

**USAREC Pamphlet 385-10**

**Safety**

# **Safety Program**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, KY 40121-2725  
11 April 2016**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USAREC Pamphlet 385-10

Safety Program

This major revision, dated 11 April 2016

- o Updates and prescribes Army policy on safety standards (throughout).
- o Makes administrative changes (throughout).
- o Updates UR Forms (throughout).
- o Replaces the UR Form 1 144 and DA Form 7566 with DD Form 2977.
- o Updates the POV mileage requirement when using the Travel Risk Planning System (TRiPS), prior to departing on leave, temporary duty (TDY), or pass.
- o Removes UR Form 557, Safety Checklist.
- o Removes UR Form 1236-1, Motorcycle Operator Responsibilities (Civilian).
- o Removes UR Form 1236-3, All-Terrain Vehicle Operator Responsibilities (Civilian).
- o Removes UR Form 1238, Facility Hazard Inspection Checklist.
- o Removes UR Form 1246, Leader's Cold Weather Guide
- o Removes UR Form 1254, Accident Report Checklist
- o Removes UR Form 1296, Department of the Army Civilian Safety Incident Report
- o Removes UR Form 1297, Bleacher Inspection Checklist
- o Removes UR Label 18, Drive with Low Beam Lights On

Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
11 April 2016

\*USAREC Pamphlet 385-10

Effective 11 April 2016

## Safety Safety Program

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**History.** This pamphlet replaced the USAREC Reg 385-2, this revision is effective 11 April 2016.

**Summary.** This pamphlet prescribes policies, responsibilities, procedures for the development, implementation and evaluation of the United States Army Recruiting Command (USAREC) safety programs and the integration of Risk Management.

**Applicability.** This pamphlet applies to all elements of this command.

**Proponent and exception authority.**

The proponent of this pamphlet is the Office of the Chief of Staff. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing to the Command Safety Officer.

**Army management control Process.** This pamphlet contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this pamphlet is prohibited.

**Relation to USAREC Reg 10-1.** This publication establishes policies and procedures regarding the Safety Program according to UR 10-1 sect 3-28.

**Suggested improvements.**

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms).

**Army management control Process.** This pamphlet contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

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\*This pamphlet supersedes USAREC Pamphlet 385-10 dated 1 October 2014

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## **Chapter 1 Introduction**

### **1-1. Purpose**

a. This pamphlet prescribes U.S. Army Recruiting Command (USAREC) policy, responsibilities, and procedures to protect and preserve personnel and property against accidental loss. It provides for public safety incumbent to Army operations and activities and healthful workplaces, procedures, and equipment. Also, this pamphlet disseminates the guidance for applying the policies, procedures, and information necessary to conduct the USAREC Safety Program as outlined in AR 385-10, DA Pam 385-1, and DA Pam 385-40.

b. This pamphlet mandates USAREC Safety Program policies, procedures, and guidelines into one comprehensive safety program for all USAREC operations.

### **1-2. References**

See Appendix A for required and related publications and prescribed and referenced forms.

### **1-3. Explanation of abbreviations**

The glossary explains abbreviations used in this pamphlet.

### **1-4. Scope**

The accident prevention fundamentals contained in this pamphlet are minimum requirements. Subordinate commanders will find it necessary to issue additional instructions and directives (local standing operating procedures (SOPs)) regarding the specific geographic locality and concerns which are distinct to their organizations.

### **1-5. Policy**

a. Commanders, managers, and supervisors at all levels must pursue a vigorous accident prevention program that will minimize accidental manpower and materiel losses; thus providing for a more efficient use of resources toward the enhancement of recruiting mission success. Decision makers at all levels will employ the Army's Risk Management (RM) process to effectively preclude unacceptable risk to the safety of personnel and property. Accidental losses affect the ability to meet mission requirements. Positive action will be taken to control these losses through the RM process, training, education, and aggressive leadership. The USAREC RM Program requirements are in chapter 3. Where the command has negotiated labor management agreements, managers and supervisors must comply with the applicable labor management agreements of the safety article in respect to any consultation or negotiation of requirements. All Federal standards and Army regulations will be enforced and cannot be included in any negotiation.

b. Integrate the following principles into all USAREC plans, programs, decision processes, operations, and activities:

(1) Accidents are an unacceptable obstacle to Army recruiting missions, readiness, morale, and resources; hence, decision makers will exercise RM.

(2) Decision makers at every level will employ a risk management process to avoid unnecessary residual risk to missions, personnel, equipment, and the environment.

(3) The acquisition of materials, equipment, facilities, and systems will maximize the use of engineering design to preclude unnecessary residual risk and control residual risks.

(4) Decision makers will consider life cycle safety in the acquisition, use, and disposal of chemicals and hazardous materials so as not to endanger or compromise public health and safety.

(5) Appropriate action will be taken to expeditiously correct nonconformity with mandated standards, workplace deficiencies, hazards, and accident causes.

(6) Performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. A safety briefing will be given to all newly assigned personnel (military and civilian) within 72 hours of in-processing

into the unit and prior to operating Government- owned vehicles (GOVs) and privately-owned vehicles (POVs) regarding their responsibility in safety and accident prevention. This briefing will use USAREC Form 385- 10.7 (Newcomers Safety and Occupational Health Briefing).

## **1-6. Responsibilities**

a. The Commanding General (CG), USAREC, exercises overall staff responsibility for the USAREC Accident Prevention Program. The USAREC Safety Director acts for the CG in discharging this responsibility.

b. The USAREC Safety Director and safety staff will:

(1) Serve as principal staff element in planning, organizing, directing and evaluating all safety program elements within the command. Will also serve as the expert safety program advisor, a member of the commander's special staff reporting to the CG, USAREC, through the deputy commanding general (DCG) and the chief of staff (CoS).

(2) Provide for the establishment and implementation of plans, policies, and procedures for conducting the Army Safety Program at all levels of command.

(3) Serve as command safety liaison officer regarding all aspects of safety and occupational health matter.

(4) Maintain close liaison with other staff agencies, military services, along with Federal and civilian agencies in all relevant safety matters.

(5) Publish a directive that consolidates safety policies and occupational health procedures into a single source publication for headquarters and subordinate units.

(6) Attend and participate in TRADOC/Army Safety Conferences to coordinate the command's safety program and enhance accident prevention awareness and effectiveness.

c. Assistant Chief of Staff (ACS), G1, will:

(1) Coordinate with the USAREC Safety Office on all aspects of the Federal Employees' Compensation Act Program in order to reduce unwarranted and lengthy lost workday claims.

(2) Provide the USAREC Safety Office quarterly information regarding lost time under the Federal Employees' Compensation Act claims and continuation of pay costs.

(3) Provide the USAREC Safety Office a copy of the Civilian Personnel Strength Report monthly.

d. ACS, G3, will coordinate all nonstandard mission requirements and risk assessments with USAREC Safety Office for review.

e. ACS, G4, will:

(1) Require safety plans and risk assessments with commercial contracts for review and approval by the USAREC Safety Office.

(2) Ensure advisement of contractors during pre-performance conferences that all on-duty accidents involving contractor employees must be reported promptly to the contracting officer representative (COR). Contractors must also conform to the recordkeeping requirements of the Occupational Safety and Health Administration (OSHA). (The forms described below are available at <http://www.osha.gov>.) Contractors must:

(a) Report injuries and illness on OSHA Form 300 (Log of Work-Related Injuries and Illnesses).

(b) Annually submits OSHA Form 300A (Summary of Work-Related Injuries and Illnesses).

(3) Assist in the enforcement of contract safety requirements through close coordination with the USAREC Safety Office, COR, and contract administrators.

(4) Ensure contractor's safety programs include the OSHA requirements of hazard communication standards

f. Facilities managers will:

(1) Where correction exceeds local capability, consolidate deficiencies into projects for Department of the Army (DA) funding.

(2) Establish internal procedures to assure immediate correction of work requests identified by USAREC Safety Director and ADSO as imminently dangerous.

(3) Ensure units conduct yearly facility checks.

(4) Support the safety program within their respective areas and provide necessary assistance to enhance the overall safety effectiveness of the command.

g. Commanders and supervisors at all levels will:

(1) Act as safety officers for their unit, directorate, or activity..

(2) Publicize in all channels available for reporting unsafe and unhealthful working conditions, emphasizing

personnel responsible for making such reports.

(3) Assure employee job descriptions accurately identify hazards to which the employee may face exposure, the requirement for wearing specific items of personal protective clothing and equipment (PCE), and other safety requirements.

(4) Establish procedures to ensure identification of managers and supervisors who have safety-related tasks associated with their jobs and that their duty assignments and job descriptions clearly reflect these responsibilities.

(5) Include safe practices and physical standards in all directives, SOPs, and training doctrine.

(6) Develop and implement an accident prevention program encompassing all operations and activities under their control. Establish specific written safety goals for their organization.

(7) Include safety as a rating element in all civilian supervisor performance plans, OERs, and NCOERs.

(8) Arrange to receive a safety orientation from the unit safety officer.

(9) Identify and eliminate hazardous conditions, establish safe practices and procedures consistent with the mission, and motivate and instruct personnel in safe performance on- and off-duty.

(10) Ensure compliance with all appropriate provisions of this document and referenced safety regulations.

(11) Require all military and civilian supervisors to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required PCE.

(12) Ensure that safety officers and NCOs receive training and develop skills necessary to ensure competence.

(13) Require timely reporting of accidents as required in AR 385-10 and this pamphlet.

(14) Determine causes for each accident and take positive corrective action to prevent similar accidents.

(15) Present safety briefings to their personnel before holidays.

(16) Evaluate the effectiveness of their safety program by monitoring whether their unit's accident record is improving or retrogressing. Everyone should relate the potential for accidental losses and their impact on success, such as personnel injuries that contribute to lost man-hours, vehicle shortages due to GOV accidents, and damage costs as related to budget constraints.

h. Commanders of organizations that are primarily administrative in nature with no extremely high, high, or moderate risk activities (such as brigade or battalion headquarters) will:

(1) Have a safety SOP.

(2) Appoint a safety officer and NCO. Selection and assignment criteria for ADSOs will be in accordance with AR 385-10. Written appointment orders for ADSOs will be forwarded to the unit's brigade ADSO. It is highly recommended that the commander ensure a full-time safety technician or specialist is located at the brigade.

(3) Not be required to comply with hazard communication requirements (for example, SOP and posting of MSDSs). Office workers who rarely encounter hazardous chemicals are exempt from hazard communication standards. OSHA has found most office products to be exempt (<http://www.osha.gov>).

(4) Inspect work areas annually. Since these are low-risk work areas, quarterly inspections are not required. Maintain inspection results for 1 year. Handle unsafe conditions per requirements in AR 385-10.

(5) Provide safety training at least semiannually: Summer safety (to include heat injury prevention) and winter safety (cold weather) training. Provide command safety briefings before all 3 and 4-day weekends. Briefings will also emphasize the use of restraint systems, driving while fatigued, use of alcohol, use of text messaging, and speeding. Maintain training records for 1 year.

(6) Establish and implement a local safety awards program for organizations and individuals and establish funding requirements to support safety awards and promotional programs IAW AR 385-10, AR 600-55, TRADOC 385-2, and this pamphlet.

(7) Develop and maintain effective GOV and POV safety programs, to include aggressive motorcycle safety, and ATV, snowmobile, and 15-passenger vans safety programs and comply with requirements of AR 385-10, AR 600-55, DoDI 6055.04, and this pamphlet.

i. Supervisors will:

(1) Perform a risk assessment and job hazard analysis. These steps ensure the work environment meets safety standards

and that their personnel operate in the safest possible manner consistent with the mission. Assure employees under their supervision observe and comply with appropriate SOH rules and regulations.

(2) Be responsible for accident prevention to the same extent as for production, services, mission, and training.

(3) Control unsafe acts or conditions that may be conducive to accidents; procure, maintain in sanitary working condition, and require the use of PCE and devices necessary to protect employees from injury.

(4) Report unsafe workplace conditions to unit safety officer for assistance in correction.

(5) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. Reprisal action will not be initiated or supported against employees who identify hazards, raise safety concerns, or engage in authorized SOH activities.

(6) Orient all newly assigned personnel concerning the hazards inherent in their job and work environment.

Conduct regulatory training concerning specialized and general hazards in the workplace and methods for avoiding accidents.

(7) Report all accidents promptly through the chain of command. Conduct comprehensive factual investigations when on-duty injuries result in lost time.

(8) Ensure facts on civilian compensation forms are fully documented and accurately reported.

(9) Brief newly assigned Army personnel on driving hazards they may encounter while serving in the unit.

(10) Provide light duty for employees injured on the job when indicated by the medical treatment facility. When light duty is not available, the next higher employing echelon will attempt to find such duty.

j. ADSOs and Safety NCOs will:

(1) Implement, sustain, and enforce the Army Safety Program and USAREC Safety Program in accordance with DA Pam 385-1, AR 385-10, TRADOC Reg 385-2, and this pamphlet.

(2) In addition to the online ADSO course, attend supplemental, USAREC specific training every two years.

(3) Interpret safety policies and procedures for the commander, supervisors, and subordinate safety personnel.

(4) Battalion ADSOs will track and report the following to the brigade ADSO. Brigade ADSOs will track and report the following to the USAREC Safety Office for their units:

(a) Commander's Safety Course completion

(b) Army Readiness Assessment Program completion

(c) Motorcycle and all-terrain vehicle (ATV) riders and safety requirements completion (monthly)

(5) Supervise and conduct safety inspections of worksites and facilities are using the SASOHI procedures described in AR 385-10.

(6) Coordinate with supervisors to provide technical assistance to eliminate unsafe work practices.

(7) Provide prompt assistance with accident investigation and reporting. Review reports for completeness and accuracy, and evaluate the adequacy of corrective actions. Follow-up to ensure completion of corrective actions.

(8) Maintain safety records on all near misses and injuries and analyze the unit's accident experience to determine accident patterns, and then develop and implement countermeasures.

(9) Provide the commander with periodic safety progress reports and information concerning accidents.

(10) Provide assistance for commanders in conducting periodic briefings with supervisors and NCOs regarding the objectives of the safety program, methods of attaining these objectives, and the degree of success expected.

(11) Arrange for the incorporation of safety practices in operating procedures, training publications, demonstrations, and exercises to ensure the safety of Army personnel and the public.

(12) Determine the need for and obtain material for safety training, safety promotions, and safety awards.

(13) Conduct annual battalion safety program evaluations. Document findings and corrective actions.

(14) Establish and maintain an organizational SOH bulletin board. The following items will be posted:

(a) Commander's safety policy memorandum.

(b) DD Form 2272 (Department of Defense Safety and Occupational Health Protection Program).

(c) DA Form 4755 (Employee Report of Alleged Unsafe or unhealthful Working conditions).

(d) Fatality memorandums (post for a minimum of 6 months from date of issue).

(e) Safety alerts and safety grams (post for a minimum of 6 months from date of issue).

## **Chapter 2**

### **Reporting and Investigating Army Accidents**

#### **2-1. General**

Commanders will ensure all accidents and injuries are reported, investigated, and analyzed IAW AR 385-10, DA Pam 385-40 and this pamphlet.

#### **2-2. Initial accident notification and reporting procedures**

Commanders and supervisors will investigate as required, unplanned events (accidents) IAW AR 385-10 and DA Pam 385-40 and reported to the USAREC Safety Office: When a Class A or B accident occurs:

a. Commanders will immediately notify the chain of command and the USAREC Command Operations Center (COC) at (502) 626-0823 or 0824.

b. The COC will immediately notify the USAREC Safety Director when notified of a Class A or B accident after regular duty hours.

c. The CG will appoint the local CAIG board, except when USACRC investigates an accident. The ACS, G3 will task Board Members appointment. The G3 will complete appointment orders. Members of the board will come from organizations other than the unit where the accident occurred.

d. All CAIG boards will follow general accident investigation procedures found in AR 385-10 and DA Pam 385-40 unless directed to do a limited use accident investigation by TRADOC.

e. Brigade Commanders will review and sign all Class A and B accident reports on DA Form 285, Block 66. Forward original copy of all Class A and B accident reports to USAREC Safety Director within 25 days of the occurrence.

f. The USAREC Safety Office will forward DA Form 285/285-AB through TRADOC Safety to the U.S. Army Safety Center.

g. The USAREC Safety Director or Brigade Safety Officers will conduct a preliminary investigation of all fatalities that are not determined as a homicide, suicide, or due to natural causes, and provide essential elements of information to TRADOC Safety as soon as possible.

#### **2-3. Accident Investigation and reporting**

a. The brigade ADSO will report Class A, B, and C accidents to the USAREC Safety Office within 24 hours. Class D and E accidents will be reported to the USAREC Safety Office within 5 working days. Report all other accidents on the USAREC Form 385-10.3 monthly.

b. The brigade ADSO will ensure the following:

(1) Completion and submission (email) of USAREC Form 385-10.1 (Accident Notification Report) by the unit to the USAREC Safety Office, requesting a control number.

(2) Forward obtained control number to the battalion or unit responsible for the accident and ensure the submission of a completed accident case file to the USAREC Safety Office within 25 days from the date of the accident to HQ USAREC, ATTN: RCCS-SA. The accident case file will include at a minimum:

(a) USAREC Form 385-10.1.

(b) DA Form 285-AB or DA Form 285.

c. The USAREC Safety Office may require additional documentation,

d. Brigade commanders will ensure all DA Forms 285 are completed and properly filled out prior to their signature.

e. The original DA Form 285 and DA Form 285-AB will be submitted by the brigade ADSO to HQ USAREC, ATTN: RCCS-SA. The USAREC Safety Office will forward the original to Headquarters, USACR/Safety Center.

## **2-4. Fatality review boards**

- a. Commanders experiencing the accidental death of any USAREC Soldier, or on-duty DA civilian will convene a fatality review board (FRB) and conduct a fatality after-action review (FAAR) IAW TR 385-2. The FRB and FAAR ensure timely investigation of accidental losses, identify causes or contributing factors, and determine necessary leader actions to prevent recurrences.
- b. The commander must complete the FAAR within 14 days of the accidental death. The DCG approves extensions.
- c. The CG/DCG will chair the FAAR. If available, the USAREC CSM will attend. The brigade ADSO will set up and schedule the FAAR. The FAAR will occur either in person or by video teleconference.
- d. The FRB will provide a multidisciplinary approach to review Soldier deaths through collaboration and cooperation of multiple professional disciplines. At a minimum, the FRB will include the following members:
  - (1) Unit or activity chain of command from first-line supervisor to brigade commander or equivalent.
  - (2) USAREC Safety Director.
  - (3) USAREC Staff Judge Advocate.
  - (4) Other members as the situation demands.
- e. For the complete list of requirements to be addressed in the FAAR, contact the USAREC Safety Office.
- f. The brigade ADSO will ensure the deceased member's brigade provides the presiding CG/DCG an advance written report of a fatality, to include the investigation and medical reports.
- g. Upon completion of the FAAR, the DCG will brief the CG and provide comments. (If the CG does not chair.)
- h. Within 10 days of the FAAR completion, the battalion commander of the deceased member's unit will provide the findings of the review to the USAREC Safety Office in memorandum format. For a sample of a FAAR memorandum, contact the USAREC Safety Office.

## **2-5. Accident and personal injury summary reports**

- a. Brigade commanders or their designee will ensure the below summary reports are completed, accurate, and sent to HQ USAREC, ATTN: RCCS-SA, by the 4th day of each month.
  - (1) USAREC Form 385-10.3 (Accident Summary Report and Log).
  - (2) USAREC Form 385-10.6 (Personal Injury Summary Report)
- b. Accident summary data will not include vandalism and stolen vehicles. (Vandalism is damage inflicted on property by someone intending to cause loss to property and is considered a crime, not an accident.)
- c. Criminal acts of break-ins or vandalism are not reported, those are reported through SIRs and security channels.
- d. Personal injury summary data will not include assault or criminal activity. Review all SIRs for applicability prior to submission.
- e. The brigade ADSO is responsible for ensuring the inclusion of all SIRs that report on-duty and off-duty accidents and injuries in the monthly summary reports.
- f. Battalions will submit USAREC Form 385-10.3 and USAREC Form 385-10.6 to their respective brigade ADSO monthly. Brigades will oversee and track accident reporting requirements and send it to the USAREC Safety Office monthly.

## **Chapter 3 Risk Management (RM)**

### **3-1. General**

RM is a five-step cyclic process that is easily integrated into the military decision-making process. ATP 5-19 (Risk Management) contains detailed risk management guidance and will be used to ensure the risk management process is conducted to standard. The standard for risk management is leadership, at the appropriate level of authority, making informed decisions to control hazards or accept risks. This standard applies to our recruiting operations and the normal activities associated with everyday life, in and out of uniform, on and off duty.

a. We conduct operations that are inherently dangerous and require constant vigilance to mitigate risk. All leaders are responsible and accountable for assessing their operations as total systems. They must ensure that risk management decisions match the mission and that control measures reduce the risks to a level that supports their commanders' guidance. The degree of risk determines the level of authority at which a decision is made to accept the risk. DD Form 2977 (Deliberate Risk Assessment Worksheet) will be used to complete the five-step risk management process prior to all events. A copy of DD Form 2977 will be maintained at the event site until completion of the event and maintained on file for one year.

b. Leaders must consider and address all phases of an operation or training event during the RM process. The residual risk identified on this worksheet will be accepted in accordance with the risk decision authority listed in paragraph 3-2b. The daily risk assessment will not change the accepted residual risk without coordination with the applicable approving authority. All daily risk assessments will include updated assessment of severity and probability. Administrative and classroom training, designated as low risk in training support packages and lesson plans, do not require completion of a daily DD Form 2977.

c. All USAREC units will ensure a risk assessment (DD Form 2977) is conducted before engaging in any potentially hazardous activities. Even routine daily tasks, such as driving a GOV, pose risks to health and safety. Rock climbing walls and other lead-producing exhibits expose recruiters and the public to potential injury. Some hazards are obvious, but others can be difficult to identify without careful preparation. The assessment brings the risks into focus and helps prevent accidents. The USAREC standard for conducting risk assessments is DD Form 2977. All operators are responsible for knowing how to use RM and DD Form 2977. DD Form 2977 for GOV use will be maintained monthly in conjunction with USAREC Form 700-5-3 (Motor Vehicle Usage Record). Units may also use other tools to supplement the DD Form 2977, such as Composite Daily Risk Management Worksheet, must also ensure a DD Form 2977 is completed and updated monthly. If conditions or risk level changes, the DD Form 2977 risk assessment will be submitted for re-approval to the approving authority. A copy of the GOV risk assessment will be kept on file for one year.

d. All activities of the command are to be conducted with the highest regard for the safety of our Soldiers, employees, Families, Future Soldiers (FS), and the general public participating in our recruiting events and activities.

### **3-2. Risk Acceptance Authority**

a. Commanders are the risk management experts and will ensure implementation of risk management into all aspects of USAREC mission planning. Commanders will ensure that all military and civilian employees within their commands complete the online Risk Management Basic Course at <https://safety.army.mil>. New Soldiers and employees will complete during in processing. Commanders will ensure all contractors teach and instruct their employees on the Army RM process.

b. Within US Army Recruiting Command, risk decisions must be made at the appropriate levels. The CG USAREC has established risk acceptance authority as follows:

(1) Extremely high risk missions require approval by senior mission commander of general officer (GO) rank.

(2) High risk missions require approval by colonel or equivalent as designated by the senior mission commander of GO grade.

(3) Moderate risk missions require approval by lieutenant colonel or equivalent as designated by the senior mission commander. Lieutenant colonel or equivalent will not delegate this authority.

(4) Low risk missions require approval by the Company Commander, this authority may be delegated to center leaders for routine daily tasks.

## **Chapter 4**

### **Safety Awards Program**

#### **4-1. General**

a. Safety awards programs recognize units and individuals that significantly contribute to accident prevention, consequently improving USAREC operations. (See DA Pam 385-10 and AR 385-10, for more information on this program.)

b. The objective of this awards program is to promote excellence in mission readiness by accident and hazard reduction. An active safety awards program will recognize effective safety programs, integration of RM principles, and foster a sound safety culture. USAREC will recognize organizations and individuals for extraordinary commitment to a command-wide safety focus that demonstrates effective RM integration in operational readiness and mission success.

#### **4-2. Drivers awards**

DA Form 1119-1 (Certificate of Achievement).

a. Recipients. Army military personnel and Army civilian employees who, as part of their routine duties (to include unit support personnel) are required to regularly drive GOVs.

b. Eligibility. A nominee must complete the following miles without any “at fault” military or civilian on-duty vehicle accident(s) and have no convictions of moving traffic violations or revocations:

- (1) 8,000 miles of Army administrative vehicle operation (AVO) or 12 months.
- (2) 15,000 miles of Army AVO.
- (3) 30,000 miles of Army AVO.
- (4) 45,000 miles of Army AVO.
- (5) 60,000 miles of Army AVO.
- (6) 75,000 miles of Army AVO.
- (7) 100,000 miles of Army AVO (CG Certificate of Achievement).
- (8) 125,000 miles of Army AVO (CG Certificate of Achievement).
- (9) 150,000; 200,000; 250,000; and 300,000 miles of Army AVO (increments of 50,000) (CG Certificate of Achievement).

#### **4-3. TRADOC Commander’s Safety Award**

a. TRADOC Commander’s Safety Award recognizes TRADOC organizations and activities for meeting accident prevention goals and making significant contributions to the Army safety program. TRADOC presents the TRADOC Commander’s Safety Award for first place (highest score) in each category (USAREC is considered a medium sized command). Award presentation is at the TRADOC Commander’s Conference.

b. Nominations are made by the Director, TRADOC Command Safety, and approved by the TRADOC CofS.

c. The basis of goals is upon TRADOC accidents only, and rate computation is IAW AR 385-10, except for the AMV rate, which will be computed based upon miles driven versus population. Ensure accident reports correctly indicate on/off duty status for all military injuries

#### **4-4. TRADOC Certificate of Achievement in Safety**

a. TRADOC may present the TRADOC Certificate of Achievement in Safety to an individual or organization that makes valid contributions to the TRADOC accident prevention effort.

b. Endorse nominations containing narrative description of achievements through the chain of command to Commander, TRADOC (ATCS-S), Fort Eustis, VA 23604-5754.

#### **4-5. Use of promotional items**

a. The use of incentive/promotional items can substantially contribute accident prevention programs. AR 385-10 authorizes use of promotional items and ARs 600-8-22 and 672-20 authorizes their purchase. The use of promotional items to recognize safe performance is encouraged.

b. Promotional items for safety must be distributed for valid reasons, for actions observed, and not with such frequency that awards lose their meaning. Any questions regarding purchase limits or suitability will be directed to the Command Judge Advocate.

### **Chapter 5**

#### **Prevention of Vehicle Accidents**

##### **5-1. General**

This chapter establishes requirements for the USAREC Motor Vehicle Accident Prevention Program. Motor vehicle accidents are the number one killer of Soldiers. Driver error causes most motor vehicle accidents. Proper selection, training, and supervision of drivers will help prevent these errors.

## **5-2. Requirements**

- a. Individual operator responsibilities are described in AR 385-10, AR 600-55, and USAREC Reg 700-5
- b. Commanders or commandants will ensure driver education and training are conducted in accordance with AR 385-10 and implement the Army Traffic Safety Training Program. Follow-on training will include local hazards, intermediate driver's training, and additional training as made available through TRADOC.
- c. Hands-free and Bluetooth electronic devices are authorized for limited use while operating a government owned or leased motor vehicle (GOV), unless prohibited by state laws. The Bluetooth or hands-free earpiece may only be used in one ear. Using a hand-held cell phone on speaker mode does not constitute a hands-free device. Hands-free devices must be secured to the vehicle. Vehicle operators may not use hand-held electronic devices unless the vehicle is safely parked.

## **5-3. Motorcycle operation and training**

All operators of Government- or privately-owned motorcycles (both street and off-road versions) on DoD installations must be appropriately licensed (state and local) to operate on public highways, meet all training requirements, and wear personal protective equipment (PPE) in accordance with AR 385-10. Commanders and commandants will ensure:

- a. Brigade and Battalion ADSOs track and report each known or potential motorcycle rider to ensure the rider is identified (by name), has completed the required motorcycle training IAW AR 385-10, the training is documented in DTMS, and each rider is provided, reviews, and completes USAREC Form 385-10.4 (Motorcycle Operator Responsibilities). Discrepancies will require follow up by leadership personnel to ensure completion of documentation. Documentation will be maintained by supervisory personnel and updated annually or when changes in status occur. When a Soldier leaves the unit, documentation will be kept on file for a minimum of 30 days.
- b. Brigade and Battalion ADSOs need to coordinate the USAREC Form 385-10.4 with the local unions through the civilian personnel advisory center before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, supervisors will sign the form attesting the civilian employee received the briefing.

## **5-4. Off-road vehicles and ATVs safety**

All operators of Government- or privately-owned ATVs on DoD installations must meet all training requirements specified in DODI 6055.4 and AR 385-10. When ATVs are authorized for official use (at marketing events, for example), all drivers will be trained and licensed, and wear the appropriate PPE. The operator of an ATV will not carry more passengers than the vehicle was designed to carry. Commanders and commandants will:

- a. Review and complete USAREC Form 385-10.5 (All-Terrain Vehicle Operator Responsibilities with ATV operators). Leaders will ensure completion of documentation of all discrepancies.
- b. Brigade and battalion ADSOs need to coordinate the USAREC Form 385-10.5 with the local unions through the civilian personnel advisory center before placing any additional requirements on civilian employees. Civilian employees are not required to sign the form; however, the supervisor will sign the form attesting the employee received the briefing.
- c. Ensure all ATV riders are identified during in-processing and tracked by name, along with the motorcycle riders.
- d. Strongly recommend ATV safety training for personnel who ride privately-owned ATVs. Operators are also encouraged to complete refresher training before each riding season or after long periods of inactivity. This training will be at the operator's expense, not Government expense. Note: Additional safety information and ATV classes are on the ATV Safety Institute Web Site at <http://www.atvsafety.org/asi.cfm>.

## Chapter 6 Special Emphasis Areas

### 6-1. General

Areas of emphasis in units and activities will vary depending on the operation, degree of hazard, and operational difficulty. Units and activities should identify such potential loss areas so they can institute effective controls.

### 6-2. Water safety

Commanders at all levels are responsible for developing and maintaining effective water safety programs as part of a comprehensive unit safety program IAW AR 385-10, and in guidelines prescribed in DA Pam 385-10.

a. While riding in or on any watercraft on or off an installation, all Soldiers will wear appropriate life preservers.

b. All Soldiers assigned to USAREC who own watercraft will be given adequate time during duty hours to receive a watercraft safety training course at the commander's discretion.

### 6-3. Heat injury prevention

Commanders at all levels are responsible for developing and maintaining effective heat injury prevention programs as part of a comprehensive unit safety program.

a. USAREC staff and subordinate units will complete heat injury prevention training annually (NLT 15 April).

b. Additional information about heat injury prevention can be found online at the U.S. Army Center for Health Promotion and Preventive Medicine Web Site at <http://chppm-www.apgea.army.mil/heat/>.

c. Address heat injury prevention education for newly arrived Soldiers and their family members as part of the "Local Area Hazard Safety Briefing." Highlight the increased risk while running.

### 6-4. Cold weather related injury prevention

Commanders at all levels are responsible for developing and maintaining effective cold weather related injury prevention program as part of a comprehensive unit safety program. Accident and injury prevention must be central for winter activities' both on- and off-duty responsibilities (for example, adjust driving behavior to road conditions, dress accordingly, and inspect facilities along with equipment for hazards that may produce fires or carbon monoxide poisoning).

a. Driving in bad weather cannot be avoided. Use the risk management process. Before driving make sure that your windows and mirrors are clear of snow and ice. Maintain situational awareness; slow down for weather conditions and increase following distance when in traffic.

b. During the winter, slips and falls are the leading causes of mishaps. Many occur in parking lots and on sidewalks. Update risk assessments when weather conditions change. Hazards, controls, and residual risks will be communicated to the lowest level. It is particularly important to provide guidance and alternate means of entrance and exit for employees with disabilities.

c. Officers and NCOs must be familiar with environmental conditions that influence the risk of cold injuries such as temperature, wind, humidity, and ground surface conditions. Ensure cold weather injury prevention training is provided to all personnel. Minimum requirements for cold weather injury prevention training, additional resources, and points of contact are available at <http://www.tradoc.army.mil/surgeon/information.htm>.

**Appendix A References**  
**Section I**  
**Required Publications**

**AR 385-10**

The Army Safety Program.

**AR 600-8-22**

Military Awards.

**AR 600-55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

**ATP 5-19**

Risk Management.

**DA Pam 385-1**

Small Unit Safety Officer/NCO Guide.

**DA Pam 385-10**

Army Safety Program.

**DA Pam 385-40**

Army Accident Investigation and Reporting.

**DODI 6055.1**

DOD Safety and Occupational Health (SOH) Program.

**DODI 6055.4**

DOD Traffic Safety Program.

**TRADOC Reg 385-2**

U.S. Army Training and Doctrine Command Safety Program.

**USAREC Reg 700-5**

Integrated Logistics Support.

**Section II**

**Related Publications**

**AR 25-400-2**

The Army Records Information Management System (ARIMS).

**AR 40-5**

Preventive Medicine.

**AR 190-5**

Motor Vehicle Traffic Supervision.

**AR 420-1**

Army Facilities Management.

**DA Pam 385-30**

Mishap Risk Management.

**DODI 6055.07**

Accident Investigation, Reporting, and Recordkeeping.

**FM 55-30**

Army Motor Transport Units and Operations.

**TC 21-305-100**

The Military Commercial Driver's License Driver's Manual

**USAREC Reg 1-21**

Inspections.

**29 CFR Part 1910**

Occupational Safety and Health Standards

**29 CFR Part 1960**

Basic program elements for Federal employee occupational safety and health programs and related matters.

**Section III**

**Prescribed Forms**

**HQ USAREC Form Safety 1**

Accident Avoidance Course Certification.

**USAREC Form 385-10.1**

Accident Notification Report.

**USAREC Form 385-10.2**

POV Inspection Checklist.

**USAREC Form 385-10.3**

Accident Summary Report and Log.

**USAREC Form 385-10.4**

Motorcycle Operator Responsibilities

**USAREC Form 385-10.5**

All-Terrain Vehicle Operator Responsibilities

**USAREC Form 385-10.6**

Personal Injury Summary Report.

**USAREC Form 385-10.7**

Newcomers Safety and Occupational Health Briefing.

## **Section IV**

### **Referenced Forms**

#### **DA Form 285**

U.S. Army Accident Report.

#### **DA Form 285-AB**

U.S. Army Abbreviated Ground Accident Report (AGAR).

#### **DA Form 348**

Equipment Operator's Qualification Record

#### **DA Form 1119-1**

Certificate of Achievement in Safety.

#### **DD Form 2977**

Deliberate Risk Assessment Worksheet.

#### **DD Form 2272**

Department of Defense Safety and Occupational Health Protection Program.

#### **OSHA Form 300**

Log of Work-Related Injuries and Illnesses. (Available at <http://www.osha.gov>.)

#### **OSHA Form 300A**

Summary of Work-Related Injuries and Illnesses. (Available at <http://www.osha.gov>.)

## **Glossary**

### **Section I Abbreviations**

#### **ACS**

Assistant Chief of Staff

#### **ADSO**

Additional duty safety officer (officer/NCO/civilian)

#### **AMV**

Army motor vehicle

#### **ATV**

All-terrain vehicle

#### **AVO**

Administrative vehicle operation

#### **CAIG**

Centralized accident investigation, ground

#### **CG**

Commanding General

**COC**

Command Operations Center

**COR**

contracting officer representative

**CoS**

Chief of Staff

**CSM**

Command Sergeant Major

**DA**

Department of the Army

**DCG**

Deputy Commanding General

**DoD**

Department of Defense

**FAAR**

Fatality After-Action Review

**FRB**

Fatality Review Board

**GO**

General Officer

**GOV**

Government-owned vehicle

**HQ USAREC**

Headquarters, U.S. Army Recruiting Command

**MSDS**

Material Safety Data Sheet

**NCO**

Noncommissioned Officer

**NCOER**

Noncommissioned Officer Evaluation Report

**OER**

Officer Evaluation Report

**OSHA**

Occupational Safety and Health Administration

**PCE**

Protective Clothing and Equipment

**PCS**

Permanent Change of Station

**POV**

Privately-Owned Vehicle

**PPE**

Personal Protective Equipment

**RC**

Recruiting Centers

**RM**

Risk Management

**SASOHI**

Standard Army Safety and Occupational Health Inspection

**SIR**

Serious Incident Report

**SOH**

Safety and occupational health

**SOP**

Standing operating procedure

**TDY**

Temporary duty

**TRADOC**

U.S. Army Training and Doctrine Command

**USACRC**

U.S. Army Combat Readiness Center

**USAREC**

U.S. Army Recruiting Command

**Section II Terms**

There are no entries for this section.

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