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## Suggested Safety Objectives for Inclusion in Performance Standards

Include safety objectives in all Civilian supervisor performance standards, officer evaluation support forms, and the noncommissioned officer evaluation support system in accordance with AR 385-10 and this regulation. Directors and commanders will ensure compliance with this requirement.

1. Suggested Standards For Civilian Supervisors. Include safety standards as a sub-element of personnel management in Civilian supervisor performance plans. For some supervisors, safety may be a major job element. Safety as a major job element may also be appropriate in the performance standards of some non-supervisory employees, such as wage-grade employees, equipment operators, carpenters, etc., and certain GS employees such as firefighters and employees whose primary/secondary duties require operation of motor vehicles. Supervisors should contact the Civilian Personnel Advisory Center (CPAC) for assistance in the development of realistic performance standards.

2. Suggested Comments for Officer Evaluation Reports (OER) and Enlisted Evaluation Reports (EER).

a. Develop safety procedures so military and Civilian personnel assigned to Fort Lee can train and work without injury, death, or loss of equipment.

b. Ensure safe procedures are followed.

c. Conduct safety training emphasizing accident prevention.

d. Establish a command climate which ensures a safe working/living environment for Service Members and Civilian employees.

e. Ensure the use of Personal Protective Equipment when applicable.

f. Ensure employees report for mandatory medical examinations when applicable.

Figure 1-1. Suggested safety objectives for inclusion in performance standards

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 <b>DEPARTMENT OF DEFENSE SAFETY AND OCCUPATIONAL HEALTH PROTECTION PROGRAM</b> The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to establish programs to protect their personnel from job safety and occupational health hazards.	
1. The Department of Defense (DoD) designated agency safety and occupational health official is the Assistant Secretary of Defense (Force Management and Personnel).	
2. The <u>United States Army</u> designated safety and occupational health official is: <i>(DoD Component)</i> <u>Dep for Environment, Safety &amp; Health, OASA (IL&amp;E)</u> , <u>Washington, D. C.</u> <i>(Title)</i> <i>(Address)</i>	
3. The <u>Fort Lee, Virginia</u> safety and occupational health designee is: <i>(Name of Installation/Facility)</i> <u>Fort Lee Installation Safety Office</u> , <u>Director of Safety</u> <i>(Name)</i> <i>(Title)</i>	
4. The <u>Fort Lee, Virginia</u> safety point of contact is: <i>(Name of Installation/Facility)</i> <u>Director of Safety</u> , <u>(804) 765-3132</u> <i>(Name)</i> <i>(Telephone Number)</i>	
5. The <u>Fort Lee, Virginia</u> occupational health point of contact is: <i>(Name of Installation/Facility)</i> <u>Chief of Preventive Medicine</u> , <u>(804) 734-9249</u> <i>(Name)</i> <i>(Telephone Number)</i>	
<u>Fort Lee, Virginia</u> <b>HAS THE RESPONSIBILITY TO:</b> <i>(Name of Installation/Facility)</i>	
1. COMPLY with the applicable Occupational Safety and Health Administration (OSHA)/DoD/DoD Component safety and occupational health standards. 2. SET UP PROCEDURES for submitting and responding to employee reports of unsafe and unhealthful working conditions. 3. ACQUIRE, MAINTAIN, AND REQUIRE the use of approved personal protective equipment and safety equipment. 4. INSPECT ALL WORKPLACES with participation by civilian employee representatives to identify potential hazards. 5. ESTABLISH PROCEDURES to assure that no worker is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DoD safety and occupational health program.	6. POST NOTICES of unsafe or unhealthful working conditions found during inspections. 7. ASSURE PROMPT ABATEMENT of hazardous conditions. Workers exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately. 8. SET UP A MANAGEMENT INFORMATION SYSTEM to keep records of occupational accidents, injuries, illnesses and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each installation/facility. 9. CONDUCT SAFETY AND OCCUPATIONAL HEALTH TRAINING for management, supervisors, workers and worker representatives.
<b>DOD PERSONNEL HAVE THE RESPONSIBILITY TO:</b>	
1. COMPLY with all applicable OSHA/DoD/DoD Component safety and occupational health standards. 2. COMPLY with <u>USACASCOM &amp; Fort Lee</u> policies and directives relative to the safety and occupational health program. <i>(Name of Installation/Facility)</i>	3. USE personal protective equipment and safety equipment provided by your installation/facility. 4. REPORT hazardous conditions, injuries, illnesses, or other mishaps promptly to your supervisor or to the safety or occupational health point of contact for your installation/facility.
<b>DOD PERSONNEL AND CIVILIAN EMPLOYEE REPRESENTATIVES HAVE THE RIGHT TO:</b>	
1. HAVE ACCESS to applicable OSHA/DoD/DoD Component standards, installation/facility injury and illness statistics, and safety and occupational health program procedures. 2. COMMENT on alternate standards proposed by DoD/DoD Component. 3. REPORT AND REQUEST INSPECTIONS OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS to appropriate officials who include, in order of preference, the immediate supervisor, the safety or occupational health point of contact, the safety and occupational designee for your installation/facility, the installation/facility commander, the safety and occupational health designee	3. (Continued) for your DoD component, the safety and occupational designee for DoD, and the Secretary of Labor. However, the Secretary of Labor encourages personnel to use DoD procedures for reporting hazardous conditions as the most expeditious means to achieve abatement. The hazard report form provided by your installation/facility should be used for this purpose. Anonymity, when requested, is assured. 4. PARTICIPATE in the installation/facility safety and occupational health program. Civilian workers shall be authorized official time to participate in the activities provided by the DoD safety and occupational health program.
<b>OTHER INFORMATION:</b>	
1. When the safety or occupational health point of contact for your installation/facility is notified by a worker of a hazardous worksite condition, he/she will ensure an inspection of the worksite and he/she will report the results of the inspection in writing to the worker making the report. 2. Inspector General channels may be used to investigate complaints from either DoD civilian or military personnel concerning alleged acts of discrimination or reprisal due to participation in safety and occupational health activities. For DoD civilian personnel, allegations of reprisal may also be initiated by them	2. (Continued) in accordance with applicable appeal procedures, or administrative or negotiated grievance procedures. 3. For further information about the installation/facility safety and occupational health program, procedures, standards, committees, Federal laws, or other related matters, contact the safety or occupational health point of contact for your installation/facility as noted on this poster. 4. How well you carry out your safety and occupational health responsibilities will be an important factor in the success of the program.
DD FORM 2272, NOV 2000 <span style="float: right;">PREVIOUS EDITION MAY BE USED.</span>	

Figure 2-1. Sample DD Form 2272, DOD Safety and Occupational Health Protection Program

JOB HAZARD ANALYSIS	JOB: Administration	DATE:	Page <u>1</u> of <u>1</u> pages	X NEW <input type="checkbox"/> REVISED
Instructions on Reverse Side	Title of Person Who Does Job: All Employees When Performing Administrative Tasks	Supervisor:	Analyzed By:	
Organization:		Approved by Activity Director/Commander:		
Recommended Personal Protective Equipment:				
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		
Sitting at Desk	-Back discomfort -Numbness in lower extremities	-Properly adjusted chair -Footrest, if legs dangle		
Operating a Computer	-Back Discomfort	-Properly adjusted chair -Proper posture		
	-Eye Strain	-Focus monitor -Reduce glare on monitor with screen or moving monitor		
		-Regular eye exams -Even illumination		
	-Neck/shoulder strain	-Arrange work station to eliminate extreme postures		
	-Arm/hand discomfort	-Proper keyboard placement -Perform mini-rest breaks or relief activities		
		-Provide wrist support -Avoid resting arms or wrists on sharp edges		
Moving office supplies/equipment	-Back strain	-Plan ahead. Use material handling equipment (dollies, chairs with wheels, etc.)		
	-Slips -Pinching	-Use buddy system loads -Ensure clear walkway	- Move small even loads - Lift with knees	

FT LEE Form 930, Jan 2011

**Figure 4-1. Sample Fort Lee Form 930, Job Hazard Analysis**

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**LOCKOUT/TAGOUT  
STANDARD OPERATING PROCEDURE**

1. Purpose. To establish procedures for lockout/tagout to safely isolate equipment and machinery in accordance with Fort Lee policy and 29 CFR 1910.147.

2. Responsibilities.

a. Supervisor. List supervisors' responsibilities.

b. Affected employees. Identify affected employees; carpenters, mechanics, plumbers, craft shop customers, and list responsibilities.

c. Authorized employees. Identify authorized employees and list responsibilities.

NOTE: Affected employees and authorized employees maybe the same person. Also, supervisors and authorized employees may be the same person.

3. Policy. Lockout/tagout procedures will be used on the following machinery/equipment whenever adjusting, servicing, or performing maintenance. List machinery or equipment; band saws, mortising machine, drill press, table saw, grinders, lathes, presses, shapers, etc.

4. Procedures. List general procedures in this section. When more than one type of machinery/equipment is operated, list procedures for each type in the appendix of the SOP.

**Figure 8-1. Sample lockout/tagout standard operating procedure**

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## Sample Ergonomic Plan

Each activity is required to have a written plan for ergonomics. Commanders, directors, and supervisors at each level will establish and maintain a continuing comprehensive and aggressive ergonomic program throughout areas of responsibilities.

### Activity Ergonomic Plan

#### 1. Purpose

To establish a plan for integrating ergonomic standards fitting the work environment to the worker.

#### 2. References

Fort Lee Regulation 385-10, Chapter 15.

#### 3. Scope

This plan outlines the information needed to carry out the procedures and responsibilities in the implementation of ergonomic standards in the work environment.

#### 4. Objective

To reduce the risk of ergonomic-related injuries increasing productivity, job satisfaction, and the quality of work; decreasing lost time from work and costs; and ultimately improving the quality of life.

#### 5. Policy

All personnel will support and participate in the ergonomic program.

#### 6. Responsibilities

Include responsibilities listed in paragraph 15-2 of this chapter and any other additional responsibilities required in specific work areas.

#### 7. Procedures

Procedures shall be set in accordance with paragraph 15-3 of this chapter and specific activity procedures and requirements.

SIGNATURE

Commander/Activity Director

**Figure 15-1. Sample ergonomic plan**

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