes, training efforts, recognition, evaluation, and control of accident/illness-producing acts and conditions.

e. Nomination for awards will be reviewed by the Safety and Occupational Health Committee in the South Atlantic Division. After the committee has selected those nominees most worthy of recognition, the Division Commander will make final approval.

6. Responsibilities:

a. The Safety and Occupational Health office will send out reminders to all district elements in sufficient time to allow supervisors to meet deadlines.

b. Staff Chiefs and Area/Resident Engineers will give full support to the program and encourage full utilization of award program.

c. Supervisors will review employee performance and submit full documentation to support award nominations.

APPENDIX D
POSITION HAZARD ANALYSIS FOR GOVERNMENT EMPLOYEES

1. Purpose. The purpose of the Position Hazard Analysis (PHA) is to systematically identify hazards and potential accidents associated with each job requiring medical surveillance that may cause injury or occupational illness and specify controls to minimize their effect or guard against them in each job task.

2. References.
 - a. ER 385-1-85.
 - b. ER 385-1-88.
 - c. ER 385-1-40.
 - d. EM 385-1-1.

3. Development. A PHA shall be written for each employee with potential exposure to position hazards using CESAJ FORM 1254, MAR 97. An example form for your reference is enclosed. The form may also be accessed electronically through the District Applications, Forms Menu. Note that lower section of the form (Medical Surveillance, Personal Protection Certification, Certification/Training) will be filled in by the S&OH Office. Employees who are not included in the District Medical Surveillance Program **do not** need a PHA for their position. A review of potential office hazards and the controls used to eliminate them, should be discussed with the employee at orientation and during performance evaluation. Examples of positions included in the District Medical Surveillance Program requiring "position specific" Position Hazard Analysis forms include but are not limited to; Quality Assurance personnel, Construction Representatives, HTRW qualified personnel, Surveyors, Lock and Dam personnel, Rangers, Maintenance personnel, Aquatic Plant Control personnel, Boat Operators, and any employee with potential occupational health hazards. The activities, equipment, materials, hazards and controls should be specific to the individual employee, so that when the position hazard analysis is reviewed with employees they may be aware of the potential hazards of their specific position and the controls to protect themselves. To provide sufficient detail, standard operating procedures (SOP's) may need to be written for specific routine tasks. These should be referenced in the activity section of the PHA. The PHA for each employee should result from

mutual input and discussion between supervisors and employees to ensure complete and concise coverage. It should address required safety and health training/certifications, participation in medical surveillance, adequate procedural and physical safeguards, and required protective equipment. It should be as comprehensive as practical but need not/cannot address every hazard/control for every employee.

4. Uses. The PHA will assist supervisors in providing a safe workplace for employees as required through systematic identification and control of hazards. It may be used as a guide for selecting individual training requirements and as a tool for use in safely conducting jobs which occur infrequently. Supervisors may want to use it as an aid in determining whether employees are following safety requirements. The PHA can also be used as an important tool in deciding how to control employee exposure to potential hazards through installing engineering controls, finding a new way to do the task, changing physical conditions (e.g., tools, equipment, materials or locations), changing the task procedures, or reducing the necessity for or frequency of a task, i.e., reducing exposure time. When the employee leaves his/her position the Position Hazard Analysis will be the basis for the replacement Position Hazard Analysis.

5. Responsibilities.

a. Managers are responsible for:

(1) Assuring that the evaluation of supervisor's performance includes the preparation and utilization of a PHA for all employees included in the District Medical Surveillance Program.

(2) Ensuring that hazardous operations are regularly reviewed to develop engineering/administrative controls to reduce and/or eliminate employee exposure to hazards.

b. Supervisors are responsible for completing a PHA for each employee which they supervise that have potential occupational exposures and are included in the District Medical Surveillance Program. Each analysis should be discussed jointly with the employee and should be updated as position changes occur. For new employees that require the use of a PHA, the PHA should be reviewed when completing the On-the-Job Orientation section of ENG Form 3529, Employee Orientation Checklist. The original of the analysis shall be maintained by the employees supervisor or the office chief. Copies shall be provided to the employee, to

the Personnel Office for filing in the employee's official personnel file, and to the District S&OH Office. Updates shall be provided in the same manner. Supervisors will assure that controls are adequate for the hazards identified, that employees comply with controls such as wearing personal protective equipment, attending required training, and that medical surveillance physicals are conducted.

c. Employees are responsible for bringing to the supervisor's attention such changes in work conditions that may affect exposure to hazards, for following safe procedures, for wearing personal protective equipment where required, and for keeping their scheduled medical surveillance examinations.

d. The S&OH Office is responsible for maintaining an inventory of the PHA's, for providing technical assistance for preparation of the PHA's, for assigning medical surveillance requirements, and for certifying personal protective equipment. They will review the analysis and provide suggestions as appropriate. The S&OH Office will provide input to managers regarding their evaluation of supervisor's safety performance with regard to the Position Hazard Analysis Program.

e. Human Resources Office is responsible for reviewing vacant positions to ensure announcements include requirements for medical surveillance, training, and the use of personal protective equipment. The job description should include the hazards listed in the Position Hazard Analysis.

APPENDIX E
OCCUPATIONAL HEALTH, MEDICAL SURVEILLANCE
AND INDUSTRIAL HYGIENE PROGRAM

1. Purpose.

a. This appendix establishes procedures to insure that safe, healthful work environments are provided, and that staff and operating officials concerned are trained to recognize, evaluate, and control hazards caused by inadequate ventilation, poor lighting, excessive noise, and exposure to hazardous materials such as toxic chemicals, toxic gases and vapors.

b. This appendix also establishes procedures for determining the need for medical surveillance for employees potentially exposed to certain occupational health hazards and their relationship to the Position Hazard Analysis.

2. Applicability. This appendix shall apply to all employees and activities of the Jacksonville District.

3. References.

- a. 29 CFR 1910.
- b. 29 CFR 1960.
- c. EO 12196.
- d. AR 40-5.
- e. ER 385-1-40.
- f. ER 690-1-792.
- g. EM 385-1-1.
- h. EP 385-1-58.
- i. SADvR 385-1-23.

4. Surveys and Inspections. Regular and special surveys and inspections will be made by an Industrial Hygienist from the Safety and Occupational Health Office of all operations and industrial processes to insure that:

a. Adequate natural or forced ventilation is provided to keep atmospheres within allowable limits wherever toxic materials and agents (vapors, gases, dusts, etc.) are used.

b. Lighting is provided in accordance with American Standard Practice for Industrial Lighting.

c. Noise exposure can be controlled by shielding noise sources, limiting the duration of exposure, and/or providing exposed personnel with adequate ear protection.

d. A favorable thermal environment is provided.

e. Adequate measures are taken to prevent occupational skin diseases.

f. Adequate sanitation in occupied areas is provided including general sanitation of eating facilities, toilet facilities, and wash and change rooms.

g. Potable water is obtained from approved sources.

h. Sewage and industrial waste is disposed of in accordance with sanitary regulations.

i. When engineering or administrative control methods are not feasible, appropriate personal protective equipment and apparel, such as special clothing, air-purifying and air supplied respirators, goggles, and protective creams and ointments will be provided as required by exposure.

j. Employees are given initial indoctrination and continuing instructions in occupational health measures commensurate with their occupational assignments.

5. Atmosphere Deficiency Tests. Tests for explosive, flammable, toxicological, and other atmospheric deficiencies which may be detrimental to health or safety will be conducted by the Industrial Hygienist whenever and wherever there are potential hazards to provide reasonable assurance that the atmospheres are within allowable limits.

6. Contract Work. Special safety requirements pertaining to control of occupational health hazards on specific projects which are not included in EM 385-1-1 will be included in the contract specifications.

7. Material Safety Data Sheets (MSDS). MSDS are required at worksites where hazardous materials are being handled. The data on these sheets is required to inform users of special precautions to be taken to ensure safe and healthful working conditions. It is the supervisor's responsibility to see that his employees are provided this information. MSDS should be in language of area, i.e., English, Spanish or both.
8. Position Hazard Analysis. Position Hazard Analysis will be written by the supervisor for all employees who have potential exposure to chemical, biological, and physical agents. A periodic review will be made to take into account hazardous or toxic materials which are introduced into or deleted from the worksite. It will be the responsibility of the supervisor to notify the S&OH Office, through channels, of any changes in the Position Hazard Analysis. The S&OH Office will schedule Industrial Hygiene Surveys to assist in hazard identification.
9. Job Hazard Inventory. Attachment 1 is a listing of positions identified during Industrial Hygiene Surveys as having a potential to expose employees to safety and health hazards.
10. Medical Surveillance.
- a. Per references 3a and 3d periodic survey of all jobs at that installation shall be conducted by the Industrial hygienist to determine the types and amount of exposure each job may produce. All employees in the District who are potentially exposed to hazardous chemicals or physical hazards shall be considered for inclusion in the medical surveillance program. Employees will be included if measured exposure is of sufficient duration that physiological damage could occur. The determining criteria will be based on the type of exposure and the (PEL) Permissible Exposure Limit for the material, as set by OSHA (Occupational Safety and Health Administration).
- b. When the PEL is expressed as an 8-hour time-weighted average, the following criteria will be used. If the concentration of the material is one-half of the PEL, the employee must work with the material at least 120 hours over any continuous 6-month period in order to require medical surveillance. If exposure is less than one-half of PEL, no medical surveillance is required.
- c. When an employee is working with a material which has a PEL ceiling value, that employee shall be included in the Medical Surveillance Program regardless of duration of exposure.

d. Medical surveillance will be provided as required by Federal regulations. Employees working with regulated substances covered by 29 CFR 1910.1001-1045 will be included in the Medical Surveillance Program regardless of duration or level of exposure. Medical Surveillance will be provided for employees whose jobs include certain physical requirements identified in the Federal Personnel Manual or other pertinent regulations as deemed appropriate. Attachment 2 provides detail of physical examination requirements for various positions identified as requiring medical surveillance.

e. Respirator Program Guidelines are detailed in Appendix N of this regulation.

f. Hearing Conservation.

(1) All employees in the District that are exposed to excessive noise will be included in the Medical Surveillance Program for hearing conservation (Appendix O). When information indicates that an employee's exposure may equal or exceed 85 dBA, medical surveillance will begin.

(2) A representative of the District S&OH Office will conduct the noise survey.

(3) Each employee exposed at or above 85 dBA TWA shall be so notified.

(4) A baseline audiogram shall be established within 6 months of an employee's first exposure.

(5) Audiometric testing will be conducted once annually by qualified medical personnel and compared to the baseline test to determine validity and to determine if a standard threshold shift has occurred.

(6) Results of the noise survey will be used to determine the appropriate type of hearing protection for that operation. Proper hearing protection will be supplied by the supervisor at no cost to the employee.

g. Medical support will be provided in accordance with applicable regulations. Where Army Medical Support Facilities are reasonably available and accessible, arrangements will be made through those facilities. Otherwise, medical support will be obtained through contractual agreements with local private

medical facilities. Arrangements for such support will be made by appropriate District elements.

h. Employees occupying positions which have been identified as requiring medical surveillance, will receive a pre-placement examination and periodic examinations. Procedures will be established by the Safety and Occupational Health Office to insure that medical surveillance is conducted. Employees in the Medical Surveillance Program to include the Hearing Conservation Program, will receive an audiogram at the time of examination. The S&OH Office will maintain a file of Position Hazard Analysis, and a list of the type of medical examinations required for specific chemical, biological and physical hazards.

i. Upon completion of a medical examination, documentation from the examining physician stating the medical condition of the employee will be returned to the District Occupational Health Unit for coordination and filing into the individual's medical file. When infirmities are noted, the matter will be referred to the S&OH Office for investigation and action to eliminate or reduce the hazard. When an employee is found to be physically unfit to perform job duties, the Personnel Office will take appropriate action to ensure that the employee is considered for assignment to available positions for which they are physically and otherwise qualified.

j. Pregnancy Surveillance

(1) Employees of child bearing age have the potential for exposures to chemicals and physical agents which may effect reproduction ability. Reproductive hazards include mutagens which cause chromosome damage and teratogens which effect the development of the fetus. Supervisors shall review all MSDS's and notify the SOHO of any chemicals listed as reproductive hazards.

(2) Employees shall notify the Health Unit as soon as pregnancy is known. Any limitations of work due to pregnancy will be treated like any other medically certified temporary disability.

(3) Upon the introduction of chemicals identified as reproductive hazards, the SOHO shall be immediately notified and shall educate employees with potential exposure, including males, to the hazards associated with these chemicals.

10. Supervisor Responsibilities.

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a. Ensure the appropriate employees receive job related exam as scheduled by the SOHO.

b. Notify the S&OH Office, through channels, of any change of job assignment, purchase of new chemicals or other action that would affect the potential exposure of workers. This action includes notify the S&OH Office upon removal or termination of job assignment.

c. Be knowledgeable of those employees under his supervision requiring medical surveillance.

d. Minimize employees exposure to hazardous materials.

e. Keep employees appraised of actions regarding their medical surveillance.

f. Maintain Material Safety Data Sheets for all chemicals stored or used at in the workplace.

g. Ensure employee are given training in hazard communication with annual update.