

CEPOH-SO

31 December 2002

Regulation  
No. 385-1-1

Safety and Occupational Health  
GENERAL POLICY

1. Purpose. This regulation sets forth the policy of the District Engineer for the maintenance and administration of a comprehensive accident prevention program. While it is not all-inclusive, it is intended to implement the provisions and relate the applicability of the references to Honolulu District activities.
2. Applicability. The policies and procedures of these regulations are applicable to all District activities, and all the district employees are responsible for compliance in the execution of their work assignments.
3. Distribution: This publication is available in electronic format only. Distribution unlimited.
4. Reference. See Attachment 1.
5. Objectives. To keep manpower, monetary and resource losses resulting from accident occurrences to the absolute minimum by effectively controlling conditions and personal acts through the application and enforcement of the following procedures:
  - a. By integrating risk management into all engineering, construction, operating, administrative and supply procedures and activities.
  - b. By requiring safe performance on jobs at all times.
6. Policy.
  - a. It is the policy that the District will provide its employees a safe working environment, free from safety and health hazards. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.
  - b. A sound health and safety record is clear evidence of sound risk management. The District concept of effective risk management is to maintain low accident/incident rates and compliance with applicable health and safety regulations and policies.

- c. The supervisor is the key person in the successful implementation of any accident prevention program. All supervisors are expected to take the initiative in making a success of our accident prevention program. There is not one employee in this district or a construction contract so urgent that the safety of a single person is neglected.
- d. Implementation of this program within the District will minimize the potential for personal injury, loss of life, occupational illness, and property damage and provide maximum efficiency of operations.

## 7. Responsibilities.

- a. District Engineer. The District Engineer will personally evaluate the effectiveness of risk management, safety policy, and methods by which accident prevention procedures are to be applied and enforced.
- b. Supervisors.
  - (1) Supervisors will support, the policy and directives of the District Engineer, prepare and issue written instructions to all subordinate personnel outlining in detail their responsibilities and duties in risk management; specify the responsibilities and authority with which each individual is charged relative to the enforcement of safety and health regulations and the methods by which enforcement will be obtained.
  - (2) Risk management will be given equal consideration with all phases and functions of supervision. Risk management will be specifically referred to in the job descriptions and performance standards of all personnel. Risk management procedures are available in detail on HD's intranet site at <https://pohinfo>.
  - (3) Assure safety and health is a critical element in the performance standards of all employees.
  - (4) Provide an initial indoctrination briefing to new employees on applicable safety requirements and policies.
  - (5) Provide Federal Employee Compensation Administration claims support forms to injured employees.
  - (6) Provide safety training relevant to office needs, safety office will assist as needed.
  - (7) Ensure employees are provided with and enforce the use of personal protective equipment.
  - (8) Ensure all safety and occupational health requirements are enforced on the job and all accident/incidents reports are promptly and properly submitted.
  - (9) Coordinate with the Safety and Occupational Health Office and seek advice and assistance in matters affecting the program.

- b. Individual employees. Each individual employee is responsible for, but not limited to:
  - (1) Using and/or wearing all special equipment, uniforms, protective clothing or special wearing apparel for protection of self, co-workers and property.
  - (2) Observing safe working practices as established in applicable provisions of EM 385-1-1, District and Division regulations, Standard Operating Procedures (SOPs) and supervisory instructions.
  - (3) Prompt elimination of, or reporting to appropriate supervisor of unsafe conditions, practices or equipment.
  - (4) Reporting all injuries, illnesses and accident, regardless of how minor, to their supervisor at the time of the accident/incident.
  - (5) Attending at least four hours of safety training annually.
  - (6) Government personnel in charge of any phase of contract operation are directly responsible for the enforcement of safety policies and regulations in compliance with EM 385-1-1.
- a. Chief, Contracting Division will:
  - (1) Reviews all purchase orders including IMPAC purchases for services, equipment rental or service contracts to assure accident prevention provisions are included. Route any questionable items through the Safety and Occupational Health Office for review prior to purchase.
  - (2) Assure all new construction packages are routed through the Safety and Occupational Health Office for review at the earliest possible time.
  - (3) Shall ensure that the requirements of EM 385-1-1, (latest revision) be incorporated as a contract clause in all contracts (e.g., construction, service and supply) let in the District. Standard Clause for Safety Standards (S-19) will state, the successful offeror will be required to comply with Chapter 396 of the Hawaii Occupational Safety and Health Act (HIOSH) standards and Title 12 Department of Labor and Industrial Relations, Subtitle 8 Division of Occupational Safety and Health, Part 2 General Industry Standards as well as Title 29, CFR, Part 1910 (OSHA).
- b. Chief, Safety and Occupational Health Office will:
  - (1) Be responsible for planning, developing and managing the District Risk Management Program to include work safety, occupational and environmental health.
  - (2) Maintain accident/incident experience statistics as required.
  - (3) Maintain and control official accident/incident report files.

- (4) In a staff capacity, provide supervision, coordination and advisory service in accident/incident and health prevention.
- (5) Provide safety and occupational health advisory service to the Commander and Corporate Board.
- (6) Review project plans and specifications for safety and occupational health standards as required including review of all Accident Prevention plans and site safety and health plans.
- (7) Provide assistance to district and field offices, insuring all are informed of the latest technical safety and occupational health data and equipment.
- (8) The Safety and Occupational Health Office will conduct periodic field surveys and coordinate monthly District Engineer site safety visits to insure optimum benefit is derived from the Risk Management Program. In addition, coordinate the safety management and occupational health programs throughout the District.
- (9) Disseminate site visit report to all Resident Engineers and Project Managers so that they understand what is being found at project sites.
- (10) Maintain Federal Employee Compensation Claims files for THE DISTRICT personnel.

d. Chiefs of Programs and Project Management and, Engineering and Construction Divisions will:

- (1) Insure all plans, specifications and technical publications prepared at the District level incorporate established safety standards.
- (2) Be responsible for insuring all current safety, occupational and environmental health standards are incorporated into all plans and designs prepared under his control.

e. Chief, Construction Branch will:

- (1) Be aware of the accident/incident experience and loss prevention status of all work under his supervision.
- (2) Review reports of all accidents/incidents occurring in their area of responsibility to insure that action taken to prevent recurrence is positive, effective and adequate, and, when such action is not satisfactory, recommend through command channels, the action to be taken.
- (3) Evaluate the attitude and effectiveness of field supervisors and construction representatives/inspectors in promoting the safety and occupational health program, and take necessary steps to correct deficiencies.
- (4) Administer the construction contractor's awards program.

## c. Resident/Project Engineers will:

- (1) Stay currently advised of the accident/incident experience and loss prevention status of all work under his or her supervision, including an adequate record of each contractor's safety performance.
- (2) Review all accident/incident reports occurring on work under their supervision, insuring that the reports are complete and action indicated to prevent recurrence is positive, effective and adequate. When such action is not satisfactory, corrective measures should be taken and so indicated on the report by an attached memorandum.
- (3) Follow through on the corrective action on the mishap report to insure the action as indicated or directed is actually taken.
- (4) Participate in monthly safety meetings with contractor/supervisory personnel as required by EM 385-1-1.
- (5) Require all inspectors to include in their daily reports all their activities in loss prevention and accidents/incidents that occur on projects under their jurisdiction regardless of severity or consequence.
- (6) Ensure that installations and field offices under their jurisdiction, both government and contract have adequate fire prevention and fire protection programs, and that fire fighting crews have been organized and trained per Logistics management requirements.
- (7) Provide for the continuing inspection of all contract jobs under their jurisdiction for compliance with safety and occupational health regulations and accident prevention plans.
- (8) Provide for orientation in the control of hazards and potential work hazards and subsequent training for all new and reassigned employees as required. This is in addition to the new employee briefing by the Safety and Occupational Health Office.
- (9) Assure employees are provided with such items of personal protection as the hazards of the work required. Supervisory personnel will enforce the use and/or wearing of such apparel.
- (10) As part of the performance appraisal, annually evaluate all construction field supervisors and personnel on their safety and occupational health performance and effectiveness.
- (11) Evaluate contractor's performance safety performance, and provide interim and final evaluations based on contractor's actions during the projects. Evaluate the Accident Prevention Plan for each of the projects and issue instructions for improvement, as necessary.
- (12) Support safety and occupational health program and directives of the District Engineer. Prepare and issue written instructions to all supervisory and inspection

personnel, outlining responsibilities, authorities, and methods of personnel enforcing safety and health regulations.

(13) Ensure no equipment or facility under their jurisdiction is placed in service until it is in a safe, operational condition. Inspect, or provide for inspection all government and contractor furnished equipment to insure its safe operating condition in compliance with EM 385-1-1.

d. Project Managers (PM) will:

- (1) Be aware of the status of the safety conditions on their projects. PMs are responsible for all aspects of their project. PMs need to know if safety is a concern or issue on the site and support the Resident Engineer's effort to eliminate the violation.
- (2) Provide the Safety and Occupational Health Office with a current listing of PM responsibility by installation for their use to identify the responsible PM.
- (3) Contact the Resident Engineer (RE), upon receiving the safety report, to obtain the status of the deficiency corrections. If the report shows major problems or numerous deficiencies, the PM should contact the contractor's higher management (above site management) and express concern for poor safety performance. Should problems persist, and the PM and RE feel they are not getting results; Construction Division Chief and Chief of Contracting should be notified. If the Resident Engineer and Project Manager decide contractual actions are required, the proper channel is from the Construction Project Engineer (COR) to the Resident Engineer (ACO) to the Contracting Officer (KO). If problems still continue, then the matter will be elevated to the Chief of Engineering and Construction Division and Chief of Programs and Project Management Division for action and finally up to the District Engineer for action.
- (4) As PM's visits the sites, they will review some of the safety and occupational health documentation. They will check the Activity Hazard Analysis (AHAs) and toolbox meetings. PMs are responsible for the total project and that means the safety aspects of the projects.
- (5) In coordination with the REs, PMs will insure that an acceptable Accident Prevention Plan (APP) for each project and Activity Hazard Analysis (AHA) for each definable feature or activity of work are provided by the contractor. The contract requires that an APP be provided at the beginning of the contract and any work is allowed to start on the site. In most cases, the APP covers project activities that are common and not specialty items. For instance the APP will cover requirements for personnel safety equipment (hardhats, safety shoes, gloves, goggles, ear protection, etc.) scaffolding, site cleanup, sanitation, emergency procedures, etc. A more detailed analysis is required once a feature of work is ready to begin and all the crews and staffs that will perform the work are available. Typical AHAs include such items as welding operations, steel erection, painting, elevated work, working in confined spaces, etc. The AHA follows the format of risk management tools to prevent accidents. The format of the analysis is a worksheet that identifies that identifies hazards, and the precautionary actions to minimize and or eliminate the hazards.

- (6) The PM is required to review with the RE accepted APP for their projects to gain familiarity with the contractor's Accident Prevention Program. This review should take place within 45 days of acceptance of the APP by the RE.
- (7) The PM is required to review with the RE accepted APP for their projects to gain familiarity with the contractor's Accident Prevention Program. This review should take place within 45 days of acceptance of the APP by the RE.
- (8) The PM is required to review and have a copy of the latest Engineering Manual (EM) 385-1-1, Safety and Health Requirements Manual.

FOR THE COMMANDER:

/s/  
KENNEY J. COCHRAN  
Chief, Safety and Occupational  
Health Office

8 APPENDICES:

1. References
2. Accident Prevention on Contract Work
3. Accident Prevention Plan Review Checklist
4. Safety Inspection of Construction Equipment
5. Reporting Unsafe or Unhealthful Working Conditions
6. Training and Education
7. Exposure Reports
8. Quick Reference of Accident Reporting Procedures

DISTRIBUTION (POH List 03-1):

B, C

**APPENDIX 1 - REFERENCES**

- a. DODI 6055.1, Department of Defense Safety and Occupational Health Program.
- b. AR 40-5, Preventive Medicine.
- c. AR 385-10, The Army Safety Program.
- d. AR 385-40, Accident Reporting and Records.
- e. AR 385-55, Prevention of Motor Vehicle Accidents.
- f. AR 600-55, The Army Driver and Operator Standardization Program.
- g. EM 385-1-1, Safety and Health Requirements Manual, 3 Sep 96.
- h. ER 5-1-11, Program and Project Management, 27 Feb 98.
- i. ER 385-1-31, The Control of Hazardous Energy.
- j. ER 385-1-40, Occupational Health Program.
- k. ER 385-1-89, Hearing Conservation Program.
- l. ER 385-1-90, Respiratory Protection Program.
- m. ER 385-1-96, Ergonomics Program Policy.
- n. Field Manual (FM) 100-14, Risk Management, April 1998.
- o. USACE Supplement 1 to AR 385-10
- p. Code of Federal Regulations, Title 19, Parts 1910 and 1960
- q. EO 12196
- r. EP 385-1-40, Boards of Investigation.
- s. POD Manual 385-1-1.
- t. Applicable POH SOPs and Policies. POH Ergonomic Plan, Wellness and Medical Surveillance Program, and Dive Safety program

**APPENDIX 2 - ACCIDENT PREVENTION ON CONTRACT WORK**

1. **POLICY.** The accident prevention provisions are part of the contractor's contractual requirements. After signing the contract, the contractor must vigorously comply with pertinent safety and health requirements and assume responsibility for compliance by all of his subcontractors.
2. **CONTRACT SPECIFICATIONS.**
  - a. In addition to EM 385-1-1, the specifications for all contract work will include such additional requirements as are necessary to insure high standards of physical protection and safety performance by the contractor. Field personnel and Construction Division personnel will assess potential hazards on sites, annotate in Quality Assurance reports and make available for review by safety personnel.
  - b. Insofar as it is appropriate and practical, safety and health requirements will be integrated into the technical specifications covering the portions of the work to which the safety and health requirements apply.
3. **CONTRACTOR'S ACCIDENT PREVENTION PLAN AND PREWORK SAFETY MEETING.**
  - a. The Resident Engineer or designee will send a letter to each contractor immediately following a contract award to insure cooperation, coordination and complete understanding in the application of accident prevention on contract work. This letter will include a brief outline of the objectives of the Corps of Engineers in accident prevention and will stress the importance of the contractual safety and health obligations. A reference will be made to the requirements for a written Accident Prevention Plan covering the contractor's work.
  - b. The contractor will be informed when and where he should submit the Accident Prevention Plan and with whom arrangements should be made for the prework safety meeting. The contractor's written plan is reviewed and accepted by the Contract Office Representative (COR). A recommended checklist is attached for use in reviewing a contractor's written accident prevention plan. Following this review and prior to the initiation of work, the contractor will meet in conference with appropriate Corps construction personnel to discuss the plan and the inherent and specific hazards of the contemplated operations. A copy of the written minutes containing the understanding reached at the prework safety meeting will be furnished to the contractor. The original will be signed by the contractor and COR and kept in the contract files. The contractor will be informed that his plan and agreements made at the prework safety meeting will be enforced as a part of the contract.
  - c. At the preconstruction meeting, resident engineers, project engineers and government representatives will assure contractors are advised as to the procedures by which APP will be enforced on the job, including delegation of authority to field personnel in charge of all elements of their work. The advice will include a statement that under the authority for enforcement delegated to the immediate field personnel, the decisions of such field personnel will be final except the right of appeal shall not be denied the contractor.

4. **RESPONSIBILITY FOR ENFORCEMENT.** Execution of the safety provisions rests with the contractors for full and complete responsibility for the enforcement of the safety and health provisions of all contracts and is a shared responsibility with Resident Engineers and the government supervisors in charge of the work. Prompt and positive action at the field level will be taken to correct deficiencies. If there is a failure at field level to obtain compliance, the matter will be referred for action to the District's Chief of Construction Office.
5. **RESPONSIBILITY OF GOVERNMENT EMPLOYEES IN CASES OF IMMEDIATE HAZARD.**
  - a. Whenever any government employee observes that work is being performed at the risk of life or limb, the employee will immediately take the following measures:
    - (1) The employee will direct the workers to remove themselves from the dangerous location and cease the hazardous operation. Then he/she will notify the contractor's representative.
    - (2) If the contractor's representative is not at the location of the dangerous condition, the employee will direct the workers to remove themselves from the dangerous location and cease the hazardous operation. Then the government employee will see that work is not resumed in the area of danger and the defective equipment, tools, scaffolds or other facilities are not used further until recommended corrective action is taken.
  - b. The government employee will immediately report any of the above actions and any noncompliance with his/her recommendation to the immediate supervisor or government representative at the site.
  - c. Each project representative will keep, in a daily log, a written record of observations, the orders issued and the action taken on accident prevention matters.
6. **USE OF STOP WORK ORDER.** If all attempts to secure voluntary compliance with safety and health requirements are unsuccessful, the Resident Engineer may issue a stop work order. It is important that the order applies only to that portion of the work that is affected by the actions or lack of actions by the contractor and that all the facts of the proceedings are documented in writing. The contractor shall be informed, in writing, of the extent of the stoppage of work, the date and hour work has stopped the reason for the action and the conditions under which work may proceed again.
7. **ACTIVITY HAZARD ANALYSIS (AHA).**
  - a. An AHA will be developed before the beginning of any major phase of construction to review the specific hazards anticipated and the specific measures planned to eliminate them. The AHA will be annotated on POD Form 184-R.

- b. Major phase pertains to items of work such as surveying, drilling, excavation, road relocations, concrete placement, quarrying and installation of equipment. It shall also include other activities repeated over any extended period of time, such as crane operations and vehicular transportation of personnel. The activity hazard analysis may be sent to CEPOH-SO for review. However, the Safety and Occupational health office does not accept or reject the AHA. The Project Engineer or designated government representative accepts the AHA.
- c. All workers will be briefed on the AHA specific to their work and its associated hazards. The workers will acknowledge receipt of the brief by signing the AHA or an assigned document.
- d. AHAs are available for contractor employees, government personnel and visiting guests.

**APPENDIX 3 - ACCIDENT PREVENTION PLAN REVIEW CHECKLIST**

Contract No.:

Date:

Description:

Transmittal #:

**PLAN IS:**

**Acceptable**

**Not Acceptable, see below**

**YES NO ITEMS REQUIRED IN ACCIDENT PREVENTION PLAN**

**1. SIGNATURE SHEET**  
 a. Plan Preparer  
 b. Plan Approver  
 c. Plan Concurrence

**2. BACKGROUND INFORMATION**  
 a. Contractor Name  
 b. Contract No.  
 c. Project Name  
 d. Brief Project Description and Location (map)  
 e. Contractor Accident Experience (Copy of OSHA 300 Form, etc.)  
 f. Listing of Phases of Work and Hazardous Activities Requiring and Activity Hazard Analyses (AHA)

**3. STATEMENT OF SAFETY AND HEALTH POLICY**

**4. RESPONSIBILITIES AND LINES OF AUTHORITIES**  
 a. Identification and accountability of personnel responsible for safety - at both corporate and Project level (including preparation and review of AHA's) - include resumes  
 b. Lines of Authority

**5. SUBCONTRACTORS AND SUPPLIERS**  
 a. Identification of subcontractors and suppliers (if known)  
 b. Means of controlling and coordinating subs and suppliers  
 c. Safety responsibilities of subcontractors and suppliers  
 d. Method of addressing subcontractor safety plans/Mutual Understanding Meeting for subs

**6. TRAINING**  
 a. List subjects to be discussed with employees at safety indoctrination  
 b. List mandatory training and certifications applicable to this project  
 c. Identify requirements for emergency response training  
 d. Outline requirements (who attends, when given, who will conduct, etc.) for supervisory and Employee safety training (meetings)  
 e. List names and dates of First Aid and CPR Training for at least two (2) employees on site

**7. SAFETY AND HEALTH INSPECTIONS**

<input type="checkbox"/>	<input type="checkbox"/>

- a. List name of individual responsible for conducting safety inspections (see Item 4a, above)
- b. Indicate when inspections will be conducted (minimum every two (2) weeks)
- c. Furnish sample forms upon which inspections will be recorded
- d. Indicate deficiency tracking system and follow-up procedures
- e. Any external inspections/certifications which may be required

<input type="checkbox"/>	<input type="checkbox"/>
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**8. SAFETY AND HEALTH EXPECTATIONS, INCENTIVE PROGRAMS, AND COMPLIANCE**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- a. The company's written safety program goals, objectives, and accident experience goals Should be provided
- b. A brief description of the company's safety incentive programs (if any) should be provided
- c. Policies and procedures regarding noncompliance with safety requirements (to include Disciplinary actions for violation of safety requirements) should be identified
- d. Provide written company procedures for holding managers and supervisors accountable for safety

<input type="checkbox"/>	<input type="checkbox"/>
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**9. ACCIDENT REPORTING (the Contractor shall identify who shall complete the following**

**how and when):**

<input type="checkbox"/>	<input type="checkbox"/>
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- a. Exposure data (man-hours worked)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- b. Accident investigations, reports, and logs
- c. Immediate notification of major accidents

<input type="checkbox"/>	<input type="checkbox"/>
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**10. MEDICAL SUPPORT**

Outline on-site medical support and off-site medical arrangements, along with approximate driving time to nearest hospital or emergency physician.

<input type="checkbox"/>	<input type="checkbox"/>
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**11. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Outline procedures - who, when and how for conducting hazard assessments and written certification for use of PPE.

**12. PLANS REQUIRED BY THE SAFETY MANUAL (to be added by appendix to the plan as applicable to this project; see APPENDIX "A" for specific paragraph references)**

- Hazard Communication Program
- Emergency Response Plans for:
  - procedures and tests
  - spill plans
  - firefighting plans
  - posting of emergency numbers
  - wildfire prevention plan
  - man overboard/abandon ship
- Layout Plans
- Respiratory Protection Plan
- Health Hazard Control Program
- Lead Abatement Plan
- Asbestos Abatement Plan
- Abrasive Blasting Plan
- Confined Space

- Temp. Power Distribution Plan and Sketches
- Hazardous Energy Control Plan
- Critical Lift Procedures
- Fall Protection Plan
- Access and Haul Road Plan
- Demolition Plan
- Emergency Rescue (Tunneling)
- Underground Construction Fire Prevention
- Compressed Air Plan
- Formwork and Shoring Erection /Removal
- Lift Slab Plans
- SHP and SSHP
- Blasting Plan
- Dive Plan
- Drug and Alcohol Prevention Plan

**13. INFORMATION (SAFETY RULES) ON HOW CONTRACTOR WILL MEET REQUIREMENTS OF MAJOR SECTIONS OF EM385-1-1 (include only those sections pertinent to this project)**

<input type="checkbox"/>	Sanitation	<input type="checkbox"/>	Motor Vehicles and Aircraft
<input type="checkbox"/>	Medical & First Aid Requirements	<input type="checkbox"/>	Floating Plant and Marine Activities
<input type="checkbox"/>	Temporary Facilities	<input type="checkbox"/>	Pressurized Equipment and Systems
<input type="checkbox"/>	Personal Protective Equipment	<input type="checkbox"/>	Safe Access and Fall Protection
<input type="checkbox"/>	Hazardous Substances, etc.	<input type="checkbox"/>	Work Platforms
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Accident Prevention Signs/Labels	<input type="checkbox"/>	Floor and Wall Holes and Openings
<input type="checkbox"/>	Fire Prevention and Protection	<input type="checkbox"/>	Excavations
<input type="checkbox"/>	Welding and Cutting	<input type="checkbox"/>	Underground Construction
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Concrete/Masonry Const. and Steel Erection
<input type="checkbox"/>	Hand and Power Tools	<input type="checkbox"/>	HTRW and UST Activities
<input type="checkbox"/>	Material Handling/Storage/Disp.	<input type="checkbox"/>	Blasting
<input type="checkbox"/>	Rigging	<input type="checkbox"/>	Contract Diving Operations
<input type="checkbox"/>	Machinery and Mechanized Equip.	<input type="checkbox"/>	Tree Maintenance and Removal
<input type="checkbox"/>	Conveyor	<input type="checkbox"/>	Airfield Operations

**REMARKS:**

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**APPENDIX 4 - SAFETY INSPECTION OF CONSTRUCTION EQUIPMENT**

1. **PURPOSE.** To establish a uniform policy in inspection of mobile construction equipment to assure that it is in safe operating condition, in accordance with the requirements of EM 385-1-1 prior to being placed in service.
2. **APPLICABILITY.** Applicable to all contractor construction equipment within the jurisdiction of this District.
3. **POLICY.**
  - a. Safety Inspection Checklist for construction Equipment shall be executed before any major item of construction equipment, as set forth on the form, is placed into service on the contract. The original of the completed form, with corrective actions taken, will be maintained in the Resident Engineer's office as part of the original contract file. The contractor will maintain a copy of this completed form.
  - b. Reinspection of equipment shall be performed at intervals specified in EM 385-1-1 to assure safe operating conditions. Performance tests and inspections of hoisting equipment shall be repeated in accordance with the manual prior to unusual or critical lifts and after alterations, repair or modification to the equipment.
4. **PROCEDURE.**
  - a. A qualified employee of the contractor will conduct the inspection of each required item of construction equipment, in accordance with manufacturer recommendations. This inspection shall be documented and a copy of the results maintained on the construction site. Corrective action taken on each discrepancy noted will be listed. A signature indicating it is in a safe operating condition will verify all inspected equipment certification.
  - b. Testing of hoisting equipment. Actual hoisting equipment tests shall be performed in accordance with pertinent paragraphs of EM 385-1-1, except that maximum load rating for cranes, as established by the manufacturer, will not be exceeded. Results of the test will be recorded. The safe allowable load will be computed from the tests and entered on ENG Form 3364, Crane Load Rating Chart, which will be placed in the crane cab.

**APPENDIX 5 - REPORTING UNSAFE OR UNHEALTHFUL WORKING CONDITIONS**

1. Under the provisions of the Occupational Safety and Health Act, any employee of this district has the right to report unsafe or unhealthful conditions under the following procedures. These procedures meet the requirements set forth in 29 CFR, Part 1960.
2. Each employee is responsible for complying with occupational safety and health standards, rules and regulations that are applicable to his own actions or conduct and for reporting suspected unsafe or unhealthful working conditions.
3. Supervisors are responsible for enforcing occupational safety and health standards, rules and regulations and for identifying and correcting (or causing correction of) unsafe or unhealthful working conditions.
4. No employee shall be subject to restraint, interference, coercion, discrimination or reprisal by virtue of his/her participation in the reporting of safety and health problems.
5. **REPORTING PROCEDURES.** Any employee who believes that an unsafe or unhealthful condition exists in any Corps of Engineers working place shall:
  - a. Correct the condition if it is within their area of supervisory control.
  - b. Report it orally to the appropriate supervisor (usually his/her immediate supervisor) if the employee cannot correct the condition.
  - c. The employee has the right to make a written report in addition to the required oral report.

**APPENDIX 6 - TRAINING AND EDUCATION**

1. The training of all Departments of the Army military and civilian personnel in the elements of risk management, safe and healthy work practices are essential to efficient management.
2. Identification of training needs and administration of training programs is the responsibility of division and/or branch chiefs, resident engineers. Safety and health training courses will be reported to the District Safety and Occupational Health Office (CEPOH-SO).
3. Chiefs of Divisions and Branches are responsible for the safety and health training of their employees. The Safety and Occupational Health Office will assist in determining the needs for safety, health training, and will advise and recommend the action required to the District Engineer. It is the supervisor's responsibility to assure each of his/her employees participates in at least four hours of in-house safety training each year and responsible for employee's record of completed training. The completion of the safety training will be provided to the Safety and Occupational Health office (SOHO) by the 30<sup>th</sup> of September each year. The supervisor should designate a responsible and dedicated employee to coordinate this training. The Supervisor's designated employee will send to the SOHO for approval, an outline identifying the office(s) included in the training, and proposed dates of the training, the name of the supervisor(s) responsible for the training, and proposed topics to be discussed. This information is due in the SOHO NLT 31 Oct each year. Upon completion of the annual training, Supervisors and or 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, videos, or other audio-visual aids used and the names and offices of persons attending training. Employees that do not adhere to the mandatory safety training are subject to disciplinary action.
4. Prior to assumption of their duties, all new employees will receive orientation and specific instruction on the work to be done and hazards associated with the work.
5. The Logistics Management Chief or designee in coordination with the District Safety and Occupational Health Office will determine the need for driver training and arrange for training to be given.
6. Schedules will be established by the Chiefs of the Divisions and Resident Engineers whereby qualified First-Aid and CPR instructors will teach the standard first-aid course to those persons assigned by them to receive such training.
7. Job related safety and health training is provided to employees on the basis of skills needed for job performance. Training is oriented toward meeting specific needs with priority being given to subjects that would return the greatest benefit or have the greatest impact.

**APPENDIX 7 - EXPOSURE REPORTS**

1. GENERAL. The District Safety and Occupational Health Office (CEPOH-SO) is responsible for sending a monthly exposure report to the Pacific Ocean Division Safety and Occupational Health Office (CEPOD-SO). The report gives District-wide total man-hours of exposure for contractor and government personnel, and motor vehicle mileage.
2. ACTION.
  - a. Man-hours for contractor, government and other exposure data for the Honolulu District will be submitted on POD form 37-R, Safety Exposure Report. Cut off date is the 30th of each month; report should reach CEPOH-SO not later than the fifth of each month.
  - b. Designated timekeeper will prepare the report in duplicate and forward the original to the District Safety and Occupational Health Office.
  - c. The Honolulu District Safety and Occupational Health Office will transcribe all exposure report data. The report will be forwarded in time to reach CEPOD-SO no later than the tenth of each month.

## APPENDIX 8 - QUICK REFERENCE OF ACCIDENT REPORTING PROCEDURES

All accidents must be investigated within 24 hours by the employee's supervisor and expeditiously reported to the district safety and occupational health manager. See each reference for detailed information.

### 1. Serious Accidents that Require Immediate Notification:

Type of Incident	Report Form	Reference	Submit To	Within
a. Death of any person resulting from POH activities	Phone/FAX notice of accident incl. Investigation and assessment	Para 3-4B USACE Supl to AR 385-40	CEPOH-DE /CEPOH- SO	24 hrs. to HQs USACE
b. Permanent, total/partial disability or hospitalization of 3 or more personnel in an accident	As above	As above	As above	As above
c. Govt. & Contractor accident resulting in \$200,000 property damages or more	As above	As above	As above	As above

### 2. Disabling injury, Illness or Medical Expense:

Type of Incident	Report Form	Reference	Submit To	Within
a. DA Civilian Employee: Lost day (LD) injury or medical expense incurred. Incl. the above serious accidents	OWCP Form CA-1 or 2 and CA-16 (med) and Eng Fm 3394 Incl. full investigation	USACE Supl to AR 385-40	CEPOH-SO	5 days
b. Military Personnel				
On duty injury with 1-19 lost workdays	Shaded Eng Fm 3394	Para 3-5 AR 385-40	CEPOH-SO	5 days
On duty injury with 20 or more lost days Incl. serious accident	As above	As above	CEPOH-SO	5 days
Off-duty disabling injury (Non-fatal/Fatal)	As above	As above	CEPOH-SO	5 days
c. Contract Employees: lost day injury or medical expense incurred	Eng Fm 3394	Supl to PODR 385- 1-1	CEPOH-SO	5 days
Contractor employee on projects: lost day injury or illness	ENG FM 3394	Supl to PODR 385- 1-1	CEPOH-SO	5 days

Public, Visitors and POH Construction Employees: Lost day injury or illness	Eng Fm 3394	Supl to PODR 385-1-1	CEPOH-SO	5 days
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### 3. Army Motor Vehicle (AMV) Accidents:

Damage cost less than \$2000	SF 91, Opr's report of accident	Supl to PODR 385-1-1	CEPOH-SO	5 days
Damage cost exceeding \$2000	Eng Fm 3394, and SF 91, Opr's report of accident	Supl to PODR 385-1-1	CEPOH-SO	5 days

### 4. Fire and or other Property Damage Accidents:

Damage cost less than \$2,000 and all other accidents without LD	POD 265	Supl to PODR 385-1-1	CEPOH-SO	24 hours
Damage cost exceeding \$2,000	Eng Fm 3394	Supl to PODR 385-1-1	CEPOH-SO	5 days