

APPENDIX A

SAFETY PROGRAM RESPONSIBILITIES

1. District Commanders are responsible for:

a. Implementing and enforcing an aggressive safety program to prevent, reduce, and control safety hazards to the public, Government and contractor personnel, equipment, and materials.

b. Evaluating the activity and effectiveness of supervisors in their implementation and enforcement of, and compliance with, safety requirements.

c. Holding supervisors accountable for conducting safety surveys of their work areas, immediate correction of safety infractions, and assuring attendance of their employees at required safety training sessions.

d. Assigning and assuring that contracting officer's representatives understand their authority, responsibility, and accountability for exercising, when necessary, the stop work provisions of the contracts as pertains to safety violation.

e. Assuring that the staff element responsible maintains an effective preventive maintenance program for motor vehicles and equipment, and that only duly licensed personnel are permitted to operate Army vehicles and equipment.

2. Chiefs, Engineering Division will:

a. Ensure that specifications for both A-E and construction contracts contain required Accident Prevention Clauses, including detailed descriptions covering special or unusual hazards.

b. Ensure that designs prepared either in-house or by an A-E produce finished facilities and projects which provide an inherently safe environment, incorporate OSHA standards set forth in the Occupational Safety and Health Act, Code of Federal Regulations, Title 29, Chapter XVII, Parts 1910 and 1926, and applicable requirements of EM 385-1-1.

c. Ensure that on A-E contracts involving field work (surveys, subsurface investigations, etc.), the Accident Prevention Program submitted by the A-E identifies safety hazards normally associated with the activity, and discusses specific actions and controls which will be taken to protect employees.

d. When making surveys and inspections of subordinate echelons or projects, evaluate safety performance within areas of interest, discuss observed deficiencies, provide advice, and report findings to the SOHO for follow-up action.

3. Chief, Staff Personnel Office will coordinate with servicing Civilian Personnel Officers to assure that:

a. New employees receive initial indoctrination regarding the safety and health program. Of particular importance, to be stressed in orientation, are health and safety precautions when traveling in the Pacific Region.

b. Immediate supervisors have included written and oral instructions regarding safe working practices and procedures, personal protective equipment and apparel, accident and hazard reporting, and emergency procedures relating to storms, hurricanes, bomb threats, and fire protection in the initial indoctrination of new employees.

c. The SOHO is kept advised of new or revised policies and procedures concerning compensation, medical treatment, hazardous work, motor vehicle operator qualifications, and other matters impacting on safety.

d. The appropriate supervisor is advised of safety considerations pertaining to physically handicapped personnel.

e. Records related to personal safety such as audiograms and physical examinations are being properly maintained.

f. Bureau of Employee Compensation reports CA-1 and CA-2 have been staffed through the SOHO.

g. Appropriate preemployment physical examinations have been successfully completed, as required by FPM 339, prior to employment. Review APP G of the U.S. Army Environmental Hygiene Agency's Medical Surveillance Guide to assure that occupations requiring periodic job-related examinations are identified and procedures established to assure compliance.

h. Safety responsibility is outlined in all job descriptions.

i. Safety is included under Personnel Management, critical element, in each supervisor's performance standard.

4. Chiefs, Contracting Division will:

a. Assure that personal protective equipment meets all safety requirements before it is purchased.

b. Obtain from the requesting office information on characteristics and recommendations prior to purchasing solvents and chemical products of unknown hazard.

c. Assure that Material Safety Data Sheets (OSHA Form 20) are provided with all purchases of materials carrying warning labels.

d. Coordinate with the SOHO/Safety and Occupational Health Manager when deciding whether to include the "Accident Prevention" clause in contract specifications for work performed under a service or supply contract.

e. Assure that requisitions and specifications for unusual supplies and services have been staffed through the SOHO prior to issue of solicitations.

f. Coordinate acquisition of specialized personal protective clothing and fire fighting equipment with the SOHO.

5. Chiefs, Office of Counsel will advise the appropriate SOHO of claims and settlements made for and against the Corps of Engineers in actions arising from accident involvement.

6. Chiefs, Construction-Operations Division/Construction Division will:

a. Assure that administrative sections of contractor accident prevention plans are submitted in accordance with APP H.

b. Ensure that phase plans of the Accident Prevention Program have been submitted, reviewed, and approved prior to the contractor's entering each major phase of work or activity. Alert the District Commander of any special problem in obtaining compliance.

c. Evaluate the effectiveness of area/resident engineers in the implementation and enforcement of contract safety requirements.

d. Assure that funds have been budgeted to provide safety equipment, training, etc., in their areas of responsibility.

e. Assure that SOHO requirements are implemented and enforced on all activities and operations under their jurisdiction.

7. Chiefs, Resource Management Office will assure that funds have been budgeted by each subordinate commander for the implementation of their SOHO program.

8. Chiefs, Logistics Management Office will:

a. Periodically inspect motor vehicles to ensure they are in a safe operating condition.

b. Conduct a fire prevention inspection of all Corps occupied facilities at least annually. Furnish a written report to the appropriate SOHO.

9. Chiefs, Safety and Occupational Health Office/Safety and Occupational Health Officers will:

a. Develop program tools and techniques to assist staff offices in meeting the requirements of this regulation.

b. Coordinate with appropriate staff offices to develop training activities designed to prevent accidents.

c. Analyze accident causes and coordinate with staff offices for a review of program implementation methods. Recommend changes in approach or techniques where warranted.

d. Review Contractor Accident Prevention Programs and Project Safety Plans for adequacy. Recommend changes where necessary.

e. Conduct safety management surveys of construction activities to determine the effectiveness of the Government representative in charge, with respect to the management of his safety and health program.

f. Advise the Division/District Commanders of their safety and health program's effectiveness. Recommend, through appropriate staff action, additions changes to procedures.

g. Assist supervisors in the safety phase of employee orientation.

h. Participate in the administration of employee safety training.

i. Review all appropriate requisitions and specifications prior to their issue. Recommend changes when necessary.

j. Exercise staff supervision over driver testing and examinations.

k. Assure that contract required prework safety conferences are held and that adequate time has been provided for covering safety items. (Para e. DAR Accident Prevention Clause 7-602.42.)

10. Area/Resident Engineers will:

a. Assure that contractors have submitted Accident Prevention Programs, and that those programs have been properly reviewed and accepted prior to beginning any work.

b. Conduct the Safety Prework Conference prior to start of work.

c. Assure that the SOHO is given an opportunity to attend Safety Prework Conferences.

d. Enforce the contract safety provisions, with emphasis equal to other contract requirements.

e. Assure that inspectors understand their authority, responsibility, and accountability for stopping work on those phases not in compliance with contract safety requirements.

f. Assure that prior to the beginning of each major phase of construction an analysis of specific hazards anticipated, including specific measures planned to control or eliminate the hazard, has been submitted for review and acceptance by either the CO or the COR. (ref. APP H)

g. Evaluate the effectiveness of construction representatives in the implementation and enforcement of the safety provisions of the contract requirements.

h. Assure that all accidents are documented and reported in accordance with APP I, of this regulation.

11. Chief, Real Estate Division/Real Estate Officers will assure that all leases, licenses, and permits which may involve public safety or possible damage to Government property are coordinated with the Safety and Health Program Manager.