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Fort Lee, VA 23801-1800

MANUAL

Safety and Occupational Health Program Manual

DeCAM 30-17.1
February 3, 2010

Public Health and Safety
OPR: DeCA/HS

- 1. POLICY.** Users of this Manual will comply with the policies as defined in DeCA Directive (DeCAD) 30-17 (Reference (a)) and references listed within this document.
- 2. PURPOSE.** This Manual contains guidance and procedures for the development, implementation, and evaluation of Safety and Occupational Health (SOH) Programs inherent to the Agency's working environments and operational processes.
- 3. APPLICABILITY.** This Manual applies to the Defense Commissary Agency (DeCA) and its subordinate activities.
- 4. MANAGEMENT CONTROL SYSTEM.** This Manual contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 (Reference (b)).
- 5. RELEASABILITY – UNLIMITED.** This Manual is approved for public release and is available via the Internet at www.commissaries.com.
- 6. EFFECTIVE DATE.** By order of the Director, this Manual is effective immediately.



David R. Schuckebrock, Colonel, VC
Director of Public Health and Safety

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REFERENCES

- (a) DeCA Directive 30-17, "Safety and Occupational Health Programs," February 2, 2010
- (b) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (c) DeCA Directive 50-7, "Performance Management System (PMS)," April 10, 1992
- (d) DeCA Directive 50-4, "Civilian Employee Discipline and Adverse Actions," August 29, 1994
- (e) United States Code, Title 29, Section 651, "Occupational Safety and Health"
- (f) Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
- (g) Code of Federal Regulations, Title 29,
 - Part 1910-Occupational Safety and Health Standards;
 - Part 1910.22-General Requirements;
 - Part 1910.23-Guarding Floor and Wall Openings and Holes;
 - Part 1910.24-Fixed Industrial Stairs;
 - Part 1910.141-Sanitation;
 - Part 1910.145-Specifications for Accident Prevention Signs and Tags;
 - Part 1910.146-Permit-Required Confined Spaces;
 - Part 1910.178- Powered Industrial Trucks;
 - Part 1910.269-Electric Power Generation, Transmission, and Distribution;
 - Part 1910.1001-Asbestos;
 - Part 1910.1030-Bloodborne Pathogens;
 - Part 1910.1020-Access to Employee Exposure and Medical Records;
 - Part 1910.1200-Hazard Communication;
 - Part s1960 and 1960.2(h)-Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters
- (h) DeCA Directive 5-2, "Records Management Program," August 28, 2007
- (i) DeCA Directive 30-18, "Defense Commissary Agency Security Programs," March 1, 1997
- (j) Code of Federal Regulations, Title 45, Part 164.512, "HIPAA Regulations Regarding Public Health Information"
- (k) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (l) DoD Instruction 6055.07, "Accident Investigation, Reporting, and Record Keeping," October 3, 2000
- (m) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 2, 2008
- (n) DoD 5400.7-R, "DoD Freedom of Information Act Program," September 4, 1998
- (o) DoD Instruction 6055.12, "DoD Hearing Conservation Program (HCP)," March 5, 2004
- (p) DeCA Directive 55-3, "Procedures for Providing Reasonable Accommodation for Individuals with Disabilities," November 2001
- (q) DoD Instruction 6055.04, "DoD Traffic Safety Program," April 20, 2009
- (r) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
- (s) Code of Federal Regulations, Title 49, Code of Federal Regulations, Part 571-Federal Motor Vehicle Safety Standards; and Part 395-Hours of Service of Drivers
- (t) Public Law 99-570, "Commercial Motor Vehicle Safety Act of 1986," October 27, 1986
- (u) DoD Instruction 6055.1, "DoD Safety and Occupational Health (SOH) Program," August 19, 1998
- (v) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (w) DeCA Directive 70-12, "Interservice and Intragovernmental Support Agreements (ISA)," September 19, 1997
- (x) DeCA Handbook 20-1, "Design Criteria Handbook"
- (y) DeCA Directive 50-24, "Telework Guidance," May 2003
- (z) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008

CHAPTER 1

GENERAL

1-1. PURPOSE. The purpose of the DeCA Safety and Occupational Health (SOH) Program is to assist in the effective accomplishment of the DeCA mission by:

- a. Establishing policy and guidance for the prevention of accidents throughout DeCA.
- b. Assigning SOH Program responsibilities.
- c. Establishing policies/procedures for implementation of applicable public law, executive orders, government regulations, and national consensus standards criteria concerning SOH, fire prevention, and protection of the environment.

1-2. POLICY.

a. The effectiveness of the DeCA SOH Program depends upon the degree of emphasis placed on the program by the Director of DeCA, functional process owners (FPO), special staff group (SSG), region directors, zone managers, central distribution center (CDC)/central meat processing plant (CMPP) managers, store directors, and supervisors, who are responsible for the safety of personnel and preservation of resources. Officials at each management level, including first-line supervisors, shall, to the extent of their authority, comply with United States (U.S.) Department of Labor (DOL), Department of Defense (DoD) and DeCA SOH guidance and regulations; and provide DeCA employees with safe and healthful working conditions.

b. Performance evaluations of responsible officials shall reflect personal accountability for the SOH Program consistent with the duties of the position, with appropriate recognition of superior performance, and conversely, with corrective administrative action for deficient performance. Frequent or continuous instances of failure to implement SOH policy can be considered as misconduct on the part of the individual, and may warrant appropriate disciplinary action. (Refer to DeCAD 50-7 Reference (c) and DeCAD 50-4 (Reference (d) for more information on performance standards and disciplinary actions.)

c. All personnel shall comply with all applicable SOH rules and regulations.

1-3. USE OF OFFICIAL TIME. Use of official time and travel is authorized where participation in SOH Program activities is prescribed in this Manual.

1-4. SAFETY AND OCCUPATIONAL HEALTH (SOH) STANDARDS.

a. DeCA activities shall use and comply with the standards promulgated by the Occupational Safety and Health Act according to section 651 of title 29, United States Code (U.S.C.) (Reference (e)); Executive Order (E.O.) 12196 (Reference (f)); and part 1960 of title 29, Code of Federal Regulations (CFR) (Reference (g)), in all DeCA operations and workplaces, regardless of whether work is performed by military or civilian personnel.

b. DeCA activities shall ensure compliance with applicable regulatory standards related to SOH that are issued under statutory authority by DoD or other Federal agencies (such as Departments of

Transportation and Energy, Environmental Protection Agency (EPA), Nuclear Regulatory Commission, or Food and Drug Administration).

c. DeCA activities occupying joint use facilities with host units will be governed by host agency safety standards if host standards are more stringent. However, DeCA activities are not obligated to comply with host agency unique program management requirements. In the event of conflict resulting from this policy, refer the matter to the regional safety manager. Conflicts that cannot be resolved between DeCA regional safety offices and installation/installation's major command safety offices will be elevated to Headquarters Directorate of Public Health and Safety (DeCA/HS). DeCA/HS will confer with the installation's service HQ Safety Office/DoD Safety Office for resolution.

1-5. COUNCILS AND CONFERENCES.

a. DeCA activities shall actively participate in local installation SOH councils to foster mutual cooperation and to establish and sustain open channels of communication regarding SOH matters.

b. Safety Councils. Commissaries, CDCs, and CMPP will establish a safety council to meet at least quarterly. Commissaries that have 20 or fewer employees are exempt from this requirement. This 20 employee exemption does not imply that the commissary is exempt from discussing safety issues/concerns with employees; only that it is exempt from maintaining the formal structure of a safety council.

(1) Council membership will consist of a chairperson (e.g., store director/administrator, CDC/CMPP manager); the activity safety representative; departments' supervisors or an employee acting for the supervisor; a supervisor or an employee representing each department; and, if available, an employee representative from each union represented in the workplace.

(2) The council will meet to discuss various subjects affecting the safety and welfare of employees, contractors, and patrons; and make appropriate recommendations. At a minimum, the council should discuss the following:

- (a) Open action items from the previous meeting.
- (b) The results of any recent safety inspections; decide how to correct deficiencies; follow-up until corrected.
- (c) Accidents that have occurred since the last meeting and validate corrective actions.
- (d) Actions to take on any employee reported hazardous conditions or procedures.
- (e) Seasonal safety topics; distribute various articles and other information for department managers to use as supplemental material in their safety briefings to employees.
- (f) Consider nominations for individual, department, or store safety awards, etc.
- (g) Facility's safety metrics (accident rates, number of accidents, lost productivity, property damage costs).

(3) Minutes of these meetings will be recorded and retained on file in accordance with (IAW) DeCAD 5-2, Records Management Program (Reference (g)), with a copy placed on the facility's safety board.

(4) Department supervisors will brief their employees on the meeting's topics.

c. HQ and regional safety program managers/specialists are encouraged to attend safety conferences sponsored by military commands and other Federal activities, National Safety Council, and Food Marketing Institute to participate in the exchange of accident prevention ideas; and explore new risk management techniques and technologies.

1-6. GOALS, OBJECTIVES, AND SELF-EVALUATION. HQ DeCA will establish Agency SOH goals and objectives, and evaluate the effectiveness of SOH programs at all agency levels. Region directors will establish their goals and objectives and will evaluate the implementation of agency/region programs and strategies.

1-7. ACQUISITION OF MATERIALS AND SERVICES. DeCA activities shall ensure that services, supplies, equipment, devices, and other material procured by or for the Agency, are safe for their intended use; comply with applicable SOH standards and labeling requirements; and consider proper ergonomic designs. Major purchases of equipment or services should be coordinated with the HQ or regional safety manager.

1-8. RISK MANAGEMENT. DeCA decisionmakers at all levels of management will ensure that safety requirements of this Manual are integrated into all operations and other actions, not as add-on considerations, but as a part of the decisionmaking process. DeCA activities will use a principal-structured risk reduction process to assist leaders in identifying and controlling SOH hazards to reduce or eliminate any risks associated with performing work. (See Chapter 7 for additional risk management criteria.) To begin this process, the work scope needs to be set to establish the coverage of the job tasks under review. An overview of this process includes:

a. Performing risk management evaluations involves the following 5 steps (see Figure 1):

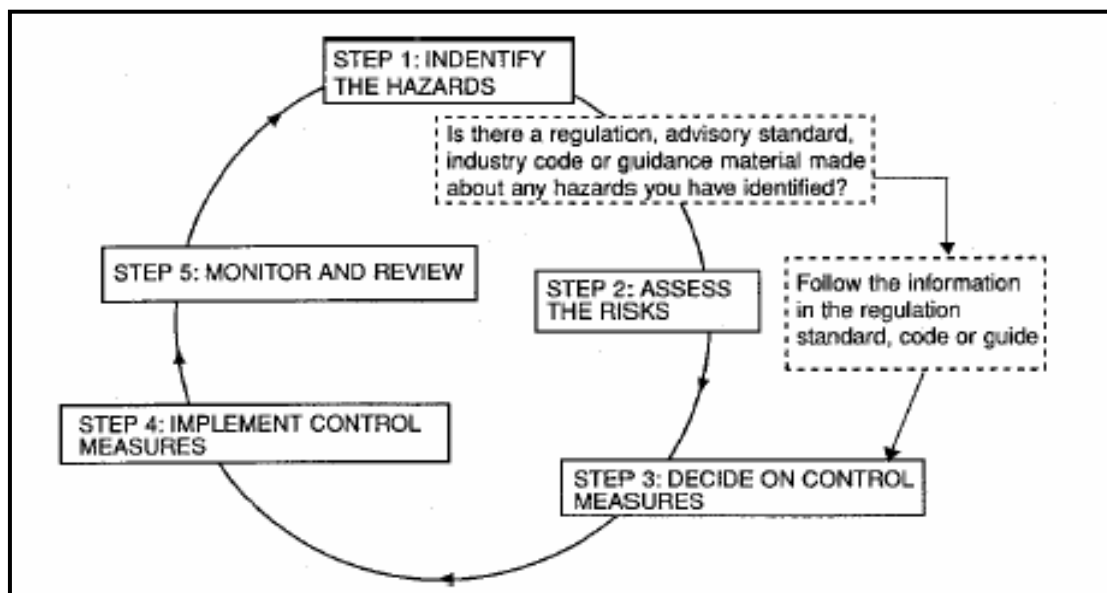


Figure 1. Risk Management Cycle

(1) STEP 1: Identify the Hazards. There are a number of ways hazards can be identified. These include:

- (a) Performing an inspection of the workplace.
- (b) Investigating accidents and employee hazard reports (DeCA Form (DeCAF) 30-66, Hazard Report).
- (c) Training employees in hazard recognition and encouraging them to report hazards.
- (d) Reviewing Material Safety Data Sheets (MSDS) and analyzing equipment manufacturers operating instructions.
- (e) Conducting noise surveys and other environmental tests.
- (f) Conducting ergonomic surveys of worker tasks.

[NOTE: Take action to control identified risks that are relatively minor, or ones that can be controlled by guidance from a regulation, advisory standard, and industry code of practice before proceeding to Step 2 to assess other risks.]

(2) STEP 2: Assess the Risks. Identify the hazards in the workplace, then assess (prioritize) the level of risk associated with each of the hazards identified. This allows one to direct efforts to those hazards that have the greatest potential to cause harm. There are two major factors to consider when prioritizing the risk from hazards identified at the workplace.

- (a) The likelihood an accident will occur.
- (b) The severity of the consequences. Give each hazard a priority by determining the most applicable level of accident probability and severity. See Chapter 7, Table 5 for assistance in determining risk priority.

(3) STEP 3: Decide on Control Measures. Appropriate controls must be put in place to eliminate or minimize the risk. In many cases, more than one control will be needed to provide satisfactory worker protection. The hierarchy of controls focuses on corrective strategies in terms of eliminating the process that generates the work task, removing the hazard, controlling the exposure to the hazard, and then protecting against the hazard. The basic principles on implementing controls are:

(a) Process Elimination. Simply stated, eliminate the process/work. An example of this control would be the elimination of potential meat cutting hazards at store level in DeCA Europe by removing this process from the store and transferring it to the meat processing plant. Another example would be to eliminate the potential hazards from propane floor care equipment by using only electric models.

(b) Engineering Controls. Engineering controls attempt to eliminate the hazard from the job by first using redesign principles, then enclosing the hazard, and finally providing barriers/ventilation. Examples of these controls are:

Redesign Principles	<ul style="list-style-type: none"> • Redesigning, changing, or substituting equipment to remove the source of excessive temperature, noise, or pressure • Redesigning a process to use a less toxic chemical • Redesigning a workstation to relieve physical stress and remove ergonomic hazards • Designing general ventilation with sufficient fresh outdoor air to improve indoor air quality
Enclosure of Hazards	<ul style="list-style-type: none"> • Complete enclosure of moving parts of machinery • Complete containment of toxic liquids or gases • Complete containment of noise, heat, or pressure <p>[NOTE: Some hazards the enclosure may provide protection during production/operation; but may not during servicing or maintenance activities.]</p>
Barriers or Local Ventilation	<ul style="list-style-type: none"> • Ventilation hoods for local exhaust • Machine guarding, including electronic barriers • Duct away chemicals and noise • Baffles used as noise-absorbing barriers

Table 1. Engineering Controls

(c) Administrative Controls. Administrative controls attempt to control the exposure to hazards, thereby reducing risk. Normally, these controls are used in conjunction with other controls that more directly prevent or control exposure to hazards. Examples of these controls include job rotation, safety training, safe work procedures (job hazard analysis (JHA)), restricting access to essential personnel, increased supervision, and additional rest breaks.

(d) Personal Protective Equipment (PPE). Providing PPE should be the last control implemented to protect against hazards. Often PPE should be used with the other controls to ensure protection. Examples include safety-toe footwear, hearing protection, safety eyewear, hard hats, and cut-resistant gloves.

(4) STEP 4: Implement Control Measures. After the control measure(s) is selected, assets must be allocated to adequately implement the control. Implementation involves three key actions:

(a) Communicating the Control. Promote the plan for implementing the control, the steps involved, and the vision of a successful outcome. Teaming with affected employees assures user ownership and buy-in into their needed efforts.

(b) Establishing Accountability. Ensure that the management position making the implementation decision is of appropriate level to direct the plan. Clearly assign individual responsibilities on tasks required to implement the control(s).

(c) Provide Support. Provide sufficient personnel and other resources to implement the control measure(s). The implementation plan should have a beginning and an end to ensure sustainability in its process. Build in a continuous feedback path to provide information as to whether the control is achieving the intended purpose.

(5) **STEP 5: Monitor and Review.** Supervisors should be charged with the responsibility to monitor the implementation plan to ensure proper execution of the controls and to conduct periodic follow-up to determine if those controls are continually effective. Supervisors should also make sure that implemented controls do not create new problems or worsen existing problems. This process should be taken:

- (a) Now (if it has not been done before).
- (b) During the planning stage for new operations.
- (c) When any change of equipment, facilities, or work procedures occur.
- (d) During identification of accident groupings.

b. The risk management process should involve workers to gain their task performance insight and buy-in. Risk management evaluations of new tasks, processes, or other activities not covered by standards in this Manual must also include consultation with Region, and if necessary, HQ safety officials. DeCA decisionmakers at all levels of management must use the safety standards in this Manual to control or eliminate risk in all operations and task performance; and in the planning of new construction and facility modifications.

1-9. PROTECTION AGAINST REPRISAL. DeCA personnel are to be protected from coercion, discrimination, or reprisal for participation in DeCA SOH initiatives. This protection extends specifically to the right of a civilian employee to report hazardous conditions and work practices as provided for in Chapter 7, and decline to perform an assigned task because of reasonable belief that, under the circumstances, the task poses an imminent risk of death or bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

1-10. RECORDS DISPOSITION. Dispose of records prescribed by this Manual according to Reference (h).

1-11. QUALIFIED SOH PERSONNEL. The Agency safety office shall be staffed according to manpower documents by personnel meeting the Office of Personnel Management (OPM) position classification standards for Safety and Occupational Health Manager or Specialist, GS-0018 series. Training opportunities will be provided, as required by part 1960 of Reference (g) to maintain occupational proficiencies.

1-12. DISSEMINATION OF SOH INFORMATION.

a. Specific SOH standards, policies, procedures and precautions regarding programs, hazards, MSDS for hazardous materials, and other applicable publications relative to SOH within specific DeCA workplaces will, to the maximum practical extent, be readily available within the workplace.

b. DeCA personnel shall be informed of the means to contact the agency's designated occupational health official, and Agency and regional safety officers. Facility safety representative will contact their local installation safety office to provide contact information and to discover the nature and scope of the

services they will provide as noted on their respective inter-Service support agreement (ISSA). Occupational Safety and Health Administration (OSHA) office locations can be found via their web site at www.osha.gov.

c. At a minimum, HQ DeCA and regional activities shall maintain or have ready access to applicable DOL SOH standards; applicable DoD directives, instructions, manuals; DeCA safety directives, manuals, handbooks; applicable DeCA policy letters; and selected national consensus standards (e.g., National Fire Codes, Life Safety Code, National Electrical Code (NEC), and American National Standards Institute (ANSI) standards). HQ DeCA safety offices must be equipped with automated data processing hardware/software for Internet and DVD/CD-ROM capability to access federal and private sector SOH Web sites and informational DVD/CD-ROM disks. Commissaries, CDCs, and CMPP will maintain the DeCA safety directive and applicable policy letters.

d. Posters (such as DeCAF 30-2272, Occupational Safety and Health Protection for Employees of the Defense Commissary Agency, (Figure 2)) that inform employees of the substance of Occupational Safety and Health Act, E.O. 12196 and basic SOH Program elements for Federal employees shall be placed permanently in conspicuous locations at DeCA workplaces.

e. Commissary, CDC, and CMPP level safety representatives will be provided direct e-mail accounts to facilitate communication flow and electronic report processing. In addition, these representatives will be provided adequate Internet access to enable access to required OSHA Standards and other useful SOH materials. It would be preferred that these individuals have a personal computer assigned to them to enable these connections vice computer sharing.

1-13. YOUTH EMPLOYMENT SAFETY. Safety precautions of employees under the age of 18 will be IAW U.S. youth labor laws. Minimal safety precautions for youth employees will be the safeguards as prescribed by federal/state Fair Labor Standards Law (more stringent standard must be observed). Each facility having employees in this category shall have access to federal/state Fair Labor Standards Laws and regulations (recommend coordination with the servicing DeCA personnel office).

1-14. FACILITY SAFETY CONTINUITY BINDER. Each facility will maintain a safety continuity binder to singularly provide a comprehensive collection of relevant safety documentation required to depict their safety program activities. The facility's safety representative is responsible for the maintenance of this continuity binder. The continuity binder will be setup in the following manner:

TAB	DOCUMENTS INCLUDED IN TAB
A. Policy/Guidance	(1) Director of DeCA (2) Region director (3) Zone manager (4) Facility manager (store director)
B. Appointment of Safety Representatives	(1) Facility safety representative (2) Safety council members
C. Safety Meetings	(1) Safety council meeting minutes (2) Department level meeting minutes
D. Safety Inspections	(1) OSHA (includes onsite inspections and employee complaint actions) (2) DeCA safety professional inspections (3) Host installation safety (4) Host installation industrial hygiene/bio-environmental surveys (5) Internal facility industrial areas safety inspection (6) Spot safety inspections (7) Special subject inspections (8) DeCAF 30-67, Hazard Abatement Plan (9) DeCAF 30-68, Notice of Unsafe or Unhealthful Working Conditions
E. Safety Training	(1) Training records (DeCAF 30-72) [NOTE: Depending on number of employees/other factors, a local decision can be made to place the working copy of DeCAF 30-72 at other locations (e.g., supervisor working file). If this alternative is selected, place a reference informing their location.] (2) Job specific training/lesson plans (3) Other training materials
F. Safety Awards	(1) Facility level safety award/recognition (2) Facility award nomination (organization/personal) from higher HQ
G. Accident Reports	(1) Accident response and notification procedures (2) Emergency phone numbers and information
H. Hazard Reporting	(1) DeCAF 30-66, Hazard Report (2) Log of DeCAF 30-66 (3) Safety work orders (4) Job hazard analysis (completed forms, if maintained elsewhere, specify location)
I. Occupational Health	(1) Roster of personnel exposed to hazardous noise (e.g., personnel enrolled in the Hearing Conservation Program) (2) Listing of hazardous noise areas/equipment (3) Copy of most recent noise survey (e.g., DD Form 2214)
J. Permit-Required Confined Spaces (PRCS)	(1) Listing of PRCS spaces

Table 2. Continuity Binder Setup

TAB	DOCUMENTS INCLUDED IN TAB
K. Powered Industrial Trucks (PIT)	(1) Listing of authorized operators (DeCA employees, contractor employees, vendor employees) (2) Key control procedures (3) Training material provider and source (for DeCA employees)
L. Lockout/Tagout Program	(1) Written program (2) Listing of applicable equipment with authorized employees (3) Copy of most current annual program evaluation
M. Hazard Communication (HAZCOM) Program	(1) Written program (2) List of hazardous chemicals (DeCAF 30-115) (3) Material Safety Data Sheets (MSDS) for chemicals (if located elsewhere, provide reference)
N. Personal Protective Equipment (PPE) Program	(1) Copy of most current PPE Hazard Assessment survey report (2) Emergency eyewash flush records
O. Fire Protection/Prevention and Life Safety	(1) Emergency Action Plans (EAP) (2) Evacuation map (3) Fire extinguisher and other fixed suppression system inspections and maintenance records (4) Host installation fire inspection reports with response (including any corresponding job/work order(s))
P. Baler/Compactor Operation	(1) Listing of authorized operators

Table 2. Continuity Binder Setup (cont'd)

OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF THE DEFENSE COMMISSARY AGENCY		
<i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>		
The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.		
RESPONSIBILITIES OF YOUR AGENCY		
1. General Requirements The Director, DeCA will furnish DeCA employees places and conditions of employment that are free from on-the-job safety and health hazards.	8. Reporting Accidents, Injuries and Occupational Illnesses Supervisors must submit a report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.	3. Reporting Hazards Employees and their representatives shall have the right to report unsafe or unhealthful working conditions and practices to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.
2. OSHA Regulations DeCA will comply with applicable regulations of the Occupational Safety and Health Administration.	9. Safety and Health Committees DeCA will support any safety and health committees that are formed from management and employee representatives.	4. Freedom from Fear of Reprisal Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the DeCA Safety and Health Program.
3. Reporting Hazards DeCA will respond to employee reports of hazards and unsafe practices in the workplace.	Employee Responsibilities	Responsible Officials
4. Annual Workplace Visits DeCA will insure that each workplace is inspected/visited annually for hazardous conditions. DeCA will post Notices of Unsafe or Unhealthful Working Conditions for RAC 1-3 hazards which are found during visits for a minimum of three working days, or until the hazard is corrected, whichever is later.	1. Compliance with Standards Employees shall comply with all OSHA and DeCA occupational safety and health standards, policies and directives.	The Designated Agency Safety and Health Official (DASHO) for DeCA is the Director, HQ DeCA/HS
5. Correction of Unsafe Conditions DeCA will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.	2. Safety and Protective Equipment Employees shall use protective and safety equipment required and provided DeCA.	The Agency Safety Program Manager is: Mr. R. Mike Corley, DSN 687-8107
6. Safety and Protective Equipment DeCA will acquire, maintain and require use of appropriate protective and safety equipment.	Rights of Employees and Their Representatives	The DeCA Region Safety Manager is: NAME: PHONE #: The Safety Designee for this workplace is: NAME: PHONE #:
7. Safety and Health Training DeCA will provide occupational safety and health training for employees.	1. Participation in Safety and Health Program Activities Employees and their representatives shall have the right to participate in the DeCA Safety and Health Program activities. Employees shall be authorized official time for these activities.	Further Information This notice highlights the DeCA employee job safety and health program. More information about the DeCA program or its standards and procedures may be obtained from the workplace Safety and Health Designee.
	2. Access to Records and Documents Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; DeCA safety and health policies and directives; accident, injury and illness statistics of the DeCA.	
HQ Defense Commissary Agency (DeCA) Fort Lee Virginia 23801-1800		

DeCA Form 30-2272, Mar 2007

Supersedes DeCA Form 30-2272, Oct 2003

Figure 2. DeCAF 30-2272, Occupational Safety and Health Protection for Employees of the Defense Commissary Agency

CHAPTER 2

DUTIES AND RESPONSIBILITIES

2-1. GENERAL. Directors, managers, supervisors, employees, and safety personnel should be knowledgeable of their responsibilities as outlined in this Manual.

2-2. INSTALLATION SAFETY SUPPORT. Installation safety support will be established IAW local support agreements. Local DeCA management will review their ISSA annually to determine support requested/being provided. Any changes to the safety related sections of the local ISSA must be coordinated with the host installation and Agency safety officials.

2-3. DIRECTOR OF DECA. The Director of DeCA has the overall responsibility for the SOH of all DeCA activities. The Director will appoint a Designated Agency Safety and Health Official (DASHO).

2-4. DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL (DASHO). The DASHO is appointed by the Director of DeCA and shall ensure:

a. An Agency SOH Program is established which carries out the provisions according to part 1960 of Reference (g).

b. The appointment of SOH officials at appropriate levels with adequate budgets and staffs to implement the SOH programs at all operational levels.

c. Establishment of a set of procedures that ensures effective implementation of the Agency policy and program, as required.

d. Establishment of a Director of DeCA safety policy statement.

e. Establishment of goals and objectives for reducing and eliminating accidents.

f. Plans and procedures are established for evaluating the Agency's SOH Program at each operational level.

g. A system is established which prioritizes corrective actions related to the causes of accidents.

2-5. HQ DECA SAFETY STAFF (DECA/HS). The DeCA/HS shall:

a. Function as the principal advisors and technical authorities to the Agency Director and their staff on all SOH efforts within the Agency.

b. Develop, interpret, direct, and evaluate the principle Agency policies, standards, and procedures for implementing DeCA-wide accident prevention programs.

c. Interface with DoD and OSHA, interpreting policies and guidance for staff elements and regions to enable them to conduct SOH activities.

- d. Budget for the resources necessary to implement a viable program.
- e. Analyze safety training needs Agency-wide and develop appropriate programs.
- f. Collect, analyze, and disseminate Agency-wide accident information.
- g. Develop recommendations for corrective measures based on Agency accident trends (e.g., Integrated Monthly Safety Action/Focus Elements (IMSAFE) program).
- h. Establish and maintain liaison with other DoD agencies, OSHA, and other Federal and civilian agencies to ensure cooperation on matters of mutual concern.
- i. Represent the Agency when attending meetings, seminars, and conferences sponsored by DoD, other Federal agencies, or industry; and present the Agency's position on SOH matters.
- j. Provide the Office of the Deputy Under Secretary of Defense (Installations and Environment), with recommendations for SOH research.
- k. In coordination with the Performance and Policy Directorate, Facilities Construction and Sustainment Division (DeCA/DOF) and the Directorate of Contracting, assure the application of system safety engineering and ergonomic principles, as well as appropriate SOH standards, in the acquisition and life cycle of DeCA support services, equipment, material, and facilities.
- l. Manages and conducts staff assistance and SOH program management evaluations of DeCA activities.
- m. Develops/procures and distributes SOH accident prevention information and other SOH promotional material.
- n. Leads and supports regional safety manager. Assigns regional safety manager primary and alternate areas of responsibility.

2-6. HEADS OF PRINCIPAL HQ STAFF ELEMENTS. Heads of principal HQ staff elements shall ensure that all actions affecting the SOH of DeCA personnel and SOH policy are coordinated with HQ DeCA, Corporate Services Branch (DeCA/CDHF) and DeCA/HS.

2-7. HQ DeCA DIRECTORATES AND PRINCIPAL STAFF ELEMENTS. Directorates and principal staff elements located at DeCA HQ shall:

- a. Implement the policies and procedures established in this Manual within their respective areas of responsibility.
- b. Designate, in writing, a directorate level safety representative and provide a copy of the appointment notification to DeCA/CDHF, Facilities Safety Representative. A copy of the appointment memorandum should be provided each time a new directorate level safety representative is appointed. The term of appointment should be at least 1 year.

2-8. DIRECTORATE LEVEL SAFETY REPRESENTATIVE. The directorate level safety representative shall:

a. Receive orientation training in safety responsibilities within 1 month following appointment. Training will be provided by DeCA/CDHF or through host training opportunities. Documentation of this training will be recorded by memorandum or be noted on the individuals' DeCAF 30-72, Employee Safety and Health Training Record.

b. Conduct and document a safety self-inspection of the directorate work environment at least once a year. Results of this inspection will be forwarded to DeCA/CDHF.

c. Report any accident involving directorate personnel promptly to the DeCA/CDHF additional duty safety representative and DeCA/HS; and assist the responsible supervisor in completing investigation and reporting procedures.

d. Conduct and document periodic spot inspections within the directorate to ensure personnel are continuously provided safe and healthful working conditions.

e. Instruct directorate staff on appropriate and general safety standards for an office environment.

f. Serve as the directorate point of contact (POC) for SOH matters and assure distribution of safety educational awareness material, which will be provided.

2-9. CHIEF, CORPORATE SERVICES BRANCH (DeCA/CDHF). The Chief, CDHF shall serve as the DeCA/Field Operating Activity (FOA) facility complex additional duty safety representative. Responsibilities of this position include but are not limited to:

a. Serving as the single POC for SOH matters affecting all HQ DeCA and FOA employees.

b. Implementing SOH policy and guidance as set forth in this Manual for HQ DeCA and FOA.

c. Providing orientation training to newly appointed directorate level safety representatives as needed.

2-10. REGIONAL DIRECTORS. Regional directors shall:

a. As the senior official in the region, have the overall responsibility for effective implementation of the SOH Program within the region and author a region safety policy statement.

b. Allocate sufficient resources to fund an active, viable safety program.

c. Cooperate and coordinate with DeCA/HS to establish procedures to evaluate the effectiveness of region SOH programs, identify significant problem areas, and set priorities for corrective actions.

d. Ensure DeCA/HS is informed of the status of region SOH programs. Ensure formal reports, according to instructions in this Manual/other instruction, are provided to DeCA/HS.

e. Monitor the development and implementation of SOH programs within their respective region.

f. Inform DeCA/HS of matters that affect personnel safety, equipment, or facilities that are beyond their control.

g. Ensure communication with the assigned regional safety managers(s) on all regional safety related matters.

h. Ensure safety review of all region activity construction and modification project blueprints, and the regional safety manager participation in the final acceptance inspection of the facilities.

2-11. ZONE MANAGERS. Zone managers shall:

a. Assess/observe the overall safety culture of facilities within their area of responsibility.

b. Liaison with installation command as needed to fulfill ISSA and needed safety services and support.

c. Promote, implement, and ensure compliance with safety criteria.

d. Provide added zone level implementation instructions, if needed, to region guidance.

e. Ensure that the regional safety manager is advised of all safety related matters.

f. Promote the safety awards program by nominating facilities/individuals for outstanding safety performances.

2-12. REGIONAL SAFETY MANAGERS. Regional safety managers shall:

[NOTE: Regional safety managers are organizationally assigned to DeCA/HS and allocated to provide primary support to a specific DeCA regional office, with secondary support to all other DeCA locations.]

a. Function as the principal staff advisor and technical authority to their assigned region director and staff in planning, organizing, directing, and evaluating all SOH efforts within the region.

b. Assist in developing or develop draft policies, standards, and procedures (if needed or directed by regional office senior staff) for the region director/staff execution to implement region-specific accident prevention efforts.

c. Interpret policies and procedures, and provide guidance to regional staff elements and subordinate activities to enable them to conduct SOH activities.

d. Establish and maintain a viable safety awareness/education program within their assigned region. Provide quarterly safety training/awareness/educational materials to support sites. Coordinate with regional office staff to ensure safety subjects are incorporated into the agendas of region-sponsored conferences and training workshops for zone managers, store directors, customer service, management support, produce, grocery, meat department managers, etc.

e. Conduct program evaluations, compliance inspections, and staff assistance visits of DeCA activities within their assigned region and other locations as assigned by DeCA/HS. Review copies of

host safety/fire/industrial hygiene inspection or visit reports to ensure corrective actions are adequate and assign risk assessment code (RAC) to identified deficiencies when needed.

f. Ensure all DeCA Class A and B accidents occurring in the region are investigated by qualified safety professionals. Establish a reliable notification system to ensure prompt notification of Class A and B accidents throughout the chain of management to HQ DeCA and the appropriate OSHA area office of any occupational fatalities or other serious accidents.

g. Review accident reports submitted by region activities to ensure thoroughness of investigation and corrective actions, and completeness of reports. As required, forward copies of reports to DeCA/HS.

h. Develop/acquire and distribute SOH accident prevention information and other SOH promotional material to assigned activities.

i. Provide hands-on localized training and may serve as a platform instructor/trainer during agency/regional office sponsored safety training courses.

j. Provide budget information to DeCA/HS for the resources necessary to implement a viable program.

k. Collect, analyze, and disseminate regional, zone, and subordinate site-specific accident analysis information. Regional statistics will be provided to DeCA/HS no later than (NLT) 45 calendar days following the end of a quarter. Report formatting guidance will be provided by DeCA/HS.

l. Prepare and present an annual plan to DeCA/HS and/or regional staff to identify accident prevention strategies and program goals based on region accident trends.

m. Establish and maintain liaison with installation safety offices within the region, OSHA, and other Federal and civilian agencies to ensure cooperation on matters of mutual concern.

n. Ensure safety review of blueprints and design specifications of region activity construction or modification projects at appropriate design stages. Additionally, participate in the final acceptance inspections of new and modified facilities.

o. Coordinate with the region support manager to review ISSA's as needed. Coordinate with contracting/resource management representatives to review contracts/performance work statements (PWS) (e.g., shelf stocking, receiving/storage/holding and custodial services), as needed.

p. Monitor the status of all RAC 1 and 2 deficiencies assigned by installation safety, health, or fire department staffs and forward a copy of reports containing these deficiencies with corrective actions to DeCA/HS.

q. Establish oversight procedures to monitor the implementation and effectiveness of the ergonomic program within workplaces throughout the region.

r. Consult with DeCA/HS safety manager on problems that cannot be resolved locally.

s. Provide a new CDC/CMPP manager and store director with an initial briefing (telephonically or site-visit) on the safety status of the facility/commissary (e.g., accident rates, known safety deficiencies or program oversights, ongoing investigations/inspections, training shortfalls).

2-13. CDC/CMPP MANAGERS AND STORE DIRECTORS. CDC/CMPP managers and store directors shall:

a. Establish, manage, and actively support an internal safety program that effectively implements the SOH requirements and policies in this Manual. Maintain overall accountability/responsibility for SOH within the facility.

b. Appoint a primary safety representative (someone who has the authority to cross departmental lines of responsibility; for example, the store administrator) and an alternate. Appointment of an alternate safety representative is optional in stores or CDCs with fewer than 40 employees. Forward copies of appointment letters to the regional safety manager and the installation safety office.

c. Review all provisions of local labor agreements that relate to employee SOH, and ensure compliance.

d. Nominate employees for safety awards when they demonstrate superior safety awareness or perform exemplary acts of accident prevention.

e. Ensure that all required safety meetings are conducted and documented.

f. Ensure accidents are investigated, reported, positive corrective actions are taken, and that copies of all accident reports are forwarded to the regional safety manager. Ensure that OSHA Form 300, Log of Work Related Injuries and Illnesses, is maintained and is accurate. Maintain accident statistics to include, but not limited to, incident rates (lost time and total accident rates (TAR)) and lost productivity days (number of days). Data source for these accident statistics may be either internal (provided by the facility's safety representative) or external (provided by the regional safety manager).

g. Review all safety visit and inspection reports, ensuring corrective actions are adequate and completed promptly.

h. If the activity is inspected by DOL-OSHA, ensure the regional safety manager is notified immediately and that a representative from the CDC or store management staff, or the safety representative, accompanies inspectors at all times while they are in the facility. If the site is unionized, offer an invitation to the employee representative to attend the inspection process.

i. Participate in installation-sponsored safety initiatives; e.g., installation safety council meetings, accident prevention campaigns.

j. Ensure all required safety training is provided and properly documented on DeCAF 30-72.

k. Ensure proper PPE is available and worn by employees as required by this Manual, Chapter 14.

l. Act IAW the elements addressed within DeCA/HS IMSAFE program.

m. Ensure that the responsibilities of the quality assurance evaluator (QAE), in conjunction with the project manager, are in conformance to the criteria outline in PWS for all contracted activities.

2-14. CDC/CMPP OR COMMISSARY DEPARTMENT MANAGERS AND SUPERVISORS.

CDC/CMPP or commissary department managers and supervisors shall:

a. Continually educate and train assigned personnel on job safety standards, procedures, and policies. Provide specific job safety briefings for all assigned personnel and document this training on DeCAF 30-72.

b. Conduct and record quarterly department-level safety meetings. Include topics that are pertinent to the department.

c. Perform or assist in completing periodic safety inspections of their areas, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor/store level safety representative. Recommend a rotational schedule be developed within each department to assign these periodic safety inspections to each employee.

d. Ensure a safe and healthful work environment is maintained and instruct subordinates on safety standards and the use and care of required PPE. If required, make protective clothing and equipment (PCE) available, provide necessary training, and enforce its use.

e. Investigate and report accidents promptly. Supervisors are responsible for completing the accident report on events occurring to personnel or property under their control.

f. Ensure only properly trained and authorized DeCA employees or contractor personnel operate PIT equipment.

g. Refer "near miss" accident information to the facility safety representative for review and action as necessary.

2-15. CDC/CMPP OR STORE SAFETY REPRESENTATIVES. CDC/CMPP or store safety representatives shall:

a. Implement the activity SOH Program for the facility manager or store director and pursue orientation training/briefing in safety representative responsibilities within 1 month following appointment. Formal training may be available through the installation or regional safety office.

b. Monitor all required formal and informal safety training of supervisors and employees to ensure the training is completed and documented.

c. Conduct (may obtain assistance from supervisors/employees of area being inspected to aid in hazard identification and abatement) and document the following inspections (see Chapter 3 for details):

(1) Industrial area safety inspection of the meat, produce, warehouse, and grocery departments (commissaries) or warehouse/PIT operations (CDCs), and advise the activity head of the results in writing. This inspection will be conducted by the end of the fiscal year (FY) unless the regional safety manager or installation safety officials have already performed a comprehensive assessment of these departments for the year during an annual visit.

(2) Monthly spot safety inspections according to paragraph 3-2.c.

(3) Special inspections if directed by the installation, region, or HQ DeCA.

(4) Perform and document follow-ups each month until all open inspection findings are corrected.

d. Maintain the facility safety continuity binder/folder as outlined in Chapter 1, paragraph 1-14.

e. Notify the regional safety manager whenever installation safety, health, or fire department personnel assign a RAC of 1 or 2 to hazardous conditions in DeCA facilities or operations. Notification will be by the most expeditious means available.

f. Manage the activity hazard reporting and hazard abatement programs (Chapter 7).

g. Maintain a safety education and awareness program. Display materials, posters, information, etc., on a safety bulletin board that is in a location that is accessible and highly visible to all employees.

h. Keep the facility manager or store director informed on all matters that affect the SOH of employees, equipment, and facilities. Assist the facility manager or store director and department managers in resolving problems identified in safety inspection, accident, and hazard reports. The safety inspection checklist provided at Appendix A can be used to internally evaluate the safety posture of the facility. The commissary safety representative will brief a new store director on past accident trends, status of safety inspections, installation safety points-of-contacts, pending work orders for correction of hazardous conditions, etc.

i. Assist supervisors with investigating and reporting all accidents. Immediately notify the regional safety manager of any Class A and B accidents involving activity employees, property, or equipment. Submit accident forms (DeCAF 30-301, Injuries and Illnesses Accident Report and DeCAF 30-111, DeCA Property Damage Accident Report) within 15 calendar days to their assigned regional safety support manager. Submit OSHA Form 300 to their assigned regional safety support manager within 15 calendar days following the end of the quarter.

j. Ensure the quarterly safety council meeting is conducted and the meeting minutes are recorded and maintained.

2-16. DeCA EMPLOYEES. All DeCA employees are required to:

a. Comply with job safety standards and applicable SOH guidance designed for personal protection.

b. Report unsafe conditions, equipment, and practices to their supervisor.

c. Use required PPE as a condition of employment.

d. Report all accidents and “near misses,” regardless of severity, to their supervisor. Reporting should be done at the time of the occurrence or as soon as possible thereafter.

e. Participate in all required training.

f. Participate in safety inspections, accident investigations, program audits, and safety meetings.

CHAPTER 3

SAFETY VISITS AND INSPECTIONS

3-1. GENERAL.

a. DeCA or installation safety personnel conduct safety visits to assist DeCA activities resolve specific problems (e.g., conduct training, review accident experience, evaluate lockout/tagout procedures) or to assess their overall safety program. Safety inspections are performed to evaluate compliance with established safety requirements, identify unsafe conditions and processes, determine causes, and recommend corrective actions. Safety inspection reports shall identify deficiencies (with explanation as to how they were created) and interim/final corrective action strategies to eliminate/control the hazard. A follow-up system is used to ensure that identified discrepancies are corrected and efforts are initiated to preclude recurrence.

b. Announced or unannounced inspections of DeCA activities by officials of OSHA and National Institute for Occupational Safety and Health (NIOSH) are authorized.

c. OSHA/NIOSH representatives shall be admitted to conduct inspections of DeCA workplaces at reasonable times and in a reasonable manner, without delay. Local DeCA managers should confer with the representatives to ensure that the purpose of their visit is solely in the interest of DeCA and not part of an installation-wide inspection. As a tenant organization and a DoD Agency, DeCA facilities should not be consolidated with installation level OSHA/NIOSH inspections.

d. Activity formal responses to any OSHA/NIOSH Inspection Report will be forwarded through the region director, Attn: safety manager, to the OSHA office that conducted the inspection.

e. Using DeCA Interest Report (DIRep), DeCA activities will inform DeCA/HS of any direct contact with officials of OSHA or NIOSH regarding inspections or reports of unsafe or unhealthful conditions in DeCA workplaces. DIRep events are to be reported NLT the end of the first business day following the discovery of the event. (Refer to DeCA Directive 30-18 (Reference (i)) for DIRep instructions.)

f. DeCA management officials will attempt to provide immediate on-the-spot correction to any hazardous condition/act discovered during any inspections. If on-the-spot correction cannot be performed, interim safeguards for identified unsafe and unhealthful working procedures and conditions will be taken until the hazard has been permanently abated.

g. Safety Program Assistance and Review (SPAR) Evaluations. Safety program evaluations of subordinate command level activities will be conducted at least every 3 years (i.e., HQ DeCA to regions, regions to commissaries/CDCs/CMPP). This comprehensive program evaluation (see Appendix F) will focus on policy/procedure development and implementation of the various safety subprograms within the command/activity to ensure conformance to OSHA, DoD, and DeCA safety criteria. Results of all SPAR evaluations will be communicated back to DeCA/HS.

3-2. TYPES OF SAFETY VISITS/INSPECTIONS. DeCA activities are subject to annual safety visits; and industrial area, spot, special subject, and DOL inspections.

a. Annual Safety Visit.

(1) A scheduled annual visit conducted either by the installation safety office, regional safety manager, or HQ DeCA will focus on specific problem areas or surveys facilities, equipment, and work practices for hazardous conditions and examines the administration of the program.

(2) A safety visit is defined as a formal inspection, staff assistance visit, walk-through survey, awareness briefings for the management and staff, risk management consultations, or any other activity that will enhance the safety of the people and the operation.

(3) Should the installation safety office conduct annual visits to local DeCA activities, DeCA regional safety offices will still conduct, at a minimum, a safety program evaluation (as noted in paragraph 3-1.f.) of that activity every 3 years.

(4) The CMPP and CDCs are required to be visited annually by either the host installation or DeCA regional safety manager.

(5) Completed reports are provided to the activity manager and may or may not require a reply that details corrective actions taken.

(6) Deficiencies noted by DeCA regional safety managers will include as part of the finding statement that deficiency's standard reference (e.g., DeCAD 30-17, paragraph xx-xx, OSHA 29 CFR 1910.xxx(x)), and the RAC. If the deficiency is either a RAC 1 or 2, the regional safety manager will immediately contact (via telephone or e-mail) DeCA/HS.

(7) If installation officials conduct the visit, commissaries, CDCs, and CMPP will forward a copy of the visit report, with corrective actions taken or contemplated, through their zone manager to their assigned regional safety manager. The regional safety manager and DeCA/HS will be immediately notified of any RAC 1 or 2 findings assigned by host safety officers.

b. Industrial Area Inspections.

(1) In commissaries, an inspection of the functional areas (e.g., meat, produce, warehouse, grocery and delicatessens (deli)/bakery departments) will be conducted by the store safety representative (if trained in hazard recognition).

(2) This inspection will be conducted by the end of the FY unless a comprehensive assessment of these departments was already performed during the same FY by a qualified safety professional (see paragraph 3-2.a.). This inspection will survey facilities, equipment, and work practices.

(3) A report of the inspection will document what was found and what actions are being taken to correct deficiencies. Copies of this report will be provided to the regional safety manager and installation safety office.

(4) Upon review of the report, the regional safety manager will assign RAC's to the deficiencies, if appropriate. Any potential RAC 1 or 2 deficiencies will be followed up by an onsite visit by either the DeCA regional or installation safety specialist to confirm the finding. Any RAC 1 or 2 findings by the regional safety manager will be immediately reported to DeCA/HS using a DIRep or by e-mail during business hours.

c. Spot Inspections.

(1) Spot inspections will be conducted in commissaries, CDCs, and CMPP once a month by the safety representative and are usually not announced. Normally, the safety representative will inspect for a specific hazardous condition in the workplace or observe a certain operation, such as the use of equipment, for any unsafe work practices. Examples of spot inspections include, but are not limited to, the following:

- (a) All forklift operators are wearing their seatbelt.
- (b) Trailers are secured when entered by a forklift.
- (c) Knives in the meat department are safely stored when not in use.
- (d) Cashiers are using the “power slide” technique to scan groceries.
- (e) Emergency exit doors are not locked or obstructed by product or equipment.
- (f) Bandsaw pusher plate is being used to cut short ends of meat.

(2) A listing of any safety findings noted will be given to the department manager for correction. A log, such as the sample shown in Figure 3, may be used to document these inspections. Regardless of the log or form used, spot inspection documents will contain the following information:

- (a) Date.
- (b) Inspector.
- (c) Function inspected.
- (d) Personnel contacted.
- (e) Discrepancy.
- (f) Remarks.
- (g) Date corrected.

DATE	INSPECTOR	FUNCTION INSPECTED	PERSONNEL CONTACTED	DISCREPANCY	REMARKS	DATE CORRECTED
1-05-2007	Mr. Huff	Warehouse	Ms. Brown	Leaning and unbalanced stacks	Corrected on the spot	1-05-2007
2-10-2007	Mr. Huff	Grocery	Mr. Jones	Ice buildup on floor of walk-in freezer	New door seal installed	2-20-2007
3-19-2007	Mr. Huff	Produce	Ms. Smith	Excess produce trimmings on floor – slip hazard	Corrected on the spot	3-19-2007
4-16-2007	Mr. Huff	Meat Dept.	Mr. Ray	Frayed electrical cord on bandsaw	Taken out of service, danger tagged. Work request submitted 4-17-07	Estimated completion date 4-20-2007

Figure 3. Sample – Spot Inspection Log

(3) Serious problems identified will be immediately reported to the installation/DeCA regional safety office for additional assistance and guidance.

d. Special Subject Inspections. HQ DeCA, regional, or installation safety office may direct a special inspection of facilities, operations, or equipment as a result of adverse accident trends or to determine if a suspected hazard exists. Document special inspections according to the instructions provided at the time they are directed.

e. DOL and Center for Disease Control. DOL OSHA and Center for Disease Control NIOSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced and unannounced inspections of all DeCA workplaces and operations where civilian personnel are employed. DOL inspectors are to initially report to the DeCA activity manager or the predesignated representative. A courtesy call should be made to the installation’s safety office to inform them that the DeCA activity is being inspected. A representative from the activity’s management staff and/or the activity’s safety representative will accompany the DOL inspectors at all times while the inspectors are in any DeCA facility. An employee union representative will also be afforded the opportunity to accompany the inspectors.

(1) The DeCA facility manager shall advise the zone manager and regional safety manager by telephone upon arrival of OSHA inspectors at any DeCA activity. The region shall, in turn, immediately advise DeCA/HS. The DeCA facility manager will send a DIRep to the regional safety manager to inform them of the visit and its purpose.

(2) The facility manager or designated representative will provide, only upon request, all available SOH information to DOL inspectors. Information may include data on hazardous chemicals in use, copies of recent DeCA or installation inspection reports, employee hazard reports, abatement project information (e.g., submitted work requests), and injury/illness data.

(3) An out-briefing with the facility manager shall be arranged prior to the DOL inspector’s departure. Employee representatives shall be invited to attend the closing conference.

(4) If the inspector issues a notice of a hazardous or unhealthful condition, the facility manager, with assistance from the regional safety office, shall develop an abatement plan(s) for correction of the hazard.

(5) Responses to the DOL inspection reports shall be prepared at the local level, with assistance provided from the regional safety manager. The response will be forwarded through the DeCA regional HQ to the OSHA office. A copy of all DOL inspection reports and any response(s) will be provided to DeCA/HS. If a union represents the facility, copies of notices of unsafe or unhealthful working conditions that were cited in the DOL inspection report shall be sent to their employee (union) representative.

(6) Within 2 workdays after completion of a DOL inspection of a DeCA activity, provide the following information through the parent region to DeCA/HS:

- (a) Workplace visited.
- (b) Date(s) of inspection.
- (c) Name(s) of inspector.
- (d) Agency of inspector (e.g., DOL OSHA or NIOSH), office address, and phone number.
- (e) Reason for the visit; i.e., employee complaint, targeted activity.
- (f) A summary of the results of the inspection and information on citations issued, if any.
- (g) Problems encountered or anticipated, if any.
- (h) Any other information requested by higher HQ.

f. DOL Inspections of Contractor Operations and Investigations of Contractor Accidents. The DOL has statutory authority to inspect any place of employment operated by a DoD contractor. In addition, the DOL has statutory authority to investigate accidents involving contractors. Inspections by DOL may or may not be announced. When requesting right of entry, DOL inspectors will report to the office of the facility manager and present DOL identification. The facility manager and a designated contractor representative will accompany the inspector during the visit and debriefing.

(1) The facility manager and the contractor have responsibility to provide a safe and healthful workplace. Thus, when safety or health hazards occur in DeCA workplaces, OSHA may issue citations or notices of violations to the contractor and DeCA if it is reasonable to believe DeCA should have identified and taken action to correct the hazard. An example of this situation would be OSHA identifying contractor employees operating a forklift that had faulty brakes and the forklift was DeCA furnished.

(2) If a contractor only is cited for a violation by OSHA, then it is a matter of resolution between the contractor and OSHA.

g. DOL Inspections of the Host Installation. Should a DOL inspector be escorted to the DeCA activity by a host installation representative to inspect the facility as part of the host installation-wide targeted inspection action, take actions to inform the DOL compliance officer that DeCA does not belong to the installation for Office of Workers' Compensation Program (OWCP)/Federal Employee

Compensation Act (FECA) reporting purposes. DeCA, as a separate DoD Component agency, has a separate activity code for OWCP/FECA and therefore should not be included in any installation targeted programs. Recommend that the regional safety manager be contacted to confer with the DOL representative.

h. Industrial Hygiene Inspections. DeCA does not have any qualified industrial hygiene professionals to conduct these inspections. Therefore, local DeCA activities' ISSA with their host installation must establish this service. Examples of industrial hygiene inspections include noise and illumination surveys, hazardous chemicals, and ergonomic evaluations. Local DeCA activities will forward a copy of these inspection reports along with actions taken, if necessary, to their regional safety manager for their review, potential action, and for regionwide trend analysis. Should the local installation industrial hygiene support office be unable to provide this support, the DeCA activity will notify their regional safety manager to initiate action with DeCA/HS to obtain contracted support, support from a nearby service installation, or to internally staff an industrial hygiene officer.

i. Fire Prevention/Protection Inspections. DeCA activities receive fire prevention/protection surveys from either their host installation or local fire department. Local DeCA activities will forward a copy of these inspection reports along with actions taken, if necessary, to their regional safety manager for their review, potential action, and for regionwide trend analysis.

3-3. GENERAL INSPECTION PROCEDURES.

a. When conducting safety visits or inspections, SOH officials shall review the status of any uncorrected hazards or procedures identified by previous inspections, employee hazard reports, or accident reports. Additionally, a review of compliance with safety program management requirements, survey of powered equipment and facility conditions, and observance of safety practices in daily operations will be conducted. The inspector shall consult with employees at the work location. Employees and union representatives must be given the opportunity to inform the inspector of any unsafe or unhealthful work condition that they believe exists. Safety visits or inspections shall be conducted with the least amount of disruption of operations as possible.

b. If an "imminent danger" situation is identified in any operation, the immediate supervisor, with SOH personnel, will determine if the danger can be abated immediately. If immediate abatement is not possible, the facility manager will be advised to immediately discontinue the operation and at least execute interim actions that will reduce the risk to employees until the condition can be completely abated.

c. Formal inspections (industrial area and special subject inspections) must be documented. Follow-up on open deficiencies identified on the report will be made at least every 30 days until all are corrected. Inspectors may use any local inspection report form or plain bond paper to document them as long as the report identifies the following:

- (1) Inclusive date(s) of the inspection.
- (2) Who conducted it.
- (3) What functions were inspected.
- (4) What deficiencies or violations existed.

- (5) Appropriate references cited.
- (6) The reason they existed (if the reasons help explain the condition found).
- (7) Recommended actions or corrective actions taken (if corrected immediately).

d. For inspections conducted by DeCA SOH officials, a DeCAF 30-68, Notice of Unsafe or Unhealthful Working Condition (Figure 4), may be prepared by the inspector for those violations of standards assigned a RAC of 1, 2, or 3 (see Chapter 7), which are not corrected immediately. Such notices shall be issued NLT 15 days after completion of the inspections for safety violations or NLT 30 days for health violations. Upon receipt, the supervisor will post this notice in the workplace within five calendar days. Notices shall remain posted for 3 workdays or until corrected, whichever is later, and shall be kept on file for 5 years thereafter. Copies of each notice shall be given to the participating civilian employee union representative, if requested.

e. RAC 1, 2, or 3 hazards and deficiencies that cannot be corrected within 60 days shall be entered onto DeCAF 30-67, Hazard Abatement Plan (Figure 13). The facility manager or their designated safety representative will draft the abatement plan and will forward a copy to the installation and regional safety office. Hazard Abatement Plan procedures are contained in Chapter 7.

<p>NOTICE NO. _____ OF _____</p> <p>UNSAFE OR UNHEALTHFUL</p> <p>WORKING CONDITION</p> <p>(DO NOT REMOVE NOTICE UNTIL CONDITION IS ABATED.)</p> <p><i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i></p>	
1. DeCA ACTIVITY	2. DATE IDENTIFIED
3. OFFICIAL IN CHARGE OF WORKPLACE	4. STANDARD VIOLATED
5. LOCATION OF VIOLATION	
6. DESCRIPTION OF UNSAFE OR UNHEALTHFUL CONDITION	
7. RECOMMENDED ABATEMENT PROCEDURES	
a. Interim	
Abatement should be completed by: _____ (Date)	
b. Final abatement:	
8. ADDITIONAL INFORMATION CONCERNING THIS VIOLATION CAN BE OBTAINED FROM:	
TELEPHONE NO. _____	

DeCA Form 30-68, Jul 2005

Supersedes DeCA 30-68, Sep 2003
Use existing stock until exhausted.

Figure 4.
DeCAF 30-68, Notice of Unsafe or Unhealthy Working Condition

CHAPTER 4

EDUCATION AND TRAINING

4-1. GENERAL. The purpose of safety education and training is to provide each employee an understanding of safety program requirements and inform them of job safety standards applicable to them. DeCAF 30-72 will be used to document SOH training.

4-2. EMPLOYEE TRAINING. Appropriate SOH training will be provided for all DeCA personnel to enable each person to perform work in a safe and healthful manner and to be informed on the criteria of the Agency's safety program. The minimum training necessary to implement DeCA SOH policy and assure conformance according to part 1960 of Reference (g) and DoD requirements will consist of the following:

a. Top Management Officials. Appropriate SOH orientation and other learning experiences (e.g., periodic briefings) will be provided to directors and other top management officials to enable them to manage and direct a comprehensive safety program for their activities. Other educational topics should include:

(1) History and trends of the Agency's regional or facility safety program and performance metrics, the business advantage of prevention (e.g., productivity loss and cost avoidance), reasons for protecting people, and improving operating efficiencies by eliminating accidents.

(2) Risk management principles, tools, and techniques necessary to create and maintain a culture that promotes a safe and healthful working environment.

b. Supervisors. Train supervisors in the management skills needed to implement DeCA's SOH policies and programs. These skills include the following:

(1) Fostering a workplace where hazards are identified and risks managed.

(2) Identifying and being able to teach subordinates to identify/report hazards and employ controls.

(3) Risk management.

(4) Safety motivation.

(5) Accident reporting and investigation.

(6) Development of other skills needed to implement the safety program at the working level.

(7) Enforcement action to ensure subordinate compliance.

c. Full-Time SOH Professionals. Full-time SOH professionals will be provided the opportunity to attend formal and informal training courses for SOH specialists/managers, professional seminars, or other educational activities to enable these personnel to function effectively as SOH advisors to directors and management officials. This mandatory continuing education (minimum of one course or seminar per year) should consist of a blend of technical specialty, management, and leadership development. In addition:

(1) Training through courses, laboratory experiences, field study, and other formal learning experiences to prepare them to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation; as well as, hazard recognition, evaluation and control; equipment and facility safety design; SOH standards; analysis of accident, injury, and illness data; and other related tasks.

(2) DeCA recognizes the importance of professional credentials in career development, technical competency, and SOH Program effectiveness. Consequently, DeCA urges all SOH personnel to obtain professional licenses, registration, or certification, as appropriate, in their respective disciplines (for example, certified safety professional). Training and work assignments should encourage safety managers to pursue professional SOH credentials. Examination preparation courses for these certifications and courses, seminars, etc., needed to satisfy continuance of certification should be considered as training and funded as such by DeCA.

d. Safety Representatives. Individuals serving as collateral/additional duty safety representative for a facility or other activity will be trained to the extent necessary to enable them to perform tasks required of them in Chapter 2. The training program should address the following:

- (1) Procedures for recognizing, reporting, evaluation, and abatement of hazards.
- (2) Procedures for reporting and investigating allegations of reprisal.
- (3) Identification and use of SOH standards.
- (4) Risk management.
- (5) Other appropriate rules and regulations.

(6) In addition, it is recommended that the host installation safety office be contacted to determine the level of safety representative training available through their program.

e. Employees. Appropriate SOH training will be provided for all DeCA personnel to enable each person to perform work in a safe and healthful manner. Subjects addressed in DeCAF 30-72, Section 2, are mandatory subjects to be briefed initially to all new employees (within 1 week of assignment), and annually thereafter. If appropriate, employees will receive annual training on specialized training subjects (DeCAF 30-72, Section 3). Briefing/training dates and initials will be recorded.

(1) Supervisors will provide job SOH and fire prevention information to employees for the work performed. This training will be given initially to all assigned personnel and annually thereafter, or whenever there is a change in equipment, procedures, processes, or job assignment that could affect the safety of DeCA employees or contractors. As a minimum, supervisors will brief/inform employees about the following:

- (a) Required safe work practices and relevant SOH standards (this Manual) that apply.
- (b) Requirements for PPE, hazards associated with any chemicals (cleaners, degreasers, sanitizers, fuels, oil, etc.) used in the workplace.
- (c) Accident and hazard reporting procedures.

- (d) Emergency procedures.
- (e) Personal rights regarding safety in the workplace.
- (f) Consequences of noncompliance.

(2) Specialized training will be documented on DeCAF 30-72, Section 3; employees will date and initial receipt of training in Sections 3 and 4.

(3) All employees will be briefed on the “safety buddy system” which contains two parts:

(a) Part one is a commitment by each person to be the eyes for their coworkers who may have momentarily lost focus; or never walk by an unsafe act or situation without calling attention to it or correcting it.

(b) Part two requires the worker who is alerted to their unsafe act or situation to thank the other person for pointing it out.

f. Civilian Employee Representatives (i.e., Union Representative). Training will be geared to prepare such representatives to assist in the maintenance of safe and healthful workplaces. The extent of this training, in addition to that given other employees, shall depend on local needs.

4-3. SAFETY BULLETIN BOARDS. An official safety bulletin board will be conspicuously located in the work area where it is accessible to all employees. Information to be posted will only be safety related, current and up-to-date, and where appropriate, also translated into those languages that will assure understanding by all employees. Mandatory items to be posted on the official safety bulletin board are as follows:

- a. DeCA Poster 30-104, Safety Representatives.
- b. DeCAF 30-2272 (Figure 2).
- c. A blank DeCAF 30-66 (Figure 11), with instructions on what to do with it after completing it and processing details (see paragraphs 7-2.d, f, and i). These forms must be readily accessible to employees for self-pickup (i.e., not kept behind a closed, locked glass display board).
- d. A copy of the Agency Director’s safety statement and other safety policy letters from the region, installation command, or the facility manager.
- e. Information/awareness items such as safety messages, safety alerts, and posters.
- f. Region and local activity accident notification procedures.
- g. Form CA-10, What a Federal Employee Should Do When Injured at Work.
- h. Facility’s safety council meeting minutes (latest quarterly).
- i. OSHA Form 300a, Log of Occupational Injuries and Illnesses, during the required posting timeframe for this form (February 1 to April 30).

- j. Copy of the fire evacuation plan and diagram of fire/evacuation points.

4-4. SAFETY EDUCATIONAL MATERIAL. This type of information includes safety posters, seasonal safety awareness information, newspaper articles, messages, or other safety related material. The information in this material may be used during safety meetings, placed on bulletin boards, or in employee break areas. The activity safety representative is responsible for obtaining and posting/distributing these materials. Safety representatives are encouraged to contact installation safety offices to obtain additional materials. Regions will provide budgetary resources to obtain and distribute educational materials to their activities.

4-5. AGENCY DEVELOPED COURSES. All Agency developed training courses will be reviewed by training and safety specialists to determine the feasibility of incorporating a safety block of instruction into them.

4-6. SUPERVISOR SAFETY MEETINGS.

a. Heads of DeCA activities will ensure that supervisors conduct safety meetings with their employees at least quarterly. In the commissaries, this responsibility is assigned to department managers. If no department manager is assigned, department manager responsibilities are transferred to the next level of supervision. In all other DeCA activities, this responsibility may be delegated to branch level supervisors. Supervisor safety meetings may be formal or informal and may be held more frequently when warranted. Subject material for these meetings must focus on operational topics that directly affect employees in their department and should also include supplemental information from the store safety council meeting or other sources. For commissaries/CDCs/CMPP, issues/topics discussed during the quarterly safety council meeting must also be covered in department meetings (e.g., new safety policies). Safety problems that may be surfaced by employees during any safety meeting must be handled promptly or passed on to the proper authority for evaluation and correction or resolution. Always keep employees advised of action taken or pending on their suggestions and recommendations. Motor vehicle safety, and holiday and seasonal safety awareness reminders should also be emphasized periodically at appropriate times. Holiday reminders may be in the form of a meeting, briefing, or a memorandum from the activity or department head.

b. Each meeting's subject materials and attendance roster will be documented with the records retained by the supervisor for 2 years. The individual conducting the meetings will sign and date the meeting record to verify its execution. Briefings for employee(s) not in attendance for any regularly scheduled meeting will be conducted and recorded. Upon return to work, employees who did not attend the regularly scheduled meeting shall be briefed on the meeting contents. This update shall be recorded/dated on the meeting record form.

4-7. TRAINING SOURCES.

a. HQ DeCA training programs, regional safety staff, installation safety, fire prevention, industrial hygiene and preventive medicine staffs, OSHA Training Institute, and Cornell University correspondence study programs are all excellent sources for obtaining formal safety training.

b. OSHA's Web site (www.osha.gov) provides multiple training opportunities ranging from interactive Web-based electronic tools to downloadable files contained within their "technical links"

section (accessible from their Web site index: look for the site index and select “T”, then select “technical links”, and finally select the subject of choice).

4-8. TRAINING CRITERIA. Safety training directory (see Table 3) provides ready reference to training intervals and reference location within this Manual for additional information. Refresher training may be required for some subject areas dependent upon observation of lack of understanding, an accident or near miss, etc. Training must be reaccomplished whenever there is a change in the process or equipment.

Table 3. Safety Training Directory

Training Type	Initial	Annual	Equipment/Process Change	References
Grocery Department				
Job Safety Briefing	X	X	X	Paras. 4-2, 19-1.b.
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h.
Personal Protective Equipment (PPE)	X		X	Paras. 14-2.d.(4), 14-6 and Tables 7 and 8
Lockout/Tagout	X		X	Para. 12-9
Powered Industrial Trucks (PIT)	X		X	Para. 11-3.c.
Ergonomics Awareness	X	X	X	Para. 9-4.d.
Balers/Compactors	X		X	Para. 19-2.d.
Asbestos Exposure/Control	X	X	X	Para. 8-7
Permit Required Confined Spaces (PRCS)	X		X	Paras. 10-3.c. and 10-4
Blood-borne Pathogens	X	X	X	Para. 8-8
Hearing Conservation	X	X	X	Para. 8-4.e.
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c
Warehouse and CDC				
Job Safety Briefing	X	X	X	Para. 4-2
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h.
Personal Protective Equipment (PPE)	X		X	Paras. 14-2.d.(4), 14-6 and Tables 7 and 8
Lockout/Tagout	X		X	Para. 12-9
Powered Industrial Trucks (PIT)	X		X	Para. 11-3.c

Ergonomics Awareness	X	X	X	Para. 9-4.d
Balers/Compactors	X		X	Para. 19-2.d
Hearing Conservation	X	X	X	Para. 8-4.e
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c
Meat Department				
Job Safety Briefing	X	X	X	Para. 4-2
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h
Personal Protective Equipment (PPE)	X		X	Paras. 14-2.d.(4), 14-6 and Tables 7 and 8
Lockout/Tagout	X		X	Para. 12-9
Powered Industrial Trucks (PIT)	X		X	Para. 11-3.c
Ergonomics Awareness	X	X	X	Para. 9-4.d
Balers/Compactors	X		X	Para. 19-2.d.
Blood-borne Pathogens	X	X	X	Para. 8-8
Hearing Conservation	X	X	X	Para. 8-4.e
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c
Produce Department				
Job Safety Briefing	X	X	X	Para. 4-2
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h.
Personal Protective Equipment (PPE)	X		X	Paras. 14-2.d.(4), 14-6 and Tables 7 and 8
Lockout/Tagout	X		X	Para. 12-9
Powered Industrial Trucks (PIT)	X		X	Para. 11-3.c
Ergonomics Awareness	X	X	X	Para. 9-4.d
Balers/Compactors	X		X	Para. 19-2.d.
Blood-borne Pathogens	X	X	X	Para. 8-8
Hearing Conservation	X	X	X	Para. 8-4.e
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c

Customer Service				
Job Safety Briefing	X	X	X	Para. 4-2
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h
Ergonomics Awareness	X	X	X	Para. 9-4.d
Blood-borne Pathogens	X	X	X	Para. 8-8
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c
Management Support				
Job Safety Briefing	X	X	X	Para. 4-2
Manual Lifting	X	X		Para. 9-7
Hazard Communication	X		X	Para. 13-3.h
Ergonomics Awareness	X	X	X	Para. 9-4.d
Emergency Action Plan (EAP)	X	X	X	Para. 15-4
Fire Protection	X	X		Para. 15-2.c

Table 3. Safety Training Directory (cont'd)

EMPLOYEE SAFETY AND HEALTH TRAINING RECORD						
<i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>						
SECTION 1: ADMINISTRATIVE ISSUES						
1. NAME (Last, First, Middle Initial)		2. STATUS <input type="checkbox"/> Civilian <input type="checkbox"/> Military		3. ORGANIZATION (Name, Department, Office Symbol)		
4. OCCUPATION (Title, Series, Grade Level)		5. OCCUPATIONAL HEALTH MEDICAL EXAMINATION REQUIRED				
6. POTENTIAL HAZARDS ASSOCIATED WITH PRESENT DUTIES						
SECTION 2: MANDATORY ITEMS (To be briefed annually to all personnel)						
Mandatory Items Briefing Dates (MM/DD/YYYY)						
EMPLOYEE'S INITIALS / SUPERVISOR'S INITIALS		/	/	/	/	/
1. POTENTIAL HAZARDS OF THE WORK AREA						
2. POTENTIAL HAZARDS OF THE JOB/TASK, HOW TO RECOGNIZE HAZARDS, AND SAFETY PROCEDURES TO FOLLOW						
3. SAFETY AND OCCUPATIONAL HEALTH PROCEDURES AND GUIDANCE THAT APPLY TO WORKPLACE AND JOB						
4. INDIVIDUAL RESPONSIBILITY FOR ENSURING OWN SAFETY AND THE "SAFETY BUDDY SYSTEM"						
5. EMERGENCY PROCEDURES THAT APPLY TO WORKPLACE AND JOB (Includes evacuation procedures)						
6. LOCATION AND REVIEW OF APPROPRIATE SAFETY BULLETIN BOARDS (Including DeCAF 30-2272)						
7. LOCATION OF EMERGENCY NOTIFICATION AND PROTECTION EQUIPMENT (ACTIVITY FIRE PLAN)						
8. REPORTING UNSAFE CONDITIONS, ACTS, EQUIPMENT OR PROCEDURES (Both informally and on DeCAF 30-66)						
9. ACCIDENT REPORTING PROCEDURES						
10. LOCATION OF GOVERNMENT MEDICAL FACILITIES AND PROCEDURES TO OBTAIN EXAMINATION / TREATMENT						
11. EMERGENCY TELEPHONE NUMBERS						
12. PURPOSE AND FUNCTION OF DECAF 30-68, UNSAFE OR UNHEALTHFUL WORKING CONDITIONS						
13. REQUIRED USE OF SAFETY SEAT BELTS (Includes motor vehicle / forklifts)						
14. PERSONAL PROTECTIVE EQUIPMENT (Inform if any PPE is required to perform job)						
15. ERGONOMICS (General Awareness Training)						
16.						
17.						
18.						
SECTION 3. SPECIALIZED TRAINING (If required)						
SUBJECT	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
1. CASHIER ERGONOMICS TRAINING						
2. BALER / COMPACTOR OPERATION						
3. ASBESTOS AWARENESS						
4. BLOOD BORNE PATHOGENS						
5. HAZARDOUS COMMUNICATIONS						
6. HEARING CONSERVATION						
7. PERSONAL PROTECTIVE EQUIPMENT						
8. LOCKOUT / TAGOUT						
9. ERGONOMICS (Special Training)						
10. FIRE EXTINGUISHER						
11. EMERGENCY RESPONSE & EVACUATION						
12. PERMIT REQUIRED CONFINED SPACE						
13. SAFE LIFTING						
14.						
15.						

DeCA Form 30-72, Jun 2006

Supersedes DeCA Form 30-72, Mar 2003
Page 1 of 2

Figure 5.
DeCAF 30-72, Employee Safety and Health Training Record (Page 1)

SECTION 4: POWERED INDUSTRIAL TRUCK TRAINING (e.g. forklifts, electronic pallet jacks, reach & tier, etc)					
1. TRAINING DATE		INITIALS	3. NAME OF TRAINER & EVALUATOR, AND ORGANIZATION		
2. EVALUATION DATE		INITIALS			
4. RE-EVALUATION DATES <i>(When needed, NTE 3 year anniversaries)</i>			5. RE-TRAINING DATES <i>(If necessary, explain in Section 6, Remarks, why needed)</i>		
4a. DATES	INITIALS	4b. EVALUATOR NAME & ORGANIZATION	5a. DATES	INITIALS	5b. EVALUATOR NAME & ORGANIZATION
6. POWERED INDUSTRIAL TRUCK AUTHORIZATION USAGE LIST (Type, Make, Model)					
SECTION 5: PERSONAL PROTECTIVE EQUIPMENT					
CATEGORY	ISSUED (Y / N)	PROVIDED IN AREA (X)	SPECIFIC TYPE	ISSUED DATES (MM/YYYY)	
a. HEAD					
b. EYE / FACE					
c. CHEST / TORSO					
d. ARMS / HANDS					
e. FOOT					
f. RESPIRATORY					
g. BODY (COLD)					
h. OTHER					
SECTION 6: REMARKS					
Employee's Signature _____			Employee's Initials _____		
Supervisor's Signature _____			Supervisor's Initials _____		
Supervisor's Signature _____			Supervisor's Initials _____		

Figure 5
DeCAF 30-72, Employee Safety and Health Training Record (Page 2)

CHAPTER 5

AWARDS AND RECOGNITION

5-1. GENERAL. It is DeCA policy to recognize outstanding efforts and significant achievements by DeCA's activities and individuals in accident prevention. Recognition of safety accomplishments promotes pride and stimulates greater DeCA organization and personal effort to improve safety performance. Activity safety awards must not be based solely on accident rates or a reduced number of accidents reported, but rather on an activity's exceptional management of their safety program and overall program performance during a 1-year period. The overall level of success of activity safety programs can be determined by regional safety managers' careful assessment of the results of annual safety inspections, personal staff visits, and DeCA Inspector General (DeCA/IG) compliance inspections. Regional safety managers may develop regional unique supplemental criteria for judging program success for their award nominees; however, it must be based on the minimum standards established in this Manual and Appendix D, Safety Assessment Guide (SPAG) profile.

5-2. TYPES OF AWARDS.

a. Best Safety Program Awards. Each year HQ DeCA may present awards to four commissaries, a CDC and/or special activity, and one region whose safety programs are judged the best in DeCA. One winner may be selected from each category. To define commissary size, use current operational guidance for Best Commissary Awards Program. The only exception for safety awards is that super commissaries will be considered in the category with "large" stores. The categories for Best Safety Program Awards are:

- (1) Best Large Commissary Safety Program, CONUS.
- (2) Best Large Commissary Safety Program, OCONUS.
- (3) Best Small Commissary Safety Program, CONUS.
- (4) Best Small Commissary Safety Program, OCONUS.
- (5) Best CDC or Special Activity Safety Program (e.g., CMPP).
- (6) Best Region Safety Program.

b. Personal Safety Award. Nominations for personal safety awards may be initiated at any management level for any DeCA employee and presented at anytime throughout the year. Individuals may be recognized for noteworthy initiatives, acts, or achievements in accident prevention. Written nominations must clearly describe details of the safety initiative, act, or duty performance and the results achieved. Safety awards may be a DeCA certificate or letter of appreciation signed by the appropriate activity level authority. Managers are encouraged to supplement these awards with time off incentives or monetary awards, if appropriate.

c. HQ DeCA Staff Activity Awards. FPO and SSG are also encouraged to recognize and reward subordinate offices and individuals for noteworthy efforts to prevent accidents. Just as for personal awards, these may be given for initiatives or selfless acts that prevent serious job related injury, illness, or property damage; or sustained superior job performance that makes a significant contribution to the Agency or HQ operations overall accident prevention program. Nominations should be forwarded

through the administrative chain to the appropriate level of management for approval and presentation. The approving official has the option of providing recognition at that level or requesting recognition at a higher management level. Safety awards may be a DeCA certificate or letter of appreciation signed by the appropriate activity level authority. Managers are encouraged to supplement these awards with time off incentives, if appropriate.

d. Installation Safety Awards. Most military installation safety offices have an ongoing safety awards program. Participation by DeCA activities is encouraged. DeCA activity safety representatives should work closely with the installation safety manager to maximize the use of these resources for recognizing achievement.

5-3. AWARD CRITERIA.

a. Qualifications for Best Commissary, CDC, or Special Activity Safety Program Award. Qualifications for the award year for Best Commissary, CDC, or Special Activity Safety Program Awards will be based on the following minimal criteria:

(1) Safety subprograms required by DeCAD 30-17 (Reference (a)), implemented throughout the activity (verifiable through document review and employee interviews).

(2) Safety inspections conducted by installation safety staffs or staff visits by the regional safety manager did not identify any major (RAC 1 or 2) hazards, critical program deficiencies, or serious supervisor/employee safety violations.

(3) A DeCA IG inspection was conducted during the award year, and no critical safety program deficiencies, major hazard findings, or serious supervisor/employee safety violations were identified.

(4) Accident Experience:

(a) Lost time and total accident case rates that are no more than 1.5 points higher than the established DeCA lost time and total accident case target rates for the award year. Example: If the DeCA lost time accident target rate is 5.0, then an award-qualifying rate can be no more than 6.5. If the DeCA total accident case rate target for an award year is 8.0, then an award-qualifying rate for a DeCA activity can be no more than 9.5.

(b) No recordable property accidents (i.e., greater than \$2,000) to DeCA facilities/equipment, or another organization's/person's property, that were caused by DeCA employees.

(5) DeCA supervisors/managers and employees received required safety training.

b. Qualifications for the Best Region Safety Award. Qualification for the Best Region Safety Award will be based on the following criteria:

(1) Annual SOH Program goals were established for the award year and a system was in place for tracking progress.

(2) A written action plan was established that described strategies for meeting program goals for the award year and the plan was successfully carried out.

(3) TAR and lost time accident rate equal to or better than the region's target rate for the award year. The employee accident rate includes all region activities (stores/CDCs/ regional office employees) as a whole.

c. Qualifications for Personal Safety Awards. Personal safety awards may be given for initiatives or selfless acts that prevent serious job related injury, illness, or property damage; or for sustained superior duty performance that makes a significant contribution to the activity's overall accident prevention program.

d. Qualifications for Installation Safety Awards. Commissaries, CDCs, and other special activities should consult with installation safety offices to determine qualifications for installation level safety awards.

5-4. NOMINATION AND SELECTION PROCEDURES.

a. Best Safety Program Awards. Each calendar year (CY) during the month of February, the regions will nominate commissaries, CDCs, special activities; and, if appropriate, themselves for Best Safety Program Awards in writing based on the criteria above. Nomination letters will include attachments with background documentation and other data as necessary that support their choices for the special recognition. The nomination packages will be forwarded to DeCA/HS, NLT February 15. In April each year, HQ DeCA safety staff or other selected staff members will visit each site nominated by the regions and evaluate, validate, and score the nominees for award competition. The SPAG will be used as a guide in completing this task. Winners may be announced and presented with appropriate award elements during the Annual DeCA Worldwide Conference. Regions may develop additional nomination requirements for use in their respective areas of responsibility.

b. Personal Safety Awards. Personal safety awards may be given by any management level official and presented at any time throughout the year. Written nominations must clearly describe details of the safety initiative, act, or sustained duty performance that substantiates this special recognition. Nominations should be forwarded through the administrative chain to the appropriate level of management for approval and presentation. The approving official has the option of providing recognition at that level or requesting recognition at a higher level. Regions and local activities may supplement this guidance to identify any additional criteria for selection of awardees.

5-5. BUDGETING FOR AWARDS. The DeCA/HS director will ensure the safety operation's budget includes sufficient monetary resources for purchase of award plaques that provide an appropriate level of recognition consistent with preceding requirements. Regions and commissaries/CDCs, etc., should ensure budgeting of monetary resources for appropriate award elements presented at that level.

CHAPTER 6

ACCIDENT REPORTING AND RECORD KEEPING

6-1. GENERAL.

a. DeCA activities shall investigate and report property damage, injury, and occupational illness accidents IAW this Manual. The process will include data input from all available sources including medical patient disposition forms (with consideration of the Health Insurance Portability and Accountability Act), civilian employee workers' compensation forms, police reports, and interviews with accident victims and witnesses.

b. DeCA activity managers shall ensure that corrective action is taken on identified accident causes. The DeCA regional management official, with assistance from the regional safety manager, will monitor corrective action(s) plan/process through completion.

c. Historical accident data (lessons learned) will be considered and used during the development and acquisitions of new systems, equipment, and procedures that are used in DeCA operations and facilities; and during the design of new and renovated facilities.

d. Upon request, DeCA activities shall furnish DeCA/HS accident statistical information that may be required to evaluate an activity's safety posture and to develop DeCA Special Emphasis Programs.

e. To avoid duplicate reporting of accidents involving DeCA military personnel, instances of on-duty or off-duty death (see paragraph 6-11), injury, and occupational illness shall be reported by the DeCA activity of assignment, rather than the parent DoD Component. Additionally, for any property damage involving DeCA and another DoD organization's resources, each Component shall report its own losses.

6-2. REPORTING/RECORDING CRITERIA AND RECORD KEEPING FORMS (BASIC REQUIREMENT). The requirements addressed within this paragraph are used to report and record personal injury/illness for DeCA employees (DeCA U.S. employees, DeCA local nationals (LN), DeCA Cooperative Administrative Support Unit (CASU) Program contractors, and DeCA military personnel). Report and record fatalities, injuries, and illnesses that are work-related; and new cases that meet general recording criteria or meet one or more of the additional criteria addressed in paragraph 6-2.d. Personal injury/illness accidents sustained by these individuals will be reported on DeCAF 30-301 (Figure 7) and recorded on OSHA Form 300 (Figure 8). An exception is that accidents to DeCA military personnel are not recorded on any OSHA Form 300. Figure 6 provides the decision tree graphic to determine this basic requirement. Definitions are provided in Appendix E.

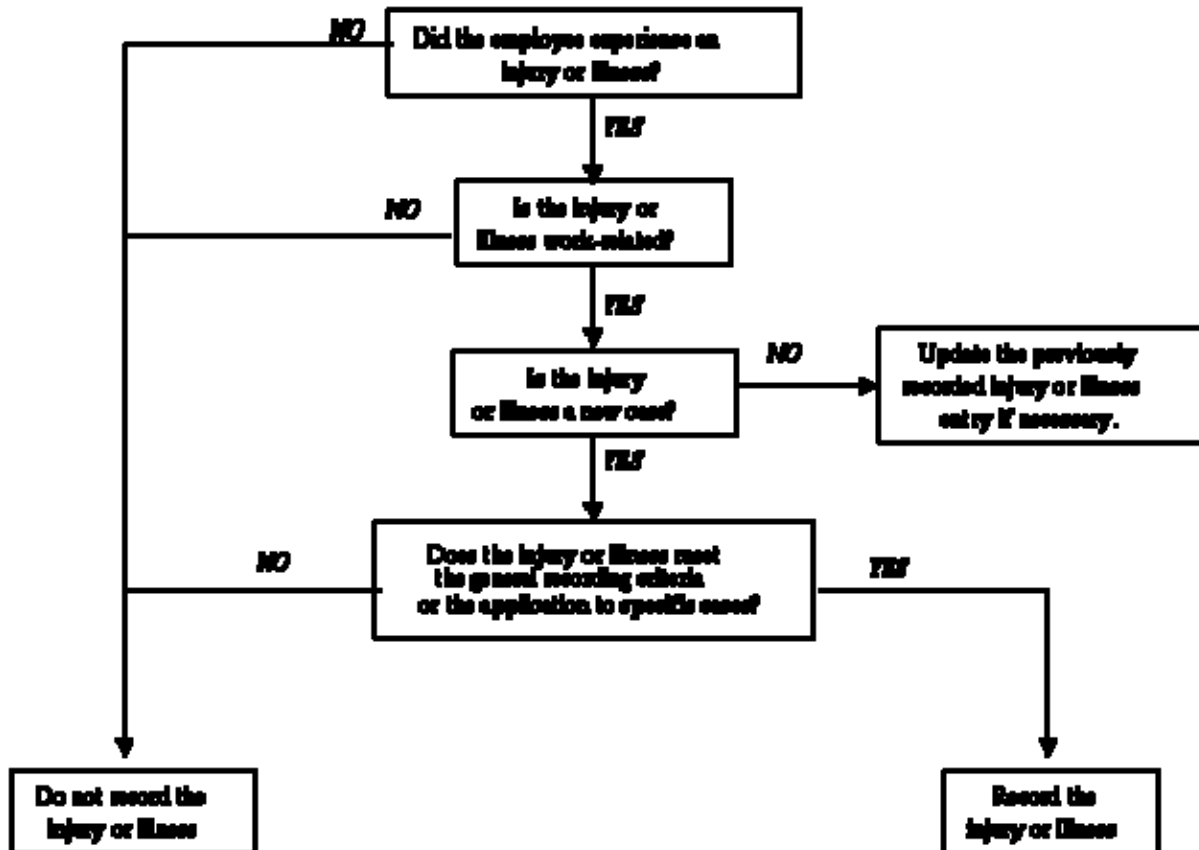


Figure 6. Recording Flowchart

a. Work-Related. An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless one of exceptions noted in paragraph 6-2.a.(4) applies.

(1) Travel Status. Injuries and illnesses that occur while an employee is on travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities “in the interest of DeCA.” Injuries or illnesses that occur when the employee is on travel status do not have to be recorded if the employee has:

(a) Checked Into a Hotel or Motel for One or More Days. When a traveling employee checks into a hotel, motel, or any other temporary residence, they establish a “home away from home.” When the employee checks into the temporary residence, they are considered to have left the work environment. When the employee begins work each day, they reenter the work environment. If the employee has established a “home away from home” and is reporting to a fixed worksite each day, do not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.

(b) Taking a Detour for Personal Reasons. Injuries or illnesses are not considered work-related if they occur while the employee is on a personal detour from a reasonably direct route of travel (for example, has taken a side trip for personal reasons).

(2) Telework (Working at Home). Injuries and illnesses that occur while an employee is working at home, including work in a home office, will be considered work-related if the injury or illness occurs while the employee is performing work for pay or compensation in the home, and the injury or illness is directly related to the performance of work rather than to the general home environment or setting.

(3) Significantly Aggravated. Significantly aggravated is when an event or exposure in the work environment results in any of the following:

(a) Death - provided that the preexisting injury or illness would likely not have resulted in death but for the occupational event or exposure.

(b) Loss of consciousness - provided that the preexisting injury or illness would likely not have resulted in loss of consciousness but for the occupational event or exposure.

(c) One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred but for the occupational event or exposure.

(d) Medical treatment in a case where no medical treatment was needed for the injury or illness before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure.

(4) Work-Relatedness Exceptions. Injuries and illnesses are not reported/recorded if:

(a) At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee; such as, a DeCA employee shopping in the commissary during lunch time or after work.

(b) The injury or illness involves signs or symptoms that surface at work but result solely from a nonwork-related event or exposure that occurs outside the work environment.

(c) The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.

(d) The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). [NOTE: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.]

(e) The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.

(f) The injury or illness is solely the result of personal grooming, self-medication for a nonwork-related condition, or is intentionally self-inflicted.

(g) The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.

(h) The illness is the common cold or flu.

[NOTE: Contagious diseases such as tuberculosis (TB), brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work.]

(i) The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

b. New Accident. An injury or illness is a new accident when:

(1) The employee has not previously experienced a recorded injury/illness of the same type that affects the same part of the body; or the employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and a new event or exposure in the work environment caused the signs or symptoms to reappear.

(2) An employee experiences the signs or symptoms of an injury or illness as a result of an event or exposure in the workplace, such as an episode of occupational asthma. The exception to this determination is when an employee experiences the signs or symptoms of a chronic (long-term) work-related illness where the signs or symptoms may recur or continue in the absence of an exposure in the workplace, the case must only be recorded once (e.g., occupational cancer, asbestosis, byssinosis, silicosis).

(3) Management seeks the advice of a physician or other licensed health care professional, although there is no requirement to do so, to determine whether a case is a new case or a recurrence of an old case; and they state that it is a new case. If you receive conflicting recommendations from two or more physicians or other licensed health care professionals, local management must make a decision as to which recommendation is the most authoritative (best documented or best reasoned), and record the case based upon that recommendation.

c. General Reporting/Recording Criteria. General recording criterion refers to the severity (outcomes) of a new, work-related injury or illness. These levels of outcomes are as follows:

(1) Death.

(2) Days away from work.

(3) Restricted work or transfer to another job.

(4) Medical treatment beyond first aid.

(5) Loss of consciousness, regardless of the length of time the employee remains unconscious.

(6) A significant diagnosed injury or illness by a physician or other licensed health care professional.

d. Additional Reporting/Recording Criteria.

(1) Needle-Stick and Sharps Injuries. Report and record all cuts, lacerations, punctures, and scratches if they are work-related and involve contamination with another person's blood or other potentially infectious material. If an employee is splashed or exposed to blood or other potentially

infectious material without being cut or scratched, the incident should be reported but is not recorded unless the affected employee is diagnosed with a blood borne illness (e.g., human immunodeficiency virus (HIV), hepatitis B or C) or meets one of the general recording criteria noted in paragraph 6-2.c. above.

(2) Medical Removal Under OSHA Standards. Employees that are removed from their job due to exceeding an OSHA Standard's medical removal requirement will be reported and recorded if the removal results in day(s) away from work or placed in a restricted work schedule. If management voluntarily removes the employee prior to meeting the OSHA Standard's medical removal criteria and reassigns them to a different job, the removal action is not required to be reported or recorded. If the medical removal is the result of a chemical exposure, it must be recorded on the OSHA Form 300 by checking column "M(4) Poisoning."

(3) Occupational Hearing Loss. If an employee's hearing test (audiogram) reveals that a standard threshold shift (STS) has occurred, the event will be reported and recorded. There are two exceptions:

(a) Exception #1. If the employee will be retested within 30 days to confirm the STS, the event does not have to be reported and recorded unless the retest confirms the STS.

(b) Exception #2: If a physician or other licensed health care professional determines that the hearing loss is not work-related, the event is not reported or recorded.

(4) Work-Related TB Exposure. If any employee has been occupationally exposed to anyone with a known case of active TB and that employee subsequently develops a TB infection (as evidence by a positive skin test or diagnosis by a physician or other licensed health care professional) the event is to be reported and recorded. Record the case on OSHA Form 300 by checking column "M(3) Respiratory Condition."

6-3. ACCIDENT REPORTING CRITERIA FOR OTHER INDIVIDUALS. Other individuals include the categories of patrons, other contractors (all others except for CASU), vendors, etc. Any personal injury/illness accidents sustained by these individuals will be reported on DeCAF 30-301, by completing only the shaded blocks. Do not record these cases on OSHA Form 300.

6-4. PROPERTY DAMAGE ACCIDENTS. Report all accidental property damage involving \$2,000 or more damage to DeCA property, vehicles, subsistence, or equipment; or damage to non-DeCA property as a result of DeCA operations, on DeCAF 30-111 (Figure 10). This reporting requirement includes products damaged by forklift operations or as a result of refrigeration problems that may occur.

6-5. FIRE ACCIDENT INVESTIGATION AND REPORTING. Copies of DD Form 2324, DoD Fire Incident Report (which is completed by the installation fire department), will be submitted for fire incidents involving DeCA-owned or leased facilities and other property damaged by fire, except where the fire was maliciously ignited (arson). DeCA activities will develop and include their corrective actions with the report, as appropriate. At locations where non-DoD fire departments perform firefighting services, a copy of that fire department's fire report shall be obtained. Distribution of fire reports within DeCA will be the same as DeCAF 30-111. Additionally, when fires result in injury to DeCA employees or patrons, DeCAF 30-301 will be completed on each injured person and submitted with fire reports. Reminder: The injury to the DeCA employee may also be required to be entered on OSHA Form 300.

6-6. ACCIDENT CLASS SEVERITY LEVELS. DeCA accidents are classified according to the severity of occupational injuries, illnesses, or property damage. Property damage severity is generally expressed in terms of cost and is calculated as the total cost of DeCA and non-DeCA property that is damaged. Additionally, if an employee lost time occupational injury or illness results, an event is reportable even if the associated property damage costs are less than the minimum dollar criteria. Classify DeCA accidents as follows:

- a. Class A Accident. The resulting total cost of reportable damage is \$1,000,000 or more; or an injury or occupational illness resulting in a fatality or permanent total disability.
- b. Class B Accident. The resulting total cost of reportable property damage is \$200,000 or more, but less than \$1,000,000; an injury occupational illness resulting in permanent partial disability; or when three or more personnel are hospitalized as an inpatient.
- c. Class C Accident. The resulting total cost of property damage is \$20,000 or more, but less than \$200,000; or a nonfatal injury or illness that causes loss of time away from work beyond the day or shift on which it occurred.

[NOTE: The preceding criteria regarding Class A, B, and C accidents also applies to non-DeCA fatalities and property damage resulting from DeCA operations.]

- d. Class D Accident. The resulting total cost of property damage is less than \$20,000. Class D property damage accidents, which have a total cost which is greater than \$2,000, will be reported on DeCAF 30-111. Class D accidents with costs less than \$2,000 are not required to be reported on DeCAF 30-111.

6-7. FORMS USAGE. OSHAs new accident reporting and record keeping requirements for the public sector (e.g., DoD) dictate adoption of new forms and a change to the use of existing forms. DeCAF 30-301 must be completed and its entry on OSHA Form 300 must be made within seven calendar days of receiving information that a recordable injury or illness has occurred. DeCAF 30-111 will also be completed within seven calendar days of receiving information that a reportable property damage accident has occurred. Once completed, DeCAF 30-301 is to be forwarded electronically to the establishment's assigned regional safety manager. The establishment's OSHA Form 300 will be sent electronically to the assigned regional safety specialist within 15 days following the quarter to enable review and to capture data for accident statistics and trend analysis. Detailed instructions on how to complete these forms are provided at Appendix E.

- a. DeCA Employees. For DeCA employees noted in paragraph 6-2 above, DeCAF 30-301 will be used to report the accident. OSHA Form 300 will be used to record (log) these accidents. DeCA establishments with LN employees are required to maintain two separate OSHA Form 300 logs with one dedicated solely to record their accidents. OSHA Form 300a, Summary of Work-Related Injuries and Illnesses (Figure 9) will be generated from each OSHA Form 300 and will be posted from February 1 to April 30 of the year following the year covered by the form. OSHA Form 300a requires a signature by senior management of the DeCA facility to certify that they have reviewed the log and reasonably believes, based on their knowledge of the informational gathering process, that the annual summary is correct and complete. The following list shall be used to identify this certifying official:

- (1) Commissary. Store director or their supervisor.

- (2) CDC and CMPP. Facility manager or their supervisor.
 - (3) Regional Offices. Director of operations, deputy director, or director.
 - (4) HQ DeCA Complex. Facility manager, or their supervisor or any peer/senior management official.
- b. Other Individuals. For other individuals noted in paragraph 6-3, DeCAF 30-301 (shaded blocks only) will be used to report the accident. Route reports in accordance to criteria in paragraph 6-15 below. Do not record these accidents on OSHA Form 300.
- c. Property Damage. For property damage accidents noted in paragraph 6-4, DeCAF 30-111 will be used to report the accident. Route reports in accordance to criteria in paragraph 6-15 below.
- d. OWCP Electronic Data Interchange (EDI) Generated OSHA Form 301. This form is automatically generated when an electronic workers' compensation form (EDI) is sent to the DoD Civilian Personnel Management Service (CPMS) for processing to DOL. The only purpose of this form is to serve as a notification record back to the submitter and to designated DeCA safety professionals that an event was reported within workers compensation program channels and that it may also meet the safety program accident reporting and recording criteria. This EDI generated OSHA Form 301 will have a DoD OSHA tracking number assigned to it (currently, DoD CPMS places this number within block 10 on the form) to enable electronic linking within their data systems. If a locally developed DeCAF 30-301 is needed, remove this number from block 10 and replace it with the local case number; then add this number in the respective block in Section II of DeCAF 30-301.
- e. Accidents. Accidents are reported and recorded at the facility where the incident occurred. This rule applies to DeCA employees that are not employed at the facility, but are visiting there as part of their official function and are injured or become occupationally ill during the visit.
- f. Retention and Updating. The DeCAF 30-301, OSHA Forms 300 and 300a, and DeCAF 30-111 will be maintained for 5 years following the end of the CY these records cover.
- (1) If a privacy list (listing of privacy concern cases, see paragraph 6-7.g.) was developed to supplement OSHA Form 300, it must also be similarly retained.
 - (2) For OSHA Form 300 during its 5-year storage period, if a new recordable injury or illness accident was discovered or if a previously listed accident classification (Blocks G through M on OSHA Form 300) has changed; then the form must be updated. If the description or outcome (Block F) changes, the original entry must be removed and replaced with the new information.
 - (3) For OSHA Form 300a (Annual Summary Report), there is no requirement to update the log during its 5-year retention period; however, local management may do so if desired.
[NOTE: This no requirement rule to update the annual summary also applies if a new case was discovered (see paragraph 6-7.f.(2) above) and was added to OSHA Form 300.]
 - (4) For DeCAF 30-301, it must be updated if the accident classification changes (see paragraph 6-6) or if requested by a DeCA safety professional. A DeCA higher authority request back to the originator of the DeCAF 30-301 to edit the originally submitted form is not an update, but a revision.

g. Privacy Concern Cases.

(1) Privacy concern cases are the only justification to remove (that is, not added to the form) the employee's name on both DeCAF 30-301 and OSHA Form 300. The individual assigned the responsibility for maintaining OSHA Form 300 will be responsible for maintaining a separate listing of privacy concern cases that will include the individual's name with the corresponding OSHA Form 300 log case number. The words "privacy concern case" will be written in lieu of writing in the name of the individual. If there is reasonable belief that the information on the forms that describe the injury or illness may identify the individual, this information can be revised to provide this protection. However, sufficient information to identify the cause of the accident and the general severity of the injury or illness -- without details -- must be provided (e.g., a sexual assault case could be described as "injury from assault", or an injury to a reproductive organ could be described as a "lower abdominal injury"). These measures will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to OSHA Form 300 and DeCAF 30-301, as specified in paragraph 6-10.

(2) DeCA officials (the individual assigned to maintain the local OSHA Form 300 and DeCAF 30-301 (e.g., the store safety representative), the certifying official of the establishment's annual summary log (OSHA Form 300a), DeCA safety professionals (GS-0018 series), and other DeCA managers within the affected employee(s) chain-of-command) may have a need for privacy concern case information to enable employers in keeping track of such cases in the event future revisions to the entry become necessary. For non-DeCA personnel, OSHA Form 300 and DeCAF 30-301 with personally identifying information may only be released to an auditor or consultant hired by DeCA to evaluate the safety program to the extent necessary for processing workers' compensation or other insurance benefits; or to a public health or law enforcement agency for uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required under section Department of Health and Human Services Standard for Privacy of Individually Identifiable Health Information (part 164.512 of title 45, CFR (Reference (j)). Only the following injuries or illnesses are to be considered as privacy concern cases:

- (a) An injury or illness to an intimate body part or the reproductive system.
- (b) An injury or illness resulting from sexual assault.
- (c) Mental illnesses.
- (d) HIV infection, hepatitis, or TB.
- (e) Needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.
- (f) Other illnesses, if the employee independently and voluntarily requests that their name not be entered on OSHA Form 300.

6-8. NEAR MISS ACCIDENT REPORTING. Accidents that do not result in any injury, illness, or damage must at least be verbally reported to the supervisor or to the facility safety representative. The importance of "near miss" reporting is that the sequence/combination of events that has the potential to cause harm or damage exists and, if left unchecked, may occur again with a negative result. DeCAF 30-301 or DeCAF 30-111 may be used to report a near miss accident; however, for DeCAF 30-301 it should not be recorded on OSHA Form 300.

6-9. EMPLOYEE ACCIDENT REPORTING TRAINING. Each employee must be informed on the accident reporting process and on the need to immediately report all accidents to their supervisor/management official. Document this training on DeCAF 30-72, Section 2.

6-10. ACCESS TO ACCIDENT INFORMATION ON DECAF 30-301 AND OSHA FORM 300.

Current employees, former employees, employee's personal representatives, and an employee's authorized employee representative (collective bargaining agent) each have the right, with some limitations, to access (get a copy) of both the DeCAF 30-301 and OSHA Form 300. Section III of DeCAF 30-301 contains privilege information and will be used/released per guidance provided in paragraph 6-12.

a. A current or former employee's "personal representative" is any person that the employee designates in writing as such; or their legal representative if they are deceased or legally incapacitated.

b. If a current and former employee, employee's personal representative, or an employee's authorized employee representative requests a copy of OSHA Form 300, it must be provided to them by the end of the next business day. The current names on the log must not be removed and if a name was removed due to a privacy concern case (see paragraph 6-7.g.) it must remain removed. Therefore, it is critical that the names of individuals for privacy concern cases not be added to OSHA Form 300.

c. If an employee, former employee, or their personal representative asks for a copy of a DeCAF 30-301 written on that employee, it (Section I only) must be provided to them by the end of the next business day.

d. An authorized employee representative (collective bargaining agent) can only obtain copies of DeCAF 30-301 that are applicable to the facility that they represent; must be given to them within seven calendar days; and most importantly, only the information that is presented in the "Tell us about the case" section (Section I, blocks 10 through 18) can be provided. All other information on the form must be removed or blacked out.

e. If an authorized government representative requests accident reporting and recording records, they must be provided within 4 hours. Specifically, these records include only OSHA Form 300, OSHA Form 300a, and DeCAF 30-301. Authorized government representatives include a representative of the Secretary of Labor conducting an inspection or investigation under the Act (OSHA Act) or a representative of the Secretary of Health and Human Services (including the NIOSH) conducting an investigation under Section 20(b) of the OSHA Act.

f. DeCAF 30-111, Section IV - Investigative Findings, and Section V - Countermeasure Recommendation(s), may contain "privileged safety information" and will be used/released according to the criteria addressed within paragraph 6-12.

g. The employee, former employee, personal representative, or authorized employee representative is not entitled to see, or to obtain a copy of, the confidential list of names and case numbers for privacy cases (as discussed above).

h. If non-DeCA employees (e.g., patrons, vendors, or their personal representative) asks for a copy of DeCAF 30-301 written on themselves, refer them to the local claims officer (Legal Office) or to HQ DeCA Freedom of Information Act (FOIA) officer. DeCAF 30-301, Section III - Investigation, may

contain privileged information and its release must be in accordance to the criteria addressed in paragraph 6-12.

6-11. REPORTING FATALITIES AND MULTIPLE HOSPITALIZATIONS. Immediately (as soon as possible, but no longer than 4 hours after the accident) upon receiving notice of an accident that resulted in a fatality or hospitalization (inpatient) of three or more employees, a local management official will orally report the accident to the regional safety manager, DeCA/HS, and to the DeCA Emergency Operations Center.

a. Required Information. Management at the accident site will provide the following information (initially orally, then later in written form (e-mail)) to the DeCA POCs listed in paragraph 6-11.

- (1) Establishment name.
- (2) Specific location of the accident.
- (3) Time of accident.
- (4) Number of fatalities or hospitalized employees.
- (5) Name of injured employee(s).
- (6) Establishment's contact person, their phone number, and official e-mail address.
- (7) A brief description of the accident.
- (8) Any actions taken by DeCA as a result of the accident.

b. OSHA Notification. The regional safety manager is responsible for orally contacting the OSHA area office nearest to the site of the incident or the centralized OSHA office at 1-800-321-6742 within 8 hours of any work-related fatality and multiple hospitalization accidents, including fatal heart attacks suffered by employees during assigned work hours. If the regional safety manager is unavailable, the DeCA/HS safety staff or Director of HS will orally contact OSHA. The following events do not require OSHA notification, but still require internal DeCA reporting and recording (see paragraph 6-11.a.):

- (1) Fatalities or hospitalization that occur after 30-calendar days following the accident.
- (2) Motor vehicle accident resulting in fatalities or hospitalization that occur on a public street or highway and does not occur in a construction work zone.
- (3) Commercial airplane, train, subway, or bus accident resulting in fatalities or hospitalization.
- (4) Any accident that results in a permanent total disability (e.g., amputation).

c. DoD Safety Office Notification. DeCA/HS is responsible for reporting (notifying) the DoD Safety Office of any serious accident (i.e., fatalities and/or hospitalization (inpatient) of three or more employees) to the DoD safety office within 48 hours of the accident. Reporting may be accomplished by telephone, e-mail, or fax. DeCA/HS will provide a summary report to the DoD Safety Office within 120 days of the accident. The summary report will include the following information:

- (1) Date and time of accident.
- (2) DeCA establishment name.
- (3) Location (service installation name, mailing address).
- (4) Personnel involved (number, category (e.g., military, civilian employees, patrons, contractors) and consequences to each).
- (5) Description of operation.
- (6) Description of the accident.
- (7) Causal factors.
- (8) Safety programs/standards involved (OSHA and DoD standards) (limit to factual information and validated findings).
- (9) Applicable specific standard (only OSHA or approved alternate Agency standards shall be cited; e.g., 1910.26).
- (10) Violations.
- (11) Recommendations (if any) for standards improvement.
- (12) Corrective actions recommended by investigator(s).

6-12. SAFETY INVESTIGATIONS.

a. The sole purpose of safety investigations is to prevent accidents. Safety investigators will collect and analyze information to determine the causes(s) of the accident and make recommendations for corrective action. Minimally, supervisors will investigate all accidents that occur to employees under their supervision.

b. For all Class A and B accidents, a DeCA safety professional (GS-0018 series) will conduct the investigation (host installation safety professionals may also be called upon to perform, or assist in conducting, these Class A/B investigations). The reports generated by safety investigators may contain privileged safety information as well as publicly releasable information. The DoD treats safety investigation reports confidentially to ensure that commanders and safety officials can obtain accurate accident information, thereby promoting safety and national defense. Safety investigations are exempt from the licensing requirements of paragraphs C4.4.3 and C4.4.7 of DoD 8910.1-M (Reference (k)).

c. All safety investigation reports include privileged information. To promote conjecture; speculation; and full and frank discussions by the safety investigators, safety investigation boards, endorsers and reviewers of the safety investigation, DeCA will not disclose privileged safety information, except as provided in paragraph 6-12.g. Privileged safety information includes statements, reports, or testimony given to a safety investigator or board pursuant to a promise of confidentiality, and any direct references to any such statements or testimony elsewhere in a report. The findings, evaluations, analyses, opinions, conclusions, recommendations, and other indication of the deliberative processes of a safety investigator, safety investigation boards, endorsers, and reviewers are also privileged safety information.

d. In accordance with DoD Instruction 6055.07 (Reference (l)), DeCA does not have the authority to grant a “promise of confidentiality” to an individual providing evidence for an investigation.

e. Restrictions on Use and Release. Privileged safety information shall be used for safety purposes only. DoD Directive 5400.07 (Reference (m)), DoD Instruction 6055.07 (Reference (l)), and this Manual govern requests for safety reports. Requests for safety reports pursuant to litigation, discovery requests, subpoenas, or court orders are governed by applicable case law, DoD Instruction 6055.07 (Reference (l)), and this Manual.

(1) DeCA shall not release privileged safety information, except as provided in paragraphs 6-12.g., nor shall DeCA use or condone the use of privileged safety information for any purpose other than accident prevention. Privileged safety information will not be used to support disciplinary or adverse administrative action, to determine the misconduct or line-of-duty status of any personnel, or as evidenced before any evaluation board.

(2) Privileged safety information will not be used to determine liability in administrative claims for or against the government or in any litigation on behalf of the government.

(3) Nonprivileged safety information may be released as required by law or pursuant to court order or upon specific authorization of DeCA’s designated disclosure authority (DeCA General Counsel [DeCA/GC] with consult from Director, HS).

f. DeCA shall not release privileged safety information in response to FOIA requests under DoD 5400.7-R (Reference (n)), or in response to discovery requests, subpoenas or court orders, except as provided in paragraph 6-12.g.

g. This paragraph addresses the protection of privileged safety information when parties in litigation attempt to compel its release. Since DeCA cannot grant promises of confidentiality, the Director, DeCA or designee (DeCA/GC), may assert the privilege to oppose any court-ordered release of privileged safety information. Upon determination by the Director of DeCA, or designee, that no safety or national defense interest is jeopardized, they may authorize the release of safety investigation board findings. If a court orders the release of privileged safety information, the Director of DeCA, or designee, will coordinate with the other military services, Components’ departments, and the DoD General Counsel to determine whether or not to seek further review.

h. DeCA local management/safety investigator will suspend the investigation, preserve the evidence, and immediately notify DeCA/HS safety manager whenever evidence of criminal activity that is causal to the accident is discovered. The DeCA/HS safety manager will determine, under the circumstances and after consult with the Director of DeCA, DeCA/HS and DeCA/GC, whether the safety investigation will proceed.

i. For Class A/B accident investigations, it may be necessary to convene an investigative board comprised of a mix of appropriate occupational series personnel to add expert professional knowledge to aid in accurate identification of causal factors and countermeasure development. DeCA/HS, through coordination with regional offices, will select team participants.

6-13. LEGAL INVESTIGATIONS AND REPORTS.

a. Legal investigation reports are used to inquire into all the facts and circumstances surrounding accidents as well as to obtain and preserve all available evidence for use in litigation, claims, disciplinary action, or adverse administrative actions. DeCA/GC is designated as the office of primary responsibility for oversight of legal investigations and their reports.

b. The legal investigation is conducted independently from the safety investigation. Nonprivileged safety information acquired by a safety investigator may be made available to the legal investigation. The HS Director will inform the DeCA/GC whenever a DeCA accident involves one or more of the following items so that DeCA/GC can initiate a separate report in addition to the authorized safety investigation report:

- (1) All on-duty Class A accidents.
- (2) Anticipated litigation for or against the government or a government contractor.
- (3) Anticipated disciplinary or adverse administrative action against any individual.
- (4) Probable high public interest.

c. Personnel assigned to conduct safety investigations will not conduct legal investigations of the same accident. Personnel currently assigned to full-time safety positions will not be appointed as a member of a legal investigation board.

6-14. ACCIDENT STATISTICS. Accident statistics will be maintained on a CY schedule starting with CY 2005. There is no requirement to convert prior FY data into CY format. At a minimum, each DeCA facility will maintain quarterly injury/illness accident statistics on total and lost-time accident counts and rates. Accident statistics/data will be reviewed and consolidated (quarterly and annually) by Agency/ regional safety offices to present performance and trend information to applicable senior staff and principal program managers.

6-15. ACCIDENT REPORT ROUTING. Accident reports (DeCAF 30-301 and DeCAF 30-111) will be routed (electronically) up through reviewing officials to the facility's assigned regional office safety manager within 15 calendar days of the accident date. Accidents occurring at HQ DeCA will be routed through reviewing officials to DeCA/CDHF. The DeCA regional offices' safety managers and DeCA/CDHF will review the accident report for completeness and accuracy prior to forwarding to DeCA/HS. A copy of accident reports (DeCAF 30-301 and DeCAF 30-111) involving non-DeCA personnel (e.g. patrons) will be provided to the facility's host claims officer (legal office).

INJURIES AND ILLNESSES ACCIDENT REPORT			
<i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>			
NAME OF DeCA FACILITY:		DeCA FACILITY ZIP CODE:	
COMPLETED BY:			
TITLE:			
PHONE:		DATE:	
SECTION I			
<p>This <i>Injury and Illness Accident Report</i> is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the <i>Log of Work-Related Injuries and Illnesses (OSHA 300)</i> and the accompanying <i>Summary (OSHA 300A)</i> these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.</p> <p>Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form.</p>		<p>According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule and DeCAD 30-17, you must keep this completed form on file for 5 years following the year to which it pertains.</p> <p>Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.</p>	
INFORMATION ABOUT THE EMPLOYEE / INDIVIDUAL			
1. FULL NAME:			
2. STREET:		CITY:	STATE:
ZIP:	3. DATE OF BIRTH (mm/dd/yyyy):		
4. DATE HIRED:		5. <input type="checkbox"/> Male <input type="checkbox"/> Female	
INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL			
6. NAME OF PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL			
7. IF TREATMENT WAS GIVEN AWAY FROM THE WORKSITE, WHERE WAS IT GIVEN?			
FACILITY:			
STREET:			
CITY:		STATE:	ZIP:
8. WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
9. WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS AN IN-PATIENT?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

DeCA Form 30-301, Feb 2010

Supersedes DeCAF 30-69, Sep 2003
Page 1 of 4

Figure 7. DeCAF 30-301, Injuries and Illnesses Accident Report (Page 1)

INFORMATION ABOUT THE CASE	
10. CASE NUMBER:	11. DATE OF INJURY OR ILLNESS:
12. TIME EMPLOYEE BEGAN WORK:	<input type="checkbox"/> CHECK IF TIME CANNOT BE DETERMINED
13. TIME OF EVENT:	
14. WHAT WAS THE EMPLOYEE / INDIVIDUAL DOING JUST BEFORE THE INCIDENT OCCURRED? Describe the activity, as well as the tools or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."	
15. WHAT HAPPENED? Tell us how the injury/illness occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."	
16. WHAT WAS THE INJURY OR ILLNESS? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."	
17. WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE/INDIVIDUAL? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.	
18. IF THE EMPLOYEE/INDIVIDUAL DIED, WHEN DID DEATH OCCUR? Date of Death	

Figure 7. DeCAF 30-301, Injuries and Illnesses Accident Report (Page 2)

DeCAF 30-301 INJURIES AND ILLNESSES ACCIDENT REPORT (CONTINUATION SHEET)		INITIAL: <input type="checkbox"/>	CHANGE: <input type="checkbox"/>
SECTION II - FACTUAL INFORMATION			
EDI OSHA TRACKING NUMBER			
1. PERSONNEL CLASSIFICATION: (CHECK ONE OR FILL IN 'OTHER' FIELD):			
<input type="checkbox"/> DeCA U.S. CIVILIAN	<input type="checkbox"/> DeCA LN	<input type="checkbox"/> DeCA CASU	<input type="checkbox"/> DeCA MILITARY
<input type="checkbox"/> PATRON	<input type="checkbox"/> VENDOR	<input type="checkbox"/> OTHER CONTRACTOR	OTHER <input type="checkbox"/>
2. OCCUPATIONAL SERIES:		3. TITLE:	
4. INJURY OR ILLNESS:		4.a. INJURY TYPE	
4.a 1. OTHER INJURIES DEFINED:		4.b. ILLNESS TYPE	
4.b 1. OTHER ILLNESS DEFINED:		5. ACCIDENT CLASS:	
6. GRADE/RANK:		7. ACCIDENT CLASSIFICATION:	
8. NUMBER OF DAYS AWAY FROM WORK:		9. NUMBER OF RESTRICTED OR JOB TRANSFER DAYS:	
10. PERSONAL PROTECTIVE EQUIPMENT REQUIRED (Y / N):		11. PERSONAL PROTECTIVE EQUIPMENT USED (Y / N):	
12. INJURY THE RESULT OF A GOVERNMENT VEHICLE OR POV (WHILE ON OFFICIAL BUSINESS) OPERATIONS (Y / N):			
13. SEAT BELT USED (Y / N / NA):		14. LOCATION OF THE ACCIDENT:	
SECTION III - INVESTIGATION			
15. DESCRIBE ROOT CAUSE OF ACCIDENT AND PROVIDE THE CORRECTIVE MEASURE(S) TAKEN AS A RESULT OF THE ACCIDENT:			
16. DESCRIBE ANY LESSON(S) LEARNED FROM THE ACCIDENT:			
17. WAS INDIVIDUAL TRAINED TO PERFORM THE TASKS NOTED ON PAGE 2, SECTION 1, QUESTION NUMBER 14 (Y / N):			
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, explain in block 19</i>			
18. WAS INDIVIDUAL PERFORMING THE TASKS NOTED ON PAGE 2, SECTION 1, QUESTION NUMBER 14 AS TRAINED (Y / N):			
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If no, explain in block 19</i>			
19. ANY ADDITIONAL COMMENTS:			
SECTION IV - REVIEW			
20.	REVIEWING OFFICIALS	REVIEWING OFFICIALS' NAMES	OFFICIALS' PHONE NUMBERS
	FACILITY LEVEL		
	ZONE MANAGER		
	REGION MANAGEMENT		
	AGENCY HEADQUARTERS		

Figure 7. DeCAF 30-301, Injuries and Illnesses Accident Report (Page 3)



Year _____

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 2151-0175

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employers, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Total number of deaths	#REF!	(G)	Total number of cases with days away from work	#REF!	(H)	Total number of cases with job transfer or restriction	#REF!	(I)	Total number of other recordable cases	#REF!	(J)
------------------------	-------	-----	--	-------	-----	--	-------	-----	--	-------	-----

Total number of days away from work	#REF!	(K)	Total number of days of job transfer or restriction	#REF!	(L)
-------------------------------------	-------	-----	---	-------	-----

Total number of... (M)	#REF!	(1) Injury	#REF!	(4) Poisoning	#REF!
	#REF!	(2) Skin Disorder	#REF!	(5) Hearing Loss	#REF!
	#REF!	(3) Respiratory Condition	#REF!	(6) All Other illnesses	#REF!

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a valid OMB control number. If you have any comments about these estimates of burden or any aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3647, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., Manufacture of motor truck trailers) _____

Standard Industrial Classification (SIC), if known (e.g., SIC 3715) _____

OR North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment Information

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive

Phone

Title

Date

Figure 9. OSHA Form 300a, Summary of Work-Related Injuries and Illnesses

DeCA PROPERTY DAMAGE ACCIDENT REPORT				
<i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>				
SECTION I - IDENTIFICATION				
1. FACILITY NAME		2. HQ/REGION	3. ZONE	4. CASE NUMBER
5. DATE	7. EXACT LOCATION OF ACCIDENT			
6. TIME				
8. ACCIDENT CLASSIFICATION	10. If personal injury, provide DeCAF 30-301 Case Number (SECTION I, block 10) reference(s).			
9. STATUS <i>(Initial or change)</i>				
SECTION II - PROPERTY OR EQUIPMENT INVOLVED				
COMPLETE ITEM DESCRIPTION <small>(Manufacturer Name, Model, Type)</small>		OWNERSHIP <small>(DeCA/Non-DeCA)</small>	DAMAGE DESCRIPTION	COST
1.				
2.				
3.				
SECTION III - ACCIDENT NARRATIVE				
Provide factual account of accident.				
SECTION IV - INVESTIGATIVE FINDINGS				
1. Environmental conditions that may have caused or contributed to accident:				
2. Unsafe act or condition that may have caused or contributed to accident:				
3. Material failure or function that may have caused or contributed to accident (what failed and how):				
SECTION V - COUNTERMEASURE RECOMMENDATION(S)				
Provide recommendations to fix and avoid reoccurrence.				
SECTION VI - COMPLETING & REVIEWING OFFICIALS				
1. COMPLETING: NAME		TITLE	PHONE NO.	
2. REVIEWING LEVEL:	FACILITY	ZONE	REGION	HEADQUARTERS
REVIEWER'S NAME				
PHONE NUMBER				

DeCA Form 30-111, Feb 2010

Figure 10. DeCAF 30-111, DeCA Property Damage Accident Report

CHAPTER 7

HAZARD IDENTIFICATION, DETECTION, REPORTING, AND ABATEMENT

7-1. HAZARD IDENTIFICATION. JHA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, task, tools, and work environment. JHA will be conducted for jobs performed by all occupational series working in positions at commissary, CDC, or CMPP facilities. All jobs, at all management levels, can benefit from the JHA process. The JHA can also be a tool for training new employees in the steps required to perform their jobs safely. When prioritizing jobs on which to use JHA, one should consider the following criteria:

- a. Jobs with the highest injury/illness rates.
- b. Jobs with the potential to cause severe or disabling injuries, even if there is no history of previous accidents.
- c. Jobs in which one simple human error could lead to a severe accident or injury.
- d. Jobs that are new to the operation or have undergone changes in processes and procedures.
- e. Jobs complex enough to require written instructions.

7-2. HAZARD DETECTION AND REPORTING. Prompt detection and correction of unsafe or unhealthful working conditions at the lowest possible working level are essential elements of accident prevention. Accordingly, DeCA activities will:

a. Publicize (through awareness promotions and training) the existence of DeCA's hazard reporting system, DeCAF 30-66 (Figure 11), and inform all employees of their right and obligation to report hazardous conditions or work procedures and practices to supervisors and management.

b. Hold first line supervisors primarily accountable for investigating and correcting hazardous conditions and practices they observe or which are reported to them. Supervisors must report the circumstance promptly to their superiors and the activity's safety representative. Should additional assistance be required to identify the source of the hazards and/or corrective actions, the activity's safety representative should confer with the installation safety office and regional safety manager.

c. The activity safety representative will ensure that blank copies of DeCAF 30-66 are freely available and posted on or immediately adjacent to the safety bulletin board for employees' use. Instructions on what to do after filling it out and details about processing procedures will also be posted (see paragraphs 7-2.d, f, and h).

d. Employees are encouraged to first verbally inform their supervisors of the existence of hazardous conditions/acts and give the supervisor a chance to take corrective action. If prompt action is not taken to correct the situation or condition, employees can report the hazard directly to their facility's/business area safety representative using DeCAF 30-66. Persons who submit signed reports may request confidentiality. If confidentiality is requested, the supervisor of the area associated with the hazard report will not be given the reporting person's name. As a rule, the person initiating a hazard report shall identify themselves. All hazards reported will be investigated regardless of how they were reported. Initially, management and safety representatives will:

(1) Protect the identity of the reporting individual, if requested.

(2) Ensure prompt action is taken to correct hazardous conditions or procedures when they are identified. When permanent corrective action cannot be completed promptly, interim actions should be taken immediately to make the situation as safe as possible.

e. The facility's safety representative will maintain a log to administratively document receipt and disposition of DeCAF 30-66. The log may be generated locally but must minimally use the headers as depicted in the sample in Figure 12. DeCA activities will forward a copy of their log to the region safety support manager within 20 workdays following the end of the FY. Regional safety support managers will consolidate information from these logs to provide hazard reporting information to DeCA/HS as part of the Regional Annual Safety and Occupational Health Report. DeCA/CDHF will provide their log directly to DeCA/HS.

f. DeCA activities will acknowledge receipt of a hazard report to its originator (if known) in writing within three working days. Ensure the investigation of reports as soon as possible, but within 1 workday for imminent danger situations, 3 working days for potentially serious situations, and 10 working days for lesser conditions. If the investigator of a hazard report determines that it identifies a valid hazard, corrective action (actual or planned) will be taken immediately. Within 5 days of the investigation, the person reporting the hazard will be informed by letter of actions taken or planned. The letter shall include the expected date that corrective actions will be complete, or if corrective actions have already been completed, the letter shall include a summary of the actions taken. Should the investigation reveal no hazard is present, the letter must include the basis for this conclusion.

g. Verbal or written reports that indicate imminent danger will be investigated by a qualified safety and occupational health specialist (i.e., GS-0018 series from either the supporting installation or regional safety staff) or a military equivalent along with appropriate subject matter experts (i.e., engineers, HVAC technicians, fire prevention personnel, electricians). Imminent danger situations are said to exist when there is immediate danger of serious injury/loss of life, or serious property or equipment damage. DeCA/HS and regional safety offices will be notified immediately of all imminent danger issues.

h. Activities will use the hierarchy of controls (i.e., eliminate/substitute the condition, process, or act >> engineering controls >> administrative controls >> personal protective equipment---see Chapter 1, paragraph 1-8) for detailed information on hierarchy of controls) to eliminate/risk manage the hazard. The primary responsibility for eliminating hazards rests with the activity management staff, with assistance as necessary from installation support organizations, the region, and HQ DeCA.

i. If the person who submits a hazard report is dissatisfied with the action taken at the local level, they may elect to have the hazard report reviewed by the next higher DeCA safety management level (e.g., store > region > headquarters, headquarters 2 letter business area offices > DeCA/SS > DeCA/HS). Individuals have two routes to relay their request to this next higher authority: (1) send it directly themselves or (2) request their level safety representative forward it. The next reviewing office must respond in writing to the report originator acknowledging receipt for review and must respond with their determination within the timeframe indicated in Table 4. This additional review process can continue through DeCA management levels up to DeCA/HS. DeCA action officers at each appeal level will complete applicable blocks of DeCAF 30-66, Section II.

(1) Requests submitted for review by DeCA/HS must contain the following:

(a) A copy of the original hazard report and all subsequent reports.

- (b) How, when, and to whom the original report was submitted.
- (c) Action(s) (if known) taken by previous reviewing offices.
- (d) Reason(s) why the originator is still not satisfied with management’s response.

(2) If the originator of the hazard report is still dissatisfied with responses received, they may request their report be forwarded by DeCA/HS to the DoD Safety Office (i.e., Office of the Deputy Under Secretary of Defense (Installations and Environment)(ADUSD(I&E)(SOH)). This appeal must include the information requested in the previous paragraph. Should the report originator still not be satisfied with the DoD determination, the final appeal authority is the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, D.C. 20210. DeCA/HS is responsible to ensure it is submitted to DOL if the originator desires.

Action	Acknowledge Receipt Due	Determination Response Due
Initial report	3 days	5 days
Region appeal	10 days	20 days
HQ DeCA appeal	10 days	20 days
DoD appeal	20 days (estimate)	45 days (estimate)
DOL appeal	20 days (estimate)	60 days (estimate)

Table 4. Hazard Report Appeal Action Response Milestones

7-3. RISK ASSESSMENT CODE (RAC). RAC will be assigned to safety hazards identified in hazard and safety inspection reports by a fully qualified safety specialist from the DeCA regional offices and may be assigned by the supporting installation safety office. RACs are an expression of the potential for injury or damage that may be expected because of the existence of a hazard, based on hazard severity and accident probability (Table 5).

a. Hazard Severity. An assessment of the expected consequence defined by degree of injury, occupational illness, or property damage that could occur because of the existence of a hazard. Hazard classifications are denoted by uppercase Roman numerals, as shown in Table 5.

b. Accident Probability. An assessment of the likelihood that, given exposure to a hazard, an accident will result. The uppercase letters shown in Table 5 denotes accident probability classifications.

	ACCIDENT PROBABILITY			
HAZARD SEVERITY	A	B	C	D
I	1	1	2	4
II	1	2	3	4
III	2	3	4	5
IV	4	4	5	5

CATEGORY	DESCRIPTION
HAZARD SEVERITY	
I	Death or permanent total disability, or loss of a facility (\$1 million or more)
II	Permanent partial disability, temporary total disability in excess of 3 months; or Class B property or equipment damage
III	Lost workday accident, compensable accident, or Class C property or equipment damage
IV	First aid or minor supportive medical treatment, a nonconformance to an administrative standard, or a Class D property or equipment damage
ACCIDENT PROBABILITY	
A	Likely to occur immediately
B	Probably will occur in time
C	Possible to occur in time
D	Unlikely to occur
RISK ASSESSMENT CODES (RAC)	
1	Critical
2	Serious
3	Moderate
4	Minor
5	Negligible

Table 5. Risk Assessment Code (RAC) Matrix

7-4. HAZARD ABATEMENT. The Hazard Abatement Program is designed as a system to monitor existing safety, health, and fire hazards until corrective actions are taken. A DeCA activity's Hazard Abatement Program should function in concert with the Master Hazard Abatement Plan managed by the installation safety office. The activity safety representative will initiate and maintain DeCAF 30-67 (Figure 13) for all RAC 1, 2, or 3 hazards identified (on safety inspection or visit reports, accident or hazard reports, etc.) which will require more than 60 days to correct. The activity manager will forward a copy of DeCAF 30-67 to both the installation safety office and to the next highest DeCA command level (e.g., commissaries/CDCs/CMPP will forward it to their respective regional safety manager).

7-5. FUNDING FOR HAZARD ABATEMENT. DeCA/DOF will ensure appropriate budget programming each FY to resource the elimination of facility hazards identified on DeCAF 30-67. Abatement actions will be prioritized according to the hazard's assigned RAC (paragraph 7-3).

a. To ensure DeCA/DOF has information available for making accurate budget programming decisions, regional offices will survey their supported activities annually during the month of March to identify all uncorrected RAC 1, 2, or 3 hazards. As a minimum, the survey report will include:

(1) For each activity, a listing of all uncorrected hazards grouped by their assigned RAC. An unlisted activity represents no uncorrected hazards for that reporting period.

(2) The date each uncorrected hazard was identified; the office that identified the hazard; and if a Hazard Abatement Plan was developed, provide its case number.

(3) The estimated corrective action/abatement cost for each hazard and total hazard abatement costs for each facility.

b. Each regional safety manager will provide a copy of the consolidated survey report to the regional engineer for input into the regional office's minor construction improvement program. The regional safety manager will provide a copy of the report to DeCA/HS and will provide status updates, as directed.

HAZARD REPORT		
<i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>		
<i>This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the Activity. (Reference OSHA Poster (DeCAF 30-2272) on rights of employees and their representatives.)</i>		
Person reporting this hazard is: (Check one) <input type="checkbox"/> Employee <input type="checkbox"/> Representative of employees <input type="checkbox"/> Other _____ (Specify)		
believes that a job safety or health hazard exists: <input type="checkbox"/> I DO NOT WANT MY NAME REVEALED TO THE OFFICIAL IN CHARGE.		
PLEASE INDICATE YOUR DESIRE: <input type="checkbox"/> MY NAME MAY BE REVEALED TO THE OFFICIAL IN CHARGE.		
DOES THIS HAZARD(S) POSE IMMEDIATE POTENTIAL FOR SERIOUS PERSONAL INJURY/PROPERTY DAMAGE? <i>(If "yes", immediately contact your supervisor or safety representative.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		
NAME OF OFFICIAL IN CHARGE	TELEPHONE	DeCA ACTIVITY
EXACT LOCATION OF HAZARD (Room, Office, Dept., etc.)		
1. KIND OF OPERATION		
2. DESCRIBE BRIEFLY THE HAZARD WHICH EXISTS THERE, INCLUDING THE APPROPRIATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD.		
3. LIST BY NUMBER AND/OR NAME THE PARTICULAR OCCUPATIONAL SAFETY AND HEALTH STANDARD(S) WHICH MAY HAVE BEEN VIOLATED. (If known)		
4.a. TO YOUR KNOWLEDGE, HAS THIS HAZARD BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANY-ONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH THE EMPLOYER OR ANY REPRESENTATIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
b. IF YES, PLEASE GIVE THE RESULTS, INCLUDING ANY EFFORTS BY MANAGEMENT TO REDUCE THE SEVERITY OR ELIMINATE THE HAZARD.		
EMPLOYEE INFORMATION		
DUTY LOCATION	TELEPHONE	DATE
TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE	EMPLOYEE SIGNATURE	

DeCA Form 30-66, Mar 2006

Supersedes DeCAF 30-66, Sep 2003
Page 1 of 2

Figure 11. DeCAF 30-66, Hazard Report (Page 1)

SECTION II HAZARD INVESTIGATION INFORMATION		
1. INITIAL INVESTIGATOR INFORMATION:		
a. NAME	d. DATE REPORT RECEIVED	
b. ACTIVITY/OFFICE	e. DATE(S) OF INVESTIGATION	
c. PHONE NUMBER	f. E-MAIL ADDRESS	
2. INITIAL INVESTIGATION FINDINGS <i>(include standard(s) cited and RAC)</i>		
3. INITIAL RECOMMENDATIONS <i>(List all possible corrective recommendations)</i>		
4. INITIAL ACTION TAKEN/PROPOSED <i>(Provide both interim and final, if applicable)</i>		
5. NEED FOR DeCAF 30-67, Hazard Abatement Plan <i>(if fix will take longer than 60 days)</i>		
HAZARD ABATEMENT PLAN CASE NUMBER		
6. ORIGINATOR APPEAL OPTIONS:		
a. APPEALED TO DeCA REGION	DATE FORWARDED	RESPONSE DATE
b. APPEALED TO DeCA HQ	DATE FORWARDED	RESPONSE DATE
c. APPEALED TO DoD SAFETY	DATE FORWARDED	RESPONSE DATE
d. APPEALED TO OSHA FAP	DATE FORWARDED	RESPONSE DATE
7. FACILITY'S MANAGER INFORMATION:		a. CONCUR WITH INITIAL INVESTIGATION FINDINGS (Y / N)
b. NAME	c. SIGNATURE	
d. TITLE	e. DATE	
f. EXPLANATION OF NONCONCUR <i>(block 7a)</i>		

Figure 11. DeCAF 30-66, Hazard Report (Page 2)

DeCA Org: XX Region, XXX Commissary				Complete Hazard Description & Location (If known, provide safety code/reference of hazard)	Classification (imminent danger, serious, other)	Action Taken or in Progress	Date Complete
Report #	Date Of Report	Date/Time Rec'd	Name of Investigator & Office				
FY05-001	mm-dd-yyyy	mm-dd-yyyy	Mr. Safe	Trip/fall hazard. Five inch hole in floor of main aisle near band saws in meat department - Anywhere Commissary (DeCAD 30-17, para 11-4)	Serious	Interim: Heavy duty mat placed over hole. Final: Floor repaired by installation engineer	mm-dd-yyyy

Figure 12. Sample - Hazard Report Log

HAZARD ABATEMENT PLAN <i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>			
1. CASE NO.	2. DATE	2a. DATE REVISED	3. RISK ASSESSMENT DETERMINATION HAZARD SEVERITY
4. ACTIVITY REGION ACTIVITY	5. HAZARD LOCATION(S)		ACCIDENT PROBABILITY RISK ASSESSMENT CODE
7. DESCRIPTION OF HAZARD AND STANDARD(S) VIOLATED			
8. DESCRIPTION OF PROPOSED PERMANENT CORRECTIVE ACTION OR REMEDIAL MEASURES			
9. DESCRIPTION OF INTERIM HAZARD CONTROL MEASURES AND DATE IMPLEMENTED			
10. OTHER RELEVANT INFORMATION			
11. ESTIMATED FINAL ABATEMENT DATE		12. COST	
PREPARED BY (Name, Title, Phone #)		APPROVED BY (Name, Title, Phone #)	

DeCA Form 30-67, Jun 2003

Supersedes DeCA Form 40-166, Sep 1997

Figure 13. DeCAF 30-67, Hazard Abatement Plan

CHAPTER 8

OCCUPATIONAL HEALTH AND ENVIRONMENTAL PROTECTION

8-1. POLICY. It is DeCA policy to provide each employee with a healthful work environment that is as free as possible from recognized health hazards. To this end, health hazards must be identified, evaluated, and controlled. If adequate controls are not possible, then appropriate PPE must be used by affected employees. DeCA activities should consult with the installation occupational health office regarding possible health hazards and appropriate actions to take. In those instances where an installation program is not in effect or cannot support the minimum requirements of this Manual, region management must take whatever action (e.g., contracting services) is necessary to ensure occupational health and environmental protection program requirements are fulfilled.

8-2. HEALTH HAZARD EDUCATION. DeCA activities must ensure training/education is provided to employees so they are aware of the health hazards associated with their occupation, are informed of safe work practices, and know how to properly use PPE. Record this training on DeCAF 30-72.

8-3. MEDICAL RECORDS MANAGEMENT. The medical records of civilian employees who are placed on medical surveillance programs (hearing or sight conservation, etc.) are maintained at installation medical treatment facilities. These records will be maintained for the term of employment plus 30 years unless their employment term was less than 1 year. Supervisors should ensure employees are aware that they have full access to their medical file and must grant them reasonable time to review them if requested. Should DeCA facilities or the supporting installation's medical treatment facility close for business, prior coordination with DeCA's region records manager must be established to ensure transfer of these medical records with communication back to the facility's employees on the location of these files.

8-4. HEARING CONSERVATION.

a. DeCA activities shall participate in the installation Hearing Conservation Program (HCP). Their programs encompass the requirements of this Manual and allow for use of installation resources required for the implementation of the DeCA HCP. In those instances where an installation program is not in effect or cannot support the minimum requirements of this Manual, regional safety managers must take whatever action is necessary to ensure HCP requirements are fulfilled.

b. All commissaries, CDCs, and CMPP shall be surveyed to determine if hazardous noise is present within the workplace. Without proper measuring equipment, it is impossible to determine exact noise levels; but when workers have to raise their voices when talking to each other, it is an indicator of possible excessive noise levels. Contact the installation's occupational health office (e.g., industrial hygienist or bioenvironmental engineer) for assistance in conducting noise hazard surveys. A noise survey (both time-weighted average (TWA) noise levels and impulse noise sound pressure levels (SPL)) may only have to be conducted once. However, if there is a change in the work environment, the work process, or equipment that may affect noise levels, a new noise survey is required within 30 days.

(1) HCPs shall be implemented when exposure to continuous and intermittent noise equals or exceeds an 8 hour time TWA sound level of 85 decibels (dB) measured on the A scale (regions may implement a HCP regardless of the duration of noise exposure); or impulse noise SPL of 140 dB peak, or higher.

(2) When hazardous noise levels exist in a work area (as determined by the bioenvironmental engineer or industrial hygienist), engineering controls will be tried initially to correct the condition. These may include installation of silencing enclosures and sound absorption or deflection devices. However, when these methods do not prove adequate or it is cost prohibitive to make the change, employees working in the area will be enrolled in the installation HCP and administrative controls, such as limiting the time of exposure to the noise (through use of more frequent breaks or alternating job assignments away from the noise) must be implemented. If the engineering and administrative controls are not feasible or do not eliminate or reduce the noise hazard, then employees must be provided hearing protectors that are capable of attenuating worker noise exposure below a TWA of 85 decibels average (dBA) and are required to wear them when the noise producing equipment is being operated.

(a) Each facility will maintain a roster of personnel who are routinely exposed to hazardous noise. This roster will be formally updated semiannually during the months of October and April. This roster will aid in identifying personnel requiring audiograms and training.

(b) Local management shall notify each employee exposed at or above an 8-hour TWA average of 85 dB of the results of the monitoring.

(c) A variety of hearing protectors must be provided (e.g., various types and sizes of disposable earplugs/ear muffs) to aid in proper fit and wearing acceptance. (See Chapter 14, PPE, for additional information on hearing protectors.)

(3) A RAC shall be assigned to all potentially hazardous noise areas and operations IAW this Manual, Chapter 7.

(4) DoD Instruction 6055.12 (Reference (o)) requires noise exposure data be kept for the duration of employment plus 40 years and recorded on a DD Form 2214, Noise Survey or in the equivalent format with automated measurement equipment or a health hazard inventory system containing at least the mandatory data elements. Each facility is required to confer with their medical surveillance office (i.e., the office conducting the noise survey) to determine if they are maintaining these records. Each DeCA facility will maintain their noise exposure data records IAW DeCAD 5-2 (Reference (h)) (maintain on file for 5 years, then forward it to the regional safety support office for consolidation and transfer to DeCA/HS). This survey document will serve as the record to identify the facility's areas/equipment that are potentially noise hazardous.

c. Audiometric Testing.

(1) All personnel routinely exposed to hazardous noise shall be placed in a hearing testing and evaluation program. This testing and evaluation program includes pre-placement (before working in the area or within the first 30 days), periodic (at least once annually), and termination (personnel leaving DeCA employment) audiograms. Personnel who infrequently or incidentally enter designated hazardous noise areas need not participate in the audiometric testing program. All audiometric testing data shall be maintained for 40 years, or the duration of employment plus 30 years, whichever is greater.

(2) Every effort will be made to conduct a reference audiogram on workers before they are assigned to a position having duties involving hazardous noise exposure. In no case shall a reference audiogram be conducted more than one month from the date of a worker's initial exposure to hazardous noise. The reference audiogram must be preceded by at least 14 hours without exposure to workplace noise. The worker shall be cautioned to avoid high levels of nonoccupational noise exposure during the 14-hour period preceding the examination.

(3) Personnel who continue to work in designated hazardous noise areas shall receive annual audiograms.

(4) Termination audiograms shall be conducted on each DeCA employee who changes to a work assignment wherein they are not routinely exposed to hazardous noise. Personnel moving to other DeCA jobs with a hazardous noise exposure need not be given a termination audiogram.

(5) Follow-up Audiograms. When an annual audiogram shows a STS, additional audiograms may be required to confirm the STS.

d. Safety Signs and Labels.

(1) All potentially hazardous noise areas must be clearly identified by signs located at their entrances or boundaries.

(2) Each tool or piece of equipment producing noise levels greater than 85 dBA, to include vehicles, shall be conspicuously marked to alert personnel of the potential hazard. The exception shall be when an entire area/room is designated as a "hazardous noise area," and the equipment is stationary/not removed from that area. If an area/room receives this designation, all personnel who enter this area/room must wear hearing protection, not just personnel who are operating the noise producing equipment.

(3) Signs and decals that describe (words or words with other visual symbols) the potential hazard and the protective measure to be taken shall be used to designate "hazardous noise areas" and "hazardous noise equipment" (e.g., "Danger, Hazardous Noise, Hearing Protection Required"). All signs and decals shall, as a minimum, comply with OSHA's General Industry Standard in accordance with part 1910.145 of Reference (g).

e. Hearing Conservation Training. All personnel who are routinely exposed to hazardous noise (i.e., those enrolled in a HCP) shall receive initial training (e.g., orientation training) and thereafter, annual training in the proper care and use of personal hearing protection; the effects of noise on hearing; the purpose of hearing protection; the advantages, disadvantages, and attenuation of various hearing protective devices; instruction on selection, fitting, use, and care of hearing protectors; the purpose of audiometric testing; and an explanation of the test procedures. This training will also be documented on DeCAF 30-72. Regional offices/facilities may broaden the scope of this training to other personnel, as they deem necessary.

f. Accident Reporting Actions for Noise-Induced Hearing Loss. Noise-induced hearing loss (i.e., STS) is considered a "cumulative trauma disorder" and therefore, recorded as an "illness" rather than an "injury." When a recordable hearing loss occurs from an instantaneous event (e.g., acoustic trauma from a one-time blast over pressure) the hearing loss may be recorded as an "injury." See Chapter 6 for additional guidance on accident record keeping.

g. Program Evaluation.

(1) Each facility will report their FY data (NLT end-of-month November) to their higher HQ safety office (e.g., commissaries/CDCs/CMPP to their regional safety support office, DeCA/CDHF to DeCA/HS) the following information:

(a) Number of personnel requiring annual audiograms, the number of personnel that actually received an annual audiogram, along with a percentage calculation of this relationship (i.e., number of personnel receiving audiogram/number of personnel requiring an audiogram).

(b) Number of positive STS (i.e., noise induced hearing loss) cases identified during the FY.

(2) Regional offices will consolidate the information in the above paragraph 8-4.g.(1) and provide it to DeCA/HS as part of the region's annual SOH report (see Chapter 24, Evaluations and Metrics).

8-5. SIGHT CONSERVATION. Most installations where DeCA activities are located may have an "Eye/Sight Conservation Program" which is managed by the installation's occupational health, bioenvironmental, or industrial hygiene office. DeCA activities will coordinate and manage sight conservation efforts using the resources available at the installation through established ISSA.

a. Requirements for conducting a hazard assessment of the work environment to identify eye hazards, and PPE designed to protect employees from eye injury is addressed in Chapter 14, paragraph 14-2.

b. Additional sight conservation criteria are addressed within Chapter 14, paragraph 14-7.d.

8-6. HAZARDOUS CHEMICAL SPILLS. All DeCA activities will comply with hazardous materials spill/release procedures of the servicing installation. Anytime a spill/release of a chemical occurs that is identified on the Hazardous Materials Inventory list, immediately contact the installation safety office, bioenvironmental engineer, industrial hygiene office, fire department, or hazardous materials spill response team for instructions. The chemical's material safety data sheet will be reviewed to determine if in-house, immediate action can be taken; and if necessary, a copy should be provided to the responding installation's hazardous materials spill response team. Some facilities may have a "spill containment kit" and its use is dependent upon the chemical spilled/released and the availability of trained kit operators.

8-7. ASBESTOS. Whenever it is known that asbestos containing materials (ACM) or presumed asbestos containing materials (PACM) are present in the workplace in floor tiles, pipe insulation, etc., management will inform employees of its presence and location, and ensure this action is documented. If a contractor performs maintenance or custodial services, ensure the DeCA contracting office and the contractor is also aware of the asbestos condition. Remind them of the requirement to comply with the OSHA Asbestos Standard according to part 1910.1001 of Reference (g). If asbestos is found after the maintenance or custodial service contract has started, local management in coordination with their supporting DeCA engineer will notify the DeCA contracting office as to its type of material and location(s).

a. Installed ACM. DeCA is required to treat installed thermal systems insulation and sprayed-on and troweled-on surfacing materials as ACM in buildings constructed NLT 1980, for purposes of this section. These materials are designated "presumed ACM or PACM." Asphalt and vinyl flooring material installed NLT 1980, also must be treated as asbestos-containing. The exception to this general rule is that an industrial hygienist, using recognized analytical techniques to prove that the material is not ACM, must evaluate the materials.

b. If custodial services are performed by DeCA employees, they must receive annual training regarding the health affects of asbestos, locations of ACM and PACM in the facility, recognition of ACM and PACM damage or deterioration, requirements relating to proper housekeeping procedures on ACM or

PACM, and of the proper response to fiber release episodes. The host installation occupational health clinic and environmental management office may be able to assist with this training. Record this training on DeCAF 30-72.

c. Care of asbestos containing floor materials.

(1) Sanding of asbestos containing flooring materials is strictly prohibited.

(2) Stripping of finishes on floor tiles containing asbestos will only be performed using wet methods and low abrasion pads, with equipment operating at speeds lower than 300 revolutions per minute.

(3) Burnishing or dry buffing may only be performed on floors containing asbestos materials which are sealed with sufficient floor finish products so that the pad cannot contact the ACM.

d. Damage/deteriorating ACM or PACM items (e.g., floor tiles, pipe insulation) must be reported to the facility management to initiate review by either the host installation or region safety offices to determine appropriate course of action. Damage/deteriorating ACM/PACM must not be disturbed to prevent the release of airborne fibers.

8-8. BLOOD BORNE PATHOGENS. OSHA's Blood Borne Pathogens Standard, according to part 1910.1030 of Reference (g), was developed to protect employees in the workplace from the possibility of occupational exposure to biological hazards (i.e., HIV, hepatitis B virus (HBV)) present in the blood or other bodily fluids of infected persons. Occupational exposure may occur when employees perform tasks such as cleaning human blood from floors or equipment as a part of their assigned duty, or if they are officially designated as a trained first aid responder because of the lack of professional emergency medical care within a 15-minute response timeframe. A typical Blood Borne Pathogens Program will ensure that a written plan is in place that will eliminate or minimize employee exposure. For DeCA activities, employee occupational exposure to infectious blood may be uncommon but certainly more conceivable at remote locations. If circumstances exist where employees may be exposed as a result of their officially assigned duties, a Blood Borne Pathogens Program must be written and implemented by the DeCA facility manager, and appropriate employees trained. Usually, the program implemented by the host installation may be adopted for use. Contact the installation safety or occupational health office or regional safety manager for assistance in establishing the program. A "Blood Borne Pathogen Guidance Summary Table" is provided at Table 6 to match event, classification, and corrective actions.

a. Universal Precautions. All DeCA employees will use universal precaution practices when potentially exposed to human blood or other body fluids. This method of infection control requires the employer and employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious. This universal approach is intended to automatically trigger the need to exercise the appropriate procedures/acts to eliminate or minimize the risks of an exposure. Universal precautions include the use of PPE, engineering controls, and good work practices. Some specific control measures may include:

(1) Use puncture-resistant, leak-proof containers, color coded red or labeled, to discard contaminated items like needles, broken glass, or other items that could cause a cut or puncture wound.

(2) Wear appropriate gloves when contact with human blood, mucous membranes, nonintact skin, or potentially infectious materials are anticipated; and when handling or touching contaminated

items or surfaces. Do not reuse disposable (single-use) gloves. Wash hands when gloves are removed and as soon as possible after contact with blood or other potentially infectious materials.

(3) Discard contaminated needles and sharp instruments in puncture-resistant, leak proof, red or biohazard-labeled containers that are accessible, maintained upright, and not allowed to be overfilled. Recommend conferring with local medical activity offices to determine the best location to store these containers.

(4) Remove all PPE immediately following contamination and upon leaving the work area; place in an appropriately designated area or container for storing, washing, decontaminating, or discarding.

b. Each DeCA facility is required to maintain a blood borne pathogen spill cleanup kit to include either an approved tuberculocidal disinfectant for blood borne pathogens or a bleach/water solution of 1:10 bleach to disinfect surfaces suspected to be contaminated. These kits can be used while voluntarily performing “good Samaritan” assistance. They may be obtained locally. Recommend contacting the regional safety manager or host installation preventive medicine/safety office for an acquisition source.

c. Each DeCA facility is to review their work processes to determine who (i.e., DeCA employees, custodial contractor, host preventive medicine staff) is responsible for cleanup tasks following an event whereby human blood or other body fluids are present. Should DeCA employees be assigned this duty, they are classified as “potentially occupationally exposed” and the facility must implement a complete Blood Borne Pathogen Program, including training, as noted in the general section to this paragraph. Facility management should confer with their regional safety manager/installation occupational health office to discuss program implementation options. Training will be documented on DeCAF 30-72.

d. Typically, DeCA does not have an individual(s) trained and assigned the duty of being the facility first aid care provider since these services are provided by the host installation or available within the local community. However, should any DeCA employee be trained and assigned the duty to provide first aid care, a Blood Borne Pathogen Program will be required.

e. Disinfectant. Bleach disinfectant solution (1:10) must be prepared when needed or daily. A bleach solution will lose its strength after a day in storage. Bleach solution is caustic and should be handled with care to avoid direct contact with skin and eyes. Containers of this solution must be properly labeled IAW the Hazard Communication (HAZCOM) Program’s labeling criteria (see Chapter 13). EPA registered disinfectants that are labeled as effective against HBV and HIV may also be used. If warranted, add these chemicals to the facilities’ hazardous chemical inventory per the HAZCOM Program.

f. Contaminated DeCA Laundry. Each facility using a rental uniform agreement to obtain and launder DeCA provided uniforms (e.g., white meat department jacket) must confer with that company to determine the appropriate practice to return a garment that may potentially be contaminated with human blood or other body fluids.

g. Any DeCA employee potentially exposed to human blood or other body fluids will immediately notify their immediate supervisor/management staff, who will contact the host installation preventive medicine office to determine if the individual needs to be enrolled in a post exposure medical monitoring program to include receiving the Hepatitis vaccination.

Table 6
BLOOD BORNE PATHOGEN GUIDANCE
SUMMARY TABLE

EVENT	CLASSIFICATION	CORRECTIVE ACTION
Accidental contact with human blood (no break in skin)	Potentially infectious	<ul style="list-style-type: none"> • Wash affected area with soap and water • Contact cognizant preventive medicine officer for guidance
Good Samaritan Acts resulting in exposure to human blood/body fluids	Potentially infectious Not within OSHA Blood Borne Pathogen Standard	<ul style="list-style-type: none"> • Minimize exposure to blood and body fluids • Employ universal precautions (if possible). • Wash affected areas with soap and water • Contact cognizant preventive medicine officer for guidance
Environmental surface contaminated with human blood/body fluids (floors, walls, and equipment)	Potentially infectious	<ul style="list-style-type: none"> • Employ universal precautions • Disinfect surfaces with 1:10 bleach • Disinfect cleaning materials (sponges, cloths, etc.) with 1:10 bleach and discard as trash
Significant human blood spill within DeCA facilities	Potentially infectious Potential generation of regulated wastes	<ul style="list-style-type: none"> • Limit access to area • Contact cognizant preventive medicine officer for the organization responsible for infectious waste cleanup and regulated waste disposal
Broken glassware contaminated with human blood	Potentially infectious	<ul style="list-style-type: none"> • Implement universal precautions • Utilize mechanical means of cleanup (brush and dustpan) • Do not vacuum • Disinfect area with 1:10 bleach
Employee's skin cut or punctured during human blood cleanup operation	Exposure to potential blood borne pathogens occupational exposure	<ul style="list-style-type: none"> • Wash with soap and water • Provide medical treatment • Report to management • Conduct post-exposure medical evaluation
Consumable product contaminated by human blood (surface not protected by nonabsorbable material)	Contamination	<ul style="list-style-type: none"> • Employ universal precautions • Surface disinfect using 1:10 bleach • Dispose of product as garbage.
Consumable product contaminated by human blood (surface is protected by nonabsorbable material)	Contamination (item may be recoverable)	<ul style="list-style-type: none"> • Employ universal precautions • Surface disinfect using 1:10 bleach • Contact cognizant preventive medicine office for guidance

Nonconsumable product contaminated by human blood (absorbable surface area)	Contamination (item not recoverable)	<ul style="list-style-type: none"> • Employ universal precautions • Surface disinfect using 1:10 bleach • Dispose of product as trash.
Nonconsumable product contaminated by human blood (nonabsorbable surface area)	Contamination (item may be recoverable)	<ul style="list-style-type: none"> • Employ universal precautions • Surface disinfect using 1:10 bleach • Contact cognizant preventive medicine office for guidance
Meat contaminated by human blood	Contamination (item not recoverable)	<ul style="list-style-type: none"> • Employ universal precautions • Surface disinfect using 1:10 bleach • Process for rendering.
Clothing contaminated by human blood Office laundry	Contamination. Special laundry handling required (item is recoverable)	<ul style="list-style-type: none"> • Seal clothing in plastic bags • Label bags with biohazard • Contact cognizant preventive medicine office for guidance

Table 6. Blood Borne Pathogen Guidance Summary Table (cont'd)

CHAPTER 9

ERGONOMICS

9-1. PURPOSE. This chapter prescribes the minimum requirements necessary to identify, control/eliminate, and evaluate work-related musculoskeletal disorders (WRMD) associated with routine exposures to ergonomic risk factors in DeCA work areas. The goals of the Ergonomic Program are twofold: primarily, the goal is to prevent ergonomic injury/illness to any DeCA personnel; and secondary, to minimize the severity of the ergonomic injury/illness through early intervention.

9-2. DEFINITIONS.

a. Ergonomics. The field of study that seeks to fit the job to the person, rather than the person to the job. This is achieved by the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace.

b. Ergonomic Risk Factors. Actions in the workplace, workplace conditions, or a combination thereof may cause or aggravate a WRMD. Risk factors include, but are not limited to: repetitive, forceful, or prolonged exertions; frequent or heavy lifting; pushing, pulling, or carrying of heavy objects; a fixed or awkward work posture; contact stress; localized or whole body vibration; cold temperatures and poor lighting (leading to awkward posture). These workplace risk factors can be intensified by work organizations characteristics such as inadequate work-rest cycles, excessive work pace and/or duration, unaccustomed work, lack of task variability, machine work, and piece rate.

c. WRMD. An injury or an illness of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage (including intervertebral discs), bones and/or supporting blood vessels in either the upper or lower extremities, back, or neck, that is associated with musculoskeletal disorder workplace risk factors and are not limited to cumulative trauma disorders, repetitive strain injuries or illnesses, repetitive motion injuries or illnesses, and repetitive stress injuries or illnesses. Refers collectively to signs, or persistent symptoms, or clinically diagnosed WRMD when they are caused or aggravated by exposure to workplace risk factors. Examples of WRMD include low back injury, epicondylitis (tennis elbow), carpal tunnel syndrome (CTS), tendinitis (neck), DeQuervain's disease (tenosynovitis of the thumb), trigger finger, and Raynaud's syndrome (vibration white finger).

d. Engineering Controls. Physical changes to work stations, equipment, materials, facilities, or any other relevant aspect of the work environment that reduce or prevent exposure to ergonomic risk factors.

e. Administrative Controls. Any procedure that significantly limits exposure to ergonomics risk factors by control or manipulation of the work schedule or manner in which work is performed. Includes job rotation, use of rest breaks or alternative tasks, and job enlargement to increase task variability.

f. Work Practices Controls. Changing or improving procedures commonly followed in the workplace to minimize or eliminate ergonomic risk factors. Examples include proper lifting techniques, adjusting workflow or speed, and tool sharpening/maintenance.

9-3. RESPONSIBILITIES.

a. Facility Manager. The facility manager shall:

(1) Establish an effective Ergonomic Program that fulfills the requirements of this Chapter.

(2) Establish and maintain a continuing ergonomics awareness education and training program. Ergonomics training material can be obtained from DeCA/HS, DeCA regional safety managers, host installation's ergonomics offices (e.g., occupational health, bioenvironmental engineers, industrial hygiene, safety offices), or commercial sources.

(3) For new purchases, provide employees who routinely use desktop personal computers for more than 4 hours per day with computer workstation furniture, chairs, and accessories that are designed to reduce risk to WRMD. DeCA safety professionals and/or installation occupational health/safety offices should be conferred with prior to purchasing office furniture and other equipment to ensure ergonomic features are considered. For additional information on office ergonomics, see Chapter 17, paragraph 17-3.

(4) Consider ergonomic design criteria for all workstations, machinery, equipment, and tools acquisition.

b. Supervisors. Supervisors shall:

(1) Eliminate or control ergonomics risk factors identified by an evaluating authority (DeCA safety personnel or host installation's ergonomic support staffs).

(2) Enforce personnel use of actions (engineering controls, administrative controls, work practice controls, and PPE) to control exposures to ergonomic risk factors.

(3) Notify local DeCA safety representative of any previously unidentified work process or task that appears to cause employees injury/illness, pain or discomfort. Discoveries in this area revealed during accident investigations will be noted on the accident report.

(4) Attend ergonomics awareness training/education. Provide job specific training/awareness to subordinate employees.

(5) Encourage personnel to promptly report any musculoskeletal symptoms suspected to be associated with the job, task, or working environment. Through coordination with the facility's management and safety representative, establish procedures for employees with complaints of musculoskeletal symptoms to be evaluated by a medical evaluator. Use of the installation occupational/preventive medicine staff for this purpose is highly encouraged.

c. Personnel. Personnel shall:

(1) Attend ergonomic awareness training/education as required.

(2) Comply with recommended controls for reducing ergonomic risk factors.

(3) Report to their supervisor any musculoskeletal symptoms suspected to be work-related.

(4) Actively participate in discussions for ergonomic improvements of their work area, work process, and/or equipment used to perform their job.

9-4. PROGRAM ELEMENTS.

a. Workplace Analysis. Workplace analysis can be conducted through either active or passive surveillance techniques. Passive surveillance techniques are employed first to identify ergonomic hazard areas; and then active surveillance strategies are used to identify, evaluate, and manage ergonomic risk factors. Regional safety managers and store safety representatives may conduct passive surveillance surveys. Assistance from the host installation's ergonomic support staffs should be obtained to conduct active surveillance. Regional safety managers may also perform or participate with host installation personnel during this analysis.

(1) Passive Surveillance. Passive surveillance is the systematic collection, analysis, and interpretation of existing records and data to identify actual or potential ergonomic hazards areas. These records may include DeCAF 30-301, OSHA Form 300, DOL Forms CA-1 and CA-2, etc.

(2) Active Surveillance. Active analysis would involve an onsite, work area survey which may include videotaping the job process; conducting employee discomfort questionnaires; job task analysis; description of the environment, workstations, equipment and tools; analyzing lifting tasks using the NIOSH lifting equation; quantifying repetitive movements, awkward postures, and forceful exertions; etc.

b. Hazard Prevention and Control. Effective design or redesign of a work area, process, task, or workstation is the preferred method to prevent/control exposure to ergonomic risk factors. The methods of intervention (in order of priority) to be employed are: process elimination, engineering controls, substitution, work practices, and administrative controls. All ergonomic hazards shall be assigned a RAC (Chapter 7, paragraph 7-3) and if required, entered into the facility's hazard abatement plan.

c. Medical Management. The objective of medical management (health care management) focuses on the second goal of the Ergonomic Program - to reduce the severity of WRMD through early diagnosis and treatment. Early recognition and prompt treatment of musculoskeletal symptoms may prevent the need for major medical intervention.

(1) Personnel complaining of pain/discomfort associated with ergonomic symptoms should be referred to the host installation's occupational physician for evaluation. The host installation's medical management/health surveillance protocol should be used for the evaluation and follow-up of WRMD. As governed by the FECA provision, personnel have the option to choose their treating physician.

(2) Temporary Restricted Duty/Alternate Positions. Restricted duty/alternate positions must be established to accommodate employees during recovery or rehabilitation. Supervisors should evaluate the alternate job tasks to ensure that they do not aggravate the physical condition being treated. The regional safety manager/local ergonomic support staffs should be requested to provide assistance in evaluating either the alternate position or the revised tasks of the restricted duty for compliance to the guidelines established by the individual's treating physician.

d. Training and Education. Ergonomics training and education sources and materials will be provided/can be obtained from DeCA/HS and the regional safety managers. Each DeCA site is encouraged to contact their support installation ergonomic staff for local assistance and inclusion in the local Ergonomic Program.

(1) General Awareness Education. General ergonomic awareness education will be provided to all employees. This awareness education may be presented in varying formats, including briefings, newsletters, publications, posters, flyers, interactive computer software, etc. Primarily, general awareness education will provide information on WRMD, ergonomic risk factors, musculoskeletal disorders

symptoms, and the importance of early medical evaluation and treatment. In addition, awareness training for administrative/office employees using personal computers will include information on workstation design and equipment, and on proper ergonomic procedures. General awareness training will be provided on a continued, periodic basis.

(2) Specific Training. Specific training or targeted training will be provided to supervisors and employees engaged in work areas with a known ergonomic risk factor(s). Specific training will be provided annually until the ergonomic risk factor(s) have been eliminated or controlled to an acceptable risk management level. Specific training will be documented on DeCAF 30-72, Section 3. The materials used to provide this training should be maintained in the official training file. Specific training should include the following areas:

(a) Identification of the specific work process or job task that creates increased exposure to WRMD. Examples may include scanning, receiving/stocking meat shipment, warehouse receiving and stocking.

(b) Hazard prevention or control measures implemented. Examples may include workstation redesign, change in work process layout (flow), job rotation, and adjusting work-rest cycles.

(c) Proper use of body mechanics, equipment and tools, and PPE to prevent or reduce WRMD. Examples may include proper lifting techniques, standing and sitting posture, and wearing of insulating clothing (PPE) to protect against cold temperatures.

9-5. PROGRAM EVALUATION AND REVIEW. Locally, the Ergonomics Program will be reviewed to determine the degree of implementation and level of participation. During facility visits by qualified SOH professionals performing safety program evaluations, the ongoing Ergonomic Program will be reviewed to evaluate implementation levels and to measure the effectiveness of current intervention strategies to prevent or reduce the severity of WRMD.

a. Program effectiveness can be measured (quantified) by using the incidence rate and severity rate formulas.

(1) Incident Rate. The number of new WRMDs occurring during a year per 100 full-time equivalent employees. This rate is calculated as follows:

Method 1: Total number of new musculoskeletal disorders divided by the total number of employees multiplied by 100

Method 2: Total number of new musculoskeletal disorders multiplied by 200,000 divided by the annual total number of work hours

(2) Severity Rate. The number of lost workdays due to a WRMD occurring during the year per 100 full-time equivalent employees. This rate is calculated as follows:

Method 1: Total number of lost workdays divided by the total number of employees multiplied by 100

Method 2: Total number of lost workdays multiplied by 200,000 divided by the annual total number of work hours

b. It is important to note, that historically, in implementing an Ergonomic Program the incidence rates will rise during the beginning period. This rise should be noticed, however, it should not be initially viewed as a negative, alarming result. Employee training and awareness, combined with added efforts to encourage employees to report early discomfort, pain, or injury/illness will trigger additional reports of WRMD which may have previously been misreported or not reported. These additional cases are of extreme value to perform trend analysis to target intervention measures.

9-6. COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP). Individuals with visual, hearing, dexterity, and cognitive disabilities may be provided equipment for specific work situations at no cost to the worker. CAP assists DoD Components in their efforts to educate personnel on ergonomic hazards and to prevent musculoskeletal impairments. DeCA equal employment opportunity offices are the proponent for DeCA's CAP participation and DeCAD 55-3 (Reference (p)) provides its policy.

9-7. MANUAL LIFTING. Fixed weight limits for men and women to lift manually are difficult to prescribe because of physical differences both within each sex, and between the sexes. Also, the size and shape of the object to be lifted is an influencing factor. To generalize, a weight of approximately 40 pounds for the average woman, and 51 pounds for the average man, are the maximum weights that should be lifted by one person. For weights greater than this, additional help should be sought or mechanical assists used. Supervisors will determine individual lifting/carrying limitations (through review of any medical profiles, discussions with employees, etc.), advise assigned workers, train workers on proper lifting and carrying procedures, and provide necessary mechanical handling and lifting devices (refer to paragraph 4-2.e for information on documentation of training). Proper lifting techniques are as important as the weight of the object to be lifted.

a. How to Lift Properly.

(1) Position Feet Correctly. Place feet far apart for balance, with one foot to the rear of the object and the other foot slightly ahead of the other and to the side of the object.

(2) Crouch Close to Load. Crouching is preferred to squatting. Stay close to the load to minimize strain on the back muscles.

(3) Full Palm Grasp. Pick up materials with a full palm grip. Do not attempt to pick up weights with a fingertip grip. Ensure that the load is free of grease or sharp points that could cause injury. Use suitable gloves when necessary.

(4) Back Straight. Always keep the back as straight as possible. It may not be possible to keep the back in the vertical plane, but avoid arching. Bend from the hips and not from the middle of the back.

(5) Kinetic Leg Lift. With the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, lift the object with the legs and bring the back to a vertical position. Keep the object close to the body while lifting.

b. Safety Points to Remember.

(1) Use gloves to protect the hands and safety-toe shoes to protect the feet.

(2) Inspect objects for splinters, sharp edges, rough surfaces, or slippery surfaces before attempting to lift.

(3) Do not carry a load that obstructs the view of the direction of travel. Make sure the path of travel is clear.

(4) Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.

(5) Get help if the load is too heavy or bulky. A safe practice is to obtain assistance with objects weighing more than 51 pounds.

CHAPTER 10

PERMIT-REQUIRED CONFINED SPACES (PRCS)

10-1. GENERAL. Many workplaces contain spaces that are considered “confined” because their configurations hinder the activities of any employees who must enter, work in, and exit them. For example, employees who work in small tunnel chases generally must squeeze in and out through narrow openings and perform their tasks while cramped or contorted. OSHA uses the term “confined space” to describe such spaces. In addition, there are many instances where employees who work in confined spaces face increased risk of exposure to serious hazards. In some cases, confinement itself poses entrapment hazards. In other cases, confined space work keeps employees closer to hazards, such as asphyxiating atmospheres or the moving parts of machinery. OSHA uses the term “permit-required confined space (PRCS)” (permit space) to describe those spaces that both meet the definition of “confined space” and pose health or safety hazards. In commissaries, confined spaces usually consist of utility tunnels under the facility, utility spaces between the ceiling and roof, or any other similar space where an employee or contractor may occasionally be required to enter to perform work.

10-2. DEFINITIONS.

a. Confined Space. For an area to be determined as a “confined space,” it must satisfactorily meet all of the following:

- (1) Has a limited or restricted means of entry.
- (2) Is large enough for an employee to enter and perform assigned work.
- (3) Is not designed for continuous occupancy by the employee.

b. PRCS. A PRCS is one that meets the definition of a confined space and poses safety or health hazards, thereby requiring the issue of a permit for entry. PRCSs have one or more of the following characteristics:

- (1) Contains or has the potential to contain a hazardous atmosphere.
- (2) Contains a material that has the potential to engulf an entrant.
- (3) Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.
- (4) Contains any other recognized serious safety or health hazard.

c. Limited or Restricted Means of Entry. When the conditions or physical characteristics of the space, in light of the hazards present in it, would interfere with the entrant’s ability to exit or be rescued in a hazardous situation. Ladders and temporary, movable, spiral, or articulated stairs will usually be considered a limited or restricted means of egress. Other examples would be if an employee has to crawl to gain access to their intended work location, or if an access door or portal is too small to allow an employee to walk upright and unimpeded.

d. Hazardous Atmosphere. An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

(1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL).

(2) Airborne combustible dust at a concentration that meets or exceeds its LFL.

[NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 meters) or less.]

(3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.

(4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, according to part 1910 of Reference (g), and which could result in employee exposure in excess of its dose or permissible exposure limit.

[NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.]

(5) Any other atmospheric condition that is immediately dangerous to life or health.

[NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information (i.e., MSDS that comply with the Hazard Communication Standard, according to part 1910.1200 of Reference (g)), published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.]

e. Entry. The action by which a person passes through an opening into a PRCS. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

f. Entry Supervisor. Person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section. [NOTE: An entry supervisor may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role they fill. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.]

g. Entrant. Person who is authorized by the employer to enter a permit space.

h. Attendant. Individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

i. Nonpermit Confined Space. A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

10-3. GENERAL REQUIREMENTS.

a. DeCA Facility Manager.

(1) The manager shall evaluate the workplace to determine if any spaces are PRCS. Proper application of the decision flowchart (Figure 14) would facilitate compliance with this requirement.

(2) DeCA regional safety manager, host installation SOH professionals may be needed to assist the facility manager in properly assigning the PRCS designation to an area.

(3) If the workplace contains permit spaces, the manager shall inform exposed employees by posting danger signs, or by any other equally effective means, of the existence and location of and the danger posed by the spaces. A sign reading “DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER” or using other similar language would satisfy the requirement for a sign. If needed, the sign will be bilingual to the host nation language.

(4) If the manager decides that DeCA employees will not enter permit spaces, they shall take effective measures to prevent them from entering the permit spaces (e.g., lock the access door/panel) and shall comply with the following two paragraphs 10-3.a.(4)(a) and (b).

(a) When there are changes in the use or configuration of a non-PRCS that might increase the hazards to entrants, the manager shall reevaluate that space and, if necessary, reclassify it as PRCS.

(b) When employees of another employer (contractor) perform work that involves permit space entry, the DeCA facility manager shall:

1 Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of OSHA Standard, according to part 1910.146 of Reference (g) and this section.

2 Apprise the contractor of the elements, including the hazards identified and the host employer’s experience with the space, that make the space in question a permit space.

3 Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.

4 Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

5 Contact the host installation safety office/occupational health office to determine if they need to monitor/provide oversight to any PRCS entries.

b. DeCA Contractor.

(1) Will adhere to OSHA, host installation, and DeCA criteria for PRCS entry.

(2) Will provide copy of entry permits, if required, to host installation/DeCA management officials, if required/requested.

c. DeCA Employees. Will not enter PRCS unless they are authorized by the facility’s manager; trained prior to performing assigned duties to minimally ensure they have the understanding, knowledge, and skills necessary for the safe performance of their duties; and enter only as a member of a contractor lead team.

10-4. ENTRY. DeCA does not have the atmospheric monitoring devices, specialized access equipment, rescue and emergency service equipment; and typically, does not have individuals trained to serve as an entry supervisor, entrant, or attendant. Therefore, DeCA employees will not enter PRCS unless they are a member of a contractor lead team, have been authorized by the local DeCA official, trained to serve in their assigned capacity, and provided with all required PPE.

a. Both the DeCA local official and the contractor will develop and implement procedures to coordinate entry operations when contractor and DeCA employees are working simultaneously as authorized entrants in a permit space; so that either does not endanger the other.

b. The employer of the employees entering the PRCS is required to develop the entry permit. The entry permit must be posted near the entrance or be readily made available to all entrants so that they can confirm that preentry preparations have been completed.

c. The entry supervisor, as noted on the permit, shall sign the entry permit to authorize entry.

d. The DeCA facility manager will contact the host installation safety office/occupational health office to inform them of the planned permit work and if necessary, will provide a copy of the permit for their review and authorization.

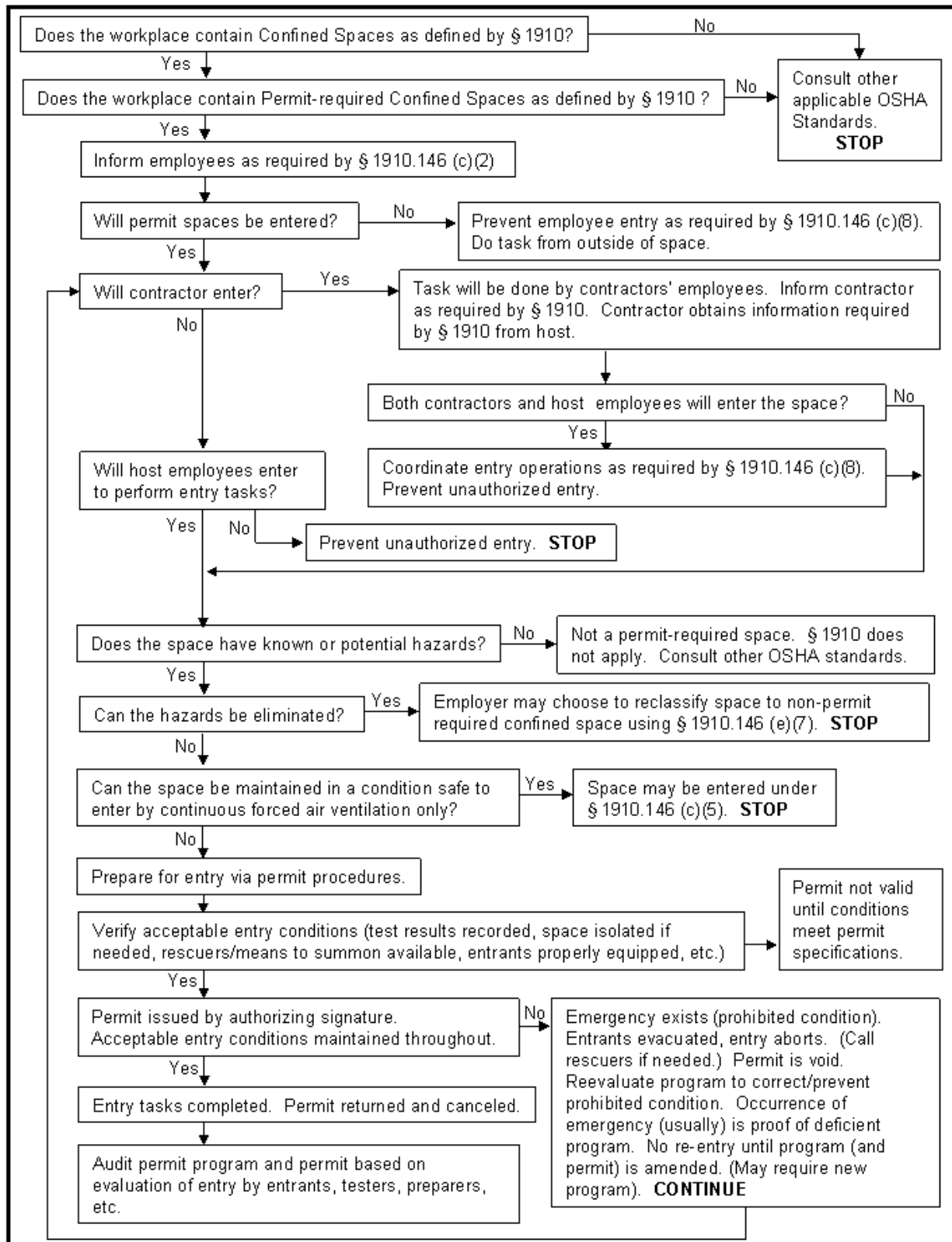


Figure 14. Permit-Required Confined Space Decision Flowchart

CHAPTER 11

MOTOR VEHICLE AND POWERED INDUSTRIAL TRUCKS (PIT) OPERATIONS/TRAFFIC SAFETY

11-1. POLICY. This chapter implements provisions of DoDI 6055.4 (Reference (q)), and OSHA's standards for PIT (according to part 1910.178 of Reference (g)). DeCA activity managers will ensure that employees who operate DeCA-owned or leased motor vehicles are licensed by their state or country of residence to operate a motor vehicle. Additionally, they will ensure employees' knowledge of and compliance with installation motor vehicle operation and Traffic Safety Program regulations, and local traffic laws.

11-2. MOTOR VEHICLE OPERATIONS/TRAFFIC SAFETY. All DeCA activities that involve the operation of motor vehicles shall, as a minimum, implement the following requirements:

a. Driver's License. Personnel who operate a government motor vehicle will have a current state operator's license or installation issued equivalent.

b. Vehicle Inspection. Operators will inspect government motor vehicle at the start of each shift they are used. These inspections will be recorded on DeCAF 30-105, Vehicle/MHE Operational Certification (Figure 16). When a vehicle or PIT will not be used on any particular shift, no signature is required (leave line blank on DeCAF 30-105). If at any time during that shift it is decided that use of the vehicle/equipment will be necessary, conduct the inspection and provide a signature in the appropriate space. A copy of this inspection form shall be maintained with the vehicle. Completed copies shall be maintained for 2 years.

c. Commercial Vehicles. Commercial design vehicles, as defined in DoD 4500.36-R (Reference (r)), which are purchased, leased, or rented by DoD for use in the United States and U.S. territories and possessions, shall meet all applicable requirements according to part 571 of title 49, CFR (Reference (s)) and Public Law 99-570 (Reference (t)). Commercial vehicles of foreign manufacture purchased, leased, or rented for use outside the United States and U.S. territories and possessions shall meet all applicable safety requirements of the country in which they are to be used.

d. Occupant Protective Devices. The use of occupant protective devices (e.g., safety belts, air bags, Department of Transportation (DOT) approved helmets) dramatically reduces the number of deaths, and the number and severity of injuries experienced in motor vehicle accidents. Accordingly, the following special requirements for occupant protective devices are required:

(1) All occupants will use seatbelts when operating or riding in any privately owned, Government Services Administration rental vehicle, or any other governmental vehicle for DeCA business; whether on or off a DoD installation. DeCA facilities located off-installation will annually conduct at least one random seatbelt usage survey and will communicate the results to their assigned regional safety manager.

(2) The vehicle operator is responsible for informing passengers of the safety belt requirement. The senior occupant is responsible for ensuring enforcement. For civilian employees, if the senior occupant cannot be ascertained, the driver is responsible for enforcement.

(3) To the maximum extent possible, all commercial-type passenger-carrying vehicles that are purchased, leased, or rented by DeCA shall be equipped with the occupant protective devices required by part 571 of Reference (s). Every effort shall be made to procure or lease vehicles equipped with air bags (preferably for both driver and passenger).

(4) Occupant protective devices shall be maintained in a serviceable condition and readily available for driver and passenger use.

(5) To the maximum extent possible, DeCA employees requiring transportation shall be transported in passenger vehicles such as sedans, station wagons, or buses. The number of passengers transported in these vehicles shall be restricted to adequate fixed seating capacity. Occupants shall be seated when the vehicle is in motion. Personnel may be transported in the cargo area of a cargo vehicle for short distances on a DoD installation provided each passenger remains seated wholly within the body of the vehicle.

(6) Should a DeCA vehicle accident occur and injuries result from nonuse or malfunction of vehicle protective devices, specific information regarding this nonuse/malfunction will be included in its accident report.

(7) **Motorcycle PPE.** All military personnel at any time and all DoD civilian personnel in a duty status, on or off a DoD installation; and all persons at any time on a DoD installation are required to wear the following PPE: DOT or equivalent helmet; goggles or face shield; sturdy footwear (e.g., over the ankle leather boots); long sleeve shirt/jacket, long pants, and full-fingered gloves; and a brightly colored outer upper garment during the day, and a reflective upper garment during the night. Recommend contacting the host installation's law enforcement/safety office to determine local specifications.

e. **Line-of-Duty Determination.** Failure to use occupant protective devices, wear PPE or comply with licensing or operator training requirements may be considered in making line-of-duty determinations if the injury is from such nonuse of PPE or noncompliance.

f. **Speed Limits.** All DeCA personnel shall adhere to state, local, and installation speed limits while operating motor vehicles on official business. In countries or states where there are no established highway (Interstate) speed limits, the maximum speed limit for DeCA operated vehicles (includes official rental/lease vehicles and private vehicles being used to conduct DeCA business) is 70 miles per hour (mph).

g. **Operator's Duty Time.** All drivers will take 15-minute rest breaks every 3 hours or 150 miles maximum, whichever occurs first. Before resuming driving, inspect vehicles and ensure equipment and cargo are secure. One-hour meal breaks should be taken. Directors, managers, or supervisors may assign additional rest periods based on local conditions or for specific missions or operations. To reduce the potential for traffic accidents caused by operator fatigue, driving time limits for operators of various DeCA motor vehicles are prescribed below:

(1) **Sedan Operators.** (This includes governmental assigned vehicles, rental, and privately owned vehicles used for official business.) Drivers will not be assigned to drive a DeCA motor vehicle for more than 10 continuous hours, nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. If more than 10 hours are needed to complete operations, a qualified assistant driver must be assigned to each vehicle.

(2) **Truck Drivers.** Hours of service driving limits will be in compliance to DOT Federal Motor Carrier Safety Administration (FMCAA) criteria (according to part 395 of Reference (s)) or the host

nation's criteria. Basic provisions of the current DOT FMCAA criteria state that truck operators can drive up to 11 hours in a single workday after 10 consecutive hours off duty; and can drive up to 60 hours in a 7-day period or 70 hours in an 8-day period. They may "restart" these 7- or 8-day calculations after 34 or more consecutive hours off duty.

h. Driver Distraction. Driver distraction occurs when operators of motor vehicles are engaged in activities not directly associated with driving tasks. Activities, such as those listed below, place additional physical and mental demands on the operator that may lead to delayed or inappropriate behavior/reaction/judgment.

(1) Use of Headphones, Earphones. The wearing of portable headphones, earphones, or other listening devices (except for hand-free cellular phones) is prohibited while operating a motor vehicle on roads and streets on DoD installations; and while operating a motor vehicle on official business off-installation. Use of those devices impairs driver hearing and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

(2) Use of Cell Phones, Global Positioning Systems. Drivers must use caution when operating these devices. Vehicle operators on a DoD installation, operators of government-owned vehicles, and rental vehicles used for official business shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Usage of these devices will also adhere to the appropriate nation, state, installation, or jurisdiction laws.

(3) Eating, Drinking, Smoking. Drivers will not eat, drink, or smoke while the vehicle is in motion.

i. Alcoholic Beverages. The operator/passenger(s) of DeCA motor vehicles are prohibited from having open containers of alcoholic beverages in their possession. Further policy governing intoxicated driving is established in DoDI 6055.4, Enclosure 3 (Reference (q)).

j. Radar Detection Devices. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DoD installations and while on official business off the installation. The use of these devices will be in accordance to local laws.

k. DeCA employees operating privately owned motorcycles on DoD installations or while conducting official business will comply with the applicable DoD installation, Status of Forces Agreement, and local laws for licensing, training, operation, and usage of PPE gear.

l. Mandatory Supplemental Training. Employees who have been convicted of serious moving traffic violations, or who have been determined at fault in a traffic accident while operating a DeCA-owned or leased vehicle whether on or off a DoD installation shall be required to attend driver improvement courses. Court-approved local community driver improvement programs may be used to fulfill this requirement. If used, DeCA will pay local community driver improvement course fees.

m. DoD Impaired Driving Prevention Program. DeCA activities should coordinate with their host installation's Impaired Driving Prevention Program offices (e.g., law enforcement office, safety office, and personnel training office) to participate within their program. Formal participation within this program may be reflected within the ISSA. This program includes elements such as training and education, suspension of driving privileges, screening for dependence on alcohol or other drugs, notification of State's driver license agencies, etc. A detail description of this program is contained within DoDI 6055.4, Enclosure 4 (Reference (q)).

11-3. POWERED INDUSTRIAL TRUCK (PIT)/MANUAL MATERIAL HANDLING EQUIPMENT (MHE) SAFETY. PIT is the OSHA terminology that is interchangeable with the commonly used term “powered material handling equipment.” PIT includes fork trucks (forklifts), motorized hand trucks, platform lift trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. Manual MHE includes equipment such as manual pallet jacks, dolly, carts, etc. Hazards inherent in the operation of PIT include collision or overturning of the vehicle; movement of trucks or trailers; or movement or collapse of bridge plates or duckboards. DeCA activities shall not perform modifications and additions to PIT that affect capacity and safe operation without manufacturer’s prior written approval. DeCA Poster 30-154, Stop Sticker, will be placed on all PITs to alert all employees that no one under 18 years of age can operate the equipment.

a. Operators. Personnel must be at least 18 years of age to operate PIT. PIT operators must be trained and authorized to operate the specific type of equipment.

b. Key Control. All PIT equipment with a key operated ignition system will have their key controlled, and keys will only be issued to trained and authorized operators for that specific type of PIT. All PIT equipment that was originally equipped with a key ignition system will always remain as such; that is, the key system will not be removed/bypassed in any manner that will permit the equipment from being operated without a key.

c. Operator Training - DeCA Employees. Successful completion of operator training and evaluation of performance is required before operating any PIT (except for operation as part of the training process). Trainees may operate a PIT only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence and where such operation does not endanger the trainee, other employees, or property.

(1) All Training. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train PIT operators and evaluate their competence. Training source can be internal to DeCA, through the host installation, or by contract to a third party. The training program used must acknowledge conformance to OSHA Standard according to part 1910.178 of Reference (g) training content that is detailed in paragraph 11-3.c.(3) below.

(2) Initial Training. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator’s performance in the workplace.

(3) Training Program Content. PIT operators shall receive initial training in the following topics, except in topics that the facility manager can demonstrate are not applicable to safe operation of the truck in the workplace.

(a) Truck-Related Topics. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate; differences between the truck and the automobile; truck controls and instrumentation; where they are located, what they do, and how they work; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity; vehicle stability; any vehicle inspection and maintenance that the operator will be required to perform; refueling and/or charging and recharging of batteries; operating limitations; and any other operating instructions, warnings, or

precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

(b) Workplace-Related Topics. Surface conditions where the vehicle will be operated; composition of loads to be carried and load stability; load manipulation, stacking, and unstacking; pedestrian traffic in areas where the vehicle will be operated; narrow aisles and other restricted places where the vehicle will be operated; hazardous (classified) locations where the vehicle will be operated; ramps and other sloped surfaces that could affect the vehicle's stability; closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

(c) The requirements of this Chapter.

(4) Refresher Training and Evaluation.

(a) Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph 11-3.c.(4)(b) to ensure that the operator has the sustained knowledge and skills needed to operate the PIT safely.

(b) Refresher training in relevant topics shall be provided to the operator when:

- 1 The operator has been observed to operate the vehicle in an unsafe manner.
- 2 The operator has been involved in an accident or near-miss incident.
- 3 The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- 4 The operator is assigned to drive a different type of truck.
- 5 A condition in the workplace changes in a manner that could affect safe operation of the truck.

(c) An evaluation of each PIT operator's performance shall be conducted at least once every 3 years.

(5) Avoidance of Duplicative Training. If an operator has previously received training in a topic specified in paragraph 11-3.c.(3) of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

(6) Certification. The employer shall certify on DeCAF 30-72 that each operator has been trained and evaluated, as required by paragraph 11-3. The certification shall include the name of the operator, date of the training, date of the evaluation, and identity of the person(s) performing the training or evaluation.

d. Contract Employees. DeCA contractor employees (warehouse and receiving) must be trained (through their employer) on the type of PIT being used and on the work environment similar to the applicable DeCA worksite. Training must be documented, according to OSHA Standard part 1910.178 of

Reference (g), with a copy of this documentation provided to local DeCA management. DeCA contract employees are authorized to conduct the preusage inspection (DeCAF 30-105).

e. Vendor Stockers. DeCA vendor stockers may operate only the powered pallet jack type of PIT and can only do so if properly trained per the OSHA Standard for the same type of equipment available in the DeCA work environment. Training must be documented, according to OSHA Standard part 1910.178 of Reference (g), with a copy of this documentation provided to local DeCA management. Vendor stockers are not authorized to conduct the preusage inspection (DeCAF 30-105) and will not use any equipment that has not received this inspection. If the equipment is key operated, the key will be issued to the vendor stoker for that day (for the time necessary) and will be returned by the vendor and signed-in prior to the vendor leaving the building.

f. At the start of each shift, operators (i.e., DeCA employees/DeCA contract employees) will perform and document a preoperational check of PIT using DeCAF 30-105 to ensure the equipment is in safe mechanical condition. At that time or any other time an operator finds the PIT is not functioning properly, the operation will be halted; the condition will be documented on DeCAF 30-105 and reported to the supervisor. The supervisor will make the decision whether to place the equipment in an “out-of-service” status. A hydraulic lift truck that leaks hydraulic fluid; has a fuel or battery fluid leak; has a defect in the braking system; or faulty controls; shall be taken out-of-service until it has been repaired. The PIT or its keys shall be marked or tagged and all potential operators of that PIT will be briefed on its “out-of-service” status to ensure that operators know it has been removed from service. A copy of this inspection form shall be maintained with the vehicle or filed in a central location. Completed copies shall be maintained for 2 years.

g. PIT Operations.

(1) Seatbelt usage. All PIT equipment designed for operation by a sitting operator will be equipped with a seatbelt. Operators will wear the seatbelt at all times.

(2) Forklifts with internal combustion engines (gasoline or propane fueled) will not be stored or used indoors unless written approval is granted by the installation fire department or the bioenvironmental/industrial hygiene office. Where this type of powered MHE is used, adequate ventilation shall be provided to prevent accumulation of dangerous carbon monoxide gas. If natural ventilation is not sufficient, or forced ventilation cannot be provided, engine exhausts will be equipped with exhaust purifiers.

(3) High-lift, rider-operated equipment shall be fitted with an overhead guard and load backrest extension to protect the operator from falling objects. This equipment will not be operated up or down the aisles of the warehouse with either the operator or merchandise elevated in the air.

(4) When PIT is left unattended (operator 25 feet or more away, or the PIT is not in view), the forks shall be fully lowered (touching the floor or ground); the control lever positioned in neutral; the power shut off; the brakes set; and if key operated, the key will be removed. When the operator is dismounted and within 25 feet of the truck and it is still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement. Wheels shall be blocked if the truck is parked on an incline. Similarly, this same key removal requirement is applied to a motorized pallet jack that is left unattended.

(5) Pedestrians will be safeguarded at all times. A truck will not be driven up to anyone standing in front of a bench or other fixed object.

(6) No one will be allowed to stand or pass under the elevated portion of a lift truck, whether the truck is loaded or empty.

(7) Workers will never put parts of their bodies between the uprights of the mast or outside the running lines of the truck while it is moving. Operators will not allow other personnel to “hitch a ride” on PIT.

(8) Operators will not pass another truck traveling in the same direction at intersections or where there are blind spots. Also, when one truck is following another, a safe distance shall be maintained (approximately three truck lengths) from the truck ahead.

(9) Operators will slow down and sound the horn at intersections and in other situations where vision is obstructed. They will stop and sound the horn at blind corners and before going through doorways.

(10) Operators will operate at a controlled speed and be able to stop within the clear distance in front of the truck. They will avoid quick starts or turns and jerky stops. PITs will be operated at speeds not to exceed that of a person walking (approximately 3 to 5 mph). The operator is required to look in the direction of, and keep a clear view of the path of travel.

(11) Overhead objects such as heaters, electrical fixtures, and fire suppression sprinkler heads shall be high enough so PIT booms cannot strike them when fully extended. If this is impractical, lifts shall be modified so they have access to top shelves but cannot hit overhead fixtures. Critical equipment (electrical panels, fire equipment, load supporting columns, etc.) will be protected with barriers or posts.

(12) Loads will not be raised or lowered while trucks are moving and will be carried as low as possible.

(13) If the load being carried obstructs the operator’s forward view, the driver shall travel with the load trailing. When ascending and descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. For grades less than 10 percent, the load can be carried either upgrade or downgrade. All grades will be ascended or descended slowly. Any grades (ramps) designed in excess of 10 percent will be appropriately marked by signage to indicate the slope and to inform operators to place the load upgrade. This issue is to be included in any operator training. Formula to calculate grade percent: (Height of ramp divided by length of ramp) times 100 = grade percent.

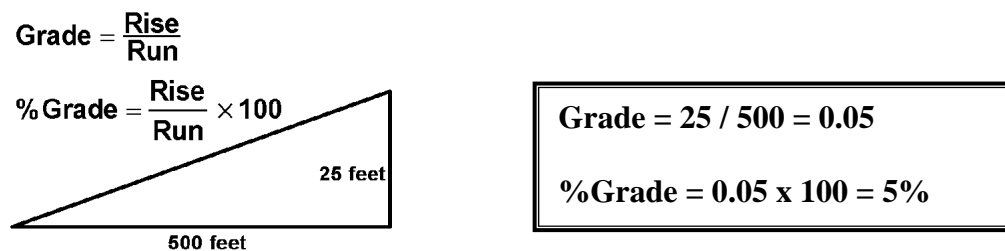


Figure 15. Calculating Ramp Grade

(14) Trailer brakes will be set and the dock lock engaged or wheel chocks will be set in place in front of trailer tires on trailers that are (un)loaded by powered PIT (forklift), regardless of the angle of the pavement grade at the dock.

- (a) Single-axle trailers, wheel chocks will be placed in front of the tire.
- (b) Dual-axle trailers, wheel chocks will be placed in front of the rearmost tires.
- (c) Tri-axle or quad-axle trailers, one set of wheel chocks will be placed in front of the rearmost tire and an additional set placed in front of the foremost tires that are still on the ground.
- (d) If a trailer is not attached to its tractor (truck), the trailer's fixed jack will be lowered and two portable jack stands will be placed beneath the nose of the trailer (near the corners). If the rearmost axle of the trailer is three or more feet forward of the tailgate and the trailer is not secured with a dock restraining device (dock lock) that prevents downward movement of the rear section of the trailer, two additional portable jack stands will be placed beneath the rear of the trailer (near the corners). These portable jack stands provide extra protection to prevent the trailer from tipping or "upending" when forklifts move in and out of the trailer. When placing the portable jack stands beneath the trailer, they will be raised as close as possible to the frame of the trailer. It is the forklift operator's responsibility to check and ensure these safety devices are in place, if needed, prior to entering the trailer to load or offload.
[NOTE: The term "chocks" actual refers to only one chock, when two chocks are required they are referred to as a "set."]

(15) As trailers are off-loaded, operators will look for signs of defects or other structural weaknesses in trailer flooring to ensure they are stable enough to support the weight of the PIT (forklift) and carried load. If defects are observed that may jeopardize safe operations, notify the truck driver and store manager and do not attempt to reenter the trailer with PIT.

(16) A safe distance shall be maintained from the edge of ramps, docks, and platforms.

(17) Stunt driving and horseplay are not permitted.

(18) Operators will slow down for wet and slippery floors.

(19) Some vehicles are designed to lift an employee (stock pickers/order pickers). They provide controls on the elevated platform and will have a shutoff switch on the platform so an elevated employee can cut power. For vehicles not designed for lifting employees, a safety platform (safety pallet, work stage) specifically designed for lifting persons will be firmly secured to the lifting carriage. Place travel controls in neutral and set the parking brake before raising or lowering the platform. Personnel on the platform will not climb on platform side rails, planks, ladders, or other objects to extend their reach. Move the forklift slowly, only for minor adjustments and horizontal positioning when personnel are on the platform. Before moving to other locations, the platform will be lowered to ground level and personnel will exit the platform and walk behind the truck to the next location. Upon arriving at the new work location, the truck will come to a complete stop, the platform will be rested on the floor and personnel can reenter. Under no circumstances will personnel elevated on the safety platform operate the vehicle controls using makeshift devices.

(20) Any time employees are elevated 6 feet or more above floor level, they will wear fall protection equipment according to Chapter 14, excepting when raised in a platform cage specifically designed for this purpose and equipped (enclosed) with standard railings. Fall protection will be inspected for defects before each use and semiannually according to Appendix B, Inspection and Maintenance of Fall Protection Equipment. The semiannual inspection must be documented.

(21) PIT will not be used to lift objects heavier than its rated capacity and will not be operated on adobe tile floors.

(22) Motorized hand trucks (powered pallet jacks) must enter elevators and other confined spaces with load end forward.

(23) PIT operators will not use radios, compact disc players, and other such devices while operating PIT equipment. These devices mask or prevent recognition of emergency signals, alarms, announcements, the approach of other vehicles, human speech, and the ability to determine the direction from which sound is coming. The use of cellular phones is not authorized while operating any powered or nonpowered industrial trucks.

h. Battery Charging Operations. Those areas where PITs are charged through a single port receptacle only (no maintenance is performed, batteries are not removed or uncovered from protective housings, and no electrolyte is handled) are not subject to the requirement for deluge showers and eyewash fountains. The installation bioenvironmental or industrial hygiene office and safety personnel will be contacted for guidance. The following requirements and precautions shall be strictly followed during all battery charging operations.

(1) PPE required for use by persons servicing batteries will be available, clean, and used. The necessity for PPE will be determined by the facility's PPE hazard assessment survey.

(2) Battery charging operations shall be performed by trained and authorized personnel in areas designated and approved by the installation fire department for this purpose. List of trained and authorized personnel will be posted in the battery charging area(s).

(3) Charging locations shall have good ventilation. Normally the large volume of air (general ventilation) in a warehouse will suffice to dissipate the hydrogen gas generated by charging lead-acid batteries. However, if the charging area is in a confined space or if there is any doubt as to the adequacy of ventilation, the installation bioenvironmental engineering or industrial hygiene services shall be contacted for guidance.

(4) Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas. All electrical outlets shall be grounded.

(5) Tools and other metallic objects shall be kept away from the top of uncovered batteries.

(6) When charging batteries, the vent caps should be kept in place unless removal is required by specific technical data. The battery or compartment cover shall be open to dissipate heat.

(7) Operators will properly stow charging cables to prevent their haphazard placement on the floor near the chargers. Before moving PIT up to the chargers, operators will examine the immediate area to ensure the path to the charger is clear and unobstructed.

(8) Bollards, rails, step-up changes in elevation, or other means will be installed to protect chargers from being struck by MHE.

i. Manual MHE. MHE should be checked often (no less than quarterly) for satisfactory operating condition. Proper working conditions (e.g., free-turning wheels, no sharp edges, no broken sections) will reduce risk of strain and minor injuries.

(1) Manual Pallet Jacks.

(a) Ensure that the lift feature of the jack operates smoothly. Occasionally, check the wheels of the jack to ensure they are in proper condition and turn freely.

(b) Manual pallet jacks should only be used to move pallets of reduced weight. Should excessive strain be encountered while trying to move a heavy pallet, confer with the supervisor to have a trained and authorized operator use a motorized hand truck to move the pallet.

(c) Avoid traveling backward when moving the manual pallet jack.

(d) Use of a manual pallet jack to move a load on any inclined ramp is prohibited. Use only a powered pallet jack or forklift to move a load up or down an inclined ramp.

(2) Handtrucks (Dollies), Carts, and Other MHE.

(a) Keep the center of gravity of the load as low as possible. Place heavy objects below lighter objects. Keep feet clear of the wheels when loading trucks (both truckers and loaders). Place the load so it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.

(b) Let the truck carry the load; the operator should only balance and push. Avoid traveling backwards. Push, do not pull, the MHE. [EXCEPTION: When going down an incline, keep the truck ahead of the body.]

(c) Move at a safe speed; do not run. Keep the MHE constantly under control.

(d) Secure and store trucks that are not in use in a designated area. Do not park trucks in aisles where they will be a tripping hazard or traffic obstruction.

ITEMS TO BE CHECKED <small>Reference DeCAM 30-17.1; OPR is DeCA/HIS</small>		VEHICLE/MHE OPERATIONAL CERTIFICATION <small>Reference DeCAM 30-17.1; OPR is DeCA/HIS</small>				MONTH/YEAR
		VEHICLE/MHE TYPE		REGISTRATION NO.		
		ORGANIZATION	LOCATION		PHONE NO.	
		SUPERVISOR'S NAME				PHONE NO.
OPERATOR'S SIGNATURE SIGNIFIES ACCOMPLISHMENT OF CHECKS <small>(Last Name Only Required)</small>						
DAY	SHIFT/SIGNATURE	DAY	SHIFT/SIGNATURE	DAY	SHIFT/SIGNATURE	DAY
	1st		1st		1st	
1		11	2d	21	2d	
	3d		3d		3d	
2		12	1st	22	1st	
	2d		2d		2d	
	3d		3d		3d	
3		13	1st	23	1st	
	2d		2d		2d	
	3d		3d		3d	
4		14	1st	24	1st	
	2d		2d		2d	
	3d		3d		3d	
5		15	1st	25	1st	
	2d		2d		2d	
	3d		3d		3d	
6		16	1st	26	1st	
	2d		2d		2d	
	3d		3d		3d	
7		17	1st	27	1st	
	2d		2d		2d	
	3d		3d		3d	
8		18	1st	28	1st	
	2d		2d		2d	
	3d		3d		3d	
9		19	1st	29	1st	
	2d		2d		2d	
	3d		3d		3d	
10		20	1st	30	1st	
	2d		2d		2d	
	3d		3d		3d	
31				31	1st	
					2d	
					3d	

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& DeCA Form 40-194, Aug 2001

Figure 16. DeCAF 30-105, Vehicle/MHE Operational Certification

CHAPTER 12

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM

12-1. POLICY. This program covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy could cause injury to employees. This Chapter establishes minimum performance requirements for the control of such hazardous energy.

a. Whenever machines require servicing or maintenance, the energy source (e.g., circuit breaker or other main power switch) must be locked or tagged in the “OFF” position to prevent the equipment from unexpectedly energizing or starting up until the work is completed. This procedure must be accomplished whenever it is necessary to adjust, repair, clean, or clear jammed work from powered machinery. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

b. The Lockout/Tagout Program does not apply to cord and plug connected electrical machines or equipment for which the hazards of unexpected startup can be controlled by unplugging it from the energy source and by the plug being under the “exclusive control” of the person performing the cleaning, servicing, or maintenance. However, if the employee is unable to or does not maintain exclusive control of the plug (e.g., meat department equipment is unplugged and disassembled by the department employees, they go home, and the equipment is left unattended and accessible by “affected” or “other” employees), then a plug lock or another suitable lockout/tagout procedure must be used.

12-2. DEFINITIONS.

a. Affected Employee. An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed; or whose job requires them to work in an area where servicing or maintenance is being performed.

b. Authorized Employee. An employee who has been assigned by facility management to lockout or tagout equipment in order to perform servicing or maintenance. An affected employee can also be an authorized employee when their duties include performing servicing or maintenance.

c. Capable of Being Locked Out. An energy-isolating device (e.g., power switch or circuit breaker) will be considered to be capable of being locked out if it has any of the following:

(1) It is designed with a hasp or other attachment or integral part to which, or through which, a lock can be installed.

(2) It has a locking mechanism built into it. An electrical panel distribution box (circuit breaker box) containing breakers for circuits other than that specific breaker(s) being locked/tagged out cannot be locked to prevent access to these other circuits. The specific applicable circuit breaker(s) must be individually locked/tagged out.

(3) If lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

d. Energy-Isolating Device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve, block, and any similar device used to block or isolate energy. Push buttons, selector switches, and other control circuit type devices are not energy-isolating devices.

e. Energy Source. Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source present that could cause injury to personnel.

f. Exclusive Control. The attachment plug for the equipment's service cord has been removed from the electrical receptacle and positioned to be within site of and within arm's reach from the operator performing the servicing, maintenance, or cleaning.
[NOTE: If the operator performing the servicing, maintenance, or cleaning leaves the area; exclusive control is lost.]

g. Lockout. The placement of a lockout device on an energy-isolating device, IAW an established procedure, that ensures that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

h. Lockout Device. A device that uses a positive means, such as a padlock, to hold a power switch in a safe position to prevent energizing of a machine or equipment.

i. Servicing and/or Maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspection, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unarming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to unexpected startup of the equipment or release of hazardous energy.

j. Tagout. The placement of a tag on an energy-isolating device, IAW an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

k. Tagout Device. A prominent warning device, such as a tag, using a means of attachment, which can be securely fastened to a switch to indicate that the machine or equipment the switch controls must not be operated until the person who placed the tag removes it.

12-3. DUTIES AND RESPONSIBILITIES.

a. Facility Management. Facility management shall:

(1) Evaluate their operations that use powered equipment/machinery to determine if lockout/tagout procedures are required.

(2) If a Lockout/Tagout Program is required, the facility manager will establish a written program consisting of duty assignments, energy control procedures, employee training, and periodic program inspections. This ensures that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

(3) Maintain a listing of equipment/machinery applicable to this program. Designate (assign) in writing a roster of authorized employees for each specific equipment/machinery. This roster will be maintained and updated, if necessary, at the time of the periodic inspection. This equipment listing and employee roster will be included as an attachment to the facility's written program.

(4) Provide and maintain sufficient lockout/tagout devices. If necessary, will integrate key control procedures for locks used for the program.

(5) Certify completion of the periodic program inspection.

b. Supervisors. Supervisors shall:

(1) Assist the facility manager by identifying equipment/machinery within their work area that may require lockout/tagout procedures.

(2) Receive training/education to enable understanding the purpose and function of the Lockout/Tagout Program; and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by any authorized employees under their supervision.

(3) Ensure training is documented on DeCAF 30-72.

(4) Collaborate with authorized employees to develop and maintain lockout/tagout procedures and will use these procedures for initial and periodic training.

(5) Enforce adherence to lockout/tagout procedures within their work area.

c. Authorized Employees. Authorized employees shall:

(1) Be assigned in writing by the facility manager specific equipment/ machinery requiring lockout/tagout.

(2) Receive training to enable understanding the purpose and function of the Lockout/Tagout Program.

(3) Perform the actual lockout/tagout procedure.

(4) Evaluate the lockout/tagout procedure conducted by other authorized employees during the program's periodic program inspection.

d. Affected Employees. Receive training on the program's purpose and to enable recognition of lockout/tagout application.

e. Contractor/Contractor's Employees. Contractor/contractor's employees shall:

(1) Inform facility manager on their lockout/tagout procedures.

(2) Adhere to the facility's Lockout/Tagout Program.

f. Other Employees. Other employees whose work operations are or may be in an area where energy control procedures may be used shall:

- (1) Be instructed about the facility's Lockout/Tagout Program procedure(s) by their supervisor.
- (2) Not attempt to restart or reenergize machines or equipment that are locked out or tagged out.

12-4. DETERMINING WHETHER TO USE LOCKOUT OR TAGOUT APPLICATION. If an energy isolating device is capable of being locked out, a lockout method shall be used unless it can be demonstrated that using a tagout device will provide the same full-time employee protection. After January 2, 1990, whenever replacement or major repair, renovation, or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

12-5. REQUIREMENTS FOR LOCKS AND TAGS. Locks and tags shall:

- a. Be provided and maintained by facility management.
- b. Not be used for any other purpose than the Lockout/Tagout Program.
- c. Indicate the identity of the person applying the device.
- d. Be durable and capable of withstanding the environment to which they are exposed.
- e. Be standardized as to color, shape, or size for locks and tags. Tags will also have standardized print and format.
- f. Lockout devices shall be strong enough to prevent accidental removal without use of excessive force, such as a bolt cutter. Tagout device attachment means it shall be of a non-reusable type, attachable by hand, self-locking, and nonreleasable with a minimum unlocking strength of no less than 50 pounds. It will have the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.
- g. Include verbiage such as, "Do Not Energize" or similar warnings.

12-6. WRITTEN PROGRAM. When it is determined lockout/tagout procedures are required, the DeCA activity will establish a written program as described in paragraph 12-3.a.(2) of this Chapter. Each department affected will develop written procedures detailing the tasks noted within paragraphs 12-7 and 12-8 of this Chapter for each individual piece of powered machinery or equipment included in the Lockout/Tagout Program. In addition, the following issues, if present or potentially present, must be included into the written program:

- a. Exception to Who May Remove the Lockout/Tagout Device. Normally, a lock or tag shall not be removed by anyone except the person who installed it. Exception to this rule may occur if the authorized employee who installed the lock-tag is not available to remove it (e.g., employee is temporarily unavailable at the worksite or not available due to a shift change). Then it may be removed under the direction of the facility manager or designee, provided that specific procedures and training on this procedure have been developed and written into the Lockout/Tagout Program. The procedure must provide equivalent safety to the removal of the device as the one used by the employee who installed it. This procedure will include at least the following elements:

(1) Verification by the facility manager or their designee that the authorized employee who installed the lock-tag is not available.

(2) Making all reasonable efforts to contact that person to inform them that their lock or tag will be removed.

(3) Ensuring that the employee has knowledge of the removal action before they resume work at the job site.

b. Contractor Employees. Whenever contract (installation or private) personnel are servicing or maintaining machines or equipment requiring lockout/tagout, the contractor and store management shall inform each other of their respective lockout/tagout procedures. Facility management shall immediately inform all affected employees of the contractor's lockout/tagout procedures.

c. Group Lockout/Tagout. Occasions may arise when a machine may require servicing or maintenance by more than one authorized employee at a time. In such a case, a group lockout/tagout device must be installed. Each authorized employee shall affix a personal lock or tag to the group lockout/tagout device before servicing a machine and each shall personally remove their own device when they complete their work.

d. Shift Change Coordination. Supervisors must ensure the continuity of lockout/tagout protection during shift or personnel changes. Specific procedures must be developed, written into the program, and used when it is necessary for a lockout/tagout event to continue into subsequent work shifts. Procedures will ensure the orderly transfer of lockout/tagout devices to each work shift to ensure continuity of protection for oncoming personnel.

12-7. PROCEDURES TO LOCKOUT OR TAGOUT MACHINERY/EQUIPMENT.

a. Notify all affected employees that the equipment will be shutdown and locked or tagged out, and the reason for the shut down.

b. If the equipment is operating, shutdown the equipment using normal shutdown procedure (e.g., depress "OFF" or "STOP" switch).

c. Disconnect the machine from its energy source (unplug the power cord or turn off the circuit breaker) and lock it out or attach a tagout device if it cannot be locked in the "OFF" position.

d. Ensure that no one is exposed to the hazards of the machine's operation, then press the "START" or "ON" switch to ensure the machine has depleted any stored energy. CAUTION: Return the control switch to the "OFF" position after verifying the machine's energy depletion.

e. The machine is now safe to service, clean, or perform maintenance on.

12-8. PROCEDURES TO RESTORE MACHINERY/EQUIPMENT TO SERVICE.

a. Check the equipment and immediate area around it to ensure that tools, etc., have been removed and equipment components are operationally intact.

- b. Check the work area to ensure all employees are positioned at a safe distance from the equipment.
- c. Verify the control switch is in the “OFF” position.
- d. Remove the lockout/tagout device and reconnect power to the equipment. Turn the equipment “ON” to verify it is operational, then turn it “OFF”.
- e. Notify all affected employees the maintenance is complete and the equipment is back in service.
- f. The lockout or tagout procedure is now complete.

12-9. EMPLOYEE TRAINING. DeCA management shall ensure that:

a. Training. Training is provided to ensure supervisors and employees understand the purpose and function of the Lockout/Tagout Program; and the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by authorized employees. Training shall be documented on the employee’s DeCAF 30-72, Section 3. Specific training criteria include:

(1) Authorized Employees. Each authorized employee will receive training in the recognition of hazardous energy sources; the type and magnitude of energy associated with each applicable machine; what equipment require lockout/tagout, and the specific steps used to lockout/tagout equipment (paragraph 12-7 above) and to restore equipment to service (paragraph 12-8 above).

(2) Affected and Other Employees. Each affected employee (and all other employees whose work is or may be in the area where lockout/tagout procedures are required to be used) will be instructed in its purpose and use, and about the prohibition to restart or reenergize machines that are locked or tagged out.

(3) Additional Training Elements when Tagout Devices are Used. When tagout devices are used, employees noted above will also be trained in the following limitations of tags:

(a) Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that are provided by a lock.

(b) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it; and it is never to be bypassed, ignored, or otherwise defeated.

(c) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

(d) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(e) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

(f) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

b. Retraining. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Additional retraining shall also be conducted whenever the annual program evaluation or the periodic inspection under paragraph 12-10 of this Chapter reveals deficiencies, or whenever the supervisor has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

12-10. ANNUAL PROGRAM EVALUATION. The facility manager or their designated representative (e.g., an authorized employee) shall review and evaluate the facility's Lockout/Tagout Program at least once a year to ensure its procedure and the requirements of this Chapter are being followed. This evaluation will be documented.

a. Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

b. Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph 12-9.a.(3) of this Chapter.

c. The safety inspection report will identify the date of the inspection, the machines or equipment that the lockout/tagout procedures are designed for, the employees included in the inspection, and the inspector's name.

d. The facility manager will sign the annual program evaluation report to certify inspection of the Lockout/Tagout Program.

CHAPTER 13

HAZARD COMMUNICATION PROGRAM

13-1. GENERAL. The Hazard Communication (HAZCOM) Program, part 1910.1200 of Reference (g), establishes specific requirements for identifying chemical hazards in the workplace, developing and maintaining hazardous chemical inventories, labeling chemical containers, using MSDS, and training supervisors and employees. This Chapter prescribes DeCA policies and procedures used to communicate this information and apply to all DeCA employees who use or are potentially exposed to hazardous chemicals in the workplace.

13-2. SCOPE.

a. DeCA HAZCOM Program applies to ALL DeCA employees who have potential on-the-job exposure to hazardous chemicals. It is DeCA's policy to hold each supervisor accountable for ensuring their employees are knowledgeable of the specific SOH requirements associated with tasks involving use or potential exposure of identified hazardous chemicals. The determination of which employees must be included in the program is based on the hazard assessment that must be conducted for each facility (see paragraph 13-3.b.).

b. In some cases, employees that are primarily office workers may be excluded from HAZCOM training. However, if their job activities involve routine exposure to chemical agents, they must be trained. For example, an office employee who makes routine field surveys and frequently enters areas where operations involve the use of hazardous chemicals, or services document copiers with developer/toner, is potentially exposed to those chemicals and must be trained.

c. Contract and vendor employees performing work within government facilities are covered by their employer's HAZCOM Program. They must receive information from their employer concerning potential exposure to hazardous chemicals that could be encountered while working within the facility. The facility's HAZCOM Program must have established methods (availability of Hazardous Chemical Inventory and MSDS) for informing contractors about possible hazards to which their employees may be exposed. Also, the commissary must request a copy of the contractor's hazardous chemical inventory and MSDS of products they use in the facility. Therefore, ensure that contracts contain provisions requiring the contractor to notify the commissary of any hazardous chemicals that the contractor may bring into the facility for their use.

13-3. PROGRAM ELEMENTS. This paragraph provides information to assist managers and DeCA SOH officials in developing, implementing, and evaluating a comprehensive HAZCOM Program at a DeCA facility. Eight program elements make up a basic HAZCOM Program. To ensure minimum requirements are met, DeCA activity managers will:

a. Element 1 – HAZCOM Program. Establish a HAZCOM Program plan that assigns local responsibilities and describes how the program will function within the activity. While the plan does not have to be lengthy, it must:

(1) Be a written document.

(2) Clearly describe the organization's program requirements and how they will be accomplished.

- (3) Describe plans for required container labeling and other forms of warning.
- (4) Describe how MSDSs will be obtained for each hazardous chemical used in the work area.
- (5) Describe how MSDSs will be made available to employees in the facility.
- (6) Describe how HAZCOM information and training will be provided to employees.
- (7) Discuss procedures for inventory of all hazardous chemicals known to be present in the workplace, and how each line item will be cross-referenced to its MSDS file on the inventory listing.
- (8) Explain how workers will be informed of hazards connected with nonroutine jobs, such as dealing with accidental spills and refrigerant leaks.
- (9) Explain how workers will be informed of hazards associated with chemicals contained in unlabeled pipes, such as freon.
- (10) Inform as to how contract employers will be advised on existing chemical hazards their employees may encounter while working in the facility and indicate how the activity will ensure they obtain copies of MSDSs on products the contractor brings into the facility.
- (11) Be given to representatives of OSHA or NIOSH, and DeCA employees or employee representatives upon request.

b. Element 2 – Hazardous Chemicals. Identify all hazardous chemicals in the workplace.

(1) The hazard assessment is one of the most critical steps in implementing a HAZCOM Program. Its purpose is to determine the identity and location of hazardous chemicals used in the workplace, and which employees will be covered by the activity's program. It relies heavily on the judgment and knowledge of managers and employees regarding all chemicals used. For these reasons, the hazard assessment should be conducted with the assistance of an installation safety specialist, industrial hygienist, bioenvironmental engineer, or the regional safety manager. The results of the hazard assessment are used to prepare a written inventory of hazardous chemicals for which MSDSs must be acquired, and to determine the extent of employee training. The hazard assessment should be updated when changes in work activities and processes occur.

(2) The results of the hazard assessment should be documented. There are several steps in conducting a hazard assessment.

(a) Step 1. The first step involves the definition of hazardous chemicals. As defined by OSHA, "hazardous chemical" means any chemical that is a physical or health hazard. It does not include hazardous wastes regulated by EPA, tobacco products, wood products, food, drugs, and cosmetics used or consumed by employees at the workplace. Many of these items are excluded because they are subject to other specific Federal regulations that address proper labeling and hazard notification.

1 Any chemical used in the workplace that poses a potential health or physical hazard, as defined by OSHA, or by authority of DeCA/HS, must be included in the hazard assessment. However, some DeCA workplaces may use common consumer products such as household detergents and cleansers, soap, typing correction fluid (e.g., White-Out), etc., which may be excluded from the hazard assessment provided it can be shown that they are used in the same manner and approximate quantities,

and the frequency of exposure (no more than approximately once a month) is as would be expected in their typical consumer applications. This does not include commercial sodium hypochlorite solution (Clorox) that is used to regularly disinfect work surfaces for microbial contamination (it should be included in the program). If there is any question regarding the classification of a particular chemical, contact the regional safety manager.

2 Health Hazard. OSHA defines a health hazard as chemical for which there is statistically significant evidence based on at least one study conducted IAW established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

3 Physical Hazard. OSHA defines a physical hazard as a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

(b) Step 2. The second step is to consider only those chemical agents known to be used in the workplace. DeCA activities are not required to perform any special analyses to identify an unknown agent, such as a chemical intermediate in a complex reaction. However, they must consider any information already available that indicates the presence of a hazardous agent, such as previous industrial hygiene monitoring or chemical analyses.

(c) Step 3. The third step is to determine which employees have a potential for exposure to the chemical. In most cases, the determination that a chemical is simply present for an employee’s use in the work area will be enough to establish a potential for employee exposure.

(3) General Principles for Recognizing Health Hazards. When conducting a hazard assessment, there are several questions which can be asked to help organize the effort and to ensure that nothing important is overlooked:

(a) What hazardous chemicals are being used and in what quantities?

(b) Are there warning labels on drums or containers that identify the chemical and caution against breathing vapors, against allowing skin contact, or state that the chemical is flammable, combustible, corrosive, etc.? If so, obtain MSDS for these chemicals.

(c) What does each operation involve? For example, are chemicals being heated with or without combustion? Are dry materials being dumped or mixed? Are liquids being sprayed? How often are each of these operations performed?

(d) Are employees required to wear respirators or other protective equipment while using the chemicals?

(e) Look for obvious signs of exposure while using or after using certain products:

- Do you see airborne dust, smoke, or mist?
- Can you smell any odors from solvent vapors or gases?
- Do you develop an unusual taste in your mouth?
- Do your eyes burn or does your throat and nose become irritated?

(f) Have any employees complained of such symptoms as:

- Skin rash or dermatitis
- Coughs, tightness of the chest, difficulty in breathing
- Stuffy sinuses that does not improve
- Headaches, dizziness, light-headedness
- Loss of appetite, fatigue, nausea
- Numbness in the fingers, hands, arms, and legs

(g) Do symptoms go away or get better when employees are away from work?

c. Element 3 – Prepare a Hazardous Chemical Inventory List.

(1) One of the products of a hazard assessment is a complete listing of hazardous chemicals, DeCAF 30-115, Hazardous Chemical Inventory (see Figure 17). This inventory must be periodically updated (at least annually) as new chemicals come into the workplace or old ones are no longer used.

(2) The hazardous chemical inventory must contain the identity of the chemicals identified during the hazard assessment. The name used on the inventory to identify the chemical does not have to be its scientific chemical name. Common, trade or product names may be used. However, the names used on the inventory must also reference its corresponding MSDS. There should be a master inventory list for the entire facility. Additional lists can be developed for individual locations within a facility, i.e., meat department, grocery department, or produce department.

(3) The inventory may be maintained on hard copy (paper), or electronic media (computer), but a hard copy must be made available to employees or any person conducting an accident investigation or inspecting the program. Employees must be informed of the inventory location and how to access the information to allow them to gain information concerning their potential exposures.

(4) The OSHA Standard requiring retention of employee medical and exposure records (according to part 1910.1020 of Reference (g)) also allows inclusion of chemical inventories and MSDS in them. However, the MSDS and chemical inventories need not be retained for 30 years provided some record of the chemical identity, where it was used, and when it was used, is kept for this same timeframe.

d. Element 4 – Develop a File of MSDS. The MSDS is a document that describes the physical and chemical properties of products, their physical and health hazards, and special precautions for safe handling, use, and storage.

(1) All facilities are required to have an MSDS for each hazardous chemical that is used in the facility. The HAZCOM standard does not require MSDS to be maintained for any consumer products sold in the commissary unless employees in the workplace ask for it or uses them beyond the “consumer usage” rule. If new and significant information becomes available concerning a product, the chemical manufacturer, importer, or distributor must add it to the MSDS within 3 months. Incoming MSDS on products already in use for which an MSDS already exists, should be reviewed. A comparison of new and old MSDS is useful because it may identify situations where a “new” hazard associated with a chemical has been identified, or a “new” ingredient is included in a currently used product. In those cases, additional training of employees is required.

(2) Information on the MSDS can be used in training employees on hazards associated with using and storing the product, and in dealing with emergency spills and leaks. Activity managers may find it necessary to consult other information sources, including the services of available industrial hygienists or medical experts to verify the accuracy and completeness of MSDS.

(3) An MSDS must be maintained for each hazardous chemical on the inventory. The activity's purchasing, receiving, inventory control, and safety representative should make sure all incoming initial shipments of products to be used by the commissary, which contain hazardous chemicals, include an MSDS. While MSDSs are not required to be physically attached to a shipment, they must accompany or precede the shipment. In cases where an activity makes repetitive procurements of the same chemical from the same supplier, the MSDS may already be on file in the facility. Although subsequent shipments of the same item may have an MSDS attached, only the initial shipment is required to have one.

(4) To ensure coordination, the following procedures are encouraged for implementation:

(a) Ensure that every hazardous chemical that enters the facility is ordered through a standard procurement procedure.

(b) Have information on new products reviewed and approved by installation SOH personnel before processing the purchase order.

(c) If the facility serves as a distribution point for other DeCA activities, the MSDS must be copied and forwarded with the chemical shipment.

(d) Ensure all purchase orders include a request for an MSDS and labels that meet the requirements of the OSHA Standard (according to part 1910.1200 of Reference (g)), (paragraph 13-3.d.(5) below).

(5) Though not required, purchase orders should state that the hazardous chemical would be purchased only if an MSDS is provided. Shipping, receiving, and warehousing operations will not accept products containing hazardous chemicals unless an MSDS accompanies the shipment or is already on file. If necessary, most MSDS may be obtained from DeCA or host installation safety offices, the company's Web site, or generic MSDS Web sites. If an MSDS is not available through these channels, a letter can be used to send (by return receipt) to a supplier to request an MSDS (sample letter is at Appendix G). If the requested MSDS is not received, keep a record of attempts made to obtain it. This documentation should include the dates of the requests, copies of those requests, and the date and nature of any response received.

(6) MSDS prepared by various companies may differ in their formats. Regardless of the MSDS format, the OSHA Standard requires certain information to be supplied as follows:

- (a) Product identity.
- (b) Hazardous chemical ingredients.
- (c) Physical and chemical characteristics.
- (d) Physical hazards.
- (e) Health hazards.

- (f) Special precautions (protective clothing/equipment, spill, leak, and cleanup procedures).
- (g) Control measures.
- (h) Emergency and first aid procedures.
- (i) Responsible party.

e. Element 5 – Access to Chemical Inventories and MSDS. Ensure employees and employee representatives (union) have immediate, unrestricted access to chemical inventories and MSDS. These may be posted on a bulletin board or kept in a binder at a location known to all employees. Employees may access this information with a simple verbal request directly to their supervisor or through their union representative. Copies of chemical inventories and MSDSs must be readily accessible to employees during each work shift when they are in their work areas.

(1) MSDS must be maintained physically at the facility, not at a remote location elsewhere (i.e., zone or region in place of the commissary or CDC).

(2) There are no requirements for dealing with the retention of MSDS for substances no longer used. However, the OSHA Access to Exposure and Medical Records Rule (according to part 1910.1020 of Reference (g)) requires retention of some historical record of the chemicals that were used in the past; as well as, medical and environmental monitoring records, and records of employee exposure for at least 30 years.

f. Element 6 – Warning Labels. Ensure that incoming product containers have proper warning labels, if necessary.

(1) Container Labeling. In general, containers of chemicals must be labeled with the identity of the contents and appropriate hazard warnings. The hazard warning can be words, pictures, or symbols that provide an immediate understanding of the primary health and/or physical hazard(s) of the material.

(2) Labeling information may appear on the container surface (e.g., labels) or may be attached to the container (e.g., tags, tickets, process sheets). Containers include bags, barrels, bottles, boxes, cans, cylinders, drums, reaction vessels, etc.

(3) In most cases, containers of incoming products containing hazardous chemicals will already be labeled by the manufacturer, supplier, or distributor to satisfy OSHA HAZCOM requirements and DOT requirements. Therefore, the major requirement under this provision would be to check the adequacy of existing labels.

(4) Existing Labels. An existing label on a container brought into the workplace can be removed or altered only if the container is immediately relabeled with the new identity and hazard information. Most chemical containers will be properly labeled by the manufacturer. The most efficient approach to labeling would be to leave these labels intact. There are situations where existing labels may need to be replaced or supplemented.

(a) If hazardous materials in bulk containers are repackaged or redistributed into smaller containers used by more than one employee on more than one work shift, then each usable container must be labeled. An example is mixing Clorox solutions or other sanitizers in a plastic spray bottle that will be used by more than one person or on more than one work shift. Also, any existing labels that may not remain legible, because of environmental conditions over the useful life of the container, should be

replaced. In this case, weather-resistant labels or tags would be appropriate for containers subjected to conditions in the meat department or outdoors. Additionally, some chemicals, when splashed or spilled, may degrade the markings on the container label. Therefore, label inks and markings should be used that are not soluble in the liquid content of the container.

(b) The most widely used and recognized labels are the DOT shipping labels. While these labels do not meet OSHA requirements for proper HAZCOM, they do identify the general class of material in the shipping container (e.g., poison, corrosive, flammable liquid, other regulated material). Because these labels are designed for hazard warning during transport, they are not, by themselves, sufficient warning of the hazards workers may encounter while using or handling the material. Nonetheless, these labels can provide some indication of the key hazards. All employees covered by the program should be trained to recognize the DOT labels and know the difference between them and proper HAZCOM labels. The DoD Hazardous Chemical Warning Labeling System, sponsored by the Defense Logistics Agency, Hazardous Materials Information Resource System (HMIRS) Program can also be used to acquire container labels for hazardous chemicals. Request for labels within HMIRS must be made through either the host installation safety office or the DeCA regional safety manager.

(5) Labeling Exemptions and Alternatives. There are four situations that are exempt from, or allow alternatives to, the labeling requirement: containers labeled under other Federal laws; portable containers; laboratories; and stationary containers.

(a) Labels Required by Other Agencies. Other Federal agencies (EPA, etc.) require labeling on the articles they regulate to inform users of ingredients and hazards. These articles are exempt from any additional labeling requirement under the HAZCOM Program. However, most pesticides should be included as part of the HAZCOM Program if they are used by DeCA or contractor employees in the workplace. Consumer products stocked for resale may or may not be included depending on how and if they are used in the workplace (see paragraph 13-3.b.(2)(a)).

(b) Portable Containers. Portable containers into which hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use of the employee performing the transfer are exempt from the labeling requirements. This labeling exemption is intended to prevent the ineffective use of labels for certain activities such as dispensing a few ounces of degreaser or sanitizer from an unmarked spray bottle. However, labels are required for any container where confusion may occur if it is not labeled; such as when products are left in unmarked portable containers for other employees' use or beyond a work shift.

(c) Stationary Containers and Vessels. Alternative methods of labeling, such as signs, placards, and other written forms of warning, are permitted in lieu of affixing labels to individual stationary process containers. Signs, placards or batch/process sheets can be placed or posted in close proximity to the container. However, the alternative method of labeling must provide the same information as a label; that is, identifying the substance and its principle hazard(s). In addition, employees must be informed, as part of their HAZCOM training, of any alternative labeling methods used that are unique to their work area.

g. Element 7 – Within-Activity Labeling. Develop a system for “within-activity labeling” for any hazardous chemical product containers that do not have proper warning labels.

h. Element 8 – Training. Develop a training program to inform supervisors and employees about the provisions of the HAZCOM Program. The HAZCOM standard requires employers to provide a training program for their employees. While this program does not have to be elaborate or extensive, it must be documented, and any training received will be annotated on the employees' DeCAF 30-72. Training

sources may include participation in the supporting installation program, or a training program provided through DeCA channels. Affected DeCA employees must receive training on:

- (1) The purpose and requirements of the DeCA HAZCOM Program. Employees must thoroughly understand their specific program responsibilities.
- (2) Methods employees can use to detect the presence or release of toxic chemicals in the workplace.
- (3) Visual appearance or odor of hazardous chemicals that might be released.
- (4) Any alarm or warning systems.
- (5) Existence of any environmental or medical monitoring programs.
- (6) Types of operations in their work areas where hazardous chemicals are present and the physical and health hazards associated with those chemicals.
- (7) Specific measures to protect themselves from the hazardous chemicals; such as protection afforded by engineering controls, safe work practice guidelines, emergency procedures, and use of PPE.
- (8) Explanations of the labeling system requirements and the system used in the facility.
- (9) Location and availability of the written HAZCOM Program, hazardous chemicals inventory lists, and MSDS.

HAZARDOUS CHEMICAL INVENTORY <i>Reference DeCAM 30-17.1; OPR is DeCA/HS</i>			PAGE OF	
ACTIVITY'S NAME AND ADDRESS		POINT OF CONTACT: NAME AND TITLE		
PHONE NUMBER: DSN:		DATE COMPLETED		
COMM:				
PRODUCT/TRADE NAME AND NUMBER	MANUFACTURER'S NAME AND ADDRESS	NATIONAL STOCK NO. (NSN) / NATL ITEM IDENTIFICATION NO. (NIIN) / LOCAL ITEM IDENTIFICATION NO. (LIIN) / COMMERCIAL AND GOV'T ENTITY CODE (CAGE) (if available)	MAXIMUM AMOUNT ON SITE DURING YEAR	MATERIAL SAFETY DATA SHEET AVAILABLE YES NO

DeCA Form 30-115, Feb 2010

Figure 17. DeCAF 30-115, Hazardous Chemical Inventory

CHAPTER 14

PERSONAL PROTECTIVE EQUIPMENT (PPE)

14-1. GENERAL. Required PPE that is not personal in nature (i.e., worn solely by one individual) shall be provided to employees at no cost. Payment for personal use type PPE (e.g., safety shoes) can be subject to labor management negotiations. DoDI 6055.1 (Reference (u)) authorizes the purchase and maintenance of PPE.

a. PPE includes special clothing and protective devices for hearing, eyes, face, head, feet, and extremities. Whenever practical, managers and supervisors will ensure that hazards are eliminated or controlled by employing engineering or administrative controls and only after these controls have been applied to the maximum extent, will PPE be identified as the primary means to protect personnel against residual hazards. DeCA regional safety managers or installation safety personnel, and the installation industrial hygienist or bioenvironmental engineer, will be consulted for guidance concerning the selection and use of PPE. Back belts, back supports, and wrist supports are not PPE and will not be used on the job by any DeCA employee unless prescribed by a doctor.

b. The use of environmental differential pay or a hazard pay differential for employees does not relieve management from the responsibility to provide employees with PPE and to continue efforts to modify operations or processes, and eliminate or reduce working conditions that warrant special pay.

c. Some areas may be designated as “PPE required for entry” because the operations or equipment involved in the area present a moderate or high potential for injury. Signs will be posted to make the hazard known to all personnel who may enter into the area. The wearing of specified PPE is a condition for entry into those areas or to operate that equipment. This policy applies to all DeCA employees or contractors who work in such areas.

14-2. RESPONSIBILITIES.

a. The facility manager is responsible for ensuring that a PPE hazard assessment (e.g., evaluate work areas, work practices, and MSDS of products used in the workplace) is conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE when engineering or administrative controls do not provide adequate protection.

b. This hazard assessment is to be accomplished by qualified SOH personnel (i.e., installation safety, regional safety, or the activity’s safety representative [but only if the safety representative has received formal training in hazard recognition and control]) and will be documented showing the workplace evaluated, the name of the evaluator, and the date.

c. Should this assessment not be conducted prior to the conduct of the SPAR (see paragraph 3-1.f.), the DeCA regional safety manager can perform this assessment during the SPAR evaluation. Any exposure restrictions or requirements for PPE, noted in the evaluation, will be discussed with the local management/civilian personnel office for inclusion in job descriptions as a condition of employment.

d. Workplace or work practice evaluations may differ from one evaluator to another. When this occurs, the general rule of thumb will be “the most stringent recommendation will apply.” Until this hazard assessment is completed, PPE guidance provided at Table 7 will be used. Heads of DeCA activities, through the designated SOH official or designated representative, shall:

- (1) Select and provide PPE when it is required.
- (2) Ensure that PPE conforms to OSHA, NIOSH, ANSI, or other national consensus standards.
- (3) Ensure appropriate medical evaluation of each employee to determine their capability to perform assigned tasks when there is reasonable expectation that the use of PPE may result in undue physiological stress.
- (4) Provide training to personnel who are required to use PPE. Training will provide instructions as noted in paragraph 14-6 of this Chapter. This training will be recorded on DeCAF 30-72, and filed IAW DeCAD 5-2 (Reference (h)). A copy may be maintained in the supervisor's employee folder for ready reference.
- (5) Ensure that PCE worn by personnel fits properly.
- (6) Availability of generic PPE sizes such as 3XL, 2XL, XL, L, M, and S for outer garments, satisfies this requirement.
- (7) Ensure that appropriate periodic inspection, cleaning, disinfecting, and maintenance of PPE is performed by trained personnel/user.
- (8) Provide proper storage of PPE to guard against environmental conditions or damage that might degrade the effectiveness of the equipment.
- (9) Ensure compliance with the prescribed use of PPE. All supervisors and managers will become involved in this effort by personal example. In cases of noncompliance, managers shall document the noncompliance and consider disciplinary action (refer to DeCAD 50-4 (Reference (d))) as a corrective measure against the offender and the supervisor, if appropriate.
- (10) Identify instances of nonuse, misuse, or malfunction of PPE that results in injury or occupational illness. These deficiencies shall be recorded on safety inspection reports or as cause factors in accident reports, as appropriate.
- (11) Ensure that each hazardous area or equipment is marked to inform employees of the major work hazards or health risks involved and the PPE that is needed.
- (12) Ensure that employee provided PPE is adequate to protect against the hazard (meets required ANSI standard) and is being properly maintained and cleaned.
- (13) Strictly prohibit the use of defective or damaged PPE.

14-3. PPE FOR VISITORS. Visitors may be required to comply with local PPE requirements of the DeCA work location if required by the activity's written procedures. The host, guide, or department supervisor will inform them of the requirements and provide them with the proper PPE for the hazard. However, the host must ensure proper sanitation of any loaner PPE.

14-4. ACQUISITION OF PPE. Once the need for PPE has been determined, the requirement will be submitted to the HQ DeCA., Directorate of Contracting, for procurement action unless it can be

purchased locally using a government credit card. For HQ DeCA and FOA, the requirement will be submitted to the DeCA/HS safety representative.

14-5. RECORD KEEPING. Initial issuance and training regarding the use of PPE shall be recorded on the employee's DeCAF 30-72.

14-6. TRAINING. DeCA activities will provide training to each employee who is required to use PPE. Each employee shall be trained to know when PPE is necessary; what PPE is necessary; how to properly wear, remove, adjust, and clean PPE; its limitations; and its proper care, maintenance, useful life expectancy, and disposition of unserviceable PPE.

a. Each affected employee shall demonstrate an understanding of the training specified in the preceding paragraph and the ability to use PPE properly before being allowed to perform work requiring the use of PPE.

b. When a manager, supervisor, or activity safety representative has reason to believe that any employee who has already been trained does not have the understanding and skill required to properly use the PPE, or after a period of time has not retained the required understanding or skill, the employee will be retrained. Circumstances where retraining is also required include, but are not limited to, the following situations:

- (1) Changes of equipment or work processes in the workplace.
- (2) Changes in the types of PPE to be used.

14-7. SPECIFIC PPE REQUIREMENTS. Inherent hazards associated with tasks or functions in some workplaces within DeCA call for the use of foot protection, head protection, insulated clothing, gloves and aprons, hearing protection, and eye protection. Following are the requirements and specifics for emergency eyewash facilities; head, eye, hand, and foot protection; and other selected articles of PPE.

a. Emergency Eyewash Facilities. These facilities are required whenever and wherever an employee is occupationally exposed to corrosive materials that present a potential for splashing into employee's eyes. A known potential exposure to corrosive material is present in DeCA operations whenever a person services storage batteries containing electrolyte, and in the mixing of degreasers and sanitizers during cleanup operations. Some floor maintenance operations also employ corrosive materials, and there may be other types of operations or materials that warrant emergency eyewash facilities. However, the cited examples offer the most apparent potential for a chemical related eye injury in DeCA.

(1) Emergency eyewash facilities must be located in the vicinity of the operation that poses the potential for a chemical eye injury (e.g., the battery charging/servicing area or the place where undiluted and corrosive degreasers, sanitizers, or other cleaning agents are drawn and mixed). This requirement may necessitate locating two eye hazardous operations adjacent to one another, if possible, to allow the use of a single eyewash unit to satisfy the requirement for both operations.

(2) The ANSI standard Z358.1 recommends:

(a) Eyewash stations be placed no further than 10 seconds travel distance from the hazardous location; that the eyewash units must deliver flushing fluid (potable water) to the eyes in amounts of no

less than 0.4 gallons per minute (GPM) to both eyes simultaneously, for duration of 15 minutes continuously (for eye/face units, the flushing fluid rate is no less than 3.0 GPM for 15 minutes).

(b) Water temperature be tepid (maintained generally between 60 and 95 degrees Fahrenheit (15 and 35 degrees Celsius, respectively).

(c) The supply line shall provide water supply at 30 pounds per square inch (psi) (0.207 megapascal) of flow pressure; eyewash nozzles shall be protected from airborne contaminants.

(d) Eye or eye/face wash equipment will be installed between 33 and 45 inches (88.8 and 114.3 centimeters (cm)) above finished floor level where the user stands, and a minimum of 6 inches (15.3 cm) from the wall.

(e) The emergency eyewash unit control valve shall be of designed to enable one-hand operation, to remain open without the operator using their hands, and remain open until intentionally shut off.

(f) When there is a potential for larger splashes or spills, body drenching and flushing apparatus may also be needed.

(g) This capability is usually afforded by a drench hose and nozzle, which can be attached to the eyewash unit, and will allow low water pressure in copious quantities or by an emergency shower.

(3) Portable Eyewash Stations. Portable or self-contained eyewash units are only authorized for use in DeCA facilities when plumbed, potable water utilities are not available in the facility. In all other DeCA facilities, permanently installed, plumbed, emergency eyewash stations must be used. If and when portable or self-contained eyewash units are temporarily employed, they must have the capability of providing a water flow rate of 0.4 GPM for 15 minutes (a minimum of 6 gallons), and potable (chlorinated and filtered) water must be used.

(4) Emergency Eyewash Maintenance. Emergency eyewash units must be activated weekly for a minimum of 3 minutes continuously to flush the line and verify operation. Flushing the line assists in eliminating the potential for bacteria to develop in the stagnant water. An in-house log sheet will be used to record the date and initials of the person performing this maintenance. Maintain the log sheet for at least one year.

(5) Accessibility. The path of travel to emergency eyewash stations shall be free of obstructions (e.g., clutter in the aisle, travel through doors, travel on stairs) and the station itself will not be blocked in any way (e.g., pallet stacks, merchandise, carts) that may inhibit immediate use of eyewash equipment. Personnel performing operations that require access to an eyewash shall ensure that the eyewash is unobstructed and within 10 seconds travel time before performing the operation.

b. Foot Protection. Each employee will use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole. Where such employee's feet are exposed to wet/slippery floors, the soles of footwear should be slip-resistant. Foot protection is designed to prevent injury to employees' feet. Safety-toe footwear should be comfortable and suitable for working long periods on hard surfaces and must meet or exceed American Society of Testing Materials Standard F2413-05 I/C 75, an equally effective standard (e.g., European Union standard EN 345), or provide documented protection equivalent to these standards. See Table 7 of this Chapter for specifics on where safety-toe shoes are required to be worn. Personnel who perform infrequent foot

hazard tasks (e.g., management, summer/youth hire employees, cashier personnel stocking a display or operating MHE) are only required to wear safety-toe footwear while performing these tasks.

(1) Personnel performing tasks which have been identified by a qualified safety professional as hazardous to the metatarsal area of the foot will be provided with safety-toe shoes equipped with metatarsal guards. Safety shoes with metatarsal guards will not be used when personnel are engaged in any type of climbing activities (i.e., ladders, steps).

(2) Personnel working in wet environments or other work areas subject to slippery floor surfaces will wear footwear equipped with slip-resistant soles.

(3) Personnel routinely working in areas wherein they are subject to striking objects at foot level (e.g., working on pallets) will wear over-the-ankle, leather footwear.

(4) Procurement of Safety Shoes. The DeCA activity manager (e.g., store director, CDC facility manager) will determine the cost that will be paid for safety footwear and how it will be procured. DeCA regional office management can issue a region-wide policy that prescribes their procurement practice (e.g., how and where safety shoes can be purchased with maximum cost per shoe). This procurement practice is best accomplished through a coordinated effort among activity management, the regional safety manager, and DeCA contracting personnel with consideration towards issues such as cost per pair (comparison of multiple vendors in terms of cost and quality experience), annual total cost, government purchase card usage, prompt availability of shoes and selection of the proper type based upon the potential hazard exposure(s). Employees who work in areas where they are subject to their footwear becoming water soaked from cleanup or other operations in the workplace are authorized two pair of protective footwear.

(5) Replacement of Protective Footwear. DeCA provided protective footwear will be replaced on a pair-for-pair turn-in basis. Replacement will occur when normal wear and tear render the footwear unserviceable IAW local management judgment. The replaced pair will be discarded.

c. Protective Headwear. Protective headwear (hardhats) is designed to protect the head of the wearer from injury due to impact or penetration from falling or propelled objects, and against accidental bumping of the head. Protective headwear will be provided to employees who by nature of their work are potentially exposed to head injury. Protective headwear will be maintained in a sanitary and serviceable condition. Management personnel, in coordination with SOH professionals, will designate areas within their activity that require the wearing of protective headwear. However, as a minimum, protective headwear (hardhats) will be used by all persons (employees, visitors, contractors, vendor stockers, sales representatives) who must work in the immediate vicinity (a radius of 10 feet) of overhead stocking operations, or when overhead stock is being manipulated using a PIT. Where overhead-stocking operations might cause stock to be pushed over the “back side” of shelving into an adjacent aisle, that area of the adjacent aisle will be considered as being within the immediate vicinity of overhead-stocking operations. See Table 7 of this Chapter for more information on where protective headwear is required.

(1) Signs. Caution signs will be posted in areas where protective headgear may be required and will identify the conditions under which it must be worn.

(2) Hard Hats. Hard hats must conform to ANSI standard Z89.1, Safety Requirements for Industrial Head Protection. They must not be painted, or have decals or other devices attached to them. In extreme cold, helmet liners will be provided when protective headwear is issued. Liners will fasten securely in the helmet.

(3) Bump Caps. Bump caps are not “hard hats.” They are constructed out of thin shelled, lightweight plastic that does not meet ANSI standard Z-89.1 design requirements, and will not be used as substitutes for hard hats.

d. Eye and Face Protection. Eye and face protection is required where there is a possibility of injury from caustic cleaning materials, flying particles, splatters, or chips. Signs will identify eye hazard operations and be conspicuously posted.

(1) The PPE hazard assessment survey will identify any operation(s) deemed to be a potential eye hazard. It is suggested that this effort also be coordinated with the installation safety office or installation activity responsible for sight conservation. If eye hazardous operations do exist, the DeCA activity manager will issue a written policy that requires eye protection to be worn while performing the jobs that were surveyed.

(2) The general requirements for any type of eye protection prescribed depends upon the nature of work performed and the type of hazard present. Eye protectors shall provide adequate protection against the particular hazards for which they were designed. They shall be reasonably comfortable when worn, fit snugly, and shall not unduly interfere with the movement of the wearer; be durable, easily cleaned, and capable of being disinfected; kept in good repair; distinctly marked to facilitate identification of the manufacturer; and designed, constructed, and tested IAW ANSI Z87.1. All eye protectors purchased after July 5, 1994, shall comply with ANSI Z87.1-1994 (those purchased before this date must conform to the 1968 ANSI standard).

(3) Prescription Safety Glasses. Prescription safety glasses are designed for employees who need vision corrective lenses and protection for their eyes from flying particles that could shatter normal spectacle lenses. However, purchasing prescription safety glasses for employees who wear prescription lenses in their eyewear is not automatically required simply because they are performing a job task requiring eye protection. Therefore, if it is determined by qualified SOH officials that an employee who wears prescription glasses or contact lenses needs additional protection, the first strategy should be to provide the employee with goggles or oversized nonprescription glasses to wear over their prescription eyewear. These devices provide the necessary protection and are cost effective. However, if these devices interfere with the positioning of an employee’s prescription eyewear, then prescription safety glasses may be procured.

(4) Face Shields. Face shields protect the face, not specifically the eyes. Granted, some eye protection is provided; however, if eye and face protection is required, eye protection must be provided by wearing either glasses or goggles and face protection is provided by wearing the face shield over the glasses or goggles.

(5) Protection Against Radiant Energy. Each affected employee will use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. Table 8 provides a listing of appropriate shade numbers for various operations.

e. Hand Protection. Employees are required to use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Results from the PPE hazard assessment, and guidance from a chemical’s MSDS will provide information for the proper selection of hand protection. Prior to issuing a latex product, communication with the issuing employee is needed to determine any sensitivity to latex (latex allergies); substitution with another type product may be required.

f. Hearing Protection. When hearing protectors are required, they will attenuate noise levels below 85 dBA. As noted in paragraph 8-4.b.(2)(c), a variety of hearing protectors must be provided/available (e.g., various types and sizes of disposable earplugs/ear muffs) to aid in proper fit and wearing acceptance.

(1) Preformed earplugs will only be used when obtained from medical/health (host installation or private) and fitted by their trained professionals. A carrying case will be provided with these preformed earplugs. Medically trained personnel must examine the fit and condition of preformed earplugs at least annually.

(2) Disposable earplugs will be available in sufficient quantity to supply the demands of their need.

(3) Ear muffs require cleaning and maintenance, and this care must conform to the manufacturer's guidance. If individually issued, the receiving personnel are responsible to provide this care. Muff(s) available for varied issue will be assigned by the area's supervisor to a specific point-of-contact to provide this care.

(4) Custom earplugs are authorized only if other approved hearing protectors cannot be properly fitted. If provided, medically trained personnel must examine their fit and condition at least annually.

(5) Personnel working in or entering designated "hazardous noise areas" shall always carry hearing protectors. When noise sources are operating, personnel shall wear their hearing protection devices regardless of exposure time.

g. Fall Protection Equipment. Fall protection equipment must be provided and worn whenever employees are elevated on PIT 6 feet or more above floor level. This equipment will consist of a chest and body harness with lanyard that limits free fall to 4 feet. Units employing only a waist belt will not be used. Fall protection equipment shall be properly maintained and inspected for condition prior to each use. Supervisors will use Appendix B, Inspection and Maintenance of Fall Protection Equipment, as guidance to conduct and document monthly inspections of fall protection equipment for conditions that may cause them to fail. Any unit in use that has actually prevented a worker from falling, where the equipment suspended the worker's entire body weight, will be discarded and replaced. See Appendix B for additional causes for replacement of fall protection equipment.

h. Table 7, DeCA Operations Requirement PPE, lists frequently occurring DeCA operations where prescribed PPE must be worn. The list is not all inclusive and local managers or commissary officers may need to identify additional work situations that require PPE.

PPE TYPE	OPERATION	REQUIREMENT
Eye/Face Protection [NOTE: Face shields are not considered eye protection. If eye protection is required, then safety glasses (with shields) or goggles must be worn.]	Meat Department and CMPP	Optional; no-fog/nonprescription goggles (impact and chemical splash).
	Cleaning Operations	Consult installation bioengineer, safety office, regional safety manager, or request guidance from DeCA/HS.
	All departments - metal or rigid plastic band cutting and making cardboard bales	Goggles (impact) or face shield mandatory.
	All departments - battery charging	Chemical splash goggles mandatory if handling electrolyte or removing battery vent caps. Face shield with goggles.
Hearing Protection	Operating lawn care equipment	Mandatory.
	All departments	Consult installation bioengineer, safety office, regional safety manager, or request guidance from DeCA/HS.
Safety-Toe, Slip-Resistant Shoes	Meat Department and CMPP	Mandatory.
	Warehouse Workers	Mandatory.
	Grocery Department Store Workers Produce Department	Mandatory for those workers whose duties require them to pull and stock merchandise if they are manipulating cases, perform work in areas that have a potential for slips/falls, and those using stocking carts or operating PIT. This requirement also extends to workers (e.g., cashiers) who are assigned these duties on a temporary basis regardless of the length of time involved.
Aprons	Cleaning Operations	Consult installation bioengineer, safety office, regional safety manager, or request guidance from DeCA/HS.
	Meat Department	Cut-resistant aprons are mandatory for all unless a hazard assessment has been conducted and has determined they are not required for certain tasks or for tasks in which exact procedures are used which significantly reduce injury potential.
	Battery Charging	Rubber aprons are mandatory if handling electrolyte or removing battery vent caps.
Boots, Rubber or Synthetic	Cleaning Operations	Consult installation bioengineer, safety office, regional safety manager, or request guidance from DeCA/HS.

Table 7. DeCA Operations Requirement PPE

Gloves	Warehouse	Leather – for manually handling pallets, cases with broken glass, metal case bands, or other objects that have the potential to cut or puncture hands or fingers; and when making cardboard bales.
	Cleaning Operations	Consult MSDS or consult installation bioengineer, safety office, regional safety manager, or request guidance from DeCA/HS.
	Meat Department	Wire mesh or cut resistant fiber is mandatory only while cutting or trimming with hand knives. Do not use these gloves while operating powered equipment. Kevlar or Spectrum cut-resistant gloves on both hands when cleaning the meat slicer (meat and deli departments). Arm guards are required when the knife cutting process requires the blade to be drawn towards the arm area.
	Battery Charging	Rubber - mandatory if handling electrolyte or removing battery vent caps.
	Produce Department	Cut-resistant gloves required when cutting large produce (e.g., watermelons).
	Deli/Bakery Department	Cut-resistant gloves required when cleaning and sharpening slicer blade.
Head Protection	Warehouse	Hard-hats - ANSI Class C are mandatory when working within 10 feet of an overhead PIT or overhead manual stock moving operation.
Fall Protection Safety Harness and Lanyard	Warehouse	Mandatory when working 6 feet or more above floor level on an open platform. Consult with installation or DeCA safety staff for other specialized applications or situations.
Cold Environment Clothing (insulated headwear, jacket, trousers/coveralls, gloves, and safety-toe boots).	Grocery or Meat Department Walk-in Freezers	Mandatory for all.

Table 7. DeCA Operations Requirement PPE (cont'd)

Filter Lenses for Protection Against Radiant Energy			
Operations	Electrode Size 1/32 in.	Arc Current	Minimum Protective Shade (*)
Shielded metal arc welding	Less than 3	Less than 60	7
	3 - 5	60 - 160	8
	5 - 8	160 - 250	10
	More than 8	250 - 550	11
Gas metal arc welding and flux cored arc welding		Less than 60	7
		60 - 160	10
		160 - 250	10
		250 - 500	10
Gas Tungsten arc welding		Less than 50	8
		50 - 150	8
		150 - 500	10
Air Carbon Air Cutting	(Light)	Less than 500	10
	(Heavy)	500 - 1000	11
Plasma arc welding		Less than 20	6
		20 - 100	8
		100 - 400	10
		400 - 800	11
Plasma arc cutting	Light (**)	Less than 300	8
	Medium (**)	300 - 400	9
	Heavy (**)	400 - 800	10
Torch brazing			3
Torch soldering			2
Carbon arc welding			14
Filter Lenses for Protection Against Radiant Energy			
Operations	Plate Thickness (inches)	Plate Thickness (mm)	Minimum Protective Shade (*)
Gas Welding Light	Under 1/8	Under 3.2	4
Gas Welding Medium	1/8 to 1/2	3.2 – 12.7	5
Gas Welding Heavy	Over 1/2	Over 12.7	6
Oxygen Cutting Light	Under 1	Under 25	3
Oxygen Cutting Medium	1 to 6	25 to 150	4
Oxygen Cutting Heavy	Over 6	Over 150	5

Footnote (*): As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.

Footnote (**): These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workplace.

Table 8. Filter Lenses for Protection Against Radiant Energy

CHAPTER 15

FIRE PROTECTION AND PREVENTION, LIFE SAFETY, AND EMERGENCY SERVICES

15-1. POLICY. Fire protection and prevention services are normally provided by either the host installation or local departments through ISSAs or other agreements. Criteria for ISSAs are addressed in DoDI 4000.19 (Reference (v)) and DeCAD 70-12 (Reference (w)). The facility manager is responsible for assuring that the agreement specifies the services needed and that the supplier provides these services. Normally these services include all normal services related to fire protection and fighting operations, alert service, and rescue operations; and inspections for fire hazards, servicing of portable extinguishers, and related training programs. Customarily these services are non-reimbursable. Coordination should be made with the regional support manager and safety professional should any issues/concerns arise.

15-2. FIRE PROTECTION. DeCA engineers are responsible for incorporating proper firefighting equipment and fire detection/alarm services into facility's new and add/alter construction and for verification of such as part of the project's acceptance stage. The host installation fire department/safety office and/or DeCA safety professionals/representatives are responsible for evaluating the workplace to ensure continuance of the proper selection and placement of these equipment/devices. Fire extinguisher maintenance and testing must be done by either the host installation/local fire department or contracted to a company specializing in this work. The facility manager/representative is responsible for conducting the monthly visual inspections (unless the local fire department office performs this monthly visual inspection as part of their support services).

a. Monthly visual inspections of firefighting equipment will ensure that firefighting equipment:

- (1) Is in its designated locations and operational/charged.
- (2) Is clearly visible, properly identified, and immediately accessible.

(3) Has not been tampered with, actuated or discharged, and there are no visible physical defects, corrosion, or other conditions that would affect their operation. A tag or other written record will record the inspector's initials and date of inspection. Documentation will be maintained for at least 1 year.

b. Facility managers will ensure that each portable fire extinguisher receives an annual preventive maintenance check. In addition, extinguishers are required to be hydrostatically tested at intervals specified to the type of extinguisher. The installation fire department or the regional safety manager can determine these time intervals.

c. DeCA personnel shall receive fire protection training from their supervisor as part of their initial orientation. Training shall include as a minimum:

- (1) Where manual activated fire alarms are located and how and when to activate them.
- (2) How to report a fire by phone; i.e., phone number to call, building identification, what information to give the fire department. It is recommended that data (e.g., the building number, and the fire reporting, police, and ambulance phone numbers) be readily available next to each telephone.
- (3) Where firefighting equipment is located (e.g., a schematic (scale drawing of the facility) that identifies the various locations of fire extinguishers, stand pipe hoses). The requirement to provide

training on the actual operation of firefighting equipment may vary per DeCA site depending upon that site's firefighting and evacuation procedures. Generally, it is DeCA policy for a 100 percent evacuation of the building and for all firefighting activities to be performed by the supporting fire department crews.

(4) Location of emergency exits and evacuation procedures, to include assisting the physically handicapped.

(5) Relevant codes (e.g., Black-Fire, Blue-Medical Life Threat, White-Medical Non-Life Threat, Gray-Weather Emergency) on DeCAF 40-235, DeCA Employee Emergency Code Badge, to include the procedures to follow when any of these events are initiated. The "Green" code on this form involves a "HAZMAT" incident and although it may not be fire related, the local fire department/environmental response team may be the responding agent; and therefore, should also be included in the Fire Protection Training Program.

d. Fire Extinguisher Placement. Portable fire extinguishers shall be provided, selected, and distributed based on the classes of anticipated workplace fires; and on the size and degree of hazard that would affect their use. Actual use by employees is dependent upon the specifications of the fire protection plan for the facility and only if the employees have been properly trained on their use.

Fire Hazards	Travel Distance to Any Fire Extinguisher
Class A (Combustibles)	75 feet (22.9 m) or less
Class B (Liquids)	50 feet (15.2 m) or less
Class C (Electrical)	Based on the appropriate pattern for existing Class A or Class B hazards

e. Flammable Liquid Container and Portable Tank Storage.

(1) At least one portable fire extinguisher having a rating of not less than 12-B units shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage.

(2) At least one portable fire extinguisher having a rating of not less than 12-B units must be located not less than 10 feet or more than 25 feet from any Class I or Class II liquid storage area located outside of a storage room, but inside a building.

15-3. FIRE PREVENTION. Fire prevention can be accomplished by controlling fuels (e.g., flammable or combustible waste materials [paper, cardboard, oil soaked rags]; flammable or combustible liquids, chemicals, and ignition) and ignition sources (e.g., smoking materials, welding sparks, pilot lights). All employees must continually evaluate their work area to evaluate the opportunity for fire fuel and ignition elements to join together to create a fire and, upon notice, take corrective action to prevent this fire opportunity.

a. The careless handling and disposal of smoking materials is responsible for more fires than any other single item. The striking of matches, operation of mechanical lighters, or smoking are prohibited unless the installation fire chief has approved the areas or portion of the area and identified it as a designated smoking area. DeCA facility managers will designate areas for employees to smoke, that are beyond 50 feet from fire exits, points of egress, and any potential fire hazards. Smoking materials will be discarded into receptacles/devices that are specifically designed for that purpose. After ensuring all smoking materials are fully extinguished, these receptacles will be emptied as needed.

b. Automatic timing devices will not be used to turn on electrical appliances unless personnel are present in the facility at the time the devices are in operation.

c. Space heaters/other personal heaters will not be used without the approval of the installation fire department.

d. Storage of flammable liquids, paints, or other chemicals in the building is prohibited except in an approved flammable storage cabinet or a designated area designed specifically for this purpose, and this storage site has been approved by the local fire authority. Any exception must be coordinated with the regional safety manager and approved, in writing, by the local fire department.

e. "Hot work permit" refers to the host installation/DeCA's written authorization to perform non-routine operations (e.g., riveting, welding, cutting, burning, heating) capable of providing a source of ignition. Normally, a contractor, due to a renovation/repair project, conducts these operations. Coordination with the host installation safety/fire office must be accomplished during the project planning stage to determine any requirements to obtain a "hot work permit" prior to work startup.

f. Excessive accumulations of flammable and combustible products (e.g., paper, cardboard, oily rags, pallets) must be avoided to minimize potential fire fuel.

g. Interior decorations and commissary store product displays shall be made of flame resistant materials which pass both tests of National Fire Protection Association (NFPA) standard 701.

15-4. EMERGENCY ACTION PLAN (EAP). Each facility will develop a written EAP for response to natural and man-made disasters including acts of terrorism (see DeCAD 30-18, Chapter 14, (Reference (i)) to ensure the safety of employees and patrons from fires and other emergencies. Coordination of these plans must be made with the installation emergency preparedness officer and fire chief for potential integration within the installation's disaster/fire disaster preparedness plan.

a. As a minimum, the EAP shall include:

(1) A scale drawing of the facility showing emergency exits, escape routes, and exterior assembly area(s). Locations of "safe havens" or places within the facility which afford the greatest protection from hazards associated with high winds and other storms, should also be depicted.

(2) The preferred means for reporting fire and other emergencies. This reporting element must address communication to both external responding offices (e.g., fire, security, EMS) and internally to personnel located within the facility (e.g., use of alarms, PA system, word-of-mouth).

(3) Step-by-step emergency evacuation procedures, to include assigning of employees to perform certain tasks such as ensuring the orderly evacuation of employees, visitors, and patrons; including procedures for personnel with physical disabilities.

(4) Step-by-step procedures for moving employees and patrons to the safe haven area during threatening storm conditions (e.g., tornadoes, hurricanes).

(5) Procedures to be followed by employees who remain to perform critical operations before they evacuate.

(6) Procedures to account for all employees after evacuation (at the exterior assembly area) or the interior “safe haven” area.

(7) The names or job titles of persons or departments who can further explain duties outlined in the plan.

b. The plan shall be exercised at least annually and updated as necessary.

c. The plan must be reviewed with each employee when the plan is developed/revised, during the new employee’s initial briefing, and when an employee’s responsibilities under the plan change.

d. Stores conducting mock fire evacuation drills during store operating hours is not required, nor recommended. Store evacuation “practice” should be accomplished during nonoperational hours or by conducting a conceptualized evacuation by talking about the process/procedures during council/department meetings.

e. Identifying exterior assembly areas must consider personnel movement away from the facility coinciding with responder traffic approaching the building. Care must be taken to ensure that personnel are not placed in harms way of approaching vehicles and that response time is not delayed by waiting for personnel to cross roadways. For bomb threats or other like threats, alternate assembly area(s) may be necessary to ensure sufficient distance away from the building and to provide an unknown/multiple assembly area to reduce the exposure from a secondary threat. Coordination should be made with both the installation antiterrorist official and emergency preparedness official.

15-5. EGRESS, EXITS, AND EXIT MARKINGS. DeCA engineers are responsible for ensuring that DeCA facilities (whether new construction or renovation projects) are designed with required number of exits, proper travel distance paths, and proper sized aisle/passageways to enable prompt evacuation of the building.

a. At least two exits, separate from each other, must be provided where the blocking of any single exit due to fire or smoke may endanger occupants. More than two exit routes must be available in a workplace if the number of employees, size of the building, its occupancy, or arrangement of the workplace is such that all employees would not be able to evacuate safely during an emergency. A single exit route is permitted where the number of employees, size of the building, its occupancy, or arrangement of the workplace is such that all employees would be able to evacuate safely during an emergency. The facility’s/work area’s exit routes must be able to support the maximum occupant load and be a permanent part of the workplace.

b. Doors, passageways, or stairways that are neither exits nor ways to an exit (but may be mistaken for an exit) will be clearly marked “NOT AN EXIT” or have a sign indicating their actual use (e.g., “STORAGE ROOM” or “BASEMENT”). Size of lettering should be the same as for exits. Preferred color is black lettering on a white background. The nearest equivalent commercially available signs are satisfactory.

c. Every exit will be marked by an approved sign (the word “EXIT” in plain legible letters not less than 6 inches high and not less than 3/4-inch wide) visible from any direction of exit access (approaching pedestrian traffic). The exit sign can be either internally or externally illuminated. Sign color is not specified, but is usually either red or green. Sign placement shall ensure that no point within an exit access corridor is in excess of 100 feet from the nearest externally illuminated sign, and not in excess of

the marked rating for internally illuminated sign. When the direction to the nearest exit may not be apparent to an occupant, an exit sign with an arrow indicating direction will be used.

d. The means of egress (exit access, exit, and exit discharge) will be continuously illuminated during occupancy to ensure visibility during use and served by emergency lighting to ensure visibility during an event of failure of normal lighting.

e. Exit access will be arranged so it is not necessary to travel through any area of high hazard potential to reach the exit unless the path of travel is effectively shielded by suitable partitions or other physical barriers.

f. A door from a room to an exit, or to a way of exit access, shall be the side-hinged swinging type. It shall swing with exit travel when the room is occupied by more than 50 persons or used for high hazard occupancy. At least 3 feet of clear space will be maintained around self-closing fire doors.

g. Areas around exit doors and passageways shall be free of obstructions. The exit route shall lead to a public way. No lock or fastening will be used to prevent escape from inside the building.

h. No doors will open directly onto a flight of stairs. A platform will be used and the swing of the door will not reduce the effective width to less than 20 inches.

i. Dual swinging doors without view windows will be marked "IN" and "OUT."

j. Storm mats will be placed inside personnel entrances during inclement weather and the floors will be mopped to eliminate slipping hazards.

k. Power-operated doors (e.g., photo-electric actuated doors) will not be installed unless these doors can be opened manually to permit exit travel if there is a power failure.

15-6. PUBLIC ACCESS DEFIBRILLATOR (PAD)/AUTOMATIC EXTERNAL

DEFIBRILLATOR (AED) PROGRAMS. Facility managers of each DeCA establishment will coordinate with their host installation medical services offices to request an assessment of their workplace to determine the necessity for a PAD/AED. Implementation of a PAD Program is dependent upon the results of this assessment.

a. Current Federal regulations specify that an AED is medical equipment that can only be purchased with a prescription written by a medical doctor. DeCA has no medical doctors on its staff and relies on each installation for medical support.

b. An AED is the responsibility of the servicing medical treatment facility supporting the installation. That responsibility includes the determination of need, procurement and placement of the device, training of individual(s) at the location on the proper use of the equipment, maintenance of the equipment, downloading the recorded information within the device when it has been used, preparing a report on the use of the device for the site where it was located and, if necessary, remedial training on the use of the device.

c. The AED assessment should consider which individual(s) in the facility need to be trained to provide a seamless presence of trained operators. Local facility managers may opt to select specific personnel by first asking for volunteers to receive this AED training. Depending upon the number and mix of volunteers, a second strategy of assigning individuals to serve as AED operators may be necessary.

d. The AED assessment should consider whether personnel volunteered/assigned to receive training as an AED operator must be included into a Blood Borne Pathogen Program exposure plan (see Chapter 8, paragraph 8-8).

15-7. FIRST AID KITS. First aid kits may be obtained for use to administer self-care for minor injury. The kit contents should only contain the basic supplies needed to treat these minor injuries (e.g., paper cut, small scrape). The selected first aid kit will state that its content conforms to ANSI standard Z308.1-1998, Minimum Requirements for Industrial Unit-Type First Aid Kits. All injured employees are encouraged to seek professional medical advice, no matter how small or insignificant the injury. Should local management decide to appoint an employee the duty to render first aid care, this assigned employee will receive all proper training to perform in this capacity and the facility will fully implement an exposure control plan for blood borne pathogens.

CHAPTER 16

GENERAL SAFETY REQUIREMENTS

16-1. DEFINITIONS.

- a. Aisle Way. An established path for powered MHE used inside a facility, such as in a warehouse.
- b. Conveyor. A device for moving or transporting bulk materials, packages, or objects in a predetermined direction. Conveyors may be power operated or gravity operated and are configured to meet specific needs.
- d. Double Insulated Tool. A portable power tool with an internal layer of insulation completely isolating the electrical components from the outer metal case. Some light duty tools use a shatterproof nonconductive plastic outer case to achieve the same result. A third wire ground is not needed on these tools.
- e. Flammable Liquid. A liquid with a flashpoint below 100 degrees Fahrenheit (37.8 degrees Celsius).
- f. Ground Fault Circuit Interrupter (GFCI). A fast-acting circuit breaker that is sensitive to very low levels of current leakage to ground.
- g. Grounding. A procedure for providing an electrical path to ground (or earth).
- h. Hazardous Materials. Substances that can harm life, property, or the environment. These products have physical or chemical properties which require additional care and control to be exercised in their storage, handling, and use. Examples include corrosives, flammables, and toxic chemicals.
- i. Passageways/Walkways. A path for pedestrian and nonpowered MHE. For the purposes of this Manual, passageway is used for interior and walkway is used for exterior paths.

16-2. HAZARDS/HUMAN FACTORS. DeCA operations present a variety of hazards requiring care and attention by workers and supervisors to prevent injuries and property damage.

- a. Wet floors can cause slips and falls, which are a leading cause of injuries in commissaries. Contributing factors are improper footwear, hurrying, spills, and objects left in aisles (i.e., boxes, litter, carts).
- b. Meat processing operations involve potentially serious hazards, including lacerations and amputations from knives, saws, and slicers. The meat bandsaw is involved in many injuries with complacency, fostered by repetition of the tasks done with this piece of equipment as a contributing factor. Quite often injuries occur because the guard has not been adjusted for maximum protection on the specific cut being performed. Suet and meat particles on floors make the walking surface extremely slippery.
- c. Employees throughout DeCA activities are required to lift objects. When improperly performed, manual lifting can result in injuries ranging from a sore back to ruptures. Contributing factors are failure to use MHE, attempting to lift too heavy a weight, overextending physical capabilities, lifting with back muscles instead of leg muscles, attempting to lift heavy items overhead, and lifting from an awkward

position by twisting the torso without moving the feet in the direction of upper body motion. All DeCA personnel who perform lifting tasks routinely as a normal part of their jobs shall receive training in proper lifting techniques. This training will be documented on DeCAF 30-72.

d. Persons using MHE (powered and nonpowered) or working where MHE is in operation are exposed to foot injuries. Shelf stockers use razor-sharp box cutters that can lacerate hands, fingers, arms, and legs. Employees working in cold storage lockers are exposed to extreme cold temperatures and may develop frostbite or hypothermia unless proper protective clothing is worn.

16-3. HOUSEKEEPING. Good housekeeping is important. A clean and orderly operation will encourage a positive work attitude and help to provide a safer working environment.

a. All areas of DeCA activities, to include places of employment, passageways, storerooms, and service rooms shall be kept clean, orderly, and in a sanitary condition.

b. Utility closets will not be used as trash collection points.

(1) Dust mops, brooms, and wet mops shall be hung vertically on brackets or in storage racks with the mop, broom, or wet mop heads in the top position.

(2) Cleaning materials treated with chemicals may be subject to spontaneous combustion and shall be stored separate from other combustible items. The installation fire department will be contacted for guidance, if needed.

c. Supplies used in building or equipment cleaning will be kept separate from food products. The preferred method is to store cleaning supplies in storage closets or lockers designated for that purpose. Quantities of steel wool used for cleaning will be controlled and kept in an enclosed metal container. Only noncombustible sweeping compounds and adsorbents will be used. Used sweeping compounds or adsorbents will be stored in a closed metal container.

d. It is hazardous to use fuels (such as gasoline) to clean floors or clothing; toxic cleaning agents; or flammable liquids of any kind for cleaning purposes. The use of flammable or toxic liquids for floor cleaning purposes is prohibited. Do not mix cleaning agents because the result can produce toxic gases. For instance, mixing ammonia with Clorox produces chlorine gas that is an extremely deadly vapor.

e. Trash handling is an integral part of the housekeeping process. The proper disposal of combustible waste materials is important. The removal of combustible waste products at the end of each shift is mandatory and more frequent waste removal may be necessary. Adequate trash bins, cans, baskets, and other proper containers shall be provided to encourage proper waste disposal. If nonmetallic waste or trash cans are used, they shall be approved by the installation fire department.

(1) Both clean and dirty rags will be kept in separate metal containers with metal lids (approved by the installation fire department). These containers will be stenciled to identify their contents. Lids will either be self-closing or kept closed.

(2) Empty cartons and packing materials will be broken down and disposed of promptly. Carton banding will be disposed of when removed. If cartons are nailed shut, the nails will be disposed of when the carton is opened.

(3) When possible, outdoor trash receptacles will be located a minimum of 10 feet from any building. Lids will always be kept closed and the area around the receptacle will be kept clean.

(4) Waste disposal methods will incorporate DeCA pollution prevention strategies.

f. When provided, clothing lockers will be ventilated, kept clean, orderly, and nothing will be stored on top or under the locker.

g. Break areas will be clean, orderly, and will be provided with noncombustible trash cans with self-closing lids or other receptacles as approved by the installation fire department.

h. Matting, or other types of movable floor coverings used where unpackaged foods are handled, will be cleaned as required by the installation medical services.

i. Storage will not be permitted under stairways, under raised floors, or within 18 inches of ceiling levels of buildings, to include mechanical and boiler rooms, unless approved by the installation fire department. Materials will not be stacked against buildings or in front of doors and exits. Aisles and passageways will not be blocked.

j. Areas behind freezers/refrigeration units, other electrically operated units, water heaters, or other energy producing devices will be free of combustible materials.

16-4. WALKING/WORKING SURFACES, AISLES, AND PASSAGEWAYS. Essential regulatory OSHA information is included below, along with DeCA requirements. OSHA Standards according to parts 1910.22, 1910.23, and 1910.24 of Reference (g) will be reviewed for more detailed information on walking surfaces; industrial stairs; guarding floor, wall openings, and holes; aisles; and passageways.

a. Layout. Proper layout, spacing, and arrangement of equipment, displays, passageways, aisles, etc., are essential to orderly operations and avoid congestion. Good layout can best be achieved in the planning stages, with recommendations from the safety office, fire department, bioenvironmental engineer/industrial hygienist, and installation engineer.

b. Floor Condition. Floors shall be kept in good condition and free of defects that can endanger workers and patrons, or interfere with the handling of merchandise.

(1) DeCA personnel will ensure that aisles, passageways, and walkways are maintained in a manner that would not hinder emergency egress of patrons and staff, or the approach of firefighting equipment. Access to electrical panels, electrical disconnects, emergency eyewash units, fire extinguishers, or fire alarm pulls will not be blocked or obstructed in any way.

(2) Floor surfaces shall be kept clean and free of water and other slippery materials. When slippery substances are spilled, they shall be immediately cleaned or covered with a noncombustible absorbent material. Drip pans should be used wherever the possibility of spilling or dripping exists. Whenever floors are being cleaned or finishing compounds have just been applied, signs will be posted to warn patrons and employees of a slipping hazard. The size and placement of these signs will be at the discretion of the activity's head but shall be visible before a person enters the hazardous area. These caution signs will be yellow and black.

(3) Extreme caution will be used when using floor stripper. Avoid walking on areas where stripper has been applied. Stripping of finishes on floor tile containing asbestos will be performed IAW guidance in Chapter 8, paragraph 8-7.

c. Loading Capacity. An engineer (DeCA/host installation) will determine maximum floor loading capacity for all above grade (including areas above basement) storage areas. The weights of equipment, such as hoists suspended under a floor, will also be considered when determining floor-loading capacity. The supervisor is responsible for posting permanent floor load signs in plain view. Letters will be large enough to be clearly legible at a distance of 50 feet. The installation civil engineer shall approve, prior to installation, all equipment weighing more than 500 pounds. Supervisors will ensure heavy loads are evenly distributed.

d. Floor Sloping and Drains. When possible, drains will be provided when wet processes are used. Floors shall be sloped to allow liquids to naturally flow to the drains. Drains shall be kept clear to prevent clogging, especially when hazardous or contaminated material is used. All new construction shall provide for drains in wet process areas. If drains are not available, the area will be immediately roped off, cleaned up, and dried before permitting personnel to enter the area. Drain will be provided for all plumbed emergency eyewash stations that are not located in areas subject to wash down, to facilitate the required weekly system flush.

e. Guards for Floor and Wall Openings.

(1) Every floor opening, such as a hatchway, chute, roof-top skylight, pit, trapdoor, manhole, or ladder way shall be guarded. The type of guard used is dependent on the location, reason for the opening, and frequency of use. One of the following guards shall be installed to protect personnel.

(a) Standard Railings and Toe Boards. These railings and toe boards shall be permanently attached leaving only one exposed side. The exposed (access point) side will have a removable railing. When not in use, the railing will be installed.

(b) Floor Opening Cover. A cover will be used for less frequently used openings where traffic across the opening prevents the use of fixed railings (e.g., openings located in aisle spaces). Cover strength specifications shall have the same rated load capacity as the floor. Cover design, installation, and related hardware shall not present a tripping hazard. The cover will be closed when not in use. The opening shall be protected by removable railings that leave only one exposed side when the cover is open or removed. Someone will be in constant attendance at this exposed side.

(2) Every stairway and ladder way shall be guarded by a standard railing and toe board on all open sides, except at the entrance of the opening. If there is danger of a person walking straight into the opening, a swinging gate or offset passage shall be used.

(3) All open-sided floors, platforms, runways, and catwalks 4 feet or more above the ground shall be guarded on all open sides. Guards will consist of standard railings. Toe boards are required wherever falling objects may present a hazard. Removable railings may be placed at entrances and where operating conditions necessitate.

(4) Every permanent or temporary wall opening (to include window openings (during construction) located less than 3 feet above floor level) where there is a 4-foot or more drop shall be guarded. Guards include railings, doors, slats, grillwork, half-doors, or equivalent protection. The guard may be removable, but shall be installed when the opening is not in use. A removable toe board shall be

used where falling materials may present a hazard. Grab handles should be installed on each side of the opening 4 feet above floor level when required by the operation.

(5) General specifications for standard railings, toe boards, and other guards used for floor and wall openings are found in part 1910.23 of Reference (g).

(a) Railings. Guard railings consist of securely mounted top rails, intermediate rails, and posts. They have a height of 36 to 44 inches from the floor. Heights greater than 44 inches are permissible, but may require additional mid-railings if the opening beneath the top rail is 19 inches or greater. Railings shall be capable of withstanding a load of 200 pounds applied in any direction, at any point on the rail.

(b) Toe Boards. Toe boards are made of any 4-inch high (nominal) rigid material. They can be solid or with openings not greater than 1-inch. They will be securely fastened in place with not more than a 1/4-inch clearance from the floor.

f. Stairways and Ramps. The selection of a particular type of fixed industrial stairway or ramp over another is mostly dependent upon the location, intended use, and the environmental conditions that exist. The main concern of a supervisor should be their maintenance. To prevent mishaps, stairs and ramps will be kept clean, free of obstructions or slippery substances, and in good repair at all times. Supervisors will ensure that:

(1) Bulletin boards and other objects that could distract a person's attention are not placed in stairwells or at ramps.

(2) Loose boards, unsecured treads, protruding nails, and torn or worn stair treads are repaired or replaced immediately.

(3) Slippery or worn treads and surfaces are either replaced or made safe by coating them with nonslip surface materials.

(4) Stair nosings are securely fastened and rounded or beveled to prevent personnel from catching their heels on the treads.

(5) Railings and handrails are smooth, free of splinters or burrs, and securely mounted.

(6) Outside stairways and ramps are cleared of snow and ice and that abrasive materials, such as sand or ash, are readily available and used during inclement weather.

(7) Obstructions in areas where there is less than 6 feet 8 inches of headroom over stairs are padded (preferably). When they cannot be padded, they are color coded to highlight the hazards with yellow or yellow-and-black stripes. In all cases, caution signs are used to warn people of low clearances.

(8) Ramps intended for handicap persons' use will be designed and constructed to conform to the Architectural Barriers Act and Americans with Disabilities Act (ADA).

16-5. ELECTRICAL. Unsafe electrical conditions and practices may result in serious injury to personnel or severe property damage. DeCA employees shall be constantly on the alert to detect electrical hazards and shall report any hazard to their supervisor as soon as it is observed.

a. Installation/Repair. Only authorized, qualified electricians will install, service, or repair electrical equipment or wiring. Self-help projects which involve electrical wiring are not authorized. Defective electrical equipment/cords will be taken out of service immediately.

b. Receptacles. Electrical receptacles and cover plates will be free of cracks and securely mounted. Multiple plug adapters will not be used because of the risk of overloading electrical circuits. A power surge protector is not considered a multiple plug adapter when used only to protect electronic components such as desktop computers. Power surge protectors will not be used as an “extension cord” in lieu of permanent electrical receptacles.

c. Plugs.

(1) When in use, plugs will be inserted fully so no parts of the pins are exposed.

(2) The grounding pin is a safety feature. The grounding pin will be checked frequently by supervisors to ensure it has not been accidentally broken or removed. The pin will not be cut off nor will an adapter be used (which allows a three-prong plug to fit a two-prong receptacle).

(3) All plugs will be of molded plastic or rubber, dead front construction, and shall be firmly attached to the cord to prevent pulling against wire connection points.

d. Flexible Cords/Extension Cords. Electrical cords shall be of an approved type (Nationally Recognized Testing Laboratory (NRTL) or Underwriters’ Laboratories, Inc. (UL) listed) and shall not be subjected to electrical currents or voltages greater than their rated capacity.

(1) Cords will be inspected frequently by supervisors for signs of fraying, cracking, wear, or any damage that could be a sign of possible short-circuiting. Defective cords will be taken out of service. A certified, licensed electrician can only repair cords. If unrepairable, the cord will be destroyed by cutting into several pieces and discarded.

(2) Cords shall not be:

(a) Hung over nails, rafters, or in a manner that constitutes a safety or fire hazard.

(b) Taped, stapled, or fastened to woodwork or walls.

(c) Run through walls, ceilings, floors, doorways, windows, or similar openings; or hung from fire suppression system devices (e.g., sprinkler heads, sprinkler water supply pipes).

(d) Attached to building surfaces or concealed in ceilings, walls, or floors.

(e) Placed under rugs, carpets, or other combustible materials.

(f) Walked on nor will equipment be allowed to run over them. (If cords must be placed in travel lanes, they will be protected by hard rubber molded housings or bridges).

(g) Kinked, stretched, or bent excessively. (Practices of this nature will damage internal wire strands).

(h) Unsupported or not placed in a resting manner so as not to provide strain relief at the connecting point.

(3) Cords shall be continuous in length without splices. They shall be kept dry and free from oil or grease.

(4) A grommet or some means of clamping approved by the NEC will be installed where cords pass through equipment housings to prevent abrasion of the cord insulation. The means used will hold the cord firmly so there is no pull or strain put on the connecting point.

(5) Extension cords will not be used in lieu of permanent or fixed wiring. If used, extension cords will have a single connection.

(6) Equipment connected by flexible cords will be disconnected when not in use for extended periods of time or at the end of the work shift, and will be double insulated unless grounded either by a three-wire cord or a separate ground wire.

(7) Electrical wiring or conduits will not be used as hangers for clothing or supports of any nature.

e. Disconnecting Means. Circuit breakers, fuse boxes, and disconnect switches shall be legibly marked to indicate the equipment, outlet(s), or receptacle(s), etc., they control, unless the purpose is evident.

(1) Circuit breakers and disconnect switches shall be clearly marked to indicate whether they are in the open (off) or closed (on) position.

(2) Over-current devices shall be readily accessible to each employee or authorized building management personnel. They will not be located where they will be exposed to physical damage or in the vicinity of easily ignitable material.

(3) Electrical controls, panels, and disconnects shall not be blocked or otherwise obstructed by stored equipment or materials of any kind. Clear spaces in front of these panels shall not be less than 3 feet.

(4) Larger fuses or breakers will not be substituted nor will bypass wires be used.

(5) Circuit breakers shall not be taped in the "ON" position. Breakers that frequently trip are an indicator of possible electrical problems with the circuit or equipment they service and shall be promptly reported.

(6) Each newly installed disconnecting device shall be designed to accept lockout/tagout devices.

(7) Disconnect switches/receptacles dedicated for machines that are required to be unplugged during lockout/tagout procedures will be located/positioned for easy access.

(8) Circuit breaker boxes and fuse boxes shall not be locked by commissary personnel unless it controls the only piece of equipment connected to the box.

f. Guarding of Live Parts. Electrical outlets, switches, junction boxes, etc., will have cover plates securely installed. Cover plates shall be free of cracks or other defects that could cause them to be ineffective. All unused openings (knock out plugs) in switch housings, junction boxes, etc., shall be

covered. Rigid conduits will be securely attached to the box and flexible conduits shall be firmly secured by a clamping device where the conduit enters the box. This will prevent abrasion to the conduit and will not allow a strain to be put on the connecting points.

g. Equipment Grounding. (Does not apply to double insulated equipment.)

(1) Frames of electrical motors, regardless of voltage, shall be grounded. All covers will be securely fastened. Motor data plates will be legible and will not be painted over.

(2) Exposed noncurrent carrying metal parts of fixed equipment that may become energized under abnormal conditions shall be grounded.

(3) The following cord and plug connected equipment (found in most DeCA operations) whether fixed, stationary, or portable, will be grounded, unless double insulated:

- (a) Refrigerators/freezers.
- (b) Refrigerated display cases.
- (c) Window air conditioners.
- (d) Cash registers.
- (e) Data processing terminals.
- (f) Cord and plug connected hand-held tools.
- (g) Battery chargers.
- (h) Meat processing machines.
- (i) Wet scrubbing/buffing machines.

(j) Water coolers and vending machines with refrigerating units. The service plug for this equipment must be continuously observed to ensure that its ground prong is intact.

h. Ground Fault Circuit Interrupters (GFCI). These devices provide excellent employee protection and shall be used as follows:

(1) Mandatory in all new commissaries and those undergoing modifications after the date of this publication in areas (e.g., wet locations) specified by the appropriate electrical codes.

(2) Recommended on all exterior electrical receptacles.

i. Weatherproof Electrical Systems. These will be installed where lamp holders, fixtures, or receptacles are used in wet or damp locations, such as perishable storage areas (to include all refrigerated areas, both storage and food processing).

16-6. ILLUMINATION. Poorly lighted areas are breeding grounds for poor housekeeping and mishaps. All aisles, passageways, offices, processing areas, stairs, ramps, docks, parking lots, and other exterior

areas shall be adequately lighted. Illumination standards for facility addition/modification projects and new construction will be IAW the DeCA Handbook 20-1 (Reference (x)).

a. Lights over long flights of stairs should have three-way pole switches at the top and bottom landings so they may be turned on or off at either position.

b. Control of light is important to avoid glare and harsh shadows. Soft shadows are usually acceptable, but harsh shadows should be avoided since they may obscure hazards or interfere with visibility. Additional lighting will be provided in situations where existing lighting is not sufficient. The installation industrial hygienist or bioenvironmental engineer should be contacted if the level of illumination in an area is in question.

16-7. MACHINERY, EQUIPMENT, AND GUARDS.

a. Operating Instructions. Department managers will maintain manufacturer's manuals for all machinery or equipment under their control. In the absence of these, supervisors will develop local operating instructions to include job safety, maintenance, lubrication, and inspection. Such instructions will identify operator and maintenance technician responsibilities.

b. Training. Supervisors will ensure that employees who will operate powered machinery or equipment are trained and qualified on that equipment. The training will include proper operation, safety precautions, hazard recognition, lockout/tagout, and emergency shutdown procedures for each piece of equipment they will use. Additionally, supervisors will inform operators of equipment repairs they are authorized to perform and will train them in proper maintenance procedures. DeCAF 30-72, Section 3, will be annotated to reflect this training. Department managers will maintain a list of personnel who are trained and qualified to operate and maintain equipment.

c. PPE. Specific requirements are addressed in Chapter 14.

d. Safe Operating Practices. The following are general safety precautions that apply to all equipment:

(1) Workers will not attempt to clean (or clear jammed work or debris) any part of a machine until all moving parts have come to a complete stop and the power source has been disconnected (cord and plug equipment) or the power disconnecting switch has been turned off and either locked or tagged out (see Chapter 12).

(2) Loose fitting clothing, neckties, finger rings, bracelets or watches, or other apparel that may become entangled in moving machinery, power transmission apparatus, or moving parts should not be worn.

(3) Hair nets or caps will be worn to keep hair under control and safely away from moving machinery, power transmission apparatus, or moving parts.

(4) Machines will be used only for work within the rated capacity specified by the machine manufacturer.

(5) Machines will be maintained so (while running) they are free of excessive or abnormal vibration.

(6) Machines will never be left unattended with the control switch in the “ON” position. The operator will remain at the machine until all motion has ceased.

(7) Electrical equipment will be unplugged at the outlet or turned off at the circuit breaker/disconnect switch before washing the equipment or the surrounding area when water could splash on the equipment. Electrical components will be protected when there is a danger of water or cleaning liquids entering them.

e. Machine Layout.

(1) Machines that are subject to movement because of vibration, rotation, or other reasons, shall be securely fastened to prevent their movement while operating. Exceptions to this are machines (e.g., meat slicers) that have very little vibration or movement and can be satisfactorily held in position with rubber feet.

(2) Sufficient space for material handling and maintenance will be provided around each machine. Appropriate DeCA safety personnel and the installation engineer should be contacted for assistance on layout concerns.

f. Maintenance and Repair.

(1) When maintenance or repair is needed, whether it is done by the operator or a specialized repairman, machines and equipment will be completely shut down and the disconnect switch locked in the “OFF” position (see Chapter 12). Machines equipped with a cord and plug will be unplugged and the repairman will maintain control of the plug.

(2) All guards, interlocks, and safety devices will be in place prior to restoring power, unless their removal is required by the manufacturer’s manual for an operational check.

g. Inspection. Supervisors will ensure that all operators inspect machines prior to the start of each shift, following a new setup, or when operators change to ensure that:

(1) Operating components are in good working order.

(2) Guards, interlocks, or other protective devices are securely mounted, operating properly, and in proper adjustment.

h. Electrical. (Refer to paragraph 16-5 for additional information.)

(1) Wiring of all machinery will comply with the NEC.

(2) Machines will have under-voltage protective devices installed to safeguard workers from the hazards of sudden, unexpected startup upon restoration of power following a power fluctuation or failure. DeCA safety or installation safety personnel and department managers shall identify those machines that require this protection and ensure under-voltage protection devices are installed, if needed.

(3) Control switches (ON and OFF) will be easily accessible to workers at their normal operating positions so they will not need to reach over moving parts of the machine to activate the switch. The printed word “STOP” or the color red will identify control switch stop functions. Positive pressure control switches will not be wedged for continuous operation. The motor “START” switch shall be

protected against accidental/inadvertent operation. Foot treadle controls shall be protected against accidental/inadvertent operation and shall have a nonslip surface.

(4) A means shall be provided for rendering machines inoperative before maintenance is performed or adjustments are made to moving parts. One or more of the following means shall be used:

(a) Unplugging the power cord when equipment is connected by plug and cord. The plug must remain within reach and under the control of the person performing the maintenance.

(b) Locking the power source, circuit breaker, or "START" switch in the "OFF" position when equipment is wired directly to a power source.

(c) If existing equipment, circuit breakers, or power sources cannot be locked in the "OFF" position, placing a sign or tag on the disconnecting means warns others that maintenance is in progress and the disconnecting means is not to be turned on.

(d) When equipment is replaced or if a renovation project is planned, make provisions to comply with the lockout requirement.

(e) Include provisions in new construction plans to comply with the lockout requirements. The construction provisions must include locating the electrical control source within the close vicinity of the equipment that it services.

i. Guarding. One or more methods of machine guarding shall be provided to protect the operator and other employees in the area of the machine from hazards such as those created by the point of operation, in-running nip points, rotating parts, flying chips, and power transmission apparatus. Machines will not be operated unless all guards are securely in place and operational. Any time the guards are removed, the power cord will be disconnected or a disconnecting means will be turned off and locked out (see Chapter 12).

16-8. PERSONAL HYGIENE AND SANITATION. Guidance on personal hygiene and sanitation in commissaries is provided in DeCA 40 series Directives. Each commissary will develop an internal sanitation self-inspection program to ensure compliance. Self-evaluations will be conducted weekly in each major department. Installation medical personnel periodically evaluate the effectiveness of the sanitation program and provide technical guidance on personal hygiene and prevention of food-borne illnesses.

a. Employee Restrooms.

(1) Restrooms shall have at least one water closet, be kept clean and sanitary, and include covered containers for sanitary napkins (as appropriate).

(2) Separate restrooms shall be provided for each sex. If this is impractical due to the size of the facility, a locking device will be provided on the inside of the restroom door to prevent inadvertent access when it is occupied.

(3) The number of water closets (including the number of urinals for male restrooms) will be IAW the requirements of OSHA Standard part 1910.141 of Reference (g).

(4) Each restroom shall have hot (tepid) and cold running water, hand soap (dispensed, anti-bacterial liquid), and individual hand towels or warm air blowers.

(5) Employees shall wash hands thoroughly with soap and warm water before leaving restrooms. Signage informing of this requirement shall be posted within all restrooms used by employees.

(6) Beverages or food will not be stored or consumed in restrooms.

(7) Noncombustible trash cans with self-closing lids will be provided in all restrooms.

b. Pest Management. DeCA facilities shall be constructed, equipped, and maintained to prevent the entrance or harborage of rodents, insects, and vermin of any kind.

c. Sanitation.

(1) Any container used for solid or liquid waste that may spoil shall be leak proof and easy to clean. It shall be kept clean. The container shall have a tight fitting cover unless the container can be maintained in a sanitary condition without a cover.

(2) Garbage cans and bone barrels shall be washed daily with hot soapy water.

16-9. EXTERIOR AREAS. Parking facilities and surrounding pedestrian walkways involve hazards of collision and falls. The surface of parking lots and pedestrian walkways should be smooth and hard to eliminate the frequent injuries that occur from stony or rough surfaces. Good drainage is essential.

a. Parking spaces should not encroach on fire hydrant zones, approaches to corners, bus stops, loading zones, or clearance space for islands.

b. Landscaping should be planned so trees and shrubbery do not create blind spots at roadway or walkway intersections. Proper maintenance of landscaping will be accomplished to prevent growth from creating blind spots.

c. Adequate lighting shall be provided for safety and security.

d. Installation plans for ice and snow removal should include DeCA parking lots, warehouse and other receiving areas, and pedestrian walkways.

e. Convenient parking spaces shall be reserved for handicapped patrons IAW the ADA.

f. Patron shopping carts and bagger carryout carts shall not be stored or allowed to accumulate where they block vehicular or pedestrian traffic.

g. Walkways shall be kept clear of obstacles that block the right-of-way or present slipping and tripping hazards.

h. Heads of DeCA activities are responsible for the timely removal of accumulated snow or ice. Abrasive materials or salt will be used on walk surfaces when it is impractical or impossible to remove snow and ice.

i. Night lighting will be used to highlight hazards.

j. When loose gravel or crushed rock is used for surfacing, the largest dimensions of material used will not exceed ½-inch.

k. Motor vehicles will not be operated over walkways unless installation engineering has certified the load bearing capacity of the surface.

l. Broken or unevenly cracked surfaces will be repaired.

m. All grounds adjacent to work facilities will be well policed and kept free of hazardous materials.

n. Materials will not be stored or left under or piled against buildings, doors, exits, or stairways.

o. During the growing season, frequent lawn mowing and edging is necessary to keep installation grounds in good condition. Weeds will not be permitted to grow excessively or to accumulate near buildings.

p. All open drainage ditches that present a potential hazard will be guarded by fences or barriers, illuminated at night, and clearly identified by day.

q. Heads of DeCA facilities will ensure that any exterior construction work at their facility is clearly identified by sign(s) that can be read from at least 50-feet. Illumination will be used for easy sighting after dark.

16-10. FINGER RINGS. CDC managers, commissary directors, and supervisors will identify those tasks where wearing a finger ring while working may present undue risk of injury. In some instances, supervisors may determine that individuals should not wear rings while engaged in all work activities throughout the department, in lieu of identifying individual tasks. Supervisors must advise employees of this possible hazard and include this information as part of the employee SOH briefing required in Chapter 4, and document it on DeCAF 30-72. The following listed tasks are ones that present potential for ring finger injury:

a. Most climbing, ascending, or descending where the individual might fall with their ring catching on an object, resulting in an injury.

b. Working on elevated surfaces such as ladders, platforms, high reach vehicles, and stake bed trucks.

c. Performing material handling operations in the warehouse.

d. Performing maintenance.

16-11. PORTABLE RADIOS, RECORDED MUSIC PLAYBACK DEVICES, AND CELLULAR TELEPHONES. Portable radios and music playback devices may be used in commissary workplaces providing the volume level is not excessive where they create hazardous noise levels or distract workers. Management personnel have the authority to restrict use of these devices when volume levels are excessive. Radio and music playback devices that require the use of headphones or headsets, and cellular telephones may only be used in break areas while employees are on authorized break. If necessary, store directors/facility managers may elect to prohibit all of these devices to all work areas.

16-12. PORTABLE LADDERS. These are wood, metal, or fiberglass ladders that can be readily moved or carried, and may have side rails joined at intervals by steps, rungs, cleats, or rear braces.

a. Stepladders. A stepladder is defined as a self-supporting portable ladder, nonadjustable in length, having flat steps, and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails. They are used for general maintenance and erecting displays. Stepladders will normally not be used in stocking operations.

b. Ladder Stands. A worker is often required to climb a ladder to get stock. Only heavy-duty material-handling ladders shall be used. These may be on rollers, but shall have a braking mechanism with rubber feet that contact the surface as the worker's weight is imposed on the ladder. If a working platform is provided, standard guardrails to protect the worker from falls while reaching for stock shall be provided.

c. Step Stools. Step stools used within the commissary for stocking will be of a type designed to disengage any wheels and become immovable when weight is applied. The use of plastic cartons, milk or soft drink cases, pallets, carts, or any other item not designed as a step stool will not be used.

d. Storage and Care. Dampness will cause rust and will deteriorate metal parts. Aluminum and fiberglass ladders are rust resistant but may contain steel braces and fasteners that will rust. Ladders will be stored in a warm, dry location out of direct sunlight, if possible. Ladders shall be inspected frequently and those that have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "DANGEROUS, DO NOT USE."

16-13. HAND TOOLS. Information on hand tools most frequently used by grocery, produce, and meat department's personnel is as follows:

a. Screwdrivers. Maintain standard, straight blade screwdrivers with their working edges square and free from chipped areas. Screwdrivers that have cracked or loose handles will be disposed of and replaced with new ones. Do not use screwdrivers as a prying tool nor strike with a hammer. In using the screwdriver, match the blade to the fastener slot size and avoid using too large or too small a blade. Use Phillips screwdrivers in the correct size relative to the fastener. Do not use worn Phillips or any special fastener screwdriver.

b. Hammer. Discard any hammer with a loose or damaged handle. Discard any hammer if its head shows dents, cracks, chips, mushrooming, or excessive wear (redressing is not recommended). Nail hammers are designed for driving unhardened common and finishing nails and nail sets, using the center of the hammer face. Do not use ball peen hammers for this purpose.

c. Pry Bars. Use the proper size and kind for the job. When possible, use bars that have a point or toe to grip the object to be moved and a heel to act as a pivot or fulcrum. In some cases, use a block of wood under the heel to prevent the bar from slipping and injuring the hand. Do not use damaged bars and do not use a pry bar as a hammer.

d. Bolt Cutters. Use the proper size and type for the job at hand. Insure the handles are dry and free from foreign matter that might cause slippage. When not in use, bolt cutters will be secured in a locked room, drawer, or cabinet.

e. Box Cutters. Most commercially available cutters use special removable blades as the cutting edge. Cut parallel to or away from the body, not toward the body. Keep the other hand away from the direction of cut. Place old blades in a separate container for disposal; do not throw them in waste cans. Store cutters in suitable locations where accidental contact with the blade is eliminated. Do not place cutters in clothing waistbands or pockets. Ensure that shelf stockers keep box cutters in a compartment on their carts where the blade is protected.

f. Bandcutters. Never break bands by applying leverage with a claw hammer, crowbar, or other tool; use bandcutters. When cutting metal or rigid plastic bands, place one gloved hand on the nearest portion of the band, then if the band “springs,” it will move away from the worker. Cut bands square, never at an angle. Dispose of banding immediately after it is removed from cartons. Refer to the PPE hazard assessment or Chapter 14, Table 7 for required PPE.

16-14. WORKING ALONE. “Working alone” can be defined as having no other employee nearby or within shouting distance; or working without the interaction of other workers or without supervision. A work example may be having a single worker working in a separate department or a lone worker working inside a freezer. In facilities other than Electric Power Generation, Transmission and Distribution that fall outside of the scope of OSHA Standard part 1910.269 of Reference (g), there is no general OSHA Standard that deals with the situation of an employee “working alone” except in specific situations such as emergency response, interior structural firefighting, or working in permit-required confined spaces. Again, the “working alone” requirement is not dependent on medical treatment response time. The management decision to have an employee working alone must consider the hazard level of the task(s) to be performed (identify the hazards, assess the risks, and ensure controls are in place), its location, the frequency of monitoring the alone employee (making communication contact), and most importantly, input from the worker.

a. Monitoring a lone worker may be accomplished by making either physical contact or by having voice-only contact (e.g., using a radio, walkie-talkie, phone). In extreme situations, a personal alarm alerting system may be needed.

b. Monitoring frequency (i.e., how often to make contact with the alone worker) is dependent upon the hazard assessment of the work. An example of a contact scenario may be as follows: Contacts with a meat cutter who performs custom cuts after normal meat department hours may need to be every 30 minutes; and prior to and immediately after using meat cutting equipment. The worker should provide input to as to the expected cutting duration (e.g., 15 minutes). The worker makes contact, states that he will be cutting for 15 minutes, and will make contact after work is accomplished. This time limit alerts the other person that if no call is received within that approximate time, that physical contact must be made to verify the well being of the cutter.

CHAPTER 17

ADMINISTRATIVE AREAS AND COMPUTER ROOMS

17-1. SCOPE. Administrative areas (office work areas) are largely inherent to DeCA and regional HQ facilities, but smaller administrative offices can be found at each DeCA establishment (e.g., administrative office for a commissary, CDC and CMPP). Administrative areas are normally classified as low hazard/low risk areas; however, the potential for injury and illness (e.g., back strain, eye strain, musculoskeletal disorders) does exist.

17-2. RESPONSIBILITIES. The office manager/supervisor is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures may result in disciplinary action of the employee and supervisor.

a. The office manager/supervisor will work closely with the facility's/directorate level safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assisting in providing safety training).

b. The office manager/supervisor must provide appropriate work and safety training with coinciding documentation (DeCAF 30-72) on each individual working in the department. All new employees are required to receive orientation training and annually thereafter. Additional training criteria are provided in Chapter 4 with specifics noted in paragraph 4-2.e.

c. The office manager/supervisor is responsible for investigating and completing the accident report should an accident occur. Accidents or near misses must be investigated thoroughly to find the root cause of the incident. The appointed facility/directorate level safety representative can assist the department manager in the investigation.

d. The office manager/supervisor will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each office employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

17-3. OFFICE ERGONOMICS. Office ergonomic practices centers on overall work area configuration and individual workstation setup. The work area's lighting, furniture selection, and space configuration should be considered when establishing an office layout to prevent glare on computer monitors, to enable adjustments in individual workstations to promote neutral body positions, and to ease pedestrian traffic and avoid awkward body positions.

a. Office workers that use a desktop personal computer should have an adjustable workstation to permit individual adjustments to maintain their body in a safe, neutral position. Features of an adjustable workstation include: adjustable desk height, adjustable keyboard tray, and an ergonomic chair. Additional hardware items such as an adjustable monitor stand, keyboard and mouse wrist rest pads, glare screens, document holders, ergonomically designed alternative keyboards, foot rests, mouse keyboard bridges, and/or keyboard mouse extension trays, etc. should also be made available, as needed, to promote a safe, neutral body position.

b. Carts, hand trucks (dolly), and other manual handling equipment will be available and used to transport/move heavy items (i.e., monitors, CPUs).

c. Supervisors will brief/train personal computer users on proper ergonomic computer position guidelines. Figure 18 provides generic computer workstation design elements. Training will be recorded on DeCAF 30-72, Section 3, item #9, Ergonomics (Specific Training).

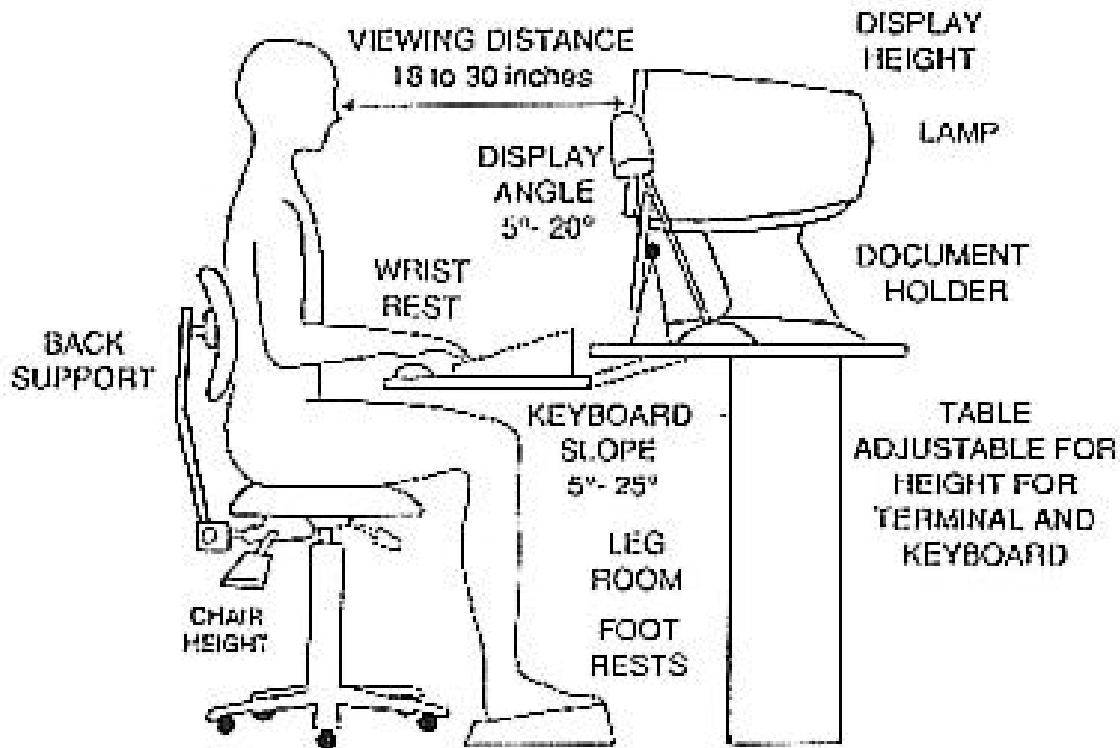


Figure 18. Computer Workstation

17-4. MISCELLANEOUS SAFETY.

a. Filing Cabinets. Filing cabinets can cause injuries to employees if used improperly. Never bump file drawers closed with any part of the body. Always place hands on the drawer handle making sure fingers are not curled over the edge as the drawer closes. Close all file drawers immediately after use to avoid having an inattentive person walking into it. Only open one file drawer at a time to prevent the cabinet from toppling over. Climbing or standing on file drawers or cabinets will not be permitted for any reason. File drawers containing heavier files or fuller loads should always be located in the lower part of the cabinet to prevent the cabinet from tipping over when the drawers are opened.

b. Chairs. Chairs are never to be used as a standing surface, as a step stool, or as an apparatus (similar to a cart) to transport items. Chairs that are broken or in a level of ill repair to question their structural integrity will be taken out of service and tagged with a “DO NOT USE” sign/label until repair or disposed.

c. Paper cutters will be equipped with a guard or other device to lock the blade in the down or safe position. When not in use, the blade will always be closed and locked in the safe position.

17-5. COMPUTER ROOMS. The following standards apply to DeCA activities to protect facilities, equipment, records, and life safety during computer room operations.

a. Area and Room Construction. The computer area (area where the computer room and computer support rooms are located) shall be separated from other occupancies within the building by fire-resistant rated construction (floor, ceiling, walls) and interior finishes. The computer room itself shall be separated from other occupancies in the computer area by fire-resistant rated construction and interior finishes. The fire resistance rating of the construction shall be commensurate with exposure but not less than 1-hour for both the area and room. The fire-resistant walls shall extend from the area/room's structural floor to the structural floor above or to the roof. Decking and structural supporting members for raised floors shall be of noncombustible materials. Cable openings or other penetrations through fire-rated structures shall be fire stopped with materials that provide at least equal fire resistance rating as the penetrated structure.

b. Materials and Equipment Permitted in Computer Rooms. Only computer equipment and support equipment is permitted in the computer room. Office furniture in the computer room shall be of metal construction. Only approved, self-extinguishing type trash receptacles shall be used.

c. General Storage.

(1) Paper stocks, inks, unused recording media, and other combustibles within the computer room shall be restricted to the absolute minimum necessary for efficient operation. Any such materials in the computer room shall be kept in totally enclosed metal cabinets or, if provided for in individual machine design, shall be limited to the quantity prescribed by the equipment manufacturer.

(2) Reserve stocks of paper, inks, unused recording media, and other combustibles shall be stored in one or more rooms outside the computer room.

(3) The space beneath raised floors shall not be used for storage purposes.

(4) Abandoned cables shall not be allowed to accumulate. Cables not identified for future use shall be removed.

d. Fire Protection and Detection Equipment.

(1) Automatic Sprinkler Systems. Automatic sprinkler systems shall be provided to protect the computer room or computer areas where:

(a) The enclosure of a unit in a computer system, or the unit's structure, is built all, or in part, of a significant quantity of combustible materials.

(b) The operation of the computer room or area involves a significant amount of combustible materials.

(c) The building is otherwise required to have fire sprinklers.

(d) Issues of water drainage and accumulation must be addressed.

(2) Automatic Fire Detection Systems. Automatic detection equipment of a smoke detection type shall be installed to provide early warning of a fire. These systems shall be installed in the following locations:

- (a) At the ceiling level throughout the computer room and areas.
- (b) Below the raised floor of the computer room and areas which contain cables.
- (c) Above suspended ceilings and below raised floors of computer rooms and areas where these spaces are used to circulate air to other parts of the building.

(3) Portable Extinguishers.

- (a) Portable extinguishers suitable for use on electronic equipment shall be provided.
- (b) Extinguishers with a minimum rating of 2-A shall be provided for use on fires in ordinary combustible materials, such as paper and plastics. Dry chemical extinguishers shall not be permitted.
- (c) A sign shall be located adjacent to each portable extinguisher and shall plainly indicate the type of fire for which it is intended.

(4) Gaseous Total Flooding Extinguishing Systems. Where there is a critical need to protect data in process, reduce equipment damage, and facilitate return to service, consideration can be given to the use of gaseous agent inside units or total flooding systems in sprinkler or nonsprinkler computer areas.

(a) Where gaseous agent or inert gas agent total flooding systems are used, they shall be designed, installed, and maintained IAW the requirements of their respective NFPA National Fire Code. The agent selected shall not cause damage to the computer equipment and media.

(b) Where operation of the air handling system would exhaust the agent supply, it shall be interlocked to shut down when the extinguishing system is actuated.

(c) Alarms shall be provided to give positive warning of a pending discharge and an actual discharge to enable complete evacuation of the discharge area.

(d) Should the discharge agent be capable of establishing concentration that is potentially health hazardous, reentry will not be permitted until it has been determined that the atmosphere is safe.

e. Training. Designated computer area personnel shall be continually and thoroughly trained in the functioning of the alarm system, desired response to alarm conditions (including evacuation procedures), location of all emergency equipment and tools, and the use of all available extinguishing equipment. This training shall encompass both the capabilities and limitations of each available type of extinguisher, and proper operating procedures of the extinguishing systems. Training will be documented on DeCAF 30-72. Authorized computer room employees will brief their visitors to the computer room on alarm and evacuation procedures.

17-6. TELEWORK. Safety guidance for telework is provided within DeCAD 50-24 (Reference (y)).

17-7. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

- a. Detailed requirements for reporting accidents are noted in Chapter 6.
- b. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66 are noted in Chapter 7.

CHAPTER 18

MEAT DEPARTMENT/CENTRAL MEAT PROCESSING PLANT (CMPP)

18-1. RESPONSIBILITIES. Meat department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The meat department manager will work closely with the commissary safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assisting in providing safety training).

b. The meat department manager must provide appropriate work and safety training with coinciding documentation (DeCAF 40-132, Commissary Orientation/OJT Program and DeCAF 30-72) on each individual working in the department. All new employees are required to review this Chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Equipment operator's manual should be used to provide training on its setup, operation, and services/cleaning tasks.

c. The department manager/supervisor is responsible for completing the accident report should an accident occur.

d. The meat manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

e. The meat manager will conduct quarterly safety meetings (as a minimum) with their employees. Meeting topics and attendance will be documented and retained by the supervisor for 2 years.

18-2. RECEIVING AND STORAGE.

a. Meat department employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Chapter 11 of this Manual.

b. MHE (powered and nonpowered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both pallets and storage shelves, to reduce the need for stacking product over shoulder height, and to accommodate slow moving product. All employees who perform lifting tasks will be trained on proper lifting techniques (see Chapter 9). No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (two or three) beneath the loaded pallet to raise the bottom row of product 8 to 12 inches above floor level, or raising the height of the bottom shelf on manufactured racks. This "pallet-raising" practice can best be performed while the shipment is at the

receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

c. Work areas shall be organized with designated storage areas and marked aisle/passageways. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

d. Freezer/Coolers. Freezer door entrance ways should be visually inspected daily to discover ice buildup with corrective actions taken, as necessary. The interior emergency door opener device will be inspected/activated daily to ensure proper operation. These areas will be visually checked for occupants prior to locking and will have signage placed on the door stating this requirement. All light units will be checked to ensure that their protective housing/cover is in place and secured.

e. Thermal insulating clothing should be made available and worn by personnel working within the freezer. (Requirement depends on result of area's PPE hazard assessment; see paragraph 18-3.c.)

18-3. PROCESSING AREA.

a. Floors. An orderly and clean work area is essential to safe operations in a meat department.

(1) Floors will be kept clear of debris, equipment, and supplies which could hinder movement of personnel. Water, blood drippings, and meat scraps will be cleaned from floor areas at least daily and more frequently when conditions warrant. To aid in keeping floors clean and to enhance employee comfort and safety, slip-resistant, tapered-edge rubber anti-fatigue mats of a design for use in a meat processing area, and can be removed and easily cleaned, are recommended for use in processing areas. Employees should use anti-fatigue matting at each workstation that requires prolonged standing. Heavy paper or corrugated cardboard obtained from rolls may also be used provided the floors are thoroughly cleaned after use. The use of wax-coated cardboard (cut-out sections from packaged meat boxes), sawdust, and wooden chips on the floors, are strictly prohibited in all meat department areas.

(2) Freezers/coolers will be periodically checked for ice buildup/sheeting on the floor, especially at the door location, and removed when necessary. All personnel will be briefed on this potential slip hazard location.

b. Control of Hazardous Energy (Lockout/Tagout) Program. Whenever machines require servicing, cleaning, or maintenance, the energy source (circuit breaker or other main power switch) must be locked or tagged in the "OFF" position to prevent unexpected energization or start-up until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected electric machines or equipment for which the hazards of unexpected startup is controlled by unplugging it from the energy source and by the plug being under the "exclusive control" of the person performing the servicing, cleaning, or maintenance. The meat department manager, with assistance from the installation/DeCA regional safety specialist or store safety representative, will evaluate their operations that use powered machinery to determine if lockout/tagout procedures are required. Chapter 12 of this Manual provides procedural criteria for the Lockout/Tagout Program.

c. PPE. The meat department manager will ensure that a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are present or likely to be present which necessitates the use of PPE) has been accomplished. This hazard assessment will be performed by qualified SOH personnel (i.e., installation safety, DeCA HQ/region safety, or the store's

safety representative [but only if the store safety representative has received formal training in hazard recognition and control]). The selection and use of PPE will be IAW the results of this assessment. Chapter 14 of this Manual provides procedural criteria for the PPE Program. PPE required within the meat department may include:

- (1) Eye/face protection.
- (2) Hearing protection.
- (3) Cut-resistant safety apron.
- (4) Plastic, metal mesh, or metal reinforced fiber arm guards.
- (5) Metal mesh or metal reinforced fiber gloves.
- (6) Cold environment clothing (insulated headgear, jacket, trousers/coveralls, gloves).
- (7) Slip-resistant, steel-toe safety shoes.

d. Hearing Conservation. The meat department manager will ensure that a hazardous noise survey has been conducted on the meat department work area and that it is current based upon the present equipment in use and their layout. This survey is a one-time requirement. However, if new equipment or processes are introduced into the work area, or if the work area is reconfigured, then a new survey must be conducted. If hazardous noise is present, elements of the HCP addressed in Chapter 8 will be implemented.

e. HAZCOM (Chemical Safety). The meat department manager will assist the facility's HAZCOM representative in identifying all hazardous chemicals used within the meat department. If present, the manager will also assist in identifying all meat department personnel exposed to these chemicals and will ensure implementation of the HAZCOM criteria addressed in Chapter 13 of this Manual.

f. Knives. The key principles to avoid laceration injuries from working with knives is to provide training on the usage, handling and storage, knife selection, and sharpening; and on the wearing of proper protective equipment for the work being performed.

(1) When knives are not being used in actual cutting, place them in scabbards, sheaths, racks, or drawers with the blades protected.

(2) Do not use knives as a positioning tool to stab, lift, or move a product. Never lay a piece of meat on a knife, the user may forget the knife is under the meat and cause a serious injury.

(3) Right- and left-handed meat cutters should be positioned so as not to interfere with each other's work or operation, and adequate space should be provided for all cutting operations.

(4) Butcher steels used for sharpening or shaping knives will be guarded at the handles by metal, leather, or stiff rubber disks. Knives will be maintained in a sharp condition. A sharp knife requires less force to perform cuts; thereby, reducing stress to the body.

(5) Wear metal mesh or metal reinforced fiber mesh gloves when using knives. Additional PPE requirements will be IAW the PPE hazard assessment of the cutting operation.

(6) Keep knife handles clean and dry. Greasy or wet handles may result in serious injuries. Always grip cutting instruments firmly. Never hold a knife in the hand while carrying objects.

(7) Never place a knife in a sink full of soapy water as it hides the knife and one might grip the cutting edge.

g. Electrical Safety. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired/replaced upon discovery.

h. Machinery and Equipment. The meat department manager will maintain manufacturer's operator manuals for all machinery or equipment under their control. In the absence of these manuals, the manager will develop local operating instructions, to include job safety, maintenance, lubrication and inspection procedures. A JHA will be conducted on each piece of machinery used within the meat department to provide safety work procedures. These manuals or locally developed operating instructions will be used to train operators on the equipment. Machines will not be left unattended while operating, and will not be operated unless all guards are securely in place and operational. Additional safety information for machinery and equipment is provided within Chapter 16, paragraph 16-7.

(1) Bandsaw.

(a) Before turning on the saw, the bandsaw upper guide and blade guard shall be adjusted to the specific thickness of the meat being sawed, thus limiting blade exposure (no higher than ½-inch above meat). Adjustments to the blade guide/guard shall not be made until rotation of the machine has stopped. Proper blade tension shall be maintained at all times. Shutoff the meat saw motor immediately if the blade jumps the wheel.

(b) Exception to the ½-inch (1.27 centimeters) rule: Up to a given thickness of the cut, the position of the gauge plate may interfere with the downward adjustment of the upper guide and blade guard assembly. The end result may be that the blade guard can only be adjusted down to the top of the gauge plate.

(c) An operator shall not leave the machine unattended until the blade has stopped running. Personnel operating the bandsaw will not wear metal mesh or reinforced fiber gloves. As a rule, a bandsaw operator has the options to wear no gloves; only the cloth gloves; or if wearing a plastic/vinyl glove, it must be covered with a cloth glove.

(d) A safety pusher plate or platform is provided, and shall be used, on the carriage of saws for safely cutting the last few pieces of meat (short ends).

(e) All doors covering the bandsaw wheels shall be kept closed during operation.

(f) The height of the table for the bandsaw should be adjusted to make it relatively easy for the operator to handle the cutting operation.

(g) Bandsaw blades are sharp and must be handled with care and stored in an area to avoid inadvertent contact. The PPE hazard assessment must determine the necessity for wearing cut-resistant gloves while handling blades during assembly, disassembly, and cleaning.

(h) During operation, use the left hand to remove and stack cuts behind the blade. Never place the hand in front of the blade to remove cuts. While using a traveling carriage, move the carriage to

the right and pull the product towards the operator and away from the blade to begin the next cut. For stationary carriage, pull the product towards the operator and away from the blade to begin the next cut. As a rule, operators should maintain a 5-inch safety separation distance between their hands and the blade.

(2) Grinder.

(a) The bowl opening, safety plate, will never be removed except for cleaning purposes. If removal is necessary, ensure that lockout/tagout procedures have been implemented.

(b) Always use the plunger to feed meat into the grinder. Never use the hands. Do not attempt to remove anything from the machine while it is running.

(c) Ensure lockout/tagout of equipment before commencing disassembly and cleaning operations.

(d) Never attempt to grind frozen meat.

(3) Meat Cleaver.

(a) Wear cut-resistant gloves while handling the blades.

(b) Follow lockout/tagout procedures prior to disassembly and cleaning operations.

(4) Meat Tenderizer.

(a) Do not use the meat tenderizer without the provided guard, as the tenderizer is designed to pull meat through the blades and without the guard in place, the operator's fingers or hands can be pulled into the blades.

(b) If meat becomes stuck in the cutting blades, turn off the power, implement lockout/tagout procedures, and remove the obstruction.

(c) Do not insert hands or metal objects into cutting blades.

(d) Prior to performing cleaning operations on the machine, ensure that all power is disconnected by following lockout/tagout procedures.

(5) Flanker/Slasher.

(a) When using the flanker/slasher, do not force the meat-holding elevator up. The elevator is power operated and forcing it can cause the hands to slip into the blade.

(b) Do not clean or remove meat from the exit chute with the hands or any foreign object until the machine has been stopped, power disconnected, and lockout/tagout procedures in place.

(6) Meat Slicer.

(a) Never turn the machine on unless the knife guard is in position. Never run the machine when not slicing meat.

(b) Keep clear of the knife edge when putting meat into machine. Do not hold product with fingers, let meat gravity feed or use the pusher plate provided with the machine. Do not attempt to slice frozen meat.

(c) Clean the slicer only after the machine has been turned off, slice thickness adjusted to zero, and lockout/tagout procedures have been completed. Refer to the department's personal protection equipment hazard assessment report to determine the necessity for wearing cut-resistant gloves while cleaning/handling the blade. For cord and plug equipped machines, simply unplug and place plug to ensure that it is within reach and can be seen. After cleaning, replace the knife guard as soon as possible to prevent injuries.

(7) Bulker.

(a) The PPE hazard assessment must determine the necessity for wearing cut-resistant gloves while handling blades during assembly, disassembly, and cleaning.

(b) Ensure that the machine has been properly lockedout/taggedout. For cord and plug equipped machines, simply unplug and place plug to ensure that it is within reach and can be seen.

(c) Be aware of all potential finger pinch points during setup and disassembly.

(d) Use proper lifting techniques while positioning the conveyor belt and ensure that the floor area around the bulker is free of clutter and slippery surfaces.

18-4. SALES FLOOR AND DISPLAY CASES. The exterior condition of display cases should be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels, free from damage/sharp metal edges).

18-5. BOX CUTTERS AND THEIR REPLACEMENT BLADES. To prevent product contamination, box cutters and their replacement blades are prohibited within the meat processing room, packaged meat holding rooms, and in the area behind the meat display case. Knives are prohibited for use as a box cutter. A box cutter with an unbreakable retractable blade can be used to open boxes in the meat storage room. Box cutters and their replacement blades will not be used to open plastic bags/packages containing meat.

18-6. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

a. Detailed safety requirements for PIT (e.g., forklifts and electric pallet jacks) are noted in Chapter 11.

b. Detailed safety requirements for equipment (e.g., disposal) lockout/tagout procedures while servicing, performing maintenance, and cleaning are noted in Chapter 12.

c. Detailed safety requirements for hazardous chemicals (e.g., bleach, sanitizers) are noted in Chapter 13.

d. Detailed safety requirements for conducting a PPE hazard assessment, PPE usage, and emergency eyewash criteria are noted in Chapter 14.

- e. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66 and JHAs are noted in Chapter 7.
- f. Detailed requirements for reporting accidents are noted in Chapter 6.
- g. Detailed requirements for hearing conservation are noted in Chapter 8.
- h. Detailed requirements for warehousing are noted in Chapter 19.
- i. Detailed requirements for ergonomics are noted in Chapter 9.

CHAPTER 19

GROCERY AND WAREHOUSE DEPARTMENT

19-1. RESPONSIBILITIES. Grocery department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager is responsible for ensuring that all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The grocery department manager will work closely with the commissary safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assist in proving safety training).

b. The grocery department manager must provide appropriate work and safety training with coinciding documentation (DeCAF 40-132 and DeCAF 30-72) on each individual working in the department. All new employees are required to review this Chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Equipment operator's manual should be used to provide training on its setup, operation, and services/cleaning tasks.

c. The department manager/supervisor is responsible for completing accident reports should an accident occur.

d. The grocery manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

e. The grocery manager will conduct quarterly safety meetings with their employees. Meeting topics and attendance will be documented and retained by the supervisor for 2 years.

19-2. WAREHOUSE AND RECEIVING OPERATIONS.

a. Receiving and Loading Docks.

(1) Frequently used loading docks should be located away from streets and intersections. Vehicles parked at docks shall not block general purpose vehicle routes unless control devices (i.e., cones, barricades, warning signs) are used to redirect traffic.

(2) Dock surfaces shall provide a smooth and even surface for MHE and workers. Where necessary, aisle ways should be established and marked. Edges of docks shall be marked when there is a chance of workers falling. Markings will be 4-inch wide yellow or yellow and black-striped lines. Where the potential for serious injury exists from a person walking or falling off the dock, or the dock surface is higher than 4 feet above ground level, removable railings shall be installed which will not interfere with surrounding operations.

(3) Dock widths will be 2-feet wider than the widest vehicle or most common material being transported. Additional clearance shall be provided to permit safe turns.

(4) Mechanized equipment will be used when appropriate. Order filling, merchandise inventory, and other related tasks should be planned so workers are not raised by PIT up to the pallet racks/shelves, but instead the pallets are brought down to them at floor level. The safest and most efficient method is to always keep the fewest number of people working above floor level for the least amount of time. When elevated work cannot be avoided, personnel and PIT safety equipment shall be used as prescribed in Chapters 11 and 14.

(5) Aisles shall be wide enough to enable employees to move about freely while handling material or removing it from bins, racks, or piles. Aisles will be clearly marked (see paragraph 19-2.b.(3)). Trucks, material, and other objects not in use will not be allowed to stand or extend into pedestrian aisles. Aisles leading to circuit breakers, emergency eyewash stations, fire alarm pulls, sprinkler valves, fire exits, and fire extinguishing equipment shall be kept clear.

(6) Floor surfaces, platforms, and ramps shall be kept clean and in good condition. All ramps used by PIT will have their slope calculated and posted immediately nearby the ramp (see Chapter 11, paragraph 11-3.g.(13)).

(7) Dock boards used in trailer loading and unloading should be capable of holding four times the expected load and be wide enough to permit easy maneuvering. Workers will ensure the dock boards are in a secure position and have substantial contact with the dock (or loading platform) and the carrier's equipment. Dock boards will be lowered or slipped into place and not dropped. They will be stored in a safe place and not stood on the edge or end when not in use.

(8) The necessity for wearing PPE will be determined by the facility's PPE hazard assessment.

(9) Electrically operated receiving bay doors shall have the control switches located so the doors may be observed during the complete range of movement while opening and closing. Controls shall be clearly marked and distinguishable and wired so the doors move only when pressure is applied to the actuating switch and movement stops when the switch is released. Each electrically operated door shall be equipped with a manual override to allow operation during power outages. Overhead doors that use cables to support their weight for opening or closing movement will be equipped with automatic safety stops to halt door movement in the event the cable(s) break.

(10) Wheel chocks will be available and used for each receiving bay which uses PIT forklifts to on/off-load trucks. Receiving bays which have mechanical restraining devices built into the dock (dock locks) are exempt from this requirement except when the restraining devices are inoperable. Therefore, it is recommended that each bay have a dedicated set of chocks.

(11) The edges of roofs over exterior loading docks shall have sufficient gutters and downspouts to prevent excessive rainwater buildup or runoff on the dock.

(12) A pallet puller and chain will be used only in situations where MHE cannot enter trailers being offloaded, and no other means to offload are available. The chain will be inspected prior to use. A safety zone will be established between the pallet and PIT, and to the sides for a distance of at least 30 feet. Orange or red safety cones will identify the safety zone. The PIT operator and a safety observer standing outside the safety zone will ensure the safety zone is clear, and the trailer is properly chocked before engaging in pallet pulling operations. The pallet will be pulled to the edge of the trailer using the slowest speed needed to move the pallet. Care must be taken to avoid sudden jerks or fast speeds.

b. General Warehouse Operations.

(1) All warehouse employees may be subject to wearing PPE. The necessity for PPE will be determined by the facility's PPE hazard assessment.

(2) An 18-inch clearance will be maintained on stacks less than 15-feet high; and a 36-inch clearance maintained on stacks over 15-feet high from sprinklers, joists, rafters, beams, and roof trusses. When combustible materials are involved, regardless of stack height, a 36-inch clearance shall be maintained. A 24-inch clearance shall be maintained between stored materials and substandard firewalls. The installation fire department will be consulted if the fire rating of a wall is unknown.

(a) An 18-inch clearance will be maintained around light or heating fixtures.

(b) When supplies are stacked above the horizontal level of lower roof truss members or beams, horizontal clearance between supplies and structural members or other installed devices will be 18 inches.

(3) In warehouses, aisle marking and widths may be any color so long as they clearly define the area considered as aisle space. The lines may be composed of dots, squares, strips, or continuous; but they too must define the aisle area. The recommended width of aisle markings varies from 2 to 6 inches; therefore, any width 2 inches or more is considered acceptable. The recommended width of aisles is at least 3-feet wider than the largest equipment to be used. The minimum width of an aisle will be 4-feet. The DeCA regional safety professional must approve exceptions to these marking requirements.

(a) All loading docks, stairways, and any area that changes elevation will be identified by painting solid yellow or yellow and black stripes along the edge at the point of the elevation change. The edges of MHE entry and exit doors shall be similarly highlighted.

(b) All corners of storage racks and other permanent type fixtures within the warehouse shall be highlighted by painting or taping solid yellow or diagonally cut yellow and black stripes at least 36 inches high. Corner guards should be placed at the corners of palletized merchandise temporarily stored on the warehouse floor (such as in the receiving area). These guards will also be highlighted with yellow or yellow and black diagonal stripes. These may be locally purchased or manufactured. Corner guards are not required to highlight corners of storage racks.

(4) Overreaching and stretching to reach overhead objects shall be avoided. A ladder appropriate for the situation will be used. Climbing on pallet racks is prohibited.

(5) Stocking carts or handtrucks (dollies) will not be loaded to restrict the operator's travel view/loaded with excessive weight for the operator to easily maneuver.

(6) Lamps and lamp holders for fixed lighting located above aisles through which vehicles are commonly driven, or that may otherwise be exposed to physical damage, will be located not less than 12-feet above the floor.

(7) Unserviceable pallets (i.e., broken, splintered, badly warped, loose boards, protruding nails) shall not be used. These pallets will be either returned to the appropriate vendor or distributor; or if beyond repair, disposed of properly.

(a) Wooden shipping pallets will not normally be used as walking or working surfaces as they are not designed for this purpose. However, when used on a material order selector/picker, and when the operator is wearing approved fall protection equipment as specified in paragraph 14-7.g of this Manual, the operator may step onto the raised pallet to perform required duties. Prior to standing on the pallet, the selector/picker will be positioned alongside the material racks with minimal space maintained between the racks and the selector/picker. The operator will ensure the weight limitations of the selector/picker are not exceeded, including the weight of the operator. Pallets will not be used as work surfaces on any other MHE such as narrow aisle reachers, walkie-stackers, swing reaches, pallet jacks, and forklifts.

(b) All palletized and unpalletized merchandise shall be placed and secured in a safe manner to preclude rocking and tipping of pallets and to prevent unbalanced stacks. There shall be at least two cross member supports placed under each pallet of merchandise stored in the racks.

(c) Pallets not in use should be neatly stacked for storage. They can be stored both inside and/or outside; however, the local fire prevention/protection authority (such as the local fire department chief) must be conferred with to determine proper placement, quantity, and storage height. They will never be stood vertically on end, but shall be stacked flat, one upon the other, no higher than 20 pallets. (The 20 pallet limit is for wooden pallet. Plastic pallets may be stored to the same vertical height.) Rationale: This number increase will aid in reducing square footage required to store pallets. This increase pallet height does carry some additional safety/risk management concerns. These include, but are not limited to, ensuring sprinkler heads are not obstructed/struck by the pallets, adding/removing pallets above shoulder height are performed by a forklift to prevent/reduce risks to back injuries, and stacking pallets plumb (i.e., straight up and down) to prevent falling over.

(d) Unused pallets can be stacked on top of each other as an ergonomic tool to raise the working height of loaded pallets off the floor and minimize exposure to low level manual lifting tasks.

(e) Pallets identified for use to display bulk containers of product on the sales floor will be of best quality available. These pallets will be free of any defects (missing, cracked, or splintered boards, exposed nails) that may cause injury to employees or patrons.

(f) The use of plastic pallets may raise the fire load capacity of an area to the next highest commodities class, and their use/storage must be conferred with the local fire authority to determine the adequacy of current sprinkler systems. Dead (unloaded) plastic pallets will not be stored within the racks.

(8) Roller and gravity chutes are the most commonly used conveyors in DeCA operations. A guardrail should be used on each side of the rollway to guide merchandise and prevent it from running off the conveyor. This is especially advisable at corners and turns.

(a) A live roller conveyor has electrical power applied to all or some of the rollers. They shall be designed to eliminate hazards from pinch points and moving parts.

(b) Personnel shall never be allowed to climb or step upon any conveyor.

c. Walk-In Freezers/Coolers.

(1) Each walk-in refrigerator and freezer will be equipped with at least one door that can be opened from the inside, if locked on the outside, to permit escape. The door will either be equipped with an immediate accessible quick release opener or a lift-off safety bar mounted on the inside of the door. Supervisors and/or QAEs will ensure all DeCA/contract employees and vendor stockers who may be

required to enter these areas are aware of door emergency exit features and how they operate. If the doors may be locked, they will be equipped with permanent signs mounted on the outside door surface that read: "DETERMINE NO ONE IS INSIDE BEFORE LOCKING DOOR." The closest commercially available sign may be used as a substitute. At DeCA facilities where the local language is other than English, the sign will be bilingual; in English and the local language. These signs may be produced locally and should be designed or laminated to withstand environmental conditions, if necessary.

(2) If only one person is assigned to work in the walk-in freezer, the worker will not enter without someone else knowing they are working alone inside the freezer. A worker from the store may serve this purpose. If such an arrangement is not possible, the employee who will be working in the freezer shall notify their supervisor or another local management official before entering and after exiting the freezer. Dependent upon the task(s) to be performed, a frequency of contact (e.g., every 15 minutes) will be established between the worker and this other individual to ensure the well being of the worker. See paragraph 16-14 for additional guidance.

(3) Necessity for PPE will be determined by the PPE hazard assessment for the operations. If required, PPE that contact the skin (e.g., headgear, gloves) will be personally issued. If required, outer garments (e.g., coverall, parka) may be provided for group wear.

(4) Storage racks shall be in safe condition, free of broken or bent shelves, and supported on solid legs. Adequate air space will be maintained between storage racks and walls. Merchandise will not be stacked against refrigerator/freezer walls.

(5) Adequate aisle space shall be provided for MHE and personal access to palletized product and internal shelving.

(6) Blower fans shall be properly guarded to preclude personal injury. All lights are to be operational with safety globes or guards in place.

(7) Accumulation of ice on freezer room walls, ceiling, and floor will be removed whenever a buildup of ice becomes noticeable. Door seals and curtains will be maintained in proper condition to aid in preventing icing and replaced when no longer serviceable to prevent ice build up.

(8) The tops of freezers/coolers, unless specifically approved by the region engineer, will not be used as a storage area.

d. Balers/Compactors.

(1) Only trained DeCA employees, contractor employees and vendor stockers can load and operate (i.e., turn on/off) balers and compactors. Only trained DeCA/contractor employees can unload balers and compactors. The baler/compactor operator/instruction manual will be used to provide this instruction/training. If a JHA/job safety analysis has been conducted on the baler operations, it will also be used as part of the instruction/training program. Training will be conducted at least annually, with refresher training provided whenever local DeCA management has reason to believe that any affected personnel who has already been trained does not have the understanding and skill required to safely operate the equipment. The individual selected to conduct this training must be familiar with the operation of the baler/compactor and could include, but not be limited to, the equipment's manufacturer representative, facility safety representative, or an experienced DeCA employee considered by local management as capable of conducting this training. Receipt of different equipment will require retraining.

(a) Training for DeCA employees will be recorded on DeCAF 30-72.

(b) The contractor shall ensure all contractor employees who use the baler/compactor are trained in the safe operation of this equipment. Contractor will maintain record of this training and present it upon request to the commissary QAE for verification.

(c) Training for vendor stockers will be recorded on the vendor stocker agreement as an attachment.

(2) Any individual under the age of 18 may not operate or unload balers/compactors, or assist another individual with these tasks. Sixteen- and seventeen-year-old trained workers can only load (i.e., place cardboard inside) balers/compactors when all of the following conditions are met:

(a) The balers/compactors meet ANSI Z245.5-1990 standard for balers and ANSI Z245.2-1992 for compactors, or any other standard that is adopted by ANSI and certified by the Secretary of Labor to be at least as protective of the safety of minors as the ANSI standards.

(b) Balers and compactors have an on/off switch incorporating a key-lock or other system, and control (i.e., operation) of the system is maintained by an individual authorized to operate the unit and who is 18 years old or older. Key control measures will be implemented to ensure key(s) are issued only to personnel authorized to operate/unload the baler/compactor.

(c) The baler/compactor on/off switch is maintained in the "OFF" position when not in use.

(d) Balers and compactors have signs posted on the front and near the controls which states, "TO BE OPERATED BY AUTHORIZED EMPLOYEES ONLY. This machine meets ANSI standard Z245.5-1990 (for balers) and Z245.2-1992 (for compactors). Employees who are 16- or 17-years-old may only load paper or cardboard into this machine. No employee under the age of 18 may operate or perform unloading tasks."

(3) The baler loading chamber door (safety gate) shall be in satisfactory operating condition and shall be lowered prior to operating the baler and must remain lowered during the entire compression stroke. The baler must be equipped with a safety interlock switch to prevent operation unless the safety gate is lowered. If the safety gate/safety interlock switch is not functioning properly, the baler on/off switch or energy disconnect switch shall be locked out/tagged out and it will not be used until repairs are completed.

(4) Balers will be equipped so the baler ram will reverse travel if the loading chamber door is obstructed.

(5) On balers/compactors located outside commissaries, doors will be kept completely closed and secured, if possible, any time operators are not in the immediate vicinity (i.e., in sight of the unit). Operators must check for person(s) inside or around the equipment before use and before securing the equipment. When the baler/compactor is left unattended, operators will ensure the start switch is locked "OFF" and the key is removed, or the equipment's electrical disconnect device is turned off and locked out to prevent an unauthorized, untrained individual from activating the baler/compactor. Key control measures will be implemented to ensure key(s) are issued only to personnel authorized to operate/unload the baler/compactor. When the facility is closed for operations, management will ensure that the exterior baler/compactor has been de-energized/locked out to prevent unauthorized operation.

(6) The perimeter of the floor area near the bale chamber door that the bale will be ejected on will be marked with yellow stripes to indicate the hazard area for personnel to stand clear of while making a bale, normally a 6- by 6-foot boxed area. Horizontal balers equipped with a hinged bale chamber door will, in addition to having the same bale discharged area marked with yellow stripes, have the floor area that encompasses the full movement of the chamber door similarly marked.

(7) PPE needs will be IAW the results of the PPE hazard assessment of the operation. PPE usage during bale unloading activities may include items such as safety-toe footwear, leather gloves, and eye protection.

(8) Baling wire will be stowed in a location and manner not to create an impalement hazard from inadvertent contact or a tripping hazard.

(9) An adequate work area will be provided around the baler/compactor to permit safe maintenance, servicing, and cleaning; and this area will be free from obstructions that could create a slip or trip hazard.

(10) Protection of the operator of horizontal balers/compactors having a loading height less than 42 inches from the point of operation (i.e., the area where work is actually performed upon the material) shall be accomplished by one of the following means:

(a) Sustained manual pressure controls, with the control panel located in such a way that the operator cannot reach the loading zone or pinch-point areas while depressing the start (on) control. - OR -

(b) The point of operation guard/barrier shall prevent entry of any part of the body into the point of operation. The guard/barrier will create no pinch-point between the guard and moving parts; offer maximum visibility of the point of operation; and be easily accessible for inspection and maintenance.

19-3. SALES FLOOR AND DISPLAYS.

a. Floors. Floors shall be maintained in a clean, dry, and uncluttered manner. Removal of cardboard while constructing mass and end cap displays should be organized and prepared for subsequent (prompt) disposal to prevent clutter and unsafe work practices. Sales floor surfaces and their cleaning treatment should promote a slip-resistant condition. Immediately block off the floor area adjacent to a spill and mop the area dry as soon as possible. Sweep broken glass into a dustpan, rather than picking it up by hand, and carefully remove it.

b. Mats. Matting can be used in various sections of the sales floor area (e.g., produce, entrance ways, dairy coolers) to aid in maintaining a safe floor. Mats should be checked often to ensure they are lying flat (e.g., no rolls or curled edges), not over-saturated with water, or unsightly with excessive debris.

c. Floor Tiles. Floor tiles will be maintained in good condition. Tiles that are cracked/broken will be promptly replaced. Prior to replacement, the floor tiles must be identified as whether they contain asbestos or not. Match work procedures according to the result of the determination.

d. Asbestos Floor Tiles. Vinyl floor tiles installed prior to 1980 may have ACM. Specifications for the “as built” construction plan, the DeCA region engineer or safety professional, or the host installation asbestos management office may be able to confirm the presence of asbestos. Otherwise, floor tiles

installed prior to 1980 will be considered as PACM. Specific safety procedures for ACM/PACM is provided in Chapter 8, paragraph 8-7.

e. Display Case. The exterior condition of display cases will be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels; free from damage/sharp metal edges). Ensure the following on frozen and chilled food display cases:

- (1) Compressors and fans are adequately guarded to preclude personal injury.
- (2) Food storage areas are free from sharp or jagged edges and solidly supported.
- (3) All food cases are grounded using 3-wire receptacles. Service cord/conduit cable is in good repair and not “pinched” between the case and a nearby structure. Service cords for roll-around cases will be positioned out of the path of travel when the case is moved. Inspecting the condition of these cords must be included in the periodic safety surveys of the sales floor area.
- (4) Proper food case temperature is maintained and all leakage (e.g., gas, water) is immediately reported and cleaned up.
- (5) Water, food, and other drippings on the floor are immediately blocked off and cleaned as soon as possible.
- (6) All electrical connections are unplugged at the outlets or turned off at the circuit breaker with lockout/tagout procedures implemented prior to cleaning, servicing or maintaining display cases.
- (7) Care should be taken when removing and discarding light bulbs in need of replacement to prevent breakage and the potential for cuts and abrasions.

f. Walk-In Coolers. Walk-in coolers (e.g., dairy cooler) safety criteria parallels those mentioned in paragraph 19-2.c.

g. Stocking. Because the public has free access to a large portion of these operations, take extra care to maintain safe operating conditions.

(1) MHE (nonpowered) will be used to the fullest extent to transport product to the sales floor for stocking. Do not overload to prevent potential musculoskeletal injury and to prevent striking an object or person. When using manual pallet jacks to move palletized loads onto the sales floor, use caution and proper operating practices (such as raising the load, avoiding sharp turns, ensuring the jack’s wheels are in good condition) to avoid damaging the flooring materials.

(2) Do not leave box cutters unattended when not being used. When not in use, the blade will be retracted fully into the cutter’s case. Cutters with permanently exposed blades are prohibited. Ensure used blades are disposed of in a safe manner. Knives are prohibited for use as box cutters. When opening a box, cut only one side at a time, while making sure to keep the body (especially the other hand) away from the cutting path of the blade. Reposition the box or the body to cut each side around the box. Each facility will develop their procedure for safely discarding used blades.

(3) Report any damage to shelving components immediately to the supervisor to initiate prompt repairs. Replace damage shelving immediately when replacement shelving is available. Dependent on the damage type, immediate local repairs or isolation of the damage section may be needed to provide protection for both stockers and patrons.

(4) Be alert for broken glass when reaching into packing cases in which glass items have been shipped. If removal of broken glass is required, use cut-resistant gloves. Procedures for safely discarding broken glass will be established by each facility.

(5) Do not leave boxes, carts, and other packing in the walking/shopping areas.

(6) Milk crates will not be used as a step stool.

h. Palletized Displays. Pallets used to display bulk products will be selected based upon the high quality available in the store. Pallets used for this purpose will not have any missing boards, splinters, exposed nails, or other defects that may cause harm to patrons or employees. Devices such as a “pallet guard” or locally developed barriers can be used to isolate potential hazards from pallets with ill repairs/tripping hazards from exposed corners.

i. Merchandizing. Product displays will be placed/built as not to create a safety hazard. Merchandise shelving and display cases shall be arranged to accommodate the most spacious aisles practical with a logical smooth flow for heavy foot traffic. Layout should avoid blind corners to prevent collisions; however, where unavoidable, mirrors should be mounted to afford views around those corners. The height of each end cap display should reflect a consistent profile, compatible in height with the products allocated to the top shelf of the gondola run located behind the end cap within the interior (center) aisles of the store.

(1) Decorations will not be placed as to obstruct viewing emergency exit signs or to obstruct the spray pattern from sprinkler heads. Decorations/signage hanging from the ceiling above passageways will have their lower edge positioned no lower than 7 feet above the floor surface to prevent it from striking personnel in the head/face area.

(2) Displays/decorations will not be placed to restrict or obstruct emergency exit ways, exit doors, fire alarm devices, or fire extinguishers.

j. Mass Displays. When building mass displays, do not stack product too high for customers to reach or create a dangerous situation where unstable stacks of product could fall. Plexiglas or other materials used for intermediate shelving should have smooth, round corners, and be in overall good condition.

k. Shopping Carts. Shopping carts will be continuously observed and inspected weekly for ill repairs with broken/damage carts taken out of service until fixed. This weekly inspection will be recorded on a locally developed form and contain at least the date of the inspection and name of the individual conducting the inspection. Carts with damaged child safety seats, damaged specially designed child carriers, or damaged/missing child safety belts will be removed from service until repairs are made.

(1) Motorized shopping carts that are identified by the manufacturer as “indoor use only” will only be used indoors. Prior to charging, the service cord and plug will be inspected for damage. Cart storage and charging locations must not block aisles, exit ways, fire extinguishers, etc., and remain easily and readily accessible by disabled patrons.

(2) Shopping cart manufacturers’ recommended safety inspection and maintenance program for the cart and restraint system will be implemented. Actual conduct of these services can be conducted using in-house personnel or integrated into the cart’s servicing/maintenance contract.

19-4. VENDOR COOKING. Such operations, if not properly controlled, can create serious safety, fire, and health hazards. Store directors shall develop a local policy letter to address how they will ensure the following standards are met. Before implementation, it will be coordinated with installation safety, fire, and food quality assurance officials. A sample vendor cooking policy letter is at Appendix C.

- a. Vendor cooking demonstrations must be located and equipment arranged and used so they pose no hazards to patrons, employees, and facilities. Only electrical operated cooking devices will be used.
- b. Avoid locating demonstrations in the middle of shopping aisles.
- c. Ensure tables or stands for placement of equipment are stable and equipment is not located on them close to the edge where it could fall if bumped. Demonstrators actively cooking products for patron sampling will not leave cooking equipment unattended when in use or while the cooking equipment is still hot to the touch. When hot oils are in use, lids must be secured and monitored at all times.
- d. Vendors must place knives and other utensils in a safe, out-of-the-way location when not being used.
- e. All equipment brought in by the vendor must be inspected by the store, department, or general manager, or commissary safety representative to ensure it is in good operating condition.
- f. If extension cords are used, they must be rated to carry the electrical load of the cooking appliances to be used. The ampere rating of the extension cord must meet or exceed the rating of the appliance. Cords will be properly placed to prevent clutter and tripping hazards.
- g. If the appliance requires an electrical ground, ensure the electrical connection provides one (e.g., electrical cord ground pins are not broken or missing).
- h. Vendors should be briefed on safety procedures to include cooking hazards, tripping hazards, the location of the nearest fire alarm pull station/fire extinguisher, and evacuation routes.
- i. The commissary safety representative will periodically monitor cooking demonstrations to ensure the operations remain safe.

19-5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

- a. Detailed safety requirements for PIT (e.g., forklifts, electric pallet jacks) are noted in Chapter 11.
- b. Detailed safety requirements for equipment (e.g., disposal) lockout/tagout procedures while servicing, performing maintenance, and cleaning are noted in Chapter 12.
- c. Detailed safety requirements for hazardous chemicals (e.g., bleach, sanitizers) are noted in Chapter 13.
- d. Detailed safety requirements for conducting a PPE hazard assessment, PPE usage, and emergency eyewash criteria are noted in Chapter 14.
- e. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66, are noted in Chapter 7.

- f. Detailed requirements for reporting accidents are noted in Chapter 6.
- g. Detailed requirements for ergonomics are noted in Chapter 9.

CHAPTER 20

PRODUCE DEPARTMENT

20-1. RESPONSIBILITIES. Produce department operations present a variety of potential hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the employee and supervisor.

a. The produce department manager will work closely with the commissary safety representative. The safety representative's function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assisting in providing safety training).

b. The produce department manager must provide appropriate work and safety training with coinciding documentation (DeCAF 40-132 and DeCAF 30-72) on each individual working in the department. All new produce employees are required to review safety standards in this chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Additional training criteria are provided in Chapter 4.

c. The department manager/supervisor is responsible for investigating and completing the accident report should an accident occur. Accidents or near misses must be investigated thoroughly to find the root cause of the incident. The appointed store safety representative can assist the department manager in the investigation.

d. The produce manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

e. The produce manager will conduct quarterly safety meetings with their employees. Meeting topics and attendance will be documented and retained by the supervisor for 2 years.

20-2. RECEIVING AND STORAGE.

a. Produce employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Chapter 11 of this Manual.

b. MHE (powered and nonpowered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both palletized and individual boxes. Walkways around pallet storage areas must be maintained to permit unobstructed access to enable proper lifting practices. As a general rule, boxed product should not be stowed above shoulder height unless a stepping stool or safety ladder can be used to prevent these over-the-shoulder lifts. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than two persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds to minimize the risk of back injury. Storage practices should avoid stacking shipments higher than shoulder level; however, if necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single

pallet of product) by placing additional empty pallets (2 or 3) beneath the loaded pallet to raise the bottom row of product 8- to 12-inches above floor level. This “raising” practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath.

c. Shipment receiving tasks such as band (metal/plastic) removal will be assessed to determine appropriate safety controls (such as wearing PPE). Until a PPE hazard assessment has been conducted on band removal operations, personnel will wear eye impact protection and abrasion resistant gloves (e.g., leather gloves) when cutting or pulling metal or rigid plastic bands from crates or other items. Banding will be immediately disposed of when removed.

d. Tools shall be available, in good condition, and properly stored for opening crates, containers and cartons. Tool condition should be an item of review during periodic safety inspections. Hammers with loose or damaged handles/heads will not be used. Tool usage will match the tool purpose (e.g., do not use a screwdriver as a pry bar, do not use a pry bar as a hammer).

e. Work areas shall be organized with designated storage areas and marked aisle/passageway. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

20-3. PROCESSING AREA.

a. Floors. Floors shall be kept clean and dry to the fullest extent possible. Produce debris and wet floors increase risk to a slip/trip/fall accident. The necessity for slip-resistant footwear will be determined by the facilities PPE hazard assessment document.

b. Mats. Anti-fatigue matting will be used at each workstation that requires prolonged standing by employees. This matting shall be of type suitable for the produce work environment (e.g., tapered edges, slip-resistant, and easily cleaned).

c. Knives. Trimming knives will be stored in scabbards or knife racks when not in use. Each knife-cutting task will be reviewed as a part of the store’s PPE hazard assessment to determine the necessity for protective equipment (e.g., necessity to wear cut resistant gloves during product preparation such as large melons). Proper containers will be used to store knives during the air drying stage of the cleaning/sanitizing process.

d. Disposal Equipment Operations. The operator will not attempt to remove jammed or clogged items from a powered garbage disposal while the equipment is in operation or connected to a live power source; the equipment must first be de-energized using lockout/tagout procedures. The equipment operator’s manual will be used to provide training to employees (annotate training on DeCAF 40-132). PPE requirements will be IAW the PPE hazard assessment for the disposal machine operations (until this assessment is conducted, the minimal PPE usage will include eye impact protection (goggles or glasses)).

e. Garbage and Trash. If the garbage disposal area is adjacent to or part of the general receiving area, a continuous cleaning program must be initiated to keep floors and dock areas clear of refuse and waste to prevent slippery/cluttered surfaces used by mobile equipment and pedestrians. Garbage cans shall be washed daily using hot soapy water. Covers will be in place when the cans are not being filled or emptied. Trash and garbage cans shall be leak-proof and adequate in number and size. Garbage and trash containers shall be moved on dollies/carts to eliminate having to carry them manually.

f. Carton Cutters. Most commercially available cutters use special retractable, removable blades as the cutting edge. Cut parallel to or away from the body, not toward the body. Keep other hand away from the direction of cut. Place old blades in a separate puncture proof container for disposal. Do not throw them in waste cans. Store cutters in scabbards or suitable locations where accidental contact with the blade is eliminated. Cutters should not be placed in clothing waistbands or pockets.

g. Special Processing. Some produce processing operations include the need to wash/soak the product in a chlorine solution (normally a tepid solution of 100 ppm chlorine --two teaspoons or one capful of household bleach per one gallon of water-- for one minute) and to clean and sanitize knives and preparation surfaces. When mixing the chlorine solution, care must be taken not to create a chemical splash hazard. PPE usage will be dependent upon the results of the PPE hazard assessment (until an assessment is conducted and documented, personnel making the chlorine solution will wear chemical splash proof goggles).

h. Powered Equipment. Wrapping machines shall not be used without safety covers over the wrapping mechanism. Operators will not attempt to remove jammed or clogged items from a powered machine (e.g., trimmer, wrapper) while the equipment is in operation or connected to a live power source. The equipment must first be de-energized using lockout/tagout procedures as indicated in Chapter 12.

i. MHE. Periodic preventive maintenance must be performed on carts and other equipment to ensure proper working order. Department managers will ensure employees who operate PIT (e.g., electric pallet jacks or forklifts) have successfully completed training required by Chapter 11.

j. Emergency Eyewash Unit. Access to the emergency eye/face wash station will be unobstructed to permit ready access. The emergency eyewash unit must be operated weekly for 3 minutes to ensure proper operation and to flush contaminants from the apparatus. The produce manager will maintain an in-house log sheet to record the initials of the individual performing the maintenance and the date of its occurrence. This log shall be maintained for at least 1 year. Portable, self-contained eyewash units are not authorized in facilities containing plumb water supply. If a portable unit is currently in use, it will be maintained according to its manufacturer's procedures and actions taken to initiate a work request to install a plumb unit. Either the DeCA regional safety manager or local safety office must be conferred to ensure that the proper emergency eye/face unit is received and located.

20-4. SALES FLOOR AND DISPLAYS. Floors shall be kept clean and dry to the fullest extent possible. Produce debris and wet floors increase risk to a slip/trip/fall accident.

a. Watering. Whether watering is performed manually or by automatic spray system, ensure that any water on the sales floor is promptly cleaned up to prevent slipping accidents. Automatic spray systems should be monitored to ensure the spray pattern is properly adjusted.

b. Mats. Mats will be strategically used adjacent to case displays to provide slippery floor protection from water over spray and produce debris. Mats must lay flat and be without rolls or curled edges/corners.

c. Pallet Displays. Pallets used to display bulk products will be selected based upon the highest quality available in the store. Pallets used for this purpose will not have any missing, splintered or cracked boards, exposed nails, or other defects that may cause harm to patrons or employees; and covered with decorative base wrap or enclosed within special purpose pallet guard devices.

d. Mass Displays. When building mass displays, do not stack product too high for customers to reach or create a dangerous situation where unstable stacks of product could fall. Plexiglas or other materials used for intermediate shelving should have smooth, rounded corners and be in overall good condition.

e. Stocking. Only carts designed to catch/contain water (e.g., a removable drip pan) will be used to stock wet produce. When using manual pallet jacks to move palletized loads onto the sales floor, use caution and proper operating practices (such as raising the load, avoiding sharp turns, ensuring the jack's wheels are in good condition) to avoid damaging the flooring materials.

20-5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

a. Detailed safety requirements for PIT (e.g., forklifts and electric pallet jacks) are noted in Chapter 11.

b. Detailed safety requirements for equipment (e.g., disposal) lockout/tagout procedures while servicing, performing maintenance, and cleaning are noted in Chapter 12.

c. Detailed safety requirements for using hazardous chemicals (e.g., bleach, sanitizers) are noted in Chapter 13.

d. Detailed safety requirements for conducting a PPE hazard assessment, PPE usage, and emergency eyewash criteria are noted in Chapter 14.

e. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66, are noted in Chapter 7.

f. Detailed requirements for reporting accidents are noted in Chapter 6.

g. Detailed requirements for ergonomics are noted in Chapter 9.

CHAPTER 21

CUSTOMER SERVICE DEPARTMENT

21-1. RESPONSIBILITIES. Customer service department (CSD) operations present a variety of potential hazards (e.g., slippery floors, overexertion from scanning duties) requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., performing proper scanning techniques) may result in disciplinary action of the employee and supervisor.

a. The CSD manager will work closely with the commissary safety representative. The safety representative function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assisting in providing safety training).

b. The CSD manager must provide appropriate work and safety training with coinciding documentation (DeCAF 40-132 and DeCAF 30-72) on each individual working in the department. All new CSD employees are required to review this Chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs.

c. Supervisors will ensure each cashier receives adequate training in proper scanning and proper lifting techniques to help reduce the likelihood of cumulative trauma disorders (CTD) and muscle strains. The training will consist of viewing available DeCA cashier safety training videos (such as the "Simplifying Scanning at DeCA") or using interactive CD ROM computer training modules, briefing employees on local operating procedures, and performing proper lifting demonstrations. Refresher training must occur when the front-end department manager or local safety representative continually observes improper scanning techniques.

d. The department manager/supervisor is responsible for investigating and completing the accident report should an accident occur. Accidents or near misses must be investigated thoroughly to find the root cause of the incident. The appointed store safety representative can assist the department manager in the investigation.

e. The CSD manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

f. The CSD manager will conduct quarterly safety meetings with their employees. Meeting topics and attendance will be documented and retained by the supervisor for 2 years.

g. Supervisors will take prompt action to ensure known equipment defects are repaired or replaced.

h. The CSD manager will encourage employees to promptly report any CTD symptoms suspected to be associated with the job, task, or working environment. Through coordination with the facility's management and safety representative, establish procedures for employees who experience such symptoms to be evaluated by a physician. Early recognition and prompt treatment of musculoskeletal

symptoms may prevent the need for major medical intervention. Use of the host installation occupational physician, for this evaluation, is highly recommended.

21-2. OPERATIONS. Various types of CTDs from performing repetitive tasks (e.g., scanning merchandise), and simple muscle strains from attempting to lift/slide large, heavy items across the scanner are the greatest potential cause of injuries in the front-end department. To reduce the risk of injury involved in performing cashier functions, check stands have been ergonomically designed to “fit the worker” as much as possible. Cashiers should not attempt to scan large, difficult-to-handle items (e.g., 20-pound bags of dog food). Instead, allow the conveyors to move the product and then roll it over to locate the universal product code (UPC) and ring it up manually. Cashiers are encouraged to wear flat-sole or other comfortable shoes, maybe even cushion inserts, while at the registers to enhance personal comfort.

a. Prior to beginning their shift, each cashier will check the keyboard support mountings to tighten loose connections and to adjust its configuration to match their body dimensions to maintain an ergonomically safe-neutral posture.

b. Cashiers will use proper scanning techniques (e.g., “power slide”, waiting for the conveyor belt to move items to the scanner, keying in codes when item does not scan at the second attempt) to process items. The scanner gun will be used per the manufacturer’s guidance to avoid manual manipulation of oversize/heavy items.

c. CSD managers will ensure that tapered edge anti-fatigue mats that fit the floor area of the cashier’s work area are provided and used by employees at each check stand. Detailed anti-fatigue mat specifications can be obtained from DeCA/HS or the DeCA regional safety manager.

d. The register’s pullout auxiliary bagging shelf, if equipped, will not be used as a seat/sitting device.

e. Each cashier must be constantly alert to patrons overloading the incoming belt. An overload belt increases the opportunity for items to fall off the register stand as the belt automatically starts and stops to move the items to the scanner. Upon notice, politely ask the patron to rearrange the items in a safe manner.

f. Cashiers will use pauses that occur as part of the transaction (e.g., waiting for the customer to load the incoming belt and to render payment) as “micro-breaks” to rest their body to recover from the exertions of scanning.

g. Rest periods/breaks must conform to local collective bargaining agreements. For locations that are not represented by a labor union, the work/rest regiment should be locally tailored to adequately reduce the physical stresses created from continuous scanning duties.

h. Cashiers will not perform scanning duties while sitting unless the checkout system is of design and directed by operating procedures by the manufacturer to be operated by a seated operator.

21-3. CHECK STAND MAINTENANCE AND OPERATION. Defective, broken, or malfunctioning parts and equipment on check stands are a hindrance to smooth, efficient cashier operations and increase the risk of employee and patron injuries.

a. Prior to beginning their shift, each cashier will check the scale-scanner unit to ensure proper installation to provide a continuous level surface between the incoming and outgoing belt sections. This level surface enhances the cashier's ability to slide products (i.e., using the ergonomic technique of "Power Slide") through the scan envelope, vice lifting each item.

b. Employees will promptly report to their supervisor any noticed defects or broken/malfunctioning parts and equipment on the check stands. Employees will periodically clean the scanning glass surface during their work shift to improve laser readability and reduce the number of product rescans.

c. Spilled product liquids around the check stand area are another potential cause of cashier and patron injuries. Be alert for these conditions, take interim actions to protect others from slipping and falling, and call for cleanups immediately.

21-4. PPE. Necessity of PPE will be in accordance to the PPE hazard assessment conducted on CSD operations. Generally, there are no requirements for wearing PPE (e.g., safety-toe footwear) while performing cashier-scanning functions; however, this must be confirmed by the assessment.

a. When cashiers are called upon to perform temporary duties in other departments which require PPE due to an exposure to a hazard and as specified by the PPE hazard assessment document, PPE must be provided and used regardless of the length of the assignment. All other criteria (e.g., training) associated with PPE apply (refer to Chapter 14).

b. Back supports and wrist braces are not PPE and will not be worn by DeCA employees while on duty unless specifically prescribed by a doctor. If prescribed, employees must furnish a copy of the doctor's order to their supervisor. A copy of this document will be kept on file for the length of the prescribed term.

21-5. STOOLS. As a rule, a stool or other sitting device will not be placed within the check stand (the approximate 2- by 4-foot) work area. (Exceptions include check stand features are of type and designed by the manufacturer to be operated by a sitting cashier; or a stool or other sitting device is required as a reasonable accommodation). Generally, placement of a stool in this workspace interferes with the operation and may create an injury risk.

a. To provide reasonable accommodation under the law to a cashier does not necessarily mandate the placement of a sitting device specifically within the cashier work area. It only requires the employer to permit the employee to continue performing the essential duties of their position with the accommodation. That is, if rest is required, management may provide that rest either in or near the work station.

b. As with any other change of work area/practices, placement or removal of stools from specific work area locations must follow proper labor negotiations procedures.

21-6. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

a. Detailed safety requirements for conducting a PPE hazard assessment, PPE usage, and emergency eyewash criteria are noted in Chapter 14.

b. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66, are noted in Chapter 7.

- c. Detailed requirements for reporting accidents are noted in Chapter 6.
- d. Detailed requirements for ergonomics are noted in Chapter 9.

CHAPTER 22

DELI/BAKERY DEPARTMENT (DeCA OPERATIONS)

[NOTE: This chapter is applicable only to those delicatessens and bakeries operated by DeCA employees.]

22-1. RESPONSIBILITIES. Deli/bakery department operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The department manager/general manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The deli/bakery department manager will work closely with the commissary safety representative. The safety representative function is to assist in any safety related efforts (e.g., providing safety information, assisting in department's area inspections, serving as a safety liaison to facility management, assisting in providing safety training).

b. The deli/bakery department manager must provide appropriate work and safety training with coinciding documentation (DeCAF 30-72) on each individual working in the department. All new employees are required to review this Chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Equipment operator's manual should be used to provide training on its setup, operation, and services/cleaning tasks.

c. The department manager/supervisor is responsible for completing the accident report should an accident occur.

d. The deli/bakery manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each department employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

e. The deli/bakery manager will conduct quarterly safety meetings with their employees. Meeting subjects and attendance will be documented and retained by the supervisor for 2 years.

22-2. RECEIVING AND STORAGE.

a. Deli/bakery employees authorized to operate PIT (e.g., forklifts, electric pallet jacks) will adhere to all the requirements addressed within Chapter 11 of this Manual.

b. MHE (powered and nonpowered) will be used to the fullest extent possible to reduce or eliminate manual handling of shipments. Storage areas should have space for both pallets and storage shelves to reduce the need for stacking product over shoulder height, and to accommodate slow movers. All employees who perform lifting tasks will be trained on proper lifting techniques. No less than 2 persons, to minimize the risk of back injury, should perform lifting tasks required for weights of more than 51 pounds. Storage practices should avoid stacking shipments higher than shoulder level; however, if

necessary, safety ladders or other climbing/reaching devices must be available to assist personnel in pulling product stored at this level. Storage practices should avoid low lifts (e.g., single pallet of product) by placing additional empty pallets (2 or 3) beneath the loaded pallet to raise the bottom row of product 8- to 12-inches above floor level, or raising the height of the bottom shelf on manufactured racks. This “pallet-raising” practice can best be performed while the shipment is at the receiving/loading dock area whereby a forklift can elevate the shipment pallet to enable placing the empty pallets underneath. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

c. Work areas shall be organized with designated storage areas and marked aisle/passageways. Aisles/passageways shall be unobstructed and maintained in as dry condition as possible.

d. Freezer/Coolers. Freezer door entranceways should be visually inspected daily to discover ice buildup with corrected actions taken as necessary. The interior emergency door opener device will be inspected/activated daily to ensure proper operation. These areas will be visually checked for occupants prior to locking and will have signage placed on the door stating this requirement. All light units will be checked to ensure that their protective housing/cover is in place and secured.

e. Thermal insulated clothing will be made available and worn by personnel working within the freezer.

22-3. PROCESSING AREA.

a. Floors. Floors will be kept clear of debris, equipment, and supplies which could hinder movement of personnel. Water, blood drippings, and food scraps will be cleaned from floor areas at least daily and more frequently when conditions warrant. To aid in keeping floors clean and to enhance employee comfort and safety, slip-resistant, tapered-edge rubber anti-fatigue mats of a design for use in a deli/bakery processing area, and that can be removed and easily cleaned, are recommended for use in processing areas. Employees should use anti-fatigue matting at each workstation that requires prolonged standing. Heavy paper or corrugated cardboard obtained from rolls may also be used provided the floors are thoroughly cleaned after use. The use of wax-coated cardboard (cut-out sections from packaged deli/bakery boxes), sawdust, and wooden chips on the floors, are strictly prohibited in all deli/bakery department areas.

b. Freezers/Coolers. Freezers /coolers will be periodically checked for ice buildup/sheeting on the floor, especially at the door location, and removed when necessary. All personnel will be briefed on this potential slip hazard location.

c. Control of Hazardous Energy (Lockout/Tagout) Program. Whenever machines require servicing, cleaning, or maintenance, the energy source (circuit breaker or other main power switch) must be locked or tagged in the “OFF” position to prevent unexpected energization or startup until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected electric machines or equipment for which the hazards of unexpected startup is controlled by unplugging it from the energy source, and by the plug being under the “exclusive control” of the person performing the servicing, cleaning, or maintenance. The deli/bakery department manager, with assistance from the installation/DeCA regional safety manager or store safety representative, will evaluate their operations that use powered machinery to determine if lockout/tagout procedures are required. Chapter 12 of this Manual provides procedural criteria for the Lockout/Tagout Program.

d. PPE. The deli/bakery department manager will ensure that a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are present, or likely to be present which necessitates the use of PPE) has been accomplished. This hazard assessment will be performed by qualified SOH personnel (i.e., installation safety, DeCA regional safety manager, or the store's safety representative [but only if the store safety representative has received formal training in hazard recognition and control]). The selection and use of PPE will be IAW results of this assessment. PPE required within the deli/bakery department may include eye/face protection; metal mesh or metal reinforced fiber gloves; cold environment clothing (insulated headgear, jacket, trousers/coveralls, gloves); heat resistant gloves/mittens; and slip-resistant, steel-toe safety shoes. Chapter 14 of this Manual provides procedural criteria for the PPE Program.

e. Hearing Conservation. The deli/bakery department manager will ensure that a hazardous noise survey has been conducted on the deli/bakery department work area and that it is current based upon the present equipment in use and their layout. This survey is a one-time requirement. However, if new equipment or processes are introduced into the work area, or if the work area is reconfigured, then a new survey must be conducted. If hazardous noise is present, elements of HCP addressed in Chapter 8 will be implemented.

f. HAZCOM. The deli/bakery department manager will assist the facility's HAZCOM representative in identifying all hazardous chemicals used within the deli/bakery department. If present, the manager will also assist in identifying all deli/bakery department personnel exposed to these chemicals and will ensure implementation of the HAZCOM criteria addressed in Chapter 13 of this Manual.

g. Knives. The key principles to avoid laceration injuries from working with knives is to provide training on the usage, handling and storage, knife selection and sharpening, and wearing of proper protective equipment for the work being performed.

(1) When knives are not being used in actual cutting, place them in scabbards, sheaths, racks, or drawers with the blades protected.

(2) Do not use knives as a positioning tool to stab, lift, or move a product. Never lay food items on top of a knife, the user may forget the knife is under the food and cause a serious injury.

(3) Right- and left-handed deli/bakery cutters should be positioned so as not to interfere with each others work or operation. Adequate space should be provided for all cutting operations.

(4) Butcher steels used for sharpening or shaping knives will be guarded at the handles by metal, leather, or stiff rubber disks. Knives will be maintained in a sharp condition. A sharp knife requires less force to perform cuts; thereby, reducing stress to the body.

(5) Wear metal mesh or metal reinforced fiber mesh gloves when using knives. Additional PPE requirements will be in accordance to the PPE hazard assessment of the cutting operation.

(6) Keep knife handles clean and dry. Greasy or wet handles may result in serious injuries. Always grip cutting instruments firmly. Never hold a knife in the hand while carrying objects.

(7) Never place a knife in a sink full of soapy water as it hides the knife and one might grip the cutting edge.

h. Electrical Safety. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired/replaced upon

discovery. Appliances equipped with a grounded service plug will have its ground prong attached and in good condition.

i. Machinery and Equipment. The deli/bakery department manager will maintain manufacturer operator manuals for all machinery or equipment under their control. In the absence of these, they will develop local operating instructions, to include job safety, maintenance, lubrication, and inspection. These manuals or locally developed operating instructions will be used to train operators on the equipment. Machines will not be left unattended while operating, and will not be operated unless all guards are securely in place and operational. Child labor laws do not permit employees younger than 18 years of age to operate, set up, adjust, clean, oil, or repair power-driven equipment such as meat slicers or bakery mixers. Cord and plug service equipment that have a ground conductor must have the ground prong affixed to its service plug.

j. Deli Sliver.

(1) Never turn the machine on unless the blade guard is in position. Never run the machine when not slicing meat.

(2) Keep clear of blade edge when putting meat/cheese into machine. Do not hold product with fingers, let product gravity feed or use the pusher plate provided with the machine. Do not attempt to slice frozen product.

(3) Cut-resistant gloves must be worn when cleaning or wiping down all slicers. For cord and plug equipped machines, simply unplug and place plug to ensure that it is within reach and can be seen. Clean the slicer only after slice thickness has been adjusted to zero, and lockout/tagout procedures have been completed. After cleaning, replace the blade guard as soon as possible to prevent injuries.

(4) No one under 18 years of age may operate this equipment.

(5) If possible, the height of the table for the slicer should be adjusted to make it relatively easy for the operator to handle the cutting operation.

(6) Always keep ones eyes on the work while using a slicer.

k. Rotisserie Chicken Warmer.

(1) Do not attempt to clean warmer while hot.

(2) Follow lockout/tagout procedures prior to disassembly and cleaning operations.

(3) Skewers points are very sharp. Use care when placing product on the skewers.

(4) Grease, glass doors, and equipment parts are hot and can cause burns. Use care during operation and cleaning.

l. Oven.

(1) Hot mittens must be worn when placing or removing product from all ovens.

(2) Clear a space on the table for placing hot food before removing the food from the oven.

(3) Do not attempt to clean a hot oven or hot heating elements.

(4) Prior to performing cleaning operations on the oven, ensure that all power is disconnected by following lockout/tagout procedures.

22-4. SALES FLOOR AND DISPLAYS. For island display cases, the exterior condition of display cases should be checked during department safety inspections to ensure proper condition (e.g., free of broken/cracked see-through panels, free from damage/sharp metal edges).

22-5. OTHER APPLICABLE SAFETY CRITERIA (NOT ALL INCLUSIVE).

a. Detailed safety requirements for PIT (e.g., forklifts and electric pallet jacks) are noted in Chapter 11.

b. Detailed safety requirements for equipment (e.g., disposal) lockout/tagout procedures while servicing, performing maintenance, and cleaning are noted in Chapter 12.

c. Detailed safety requirements for hazardous chemicals (e.g., bleach, sanitizers) are noted in Chapter 13.

d. Detailed safety requirements for conducting a PPE hazard assessment, PPE usage, and emergency eyewash criteria are noted in Chapter 14.

e. Detailed requirements for reporting hazards, whether informally or formally using DeCAF 30-66, are noted in Chapter 7.

f. Detailed requirements for reporting accidents are noted in Chapter 6.

g. Detailed requirements for hearing conservation are noted in Chapter 8.

h. Detailed requirements for ergonomics are noted in Chapter 9.

CHAPTER 23

CENTRAL DISTRIBUTION CENTERS (CDC)

RESERVED

23-1. RESPONSIBILITIES. CDC operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The facility manager is responsible for ensuring all employees know and follow safety rules. Failure to enforce/follow safety procedures (e.g., wearing PPE) may result in disciplinary action of the supervisor and employee.

a. The facility manager will work closely with the center's safety representative. The safety representative function is to assist in any safety related efforts (e.g., providing safety information, assisting in facility's inspections, serving as a safety liaison to facility management, assist in providing safety training).

b. The facility manager must provide appropriate work and safety training with coinciding documentation (DeCAF 30-72) on each individual working in the facility. All new employees are required to review this Chapter during orientation training and annually thereafter. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. The equipment operations manual should be used to provide training on its setup, operation, and services/cleaning tasks.

c. The facility manager/section supervisor is responsible for completing the accident report should an accident occur.

d. The facility manager will conduct, or assist in conducting, periodic safety inspections of all areas of the center, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor. It is recommended that each employee assist in these periodic inspections in a rotating schedule format. This best practice fosters employee involvement and enhances safety knowledge/application.

e. The facility manager/section supervisor will conduct quarterly safety meetings with their employees. Meeting subjects and attendance will be documented and retained for 2 years.

23-2. RESERVED STATEMENT. A comprehensive chapter detailing safety within the CDC is still being developed at the current release date of this Manual. Upon completion, the DRAFT will be fielded for coordination and then incorporated into this Manual.

23-3. GUIDANCE. Safety requirements addressed within this Manual that are applicable to the CDC work environment and processes are to be followed.

CHAPTER 24

EVALUATION AND METRICS

24-1. GENERAL. Evaluation of the safety program is a critical stage in ensuring well-targeted, cost efficient initial and corrective policies, procedures, and actions. Evaluation provides implementation feedback and generates performance measures to provide management with information to direct the program. Program evaluation can be triggered by agencies external to DeCA (e.g., DOL, DoD) or in-house.

24-2. PROGRAM EVALUATION. Annually, the DOL OSHA or DoD may request an evaluation report on the Agency's SOH Program. DeCA/HS safety office, working with DeCA/HR and regional safety support managers, will acquire and formulate the Agency response per the requesting office format and schedule. Should this higher authority review not be required, DeCA regions, with support from their assigned regional safety managers, will provide the following information to DeCA/HS, NLT February 15th:

a. Use region injury/illness data to display the annual statistics for total accident counts and rates, lost-time (also called days away, restricted or transfer (DART)) accident counts and rates, and fatality counts for the report year and compare these counts and rates with similar statistics for the previous 3-year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.

b. Use region data to display the most recent OWCP chargeback and continuation of pay costs, if available, and compare these costs with similar statistics for the previous 3-year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.

c. Using region statistics, explain any significant trends and major causes or sources of fatalities and lost time accidents that occurred last year and for the previous three years.

d. Describe SOH Program accomplishments and initiatives implemented last FY to control the trends and major causes or sources of fatalities and lost time disabilities in the region and to improve the overall SOH programs. Discuss successes and/or failures as a result of the region's implementation of these initiatives. In describing accomplishments and initiatives, try to explain the efforts in the following areas:

(1) Accomplishments for assuring that workers, supervisors, and committee members received appropriate job safety awareness and hazard recognition information and training.

(2) Accomplishments for assessing the effectiveness of the SOH programs.

(3) Accomplishments in the identification, assessment, and resolution of SOH problems, including the region's strategies to provide recognition to outstanding achievers and to establish accountability and performance standards for managers, supervisors, and employees.

(4) Unique or significant accomplishments that the region made last year to enhance employee participation, involvement, and consultation in the SOH Program.

(5) Describe any significant one time or additional permanent resources allocated to the SOH Program last year for areas such as staffing, training, hazard identification and control/abatement, research and development, information systems, etc.

(6) Identify the region’s annual SOH goals and objectives, and significant initiatives planned for the coming year and beyond to 3 out-years.

(7) Provide comments, requests, and/or recommendations for consideration by DeCA/HS safety office to enhance the DeCA-wide SOH.

(8) Additional region reporting requirements addressed within this Manual.

(9) Log of DeCAF 30-66 as discussed in Chapter 7, paragraph 7-2.e.

(10) HCP evaluation as discussed in Chapter 8, paragraph 8-4.g.

24-3. SPAR. The SPAR evaluation tool (Appendix F) will be used to evaluate activities’ local safety policy and program implementation as discussed within Chapter 3, paragraph 3-1.g. Regional safety managers will conduct a SPAR evaluation on approximately one-third of their subordinate activities every FY and will repeat that specific activity’s SPAR evaluation within a 3-year anniversary. DeCA/HS safety office may periodically conduct SPARs at field activities to assist regional safety managers with completing this task, to provide a means for interim measuring an activity’s progress, and/or to compare the accuracy of previous assessments that have been conducted.

24-4. SPECIAL PROGRAM/INITIATIVE REVIEW AND EVALUATION. DeCA/HS will, as needed, provide evaluation criteria to address specific issues warranting an agency-wide review and evaluation. DeCA regional offices may initiate similar action within their service areas.

24-5. METRICS. The following metrics (measurement/formulas) are provided to promote knowledge and understanding on performance indicators useful to determine the status of the SOH Program. Rates provide a better indicator of performance than actual counts due to consideration of fluctuation in population data.

a. Total Accident Rate (TAR). TAR measures the rate of accidents (includes fatalities, lost-time, and no lost-time accidents on OSHA Form 300; and the rate includes cases identified in columns G, H, I and J) per 100 employees/FTEs. Can be calculated using either the number of employees or the number of work hours.

Formula 1	$(\text{Number of Total Accidents} \div \text{Number of Employees}) \times 100$
Formula 2	$(\text{Number of Total Accidents} \div \text{Total Number of Work Hours}) \times 200,000$

b. DART. DART accident rate (previously called lost time accident rate) measures the rate of only DART accidents (on OSHA Form 300, this rate includes cases identified in columns H and I) per 100 employees/FTEs. Can be calculated using either the number of employees or the number of work hours.

Formula 1	$(\text{Number of DART Accidents} \div \text{Number of Employees}) \times 100$
Formula 2	$(\text{Number of DART Accidents} \div \text{Total Number of Work Hours}) \times 200,000$

c. Days Away From Work Injury/Illness (DAFWII). DAFWII accident rate measures the rate of only “days away from work” accidents (on OSHA Form 300, this rate includes cases identified only in

column H) per 100 employees/FTEs. Can be calculated using either the number of employees or the number of work hours.

Formula 1	$(\text{Number of DAFWII Accidents} \div \text{Number of Employees}) \times 100$
Formula 2	$(\text{Number of DAFWII} \div \text{Total Number of Work Hours}) \times 200,000$

d. Workers' Compensation Cost per Claim. Measures the average cost of any workers' compensation claim approved and accepted by DOL for any given period of time. This can be useful to determine the severity trend of accidents sustained by an activity over a period of time. The formula is: Chargeback cost divided by Number of Claims.

Formula	$\text{Chargeback cost} \div \text{Number of Claims}$
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e. Lost Productivity. Measures the number of work days (productivity) lost due to accidents. Count either the number of days away from work (Column K on OSHA Form 300) or the number of on job transfer or restriction days (Column L on OSHA Form 300) or both combined and compared to like time periods (e.g., previous CY to current year).

APPENDIX A

DeCA COMMISSARY/CDC/CMPP SAFETY INSPECTION CHECKLIST

A-1. Chapter 1, General.

- a. Has a safety council been established with minutes of the meetings recorded and maintained? (See paragraphs 1-5.b. and 1-5.c.)
- b. Has all youth employees (under 18 years of age) been identified and supervisors aware of work activities restrictions based upon federal/state Fair Labor Standards Law? (See paragraph 1-13.)
- c. Has the facility safety continuity binder been established and maintained? (See paragraph 1-14.)

A-2. Chapter 2, Duties and Responsibilities. Has the safety representative fulfilled all applicable responsibilities outlined in paragraph 2-3.k.?

A-3. Chapter 3, Safety Visits and Inspections.

- a. Has an annual safety visit or industrial area inspections been conducted within the past year? (See paragraphs 3-2.a. and 3-2.b.)
- b. Has a hazard abatement plan been established for RAC 1, 2, or 3 deficiencies that cannot be corrected within 60 days with copies appropriately forwarded to the host installation and DeCA regional safety offices? (See paragraph 3-3.e.)

A-4. Chapter 4, Education and Training.

- a. Have supervisors in each department provided employees with specialized job safety, health, and fire prevention training and documented it on DeCAF 30-72? (See paragraph 4-2.e.)
- b. Has the safety representative received training regarding their duties? (See paragraph 4-2.d.)
- c. Is the safety bulletin board conspicuously located in the work area and does it contain all of the required items? (See paragraph 4-3.)
- d. Have all department managers conducted safety meetings with their employees each quarter and documented them as required? (See paragraph 4-6.)

A-5. Chapter 5, Awards and Recognition. Is there a local safety award process for employees? (See paragraphs 5-3.c., 5-3.d., and 5-4.b.)

A-6. Chapter 6, Accident Reporting and Record Keeping.

- a. Are injury/illness accidents being reported using DeCAF 30-301 and properly routed? (See paragraphs 6-2 and 6-15.)
- b. Are injury/illness accidents being recorded on OSHA Form 300? (See paragraphs 6-2 and 6-7.)
- c. Are property damage accidents (costs in excess of \$2,000) being reported on DeCAF 30-111 and properly routed? (See paragraphs 6-4 and 6-15.)
- d. Are accident report forms (DeCAF 30-301 and 30-111) and record keeping forms (OSHA Forms 300 and 300a) being maintained for 5 years? (See paragraph 6-7.f.)

A-7. Chapter 7, Hazard Identification, Detection, Reporting, and Abatement.

- a. Are jobs being evaluated by the JHA process to aid in identifying potential hazards? (See paragraph 7-1.)
- b. Are copies of blank DeCAF 30-66, available for employees on/near the safety bulletin board? Are instructions regarding hazard report use also posted? (See paragraph 7-2.)
- c. If DeCAF(s) 30-66 has been issued, has a log to record it been developed and forwarded to the DeCA regional safety office? (See paragraph 7-2.e.)
- d. Has a DeCAF 30-67 been prepared for each RAC 1, 2, or 3 hazard which could not be corrected within 60 days from the date of discovery? Was a copy of the hazard abatement plan forwarded to the host installation safety office and DeCA regional safety office? (See paragraph 7-4.)

A-8. Chapter 8, Occupational Health and Environmental Protection.

- a. Has the facility been surveyed to determine if hazardous noise is present within the workplace? (See paragraph 8-4.b.)
- b. Have all employees who are routinely exposed to hazardous noise (work in designated hazardous noise areas) been identified and listed on the facility's roster; and placed in the installation hearing testing and evaluation program? (See paragraphs 8-4.b.(2)(a) and 8-4.c.)
- c. If any work area or section thereof has been designated as a hazardous noise area, have supervisors of these areas given their employees annual training on the proper care and use of personal hearing protection? (See paragraph 8-4.e.)
- d. Has program evaluation information (i.e., number of personnel requiring audiograms, number of personnel receiving audiograms, and number of STS) been obtained and forwarded to the regional safety office? (See paragraph 8-4.g.)
- e. Does the facility have any ACM or PACM? If yes, has affected employees and contractors been informed? If flooring contains ACM/PACM, were proper floor care procedures followed? (See paragraph 8-7.)

f. Have efforts been taken to identify personnel whom may be potentially exposed to human blood or other body fluids? Is a blood borne pathogen spill kit available within the work area? Are universal precautions known and followed? (See paragraph 8-8)

A-9. Chapter 9, Ergonomics. Have employees received information/training on ergonomic principles, risk factors, and safe lifting techniques? (See paragraphs 9-4.d. and 9-7.)

A-10. Chapter 10, Permit-Required Confined Spaces.

a. Has the facility been surveyed to determine if PRCs are present? (See paragraph 10-2.b. for definition.)

b. If present, are these spaces properly posted? (See paragraph 10-3.a.)

A-11. Chapter 11, Motor Vehicle and Powered Industrial Truck (PIT) Operations/Traffic Safety.

a. Are PITs operated only by authorized and trained personnel whom are 18 years of age or older? (See paragraph 11-3.a.)

b. Are all assigned vehicles and PITs inspected by the operators at the start of each work shift using DeCAF 30-105? (See paragraphs 11-2.b. and 11-3.f.)

c. Have all PIT operators been trained and has a certification of this training been documented? (See paragraph 11-3.c.)

d. Is DeCA Poster 30-154, Stop Sticker, placed on all PITs? (See paragraph 11-3.)

e. Are trailer restraining devices (dock lock) engaged or wheel chocks placed under the wheels of trucks being off-loaded by PITs (forklifts)? (See paragraph 11-3.g.(14))

f. Is a seatbelt provided on all sitdown PITs and worn by operators at all times? (See paragraph 11-3.g.(1))

g. Is the key for all PITs with a key ignition system being controlled? (See paragraph 11-3.b.)

A-12. Chapter 12, Control of Hazardous Energy (Lockout/Tagout) Program.

a. Has a written Lockout/Tagout Program been established and implemented for the activity? (Reference: paragraph 12-6.)

b. Does each individual piece of powered machinery or equipment included in the Lockout/Tagout Program have written procedures detailing the procedures to lockout/tagout (paragraph 12-7) and to restore to service (paragraph 12-8)? (See paragraph 12-6.)

c. Has the annual program evaluation been conducted? (See paragraph 12-10.)

A-13. Chapter 13, Hazard Communication Program.

- a. Has a written HAZCOM Program been established for the activity? (See paragraph 13-3.a.)
- b. Has a hazardous chemicals inventory list (DeCAF 30-115) been developed for the activity? (See paragraph 13-3.c.)
- c. Has an MSDS been acquired for each chemical listed on the hazardous chemical inventory list? (See paragraph 13-3.d.)
- d. Do employees and their representatives have immediate access to the chemical inventory list and MSDS? (See paragraph 13-3.e.)
- e. Are containers of hazardous chemicals properly labeled with the identity of the contents and appropriate hazard warnings? (See paragraphs 13-3.f. and 13-3.g.)
- f. Has a training program been developed and implemented which informs supervisors and employees about the provisions of the HAZCOM Program? (See paragraph 13-3.h.)

A-14. Chapter 14, Personal Protective Equipment (PPE).

- a. Has a PPE hazard assessment been conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE when engineering or administrative controls do not provide adequate protection. (See paragraph 14-2.)
- b. Have employees who are required to wear PPE been trained regarding its proper use? (See paragraphs 14-2.d.(4) and 14-6.)
- c. Does the facility manager ensure compliance with PPE requirements? (See paragraph 14-2.d.(9))
- d. Do emergency eyewash facilities meet DeCA requirements? (See paragraph 14-7.a.)
- e. Are sufficient hearing protectors (e.g., earplugs and muffs) available for all employees exposed to hazardous noise? (See paragraph 14-7.f.)
- f. Is fall protection equipment worn whenever employees are elevated on a PIT 6 feet or more above floor level? (Reference: paragraph 14-7.g.)

A-15. Chapter 15, Fire Protection and Prevention, Life Safety, and Emergency Services.

- a. Does the facility ISSA provide for fire protection and prevention services from the supporting host installation? (See paragraph 15-1.)
- b. Have employees received fire protection training from their supervisor? (See paragraph 15-2.c.)
- c. Have designated smoking areas been identified by the facility manager? (See paragraph 15-3.a.)

d. Has a written emergency evacuation plan been developed to ensure the safety of employees and patrons in the event of an emergency? (See paragraph 15-4.)

e. Do exits and exit markings meet all DeCA requirements? (See paragraph 15-5.)

f. Has the facility received an assessment from the host installation PAD/AED support office to determine the necessity for a PAD/AED? (See paragraph 15-6.)

A-16. Chapter 16, General Safety Requirements.

a. Are all work areas, including passageways and storerooms, kept clean, orderly, and sanitary? (See paragraph 16-3.a.)

b. Are any accesses to electrical panels, fire extinguishers, emergency eyewash units, or fire alarm pull stations blocked or obstructed by stored materials or equipment? (See paragraph 16-4.b.(1))

c. Are all floor surfaces kept clean and free of water, oil, and other slippery substances? (See paragraph 16-4.b.(2))

d. Are defective electrical equipment and cords taken out of service immediately? (See paragraph 16-5.a.)

e. Are electrical outlets and cover plates free of cracks and securely mounted? (See paragraph 16-5.f.)

f. Are all electrical plugs made of molded plastic or rubber and, if so equipped, is the grounding pin in serviceable condition? (See paragraph 16-5.c.)

g. Are equipment or extension cords in good condition and are they used in any such manner as described in paragraph 16-5.d.(2)?

h. Are extension cords used in lieu of permanent or fixed wiring? (See paragraph 16-5.d.(5))

i. Are circuit breakers, fuse boxes, and other disconnect switches marked to indicate what equipment or outlets they control? (See paragraph 16-5.e.)

j. Are GFCI installed in areas subject to becoming wet or subject to wash down, or exterior locations? (See paragraph 16-5.h.)

k. Are weatherproof electrical fixtures (outlets, lights) installed in areas subject to becoming wet or subject to wash down? (See paragraph 16-5.i.)

l. Are all aisles, passageways, offices, processing areas, stairs, ramps, docks, parking lots, and other exterior areas adequately lighted? (See paragraph 16-6.)

m. Do department managers maintain manufacturer's operating and maintenance manuals for all powered equipment or machinery under their control? (See paragraph 16-7.a.)

n. Have employees who are required to operate powered machines or equipment received the appropriate training given by their supervisor and has the training been documented on DeCAF 30-72? (See paragraph 16-7.b.)

o. While employees are operating powered machines, are issues such as wearing loose fitting clothing, neckties, finger rings (including wedding bands), bracelets, watches, or other apparel that may become entangled in moving machinery identified and prohibited, if necessary? (See paragraph 16-7.d.(2))

p. Does powered machinery (especially in the meat department) have under-voltage devices installed to protect workers from the hazards of sudden, unexpected startup following a power fluctuation or failure? (See paragraph 16-7.h.(2))

q. Are “ON” and “OFF” switches for powered machines easily accessible to workers at their normal operating positions? (See paragraph 16-7.h.(3))

r. Have CDC managers, commissary officers, and supervisors identified job tasks where the wearing of finger rings (includes wedding bands) are prohibited? (See paragraph 16-10.)

s. Has damaged/defective ladders been taken out of service and marked/tagged “Dangerous, Do Not Use.” (See paragraph 16-12.d.)

A-17. Chapter 17, Administrative Areas and Computer Rooms.

a. Are carts, hand trucks, other manual MHE available and used to transport/move heavy items (e.g., monitors, CPUs)? (See paragraph 17-3.b.)

b. Have supervisors briefed/trained computer users on proper ergonomic computer position guidelines? (See paragraph 17-3.c.)

c. Have computer room personnel received training on the area’s fire protection systems and evacuation procedures? (See paragraph 17-5.e.)

A-18. Chapter 18, Meat Department/Central Meat Processing Plant (CMPP).

a. Are meat department employees who operate PIT (e.g., forklifts, electric pallet jacks) authorized and certified (trained) to do so? (See paragraph 18-2.a.)

b. Is signage placed at the entranceway of freezers/coolers to alert personnel to check the inside prior to locking? (See paragraph 18-2.d.)

c. Is the freezer/cooler door’s interior emergency door opener device in good repair and inspected daily to ensure proper operation? (See paragraph 18-2.d.)

d. Is the use of wax-coated cardboard (cut-out sections from packaged meat boxes) on the floors prohibited in all meat department areas? (See paragraph 18-3.a.(1))

e. Has the meat department operations been evaluated to determine if a Lockout/Tagout Program is required? If required, is the program fully implemented? (See paragraph 18-3.b.)

f. Has a PPE hazard assessment been conducted on all meat department operations to determine if PPE usage is required? (See paragraph 18-3.c.)

g. Has a hazardous noise survey been conducted on all meat department work areas? Is it current? (See paragraph 18-3.d.)

h. Are meat bandsaw blade guards adjusted to the specific thickness of the meat being cut? (See paragraph 18-3.h.(1)(a))

i. Is the pusher plate on meat bandsaws and slicers used when meat portions being cut become shorter than six inches? (See paragraphs 18-3.h.(1)(d) and 18-3.h.(6)(b))

j. Is the meat display case in good repair? (See paragraph 18-4.)

A-19. Chapter 19, Grocery and Warehouse Department.

a. If needed, is the dock edge marked and a removable railing used to prevent personnel from falling off the dock? (See paragraph 19-2.a.(2))

b. Are passageways provided in warehouses for movement of employees who receive materials and stocks shelves, and are the passageways marked with lines painted on the floor? (See paragraph 19-2.a.(5))

c. Are aisles leading to circuit breakers, emergency eyewash stations, fire alarm pulls, sprinkler valves, fire exits, and fire extinguishing equipment kept clear? (See paragraph 19-2.a.(5))

d. Do ramps used by PITs (forklifts) have their slope calculated and posted immediately nearby the ramp? (See paragraph 19-2.a.(6))

e. Does each truck receiving bay have wheel chocks available for use (with the exception of bays equipped with operable dock restraining devices)? (See paragraph 19-2.a.(10))

f. Are pallet pulling operations being performed safely? (See paragraph 19-2.a.(12))

g. Has a PPE hazard assessment been conducted on all warehousing operations to determine the necessity of PPE usage? (See paragraph 19-2.b.(1))

h. Are aisle, racks, and other storage areas properly marked? (See paragraph 19-2.b.(3))

i. Is palletized and unpalletized merchandise placed and secured in a safe manner to preclude rocking and tipping of pallets and to prevent unbalanced stacks. Are there at least two cross member supports placed under each pallet of merchandise stored in the racks? (See paragraph 19-2.b.(7)(b))

j. Is signage placed at the entranceway of freezers/coolers to alert personnel to check the inside prior to locking? Is the freezer/cooler door's interior emergency door opener device in good repair and inspected daily to ensure proper operation? (See paragraph 19-2.c.(1))

k. Is accumulation of ice on freezer room walls, ceiling, and floor removed whenever a buildup of ice becomes noticeable? (See paragraph 19-2.c.(7))

l. Have actions been taken to ensure that only the proper individuals can operate and unload compactors/balers? (See paragraphs 19-2.d.(1) and (2))

m. Is the baler equipped with a proper functioning safety interlock switch to prevent operation unless the safety gate is lowered? (See paragraph 19-2.d.(3))

n. Is the floor area near the baler/compactor properly marked? (See paragraph 19.2.d.(6))

o. Are the sales floor, display cases, and shelving in good repair? (See paragraph 19-3.)

p. Are store decorations placed so that they do not obstruct viewing emergency exit signs, obstruct the spray pattern from sprinkler heads, exit doors, fire alarm stations, etc.? (See paragraph 19-3.)

q. Are shopping carts, child safety seats, and motorized carts in good repair? (See paragraph 19-3.)

r. Has a vendor cooking policy letter been developed for use in the store? (See paragraph 19-4.)

A-20. Chapter 20, Produce Department.

a. Are produce department employees who operate PIT (e.g., forklifts, electric pallet jacks) authorized and certified (trained) to do so? (See paragraph 20-2.a.)

b. Has the produce department operations been evaluated to determine if a Lockout/Tagout Program is required? If required, is the program fully implemented? (See paragraph 20-3.d.)

c. Has a PPE hazard assessment been conducted on all produce department operations to determine if PPE usage is required? (See paragraph 20-3.)

d. Are automatic spray misters properly adjusted to prevent over-spray onto the sales floor? (See paragraph 20-4.)

e. Is the sales floor area, matting, display cases, etc., in good repair and properly maintained? (See paragraph 20-4)

f. Are produce processing room floors and sales store floors kept clear of dropped produce to prevent slips and falls? (See paragraphs 20-3 and 20-4.)

A-21. Chapter 21, Customer Service Department.

a. Do cashiers adjust the keyboard stand prior to beginning their shift to ensure proper ergonomic alignment? (See paragraph 21-2.a.)

b. Do cashiers use proper scanning techniques (e.g., “power slide”, waiting for the conveyor belt to move items to the scanner, keying in codes when item does not scan at the second attempt, etc.) to process items? (See paragraph 21-2.b.)

c. Do cashiers, prior to beginning their shift, check the scale-scanner unit to ensure proper installation to provide a continuous level surface between the incoming and outgoing belt sections? (See paragraph 21.3.a.)

A-22. Chapter 22, Deli/Bakery Department.

a. Are deli/bakery department employees who operate PIT (e.g., forklifts, electric pallet jacks) authorized and certified (trained) to do so? (See paragraph 22-2.a.)

b. Has the deli/bakery department operations been evaluated to determine if a Lockout/Tagout Program is required? If required, is the program fully implemented? (See paragraph 22-3.c.)

c. Has a PPE hazard assessment been conducted on all deli/bakery department operations to determine if PPE usage is required? (See paragraph 22-3.d.)

d. Are employees under the age of 18 permitted to operate power-driven equipment? (See paragraph 22-3.i.)

A-23. Chapter 23, Center Distribution Centers: [reserved]

APPENDIX B

INSPECTION AND MAINTENANCE OF FALL PROTECTION EQUIPMENT

B-1. INSPECTION. Any one of the following deficiencies is cause for rejection of a newly purchased unit or for removal from service of existing equipment.

a. Leather Chest and Body Harness and Straps.

(1) Deep indentations, cuts, or abrasions caused by slippage of material through buckles and adjusters that have penetrated beyond the point of superficial surface damage.

(2) Loose or missing stitching or rivets.

(3) Elongated keeper holes or locally made holes.

(4) Evidence of exposure to excessive heat or destructive chemicals.

(5) Mechanical problems with buckles or adjusters.

(6) Evidence equipment has dried and cracked because of improper maintenance or exposure to the elements.

(7) Evidence that perspiration and body salts have attacked and deteriorated the leather, stitching, or metal parts.

b. Nylon, Polyester, and Polypropylene Chest and Body Harnesses and Straps. All items in paragraph B-1.a.(1), plus the following:

(1) Fraying of strands beyond the point of superficial damage.

(2) Frayed or smashed edges.

c. Nylon, Polyester, Polypropylene, and Manila Lanyards and Lifelines.

(1) Knots anywhere in the assembly.

(2) Bulged strands or parted segments.

(3) Cuts, chafes, nicks, or abrasions.

(4) Powdered fibers between the strands.

(5) Variation in size or roundness of strands.

(6) Deterioration due to mildew, fungus, or chemical exposure.

(7) Improperly attached end fittings.

- (8) Imbedded metallic shavings or other particles.
- (9) Slippage through adjusters.
- (10) Evidence of exposure to excessive heat.

d. Metal Components (“D” Rings, Snap Hooks, Rivets, Thimbles, Shoulder Rings, Plates, Buckles, Adjusters, and Other Fittings).

- (1) Surface corrosion or rust, either atmospheric or chemically induced.
- (2) Acid, chemical, or electrical burns resulting in discoloration, melting, or charring.
- (3) Broken, cracked, nicked, or deformed thimbles, rings, snap hooks, plates, fittings, grommets, buckles, or adjusters.
- (4) Bent, broken, or missing snap hook keeper latch. The gate latch must seat into nose without binding. The gate spring must exert sufficient force to fully, firmly close the keeper latch.
- (5) Failure of buckles and adjusters to secure and prevent slippage when properly threaded or applied.

B-2. MAINTENANCE.

a. Leather. Proper care of leather units requires that they be periodically cleaned with a damp sponge using saddle soap or castile soap (free form alkali) and lightly oiled every 6 months using linseed, castor, or soybean oil. Allow the leather to air dry before use.

b. Nonleather Components. Do not expose nonleather components to leather dressing oil. The application of oils to natural or synthetic materials can cause rapid deterioration of the fibers.

c. Fall protection equipment must not be stored in areas where the atmosphere may be laden with acid fumes (battery charging areas) as this can cause rapid deterioration of equipment parts. Signs of this type deterioration are dark brown or black spots on natural or synthetic part fibers.

APPENDIX C

SAMPLE VENDOR COOKING POLICY LETTER

(functional address symbol (FAS))

MEMORANDUM FOR ALL COMMISSARY EMPLOYEES

SUBJECT: Safety - Vendor Cooking Policy Letter 30-XX

1. **POLICY.** The purpose of this policy letter is to assign responsibilities and establish safety procedures and controls for vendor cooking demonstrations and sampling requiring the use of electric cooking equipment as required by DeCA Manual 30-17.1, paragraph 19-4. The store director will review this policy letter at least annually.

2. **APPLICABILITY.** This policy letter is applicable to all personnel who may authorize or participate in vendor cooking demonstration/sampling.

3. **RESPONSIBILITIES.**

a. The store manager or designated representative shall:

(1) Authorize and schedule cooking demonstrations.

(2) Authorize the vendor to bring in and take out of the store all equipment provided by the vendor that is required for the demonstration.

(3) Ensure only small quantities of food are prepared at one time and is either consumed or disposed of.

(4) Ensure the safety representative is notified of vendor cooking demonstrations so they can periodically monitor the operation.

b. The grocery manager shall:

(1) Ensure the demonstration is located and equipment is arranged and used so that they pose no hazards to patrons, employees, and facilities. Check the following:

(a) Inspect all equipment brought in by the vendor to ensure it is in good operating condition and electrical devices comply with a Nationally Recognized Testing Laboratory (NRTL) such as Underwriters Laboratories, Inc. (UL) or Factory Mutual Approvals (FM) specifications.

(b) If extension cords are used, ensure they are adequately rated to carry the electrical load of the cooking appliances to be used. (The ampere rating of the cord should match or exceed the ampere rating of the appliance.)

(c) Ensure electrical connections provide an adequate ground for the equipment, i.e., electrical cord ground pins are not broken or missing.

- (d) Avoid locating demonstrations in the middle of shopping aisles.
 - (e) Ensure tables or stands for placement of equipment are stable and equipment is not located on them close to the edge where it could fall if bumped. Also, equipment setup should be stable on the table or stand.
 - (f) Ensure vendors place knives and other utensils in a safe location when they are not being used.
 - (g) Ensure an adequate trash receptacle is available for the vendor's use.
- (2) Brief vendors on safety procedures to include cooking hazards, tripping hazards, and the location of the nearest fire extinguisher and fire alarm pull station.
 - (3) Maintain a simple log to document completion of prevendor cooking inspections and briefings. Maintain this log for 1 year.
- c. The safety representative will periodically monitor the cooking demonstration throughout the day to ensure the operation remains safe.
4. This policy letter remains in effect until rescinded, superseded, or replaced by a directive.

Store Director

APPENDIX D

SAFETY PROGRAM ASSESSMENT GUIDE (SPAG)

D-1. PURPOSE. This guideline primarily establishes procedures for assessing DeCA activity SOH programs for annual safety awards competition. Regions may also choose to use the SPAG to determine their nominees for safety awards. DeCA activities may use the SPAG independently as a supplemental tool to help assess the effectiveness of their safety program during required self-inspections. It will not be used as sole source checklist for conducting required in-dept annual inspections of safety programs.

D-2. BACKGROUND. The Agency places a high priority on achievement recognition, which must include SOH programs. This guide will help you conduct a detailed, accurate evaluation of activity SOH programs, and give a clear picture of award nomination eligibility. Instructions for use of this guide are found in the following paragraphs.

D-3. SCOPE OF THE SPAG REVIEW. The duration of the SPAG review will vary depending on the circumstances of the workplace being evaluated and the evaluation techniques used. In all cases, this review shall include:

- a. A review of all required DeCA documents relating to the SOH Program.
- b. Periodic walk-around observations at different intervals throughout the visit to note work area conditions and carefully evaluate employees' work practices. Additionally, look for evidence of management's active involvement to ensure safe work area conditions and employee performance.
- c. Interviews with an appropriate number of employees, employee representatives (union), and management personnel to gain information regarding their safety knowledge base and commitment to the program. If reasonable, solicit feedback from contractor supervisors and host safety to gain their viewpoint regarding the state of safety compliance in the activity.

D-4. USING SPAG. SPAG will be used as a guide to evaluate DeCA activities that are nominated for SOH Program awards.

a. Gathering activity information for SPAG begins during the in-brief for management and continues through the evaluation process.

(1) The evaluator will explain the purpose of SPAG and request copies of key SOH Program documents (written activity safety programs/procedures, copies of inspection reports, accident reports, hazard reports/abatement documents, etc.) be made available for review in order to make an initial assessment about the program.

(2) The initial assessment may be verified or modified based on information obtained during interviews of an appropriate number of employees and management, and by observation of actual SOH conditions and work practices noted during the evaluation process.

b. Evaluating the Program. As a minimum, the program elements to be evaluated are:

- (1) Management leadership.
- (2) Inspections and standards compliance.
- (3) Accident experience and related actions.
- (4) Hazard reporting and controls.
- (5) Emergency actions plans.
- (6) SOH training.

c. Factors. Each of the six elements contains factors. The scores that evaluators assign to the factors will determine the score for each element. The factors are:

- (1) For Management Leadership.
 - Factor #1: Management Leadership
 - Factor #2: Employee Participation
 - Factor #3: Resources
 - Factor #4: Contractor Safety
- (2) For Inspections and Standards Compliance.
 - Factor #1: Inspections and Job Hazard Analysis (JHA)
 - Factor #2: Observation of Facility Safety Conditions and Employee Work Practices
- (3) For Accident Experience and Related Actions.
 - Factor #1: Accident Experience
 - Factor #2: Accident Investigation and Reporting
 - Factor #3: Data Analysis
- (4) For Hazard Reporting and Controls.
 - Factor #1: Hazard Reporting
 - Factor #2: Hazard Control
- (5) For EAPs.
 - Factor: Emergency Situation Planning
- (6) For SOH Training.
 - Factor: Job SOH Training

d. Scoring. The score of each element will be determined based the evaluator's assignment of factor scores.

(1) SPAG Elements Tables. The elements tables (see paragraph D-5) have factors and factor descriptors (numbered 1 through 5) for each element. The factor descriptors are intended as brief illustrations of a workplace at a particular level. Evaluators should proceed with the understanding that

the descriptor that “best fits” may not always match the workplace exactly or in literal detail. Evaluators will assign a score to each factor using the selected descriptor number (1 to 5).

(2) Factor Scoring Notes. Take the following into account in assessing specific factors:

(a) DeCA activity SOH programs should be in writing in order to be effectively implemented and communicated. Nevertheless, a program’s effectiveness is more important than whether it is in writing. A small worksite may well have an effective program that is not written, but which is well understood and followed by employees.

(b) In assessing the effectiveness of a SOH Program or subprogram that is not in written form but is required to be, evaluators will normally not penalize an evaluation score if the evaluator can determine the activity is actually taking all actions that are the subject of the requirement. However, if a serious hazard is present that is related to the requirement, then a penalty is appropriate.

(c) Employee involvement in an establishment’s SOH Program is essential to its effectiveness. It should include participation in the safety enforcement process; e.g., walk around inspections, interviews, and informal discussions, as may be appropriate. Thus, evaluation of SOH programs must include objective assessment that determines the extent of employee involvement. The SPAG tables include helpful information in this regard.

(d) Consistency with Violations/Hazards Found. The SPAG evaluation and scores assigned to the individual elements and factors should be consistent with the types and numbers of violations or hazards found during the evaluation. As a general rule, high SPAG scores would be inconsistent with numerous or serious violations or a high injury/illness rate. The following are examples for general guidance:

1 Training. If applicable, DeCA or OSHA Standards require training, but the DeCA activity does not provide it; the SPAG score for “Training” should not normally exceed “2.”

2 Workplace Safety Analysis. If hazard analyses (e.g., PPE or JHA) are required or necessary, but not performed by the DeCA activity; the SPAG score for “Workplace Safety Analysis” should not normally exceed “2.”

(e) If the evaluator observes numerous serious violations, the SPAG score for “Hazard Prevention and Control” should not normally exceed “2.”

(3) Element Scores. Determine scores for elements 1 through 4 by adding their factor scores and then averaging them. If necessary, round off to the nearest whole number. Round up from one-half (.5) or greater; round down from .49 or less. See example below.

EXAMPLE: Element #1, Management Leadership and Employee Participation

Factor #1: Management Leadership	5
Factor #2: Employee Participation	5
Factor #3: Resources	4
Factor #4: Contractor Safety	<u>3</u>
	17
	$17/4 = 4.25$
	Round off to “4”

(a) Element numbers 5 and 6 have only one factor each so it will not be necessary to average the factor points to determine the element scores.

(b) If an activity declines to or cannot provide pertinent information or documents regarding one or more factors or elements, a score of “1” shall be recorded for that factor or element.

(c) If an element or factor does not apply to the activity being evaluated, a notation of “Not Applicable” or “N/A” shall be made, and score computations for that factor or element will not be made.

(4) Overall SPAG Score. An overall score for the activity will be an average of the applicable element scores (usually 6). However, if one element was determined to be N/A (as noted in the above paragraph) the score would be an average of the 5 elements [total element score/5]. See the following example.

EXAMPLE: If an activity’s element scores are:

Management Leadership and Employee Participation	4
Inspections and Standards Compliance	2
Accident Experience and Related Actions	1
Hazard Reporting and Controls	3
EAP	2
Safety and Occupational Health Training	<u>3</u>
Total Element Score	15

Overall SPAG Score is: $15/6 = 2.5$

[NOTE: Do not round the overall score to the nearest whole number.]

(5) If nominees in the same activity category (e.g., small stores) have tie scores, all will be recognized.

e. Program Rating. The overall SPAG score is the level at which the activity’s SOH Program is rated. Although this rating is a relatively formal assessment of the program, it does not conclude that a DeCA activity is in total compliance with all safety standards. It is merely a scorecard for safety award nominees. The following chart summarizes program ratings:

<u>Score</u>	<u>SOH Program Rating</u>
1	No program or ineffective program
2	Developmental program
3	Basic program
4	Superior program
5	Outstanding program

D-5. THE SPAG ELEMENTS TABLES. As noted in paragraph D-4.d.(1), the following tables provide the definitions/illustrations to measure the activity’s performance levels. Again, evaluators should proceed with the understanding that the descriptor that “best fits” may not match the workplace’s program level in exact detail.

a. **ELEMENT #1: Management Leadership and Employee Participation.**

Factor #1: Management Leadership. Management active leadership in making program decisions, providing program direction, and establishing goals.	
1	Management demonstrates no policy, goals, objectives, or interest in SOH issues at this worksite.
2	Management sets and communicates SOH policy, but remains detached from all other SOH efforts.
3	Management supports SOH rules, and offers visible support to help ensure most SOH efforts are successful.
4	Management actively participates in the most significant aspects of the activity's SOH Program. Reporting of accidents, hazards, or unsafe procedures and acts is encouraged. Other positive incentives may be present.
5	Management is fully involved in all activity SOH efforts. SOH issues are regularly included on agendas of management operations meetings and receive appropriate management emphasis during safety council meetings. Management clearly understands their safety role and demonstrates support of the SOH Program to the benefit of everyone at the activity. This performance is consistent and sustained or has greatly improved over time.

Factor #2: Employee Participation. Employee participation provides the means through which workers identify hazards, recommend and monitor abatement, and otherwise participate in their own protection.	
1	Worker participation in SOH meetings and other activities is not encouraged. Incentives are present which have the effect of discouraging reporting of incidents, injuries, and potential hazards. Employee representatives are not involved in the SOH Program.
2	Workers and their representatives can participate in SOH activities at the worksite to a limited extent. Some procedures are in place for communication between management and workers on SOH matters. Worker rights under the Occupational Safety and Health Act to refuse or stop work that they reasonably believe involves imminent danger are understood by workers and honored by management.
3	Workers and their representatives are involved in the SOH Program and are allowed to participate in inspections of work areas. Workers' and representatives' right of access to information is understood by workers and recognized by management. A documented procedure is in place for reporting of hazards and receiving timely activity responses.
4	Workers and their representatives participate in some workplace analysis, inspections and investigations, and development of control strategies throughout facility; and have necessary training and education to participate in such activities. Workers and their representatives have access to all pertinent health and safety information, including safety reports and audits. Workers are informed and aware of their right to refuse job assignments that pose serious hazards to themselves pending management response.
5	Workers and their representatives participate fully in development of the SOH Program and conduct of training and education. Workers participate in inspections, program reviews conducted by management or third parties, and have necessary training and education to participate in such activities. Activity openly encourages and authorizes employees to stop operations that present serious SOH risk to employees or others.

Factor #3: Resources. Activity management provides adequate funding for hazard abatement, personnel for safety positions with sufficient line of authority, and a means to hold managers, supervisors, and employees accountable (line accountability).	
1	Resources to implement an effective SOH Program are inadequate or nonexistent.
2	Some resources to implement a SOH Program are adequate and effectively used; others are not. Management assigned responsibility for implementing a SOH Program to identified person(s) but they do not possess authority to cross departmental lines. Management's designated representative does have authority to direct abatement of hazards that can be easily corrected without major capital expenditure.
3	Resources to implement a SOH Program are adequate. Safety representative has some expertise in hazard recognition and a working knowledge of DeCA safety requirements, possesses authority to cross departmental lines, and has authority to direct corrective actions on minor hazards.
4	Resources to implement a SOH Program are adequate and effectively used. Written safety procedures, policies, and interpretations are available and updated based on reviews of the SOH Program by the safety representative. Hazard abatement as a functional responsibility of management is understood. Processes are in-place that encourages supervisor and employee participation in safety program events.
5	All resources needed to implement a strong SOH Program are in-place and highly effective. Management, supervisor, and employee support is clearly visible. The SOH representative is a senior member of store management, has a broad-based knowledge of safety requirements, and uses it effectively to manage all aspects of the program. Hazard abatement as a functional responsibility of management is readily evident based on management actions to promptly resolve issues. Local incentives are present that ensure participation by all in safety program events.

Factor #4: Contractor Safety. An effective SOH Program is inclusive of the contractors at the worksite. It is management's responsibility to address contractor safety issues.	
1	Management makes no provision to include contractor participation within the scope of the activity's SOH Program.
2	Management policy requires contractor to conform to DeCA/OSHA regulations and other safety requirements but does not always monitor contractor work practices.
3	The safety representative and QAE monitor contractor work practices and have authority to stop those that expose activity employees or other persons to serious safety or health risks. Management informs contractor and employees of hazards present at the facility.
4	Management, the safety representative, and QAE are adequately informed of safety requirements for contractor work performance and routinely intervene to ensure the safety of all.
5	Management ensures the safety representative and QAE have a thorough working knowledge of safety requirements for contractor and DeCA operations, and takes immediate action to correct unsafe contractor practices. The site's contractor supervisor cooperates fully and takes immediate action to ensure the safety of all employees and patrons. Management includes the contractor in activity safety council meetings.

b. ELEMENT # 2: Inspections and Standards Compliance.

Factor # 1: Inspections and Job Hazard Analysis (JHA). An effective, proactive SOH Program will seek to identify and analyze all hazards. When needed, JHA of work tasks helps assure identification of critical safety steps and standardization of job performance.	
1	There is no evidence of a comprehensive inspection of the SOH Program. No system exists for conducting JHA of planned, changed, new, or problematic operations.
2	Inspections for violations of standards are conducted by knowledgeable person(s), but only in response to accidents or complaints. Spot inspections are performed but are not always documented. No system exists for conducting JHA of planned, changed, new, or problematic operations.
3	Annual and spot safety inspections are conducted by knowledgeable person(s) and documented. Follow-ups on open inspection report items to ensure completion are not always conducted. Current JHAs are conducted and written (where appropriate) for all high-hazard jobs and processes.
4	Spot inspections are conducted as required and drive appropriate corrective action. A qualified professional conducts methodical annual and spot inspections, follow-ups on open items, and ensures corrective actions are completed. Current JHA are documented for all appropriate work tasks, and are communicated and available to the affected workforce. Knowledgeable persons review all planned/changed/new facilities, processes, materials, or equipment to determine the need for further JHAs.
5	An SOH professional, or other persons formally trained in hazard recognition, conduct annual inspections and spot inspections of the safety program, facilities, and operations. Corrective action is documented and hazard abatement plans are completed, if necessary. Results of completed JHAs are integrated into the design, development, implementation, and changes of all processes and work procedures as needed. JHAs are also conducted for jobs/ tasks/workstations where injury or illnesses trends have been recorded. JHAs are communicated to and understood by affected employees.

Factor # 2: Observation of Facility Safety Conditions and Employee Work Practices. The evaluator should walk through the facility periodically at different times of the day and make note of physical conditions that present hazards to employees and patrons, and to observe employee work practices.	
1	Numerous serious and minor hazards (> 10) exist throughout the facility and little or no action has been taken to correct them. Employee compliance with safe operating procedures is nonexistent.
2	Multiple minor hazards (7 to 10) exist in the facility but these have been previously identified and action to correct them is being taken. Most employees are complying with safe operating procedures and wearing required PPE.
3	Several minor hazards (5 to 6) exist in parts of the facility. All have been previously identified and action to correct them is in progress. Employees are generally in compliance with safe operating standards.
4	Very few minor hazards (< 5) exist and are limited to one part of the facility. Action to correct them is already well underway. Systems are in place to ensure unsafe conditions are dealt with promptly. No unsafe practices by employees were observed.
5	No hazardous conditions are present in the facility and employee compliance with safety standards is excellent. Management has established systems that ensure unsafe conditions and work practices are corrected promptly. Supervisors and employees are actively engaged in the hazard identification

	and correction process.
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c. ELEMENT # 3: Accident Experience and Related Actions.

Factor # 1: Accident Experience. An effective safety program will have few, if any, minor injuries or near-miss incidents.

1	Lost time (DART) injury rate was much higher than DeCA’s goal (more than 3 times the DeCA rate) for the award year. Additionally, the activity may have experienced several property damage or other near-miss accidents. Management took little or no effective actions to prevent further accidents.
2	Lost time (DART) injury rate was higher than DeCA’s goal (more than 1.5 to 3 times the DeCA rate) for the award year and a few (< 4) property damage or other near-miss accidents may have occurred. Management took some action to prevent further losses but some were ineffective.
3	Lost time (DART) injury rate that closely matched DeCA’s goal (within +/- 1.5 times the DeCA rate) for the award year. Only a few or no other accidents/near-misses occurred. Management took appropriate, effective actions to prevent further losses.
4	Lost time (DART) injury rate was lower than DeCA’s goal (less than 1.5 times the DeCA rate) for the award year. Few or no other accidents/near-misses occurred. Management took appropriate, effective actions to prevent further losses.
5	Lost time (DART) injury rate was zero. Only a few or no other accidents/near-misses occurred. Management developed and activated innovative, forward-looking measures to prevent future losses.

Factor # 2: Accident Investigation and Reporting. Good safety programs ensure investigation of accidents and “near miss” incidents, so that their causes are identified and action is taken to prevent recurrence. Accident reports must include and be forwarded to the next chain of command in the required timeframe. Class A and B accident reports must include detailed cause and corrective action information.

1	No investigation of accidents, injuries, near misses, or other incidents is conducted and many are not reported as required.
2	Some investigation and reporting of accidents takes place, but cause is not identified and corrective actions are ineffective.
3	Accidents are investigated and reports are completed for all lost time injuries. Reports are generally prepared with some causes identified and corrective measures prescribed.
4	Most accidents, injuries, and near misses are investigated and reported. Causes are identified and effective corrective actions are completed. Most accident reports are completed and forwarded through command channels on time. Accident circumstances and recommendations are reviewed during safety council meetings.
5	All accidents and near-misses are thoroughly investigated to identify root causes and effective corrective actions developed. Corrective actions are completed in a timely manner and accident information is shared with employees to help prevent recurrence. All required accident reports are completed flawlessly and forwarded through command channels on time. Trained safety personnel systematically review quality and completeness of investigations and reports during inspections.

Factor # 3: Data Analysis. An effective program will analyze injury and illness records for indications of sources and locations of hazards, and jobs that experience higher numbers of injuries. By analyzing injury and illness trends over time, patterns with common causes can be identified and prevented.

1	Little or no analysis of injury/illness records.
2	Data is collected but not analyzed or not effectively used.
3	Data is collected and rates are calculated so as to identify high-risk areas/jobs and trends. Significant analytical findings are used for accident prevention purposes.
4	Activity safety representative analyzes accident data to identify the frequent and most severe problem areas, the high-risk areas, and job tasks. Analytical findings are briefed to members of the quarterly safety council and used to plan accident prevention efforts.
5	All levels of management and most of the workforce know the results of analysis of their accident data and use of the information is effective. The data is updated each quarter and adjustments to the accident prevention plan are made if necessary. Supervisors and employees are informed of any planned adjustments.

d. **ELEMENT # 4: Hazard Reporting and Controls.**

Factor # 1: Hazard Reporting. A reliable hazard reporting system enables employees, without fear of reprisal, to notify management of conditions that appear hazardous and to receive timely and appropriate responses.

1	No hazard reporting system exists. Employees are totally unaware of DeCA's hazard reporting procedures.
2	Employees are instructed to verbally report hazards to management. Supervisors are instructed to investigate verbal reports and take action if necessary. No hazard reporting procedures are established in writing.
3	A formal, written system for hazard reporting exists. Employees are generally aware of procedures on how to report hazards.
4	A formal, written system for hazard reporting exists. Employees are periodically instructed in hazard identification and reporting procedures. Management conducts periodic surveys of hazard report procedures to ensure the system remains effective. Corrective actions are documented and completed reports are maintained on file.
5	A formal, written system for hazard reporting exists. Employees are well aware of their responsibility to be active participants in the hazard reporting and corrective action processes. Management responds to reports of hazards with decisive, effective corrective actions. An overview of open and corrected hazards is a regular agenda item during quarterly safety council meetings.

Factor # 2: Hazard Controls. Workforce exposure to all current and potential hazards should be prevented/controlled by using engineering controls wherever feasible; and/or administrative controls and PPE.

1	Control of hazards is seriously lacking or absent from the activity.
2	Hazard controls are generally in place, but effectiveness and completeness vary. Serious hazards may still exist. Activity has achieved general compliance with applicable DeCA standards

	regarding hazards with a significant probability of causing serious physical harm. Not all hazards that have caused injuries have been corrected.
3	Appropriate controls (engineering, work practice, administrative, and PPE) are in place for serious hazards. Some minor hazards may exist. Documented reviews of machine guarding, lockout/tagout, ergonomics, materials handling, blood borne pathogens, confined space, HAZCOM, JHA, and other general standards have been conducted. The overall program tolerates occasional deviations.
4	Hazard controls are fully in place and are known and supported by supervisors and the workforce. Few minor hazards exist. The activity requires strict and complete compliance with all DeCA and industry standards. All deviations are identified and causes determined.
5	Hazard controls are fully in place and continually improved upon based on workplace experience and general knowledge. SOH professionals conduct documented reviews of needs.

e. **ELEMENT # 5: Emergency Action Plans (EAP).**

Factor: Emergency Situation Planning. Covers planning for all emergencies including evacuation of the facilities.	
1	Little or no effective effort to plan for emergency situation actions.
2	EAP for evacuation and other emergency situations are present but not in writing. Some training of employees is conducted but is sporadic. Deficiencies may exist in the action plan.
3	Persons with specific training have prepared written EAP. All employees are trained in emergency procedures. Action plan procedures are periodically reviewed to ensure adequacy.
4	The EAP is well developed and written, and is reviewed by qualified safety and fire protection officials during routine inspections or other staff visits. Employees are well trained in emergency procedures.
5	All potential emergency evacuation situations have been identified in the action plan. Local safety and fire protection officials reviewed the plan and assisted with testing it before implementation. The plan and performance are reevaluated at least annually during inspections/staff visits, and after each evacuation event to ensure procedures still meet activity needs. Employees are well trained and perform plan procedures flawlessly during emergency situations.

f. **ELEMENT # 6: Safety and Occupational Health Training**

Factor: Job SOH Training. Should cover the SOH responsibilities of all personnel who work at the site or affect its operations. It is most effective when incorporated into training that concerns performance requirements and job practices. It should include all subjects and areas necessary to address the hazards at the activity.	
1	Facility depends on experience and peer training to meet needs. Managers/supervisors demonstrate little or no involvement in SOH training responsibilities.
2	Some orientation training is given to new hires. Some safety training materials (e.g., pamphlets, posters, videotapes) are available or are used periodically at safety meetings, but there is little or no assessment of worker knowledge in this area. Managers generally demonstrate awareness of SOH responsibilities, but have limited training themselves or involvement in the activity's training

	program.
3	Training required by applicable standards is provided to all activity employees. Supervisors and managers attend training in all subjects provided to employees under their direction. Employees generally demonstrate the skills/knowledge necessary to perform their jobs safely. Records of training are available.
4	Knowledgeable persons conduct SOH training as required. Employees are trained to recognize hazards, violations of DeCA standards, and activity safety procedures. All employees, including supervisors and managers, generally demonstrate knowledge of the overall SOH Program. There are easily retrievable records.
5	Knowledgeable supervisors conduct and document all required SOH training. Training covers all information relevant to general safety, health, fire prevention, and job specific safety standards. Supervisor and employee training equip them to recognize hazards and unsafe work practices, and to take immediate action to correct them. Employees participate in the development of the training material.

APPENDIX E

INSTRUCTIONS FOR ACCIDENT REPORTING AND RECORD KEEPING

E-1. DEFINITIONS.

a. Establishment. “Establishment” found in 29 CFR 1960.2(h) will remain applicable to Federal agencies. The term establishment means a single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment. Typically, an establishment as used in this part refers to a field activity, regional office, area office, installation, or facility.

b. First Aid. The following procedures are the complete list of all treatments that are considered first aid:

(1) Using a nonprescription medication at nonprescription strength (for medications available in both prescription and nonprescription form, a recommendation by a physician or other licensed health care professional to use a nonprescription medication at prescription strength is considered medical treatment for record keeping purposes).

(2) Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment).

(3) Cleaning, flushing or soaking wounds on the surface of the skin.

(4) Using wound coverings such as bandages, Band-AidsTM, gauze pads, etc., or using butterfly bandages or Steri-StripsTM (other wound closing devices such as sutures, staples, etc., are considered medical treatment).

(5) Using hot or cold therapy.

(6) Using any nonrigid means of support, such as elastic bandages, wraps, nonrigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for record keeping purposes).

(7) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards).

(8) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.

(9) Using eye patches.

(10) Removing foreign bodies from the eye using only irrigation or a cotton swab.

(11) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.

(12) Using finger guards.

(13) Using massages (physical therapy or chiropractic treatment are considered medical treatment for record keeping purposes).

(14) Drinking fluids for relief of heat stress.

c. Medical Treatment. The management and care of a patient to combat disease or disorder. It does not include visits to a physician or other licensed health care professional solely for observation or counseling; or the conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils) or first aid.

d. Musculoskeletal Disorder (MSD). MSDs are disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, and spinal discs. MSDs do not include disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents. Examples of MSDs include: CTS, rotator cuff syndrome, De Quervain's disease, trigger finger, sciatica, epicondylitis, tendinitis, raynaud's phenomenon, carpet layers knee, herniated spinal disc, and low back pain.

e. Other Potentially Infectious Material. Means:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV-containing or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

f. Preexisting Condition. An injury or illness is a preexisting condition if it resulted solely from a nonwork-related event or exposure that occurred outside the work environment.

g. Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in permanent impairment through loss or loss of use of any part of the body, with the following exceptions:

(1) Loss of teeth.

(2) Loss of fingernails or toenails.

(3) Loss of tips of fingers or tips of toes (no bone loss).

(4) Inguinal hernia, if it is repaired.

(5) Disfigurement.

(6) Sprains or strains that do not cause permanent limitation of motion.

h. Permanent Total Disability. Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that they cannot

follow any gainful occupation. The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single accident, shall be considered as a permanent total disability.

i. Restricted Work. Restricted work occurs when, as the result of a work-related injury or illness, an employee is kept from performing one or more of the routine functions of their job, or from working the full workday that they would otherwise have been scheduled to work; or a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of their job, or not work the full workday that they would otherwise have been scheduled to work.

j. Routine Functions. An employee's routine functions are those work activities the employee regularly performs at least once per week.

k. Significant Diagnosed Injury or Illness. Work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum must always be recorded under the general criteria (Chapter 6, paragraph 6-2.c) at the time of diagnosis by a physician or other licensed health care professional.

[NOTE: OSHA believes that most significant injuries and illnesses will result in either death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. However, there are some significant injuries, such as a punctured eardrum or a fractured toe or rib, for which neither medical treatment nor work restrictions may be recommended. In addition, there are some significant progressive diseases, such as byssinosis, silicosis, and some types of cancer, for which medical treatment or work restrictions may not be recommended at the time of diagnosis but are likely to be recommended as the disease progresses. OSHA believes that cancer, chronic irreversible diseases, fractured or cracked bones, and punctured eardrums are generally considered significant injuries and illnesses, and must be recorded at the initial diagnosis even if medical treatment or work restrictions are not recommended, or are postponed, in a particular case.]

l. Standard Threshold Shift (STS). A change in hearing threshold, relative to the most recent audiogram for that employee, of an average of 10 dB or more at 2000, 3000, and 4000 hertz in one or both ears.

E-2. DeCAF 30-301, INJURIES AND ILLNESSES ACCIDENT REPORT INSTRUCTIONS.

DeCAF 30-301 was designed with the OSHA Form 301 as the format for Section I combined with DeCA unique information for Sections II, III, and IV. Section III contains "privileged safety information" and will be used/released per guidance provided in paragraph 6-12. The completion criteria addressed in Chapter 6, paragraphs 6-7.a and 6-7.b (i.e., for DeCA U.S. employees, LN, CASU contractors and DeCA military) the entire form must be completed. For patrons, other contractors (all other contractors except for CASU), vendors, etc., complete the "shaded" sections.

a. At the top of the first page, enter the name of the facility (e.g., Fort Anywhere Commissary) and zip code. Next, provide information about the person preparing the form by indicating their name, their title, and the date the form was prepared.

b. Section I (page 1 and 2) of the form is the generic information contained within the original OSHA Form 301. It is separated into three areas: Information About the Employee/Individual; Information About the Physician or Other Health Care Professional; and Information About the Case.

SECTION I - INFORMATION ABOUT THE EMPLOYEE/INDIVIDUAL	
(1)	Full Name. Enter the full name of the employee (First, Middle, Last).
(2)	Address. Enter the street, city, state, zip of the employee. For OCONUS U.S. employees, indicate mailing address (APO). For OCONUS locations, within the “state” block, enter in the country abbreviation.
(3)	Date of Birth. Enter the month/day/year (e.g., 07/13/1959)
(4)	Date Hired (at current establishment). Enter the month/day/year (e.g., 04/30/1984)
(5)	Gender. Place an “X” in the appropriate box - Male or Female.
SECTION I - INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL	
(6)	Name of physician or other health care professional. Enter the name of the physician or other health care professional that provided treatment to the injured employee. The lost workdays (days away from work) and/or restricted duty or job transfer requirements, indicated on OSHA Form 300, must meet the documented opinion of this physician or other health care provider.
(7)	If treatment was given away from the worksite, where was it given? Enter the name of the treatment facility and its address.
(8)	Was employee treated in an emergency room? Indicate “Yes” or “No”, with an “X” in the appropriate box.
(9)	Was employee hospitalized overnight as an in-patient? Indicate “Yes” or “No”, with an “X” in the appropriate box.
SECTION 1 - INFORMATION ABOUT THE CASE	
(10)	Case number. The person maintaining the injury/illness log assigns this case number. The case number for DeCAF 30-301 is an alpha-numerical combination that represents the facility’s functional address symbol (FAS), the CY, and the accident sequence number (e.g., Lee-05-01). [NOTE: If a workers compensation form was submitted for the accident, the DoD EDI system may electronically forward a “notification” sample OSHA Form 301 back to the facility, and currently that system writes their “OSHA Tracking number” in this block 10. Do not use this number for the internal case number. However, enter this number in Section II of DeCAF 30-301 in block “EDI OSHA Tracking Number”.]
(11)	Date of injury or illness. Enter the date (month/day/year) of the accident (e.g., 01/25/2005).
(12)	Time employee began work. Enter the time the employee began working. Include whether this time is AM or PM (e.g., 7:30 AM).
(13)	Time of event. Enter the time of the accident. Include whether this time is AM or PM (e.g., 5:15 PM). If the time of the accident cannot be determined, check the box and leave the “Time of event” block blank.
(14)	What was the employee/individual doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples from OSHA include: climbing a ladder while carrying roofing materials; spraying chlorine from hand sprayer; daily computer key-entry.
(15)	What happened? Describe how the injury/illness occurred. Examples from OSHA include: when ladder slipped on wet floor, worker fell 20 feet; worker was struck by a forklift; worker developed soreness in wrist over time. Provide only the factual information on the accident; investigative information must be provided in Section III.
(16)	What was the injury or illness? Describe the part of the body that was affected and how it was affected; be more specific than “hurt,” “pain,” or “sore.” Examples from OSHA include: strained back; chemical burn, hand; carpal tunnel syndrome.
(17)	What object or substance directly harmed the employee/individual? Examples from OSHA include: concrete floor; chlorine; radial arm saw. If this question does not apply to the incident, leave it blank.

(18)	If the employee/individual died, when did death occur? Enter the date of death. Otherwise, leave blank.
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b. Page 3 of DeCAF 30-301 is the DeCA unique additive to the basic OSHA Form 301. It contains three additional sections: Section II - Factual Information (questions 1 - 14), Section III - Investigation (questions 15-19), and Section IV - Review (question 20). At the top right section of the form, place an "X" in the appropriate box to indicate whether the report is the "Initial" or "Change" report.

SECTION II - FACTUAL INFORMATION (Questions 1 - 14)	
(1)	Personnel Classification. Place an "X" in the appropriate box. If the injured/ill party does not fit in any of the identified boxes, enter the classification in the box noted as "OTHER."
(2)	Occupational Series. Enter the occupational series for the employee (e.g., 0018 or 2091). If the individual is a CASU contractor, enter "CASU." If the individual is DeCA military, leave the space "blank", the person's rank will be noted in block 6.
(3)	Title. Enter the title for the position (e.g., meat cutter, store worker).
(4)	Injury or Illness. Enter whether the accident resulted in an injury or illness (e.g., Inj or Ill). Remember that if this accident report is recorded on OSHA Form 300, this determination must match the same type noted in block "M" (e.g., if this accident is noted as an "Inj" then block M(1) on OSHA Form 300 must be "X"; if this accident is noted as an "Ill", then one of the blocks M(2) through M(6) must be "X").
(4)(a)	Injury Type. Drop down menu lists the various injury types, select the one applicable to the accident. If "other", enter the injury type in Block 4.a.1.
(4)(b)	Illness Type. Drop down menu lists the various illnesses types, select the one applicable to the accident. If "other", enter the illness type in Block 4.b.1.
(5)	Accident Class (A, B, C, D). Match the result(s) of the accident to the criteria provided in Chapter 6, paragraph 6-6. Enter the accident classification level (e.g., A, C).
(6)	Grade/Rank. Enter the grade/rank of the injured/ill employee (e.g., GS-13, MAJ).
(7)	Accident Classification. From the drop down menu, select the appropriate classification that represents the most severe result of the accident (e.g., if the person had both "days away from work" and "restricted duty" place an "X" in Block 8 for "days away from work").
	-- Death. Self-explanatory. Corresponds to column "G" on the OSHA Form 300.
	-- Days Away from Work. Individual not at work, does not include the day of the accident. Corresponds to column "H" on the OSHA Form 300.
	-- Job Transfer. Individual remains at work but is assigned to a different position. Corresponds to column "I" on the OSHA Form 300.
	-- Job Restriction. Individual remains at work in the same position, but works with restricted duties. Corresponds to column "I" on the OSHA Form 300.
	-- Other-Medical Treatment Beyond First Aid. The accident does not result in death, days away from work, or job transfer or restriction; but does result in medical treatment beyond first aid as defined in paragraph E-1 above. Corresponds to column "J" on the OSHA Form 300.
	-- Other-Loss of Consciousness. The accident does not result in death, days away from work, or job transfer or restriction, but does result in the loss of unconsciousness, regardless of the length of time the employee remains unconsciousness. Corresponds to column "J" on the OSHA Form 300.
	-- Other-Significant Injury/Illness Diagnosed By a Physician. The accident does not result in death, days away from work, or job transfer or restriction; but does result in medical treatment beyond first aid as defined in paragraph E-1 above. Corresponds to column "J" on the OSHA Form 300.

	-- Other-Needlestick Injury. The accident does not result in death, days away from work, or job transfer or restriction; but does meet the criteria addressed within this Manual, Chapter 6, paragraph 6-2.d.(1). Corresponds to column "J" on the OSHA Form 300.
	-- Other-Hearing Loss. The accident does not result in death, days away from work, or job transfer or restriction; but does meet the criteria addressed within this Manual, Chapter 6, paragraph 6-2.d.(3). Corresponds to column "J" and column "M(5)" on the OSHA Form 300.
	-- Other-Tuberculosis. The accident does not result in death, days away from work, or job transfer or restriction; but does meet the criteria addressed within this Manual, Chapter 6, paragraph 6-2.d.(4). Corresponds to column "J" and column "M(3)" on the OSHA Form 300.
	-- First Aid, Not Recordable. These accidents are defined in paragraph E-1 above, and do not meet any of the general reporting/recording criteria addressed within this Manual, Chapter 6, paragraph 6-2.c or any of the additional reporting/recording criteria addressed within paragraph 6-2.d. These accidents are not entered on OSHA Form 300.
	-- Reported, Not Recordable. Self-explanatory (e.g., a near-miss).
(8)	Number of days away from work. Within 7 days, enter the actual/good estimate of days lost. For this form (DeCAF 30-301) provide the best number possible. However, if a medical authority provides a "medical opinion" on the number of days away from work, that value must be used (this is similar to the criteria to count days away on the OSHA Form 300. Accuracy of days lost is more critical on OSHA Form 300 (see paragraph E-3.c Column K, below).
(9)	Number of restricted or job transfer days. Enter the actual/good estimate of restricted or job transfer days. For this form (DeCAF 30-301) provide the best number possible. Accuracy of days is more critical on OSHA Form 300 (see paragraph E-3.c Column L, below).
(10)	Personal Protective Equipment (PPE) required (Y/N). Was PPE required to be worn by the injured/ill employee at the time of the accident (enter "Y" for yes; "N" for no, leave blank if not applicable [NA])?
(11)	PPE used. Was PPE used by the injured/ill employee at the time of the accident (enter "Y" for yes; "N" for no, leave blank if not applicable [NA])?
(12)	Injury the result of a Government Vehicle or POV (while on official business) operations. Enter "Y" for yes; or "N" for no.
(13)	Seatbelt used (Y/N/NA). Applies only if seatbelt is available for the vehicle or equipment (example for equipment would be a sitdown forklift). Otherwise select "NA" for not applicable.
(14)	Location of the Accident. Enter the specific location where the accident occurred. Examples could include: sales floor, aisle 3, near the coffee grinder; warehouse floor near receiving bay door #3; etc.

Section III - Investigation (Questions 15-19)	
(15)	Describe root cause of accident and provide the corrective measure(s) taken as a result of the accident. Provide narrative based upon the investigation of the accident that describes what caused the accident and the corrective action(s) taken or planned to fix the situation. Begin your paragraph(s) using the words "Cause(s) of accident" and "Corrective measure(s)."
(16)	Describe any lesson(s) learned from the accident. Provide narrative to describe any lessons learned from investigating the accident. A lesson learned is a best practice (a new/alternate way of policy, practice, or task) that can be shared throughout DeCA to avoid or greatly reduce the risk of a similar accident reoccurrence.

(17 and 18)	Was individual trained to perform the task(s) noted on page 2, Section I, question #14, and was the individual performing the task as trained? Provide either “Yes or “No.” [Explain the “No” answer in block 19.] Provide narrative to describe any training provided to or received by the injured/ill employee and the date of the training that is relevant to the task being performed by the employee. For example, if the accident involved forklifts, provide whether the individual was trained to operate that specific forklift, the date of training, and whether the individual was performing as trained.
(19)	Any additional comments. Use this section to add any additional comments thought to be relevant to the accident.

Section IV - Review (Question 20)	
(20)	<p>Reviewing Officials. Enter the names and phone numbers for the management officials who reviewed the accident report.</p> <ul style="list-style-type: none"> - Class A accidents, the report will be reviewed by all management levels up to HQ DeCA (e.g., Director of DeCA/Deputy Director/Chief of Staff). - Class B accidents, review will be minimally up through region management (e.g., region director/deputy director) and Director HS, with advice from Chief Safety Officer, will determine if any review is necessary at HQ DeCA level. - Class C accidents, review will be minimally up through the next management layer (e.g., Class C accident reports for commissary level accidents will be reviewed by the zone manager, for Class C accidents at administrative complexes (e.g., HQ DeCA building, regional offices, human resources business unit) the accident report will be reviewed by the manager of the supervisor who completed the report and that manager’s next highest management official.

E-3. OSHA FORM 300, LOG OF WORK-RELATED INJURIES AND ILLNESSES

INSTRUCTIONS. Ensure that the (calendar) year, establishment name, city, and state are filled out in the upper right section of the form. If the site has had no accidents, the establishment information and employment information on OSHA Form 300a, is all that is required. DeCA OCONUS locations are required to establish two logs: U.S. and LN employees.

a. Column A-C: Identify the Person.

Column (A)	<p>Case No. Enter the sequential 2-digit number that corresponds to the case number from the Accident/Incident Report (OSHA Form 301, Section I, Block 10). If the case number on OSHA Form 301 is LEE 05-01, on this OSHA Form 300, enter the 2-digit sequential number (01).</p> <p>[NOTE: Not all DeCAF 30-301 reports will be entered on OSHA Form 300; therefore, OSHA Form 300 case numbers may have “gaps” in the case number sequencing (e.g., if there were 4 accidents [the 1st and 2nd accidents were employee accidents; the 3rd was a patron accident; and the 4th was an employee accident] the patron accident would be recorded as LEE-05-003 on its DeCAF 30-301 and being a patron accident, it is not recorded on the log. Therefore, the OSHA Form 300 sequence would be 01, 02, 04.)]</p>
Column (B)	<p>Employee’s name. Self-explanatory, unless the accident is a “privacy concern” case; then in lieu of the individual’s name enter “privacy concern case.” Add name to the locally established “privacy concern case” list with reference to the DeCAF 30-301 case number and OSHA Form 300 case number.</p>
Column (C)	<p>Job title. Enter title (e.g., store worker, store checker). (Do not indicate title solely by job series number such as 1144.)</p>

b. Columns D-F: Describe the Case.

Column (D)	Date of injury or onset of illness (mo/day). This is a 5-character field with the month indicated numerically (01 through 12), and the two-digit day of the month (e.g., 07/13 for July 13).
Column (E)	Where the event occurred. Be descriptive with accident location (e.g. loading dock north end ramp).
Column (F)	Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., fractured right wrist from ladder fall). There is a limit to 27 characters in this description.

c. Columns G-M: Classify the Case. To properly classify the accident, identify it according to its most severe classification. For example, if the accident involves both “days away from work” and “job transfer or restriction,” record it only as a “days away from work” accident (place an “X” in column “H”).

[NOTE: If a medical authority “classifies” the case, the case must be recorded per this classification, not what the employee actually did. For example, the doctor recommends that the injured individual stay home for 2 days but the employee came to work; the case would be recorded as a “Days away from work” (place a “X” in column “H”).]

Column (G)	Death. Enter an “X” if applicable. This will automatically tally totals on the page bottom.
Column (H)	Days away from work. Enter an “X” in this column if the employee missed an entire day after the date of injury, due to the accident. The number of full days away from work is indicated in column (K).
Column (I)	Remained at work [Job transfer or restriction]. Enter an “X” in this column if the accident caused the injured to have restricted duty or a job transfer. The number of restricted or transfer days is indicated in column (L).
Column (J)	Remained at work [Other recordable cases]. Enter an “X” in this column if the accident did not result in any of the other categories (G - I). This column is for the least serious of accident results. That is, if the injury or illness did not involve death, one or more days away from work, one or more days of restricted work, or one or more days of job transfer, enter an “X” in this column for accidents where the employee received medical treatment beyond first aid but remained at work and was not transferred or restricted.
Column (K)	Away from work (days). Indicate, by number, the total days away from work. To quantify days away from work, count the total number of calendar days the employee is away from work due to the injury/illness. If the employee is out for an extended period of time, enter an estimate of the days that the employee will be away, and update the day count when the actual number of days is known. You may “cap” the total days away at 180-calendar days. It is not required to keep track of the number of calendar days away from work if the injury or illness resulted in more than 180-calendar days away from work and/or days of job transfer or restriction. In such a case, entering 180 in the total days away from work, column K, will be considered adequate. [NOTE: The same accident may also result in “on job transfer or restriction (days);” therefore, provide numbers for both columns (K and L). Stop counting days away from work or days of job restriction/transfer once the total of either or the combination of both reaches 180 days.]
	If the treating physician recommends that the injured/ill employee stay away from work for a specified period of time; however, the employee returns to work earlier; then record the number of days the physician recommends (e.g., the doctor says stay at home for 14 days, but the employee returns in 10 days; the log must read 14 days).

	If the treating physician recommends that the injured/ill employee stay away from work for 5 days; however, the employee stays away for 8 days; then only record 5 days on the log).
	Count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s). Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness (e.g., the employee works Monday through Friday, is injured on Thursday and returns back to work the following Wednesday. Do not count Thursday (day of accident), but begin with Friday and include Saturday, Sunday, Monday, and Tuesday for a total of 5 days. Enter 5 days on the log, even though only 3 workdays were lost).
	If a worker is injured or becomes ill on Friday and reports to work on Monday and was not scheduled to work on the weekend, record this case only if information is received from a physician or other licensed health care professional indicating that the employee should not have worked, or should have performed only restricted work, during the weekend. If so, record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.
	If a worker is injured or becomes ill on the day before scheduled time off such as a holiday, planned vacation, or temporary plant closing, record a case of this type only if information received from a physician or other licensed health care professional indicating that the employee should not have worked, or should have performed only restricted work, during the scheduled time off. If so, record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.
	If an accident occurs in one CY but results in days away during the next CY, record the accident in the year that it occurred and enter the number of calendar days away for the injury or illness on OSHA Form 300 for the year in which the injury or illness occurred. If the employee is still away from work because of the injury or illness when it is time to prepare the annual summary (normally towards the end of January since it is required to be posted on February 1), estimate the total number of calendar days the employee is expected to be away from work, use this number to calculate the total for the annual summary, and then update the initial log entry later when the day count is known or reaches the 180-day cap.
Column (L)	On job transfer or restriction (days). Enter the number of days the injured was on a job transfer or on restriction. If needed, an estimated number of days can be provided initially; however, the number of days must be updated when the actual number of days is known. As in Column (K) above, stop counting the calendar days at 180. [NOTE: The same accident may also result in “on job transfer or restriction (days);” therefore, provide numbers for both columns (K and L). Stop counting days away from work or days of job restriction/transfer once the total of either or the combination of both reaches 180 days.]
Column (M, 1-6)	Enter an “X” in the column applicable to the injury or illness. The majority of all cases will be an injury (column M1). If there is any question, contact the regional safety manager for clarification. Brief definitions and examples are provided below:
	Injury (Column (1)): Any wound or damage to the body resulting from an event in the work environment. Examples: cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution; or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall, or other similar action.

	<p>Skin disorder (Column (2)): Illnesses involving the worker’s skin that is caused by work exposure to chemicals, plants, or other substances. Examples: contact dermatitis, eczema, or rash caused by primary irritation and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers; inflammation of the skin.</p>
	<p>Respiratory condition (Column (3)): Illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work. Examples: silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer’s lung, beryllium disease, TB, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.</p>
	<p>Poisoning (Column (4)): Disorders evidence by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body. Examples: poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.</p>
	<p>Hearing loss (Column (5)): Noise-induced hearing loss is defined for record keeping purposes as a change in hearing thresholds relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000, and 4000 hertz, and the employee’s total hearing level is 25 dB or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).</p>
	<p>All other illnesses (Column (6)): Includes all others not categorized above. Examples: heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or C; brucellosis; malignant or benign tumors; histoplasmosis; and coccidioidomycosis.</p>

E-4. OSHA FORM 300A, SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES

INSTRUCTIONS. OSHA Form 300a is used to provide a summary of the injuries and illnesses sustained at the facility during the CY. The form must be completed NLT January 31 to enable posting from February 1 to April 30. The form must be posted in an area that is readily accessible to all employees (e.g., the employee’s bulletin board). Data for “Number of Cases”, “Number of Days”, and “Injury and Illness Type” sections are obtained from OSHA Form 300, Log of Work-Related Injuries and Illnesses (the capital letter noted in parenthesis (e.g., (G)) represents the same column noted on the log (e.g., using (G) is the column for “Death”. Information for “Establishment Information,” “Employment Information,” and “Sign Here” sections are locally derived.

a. In the upper right corner, indicate the CY for the records being summarized (e.g., the OSHA Form 300a form being posted on February 1, 2008 through April 30, 2008, is for the previous CY (2007)).

b. Statistical data on the left side of this summary asks for total of “Number of Cases,” “Number of Days,” and “Injury and Illness Types” experienced during the CY. These numbers must match the “Page Total” numbers from OSHA Form 300.

c. Establishment information in the right column is self-explanatory. Enter the mailing address for the facility. The “Industry description” describes the purpose of the facility (e.g., commissaries-grocery store, meat processing from boxed primals, warehousing, and administrative services). “Standard Industrial Classification (SIC)” and “North American Industrial Classification System (NAICS)” is a specific numerical code that corresponds to the “industry description.” The following SIC and NAICS codes are appropriate for DeCA facilities:

Facility	SIC	NAICS
Commissary	SIC 5411	NAICS 445110
Central Meat Processing Plant	SIC 2013	NAICS 311612
Central Distribution Centers	SIC 4225	NAICS 493110
Administrative facilities (e.g., HROD, Eng Bus Unit, Regional Offices, HQ facility)	SIC 9711	NAICS 928110

d. The “Employment information” section asks for both the average number of employees (head count) and total number of hours worked. These numbers enable the calculation of accident incident rates (see Chapter 24, Evaluation and Metrics). The average number can be obtained by a count of employees at a specific period (e.g., at the end of every month) and then dividing by the number of periods (e.g., 12 for twelve months). Total hours worked is a sum of all hours worked during the year. The regional safety manager may have access to regional payroll data and; therefore, may be able to provide work hour information to establishments within their area of responsibility.

[NOTE: If there is both a U.S. and LN workforce, two separate OSHA Form 300 logs and two separate OSHA Form 300a summaries must be maintained.]

e. The “Sign here” section is the certification process addressed in Chapter 6, paragraph 6-7. The actual person certifying the document must be represented on the list of positions noted in paragraph 6-7.a. The requirement that an executive certify the summary will have the effect of increasing the oversight and accountability of higher line management in occupational safety activities. The certifying official, by positional authority, has the responsibility for ensuring that safety programs/procedures are implemented and accident record keeping systems are complete and accurate.

E-5. DECAF 30-111, DECA PROPERTY DAMAGE ACCIDENT REPORT INSTRUCTIONS.

DeCAF 30-111 is used solely to report property damage accidents. Section IV, Investigative Findings, and Section V, Countermeasure Recommendation(s), contains “privileged safety information” and will be used/released according to the criteria addressed within this Chapter 6, paragraph 6-12. DeCAF 30-111 is separated into 6 sections.

a. Section I - Identification. This section provides basic site and accident information.

(1)	Facility Name. Enter the name of the facility where the accident occurred (e.g., Fort Anywhere Commissary).
(2)	HQ/Region. Enter the abbreviation for the DeCA Regional Office that has control over the facility (e.g., EA for DeCA East, WP for DeCA West, EU for DeCA Europe, HQ for DeCA HQ/FOA) or for electronic version click on site via the drop down menu.
(3)	Zone. Enter the DeCA Zone number that oversees the facility (e.g., “28” for the Fort Lee Commissary). For DeCA HQ/FOA accidents, enter “00”.
(4)	Case number. Enter the case number for the accident using the 3-letter functional address symbol and a 3-number sequence (e.g., Lee-001).

(5)	Date. Enter the date of the accident (e.g., 6/5/2005).
(6)	Time. Enter the time of the accident (e.g., 1:30 PM). If the exact time of the accident is unknown, provide the best estimate.
(7)	Exact location of accident. Provide information to describe the location of the accident (e.g., inside meat dept cooler #3; warehouse receiving dock at bay #2).
(8)	Accident classification. Enter the classification of the accident (e.g., A, B, C, D) using the criteria in Chapter 6, paragraph 6-6, or for electronic version click on the classification level from the drop down menu.
(9)	Status. Enter whether this accident report is the “initial” or “change” report, or for electronic version click on the appropriate status level. Reports that are “corrected” based upon request from a reviewing official are still considered to be the “initial” report. Only reports that reflect a change in accident classification levels (e.g., revised damage costs changes classification from a “D” to a “C”) must be marked as “change.”
(10)	If personal injury, provide DeCAF 30-301 case number (Section I, block 10) reference(s). On occasion, some accidents may involve both personal injury and property damage. This block provides a link back to any injury reports that are associated with the property damage report (e.g., a forklift falls off the loading dock that results in injuries to the operator and damage to the forklift). Enter the case number(s) from all applicable DeCAF 30-301s (e.g., Lee-05-01) (See paragraph E-2.a.(10) above).

b. Section II, Property or Equipment Involved. This section is divided into 4 columns (Complete Item Description, Ownership, Damage Description, and Cost) and has spacing to permit entering information for four different pieces of property/equipment involved in the accident. Completely describe any property or equipment involved in the accident, who owns it (DeCA, contractor, patron, etc), a description of the damage (if any), and the damage cost for each. Examples: Under Item Description, “Raymond 4,000 lb electric forklift” and “pallet rack and assorted stored resale products;” under Ownership, “DeCA” (on both entries); Under Description of Damage, “Forklift tines bent, pallet rack members bent/broken and assorted resale product destroyed;” Cost, \$30,000.

c. Section III, Accident Narrative. The narrative is a factual account of what happened. It has no set length but must include all pertinent facts concerning the chain of events leading up to and including the accident. Information provided within this paragraph will not include the findings, evaluations, analyses, opinions, conclusions, recommendations, and other indicators of the deliberative processes of the accident investigator, safety investigation boards, and/or reviewers because this information is “privileged safety information” and must be contained within Section IV and V of the report.

d. Section IV, Investigative Findings. This section provides information derived from the investigation of the accident. This section contains privileged safety information.

(1)	Environmental conditions that may cause or contribute to the accident. Describe any environmental conditions that were present at the time of the accident which may have caused or contributed to it. Examples: Ice on floor of walk-in freezer; dark/low light caused by lights burned out in warehouse aisle; ice and snow cover on the loading dock; heavy rains caused water to pool on the roadways that may have resulted in hydroplaning; condensation on the warehouse receiving floors may have made the floor slippery.
(2)	Unsafe act or condition that may have caused or contributed to accident. An unsafe act is an error in performing a task that may have caused or contributed to the accident. Examples: inattention while performing tasks; did not use PPE; did not use proper lifting procedures; knowingly used defective equipment; supervisor did not ensure employee was adequately trained; individual not trained to operate equipment. An unsafe condition is the status of the

	work environment that has the potential to cause or contribute to an accident (e.g., poor visibility, slippery floors, poor housekeeping, hot/cold temperature, high noise levels, uneven floor surface, unmarked floors, equipment in ill repair). Indicate if there were no unsafe acts and/or unsafe conditions; do not leave this block blank.
(3)	Material failure or function that may have caused or contributed to the accident (what failed and how). Describe any material failures of equipment that caused or contributed to the accident. Example: forklift hydraulic brake system failed.

e. Section V, Countermeasure Recommendation(s). Provide immediate corrective action(s) taken and/or planned recommendation(s) to prevent the accident from reoccurring. Provide information to describe “who is accountable to do what by when”. If a Hazard Abatement Plan (DeCAF 30-67, see Chapter 7, paragraph 7-4) was developed, state so, briefly summarize it, and provide its schedule.

f. Section VI, Completing and Reviewing Officials. This section provides information on who completed the accident report and what management officials reviewed it. In block 1 (Completing), enter the name of the person who wrote the report. In block 2 (Reviewing), enter the names and phone numbers for the management officials who reviewed the accident report.

Class A accidents	The report will be reviewed by all management levels up to HQ DeCA (e.g., Director of DeCA/Deputy Director/Chief of Staff).
Class B accidents	Review will be minimal up through region management (e.g., region director/deputy director) and Director HS, with advice from Chief Safety Officer, will determine if any review is necessary at HQ DeCA level.
Class C accidents	Review will be minimal up through the next management layer (e.g., commissary level accidents will be reviewed by the zone manager; administrative complexes (e.g., HQ DeCA building, regional offices, human resources business unit) the accident report will be reviewed by the manager of the supervisor who completed the report and that manager’s next highest management official.

APPENDIX F

SAFETY PROGRAM ASSISTANCE AND REVIEW (SPAR)

Safety Program Assistance and Review (SPAR) Worksheet								
Region:	Zone #:	Facility Name:	Date:					
Evaluator Name and Ph #:			Codes	G	Y	R	GR	BL
#	COMMENTS	CODE	TOPICS					
1			Facility Safety Representatives Assigned					ADMINISTRATIVE
2			Facility Safety Goals and Objectives (Established)					
3			Facility Safety Council					
4			Department Meetings					
5			Bulletin Board					
6			Accident Log					
7			Accident Reporting					
8			Metrics: Total, DART and DAFWII Accident (Rates and Numbers)					
9			Employee Reporting of Hazards (DeCAF 30-66)					
10			Safety Files system					
11			Access to Safety Directives (DeCA, DoD, OSHA) and Safety Public Folders					
12			Performance Standards Include Safety					
13			Managers, Supervisors, Employees Fulfilling Duties Per DeCAD 30-17, Chapter 2.					
14			Employee Participation in Inspections, Accident Investigations, Training, Safety Meetings, and Program Audits.					
15			Safety Awards					INSPECTIONS / VISITS
16			ISSA Support					
17			Spot Inspections					
18			Special Inspections					
19			Conducting JHA on Work Tasks					
20			Host Fire Surveys					
21			Host Industrial Hygiene Surveys					
22			Host Safety Inspections					
23			Accident Investigations					
24			Safety Buddy System Practiced					
25			DeCA Region Safety Visit					
26			Work Orders Submitted and Tracked					
27			Hazard Abatement Plan (DeCAF 30-67) Submitted, If Needed					

28		Managers/Supervisor Safety Training	TRAINING
29		Safety Representative Safety Training	
30		Employee Safety Training - Orientation (DeCAF 30-72)	
31		Employee Safety Training - Baler/Compactors	
32		Other Machinery/Equipment Operator Training (DeCAF 40-132)	
33		Training Documentation: DeCAF 30-72 and 40-132)	
34		Written Program	HAZ COM
35		Chemical Inventory	
36		MSDS	
37		Container Labeling	
38		Training	
39		Contractor Involvement	TAGOUT - LOCKOUT
40		Written Program	
41		Written Procedures	
42		Authorized Personnel Roster	
43		Availability of LOTO Devices	
44		Training	
45		Annual Evaluation of Program	PPE
46		Written Hazard Assessment	
47		Training	
48		PPE Proper Types	
49		PPE Maintenance	
50		Eyewash Available	
51		Eyewash Not Blocked	
52		Eyewash Flushed and Recorded	HEARING CONSERVATION
53		Noise Survey Document	
54		Roster of Exposed Personnel	
55		Protection Provided	
56		Training	
57		Signs/Labels Used to ID Hazardous Noise Areas/Equipment	
58		Audiograms Provided	FIRE & LIFE SAFETY
59		Emergency Action Plan	
60		Evacuation Plan – Employee Training	
61		Exit Ways: Unobstructed and Unlock, Marked, and Illuminated	
62		Emergency Lighting	
63		Fire Alarm Operational	
64		Smoking Areas Provided	
65		Sprinkler Heads Not Blocked	

66			Hazard Areas/Equipment/Tasks Identified	SIGHT CONSERVATION
67			Protective Eyewear Provided	
68			Training	
69			Signage/Labels Provided	
70			PPE Maintenance	
71			Operator Training	PIT MHE
72			Operator Recertification Program (3-Year Anniversaries)	
73			Wheel Chocks/Restraining device	
74			DeCAF 30-105 Usage	
75			Seatbelt Usage	
76			Roster of Operators	
77			Equipment Maintenance	
78			Key Control Procedures	
79			Forklift Stop Sticker (DeCA Poster 30-154)	
80			PRCS Areas Identified	PRCS
81			PRCS Access Controlled	
82			Coordinated with Host Installation	
83			Floors Maintained Clean, Dry, and in Good Repair.	WALKING / WORKING SURFACES
84			Aisle/Passageways Cleared and Unobstructed.	
85			Warehouse Area: Permanent Storage and Walkway Areas Marked.	
86			Overhead Storage Areas: Load Limit Ratings Posted	
87			Floor/Wall Holes and Openings Protected (Covered/Guardrails)	
88			Ladders, Stairs, and Other Climbing/ Reaching Devices in Good Repair	
89			Floor Mats: Usage/Placement	
90			Freezer Floors and Entrance Way: Ice Removal/Prevention	
91			Janitorial - Spill Cleanup	
92			Ergonomic Surveys Conducted	
93			Ergonomic Awareness Training Conducted	
94			Safe Lifting Training Conducted	
95			Cashier Ergonomics Training Conducted	
96			Office Ergonomics Training Conducted	
97			Office Workstations Ergonomically Setup	

98			ACM / PACM Identified	ASBESTOS
99			Presence of ACM / PACM Communicated to Janitorial Service Per PWS for Custodial Services Proper Floor Care Procedures Conducted on Flooring With ACM/PACM	
100			Asbestos Awareness Information Provided, if Necessary to DeCA Employees.	
101			Occupational Exposed Personnel/ Positions Identified	BLOOD BORNE PATHOGENS
102			Spill Kit Available	
103			Universal Precautions Employed	
104			BBP Awareness Training Provided	

APPENDIX G
SAMPLE LETTERS
REQUESTING AN MSDS

DATE

ADDRESS TO WHOM MAILED

Dear *****:

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200), as well as other applicable Federal laws and regulations, require Federal managers to obtain Material Safety Data Sheets (MSDS) for all hazardous substances used in our facility, and to make these MSDS available to employees potentially exposed to these hazardous substances.

Therefore, we are requesting a copy of the MSDS for your product _____ listed as Federal Stock Number _____ [use all the appropriate identifiers that you think will be necessary to properly identify the product]. We are also requesting any additional information, supplemental MSDS, or any other relevant data that your company or supplier has concerning the safety and occupational health aspects of this product.

Please consider this letter as a standing request to your company for any information concerning the safety and occupational health aspects of using this product that may become known in the future.

Delays in receiving the MSDS information prevents us from using your product, so please send the MSDS and any other relevant information to us within [10, 20, 30 days - select appropriate time] at the following address, [activity address], fax it to us at (xxx) xxx-xxxx), or e-mail to [facility's e-mail address].

Your cooperation is greatly appreciated. Thank you for your timely response to this request. If you have any questions concerning this matter, please contact [name and telephone number].

Sincerely,

Name
Title

Sample Language Requesting An MSDS With A Product Purchase

The Occupational Safety and Health Administration Hazard Communication Standard, other Federal regulations, and DeCA policy require us to obtain and maintain Material Safety Data Sheets (MSDS) for all products containing hazardous chemicals that are used by our employees. To fulfill this obligation, we request a completed MSDS accompany each of the following requested products:

Item Number:
Product Name:

(Item numbers and product names as appearing on the purchase order, including any applicable trade names, code numbers, or stock numbers.)

MSDS should be sent to the address provided below on or before the date the product(s) will be delivered. We also request any additional information you currently have, or may acquire in the future, on the safety and occupational health requirements or effects concerning these products.

(Shipping address or other address provided by the Activity)

If you can certify that MSDS information for a listed product has already been submitted to this location, and there has been no change affecting accuracy of that information, then resubmission of that MSDS is not required. In certifying a previous MSDS submission, the following information should be provided: product name, previous purchase order or contract number, agency name and address where the MSDS was sent, and date of the previous submission.

GLOSSARY

ACRONYMS

ACM	asbestos containing materials
ADA	Americans with Disabilities Act
AED	automatic external defibrillator
ANSI	American National Standards Institute
CAP	Computer/Electronic Accommodations Program
CASU	cooperative administrative support unit
CDC	center for disease control
CDC	central distribution center
CDHF	corporate services branch
CDT	cumulative trauma disorders
CFR	Code of Federal Regulations
CPMS	Civilian Personnel Management Service
cm	centimeter
CMPP	Central Meat Processing Plant
COPD	chronic obstructive pulmonary disease
CSD	customer service department
CSP	certified safety professional
CTD	cumulative trauma disorders
CTS	carpal tunnel syndrome
CY	calendar year
DAFWII	days away from work injury/illness
DART	days away, restricted or transfer
DASHO	designated agency safety and health official
dB	decibels
dBA	decibels average
DeCAF	Defense Commissary Agency form
DeCAD	Defense Commissary Agency Directive
DIRep	DeCA Interest Report (DIRep)
DoD	Department of Defense
DoDI	Department of Defense Instruction
DOF	Facilities Construction and Sustainment Division
DOL	Department of Labor
DOT	Department of Transportation
EAP	Emergency Action Plan
EDI	electronic data interchange
EPA	Environmental Protection Agency
E.O.	Executive Order
FAS	functional address symbol
FECA	Federal Employee Compensation Act
FM	factor mutual approvals
FMCAA	Federal Motor Carrier Safety Administration
FOA	field operating activity
FOIA	Freedom of Information Act

FPO	functional process owner
FY	fiscal year
GC	general counsel
GFCI	ground fault circuit interrupters
GPM	gallons per minute
HAZCOM	hazard communication
HAZMAT	hazardous materials
HCP	Hearing Conservation Program
HIV	human immunodeficiency virus
HMIRS	Hazardous Materials Information Resource System
HQ	headquarters
HS	directorate of public health and safety
IAW	in accordance with
IG	inspector general
IMSAFE	integrated monthly safety action/focus elements
ISSA	inter-Service support agreement
JHA	job hazard analysis
LFL	lower flammable limit
LN	local national
MSDS	material safety data sheet
MBU	Marketing Business Unit
MHE	material handling equipment
mph	miles per hour
NAICS	North American Industrial Classification System
NEC	National Electrical Code
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NLT	no later than
NRTL	Nationally Recognized Testing Laboratory
OJT	on-the-job training
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Program
PACM	presumed asbestos containing materials
PAD	public access defibrillator
PCE	protective clothing and equipment
PIT	powered industrial trucks
POC	point of contact
PPE	personal protective equipment
PRCS	permit-required confined spaces
PWS	performance work statement

QAE	quality assurance evaluator
RAC	risk assessment code
RADS	reactive airways dysfunction syndrome
SIC	standard industrial classification
SOH	safety and occupational health
SPAG	safety program assessment guide
SPAR	safety program assistance and review
SPL	sound pressure levels
SSG	special staff group
STS	standard threshold shift
TAR	total accident rate
TB	tuberculosis
TWA	time-weighted average
UL	Underwriters Laboratories, Inc.
UPC	universal product code
U.S.	United States
U.S.C.	United States Code
WRMD	work-related musculoskeletal disorders