

## CCR-385-10 Cadet Command Safety Program

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**Summary:**

This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of Cadet Command safety programs.

**POC/Impact:**

This is a new regulation that applies to Headquarters, U.S. Army Cadet Command (USACC), and the ROTC Region and Brigade Headquarters. It also applies to Department of Military Science personnel assigned and authorized to conduct Senior ROTC (SROTC) Programs and Directors of Army Instruction (DAI), Senior Army Instructors (SAI), and Army Instructors (AI) assigned to and authorized to conduct the Junior ROTC (JROTC) Program. The most stringent requirements will be met In any situation where this regulation conflicts with a major command (MACOM) or host installation regulations or policies. This regulation supersedes Cadet Command Regulation 385-1, dated 14 October 1988, and Cadet Command Regulation 145-3 (Chapter 5), dated 29 October 1998.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent of this regulation is the Chief of Staff (CofS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000.

Distribution restriction. Approved for public release; distribution is unlimited.

Availability: This regulation is available on the Cadet Command Homepage at Safety

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## Chapter 1, Occupational Safety and Health TOC

**1-1. Purpose.** To establish policies, procedures, and responsibilities for implementation of the Cadet Command Safety Program and ensure protection of the force.

**1-2. References.** Required and related publications and referenced forms are listed in the appendix.

**1-3. Explanation of Abbreviations and Terms.** Please refer to [Section I](#) and [Section II](#) (also referenced in the Table of Contents [Glossary](#)).

### 1-4. Responsibilities

a. The Commanding General, US Army Cadet Command, is the command safety officer and has overall command and staff responsibilities for the Safety Program. The Cadet Command Safety Manager acts for the Commanding General in discharging the staff responsibilities.

b. The Cadet Command Safety and Occupational Health Manager will--

(1) Report to the Chief of Staff and function as the principal staff advisor, technical consultant, and coordinator to the commander and headquarters for all safety and occupational health efforts within the command.

(2) Exercise staff oversight for the integration of composite risk management procedures into mission domains and training operations.

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

(4) Establish and implement a local awards program for organizational and individual awards. This includes establishment of funding requirements.

(5) Ensure all on-duty training accidents/serious incidents, including suicide and serious weather-related events, are reported to the TRADOC Command Safety Office as soon as possible, but not later than (NLT) **0900** Eastern Standard Time (EST) on the first duty day after the accident/incident.

(6) Develop and implement a functional Collateral Duty Safety Personnel program.

(7) Budget through the CofS the requirements for planning and conducting safety activities.

(8) Attend and participate in semiannual TRADOC Safety Conference to coordinate the command's safety program and enhance accident prevention awareness and effectiveness.

(9) Initiate command-wide (seasonal) safety awareness kits and educational and promotional campaign material.

(10) Provide technical assistance in accident investigation and reporting.

(11) Manage the command's accident information system to maintain records of occupational accidents, injuries, and their causes and present periodic statistical data regarding the safety posture of the command.

(12) Perform staff assistance visits and oversight of the Standard Army Safety and Occupational Health Inspection (SASOHI) Program.

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

(14) Maintain the command's safety reference library.

c. Region/brigade/battalion commanders will--

(1) Be responsible for protecting personnel, equipment, and facilities under their command; effective implementation of safety and occupational health policies; the integration of the composite risk management process; and establishment of specific written safety goals for their organizations. Ensure necessary safety and occupational health responsibilities are addressed with installation commanders by developing local memoranda of understanding/agreement, as required, between installations and ROTC units.

(2) Appoint in writing collateral duty safety personnel at the rank of captain (staff sergeant for battalion) or above or equivalent civilian to perform required safety and accident prevention functions. The collateral duty safety personnel will have 1 year or more retainability in the unit upon duty appointment and will report directly to the commander on safety-related matters.

(3) Ensure collateral duty safety personnel receive training and develop the skills necessary to ensure competence. All safety related training must be documented.

(4) Publicize channels for reporting unsafe and unhealthful working conditions, emphasizing personal responsibility for making such reports.

(5) Establish procedures to ensure that all job descriptions adequately reflect all safety responsibilities and requirement for the position. Include safety performance on all [DA Forms 67-9-1](#), Officer Evaluation Report Support Form; [DA Forms 2166-8](#), Noncommissioned Officer Evaluation Report; and [DA Forms 7222-1](#), Senior Civilian Evaluation Report Support Form. Suggested bullets include, but are not limited to:

- Attends appropriate leadership safety and composite risk management training.
- Ensures that all subordinate personnel attend required safety training.
- Completes composite risk management worksheet prior to all training to ensure safety is incorporated.
- Enforces safety regulations and standards.
- Reviews and revises safety standard operating procedures biannually.

(6) 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. Develop a battalion safety Standing Operating Procedures (SOP) for specific hazards not thoroughly addressed in this regulation, such as range operations, vehicle operations, use of simulators, field training exercise (FTX) operations, bivouac areas, storage and handling of ammunition, explosives, and hazardous communications, etc. SOPs will contain details of operation procedures, emergency procedures, training requirements, required inspections, and other applicable information.

(7) Ensure quarterly safety inspections of work and training environments are performed and documented.

(8) Require all officers, civilian supervisors, and noncommissioned officers to actively supervise performance of subordinates to ensure compliance with safety requirements. Require rigorous enforcement of the use of required personal protective clothing and equipment (PCE) when required.

(9) Require timely reporting of accidents IAW [AR 385-40](#), Chapter 2, Accident Reporting and Records, of this regulation. Report all Class A and B accidents immediately to the Cadet Command Safety Office and all other accidents within 6 days of the incident.

(10) Determine the causes for each accident and take positive corrective action to preclude recurrence of a similar event.

(11) Inform the Cadet Command Safety Office of any changes in function, material, or mission that might adversely affect the safety and/or health of personnel.

(12) Provide safety briefings to all personnel before holidays and prior to collective training events.

d. Region Safety Officers will--

(1) Become familiar with this regulation, Army safety regulations, and safety aspects included in SOPs, field manuals, technical manuals, and appropriate consensus standards. Complete approved online Additional Duty Safety Officer (ADSO) Training as soon as possible, but not later than **60 days** following their appointment.

(2) Exercise staff oversight for the integration of composite risk management procedures into mission domains and training operations.

(3) Maintain close coordination with the host installation to ensure safety support for base operations and accident prevention services are provided.

(4) Ensure all on-duty training accidents/serious incidents including suicide and serious weather-related events are reported to the Cadet Command Safety Office as soon as possible, but NLT **0900** EST on the first duty day after the accident/incident.

(5) Post [DD Form 2272](#) (Department of Defense Safety and Occupational Health Program) in all industrial workplaces.

e. Brigade/battalion safety officers will--

(1) Become familiar with this regulation, Army safety regulations, and safety aspects included in SOPs, field manuals, technical manuals, and appropriate consensus standards. Complete approved online Additional Duty Safety Officer (ADSO) Training as soon as possible, but not later than **60** days following their appointment.

(2) Interpret safety policies and procedures for their commander.

(3) Conduct quarterly safety inspections of work and training environments.

(4) Provide prompt assistance with accident investigation and reporting IAW [AR 385-40](#) and [Chapter 2](#) of this regulation. Review for completeness and accuracy of reports and evaluate adequacy of corrective actions, and forward completed accident investigations through Region Safety Officer to the Cadet Command Safety Office.

(5) Maintain unit safety records and analyze the unit's accident experience to determine accident patterns. Provide commanders and supervisors with accident summary data to ensure preventive efforts are in place.

(6) Conduct periodic briefings; i.e., general safety, field training safety, and composite risk management.

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

(8) Arrange for the incorporation of safety practices into standing operating procedures, training publications, demonstrations, and exercises to ensure the safety of Army personnel, civilian employees, cadets, and the public at large.

(9) Determine the need for and obtain materials for safety training, promotions, and awards.

(10) Coordinate with leaders to provide technical advice or assistance to stop unsafe behavior.

(11) Post [DD Form 2272](#), Department of Defense Safety and Occupational Health Program, in all workplaces.

f. Leader Development and Assessment Course (LDAC) /Leader's Training Course (LTC) safety officers will--

(1) Report directly to the LDAC or LTC CofS and serve as the principal staff advisor for safety, **composite** risk management, and accident prevention.

(2) Supervise and coordinate all aspects of LDAC/ LTC Safety Programs and publish appropriate safety instructions while maintaining liaison with region and installation safety managers.

(3) Perform only safety-related duties.

(4) Conduct safety inspection of buildings, equipment, and training sites prior to the commencement of training.

(5) Conduct daily inspections of training sites to ensure compliance with safety regulations.

(6) Ensure all accidents/injuries are reported on the appropriate daily Accident/Injury Report and forwarded to **Headquarters, Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000**, within 6 days of accident. Additional reports may need to be completed. (See [Chapter 2](#) of this regulation.)

(7) Maintain an accident/injury log.

(8) Coordinate accident prevention efforts with the LDAC/ LTC Nurse to identify injury trends and make recommendations to the Commander to reduce the number of accidents/injuries.

(9) Participate in the daily briefings to advise the Commander on training-related injuries and other pertinent safety issues.

(10) Monitor the regimental and committee accident prevention programs.

g. JROTC Cadet Leader Course (JCLC) safety officers will--

(1) Supervise and coordinate all aspects of the JCLC Safety Program and publish appropriate safety SOPs while maintaining liaison with installation safety personnel.

(2) Conduct a safety inspection of buildings, equipment, and training sites; and ensure that composite risk management worksheets have been properly and thoroughly completed before JCLC begins.

(3) Conduct daily inspections of training sites to ensure compliance with appropriate safety regulations and standards.

(4) Ensure all accidents/injuries are reported on the appropriate Accident/Injury Report and forwarded to **Headquarters, Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000**, within 6 days of accident.

h. Deputy Chief of Staff/ G1 will--

(1) Inform leaders, supervisors, and employees of provisions of the Federal Employees Compensation Act (FECA) Program.

(2) Ensure that new and existing employee job descriptions identify hazards to which the employee may be exposed and the requirement for wearing personal protective equipment.

(3) Advise supervisors and staff of the dates and times of supervisor training sponsored by the Office of Workers' Compensation.

(4) Ensure that leader and supervisor job descriptions contain appropriate safety and health duties and responsibilities.

i. Deputy Chief of Staff/ G3 will--

(1) Integrate safety and composite risk management into training and leader development.

(2) Integrate hazardous communication (HAZCOM) training into military training IAW [DODI 6050.5](#).

j. Directors, leaders, managers, and supervisors will--

(1) Be responsible for accident prevention to the same extent that they are responsible for production or services.

(2) Maintain a safe and healthful working environment.

(3) Assure that subordinates observe appropriate safety rules and regulations, including the use of protective clothing and equipment provided for their protection, when required.

(4) Promptly evaluate and take action as required to correct hazards reported by cadre, employees, cadets, or when identified through accident investigation. Management and supervisory personnel will ensure that reprisal action is not initiated nor supported against employees who identify hazards, raise safety concerns, or engage in authorized safety activities.

(5) Complete a Composite Risk Management Worksheet for appropriate activities.

(6) Orient all newly assigned personnel concerning any inherent hazards of their work environment. Conduct regular training concerning specialized and general hazards to include methods for avoiding accidents.

(7) Report all accidents promptly. Ensure that injured employees receive appropriate medical treatment.

(8) Ensure that job descriptions accurately describe the hazards to which an employee may be exposed and all physical requirements for the position.

k. Individual Soldiers, employees, and cadets will--

(1) Perform work and train in a safe manner and observe established safety and health practices and procedures at all times.

(2) Identify potential hazards or changes in procedures that may create hazardous conditions.

(3) Report observed unsafe or unhealthful working conditions immediately to his or her immediate supervisor.

(4) Report any job-related injury, illness, or property damage to the supervisor.

(5) Promptly seek treatment for any job-related injury or illness.

(6) Observe all hazard warnings and signs.

(7) Keep aisles, walkways, and work areas clear.

(8) Know the location of fire/safety exits and evacuation procedures.

(9) Keep all emergency equipment such as fire extinguishers, fire alarms, exit doors, and stairways clear of obstacles.

(10) Operate only the equipment for which he or she is authorized and properly trained.

(11) Use safe procedures with all equipment that he or she is authorized and trained to operate.

**1-5. Policy.** The following principles will be effectively integrated into all Cadet Command plans, programs, decision processes, operations, and activities:

a. Accidents are an unacceptable impediment to Cadet Command missions, morale, and resources; all leaders will make composite risk management a routine part of planning and executing training and operational missions.

b. Leaders at every level will employ the composite risk management process to avoid unnecessary residual risk to missions, personnel, equipment, and the environment.

(1) Commanders will accept no risk unless the potential benefit outweighs the potential loss.

(2) Risk decision authority is based upon the residual risk of an activity after application of control measures. The established risk acceptance authority follows:

(a)Extremely high risk. Conduct of extremely high-risk training is prohibited.

(b)High risk. Commanding General or Deputy Commanding General. Examples of high-risk training include live hand grenade training, airborne/HALO, and mountain operations.

(c)Moderate risk. Brigade Commander (O-6). At Leader Development and Assessment Course, Leader's Training Course, or annual JROTC Cadet Leadership Courses (JCLC), the approval authority is the Course commander. May be delegated to an O-6 Course CofS and/or commandant).

(d) Low risk. Battalion Commander. At Leader Development and Assessment Course or Leader's Training Course, the approval authority is a committee chief or regimental commander/tactical officer. Where necessary, due to operational requirements, approval authority may be delegated to deputy committee chiefs or deputy regimental commanders.

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

d. Life cycle safety considerations will be considered in the acquisition, use, and disposal of chemicals and hazardous materials so as not to endanger or compromise public health and safety.

e. Prompt, appropriate action will be taken to correct nonconformity with mandated and consensus standards.

f. Performance standards for military and civilian leaders and managers will include accident prevention and occupational health responsibilities as a rating element.

**1-6. Safety Standards Application.** Commanders will apply Occupational Safety and Health Act (OSHA) and other non-DA regulatory or consensus safety and health standards to military-unique equipment, systems, operations, or workplaces, in whole or in part, insofar as practicable.

**1-7. Conflicts.** When standards in Army publications conflict with a legal standard such as the OSHA Act, or provide a lower degree of protection, the legal standard will apply. When the Army standards exceed such requirements in providing workplace safety, the Army requirement will apply.

**1-8. Additional Safeguards.** Whenever possible, commanders will evaluate the level of safety provided by established safety and occupational health standards to determine if additional safeguards are required. Priority for these reviews will be given to activities with high loss potential.

**1-9. Modification of Safety Standards.** Commanders may not issue waivers or variances to OSHA and other non-DA regulatory standards; i.e., Environmental Protection Agency, Department of Transportation, or consensus safety and health standards. Commanders may not use composite risk management to alter or bypass legislative intent. Composite risk management does not justify bypassing risk controls required by law, such as life safety and fire protection codes, physical security, transport and disposal of hazardous materials and waste, or storage of classified material.

**1-10. Host Installation Standards.** Personnel working on an installation will also be governed by that installation's safety standards. The host installation commander is the responsible authority for resolution of safety standards conflicts.

**1-11. Safety and Occupational Health Advisory Council.**

a. The Cadet Command Safety and Occupational Health Advisory Council will monitor command's personnel injury and property damage experience, devise ways and means to eliminate unsafe acts and correct unsafe conditions, participate in the adoption of standards, review OSHA abatement plans, and devise programs and incentives to foster safety awareness.

b. Council will be chaired by the CofS.

c. Councils will meet at least semiannually.

d. Written records of meetings will be kept to satisfy Army and OSHA requirements.

e. Subordinate commanders may establish their own safety committees.

f. Council membership includes--

- (1) CofS.
- (2) Command Sergeant Major.
- (3) Safety and Occupational Health Manager.
- (4) Deputy Chief of Staff/ G1
- (5) Deputy Chief of Staff/ G3
- (6) Deputy Chief of Staff/ G4/8
- (7) Director of JROTC.
- (8) HHC, Cadet Command Safety Officer/Alternate Safety Manager.
- (9) GSA Fleet Manager.
- (10) Eastern Region CofS (via VTC or conference call).
- (11) Western Region CofS (via VTC or conference call).
- (12) Eastern Region Safety Officer (via VTC or conference call).
- (14) Western Region Safety Officer (via VTC or conference call).

**1-12. Command Sergeant Major (CSM) Safety Action Council.**

- a. The CSM Safety Action Council is established and chaired by the Cadet Command CSM.
- b. Membership in the Cadet Command CSM Safety Action Council will include the Cadet Command CSM (chairperson), the Cadet Command Safety and Occupational Health Manager, command sergeants major from each ROTC Region, and the JROTC safety representative.
- c. Region and Brigade CSMs will establish their own Safety Action Councils. Organization and function of these councils will be at the discretion of the senior CSM, but at a minimum will include the senior noncommissioned officer of subordinate units.
- d. The Cadet Command CSM Safety Action Council will meet quarterly via video teleconference (VTC). Subordinate councils should also meet at least quarterly or more often as needed.
- e. Routine agenda items should include a review of past performance, lessons learned, near misses, and an assessment of risks associated with future training or operations.

**1-13. Reports of Unsafe or Unhealthful Conditions**

- a. Although personnel have the right to report unsafe or unhealthy working conditions directly to the Cadet Command Safety Office, they are encouraged to use the normal chain of command by initially notifying their first-line supervisor.
- b. Personnel may report these conditions to the Cadet Command Safety Manager orally or by written report on a [DA Form 4755](#), Employee Report of Alleged Unsafe or Unhealthful Working Conditions.
- c. Procedures for using [DA Form 4755](#).
  - (1) Submit reports to the Cadet Command Safety Office.
  - (2) Personnel may request anonymity if they wish.

(3) The originator, if known, will be provided a response within 10 workdays following receipt of the report.

(4) If the originator is dissatisfied with the response, he/she may appeal to the Commander, U.S. Army Cadet Command

(5) Other appeals are available through procedures in [AR 385-10](#) and 29 CFR 1960.

#### **1-14. Safety Inspections**

a. The following types of inspections are conducted:

(1) Annual inspection of all workplaces will be conducted by qualified safety and occupational health personnel or may be performed by trained, qualified, and appointed collateral duty safety personnel. The inspection will follow the procedures outlined in [AR 385-10](#) for SASOHI or procedures prescribed by the installation or university. Reports of inspections will be maintained onsite.

(2) Annual inspection of approved rappel sites and firing ranges not on military installations will be conducted. As a minimum, approved rappel sites will be inspected annually by safety or structural engineering professionals to ensure that structures or sites have not degraded, making them unsafe for use. Approved ranges must be inspected annually for compliance with OSHA standards which are identified in [DA Pam 385-63](#), Range Safety. Paragraph **2-6** of this publication contains additional detailed guidance.

(3) Supervisors will inspect all work areas at least quarterly to ensure work conditions and procedures conform to safety standards. Normally, these are walk through inspections that verify that conditions have not changed and the same standards are in place as those required during the annual inspection. Written records of the inspections will be maintained to note any deficiencies or corrections.

(4) Qualified safety personnel will conduct inspections of new equipment, operations, or facilities that present potential hazards before starting work.

b. Inspection procedures:

(1) Safety and health inspections will be conducted in a manner to prevent unreasonable disruption of operations. Inspection personnel will comply with all safety and health rules and practices during the inspection.

(2) Employees are encouraged to notify safety and health personnel of any alleged unsafe or unhealthful condition.

(3) The inspector will notify the worksite supervisor/manager of any hazard found during the inspection before leaving the work area.

(4) A written record of inspection deficiencies will be furnished to the commander responsible for correcting the hazard as soon as possible after the survey is completed. The responsible collateral duty safety officer will respond through the chain-of-command to U.S. Army Cadet Command (ATCC-ZF) on the corrective action(s) taken or planned within **30** workdays.

#### **1-15. Abatement Program**

a. Procedures. An analysis of all hazards will be made to determine the degree of risk. The procedures below will be followed in analyses of safety hazards.

(1) Hazards will be risk assessed in terms of hazard severity and accident probability and assigned a risk-assessment code (RAC) IAW [Table 1-1](#) and paragraph 1-15 (4) below. Cost of correction, future intended use of the facility, and availability of desirable

alternative methods of control will be considered. The RACs listed below are defined for deficiencies found during OSHA type inspections and are normally associated with facilities; they should not be confused with the hazards associated with the Composite Risk Management process detailed in [Chapter 4](#) of this regulation.

(2) Safety deficiencies noted during safety, industrial hygiene, fire inspections, accident investigations, or employee reports of unsafe or unhealthy conditions are entered into a Violation Inventory Log if the hazard is assigned a risk assessment code (RAC) of 1 or 2. The Cadet Command Safety Office maintains this log.

(3) Battalions must submit a [DA Form 4283](#) or university form for RAC 1 or 2 deficiencies requiring maintenance or repair. A copy of required form should be routed through the Region Safety Officer to the Cadet Command Safety Manager.

Table 1-1  
Risk assessment code matrix (for Abatement Plan)

Hazard Severity	Accident Probability				
	A Frequent	B Likely	C Occasional	D Seldom	E Unlikely
I Catastrophic	1	1	2	3	5
II Critical	1	2	3	4	5
III Marginal	2	3	4	5	5
IV Negligible	3	4	5	5	5

(4) Deficiencies are classified according to the following degree of hazard severity:

(a) RAC 1, Imminent Danger. Work must stop until hazard is eliminated.

(b) RAC 2, Critical. This could cause serious injury, occupational disease, or extensive property damage. Correct or use an alternate method with adequate guarding or protection.

(c) RAC 3, Serious. This could cause lost time due to injury, occupational disease, or recordable property damage. Correct after RAC 2 (Critical) and operate only with adequate protection and operator warnings.

(d) RAC 4, Minimal. Chance of injury, occupational disease or property damage is remote. It does not meet DOD or OSHA Safety Standards. Correct when resources are available and use operator warnings and protection.

(5) Use spot checking or sampling procedures to ensure that interim control measures are being implemented.

(6) Maintain copies of abatement plans on file in battalions where personnel notices are usually posted. Uncorrected RAC 1 or 2 abatement plans should be posted at the hazard site.

(7) Violations that are the responsibility of another Army command or installation, DOD, or outside agency (university/school) will be brought to the attention of the responsible official for action.

(8) TRADOC safety representatives will review command abatement plans at least annually to ensure adequate resource allocation and ensure corrective actions are accomplished. These plans are also subject to review by HQDA, OSHA, and union representatives.

b. Funding for hazard abatement:

(1) Operating plans and budgets will include appropriate planning, programming, and resources to correct RAC 1 and 2 hazards from the abatement plan according to abatement priority numbers and any supplemental DA program guidance. When abatement projects require military construction funds or exceed local funding ceilings, the appropriate commander will submit appropriate funding requests through command channels.

(2) Funding will be accomplished generally from local operations and maintenance monies or overhead funds in industrially funded activities.

(3) TRADOC will make provisions to account for actual expenditures for hazard abatement projects at all echelons of command.

c. Hazard abatement controls:

(1) To discharge their responsibility for the prevention of occupational injuries and illnesses, commanders will, where possible, eliminate work hazards and health risks through engineering controls or modifications. Although less desirable, management controls such as controlling the exposure time may be used to lessen personnel exposure to all hazards except noise hazards.

(2) The following priorities will be used to eliminate or reduce the effects of hazards:

(a) Engineer to eliminate the hazard or to incorporate fail-safe devices.

(b) Guard or control the hazard, including automatic monitoring and alarming of unsafe/ unhealthful conditions.

(c) Limit personnel exposures (number of people and duration).

(d) Train and educate personnel to avoid hazards.

(e) Provide protective clothing or equipment adequate to minimize injury potential

(f) Use color-coding and signs to alert personnel of hazard.

**1-16. Deviations.** If necessary to deviate from this regulation, send a written request to **Commander, U.S. Army Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000**, prior to initiating deviation. Identify specific conflict(s) with this regulation and state reason for the request and alternate measures to include a completed Composite Risk Management Worksheet. Subordinate commanders shall not implement any deviation or waiver until approval is granted in writing from this headquarters.

**Chapter 2, Accident Reporting and Records** **TOC**

**2-1. General.** Cadet Command provides for an effective accident reporting system through compliance with [AR 385-40](#), [DA Pamphlet 385-40](#), and this regulation.

**2-2. Accident Accountability and Reporting**

a. Report accidents or incidents to the Cadet Command Safety Office that involve--

(1) Personal injury or death to on- and off-duty military personnel, on-duty civilian employees, or on-duty cadets.

(2) Occupational illnesses involving on-duty military personnel, civilian employees, or cadets.

(3) Permanent partial or total disability.

(4) Property damage to Cadet Command facilities or equipment.

(5) Fires involving Cadet Command facilities or equipment.

(6) Army motor vehicle (AMV) accidents occurring on- or off-post.

(7) Privately owned vehicle (POV) accidents involving on- and off-duty military personnel, on-duty civilian employees or on-duty cadets. Accidents involving civilians/cadets are reported when POV is being used for official business or when the accident occurs on government property.

(8) All range accidents/ incidents involving weapons systems/ammunition.

b. Report accidents and incidents that do not meet the above criteria at the local level and develop countermeasures to prevent their recurrence.

c. Accident and incident classes. Accident classes are used to determine the appropriate investigative and reporting procedures. Accident classes are as follows:

Accident Class	Recordable property damage and/or	Personal Injury/Occupational Illness
* A	\$ 1M or more	• Fatality or permanent total disability.
* B	\$ 200K or more, but less than \$ 1M.	• Permanent partial disability and/or • Three or more people are hospitalized as inpatients
C	\$ 20K or more, but less than \$ 200K.	• Nonfatal injury resulting in loss of time from work beyond day shift when injury occurred. • Nonfatal illness/disability causes loss of time from work.
D	\$ 2K or more, but less than \$ 20K.	
<p>*Complete DA 7306-R or essential elements of information, Figure 2-3; and IMMEDIATELY (within 24 hours) notify the Cadet Command Safety Manager (757) 788-4615 or DSN 680-4615; who will notify the TRADOC Director, Command Safety (757) 788-5904, (757) 788-2194, or DSN 680-5904/2194; and U.S. Army Safety Center (USASC) (334) 255-2660/3410, or DSN 558-2660/3410.</p> <p>After duty hours, notify the TRADOC Emergency Operations Center (EOC) directly at (757) 788-2256 or DSN 680-2256.</p>		

**Figure 2-1. Accident Classes**

d. The Cadet Command Safety Office will ensure forms are properly prepared and provide support for accident investigations and report preparation, as required; maintain a log of occupational injuries and illnesses, and a file of accident reports and review and analyze accident reports to identify trends/problems and recommend accident prevention.

e. Commanders/supervisors will ensure all accidents are investigated to obtain the facts and circumstances and ensure the proper reports are prepared on each accident per table

in Figure 2-2.

Military On-duty Injuries and Occupational Illness	DA 285	DA 285-AB-R	Telephonic Notification Worksheet
No lost-time case	No	No	No
Lost-time case	No	Yes	No
Fatality, permanent total or permanent partial	Yes	No	* Yes
Military Off-duty Injuries			
No lost-time case	No	No	No
Lost-time or greater nonfatal injury	No	Yes	No
Fatality, permanent total or permanent partial	No	Yes	* Yes

  

Civilians and Cadets On-Duty	CA-1	CA-2	CA-6	CA-16	Telephonic Notification Worksheet
Traumatic injury	Yes	No	No	Yes	No
Occupational illness	No	Yes	No	Yes	No
Fatality	No	No	Yes	Yes	* Yes
*Complete DA 7306-R or essential elements of information (EEI), Figure 2-3, and IMMEDIATELY (within 24 hours) notify the Cadet Command Safety Manager (757) 788-4615 or DSN 680-4615; who will notify the TRADOC Director, Command Safety, (757) 788-5904, (757) 788-2194, or DSN 680-5904/2194; and U.S. Army Safety Center (USASC), (334) 255-2660/3410, or DSN 558-2660/3410.					
After duty hours, notify the TRADOC Emergency Operations Center (EOC) directly (757) 788-2256 or DSN 680-2256.					

**Figure 2-2. Accident Form Requirements**

f. Holiday weekend accident prevention after-action reporting. The Cadet Command Safety Manager will report fatal accidents and other serious incidents/accidents occurring during any holiday weekend telephonically to **(757) 788-5904 or DSN 680-5904**. This telephonic report is due at HQ TRADOC, NLT **1200**, on the first workday following the holiday weekend. Negative reports are required:

g. Any Soldier fatality requires conduct of a Fatality Review Board IAW TRADOC Regulation 385-2 and other command guidance.

h. Injuries to military or civilian personnel in a temporary duty (TDY) status at an Army installation will be recorded by the installation provided the TDY orders state the individual will be TDY for **over 30** days. If the individual is TDY for **less than 30** days, the individual's unit prepares [DA Form 285](#) or [DA Form 285-AB-R](#), as appropriate. Installations will identify the individual's home station in blocks 2, 3a, 3b, 18, and 71 of [DA Form 285](#) and blocks 5a through 5d of [DA Form 285-AB-R](#). In either case, a copy of [DA Form 285](#) or [DA Form 285-AB-R](#) will be forwarded to Cadet Command Safety Office.

i. General Services Administration (GSA) vehicle accidents that exceed the AMV accident cost criteria require an accident report. Responsibility for completion of [DA Form 285](#) or [DA Form 285-AB-R](#) rests with the commander/PMS.

ESSENTIAL ELEMENTS OF INFORMATION (EEI)  
FOR FATAL OR SERIOUS ACCIDENTS

A. NAME: RANK: SSN: UNIT:
B. DUTY STATUS: ON _____ OFF _____  TYPE TRAINING: e.g., LTC, LDAC, CTLT, etc: _____  LEVEL/POINT OF TRAINING: e.g., Day 4 of Week 1, week 1 of 6: _____
C. SYNOPSIS OF ACCIDENT: _____
D. CONTRIBUTING FACTORS: WEATHER: _____ MEDICAL FACTORS: _____
E. CONTROL MEASURES/PLANS: _____
F. LEVEL OF SUPERVISION, BOTH REQUIRED AND IN EFFECT AT TIME OF INCIDENT: _____

Figure 2-3. Essential elements of information for fatal/serious accidents

### 2-3. Accident Information Policy

a. Safeguarding accident information. Accident investigation reports are official documents that contain limited use information. They will be used solely for accident prevention purposes. Accident reports and the privileged documents contained therein may not be used as evidence or to get evidence in any disciplinary, administrative, or legal action.

b. Release of Information from Accident Investigation Reports. All requests under the provisions of the Freedom of Information Act (FOIA) for information from or copies of limited use accident investigation reports or general use reports will be referred to the **Commander, U. S. Army Combat Readiness Center (CSSC-ZJA), Fort Rucker, AL 36362-5363.**

c. Forms.

(1) U.S. Department of Labor Forms. The following reports/forms will be completed by the injured civilian/cadet and forwarded through their supervisor to the supporting CPAC, with a copy furnished to the Cadet Command Safety Manager, **NLT 21 days** following the accident occurrence:

(a) [DOL Form CA-1](#), Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/ Compensation. Use for all civilian/cadet on duty or on government property injuries.

(b) [DOL Form CA-2](#), Notice of Occupational Disease and Claim for Compensation. Use for all civilian occupational illnesses. This includes strains that occur over a period of time where a singular, traumatic incident cannot be sited.

(c) [DOL Form CA-6](#), Official Superiors' Report of Employees' Death. Use in the event of a civilian on duty fatality.

(d) **DOL Form CA-16**, Authorization for Examination and/or Treatment. The supervisor should promptly complete the front of **Form CA-16**, within 4 hours of the request whenever possible. In an emergency, where there is no time to complete a **Form CA-16**, the supervisor may authorize medical treatment by telephone and then forward the completed form to the medical facility within 48 hours.

(2) **DA Form 285**, U.S. Army Accident Investigation Report, and **DA Form 285-AB-R**, Abbreviated Ground Accident Report (AGAR), will be completed by the immediate supervisor for all recordable accidents involving military members (accidents involving lost time past the day of injury). The supervisor will route the form through commander/PMS to the Cadet Command Safety Manager no later than **21** days after the accident. The Safety Manager will complete the routing through headquarters and distribute the final report, as required.

(3) **DA Form 7306-R**, Worksheet for Telephonic Notification of Ground Accident, will be completed for all Class A and B accidents.

#### **2-4. Accident Report Tracking and Analysis**

a. The Cadet Command Safety Manager will maintain a system for receiving accident information from accident reports; serious incident reports (accidents only); fire reports; **SF 91s** (MVA Report); and will gather, track, and analyze accident data.

b. The Cadet Command Safety Office will maintain these records to establish trends, identify problem areas, and develop countermeasures in accident prevention.

#### **2-5. Accident Investigation**

a. An in-depth accident investigation for all Class A and B on-duty accidents, training accidents, and other special case accidents will be conducted as required by **AR 385-40** **AR 385-10** or, if directed, by Commander, TRADOC. The appropriate commander will review and sign formal Centralized Accident Investigations (CAI) Reports. Afterwards, the original and one copy of the CAI Report will be forwarded to **Commander, TRADOC (ATCS-S), Fort Monroe, VA 23651-1048**, for processing NLT **90** days after the accident.

b. Region commander will review and sign all Class A and B accident reports on **DA Form 285**, Block 69, **DA Form 285-AB-R**, Block 42. Forward original copy of all Class A and B accident reports to Cadet Command Safety Manager within **21** days of occurrence.

c. The Cadet Command Safety Office will forward **DA Form 285/DA Form 285-AB-R** through TRADOC Safety to the U.S. Army Safety Center.

d. The Cadet Command Safety Manager or Region Safety Officer will conduct preliminary investigation of all fatalities that are not homicide, suicide, or due to natural causes, and provide EEI to TRADOC Safety as soon as possible but within **1** day of occurrence.

### **Chapter 3, Cadet Command Safety Awards Program**

TOC

**3-1. General.** Safety awards programs recognize units and individuals that significantly contribute to accident prevention, consequently improving Cadet Command operations. Safety awards are recognized as an essential part of an effective safety program.

#### **3-2. Responsibilities**

a. Cadet Command Safety Manager will--

(1) Establish and implement a local safety awards program for units and individuals IAW [AR 672-74](#) and this regulation.

(2) Establish funding requirements to support safety awards/promotional programs.

### 3-3. Cadet Command Safety Awards

a. General. The Cadet Command Safety Awards Program recognizes regions, brigades, battalions, JROTC units, and individuals for meeting and exceeding safety goals and/or making significant contributions to the Cadet Command accident prevention effort. The program is designed to instill a sense of pride and accomplishment in promoting safety.

b. Unit Awards:

(1) Commanding General's Safety Award.

(a) This award is presented by the Commanding General to the regions, brigades, or battalions that have developed or continued an exemplary safety program, participate in or supervise field training exercises, and experience no class A, B, or C accidents. Nominations will be initiated by unit commanders and submitted through the chain of command to the Cadet Command Safety Office for screening and verification of unit's performance during the previous calendar year. Supporting documentation should include a brief discussion of the unit, including its mission and achievements relating to safety and methods used to effect or sustain accident reduction.

(b) Nominations will be forwarded through the chain-of-command to **U.S. Army Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000** NLT 15 February.

(2) Command Sergeant Major Safety Achievement Award

(a) The Cadet Command Sergeant Major Safety Achievement Award recognizes deserving Safety Action Councils and those brigade and battalion programs that contribute significantly to Cadet Command accident prevention efforts.

(b) The Cadet Command CSM and Safety and Occupational Health Manager shall select the award winner from the nominees submitted by the Region Command Sergeants Major. Criteria for nominations should include, but may not be limited to, the efforts of brigade safety councils; special actions to improve safety awareness or accident prevention; and outstanding conduct of safety award programs.

(c) Nominations may be submitted by the Region commander/CSM. Organizations may also be nominated by the Cadet Command Safety and Occupational Health Manager in cases where it is clearly evident that a specific brigade or battalion deserves special recognition for extraordinary safety, occupational health, or force protection efforts.

(d) The award will consist of a plaque or framed certificate from the Cadet Command CSM.

(e) Award selection is based upon comparison of nomination packets.

(1) Actual accident experience as depicted in accident rates will not be considered as the sole reason for award selection since the size, mission complexity, and relativity risk of operations of any two organizations may vary greatly. Award selection will consider effectiveness of unit safety councils; new safety, occupational health, training, and force protection initiatives or programs; and the level of involvement of the noncommissioned officers in safety councils and resultant programs during the previous calendar year.

(2) If in the judgment of the Cadet Command CSM and Safety Manager, two organizations are equally deserving of the award, co-winners may be named.

(f) Nominations will be forwarded through the chain-of-command to **U.S. Army Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000** NLT 15 February.

c. Individual awards:

(1) Commander's Outstanding Individual Safety Performance Award. This plaque is awarded by the Commanding General to Military personnel, DA Civilian employees, contract employees, and JROTC instructors that have demonstrate exemplary safety performance for a period of not less than 1 year. Exemplary performance examples include proactive accident prevention activities, exceptional dedication and expertise in conducting physical safety inspections; superior training or coaching personnel in safety and occupational health topics; investigating accidents; attending safety meetings; and presenting safety orientations to newly assigned personnel. Nominations will be forwarded through the chain-of-command to **U.S. Army Cadet Command (ATCC-ZF), Fort Monroe, VA 23651-5000** with the following information about the nominate: name, unit and jacket size.

(2) On-the-Spot Awards. This award is presented by the Unit Commander, Unity Safety Officer or Cadet Command Safety Manager to Military personnel, DA Civilian employees, contract employees, JROTC instructors, and cadets that have demonstrated exemplary safety performance. On-the-Spot Awards may be presented in the form of plaques, certificates, or other ceremonial presentations at the discretion of the unit commander.

(3) Motor Vehicle Driver Safety Award. This award is presented by the CofS to Military personnel and DA Civilian employees that have completed the following without any "at fault" military or civilian on-duty vehicle accident or moving traffic violations: twenty-four months of Army administrative vehicle operation, and eighteen months of tactical vehicle operation. Nominations are made by the Unit Commander or representative with the following information about the nominee: name, unit, period for which the award was earned or description of time period and miles drive.

d. Awards submissions and presentations: All award nominations will be submitted through the chain-of-command to the Cadet Command Safety Office except On-the-Spot Awards. Documentation will reflect previous CY (**1 January - 31 December**) accomplishments or longer, if applicable. All nominations must be received by the Cadet Command Safety Office, NLT than **15 February**. Safety awards will be presented at regions, brigades, and battalions at appropriate awards ceremonies.

### **3-4. TRADOC Safety Awards**

a. TRADOC Certificate of Achievement in Safety

(1) The TRADOC Certificate of Achievement in Safety may be presented to an individual or organization that makes valid contributions to the TRADOC accident prevention effort.

(2) Nominations containing narrative description of achievements will be endorsed through the chain-of-command to **Commander, TRADOC (ATCS-S), Fort Monroe, VA 23651-1048**.

b. TRADOC Command Sergeant Major Safety Achievement Award

(1) The TRADOC Command Sergeant Major Safety Achievement Award recognizes subordinate unit safety action councils that contribute to army readiness and Soldier welfare. This award provides a subjective means by which recognizes those safety and health programs that exceed the standard and contribute significantly to the TRADOC force protection effort.

(2) Nominations must be received by the TRADOC CSM not later than 31 December each year.

c. Complete application procedures and criteria for all TRADOC safety awards are found in TRADOC Regulation 385-2.

### **3-5. Department of the Army Safety Awards**

a. Chief Of Staff, Army, (CSA) Army Headquarters Safety Award Plaque. This plaque is awarded by the CSA to Army Commands, Army Service Component Commands, and direct reporting units (DRU) that have demonstrated significant improvements, sustained excellence and leadership in accident prevention programs.

b. Chief Of Staff, Army, Exceptional Organization Safety Award Plaque. This plaque is awarded each fiscal year to the battalion thru division and garrison organization with the most effective overall safety program.

c. Chief Of Staff, Army, Individual Award of Excellence Safety Plaque. This plaque is awarded each fiscal year to individuals who make the most significant contribution to accident prevention in each of four categories: officer, NCO/enlisted, DA civilian, and contractor.

d. Director of Army Safety, Composite Risk Management Award Plaque. This plaque is awarded by the DASAF to organizations or individuals who have made significant contributions to Army readiness through composite risk management.

e. Sergeant Major of the Army (SMA), Superior Soldier Safety Award Plaque. This plaque is awarded by the SMA to a Soldier who demonstrates "pockets of excellence" or "best practices" in safeguarding Army operations or personnel.

f. United States Army Safety Guardian Award Certificate and Plaque. This award is presented by the DASAF to individuals who through extraordinary individual action in an emergency situation, prevent an imminently dangerous situation, prevent injury to personnel, or minimize or prevent damage to Army property.

g. Army Aviation Broken Wing Award Certificate and Plaque. This award is presented by the DASAF to individuals who through outstanding airmanship, minimize or prevent aircraft damage or injury to personnel during emergency situations.

h. Complete application procedures and criteria for all Department of the Army safety awards are found in [AR 385-10](#) and [DA Pam 385-10](#).

### **3-6. Use of Promotional Items**

a. The use of incentive/promotional items can substantially contribute to accident prevention programs. [AR 385-10](#) authorizes use of promotional items and [AR 600-8-22](#) and [AR 672-20](#) authorize 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 they lose meaning. Any questions regarding purchase limits or suitability should be directed to the Command Judge Advocate.

- c. The safety manager must approve purchase of these items.
- d. Clearly identify all items as safety items via printing, logos, or other means.
- e. Use small, inexpensive items to recognize day-to-day safe performance. These items should not exceed \$15.00 in cost.
- f. Use items costing less than \$50.00 to recognize significant contributions that have a positive effect on the safety of an organization. The safety manager must approve distribution of these items on a case-by-case basis.

## Chapter 4, Composite Risk Management Process TOC

### 4-1. Composite Risk Management

- a. Composite risk management (CRM) is the Army's primary decision-making process for identifying hazards and controlling risks across the full spectrum of Army missions, functions, operations and activities. This systematic approach assists the commander, leader or an individual to recognize certain risks, and establish control factors to reduce those risks. Leaders are required to apply risk assessment and management to all activities and training. It can be conducted formally, during the planning process of a training event or informally, while making a hasty plan.
- b. CRM must be integrated throughout the entire planning and execution of missions and activities from the initial concept to termination. Cadets must be trained in composite risk management, accept no unnecessary risk, and make risk decisions at the appropriate level. Risks can be accepted only if the benefits and potential gain outweighs the potential loss. Risk decisions made must be documented. Also, standing operating procedures that facilitate the effort must be developed.

### 4-2. Composite Risk Management Process

- a. Identify the hazards. Hazards are potential sources of danger or situations which may cause injury, illness, or death, destroy or damage property, or cause mission degradation or mission failure. Hazards can be encountered and identified in all environments, such as training, combat operations, stability operations, base support operations, off-duty, or during other mission activities. They also can be recognized in obvious situations (weather conditions, terrain, weapons and equipment), and during less obvious situations (such as a small stream that appears as shallow but is actually deep in some places). Record identified hazards on a Composite Risk Management Worksheet, shown in [Figure 4-2](#).

COMPOSITE RISK MANAGEMENT WORKSHEET <small>(CDTCMD Reg. 385-10; proponent agency is Cadet Command Safety)</small>							
1. Organization and Unit Location:				2. Page	of		
3. Mission/Task:			4. Begin Date:		5. End Date:		6. Date Prepared:
7. Operational Phase in which the Mission/Task will be conducted:							
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Who/How Supervised	15. Was Control Effective?
16. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: <small>(Circle Highest Remaining Risk Level) →</small>				LOW (L)	MODERATE (M)	HIGH (H)	EXTREMELY HIGH (E)
17. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one):    Medic    Doctor/Nurse    Combat Lifesaver    None							
18. Prepared by: (Rank, Last Name, Duty Position)				19. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):			
20. Risk Decision Authority (Signature Block and Signature):				<b>Extremely High Risk:</b> Not Applicable for Cadet Command <b>High Risk:</b> CG or DCG <b>Moderate Risk:</b> Brigade Cdr (0-6). At LDAC, LTC/ JCLC – Region Cdr or CofS <b>Low Risk:</b> Battalion Cdr. At LDAC, LTC/ Commandant– Committee Chief or Regimental Cdr/TAC Officer			

CDTCMD Form 385-1-R-E, (REV JUN 06)

Risk Assessment and Risk Management Countermeasure Worksheets in CC Reg 145-3 are OBSOLETE

**Figure 4-2**

b. Assess the hazards. Analyze each identified hazard to determine if it makes the training extremely high risk (E), high risk (H), moderate risk (M), or low risk (L). Leaders perform this analysis and use a standard process. Assess the probability of the event/occurrence whether it's frequent, likely, occasional, or seldom, and estimate the expected result or severity of that event/occurrence. After assessing individual hazards, make an overall judgment about the risk of injury and the risk of damage using a similar process and considering all the identified hazards. Translate this assessment into a risk rating by using the Risk Assessment Matrix (shown in [Figure 4-1](#)). Normally, the highest level individual risk assessed is also the overall risk. The following are examples of expected event severity:

SEVERITY	HAZARD PROBABILITY				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

Risk Level: E - Extreme High H - High M - Moderate L - Low

**Figure 4-1 Risk Assessment Matrix**

1. Catastrophic: major property or facility damage, death or permanent total disability, complete mission failure or the loss of ability to accomplish a mission, etc.
2. Critical: severely degraded mission capability, permanent partial disability, extensive major damage to equipment or systems, etc.
3. Marginal: lost days due to injury or illness not exceeding three months, minor damage to equipment, systems, property or environment, etc.

c. Develop controls and make risk decisions. After weighing the risks against the benefits of performing an operation, one or more controls may be developed to reduce or eliminate the hazard (probability and/or severity). Controls should be made for the cause of the hazard, not just the hazard itself. To make each control effective, it must be acceptable, suitable, and feasible. No unnecessary risks are acceptable, and training should be conducted only if the benefits justify the risks. No training at all is better than unsafe training. Most ROTC training should not exceed moderate residual risk. The purpose of most training is to instill confidence, rather than to produce experts in dangerous tasks. For example, we conduct rappelling to build confidence, not to train cadets as mountain troops. In an effort to minimize risk, we conduct rappelling only in a well-supervised, controlled environment. Within Cadet Command, risk decisions to conduct training must be approved at the appropriate levels. Document the approval to conduct training on the Composite Risk Management Worksheet ([CDT CMD Form 385-1-R-E](#)). The Cadet Command approval authorities for various risk levels are outlined below:

- (1) Extremely High Risk. Cadet Command personnel will not conduct extremely high risk (E) training.
- (2) High Risk (H). Commanding General or Deputy Commanding General.
- (3) Moderate Risk (M). Brigade commander. At the Leader Development and Assessment Course (LDAC), Leader's Training Course (LTC), or JROTC Cadet Leadership Courses (JCLC), the approval authority is the LDAC, LTC, or JCLC Commander, but may be delegated to the CofS and/or Commandant.
- (4) Low Risk (L). Battalion Commander. At the Leader Development and Assessment Course, Leader's Training Course, or JCLC; the approval authority is a Committee Chief or Regimental Commander/Train-Assess-Counsel Officer and may be delegated to the second-in-charge of the committee or regiment.

d. Implement controls. Establish controls to reduce risk (and outline them on Composite Risk Management Worksheets, [Figure 4-2](#)). The controls should reduce the risk of accident or injury. When the controls are implemented and supervised, risk decisions may be based on the residual risk of injury and damage. Some examples of control methods are outlined below:

(1) Eliminate the hazard. For example, if the risk of injury on an obstacle in an obstacle course is too great, consider not using it, or using controls such as nets, landing pads, sand, or sawdust to reduce the possibility of injury from a fall.

(2) Train. For example, ensure rappelling instructors have been properly trained before conducting rappel training.

(3) Change procedures. For example, consider the sequence of training and avoid scheduling a hazardous exercise at the end of a tough day's training.

(4) Motivate. Ensure that risk assessment at each phase of training is briefed to cadre and cadets so they are aware of training safety.

(5) Control. Position cadre at critical points to control the speed and flow of cadets through training sites.

(6) Inspect. Check training sites and cadet uniforms/equipment as training progresses; preclude being surprised as conditions change.

e. Supervise. Leaders take action during training to ensure controls are enforced and improved where necessary. Leaders ensure that composite risk management continues throughout training. If conditions change, leaders reassess the risks and reevaluate risk decisions. Cadet fatigue and weather are examples of changing conditions. After the event, leaders conduct an after action review (AAR) and include composite risk management in the AAR. Leaders apply lessons learned to future training.

## Chapter 5, Training Safety TOC

**5-1. Training Safety Overview.** Safety is embedded in everything Cadet Command does. We cannot replace the life of a Soldier, civilian employee, or cadet. Safety is a value that must be aggressively practiced at all times. This chapter establishes minimum training safety requirements within Cadet Command. All Soldiers, civilian employees, or cadets will be trained in the composite risk management process in the areas of planning, supervision, or execution of training.

a. Responsibilities.

(1) Training safety is a command responsibility. Commanders are required to complete the on-line Commander's Safety Course, and will ensure that adequate safety provisions are incorporated into all training. Commanders will also vigorously investigate accidents, learn from them, and implement countermeasures to prevent them from recurring.

(2) Supervisory personnel are responsible for assisting commanders by requiring adherence to established safety SOPs.

(3) Training safety is also the individual responsibility of each Soldier, civilian employee, and cadet. Each individual will comply with established procedures, correct or report unsafe conditions, report all accidents, use protective devices, and as appropriate, warn others of known hazards or failure to observe safety regulations or procedures.

(4) Installations provide training safety-related support. In certain circumstances where installation support is not readily available, alternate federal, state, or local agencies or

organizations may fulfill training safety-related support. Training conducted on an installation is supported by that installation. Commanders are responsible to coordinate for adequate support.

b. Training safety goals:

(1) Provide a safe and healthy training environment.

(2) Suffer no loss of life or serious (disabling) injuries.

(3) Reduce manpower and monetary losses that result from improper training, inadequate preparation of training sites, or other unsafe conditions or acts.

**5-2. Training Safety Requirements.** Commanders will comply with the following safety requirements. Commanders may supplement this list, as required:

a. Complete and sign Composite Risk Management Worksheet ([Figure 4-2](#)) for all cadet training.

(1) A Composite Risk Management Worksheet will be completed for non-classroom instruction and routine physical training.

(2) A Composite Risk Management Worksheet will be completed for leadership lab, FTX, social event, cadet ride, weekend training session, Ranger Challenge training event, Cadet Challenge, drill or marksmanship competition, rappelling event, salute cannon fire, or any other training or activity beyond routine classroom and physical training sessions.

b. Incorporate the cadet buddy system into all training and other events (cadet rides, dining in, etc.). Ensure cadet buddy teams understand the importance of individual safety overwatch (for example, recognition of and first aid for heat/cold injuries).

c. Designate cadet safety officers to assist cadre in the planning and execution of battalion training. Cadre member will be the primary safety officer.

d. Use safety SOPs that include composite risk management. Review and update SOPs periodically, but not less than every **2** years.

e. Check appropriate qualifications for instructors, trainers, drivers, lifeguards, etc.

f. Require special or preliminary training of cadets prior to engaging in moderate or high-risk training and conduct training in a progressive and sequential manner. For example, conduct preliminary basic rifle marksmanship and identification of blank versus ball ammunition before firing blank or live rounds.

g. Establish/enforce appropriate uniform and equipment requirements and prohibitions. As an example, prohibit cadre and cadets from carrying unauthorized large knives or bayonets to training.

h. Ensure participants know the dangers inherent in a training event (for example, risks associated with terrain, off-limit areas, weather, vegetation, animals, water hazards, vehicles, equipment, weapons, inadequate rest, dehydration, horseplay, ammunition, and pyrotechnics).

i. Ensure participants know the location and responsibilities of safety personnel.

j. Ensure participants know the location/use of available safety equipment/materials.

k. Ensure participants know the type and location of medical support, evacuation plans, and medical facility to be used if evacuation is needed. Publish or communicate the emergency radio frequencies/call-signs and telephone numbers, as appropriate. For

training off campus, conduct prior face-to-face coordination with the medical facility to be used in case of an emergency.

l. Conduct safety briefings for all participants prior to and during training, as appropriate.

m. Establish reporting procedures for unsafe acts, conditions, and accidents.

n. Conduct awareness campaigns shortly before holiday periods and at other times when greater numbers of accidents commonly occur. Pay particular attention to periods when such things as lengthy travel or recreational swimming are involved. At a minimum, such campaigns should include reminder briefings given by cadre or senior cadets and visual reminders in classrooms, on unit bulletin boards, and on organizational websites.

**5-3. Publication Requirements.** Include applicable safety requirements in all training publications, to include programs of instruction (POI), how-to-fight manuals, and lesson plans. Commander, cadre, and cadet handbooks will contain applicable information on training safety.

**5-4. High-Risk Training.** If a training event is assessed as a high-risk event, after control measures are implemented, commanders will forward risk management worksheet and detailed plans for the training through the region headquarters to Cadet Command (ATCC-T). The CG or DCG is the final approval authority high-risk training. As a rule, only high-risk training associated with approved formal Army schools (airborne, air assault, etc.) will be approved.

### **5-5. Rappel Training**

a. Only certified Rappel Instructors are authorized to conduct rappel training. Current master rappellers and instructors certified at LDAC, LTC, or brigade instructor courses meet this requirement.

b. When acting as university-approved- and-university-insured advisors to university clubs, cadre may conduct rappelling for non-cadet students at non-ROTC events. The Army would likely not cover liability for cadre in such cases. Cadre should get university coverage in writing prior to assuming responsibility for the event or be willing to assume personal liability in case of injury to any participants or damage to any facilities used. For clarification of PMS/cadre liability, contact the Cadet Command CJA before you incur liability.

c. Rappel Instructors from Senior ROTC programs may conduct rappelling for JROTC cadets only during JCLC summer training exercises that are sanctioned by Cadet Command. Senior ROTC program cadre will not conduct rappel training for JROTC at other times even if otherwise "approved" by the school principal and the school agrees to cover liability. JROTC personnel who have been certified via their brigade's Rappel Instructor Training Program will conduct rappel training at school sponsored events.

d. ROTC cadre will no longer conduct rappelling as an official event for people who are not cadets or potential cadets. This restriction ensures that cadre members remain under liability coverage of the Army for the official events they conduct. At a minimum, students must complete and sign CC Form 139-R (Cadet Enrollment Record) prior to participation in any ROTC-sponsored adventure training events.

e. Only cadre who are certified rappel instructors may be responsible for setting up the rappelling site, inspecting equipment, "hooking up" rappellers, and supervising their descent.

f. Rappel training will be limited to basic, individual, hip-seat rappels only and will be done on buildings, established towers, or field sites which have been approved as a result of a

safety inspection conducted by the support installation Safety Office or other competent authority having jurisdiction or authorization to conduct such inspections. As a minimum, approved sites will be inspected annually by competent safety or structural engineering professionals to ensure that structures or sites have not degraded making them unsafe for use. A written record of the inspection will remain on file with the commander having operational control of the site. CC Form 385A (Rappel Site Checklist) is the preferred inspection document. Additionally, a certified rappel instructor will inspect the site immediately prior to each use. Cadre must carefully monitor the site, equipment, and training procedures throughout each rappel training exercise. Skid or "helicopter-style" rappels are authorized only from a fixed tower (not from airborne helicopters). Australian or other advanced rappels are not authorized.

g. While rappelling, cadre, and cadets will wear Kevlar helmet or other approved protective headgear, use leather gloves, and utilize locking snap links to rappel or tie in to the tower. Cadets will not wear load-carrying equipment (LCE) or carry weapons while rappelling.

h. Prior to making their first rappel from a height of more than ten feet, cadets will be required to rappel from a height of less than ten feet and/or on an incline. The purpose of this preliminary rappel is to introduce new rappellers to proper position and braking techniques and build their confidence accordingly in those techniques before rappelling from a significant height.

#### **5-6. Marksmanship Training**

a. Conduct marksmanship training in accordance with [AR 385-63](#), and [DA PAM 385-63](#). ROTC cadets, to include Simultaneous Membership Program (SMP) cadets and those with prior active duty service, will not be assigned the duty or position of range officer-in-charge or safety officer. Cadets may assist cadre or support personnel, however, in the execution of such duties. At no time will cadets be left unsupervised by a cadre member during marksmanship training.

b. Indoor and outdoor firing ranges. Units may use firing ranges not on installations, but those ranges must be inspected annually for compliance with OSHA standards which are identified in [AR 385-63](#), Range Safety. This policy also applies to ranges owned by (on the property of) universities and other non-Army ranges that allow use by ROTC units.

c. University/high school-owned ranges. Indoor range construction criteria and personnel exposures at indoor firing ranges will be controlled in accordance with OSHA standards. Use criteria in DA Pam 385-63 and DA Forms 5687-R and 5688-R as appropriate.

(1) Weapons ranges on university property are "owned" by the university itself, even if they are under the sole control of the Military Science Department.

(2) ROTC units that desire to use or control such ranges will establish a written memorandum of understanding with the university regarding the use, access, control, and maintenance of such a range. "Use" entails the hours the range may be used, the caliber or type weapons allowed, and the safety rules. At a minimum, units will observe the same safety rules that would normally apply at a similar range on an Army installation. "Access control" limits who may use the range and who controls access to it. "Maintenance" includes periodic cleanup of the impact area which normally requires sifting lead from the sand, replacing the sand, and properly disposing of lead and sand.

(3) Unit responsibility for such ranges must be limited. Units may use the range and may take responsibility for range access control, if desired by the school. However, units may not assume or accept responsibility for maintenance of the range beyond simple cleanup. Units (and the Army) will not be responsible for or use appropriated funds for

repairs to the facility, ensuring the range meets OSHA standards, or for the periodic separation and disposal of lead and sand from the impact area.

(4) Units, whose university will not agree to an understanding as outlined above, will immediately cease use and control of the range until and unless the impasse is resolved. The units will report the impasse by a memorandum through channels to Cadet Command (ATCC-TR) and seek the assistance of brigade and region to help resolve the impasse with the university.

(5) Although there are many units that have used and controlled ranges at universities for years without incident, it can no longer be left to chance that such benign situations will continue. Army funds cannot and will not be obligated for the general maintenance of university-owned ranges. Battalions must successfully negotiate the necessary memoranda of understanding with their colleges or universities, or cease use of the range facility.

**5-7. Confidence Obstacle Courses.** Confidence Obstacle Courses have higher and more difficult obstacles than conditioning obstacle courses. These courses are designed to give Soldiers and cadets confidence in their physical abilities, cultivate a spirit of daring, and enhance understanding of teamwork. Unlike conditioning courses, confidence obstacle courses are not run against time. Cadre and instructors must properly train and supervise cadets to negotiate obstacles properly and deliberately. The desired result is to confidently complete each obstacle, not run a race. Employ fall protection measures and devices for confidence courses, high ropes courses, and other high obstacle courses that equal or exceed the standards found in TRADOC Reg. 350-6, Appendix E and TRADOC Pamphlet 385-1, Appendix C.

**5-8. Smoke Safety.** Smoke adds realism to training, but it is also a health hazard. Commanders will use caution when employing smoke. All personnel will either avoid exposure or don protective masks under any of the following conditions: when operating in or passing through dense smoke of any type where visibility is less than **50** meters, when using Hexachothane (HC) smoke produced by smoke pots, and anytime smoke causes someone breathing difficulty. Normally, installations or preventive medicine activities provide detailed guidance and/or restrictions on the employment of smoke during training events.

#### **5-9. Military Parachute Jumping**

a. Cadre members assigned to Cadet Command may only participate in military parachute jump activities while on jump status or permissive jump status.

b. ROTC cadets may perform military parachute jumping only under the following circumstances:

(1) While undergoing Basic Airborne Training as part of the Cadet Practical Field Training (CPFT) Program.

(2) While assigned to a Reserve Component unit as a Simultaneous Membership Program (SMP) participant and on official jump status with that unit.

(3) While undergoing other Army training in which parachute jumping is a part. Normally this "other training" is limited to Cadet Troop Leader Training (CTLT) with airborne units. Cadets who wish to make parachute jumps during such training must be airborne qualified and must request permissive jump status through channels to HQ, Cadet Command (ATCC-TR), for case-by-case approval by the Commanding General. Such approval is routinely granted for CTLT assignments to airborne units.

**5-10. Off-Installation Training.** When units use off-installation facilities (such as firing ranges, confidence courses, high-ropes or low-ropes courses, rope bridging sites, etc.),

commanders will abide by the same standards, regulations, and policies that would apply if the training were being done on a typical installation.

**5-11. Contracted Training.** When units contract for training (such as white-water rafting, paint ball, high- or low-ropes courses, confidence courses, etc.), the contractor's liability does not relieve the commander of his composite risk management responsibilities.

#### **5-12. OSHA Compliance and Other Required Army Safety Training**

a. All active Army, Army National Guard (ARNG), U.S. Army Reserve (USAR), and Army civilian employees will be provided the training and education necessary to achieve the skills listed below. This training, as a minimum, will be IAW subpart H, part 1960, title 29, Code of Federal Regulations (29 CFR 1960):

(1) Recognize the hazards and accident risks associated with their duties and work environment and know the procedures necessary to control these risks and work safely.

(2) Know their accident prevention-related rights and responsibilities as outlined in relevant statutes and regulations.

(3) As appropriate, know the safety responsibilities of their leaders, supervisors, and commanders.

b. Commanders, supervisors, and safety and occupational health staff personnel will be provided specialized training to enable them to properly execute their safety, occupational health, and risk management leadership and staff responsibilities.

(1) Commanders, Command Sergeants Major, and Senior Military Instructors will complete the on-line U.S. Army Commander's Safety Course prior to or within 90 days of assignment to a Cadet Command region, brigade, or battalion headquarters.

(2) Individuals appointed on orders as Collateral Duty Safety Officers (CDSOs) will complete the on-line U.S. Army Additional Duty Safety Officer Course within 60 days of appointment.

c. Safety education and promotional materials such as posters, films, technical publications, pamphlets, incentive items, and related materials are proven cost-effective safety awareness tools.

d. Special training and education requirements:

(1) Combat Lifesaver (CLS) training. Each brigade and battalion will have at least one qualified combat lifesaver. CLS recertification is an annual training requirement.

(2) New employee orientation. General safety instruction and specific safe work practices required for a particular job, including accident reporting, is required for each new Soldier or employee before being assigned to duty. It is recommended that supervisors maintain a written record of such orientations.

(3) Wheeled Vehicle Accident Avoidance Course (Driving). All military and civilian personnel are required to complete the on-line Wheeled Vehicle Accident Avoidance Course (WVAA) or other approved driver training before obtaining an AMV license. Successful completion of this course is recorded on the individual's [DA Form 348](#) (Equipment Operator's Qualification Record). Personnel who drive Army leased vehicles are also required to complete this training, to include a 4-hour refresher training session every 4 years. Personnel required to attend this course should contact the licensing office for course information and schedule. In addition to AMV operators, all military personnel under the age of 26 should receive accident avoidance training at unit level. Additional training

information and tools are available on the U.S. Army Combat Readiness Center website at <https://crc.army.mil/home>.

**5-13. Conclusion.** Safe training is no accident. Composite Risk Management is not complete risk elimination. Leaders must perceive potential risk, assess its impact on operations, take action to reduce or eliminate it, decide when and where some risk is prudent, and supervise to succeed. Safety must be imbedded in all training activities; it is a value that must be constantly practiced, taught, and reinforced.

## Chapter 6, Arms, Ammunition, and Explosives Safety **TOC**

**6-1. General.** This chapter prescribes specific procedures and responsibilities to ensure safe handling, use, and storage of ammunition and explosives throughout Cadet Command. In addition to other statutory and regulatory publications and instructions, it provides necessary guidance to ensure that cadre, cadets, and employees are adequately safeguarded from potential hazards associated with use of weapons and ammunition in training.

**6-2. Ammunition Storage.** [AR 190-11](#), Physical Security of Arms, Ammunitions and Explosives, [AR 385-64](#), U.S. Army Explosives Safety Program, and [DA Pam 385-64](#), Ammunition and Explosives Safety Standards establish minimum safety precautions for the safe storage, handling, and maintenance of ammunition and explosives. These regulations provide maximum assurance that explosive accidents will be prevented and that damage and injuries from an accident, should one occur, will be minimized. Command training publications, local SOPs, and installation regulations provide additional safety requirements to address situations unique to individual training locations or exercises. Only approved Hazard Class (HC) ammunition, in authorized quantities, will be stored in authorized areas within Cadet Command. Safety guidance governing this storage will be comprehensive, mission-supportive, and in agreement with applicable security, fire, and quantity-distance requirements.

### 6-3. Definitions

a. Hazard Class of ammunition/explosives:

- (1) 1.1 Mass detonation.
- (2) 1.2 Explosion with fragment hazard.
- (3) 1.3 Mass fire.
- (4) 1.4 Moderate fire.

b. DOT Class Explosives.

- (1) Class A - Initiating explosives.
- (2) Class B - Detonators and similar initiating devices.
- (3) Class C - Bulk propellants, propelling charges, and devices containing propellant with or without means of initiation.

### 6-4. Responsibilities

a. Commanders will--

- (1) Ensure that explosive safety regulations, to include the posting of fire and chemical symbols, are followed at all authorized storage sites within Cadet Command.

(2) Ensure that the total quantity of Hazard Class 1.4 small arms ammunition in an arms room does not exceed the authorized amount.

(3) Ensure that the total Net Explosives Weight of approval of Hazard Class 1.4 ammunition does not exceed **220** pounds (100 kilograms).

(4) Ensure that absolutely no Hazard Class 1.1, 1.2, or 1.3 ammunition is stored in any arms room, even temporarily.

(5) Ensure that safety deficiencies found during annual and Command Inspection Programs inspections are promptly corrected.

(6) Report and investigate malfunctions involving ammunition and explosives.

b. Arms room custodians will--

(1) Notify the brigade and battalion CDSO when a battalion plans to store ammunition in an arms room.

(2) Maintain the unit arms room IAW approved checklists.

c. Support Installation Safety Office or a qualified CDSO will inspect annually during the SASOHI, each arms room used for compliance with appropriate explosives safety standards.

#### **6-5. Transportation and Handling of Ammunition/Explosives**

a. Vehicle requirements:

(1) Vehicles used for transportation of hazardous materials will be inspected at frequent intervals to ensure that mechanical and safety standards are maintained.

(2) Vehicles utilized for the purpose of transporting ammunition will be properly dispatched and pass vehicle inspection standards as prescribed on [DD Form 626](#), Motor Vehicle Inspection, and [DA Pam 710-2-1](#), Using Unit Supply System.

b. Ammunition, safety, handling, and transportation:

(1) Ammunition/explosives will be handled, loaded, and transported IAW [AR 190-11](#), [AR 385-64](#), and [DOD 5100.76-M](#), Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives.

(2) All vehicles carrying ammunition/explosives must be in compliance with applicable DOT regulations and display appropriate placards as required by [AR 55-355](#) and 49 Code of Federal Regulation (CFR), Transportation.

(3) Ammunition/explosives will be handled, loaded, and transported under the direct supervision of competent, qualified personnel who are thoroughly familiar with all ammunition safety regulations.

(4) Government vehicles involved in on-post transportation of ammunition or explosives will be equipped, at a minimum, with two class 2-A 10-BC rated portable fire extinguishers when transporting DOT Class A or B explosives and one Class B-BC or two Class 4-BC rated portable fire extinguisher when transporting DOT Class C explosives. All government motor vehicles operating over public roads will be equipped with a highway warning kit, IAW [AR 385-55](#), Prevention of Motor Vehicle Accidents. Drivers of these vehicles must have successfully completed a certified Hazardous Materials (HAZMAT) Course.

(5) Ammunition/explosives must be transported within the body of the vehicle and the tailboard or tailgate must be closed and secured during transit. Open body vehicles must

have sides that are well constructed and securely fastened to assure the ammunition/explosives are safely restrained. Ammunition/explosives loaded in any vehicle must be compatible and must conform to installation requirements.

(6) Vehicles loaded with ammunition/explosives will **NOT** be parked in or near inhabited areas at any time.

(7) Vehicles departing from or returning to ammunition supply points (ASP), while transporting ammunition or explosives will proceed on routes directed by the installation.

(8) Ammunition/explosives and packing materials will be transported in separate vehicles or segregated on the same vehicle. Opened ammunition must be expended. Only unopened packages of ammunition can be returned to the ASP. Under no circumstances will an ax, hammer, or any other object that will damage packing material be used to open ammunition containers.

(9) Vehicle brakes will be set and at least one wheel chocked during all loading or unloading and tie-down operations.

(10) Explosives will not be transported in the passenger compartment of a Government vehicle except as stated below:

(a) In cases involving limited quantities (no more than two full outer packs of small arms ammunition with non-explosive bullets). The small arms ammunition must be in closed containers which are properly secured in the vehicle, and seats must be available for all personnel.

(b) It is permissible to transport limited quantities of HD 1.4 small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van-type vehicles. Using privately owned vehicles for such purposes is prohibited.

## **6-6. Training and Additional Safeguards**

a. All personnel engaged in operations in which munitions are involved shall be thoroughly trained in explosives safety and be capable of recognizing explosive hazards. Safety training will be conducted IAW [AR 385-63](#), Range Safety, and [AR 350-1](#), Army Training. Safety must become a firmly established habit when working with or being near ammunition and explosives.

b. All drivers of vehicles that transport ammunition must be qualified IAW [AR 600-55](#), The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

c. Personnel will not perform unauthorized disassembly, modification, alteration, or tamper with ammunition or components.

d. ROTC personnel will not ride in the cargo compartment of vehicles transporting ammunition/explosives.

e. Live ammunition will not be used or displayed in classrooms or areas where personnel may be exposed to accidental detonation.

f. Notify Quality Assurance Specialist Ammunition Surveillance (QASAS) and/or Explosive Ordnance Disposal personnel of defective ammunition found during training after proper procedures for handling misfires/hang fires have been taken. Do not attempt to fire or expend this ammunition until released by QASAS.

g. Persons handling ammunition must be briefed on all safety requirements associated with assigned tasks. Cadets will not handle, issue, receive, or load ammunition without the direct supervision of qualified cadre.

h. Handle explosives and ammunition carefully. Containers will not be tumbled, dropped, thrown, dragged, rolled, or handled roughly.

i. No smoking or open fires will be permitted in any ammunition storage area or within 50 feet of buildings or vehicles containing ammunition.

j. QASAS will be notified immediately of any ammunition problems, to include misfires in excess of normal expectations. If QASAS cannot be readily contacted, notify Range Control. Handle misfires and other defectives as follows:

(1) Treat misfires and other defective ammunition (except duds) in accordance with [AR 385-63](#) and the technical manual for the weapon. Replace all safety devices (pins, etc.) removed when the rounds were prepared for firing. Handling or transporting rounds without safety devices intact is dangerous.

(2) Duds are ammunition/explosive items such as fuses, projectiles, grenades, mines, or missiles which have been fired or otherwise activated and failed to function. Do not disturb duds or suspected duds. Note their locations and report them immediately to Range Control or authority having jurisdiction.

k. Hazard Class 1.1 and 1.2 ammunition will not be taken into or stored in any main post, residential, or administrative areas under any circumstances.

l. Strict control procedures will be implemented during all training exercises to ensure that all live ammunition is expended or turned in by firers at the conclusion of live fire sessions. Safeguards will be strictly enforced to ensure that no live ammunition is present when loading and firing blank ammunition during required training. Prior to loading any magazines with blank ammunition, cadre will physically inspect all magazines to be used to ensure that they are serviceable and empty, thus, eliminating any possibility of undetected live ammunition rounds.

m. Special care must be observed during the employment or utilization of pyrotechnics or simulators during field training. All explosives are dangerous and must be handled to avoid any potential injuries. In particular, airburst artillery and hand grenade simulators, the most widely used devices, must be handled with extreme caution. Strict adherence to published handling precautions, proper wear of protective clothing and equipment (PCE), and compliance with safety distance zones are imperatives for safe training. Only cadre members are authorized to handle and employ pyrotechnic training devices.

## Chapter 7, Motor Vehicle Accident Prevention Program

TOC

**7-1. General.** This chapter establishes requirements for the Cadet Command 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 to prevent these errors.

### **7-2. Responsibilities**

a. Commanders will--

(1) Comply with requirements of AR 385-10 and supplementing DA pamphlets, [AR 385-55](#), [AR 600-55](#), and this regulation.

(2) Develop and prescribe local procedures for the safe operation of motor vehicles.

(3) Develop and execute training, education, and motivation programs for safe motor vehicle operation.

b. Supervisors will--

(1) Ensure vehicle operators are performing inspections and operating vehicles in a safe manner. Deadline vehicles at any time vehicle conditions make continued operation unsafe.

(2) Complete appropriate accident reports on vehicular accidents IAW para 2-2 and [Figure 2-2](#) of this regulation.

(3) Hold periodic safety briefings with drivers to emphasize proper procedures for operating vehicle and discuss any accidents, near misses, or current conditions (weather, road repair, and traffic) that may have a bearing on the driver's safe operation of vehicle. Additionally, specific handling characteristics of vehicles should be briefed; e.g., elevated center of gravity for large vans.

c. All Army motor vehicle operators will--

(1) Operate vehicles in a safe and prudent manner.

(2) Report unsafe operating conditions of government owned or leased vehicles.

(3) Report all accidents to his or her supervisor.

(4) Comply with municipal, state, and military regulations, and obey posted speed limits.

(5) Ensure that vehicle or equipment and their contents are properly secured when left unattended.

(6) Ensure that the vehicle or equipment is properly serviced during operation.

(7) Wear installed restraint systems.

### **7-3. Prevention of AMV Accidents**

a. Safe driving operation:

(1) Drivers will not be assigned to drive an AMV for more than 10 continuous hours, nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. If more than 10 hours are needed to complete operations, a qualified assistant driver will be assigned to each vehicle.

(2) Drivers will take a 15-minute rest break every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first. During these breaks, drivers will inspect their vehicles and ensure equipment and cargos are secure. One-hour meal breaks will also be taken.

(3) The use of headphones or earphones while driving AMV (two or more wheels) is prohibited; however, this prohibition does not negate the requirement for wearing hearing protection where conditions require their use.

(4) Drivers will not consume intoxicating beverages during the 8 hours before scheduled duty or during their normal duty shift.

(5) Drivers will not eat, drink, or smoke while the vehicle is in motion.

b. Vehicle Safety Standards. Drivers will perform vehicle operation checks to identify/prevent:

- (1) Improper functioning or adjustment of steering, lights, windshield wipers, horns, warning signals, side or rear-view mirrors, restraint systems, and other safety devices.
- (2) Improper conditions of windshields; windows; mirrors; lights; reflectors; or other safety devices that are broken, cracked, discolored, or covered with frost, snow, or dirt.
- (3) Defective, inoperable, or out-of-adjustment service or parking brakes.
- (4) Gasoline, brake fluid, or a class III diesel fuel leak.
- (5) Excessively worn tires, damaged exhaust system, or any other damaged vehicle part that would render the vehicle unsafe until repaired/replaced.
- (6) Improperly secured loads or vehicle loaded beyond design load limits.
- (7) Unsafe transport of personnel.

#### **7-4. Prevention of Privately Owned Vehicle (POV) Accidents**

- a. POV accident experience continues as the number one cause of Soldier death and injury. Additionally, civilian employees and cadets also experience severe, tragic consequences from serious accidents on highways throughout the nation. Because of the "non-duty" status of employees and cadets at the time of the accident occurrences, they are generally all "non-recordable" and the government assumes no liability. These accidents, however, are equally devastating at worst and greatly inconvenient at best.
- b. Death and injury to off-duty civilian and contract employees as the result of POV accidents, as with Soldiers, cause a very costly loss to organizational efficiency when injured personnel are not available for duty. Cadets, the future leadership of the military and nation, are at particular risk for accidents because of their youth and inexperience. The same emphasis that is required to enforce "on duty" standards for minimizing accidents must be translated into positive leadership in mentoring subordinates toward safe, responsible behavior in their personal lives. Leaders must teach to temper excessive bravado and unsafe behavior, and at the same time, instill the confidence and warrior spirit demanded of tomorrow's military leaders.
- c. Commanders, leaders, and supervisors at all levels will incorporate POV accident avoidance in all pre-holiday safety awareness briefings and training. Additionally, information regarding local and state driving requirements and publications will be made available during newcomer orientation and at other appropriate times. POV accident avoidance topics may include but are not limited to--
  - (1) Rules of the road.
  - (2) Vehicle maintenance.
  - (3) Personal fitness to drive.
  - (4) Road hazards and conditions.
  - (5) Use of driver and passenger restraints.
  - (6) Communicating with fellow road users.
  - (7) Alcohol and driving.
  - (8) Other impaired drivers.
  - (9) Emergency maneuvers.
  - (10) Road rage.

## 7-5. Driver Education

- a. All military personnel, civilian employees, and contract employees required to drive AMVs will be given at least 4 hours of classroom instruction in accident avoidance such as the National Safety Council Defensive Driver Course. Commanders may also direct the use of any recognized national/state program or self-developed course to meet this requirement.
- b. Every 4 years, thereafter, as part of the license renewal process, AMV operators must complete a 4-hour refresher course such as the Wheeled Vehicle Accident Avoidance (WVAA) Course or other approved refresher training to meet the requirements of [AR 385-55](#), paragraph B-4, and AR 385-10 with supplementing DA pamphlets.
- c. It is strongly encouraged that this same training be made available to Soldiers, civilian employees, and cadets who are not required to drive AMVs. Additionally, it is highly recommended that accident avoidance training materials and safety awareness information be provided to dependent family member.

## Chapter 8, Motorcycle Accident Prevention Program TOC

### 8-1. Motorcycle Licensing

- a. Where state or local laws require special licenses to operate privately owned motorcycles, motorized bicycles (Mopeds), motor scooters, or all-terrain vehicles (ATV), such license requirements, as a minimum, shall be required for operation of those vehicles.
- b. Motorcycle riders must comply with the skills training, licensing, and permit requirements of their state, host nation, or SOFA.

### 8-2. Motorcycle Training

- a. Prior to operation, Army personnel who obtain a motorcycle will successfully complete an Army approved motorcycle rider safety course. The course must be a Motorcycle Safety Foundation (MSF) course. Commanders are not authorized to waive or defer the training. See 8-2d below. This training will be offered at no cost to Army personnel and during normal duty hours, where practicable.
- b. Anyone who operates a motorcycle on an Army installation, to include government-owned motorcycles, shall successfully complete an MSF motorcycle rider safety course, or present documentation of previous attendance.
- c. The Army standard motorcycle rider's course is the MSF Basic Rider Course (BRC). Commanders may offer the Experienced Rider Course (ERC) in addition to the BRC, but not in lieu of the BRC. The ERC is designed to provide additional highway safety skills for experienced motorcycle riders. It is highly encouraged that both courses be offered to ensure adequate training for both new and experienced riders. The ERC builds upon and provides additional skills taught in BRC or gained through previous experience. Anyone who has documentation of prior completion of the ERC will be in compliance with the Army standard for motorcycle training and will not be required to attend the BRC.
- d. Operators will not be required to repeat MSF, BRC training when relocating to a new assignment. This does not restrict Commanders from requiring additional motorcycle safety training specific to that location.
- e. Licensed motorcycle operators who have not yet completed the requirements of paragraph 8-2a, may operate their motorcycle to travel to the rider course training site. When the training is offered on an Army installation, the licensed operator may enter the

installation for the sole purpose of attending the course. The rider will have documentation in their possession to show the date of the course.

f. Personnel who operate privately owned ATVs or motorcycles off-road should complete appropriate operator safety training.

### **8-3. Motorcycle Vehicle Equipment**

a. When operated on any DOD installation, in both on-and off-road modes, all Government or privately owned motorcycles, mopeds, motor scooters, and ATVs (when equipped) must have headlights turned on at all times, except where prohibited by military mission or local laws.

b. Motorcycles shall be equipped with both a left-hand and right-hand rear view mirror mounted on the handlebar or fairing. (NOTE: Government-owned off-road motorcycles on tactical missions or training are exempt from this requirement.)

### **8-4. Motorcycle Personal Protective Equipment (PPE)**

The following PPE is mandatory for the following personnel while operating or riding as a passenger on a motorcycle, moped, or ATV: all Army military personnel at any time, on or off a DOD installation; all Army civilian personnel in a duty status, on or off a DOD installation; all personnel in or on a DOD owned motorcycle; and all persons at any time on an Army installation.

a. Helmets, certified to meet DOT standards, must be properly fastened under the chin. OCONUS riders may wear host nation helmets if the helmet meets or exceeds U.S. DOT standards.

b. Impact or shatter resistant goggles, wrap-around glasses, or full-face shield properly attached to the helmet must meet or exceed ANSI Standard Z87.1, ~~Practice for~~ Occupational and Educational Eye and Face Protection for impact and shatter resistance. A windshield alone is not proper eye protection.

c. Sturdy footwear, leather boots or over the ankle shoes must be worn.

d. A long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle must be worn.

e. For on-road operations, a brightly colored, outer upper garment during the day and a reflective upper garment during the night.

f. During off-road operations, operators and riders must use additional PPE, such as knee and shin guards and padded full-fingered gloves.

Glossary [TOC](#)

Section I [TOC](#) Abbreviations

<b>ADIP</b>	Army Driver Improvement Program
<b>AGAR</b>	Abbreviated Ground Accident Report
<b>AI</b>	Army Instructor
<b>AMV</b>	Army Motor Vehicle
<b>ARNG</b>	Army National Guard
<b>ASP</b>	Ammunition Supply Point
<b>CAI</b>	Centralized Accident Investigation
<b>CDSO</b>	Collateral Duty Safety Officer
<b>CFR</b>	Code of Federal Regulation
<b>CG</b>	Commanding General
<b>CofS</b>	Chief of Staff
<b>CPAC</b>	Civilian Personnel Advisory Center
<b>CSM</b>	Command Sergeant Major
<b>CTLT</b>	Cadet Troop Leader Training
<b>DA</b>	Department of the Army
<b>DAI</b>	Director of Army Instruction
<b>DDC</b>	Defensive Driving Course
<b>DOD</b>	Department of Defense
<b>DODI</b>	Department of Defense Instruction
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>EI</b>	Essential Elements of Information
<b>EOC</b>	Emergency Operations Center
<b>EOD</b>	Explosive Ordnance Disposal
<b>FECA</b>	Federal Employees Compensation Act
<b>FOIA</b>	Freedom of Information Act
<b>FTX</b>	Field Training Exercise
<b>GSA</b>	General Services Administration
<b>HALO</b>	High Altitude Low Opening
<b>HAZCOM</b>	Hazardous Communication
<b>HAZMAT</b>	Hazardous Material
<b>HC</b>	Hazard Class
<b>HW</b>	Hazardous Waste

<b>IAW</b>	In Accordance With
<b>JCLC</b>	JROTC Cadet Leader Course
<b>JROTC</b>	Junior Reserve Officers' Training Corps
<b>LCE</b>	Load Carrying Equipment
<b>LDAC</b>	Leader Development and Assessment Course
<b>LTC</b>	Leader's Training Course
<b>NCOER</b>	Non-commissioned Officer Evaluation Report
<b>NCOIC</b>	Non-commissioned Officer in Charge
<b>NEW</b>	Net Explosive Weight
<b>NLT</b>	Not Later Than
<b>OER</b>	Officer Evaluation Report
<b>OIC</b>	Officer in Charge
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OSHAct</b>	Occupational Safety and Health Act
<b>PCE</b>	Protective Clothing and Equipment
<b>PMS</b>	Professor of Military Science
<b>POC</b>	Point of Contact
<b>POV</b>	Privately Owned Vehicle
<b>QASAS</b>	Quality Assurance Specialist Ammunition Surveillance
<b>RAC</b>	Risk Assessment Code
<b>ROTC</b>	Reserve Officers' Training Corps
<b>SAI</b>	Senior Army Instructor
<b>SASOHI</b>	Standard Army Safety and Occupational Health Inspection
<b>SIR</b>	Serious Incident Report
<b>SOFA</b>	Status of Forces Agreement
<b>SOP</b>	Standard Operating Procedure
<b>SMP</b>	Simultaneous Membership Program
<b>SROTC</b>	Senior Reserve Officers' Training Corps
<b>TDY</b>	Temporary Duty
<b>TRADOC</b>	United States Army Training and Doctrine Command
<b>USACRC</b>	United States Army Combat Readiness Center
<b>WVAAC</b>	Wheeled Vehicle Accident Avoidance Course

Section II **TOC** Terms

### **Composite Risk Management**

A primary decision-making process for identifying hazards and controlling risks across the full spectrum of Army missions, functions, operations and activities.

### **Explosives**

All items of ammunition; propellants liquid and solid; high and low yield explosives; pyrotechnics; and substances associated with the foregoing that present real and potential hazards to life or property. The term includes any device or assembly of devices that contains an explosive material. Examples are bombs, guided or unguided; water and land mines; depth charges; non-nuclear warheads; explosive-loaded projectiles; explosive components of aircrew escape systems; missile propellants; unguided missiles; pyrotechnic, illuminating, and signaling devices; and cartridge-actuated tools, such as stud drivers.

### **Residual Hazard**

A hazard that has not been eliminated by design

### **Residual Risk**

Expected loss from a residual hazard; the risk remaining after one or more cycles of risk reduction efforts.

### **Risk**

An expected loss or danger resulting from a hazard. Risk is expressed in terms of estimated severity and probability of injury or damage. Overtime, uncontrolled HIGH level risks will produce high levels of loss.

### **Risk Acceptance**

A formal or implied decision to accept the consequences of a risk based on a risk assessment.

### **Risk Assessment**

This is the evaluation of expected consequences with risk against the benefits to be gained from accepting the risk.

### **Safety Awareness**

A consciousness of hazards and the knowledge to avoid them or minimize their effect.

Safety awareness training gives leaders the knowledge and motivation to accomplish the mission while not unnecessarily jeopardizing the lives of personnel or readiness of equipment. Safety awareness leads to a proactive approach that uses risk management to evaluate the risks and eliminate those with inadequate benefits.

Appendix **TOC**

Section I **TOC** Required Publications

[AR 190-40](#)

Serious Incident Report

[AR 210-21](#)

Army Ranges and Training Land Program

[AR 385-10](#)

The Army Safety Program

[AR 385-15](#)

Water Safety

[AR 385-40](#)

Accident Reporting and Records

[AR 385-55](#)

Prevention of Motor Vehicle Accidents

[AR 385-63](#)

Range Safety

[AR 385-64](#)

US Army Explosives Safety Program

[AR 600-55](#)

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

[AR 672-74](#)

Army Accident Prevention Awards Program

[DA Pam 385-1](#)

Small Unit Safety Officer/NCO Guide

[DA Pam 385-40](#)

Army Accident Investigation and Reporting

[FM 100-14](#)

Risk Management

[TC 21-24](#)

Rappelling

[TB MED 575](#)

Swimming Pools and Bathing Facilities

[TRADOC Reg 385-2](#)

TRADOC Safety Program

[DA Pam 385-63](#)

**Section II  Related Publications**

[DOD 4500.9-R](#)

Part II, Defense Transportation Regulation (Cargo Movement)

[DODI 6050.5](#)

DoD Hazard Communication Program

[DODI 6050.5-H](#)

DoD Hazardous Chemical Warning Labeling System

[DOD 6055.9-STD](#)

DoD Ammunition and Explosives Safety Standards

[AR 15-6\(+\)](#)

Procedures for Investigating Officers and Boards of Officers

[AR 25-400-2](#)

The Army Records Information Management System (ARIMS)

[AR 40-5](#)

Preventive Medicine

[AR 75-1](#)

Malfunctions Involving Ammunition and Explosives

[AR 190-11](#)

Physical Security of Arms, Ammunitions and Explosives

[AR 200-1](#)

Environmental Protection and Enhancement

[AR 385-16](#)

System Safety Engineering and Management

[AR 420-90](#)

Fire and Emergency Services

[AR 600-8-22](#)

Military Awards

[AR 672-20](#)

Incentive Awards

[AR 700-141](#)

Hazardous Materials Information System (HMIS)

[DA Pam 385-5](#)

Fundamentals of Safety in Army Sports and Recreation

[DA Pam 385-64](#)

DoD Ammunition and Explosives Safety Standards

[FM 21-305](#)

Manual for the Wheeled Vehicle Driver

[FM 90-13](#)

River-Crossing Operations

[FM 100-5](#)

Operations

[TRADOC Reg 350-30](#)

Training and Certification Program for Personnel Working in Ammunition Operations

[TRADOC Reg 700-2](#)

Ammunition

[Title 10 CFR 19](#)

Notices, Instructions, and Reports to Workers: Inspection and Investigations

[Title 29 CFR 1910](#)

Occupational Safety and Health Standards

[Title 29 CFR 1926.59](#)

Hazard Communication

**Section III [TOC](#) Referenced Forms**

[DA Form 67-9-1 \(+\)](#)

Officer Evaluation Report

[DA Form 285](#)

U.S. Army Accident Report

[DA Form 285-AB-R](#)

U.S. Abbreviated Ground Accident Report

[DA Form 348](#)

Equipment Operator's Qualification Record (Except Aircraft)

[DA Form 2166-8](#)

Noncommissioned Officer Evaluation Report

[DA Form 4283](#)

Facilities Engineering Work Request

[DA Form 4755](#)

Employee Report of Alleged Unsafe or Unhealthful Working Condition

[DA Form 7222-1](#)

Senior Civilian Evaluation Report

[DA Form 7306-R](#)

Worksheet for Telephonic Notification of Ground Accident

[DOL Form CA-1](#)

Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/  
Compensation

[DOL Form CA-2](#)

Notice of Occupational Disease and Claim for Compensation

[DOL Form CA-6](#)

Official Superiors' Report of Employees' Death

[DOL Form LS-1](#)

Authorization for Examination and/or Treatment

[SF 91](#)

Motor Vehicle Accident Report

[TRADOC Form 385-2-3-R-E](#)

TRADOC Telephonic Serious Accident Report (RCS ATOS-2)

[TRADOC Form 385-2-5-R-E](#)

Record of Injury

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