

APPENDIX E

SAFETY TRAINING

1. The training of all Department of the Army military and civilian personnel in the elements of safety, and in safe work practices, is essential to efficient management.
2. Identification of training needs and administration of training programs is the responsibility of division and branch chiefs and Area/Resident Engineers. Records of training courses of two continuous hours or more duration will be maintained by the employee's supervisor.
3. Area and Resident Engineers and chiefs of divisions and branches are responsible for the safety training of their employees. The SOHO will assist in determining the needs for safety training, will advise the Division/District Commander and the Personnel Officer of such needs, and will prepare and recommend to the Division/District Commander a schedule of training annually. All training will be coordinated with appropriate Personnel Offices.
4. Prior to assumption of their duties, all new employees will receive orientation and specific instruction on the work to be done. On floating plant, the instruction should include boat or abandon ship drills, fire drills, man overboard drills, hazards inherent to the job, such as standing clear of chains, lines, cables under strain, wearing life vests, dogging off of power machinery before repairing, and such other items that would not be within the new worker's knowledge. Engineers and inspectors on construction operations and supervisors in charge of maintenance or field crews will be oriented with reference to Division/District safety policies and procedures. They should also successfully complete the Division's Multiple Choice Questionnaire on EM 385-1-1 at least once every 3 years.
5. Schedules should be established by the chiefs of the divisions, separate offices, and Area/Resident Engineers whereby qualified first aid instructors will teach the standard first aid course to those persons selected to receive such training. Schedules should be coordinated by the servicing Personnel Office, so that first aid instructors may be furnished as necessary.
6. In order to accomplish our safety training objectives, supervisors should schedule participants from each Division or separate office for training at least annually to assure that all employees receive training in a 3-year period.
 - a. Supervisors at the executive level, such as Division/District Commanders, Deputy Division/District Commanders, Division Chiefs, and separate Office Chiefs, should attend OCE-sponsored Functional Management Schools.
 - b. Line supervisors meeting the prerequisites outlined in EP 350-1-5 (Managers and Supervisors Training Handbook) should attend appropriate courses such as Construction Safety for Line Supervisors, Resident Engineer Seminar, and the Fundamentals of Army Accident Prevention course, Hazard Analysis, Basic Safety Management, etc.

c. Inspectors and other personnel should attend courses such as Blasting Safety Techniques, Construction Safety Inspection, Electrical Inspection, Hazard Analysis, Inspector Training/Hazard Control, etc.

7. It is each supervisor's responsibility to assure that each of his employees participates in at least four hours of in-house safety training each year. This training will be scheduled to be completed by the 30th of September each year. This training will be in addition to other formal safety training scheduled, such as first aid, or CPR. While the training must total four hours, it may be broken into separate sessions.

a. The primary topic of this training will be safety in the work environment. Each year the appropriate SOHO will identify safety program problem areas and provide this information to the supervisors who will assure that these areas are included in their in-house training courses.

b. The supervisor, at the level conducting the training, should designate a responsible employee to coordinate this training. That employee will send to the SOHO for approval, an outline identifying the office(s) included in the training, and the proposed dates of the training, the name of the supervisor(s) responsible for the training, and an outline of the proposed topics to be discussed. This information is due in the SOHO NLT 31 Oct each year. Smaller offices are encouraged to consolidate their training programs to take fullest advantage of resources available.

8. Upon completion of the training, coordinators will prepare and submit through channels, to the SOHO, a summary of the training conducted, to include: dates and times of training, instructors, subjects addressed, films or other audio-visual aids used, and the names and offices of persons attending training.

9. Supervisors are encouraged to be innovative in planning and conducting training. Using outside sources, such as local fire and police departments, extension services, utility companies, Red Cross Chapters, etc., for specialized segments of training is highly recommended. Requests for support, training materials, films, and program outlines for the mandatory topics may be made to the appropriate SOHO.