



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 6055.01

April 25, 2022

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Director, J-1

SUBJECT: Safety Program

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (x), establishes the DHA's procedures and assigns responsibilities for the implementation, sustainment, operation, and maintenance of the DHA Safety Program.

2. APPLICABILITY. This DHA-AI applies to:

a. DHA and DHA Components (activities under the authority, direction and control of DHA).

b. All personnel to include: assigned or attached active duty and reserve members, members of the Commissioned Corps of the Public Health Service, federal civilians, contractors (when required by the terms of the applicable contract), local Nationals, and other personnel assigned temporary or permanent duties at DHA, to include DHA regional and field activities (remote locations), and subordinate organizations administered and managed by DHA, to include markets, military medical treatment facilities (MTFs), dental treatment facilities (DTFs), and veterinary treatment facilities (VTF) under the authority, direction, and control of the DHA.

3. POLICY IMPLEMENTATION. It is DHA's policy, pursuant to References (a) through (x), to:

a. Provide reasonable assurance that organizations and processes within DHA are compliant with federal statutes, standards, policies, and other requirements.

b. Protect DHA personnel from work-related accidental death, injury, or occupational illness.

- c. Protect equipment and facilities from preventable harm or damage.
  - d. Implement a single, comprehensive safety program at all DHA locations.
  - e. Implement a single DHA Safety Management System (SMS) at all DHA locations.
  - f. Apply risk management (RM) strategies to eliminate occupational injury or illness and loss of mission capability and resources.
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, Administration and Management (J-1). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the Director, J-1 to determine if the waiver may be granted by the Director, DHA or their designee.
7. RELEASABILITY. **Cleared for public release**. This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.
8. EFFECTIVE DATE. This DHA-AI:
- a. Is effective upon signature.
  - b. Must expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

9. FORMS

a. DD Form 2977, Deliberate Risk Assessment Worksheet is available at:  
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2977.pdf>.

b. The following DHA forms are available at:  
[https://info.health.mil/cos/admin/DHA\\_Forms\\_Management/Lists/DHA%20Forms%20Management/AllItems.aspx#](https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx#):

- (1) DHA Form 171, Hazard Report
- (2) DHA Form 172, Supervisor's Mishap Report
- (3) DHA Form 176, Unsafe or Unhealthful Working Condition
- (4) DHA Form, 178, Supervisor Quarterly Safety Inspection Checklist (Administrative Areas)
- (5) DHA Form, 179, Supervisor Quarterly Safety Inspection Checklist (Industrial Areas)

c. The following Occupational Safety and Health Administration (OSHA) forms are available at: <https://osha.gov/recordkeeping/RKforms.html>:

- (1) OSHA Form 300, Log of Work-Related Injuries and Illnesses
- (2) OSHA Form 300A, Summary of Work-Related Injuries and Illnesses
- (3) OSHA Form 301, Injuries and Illnesses Incident Report

/S/  
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Director

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970 (Public Law (PL) 91–596)
- (e) Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees,” June 30, 1980
- (f) Title 29, Code of Federal Regulations, Section 1910, “Occupational Safety and Health Standards,” 83 FR 9702, March 27, 2018
- (g) Title 29, Code of Federal Regulations Part 1926, “Safety and Health Regulations for Construction,” July 19, 2019
- (h) 29 CFR 1904 “Recording and Reporting Occupational Injuries and Illnesses.” 85 FR 8731, 18 February, 2020
- (i) DoD Instruction 6055.05, “Occupational and Environmental Health (OEH),” August 31, 2018
- (j) DoD Instruction 6025.18, “Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs,” March 13, 2019
- (k) DoD Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DOD Health Care Programs,” March 13, 2019
- (l) DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” December 8, 2020, as amended
- (m) Code of Federal Regulations, Title 29, Section 1960, “Basic Program Elements for Federal Employees OSHA,” 60 FR 34852, July 5, 1995
- (n) DoD Instruction 6055.01, “DoD Safety and Occupational Health (SOH) Program,” April 21, 2021, as amended
- (o) American National Standards Institute/American Society of Safety Professionals Z10.0-2019, “Occupational Health and Safety Management,” August 22, 2019<sup>1</sup>
- (p) National Archives and Record Administration (NARA), “Schedule Series 341, Safety and Occupational Health Function,” June, 6, 2020<sup>2</sup>
- (q) Office of the Secretary of Defense Records Disposition Schedule
- (r) DoD Instruction 6055.04, “DoD Traffic Safety Program,” August 31, 2018, as amended
- (s) DoD Instruction 4000.19, “Support Agreements,” December 16, 2020
- (t) DoD Instruction 6055.07, “Mishap Notification, Investigation, Reporting, and Record Keeping,” August 31, 2018, as amended
- (u) DoD Instruction 6055.09E, “Defense Explosives Safety Regulation (DESR),” June 26, 2019, as amended

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<sup>1</sup> This reference can be found at: <https://www.ansi.org/>

<sup>2</sup> This reference can be found at: <https://www.archives.gov/>

- (v) DoD Manual 4145.26-M, "DoD Contractors Safety Manual for Ammunition and Explosives," August 31, 2018, as amended
- (w) DoD Manual 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)," May 8, 2018, as amended
- (x) DoD Instruction 6055.16, "Explosives Safety Management Program," August 31, 2018, as amended

ENCLOSURE 2  
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA must:

a. Designate, in writing, a Designated Agency Safety and Health Official (DASHO) to provide oversight, issue appropriate directives, and guidance for the DHA Safety Program.

b. Resource the DHA Safety Program to protect DHA staff, general public, government equipment, and facilities from hazards and ensure compliance with federal, DoD, and DHA regulations and policies. This includes:

(1) Staffing qualified safety and health professional positions meeting Office of Personnel Management (OPM) guidelines for all Safety and Occupational Management Series General Schedule (GS)-0018, referred to as qualified safety professionals in this DHA-AI.

(2) Budgeting for Safety Offices includes standards such as, but not limited to, the American Society of Safety Professionals, American National Standards Institute, National Fire Protection Association (NFPA), National Safety Council, and The Joint Commission (TJC).

(3) Promoting and funding a safety award and incentive program.

(4) Funding continuing education and training for qualified safety professionals to maintain and improve their technical skills, knowledge, and ability to function as Subject Matter Experts. Education and training includes, but is not limited to, DoD, safety and life safety conferences, OSHA Institute, NFPA, TJC, and other safety-related, and DHA-directed, training, seminars, conferences, and meetings.

c. Ensure employees are free to exercise rights and responsibilities as granted by this instruction and by OSHA without fear of restraint, interference, coercion, discrimination, or reprisal for reporting an unsafe or unhealthful condition of any kind, or otherwise participating in OSHA and DHA Safety Programs related to their position and job task.

2. DASHO, DHA. Under the authority, direction, and control of the Director, DHA, the DASHO, DHA must:

a. Provide executive-level oversight and guidance for the DHA Safety Program to carry out the provisions as outlined in References (a) through (x).

b. Plan, budget, and execute appropriated funds to support and continuously improve the DHA Safety Program.



- c. Establish, coordinate, direct, and evaluate the effectiveness of safety policies, plans, programs, and procedures in accordance with references (a) through (x).
- d. Submit an annual Occupational Safety and Health Report to the Assistant Secretary of Defense for Readiness Safety and Occupational Health (ASD) (Readiness) for development of the DoD Annual Occupational Safety and Health Report to the Secretary of Labor and other reports as required.
- e. Report the status of the DHA Safety Program in the annual in-progress review to the ASD(Readiness).
- f. Approve all third-party audits of the DHA Safety Program, such as the OSHA Voluntary Protection Program or the International Organization for Standardization 4500-1 prior to submitting applications to the ASD (Readiness).
- g. Brief the Director, DHA on safety-related issues to include Risk Assessment Codes 1 and 2, in accordance with Reference (n), as needed.
- h. Establish designated safety and health officials at each appropriate level with sufficient authority and responsibility to plan for and assure funds for safety and health staff, equipment, and training required for an effective DHA Safety program.
- i. Integrate the DHA Safety Program within all business activities, systems, and processes, and assuring the organization's processes are aligned with the DHA Safety program, goals, and objectives.
- j. Conduct an executive level steering committee for safety discussions and safety issues as necessary. The executive level steering committee must meet at least annually.
- k. Be responsible for designating mishap and/or, safety investigation boards.
- l. Designate, in writing, the president and members of the mishap or safety investigation boards. One board member must be a qualified safety professional GS 0018-grade 12 or higher.

3. ASSISTANT DIRECTORS (AD), DEPUTY ASSISTANT DIRECTORS (DAD), J-DIRECTORS, SPECIAL STAFF. The ADs, DADs, J-Directors, Special Staff must:

- a. Implement the requirements of this DHA-AI.
- b. Coordinate with the Chief, DHA Safety Branch on safety matters of public interest and assist in the development of safety communications.
- c. Ensure the Chief, DHA Safety Branch has a direct line of communication to the subordinate levels for all safety matters.

- d. Support the operational mission of the DHA Safety Branch Safety Program.
- e. Apply RM strategies to eliminate occupational injury or illness and loss of mission capability or loss of resources.
- f. Ensure an Additional Duty Safety Officer (ADSO) is designated in writing as a safety point of contact at each DAD/J-Directors and the Special Staff that is not staffed with a qualified safety professional in accordance with the DHA Joint Table of Distribution (JTD). Ensure qualified safety professional vacancies are filled based on the DHA JTD positions.
- g. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.
- h. Provide safety statistical data, information, and reports to DHA Safety Branch as requested.
- i. Ensure the mandated DHA Standardized Position Descriptions for GS-0018, Safety and Occupational Health positions are used when available for qualified safety professional positions.

4. DIRECTOR, J-1. The Director, J-1 must:

- a. Manage the budget requirements, requests, and program for safety budget submissions, as appropriate.
- b. Coordinate with the Chief, DHA Safety Branch on safety matters of public interest and assist in the development of safety communications.
- c. Ensure the Chief, DHA Safety Branch has a direct line of communication to the DASHO for all safety matters.
- d. Support the operational mission of the DHA Safety Branch Safety Program by validating objectives, guidance, procedures, and safety assets to cost-effectively sustain mission capability.
- e. Ensure the DHA Safety Branch is managed, staffed, and resourced to implement this DHA-AI.

5. CHIEF, DHA SAFETY BRANCH. The Chief, DHA Safety Branch, under the authority, direction, and control of the Director, J-1, must:

- a. Serve as the principal advisor to the DASHO on the DHA Safety Program, and validate safety performance improvement across the DHA.

- b. Develop DHA Safety Program Policy.
  - c. Execute and monitor the DHA Safety Program budget.
  - d. Provide safety direction to ensure DHA safety policies and procedures are implemented.
  - e. Implement the DHA SMS.
  - f. Develop the annual required safety reports for submission to the ASD (Readiness).
  - g. Represent DHA on safety councils, committees, and working groups established by higher authority.
  - h. Publish DHA Safety Program goals and objectives.
  - i. Maintain an awards program recognizing outstanding safety achievements and establishing safety incentive criteria in support of the DHA mission.
  - j. Implement the OSHA recordkeeping and reporting requirements of Reference (h).
  - k. Foster safety awareness through appropriate promotional methods and communication.
  - l. Approve all Class A and B mishaps entered into the DHA Safety Automated System (SAS).
  - m. Recommend mishap or safety investigation board president, and members to the DASHO for approval. One board member must be a qualified safety professional GS-018 grade 12 or higher.
  - n. Provide support to the hiring authority in the selection of qualified safety professions for a GS-0018 position to include request for assistance with reviews of resumes, interviews, and paneling of positions and position descriptions.
  - o. Be the proponent for and the final interpretation for this DHA-AI.
6. DIRECTOR, DHA PUBLIC HEALTH. The Director, DHA Public Health must, as required:
- a. Provide subject matter expert input to the DASHO on the occupational and environmental health and safety program in accordance with Reference (i).
  - b. Support the DHA Chief, Safety Branch during the review process of the annual Safety Report to OSHA.

- c. Assign an Occupational and Environmental Health Division representative to the executive level steering committee.
- d. Provide input to the DASHO in preparation for the annual Occupational Safety and Health Report to the ASD (Readiness).
- e. Provide subject matter expert input in the development and review of the DHA Safety Program.
- f. Ensure that Occupational Illness are entered and recorded in the DHA SAS.

7. DEFENSE HEALTH AGENCY REGION (DHAR) DIRECTORS

- a. Oversee the execution of the DHA Safety Program throughout the DHAR.
- b. Ensure a Safety Manager (qualified safety professional) (OPM Job Series 0018) is assigned to the DHARs with safety professionals and resources available to plan, implement, administer, and evaluate an occupational safety and health program to protect personnel from accidental death, injury, or occupational illness.
- c. Ensure the qualified safety professional positions throughout the DHAR are on the DHA JTD as authorized and required positions.
- d. Ensure the mandated DHA Standardized Position Descriptions for GS-0018, Safety and Occupational Health positions are used when available for qualified safety professional positions.
- e. Oversee the Safety Functions throughout their respective DHAR.
- f. Conduct and chair a semi-annual Defense Health Agency Region Safety Advisory Council (SAC) with the requirements of References (m) and (n). Membership must include at a minimum, the Markets, MTFs, DTFs, VTFs, and other DHA Components Directors within the Region. The DHAR Safety Manager must be a member of, but must not chair, the SAC.
- g. Apply RM strategies to eliminate occupational injury or illness and loss of mission capability or loss of resources.
- h. Ensure annual and high-risk safety inspections and safety program evaluations are conducted throughout the DHAR.
- i. Ensure mishaps, inspections, OSHA visits, and hazards are investigated, reported, and entered into the DHA SAS.
- j. Ensure compliance with applicable federal, state, local, and consensus standards (e.g., OSHA, NFPA, National Institute of Occupational Safety and Health (NIOSH), and TJC).

k. Collect, analyze, and trend mishaps, near misses, unsafe/unhealthful reports, safety inspections, safety evaluations, and hazards.

l. Provide DHAR Safety statistical data, information, and reports to DHA Safety as requested.

m. Ensure an ADSO is designated, in writing as a safety point of contact at each MTF, DTF, VTF, and other DHA Components within their respective DHAR that is not staffed with a qualified safety professional in accordance with the DHA JTD.

8. DHAR SAFETY MANAGERS. The DHAR Safety Manager must:

a. Work directly for the DHAR Director and reporting to the Chief of Staff.

b. Provide safety support to the DHAR.

c. Perform oversight inspections and safety program evaluations of the DHA Markets and DHA Components under their assigned DHAR.

d. Approve all DHAR Class C, D, and, E mishaps, safety inspection results, OSHA visits, and hazards entered into the DHA SAS.

e. Serve as the principal advisor to the DHAR Director and advise senior management, middle management, and first-line supervisors on regulatory guidance and personal responsibilities for compliance with the DHA Safety Program.

f. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.

g. Collect, analyze, and conduct trend mishaps, near misses, unsafe/unhealthful reports, safety inspection results, safety evaluations, and hazards.

h. Provide DHAR Safety statistical data, information, and reports to DHA Safety Branch as requested.

i. Notify the Chief, Safety Program Branch on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

j. Provide personnel access to, and inform them of, the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

k. Obtain all facts and circumstances for safety investigations. Under the authority of the safety investigation Convening Authority,, the Safety Manager (or their delegate) are authorized to interview witnesses and review all relevant documentation. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule pertaining to personal health information (PHI) and in the Privacy Act of 1974 pertaining to personally identifiable information (PII) in accordance with References (j) through (l).

9. SMALL MARKET AND STAND-ALONE MEDICAL TREATMENT FACILITY ORGANIZATION (SSO) DIRECTOR. The SSO Director will:

- a. Oversee the execution of the DHA Safety Program throughout the SSO.
- b. Ensure a Safety Manager (qualified safety professional) (OPM Job Series 0018) is assigned to the SSO with safety professionals and resources available to plan, implement, administer, and evaluate an occupational safety and health program to protect personnel from accidental death, injury, or occupational illness.
- c. Ensure the mandated DHA Standardized Position Descriptions for GS-0018, Safety and Occupational Health positions are used when available for qualified safety professional positions.
- d. Oversee the Safety Function throughout their respective SSO. The Safety function must be centralized with the Safety Program operational direction and control at the respective Market.
- e. Conduct and chair a semi-annual SAC with the requirements of References (m) and (n). Membership must include at a minimum, the Directors of the SSOs and other DHA Components as part of their respective Market. The Safety Manager must be a member of, but must not chair, the SAC.
- f. Apply RM strategies to eliminate occupational injury or illness and loss of mission capability or loss of resources.
- g. Ensure annual and high-risk safety inspections and safety program evaluations are conducted throughout the SSO.
- h. Ensure mishaps, inspections, OSHA visits, and hazards are investigated, reported, and entered into the DHA SAS.
- i. Ensure compliance with applicable federal, state, local, and consensus standards (e.g., OSHA, NFPA, NIOSH, and TJC).

j. Collect, analyze, and trend mishaps, near misses, unsafe/unhealthful reports, safety inspections, safety evaluations, and hazards.

k. Provide Safety statistical data, information, and reports to DHA Safety as requested.

l. Ensure an ADSO is designated, in writing as a safety point of contact at each Market, MTF, DTF, and VTF, that is not staffed with a qualified safety professional in accordance with the DHA JTD.

10. SSO SAFETY MANAGER. The SSO Safety Manager will:

a. Provide safety support to the SSOs.

b. Perform oversight inspections and safety program evaluations of the SSOs and DHA as required.

c. Approve all SSOs Class C, D, and, E mishaps, safety inspection results, OSHA visits, and hazards entered into the DHA SAS.

d. Serve as the principal advisor to the SSO Director and advise senior management, middle management, and first-line supervisors on regulatory guidance and personal responsibilities for compliance with the DHA Safety Program.

e. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.

f. Collect, analyze, and conduct trend mishaps, near misses, unsafe/unhealthful reports, safety inspection results, safety evaluations, and hazards.

g. Provide SSO safety-related statistical data, information, and reports to DHA Safety Branch as requested.

h. Notify the Chief, Safety Program Branch on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

j. Provide personnel access to, and inform them, of the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

j. Obtain all facts and circumstances for safety investigations. Under the authority of the safety investigation Convening Authority, the Safety Manager (or their delegate) are authorized to interview witnesses and review all relevant documentation. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the HIPAA Privacy Rule pertaining to PHI and in the Privacy Act of 1974 pertaining to PII in accordance with References (j) through (l).

11. MARKET DIRECTOR. The Market Director must:

a. Oversee the execution of the DHA Safety Program throughout the Market.

b. Ensure a Safety Manager (qualified safety professional) (OPM Job Series 0018) is assigned to the Market with safety professionals and resources available to plan, implement, administer, and evaluate an occupational safety and health program to protect personnel from accidental death, injury, or occupational illness.

c. Ensure the qualified safety professional positions throughout the Market DHA JTD as authorized and required positions.

d. Ensure the mandated DHA Standardized Position Descriptions for GS-0018, Safety and Occupational Health positions are used when available for qualified safety professional positions.

e. Oversee the Safety Function throughout their respective Market. The Safety function must be centralized with the Safety Program operational direction and control at the respective Market.

f. Conduct and chair a semi-annual SAC with the requirements of References (m) and (n). Membership must include at a minimum, the Directors of the Market, MTFs, DTFs, VTFs, and other DHA Components as part of their respective Market. The Safety Manager must be a member of, but must not chair, the SAC.

g. Apply RM strategies to eliminate occupational injury or illness and loss of mission capability or loss of resources.



- h. Ensure annual and high-risk safety inspections and safety program evaluations are conducted throughout the Market.
- i. Ensure mishaps, inspections, OSHA visits, and hazards are investigated, reported, and entered into the DHA SAS.
- j. Ensure compliance with applicable federal, state, local, and consensus standards (e.g., OSHA, NFPA, NIOSH, and TJC).
- k. Collect, analyze, and trend mishaps, near misses, unsafe/unhealthful reports, safety inspections, safety evaluations, and hazards.
- l. Provide Safety statistical data, information, and reports to DHA Safety as requested.
- m. Ensure an ADSO is designated, in writing as a safety point of contact at each MTF and DTF as part of their respective Market that is not staffed with a qualified safety professional in accordance with the DHA JTD.

12. MARKET SAFETY MANAGERS. The Market Safety Managers must:

- a. Supervise and manage the qualified safety professionals assigned to the Market.
- b. Perform oversight inspections and safety program evaluations of their respective Market components.
- c. Approve all Market Class C, D, and, E mishaps, safety inspection results, OSHA visits, and hazards entered into the DHA SAS.
- d. Serve as the principal advisor to the Market Director and advise senior management, middle management, and first-line supervisors on regulatory guidance and personal responsibilities for compliance with the DHA Safety Program.
- e. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.
- f. Collect, analyze, and trend mishaps, near misses, unsafe/unhealthful reports, safety inspection results, safety evaluations, and hazards.

g. Provide Market Safety statistical data, information, and reports to DHA Safety Branch as requested.

h. Notify the Chief, Safety Program Branch on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

i. Provide personnel access to and inform them of the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

j. Obtain all facts and circumstances for safety investigations. Under the authority of the safety investigation Convening Authority, the safety investigation, the Safety Manager (or their delegate) are authorized to interview witnesses and review all relevant documentation. This information includes, but is not limited to, police reports, autopsy reports, medical records, medical logs, and IG reports. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the HIPAA Privacy Rule pertaining to PHI and in the Privacy Act of 1974 pertaining to PII in accordance with References (j) through (l).

13. DIRECTORS, MTFs, AND DTFs. The MTF and DTF Directors must:

a. Oversee the execution of the DHA Safety Program.

b. Ensure a Safety Manager (qualified safety professional) (OPM Job Series 0018) is assigned with safety professionals and resources available to plan, implement, administer, and evaluate an occupational safety and health program to protect personnel from accidental death, injury, or occupational illness in accordance with the DHA JTD.

c. Ensure the qualified safety professional positions are on the DHA JTD as authorized and required positions.

d. Ensure the mandated DHA Standardized Position Descriptions for GS-0018, Safety and Occupational Health positions are used when available for qualified safety professional positions.

e. Apply RM strategies to eliminate occupational injury or illness and loss of mission capability or loss of resources.

f. Ensure all hazard abatement actions are implemented and follow-up actions are completed.

g. Designate in writing an ADSO as a safety point of contact at each SSO, DTF, and other DHA Component that is not staffed with a qualified safety professional in accordance with the DHA JTD.

h. Provide personnel access to, and inform them of, the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

14. MTF, DTF SAFETY MANAGER. The MTF, DTF Safety Manager must:

a. Perform oversight inspections and safety program evaluations of the DHA Components under their assigned support level.

b. Approve all Class C, D, and, E mishaps, safety inspection results, OSHA visits, and hazards entered into the DHA SAS.

c. Serve as the principal advisor to the Director and advise senior management, middle management, and first-line supervisors on regulatory guidance and personal responsibilities for compliance with the DHA Safety Program.

d. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.

e. Collect, analyze, and conduct trend mishaps, near misses, unsafe/unhealthful reports, safety inspection results, safety evaluations, and hazards.

f. Provide safety statistical data, information, and reports to DHA Safety as requested.

g. Notify the Chief, Safety Program Branch on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

h. Provide personnel access to and inform them of the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

i. Obtain all facts and circumstances for safety investigations. Under the authority of the safety investigation Convening Authority, the safety investigation, the Safety Manager (or their delegate) are authorized to interview witnesses and review all relevant documentation. This information includes, but is not limited to, police reports, autopsy reports, medical records, medical logs, and IG reports. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the HIPAA Privacy Rule pertaining to PHI and in the Privacy Act of 1974 pertaining to PII in accordance with references (j) through (l).

15. DHA ACTIVITY SAFETY MANAGERS. DHA Activity Safety Managers requirements include:

a. Supervise and manage the qualified safety professionals assigned to DAD/J-Director and/or components.

b. Perform oversight inspections and safety program evaluations of the DHA Components under their assigned support level.

c. Serve as the principal advisor to DAD/J-Director/Chief support level and advise senior management, middle management, and first-line supervisors on regulatory guidance and personal responsibilities for compliance with the DHA Safety Program.

d. Facilitate the implementation of the DHA Safety Program requirements and applicable federal, state, and local standards.

e. Collect, analyze, and conduct trend mishaps, near misses, unsafe/unhealthful reports, safety inspection results, safety evaluations, and hazards.

f. Provide safety statistical data, information, and reports to DHA Safety Branch as requested.

g. Notify the Chief, Safety Program Branch on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

h. Provide personnel access to, and inform them of, the location, availability, and procedures to obtain Safety information. Safety information includes the location and means to contact the local Safety representative, technical data, applicable regulations, basic reference standards, and specialized consultations. The DHA OSHA poster, Appendix 2, must be conspicuously placed in the workplace as part of meeting this requirement.

i. Obtain all facts and circumstances for safety investigations. To support the safety investigation, the Safety Manager (or their delegate) are authorized to interview witnesses and review all relevant documentation. This information includes, but is not limited to, police

reports, autopsy reports, medical records, medical logs, and IG reports. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the HIPAA Privacy Rule pertaining to PHI and in the Privacy Act of 1974 pertaining to PII in accordance with References (j) through (l).

16. ADSO. The ADSO must:

- a. Work under the direction of a qualified safety professional.
- b. Serve as the safety point of contact at locations without an assigned qualified safety professional in accordance with the DHA JTD.
- c. Be designated in writing at each DHA HQ DAD/J-Director to be an intermediate between the DAD/J-Director and the DHA Safety Branch.
- d. Be designated in writing as a safety point of contact at each DAD/J-Director, Market, DHAR, SSO, MTF, and DTF that is not staffed with a qualified safety professional in accordance with the DHA JTD.
- e. Have one year or more retainability upon designation; e.g., a good faith belief that the person will remain in the position for at least the next year.
- f. Not be used to fill or take the place of qualified safety professional positions on the DHA JTD.
- g. Assist the qualified safety professional that conducts the annual, semi-annual, or quarterly required safety inspections. ADSOs are not authorized to independently conduct the annual safety inspections.
- h. Assist the qualified safety professional with investigating mishap reports, unsafe/unhealthy reports, safety investigations, and mishap and injury investigations.
- i. Attend ASDSO training as required and as directed from a qualified safety professional within 45 days of designation.
- j. Assist supervisors and employees with identifying hazards, evaluating risks, and implementing RM processes to manage or mitigate potential risks.
- k. Identify hazards and hazard control procedures to the managing safety office. Coordinate, track, and close all hazard recommendations in the DHA SAS.

17. SUPERVISORS. Supervisors must:

- a. Furnish employees with a place of employment that is free from recognized hazards.
- b. Report mishaps, injuries, or illnesses within 3 working days of being informed of the incident to the appropriate safety office using DHA Form 172, Supervisor's Mishap Report.
- c. Review Safety Data Sheets and coordinate with the appropriate safety office and Industrial Hygiene office to determine the type of required Personnel Protective Equipment (PPE) for employees.
- d. Ensure employees use and maintain required safety equipment and PPE in accordance with DHA standards and manufacturer's instructions.
- e. Ensure DHA Form 176, Unsafe and Unhealthy Working Condition, is posted immediately upon receipt, in a location nearest to the hazard as possible to alert personnel of the hazardous condition(s) and interim control measures.
- f. Conduct and document quarterly supervisor safety inspections of their work areas using DHA Form, 178, Supervisor Quarterly Safety Inspection Checklist (Administrative Areas) and DHA Form, 179, Supervisor Quarterly Safety Inspection Checklist (Industrial Areas).
- g. Encourage and provide support for DHA employees to participate in DHA Safety Program activities and/or committees.
- h. Ensure assigned employees complete required safety training.

18. DHA EMPLOYEES, DHA MILITARY, AND DHA CONTRACT PERSONNEL. DHA Employees, DHA Military, and DHA Contract Personnel (to the extent the contract permits) must:

- a. Comply with all applicable federal, state, and local safety and health standards, rules, regulations, and policies.
- b. Have the right to access to copies of OSHA, DoD, DHA, and other safety standards and forms, as well as mishap and illness statistics associated with their primary work location.
- c. Report all work-related injuries, illnesses, property damage, unsafe, and/or unhealthy working conditions immediately to the supervisor(s) and/or ADSO.
- d. Identify and report hazardous conditions immediately to their supervisor. The employees have the right to submit a hazard report anonymously and/or have their name protected if the person making a report does not want their name revealed. Employees are encouraged to first work with their supervisor to ensure the hazard is properly addressed.

- e. Report on-duty civilian and contractor and on/off-duty military mishap, on-duty property damage, and any suspected exposure to biological, chemical, or nuclear hazardous materials to their supervisor immediately.
- f. Complete required DHA safety-related training.
- g. Use and maintain safety equipment and PPE in accordance with DHA standards and manufacturer's instructions.
- h. Apply RM principles to enhance their safety and well-being.
- i. For DHA employees and DHA contract personnel, reserve the right to file a complaint with OSHA if the employee is dissatisfied with the resolution of an unsafe condition or safety hazard and the chain of command fails to take corrective action to abate the unsafe condition or safety hazard.

ENCLOSURE 3

PROCEDURES

1. MANPOWER REQUIREMENTS. Qualified safety professional staffing: A ratio of one GS-0018:750 (Occupational Safety Resources: Civilian Workforce) must be applied to Personnel & Readiness requirements assessment for the Safety Program.

2. DHA SAFETY ORGANIZATIONAL STRUCTURE

a. The DHA Safety Organization must be structured and staffed to administer the DHA Safety Program Management System based upon the organization's mission, goals, and objectives as well as statutory requirements.

b. All qualified safety professional positions throughout the Market must be centralized with the Safety Program operational direction and control at the Market Safety Office.

c. Safety Managers must provide support to their respective area of responsibility in accordance with this DHA-AI.

d. Safety Managers must report safety matters through their applicable chain of command such as the AD/DAD/J-Director, etc., to the DHA Safety Branch.

e. Safety offices must be sufficiently resourced to effectively execute all responsibilities and functions designated in this AI to assure safety program effectiveness.

f. ADSOs will be safety points of contact in DHA.

g. DHA Standardized Position Descriptions are mandated for use, when available, for the GS-0018, Safety and Occupational Health positions. These are DHA standardized job descriptions for DHA qualified safety professionals. Do not make changes. Changes require prior approval of the Chief, DHA Safety Branch.

3. DHA OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF THE DHA POSTER. The Supervisor must ensure:

a. The DHA Occupational Safety and Health Protection for Employees of the DHA poster, Appendix 2, is conspicuously placed in each workplace.



- b. DHA employees are notified of the location of the poster.
- c. DHA employees are briefed on their responsibilities.
- d. DHA employees are briefed on the contents of the poster to include but not limited to:
  - (1) Responsibilities of Defense Health Agency.
  - (2) Rights of DHA employees.
  - (3) Rights of DHA employees and their representatives.

#### 4. SMS

a. Reference (n) requires each DoD Agency to implement and sustain a SMS. This DHA-AI is a seamless approach to the DHA SMS and integrates the requirements outlined in Reference (n) along with tenets of Reference (o).

b. This DHA-AI is DHA's SMS minimum requirements. This is a management approach to safety, with worker participation, to develop a system where continuous process improvement of safety performance is a core value of the organization. Conformance to this DHA-AI will minimize workplace risks and reduce the occurrence of preventable mishaps and the impact they have on organizational mission performance. DHA employees must participate in the DHA SMS.

#### 5. STRATEGIC SAFETY PLAN (SSP)

a. The ADs, DADs, J-Directors, and Special Staff will ensure that the DHA SSP, safety goals, and success measures are implemented.

b. The DHA SAS is the main tool that must be used to develop and maintain all data used in creating safety goals and success measures. These goals and success measures can be a part of the SSP and do not have to be established separately. Success metrics and goals are defined as those that drive performance.

c. Each Market, DHAR, SSO, MTF, and DTF must develop goals and measures to meet DHA Safety goals and success measures. These safety goals and success measures can be the same as DHA.

d. Senior leaders, managers, and supervisors are responsible for ensuring their organization's SSPs are identified and incorporated into their organizational budget.

e. Shortfalls in meeting the SSP, goals and success metrics must be documented to include additional budget, planning, operation requirements, and the projected impact on achievement of SSP goals.

## 6. REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

### a. Employees. Employees must:

(1) Immediately report unsafe or unhealthful working conditions using DHA Form 171, Hazard Report. Forward the DHA Form 171 to the responsible DHA Safety Office. This form is used to report a potential unsafe or unhealthful working condition, potential hazard, hazardous condition, mishap, injury, illness, or incident that results in, or could result in, personal injury or property damage.

(2) Have the right to submit the hazard report anonymously and/or have their name protected if the person making a report does not want their name revealed. However, they are encouraged to first work with their supervisor to ensure the hazard is properly addressed.

### b. Supervisors. Supervisors must:

(1) Receive and document all employee reports of unsafe or unhealthful conditions.

(2) Take immediate corrective action in response to reports of unsafe or unhealthful working conditions, document the interim control measure taken, and notify the responsible DHA Safety Office.

(3) Forward all reports of imminent dangers or other serious hazards that cannot be corrected immediately to the responsible DHA Safety Office.

(4) Participate in any workplace safety inspections conducted as a result of an employee report of an unsafe or unhealthful condition.

(5) Implement all corrective actions as directed by the Safety Manager and document and report completed corrective actions to the responsible DHA Safety Office.

### c. DHA Safety Offices. DHA Safety Offices must:

(1) Respond to employee reports of unsafe or unhealthful conditions.

(2) Address unsafe or unhealthful reports received within 24 hours from the first business day notified, within 3 calendar days for potentially serious conditions, and within 20 calendar days for other than serious safety and health conditions.

(3) Document each report of a potential unsafe or unhealthful working condition in DHA SAS.

(4) Coordinate additional required DHA support such as Industrial Hygiene, Occupational Health, and Facility Management.

(5) Determine the need for additional site visits, interim, and hazard mitigation actions.

(6) Ensure each unsafe or unhealthful report has its own unique number.

(7) Protect the identity of the person making a report if that person prefers to remain anonymous.

(8) Ensure the employee submitting a report of unsafe or unhealthful conditions using DHA Form 171 is notified in writing within 10 calendar days by the responsible safety office on the status of the report and follow-up reports every 30 calendar days until completed.

(9) Ensure a final written report is sent to the originator upon mitigation or elimination of the hazard. Notify the originator in writing if the Safety Manager determines that a hazard does not exist and the reasoning for such determination. For anonymous reports in which a reply cannot be sent to the originator, the initial, follow-up, and completion reports must still be documented and kept on file.

(10) Reports must be kept on file for at least 5 years after completion (but longer is authorized if need for business use) in accordance with References (p) and (q).

d. Semi-annual Required SAC. The semi-annual SAC, when required, must:

(1) Track findings, interim actions, and mitigation steps taken to correct the hazard.

(2) Review root cause and implemented interim and corrective actions for trends.

e. Notice of OSHA Alleged Unsafe or Unhealthful Report. Upon notice of an OSHA Alleged Unsafe or Unhealthful Report, the responsible DHA Safety Office must:

(1) Promptly be notified upon receipt of an Alleged Unsafe or Unhealthful Report from OSHA received as a result of an employee complaint.

(2) Be the authority level for addressing all notices of an Alleged Unsafe or Unhealthful Report from OSHA.

(3) Follow the reporting requirements from OSHA.

(4) Complete the notices of an Alleged Unsafe or Unhealthful Report from OSHA and respond to OSHA.

(5) Notify DHA Safety Branch within 24 hours of an Alleged Unsafe or Unhealthful Report from OSHA within DHA.

(6) Record the OSHA notice of an Alleged Unsafe or Unhealthful Report, investigation, adjudication, and associated documentation into DHA SAS.

## 7. SAFETY TRAINING AND EDUCATION

a. Employees must receive safety training and education commensurate with their roles and responsibilities.

b. Senior Management Officials must provide briefings and awareness for executive-level leaders on safety policies, procedures, and initiatives in their organizations and parent organization. Training must include applying RM principles, tools, and techniques to inform decision making related to DHA operations, activities, and workplaces.

c. Supervisor training is mandated by OSHA. Supervisors must be trained on hazard identification and elimination, and mishap investigation. Supervisor training objectives include:

(1) Instilling the DHA safety philosophy in first-level supervisors.

(2) Preventing and reducing the frequency and severity of mishaps.

(3) An overview of DHA Safety programs and an understanding of their roles and responsibilities within the programs.

(4) Providing supervisors with the skills necessary to fulfill their responsibilities within the DHA safety programs.

(5) Providing supervisors with the skills and techniques to identify and correct unsafe behavior and acts.

(6) Providing supervisors with the motivational skills and techniques necessary to motivate subordinates.

(7) Overcoming the perception that there is no time for safety.

d. Leadership must sufficiently resource continuing education and training for qualified safety professionals to maintain and improve their technical skills, knowledge, and ability to

function as Subject Matter Experts. Education and training includes, but is not limited to, DoD, safety and fire conferences, OSHA Institute, NFPA training classes, DHA-directed training, conferences, and meetings.

e. A qualified safety professional must train the ADSO on their roles and responsibilities within 45 days of designation in writing as the ADSO. A copy of the designation letter must be sent to the local safety office.

f. The items below are job specific and mandatory training that must be briefed and documented for all employees as applicable. The following areas must be discussed in detail by the immediate supervisor with all employees upon initial assignment, prior to starting work, or when work conditions, or tasks change:

- (1) Hazards of the job and specific safety guidance.
- (2) Location and use, as appropriate, of emergency and fire protection equipment.
- (3) Emergency procedures that apply to the workplace (e.g., evacuation locations and emergency numbers), fire alarm, and fire extinguisher location(s).
- (4) Requirements and procedures for reporting mishaps, occupational injuries, and occupational illness.
- (5) Immediately reporting unsafe equipment, conditions, or procedures to their supervisor.
- (6) Requirements of DHA Traffic Safety Program Reference (r), including mandatory use of seat belts, helmets, speed limits, local traffic hazards, and RM.
- (7) Purpose and location of the DHA Form 171.
- (8) Applicable mandatory OSHA training to the job or task being performed.

g. DHA employees must be trained on:

- (1) Provisions of the DHA Safety Program and RM.
- (2) Authorities and opportunities for participating in formal risk assessments.
- (3) Application of RM principles, tools, and techniques to inform decision making in DHA operations, activities, and workplaces.
- (4) Hazard awareness, identification, and reporting to manage workplace risks.
- (5) Mishap reporting requirements.

(6) Minimum required actions, including following required safety and health work practices and procedures. Any additional OSHA specific training must be conducted and documented.

(7) Consequences for not complying with established work practices and procedures.

h. Qualified safety professionals must develop and make available safety hazard briefings for unique local area and workplace conditions and practices (including outside continental United States locations).

i. Training must be documented with a minimum of date trained, trainer's name, and trainee's name. Training documentation must be made available upon request.

## 8. ALTERNATE OSHA STANDARDS

a. An alternate OSHA Standard (referred to as a variance by OSHA) is a regulatory action that permits an employer to deviate from the requirements of an OSHA standard under specified conditions. An alternate OSHA standard does not provide an outright exemption from a standard.

b. Only the DHA Safety Branch is authorized to submit a request for an alternate OSHA standard directly to the Department of Labor.

c. All requests for an OSHA alternate standard must be submitted to DHA Safety.

d. The AD/DAD/J-Director must review and concur on all requests for approval of an alternate OSHA standard prior to submission to DHA Safety.

e. The submission to the DHA Safety Branch must include the information required in accordance with Reference (m).

f. The DHA Safety Branch must review the request and upon concurrence, must forward to the DASHO.

g. The DASHO must forward the proposed alternate standard to the ASD (Readiness), then to the Secretary of Labor for approval.

h. After final approval from the Secretary of Labor, DHA Safety must notify the originating component of the final disposition prior to implementing the alternate requested standard.

9. DHA SAFETY SUPPORT AGREEMENTS. Intra-agency safety support and agreements must be in accordance with Reference (s).

10. RM.

a. The RM process, Reference (n), must be used to address safety risks across the DHA and DHA Components.

b. The RM process is a five-step cyclical process to identify the hazard, assess the hazard, develop controls, make risk decisions, implement controls, supervise, and evaluate.

c. The standard for RM is leadership at the appropriate level of authority making an informed decision to control hazards and to accept safety risks.

d. Making risk decisions is a determination of which risks are acceptable and unacceptable from the standpoint of balancing the benefit against the potential for loss or harm (severity and likelihood of occurrence).

e. Where local resources are not available to control risks, leaders must make conscious decisions to either accept the risk or elevate the risk acceptance decision to the next higher level of leadership.

f. The risk acceptance decisions must be documented using DD Form 2977, Deliberate Risk Assessment Worksheet.

g. The RM process supplements, but does not supersede, compliance with federally mandated standards or regulations.

h. Risk acceptance decisions must be based on fully informed consideration of the potential impacts to personnel, infrastructure, or material.

i. Appendix 2, must be used to determine the risk acceptance authority for safety standards deviation.

11. SAFETY INSPECTIONS

a. Safety Inspections

(1) Qualified safety professionals must conduct annual safety inspections of all DHA operations and workplaces, including office operations, where DHA personnel are regularly employed. Conduct safety inspections in accordance with Reference (m).

(2) More frequent safety inspections must be conducted by a qualified safety professional in all workplaces where required by regulations, there is an increased risk of mishap, injury, or illness due to the nature of the work performed. Sufficient unannounced inspections and unannounced follow-up inspections must be conducted to ensure the identification and abatement of hazardous conditions.

(3) The DHA SAS must be used to document, track, and maintain all safety inspections. Corrected safety deficiencies must be maintained on the DHA SAS for at least 5 years after completion (but longer is authorized if need for business use) in accordance with References (p) and (q).

(4) Safety managers must conduct an initial safety baseline survey of all new DHA operations and all new workplaces where DHA personnel are regularly employed.

(5) Baseline safety surveys must be updated at least every 5 years, when hazards change or new hazards are introduced. This updated baseline survey may be done in conjunction with the annual required safety inspection.

(6) Notify the Chief, Safety Program Branch, on safety-related issues to include Risk Assessment Codes 1 and 2 by the next business day.

b. Safety Inspection and Safety Evaluation Program

(1) DHA Safety Branch:

(a) Supports the DHA Organization Inspection Program.

(b) Conducts triennial safety evaluation reviews of the subordinate DHA and DHA Components to evaluate the effectiveness of the safety program.

(c) Conducts Safety Staff Assisted Visits (SAVs) which may be initiated from the DHA Safety Office or based upon request received from DHA Components.

(d) Is authorized to conduct safety evaluation reviews and SAVs throughout the DHA to include all DHA Components and facilities where DHA employees are located.

(e) Is authorized to intervene and/or stop work when a condition poses an immediate threat to life or health or has the potential for damage to equipment or buildings. On-the-spot corrective action is authorized to be taken by the DHA Safety Branch. This includes suspension of unsafe operations until interim or corrective action is implemented.

(2) Market, DHAR, SSO Directors must ensure:

(a) Required safety inspections are conducted.

(b) Abatement plans are reviewed annually to ensure resources are allocated and corrective actions are accomplished.

(c) Safety Program Evaluations of subordinate DHA and DHA Components are conducted at least every 3 years.



(d) Safety SAVs which may be initiated from request by their respective DHA Components are conducted as required.

(3) DHA Safety Managers must:

(a) Conduct safety evaluation program reviews within their respective components at least every 3 years as required.

(b) Ensure that all required safety inspections are conducted to include those throughout their respective components.

(c) Serve as the point of contact for all safety inspections throughout their respective components.

(d) Initiate special and unannounced safety inspections when appropriate.

(e) Use the DHA SAS to document and track all safety inspections. Corrected safety deficiencies must be maintained on the DHA SAS for at least 5 years after completion (but longer is authorized if need for business use) in accordance with References (p) and (q).

(f) Report findings of safety inspections for corrective actions to the appropriate area being inspected.

(g) Act as the designated safety and occupational health official upon notification of a Department of Labor (OSHA) inspection throughout their component/area of safety support.

(h) Be authorized to intervene and/or stop any work when a condition poses an immediate threat to life or health or has the potential for damage to equipment or the building. On-the-spot corrective action is authorized to be taken by the Safety and Occupational Health Manager. This includes suspension of unsafe operations until interim or corrective action is implemented.

(4) MTF and DTF Directors must ensure:

(a) Required annual safety inspections are conducted.

(b) Abatement plans are reviewed annually to ensure resources are allocated and corrective actions are accomplished.

(c) Safety requirements and responsibilities from the Market, SSO, and DHAR are implemented.

(5) Employee Safety Representative must:

- (a) Serve as the safety point of contact for safety inspections.
- (b) Request special and unannounced safety inspections by a qualified safety professional.
- (c) Assist the qualified safety professional that conducts the annual, semi-annual, or quarterly required safety inspections. ADSOs are not authorized to independently conduct the annual safety inspections.

c. OSHA Inspections

(1) General

(a) In accordance with Reference (m) and Reference (n), OSHA and NIOSH officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of DoD workplaces except for uniquely military workplaces and operations, and nonmilitary-unique workplaces staffed exclusively by military personnel.

(b) The requirements of Reference (n) must be followed as a minimum for OSHA and NIOSH officials, acting as representatives of the Secretary of Labor.

(2) Procedures

(a) This policy implements and establishes procedures for Federal or State OSHA visits and Notices of Violation (NOV).

(b) The DHA Safety Branch must be notified within 8 hours of any Federal or State OSHA Inspections.

(c) Appeals for OSHA NOV's will be submitted through the Chief, DHA Safety Branch to the ASD (Readiness), Force Occupational Safety and Health.

(d) The DHA SAS must be used to document and track all Secretary of Labor Inspections, NOV, and appeals.

(e) The qualified safety professional must follow the OSHA reporting requirements and timelines.

(3) Request for appeal

(a) Request for appeals must be submitted to the DHA Safety Branch in writing within 5 calendar days after receipt of NOV.

(b) DHA Safety Branch must review all requests for appeal.

(c) DHA Safety Branch must notify the requester of the results of the appeal.

## 12. SAFETY INVESTIGATIONS, REPORTING, AND RECORDING

a. DHA procedures. DHA procedures for identifying hazards from the results of safety investigations and injury and illness reports are in accordance with Reference (t).

### b. Safety Investigations

(1) Safety investigations are conducted to determine the root cause of why an event occurred in order to prevent recurrence and implement sound preventative recommendations.

(2) Safety investigations suspense are automatically established by the DHA SAS. Investigations must be completed by the suspense date. Request for extensions must be submitted through the DHA SAS and must include the justification for the extension request.

(3) Qualified safety professionals are authorized to review all relevant documentation in support of the investigation to include, but not limited to, police reports, autopsy reports, medical records, IG reports, other investigation reports, and conduct interviews. The authority to review all relevant documentation is subject to meeting applicable federal privacy law requirements, including the requirements stated in the HIPAA Privacy Rule pertaining to PHI and in the Privacy Act of 1974 pertaining to PII in accordance with References (j) through (l).

### c. Responsibilities

(1) Management must ensure all mishaps and near misses are reported and investigated by a qualified safety professional using DHA SAS.

(2) DHA Supervisors must:

(a) Secure the mishap site and assist qualified safety professionals with mishap investigations.

(b) Ensure mishaps are promptly investigated and reported within 3 business days using DHA Form 172.

(3) Employees must report all mishaps to their supervisor immediately.

(4) DoD contractor personnel and contractor operations are directly responsible for complying with Federal and State safety standards for its employees.

d. DHA Civilian Reporting Requirements. Supervisors must:

(1) Notify the nearest OSHA area or regional office, the DHA Safety Branch, and their respective responsible DHA Safety Office providing direct support of any DHA Civilian on-duty fatality, to include heart attack victims, within 8 hours of the incident.

(2) Notify the nearest OSHA area or regional office, the DHA Safety Branch, and their respective responsible DHA Safety Office providing direct support for any DHA Civilian on-duty related inpatient hospitalization, amputation, or eye loss within 24 hours of the incident.

(3) If unable to contact the nearest OSHA area office or regional office within the required 8-hour time frame, contact the OSHA 24-hour toll-free hotline (1-800-321-OSHA [6742]).

e. DHA Military Employee Reporting. For on-duty and off-duty fatalities, supervisors must notify the DHA Safety Branch, and their respective responsible DHA Safety Office providing direct support within 8 hours of the incident.

f. Recording Occupational Injuries and Illnesses

(1) The DHA SAS must be used to document all on-duty DHA Civilian and on- and off-duty DHA Military injuries.

(2) The DHA SAS must be used to generate the OSHA Form 300, Log of Work-Related Injuries and Illnesses, and the OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, for on-duty Civilian injuries.

(3) The DHA Markets, DHAR, SSO, MTF, and DTF Directors must sign their respective annual civilian OSHA Form 300A, for DHA civilians no later than 31 January. The DHA Headquarters annual civilian OSHA Form 300A, will be signed by at least the DHA Deputy level or assigned equivalent.

(4) The Civilian OSHA Form 300A must be posted conspicuously in the workplace by 1 February and remain in place until 30 April of each calendar year.

(5) All requests for release of safety reports and information outside of DHA safety channels must be immediately forwarded to DHA Judge Advocate. Exception is the transfer of information to a corresponding legal investigation upon completion of a safety investigation.

(6) OSHA Form 300, OSHA Form 301, Injuries and Illnesses Incident Report and the signed OSHA Form 300A Summary must be maintained for at least 6 years (but longer is authorized if needed for business use) in accordance with References (p) and (q).

### 13. JOINT COMMISSION ACCREDITATION

- a. DHA Components must establish policies, responsibilities, and procedures required to support TJC Hospital accreditation process.
- b. DHA Safety Offices serve as the focal point for safety under TJC Environment of Care.
- c. The DHA Safety Offices must implement as applicable, the safety requirements of TJC Standards.
- d. DHA Safety Offices must only be assigned responsibility for the Safety Management Plan and Annual Evaluation of the Safety Management Plan contained in the Environment of Care TJC Standard. Assignment of other TJC Environment of Care chapters, plans, and evaluations require prior approval from the Chief, DHA Safety Branch.

### 14. HELIPAD REQUIREMENTS

- a. Active Helipads. For DHA owned or used helipads, the DHA Component must:
  - (1) Coordinate in writing with their local installation for additional inspection requirements, maintenance, and sustainment of active helipads. The DHA responsible safety office must maintain copies of inspection reports and contact leadership if the helipad must be closed.
  - (2) Ensure active helipads are inspected by a rated aviation safety officer. The checklist must include a diagram of flight path and any obstacles that may interfere with a clear path to a landing pad.
- b. New Helipads. For DHA helipads, the DHA Component must notify DHA Safety Branch and the responsible DHA safety for approval prior to accepting helipads.

### 15. MOTOR VEHICLE MISHAP PREVENTION AND TRAFFIC SAFETY PROGRAM

- a. The DHA must establish policy, responsibilities, and procedures for administering the DHA Motor Vehicle Mishap Prevention and Traffic Safety Program to reduce deaths, injuries, and property damage caused by vehicular mishaps.
- b. It is DHA policy to eliminate motor vehicle-related mishaps by applying RM strategies and operator selection to include, training, testing, and licensing to achieve reductions in all mishaps annually in accordance with Reference (s).

c. DHA Components must implement a Motorcycle Safety Program in accordance with Reference (q) to reduce deaths, injuries, and property damage caused by vehicular mishaps.

d. It is DHA policy to eliminate motor vehicle-related mishaps by applying RM strategies and operator selection to include training, testing, and licensing to achieve reductions in all mishaps annually in accordance with Reference (q).

## 16. OFF-DUTY SAFETY

a. Applicability. DHA must implement an off-duty safety program for DHA Military staff with the goal to eliminate off-duty mishaps and related deaths, injuries, occupational illnesses, and lost mission capability and resources.

b. DHA Off-Duty Safety Program Requirements. The off-duty safety program must contain, at a minimum, motorcycle safety, recreational and sport activities, seasonal safety, local specific hazards, recreational/specialty vehicles, safe driving, to include not drinking and driving, the use of seat belts, and distracted driving.

### c. Injury and Mishap Reporting Requirements

(1) DHA Military staff must report all off-duty injuries to their supervisor.

(2) Document all DHA assigned Military off-duty injuries in the DHA SAS.

(3) Notify the respective Military Service safety office through their appropriate reporting agency guidelines, for military members working in DHA facilities and assigned to a Military Service.

### d. Sports, Recreation, and Physical Training

(1) PPE is mandatory for all employees engaged in recreational activities, sports, and physical training where PPE requirements are required by the national governing body of each sport.

(2) Organized sports and organized physical fitness training must include a player briefing on the rules of the game, safety precautions, proper conditioning techniques, warm-up and cool-down exercises, and PPE requirements.

### e. Risk Assessments

(1) Apply RM strategies to eliminate occupational injury or illness and loss of mission capability and resources for off-duty activities.

(2) Provide employees off-duty safety, health, and RM training appropriate to the situation, to include hazards associated with off-duty processes, applicable safety standards, safe operating procedures, and required PPE.

17. PPE

a. General Guidance. PPE selection must be in accordance with established standards established by federal law, DOD, and DHA regulations or policies.

b. Responsibilities

(1) DHA Components as required must establish a written PPE program that:

(a) Addresses appropriate selection, use, maintenance, storage, and the turn-in process for required PPE.

(b) PPE must be maintained in a sanitary and reliable condition at all times.

(c) Includes required employee training.

(2) Supervisors must:

(a) Ensure employees are provided appropriate PPE for the task to be performed, and PPE is worn as a condition of entry into an area or task performance.

(b) Ensure employees are trained on selection, use, limitations, inspection, and care of the PPE that are required for their workplace or environment, and maintain training records.

(c) Monitor employee PPE for appropriate use, maintenance, storage, and to identify any discrepancies.

(d) Conduct an assessment of the workplace prior to issuing PPE to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

(3) Employees must use appropriate PPE for the task to be performed. Employees must use, maintain, and store PPE with established standards, policies, procedures, or hazard control assessments.

18. EXPLOSIVES SAFETY (SMALL ARMS AND AMMUNITION STORAGE). The DHA and DHA Component must establish policy and procedures for the protection of guard weapons and ammunition storage in accordance with References (u) through (x) as applicable.

## 19. CONTRACTING SAFETY

a. Applicability. DoD contractor employees and contractor operations are directly responsible for complying with Federal and State safety standards for its employees.

b. DHA policy. That standards on contracting safety are defined in Reference (n). Additional criteria can be found in OSHA and Host Nation standards.

### c. Responsibilities

(1) Contractors must comply with Federal, State, and Host Nation codes and laws and any additional specific requirements invoked by the contract.

(2) Contracting Officers and Contracting Officer's Representatives must consult with the responsible qualified safety professional to ensure that clauses for safety are included in solicitations and contracts.

(3) Mishaps involving contractor employees must be handled in accordance with mishap reporting procedures as specified in the contract.

(4) Clauses outlining contractor safety requirements and responsibilities must be included in solicitations and contracts as prescribed by the Federal Acquisition Regulation and the Defense Federal Acquisition Regulation Supplement.

## 20. INDUSTRIAL SAFETY

a. Purpose. To ensure the DHA and DHA Components must oversee the safety of employees who operate industrial, mechanical equipment, and/or powered industrial trucks.

### b. Responsibilities

(1) Supervisors must ensure all operators of industrial equipment, machines, processes, and vehicles are trained, and the training is documented on:

(a) The specific manufacturer instructions and guidelines.

(b) The specific required OSHA training.

(c) Required PPE, including hearing protection.

(2) Employee Safety Representatives must:

(a) Assist qualified safety professionals with safety inspections of their industrial sites.



(b) Assist employees with their daily visual worksite inspection to ensure area is free of hazards, and that lighting and ventilation is adequate for employees to perform tasks.

(3) DHA Employees using or operating industrial equipment, machines, processes, and vehicles must:

- (a) Conduct a visual inspection prior to operating for deficiencies or safety issues.
- (b) Notify their supervisor of any deficiencies or safety issues prior to operating.
- (c) Wear the PPE required for the industrial equipment, machines, processes, and vehicles.

APPENDIX 1

OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF THE  
DEFENSE HEALTH AGENCY

**Occupational Safety and Health Protection For  
Employees of the Defense Health Agency**

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

**Responsibilities of Defense Health Agency (DHA)**

**1. General Requirements**

The DHA will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

**2. OSHA Regulations**

DHA will comply with applicable regulations of the Occupational Safety and Health Administration.

**3. Reporting Hazards**

DHA will respond to employee reports of hazards in the workplace.

**4. Workplace Inspections**

DHA will ensure that each workplace is inspected annually for hazardous conditions. DHA will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

**5. Correction of Unsafe Conditions**

DHA will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

**6. Safety and Protective Equipment**

DHA will acquire, maintain and require use of appropriate protective and safety equipment.

**7. Safety and Health Training**

DHA will provide occupational safety and health training for employees.

**8. Reporting Accidents, Injuries and Occupational Illnesses**

Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

**9. Safety and Health Committees**

DHA will support any safety and health committees that are formed from management and employee representatives.

**DHA Employee Responsibilities**

**1. Compliance with Standards**

Employees shall comply with all OSHA and approved DHA occupational safety and health standards, policies and directives.

**2. Safety and Protective Equipment**

Employees shall use appropriate protective and safety equipment provided by DHA.

**Rights of DHA Employees and Their Representatives**

**1. Participation in Safety and Health Program**

Employees and their representatives shall have the right to participate in the DHA Safety and Health Program. Employees shall be authorized official time for these activities.

**2. Access to Records and Documents**

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; DHA safety and health policies and directives; accident, injury and illness statistics of the DHA.

**3. Reporting Hazards**

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

**4. Freedom from Fear of Reprisal**

Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the DHA Safety and Health Program.

**Responsible Officials**

The Designated Agency Safety and Health Official (DASHO) for the DHA is the Deputy Director:

Guy T. Kiyokawa  
Contact Number: (703)-681-1730

The Safety and Health Designee for this workplace is:

and may be contacted at

(Telephone and location)

**Further Information**

This notice highlights the DHA employee job safety and health program. More information about the DHA program or its standards and procedures may be obtained from the workplace Safety and Health Designee.



DEFENSE HEALTH AGENCY  
7700 Arlington Blvd. Falls Church, VA 22042

DHA DASHO  
Mr. Guy T. Kiyokawa, SES  
Deputy Director

Contact the DHA Safety Office for the current poster.

APPENDIX 2

RISK ACCEPTANCE AUTHORITY FOR SAFETY STANDARD DEVIATION

Category of Risk	Duration of Risk			
	Event Waiver	Waiver	Waiver	Exemption
	1 month or less	1 month to 1 year	1 year to 5 years	Greater than 5 years or permanent
<b>Extremely High Risk</b>	Senior Executive Service (SES) or General Flag Officer equivalent	SES or General Flag Officer equivalent	DHA DAD/J-Director	Director, DHA
<b>High Risk</b>	GS-15 or Military Equivalent	SES or General Flag Officer equivalent	SES or General Flag Officer equivalent	DHA DAD/J-Director
<b>Medium Risk</b>	GS-14 or Military equivalent	GS-14 or Military equivalent	GS-15 or Military equivalent	SES or General Flag Officer equivalent
<b>Low Risk</b>	GS-13 or Military equivalent	GS-13 or Military equivalent	GS-13 or Military equivalent	GS-13 or Military equivalent

GLOSSARY

PART 1. ABBREVIATIONS AND ACRONYMS

AD	Assistant Director
ASD (Readiness)	Assistant Secretary of Defense (Readiness)
ADSO	Additional Duty Safety Officer
CFR	Code of Federal Regulations
DAD	Deputy Assistant Director
DASHO	Designated Agency Safety and Health Official
DHA-AI	Defense Health Agency-Administrative Instruction
DTF	Dental Treatment Facility
GS	General Schedule
HIPAA	Health Insurance Portability and Accountability Act
IG	Inspector General
J-1	Administration and Management
JTD	Joint Table of Distribution
MTF	Military Medical Treatment Facility
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
NOV	Notices of Violation
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
PPE	Personnel Protective Equipment
RM	risk management
SAC	Safety Advisory Council
SAS	Safety Automated System
SAV	Staff Assisted Visit
SMS	Safety Management System
TJC	The Joint Commission
VTF	Veterinary Treatment Facility

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this DHA-AI.

Aviation safety officer. A DHA civilian, Military, or contractor with a skill qualification of safety and designated by DHA for the purpose of managing a DHA aviation safety program. This individual must have no other duties not related to safety.

Class A Mishap. A mishap resulting in one or more of the following:

Direct mishap cost totaling \$2,500,000 or more.

A fatality or permanent total disability.

Class B Mishap. A mishap resulting in one or more of the following:

Direct mishap cost totaling \$600,000 or more but less than \$2,500,000.

A permanent partial disability.

Inpatient hospitalization of three or more employees. This does not include individuals hospitalized for observation, diagnostic, or administrative purposes that were treated and released.

Class C Mishap. A mishap resulting in one or more of the following:

Direct mishap cost totaling \$60,000 or more but less than \$600,000.

Any injury or occupational illness that causes loss of one or more days away from work not including the day or shift it occurred. When determining if the mishap is a Lost Time Case, you must count the number of days the employee was unable to work as a result of the injury or illness, regardless of whether the person was scheduled to work on those days. Weekend days, holidays, vacation days, or other days off are included in the total number of days, if the employee would not have been able to work on those days.

An occupational injury or illness resulting in permanent change of job.

Class D Mishap. An on-duty mishap resulting in one or more of the following:

Direct mishap cost totaling \$25,000 or more but less than \$60,000.

A recordable injury cost or illness not otherwise classified as a Class A, B, or C mishap.

Any work-related mishap resulting in a recordable injury or illness not otherwise classified as a Class A, B, or C mishap. These are cases where, because of injury or occupational illness, the employee only works partial days, has restricted duties, or was transferred to another job,

required medical treatment greater than first aid, or experienced loss of consciousness. In addition, a significant injury (e.g., fractured/cracked bone, punctured eardrum, any laser eye injury) or occupational illness (e.g., occupational cancer (mesothelioma), chronic irreversible disease (beryllium disease)) diagnosed by a physician or other licensed healthcare professional must be reported even if it does not result in death, days away from work, restricted work, job transfer, medical treatment greater than first aid, or loss of consciousness.

Class E Mishap. An on-duty mishap resulting in government property damage of \$5,000 or more but less than \$25,000.

Convening Authority. The individual responsible for convening and approving the (mishap) investigation of a mishap involving DHA assets or personnel. The convening authority initiates the accident investigation by convening a board and closes the investigation by approving or disapproving the report prepared about the investigation.

DHA Component. For the purpose of only this AI, includes all DHA facilities and DHA employees: assigned or attached active duty and reserve members, federal civilians, contractors (when required by the terms of the applicable contract), local Nationals, and other personnel assigned temporary or permanent duties at DHA, to include DHA regional and field activities (remote locations), and subordinate organizations administered and managed by DHA, to include medical, dental, and direct support organizations under the authority, direction, and control of the DHA.

DHA Safety Branch. The DHA Safety Branch is the headquarters office reporting directly to the J-1 and referred to as DHA Safety Branch in this DHA-AI.

DHA SAS. The DHA SAS is the portal on the Air Force SAS.

DHA SMS. For DHA the element of management that defines the system safety program requirements and ensures the planning, implementation, and accomplishment of system safety tasks and activities consistent with the overall program requirements.

government motor vehicle. A motor vehicle that is owned, leased, or rented by DHA and DHA Component (not an individual) primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of government motor vehicles are passenger cars, station wagons, sport utility vehicles, vans, ambulances, buses, motorcycles, trucks, tractor-trailers, rental vehicles authorized by official travel orders, and General Service Administration vehicles leased on a long-or short-term basis. Vehicles on receipt to, and operated by, non-DHA persons or agencies and activities are not government motor vehicles.

hazard. Any real or potential condition that can cause injury, damage, or occupational illness.

industrial area. Includes, but is not limited to, warehouses, machine shops, electrical and mechanical rooms, buildings, and areas where hazardous operations are conducted.

mishap. An unplanned occurrence, or series of occurrences, that results in damage to DoD property; occupational illness to DoD employees ; injury to on- or off-duty DoD military employees ; injury to on-duty DoD civilian employees; or damage to public or private property, or injury or illness to non-DoD employees, caused by DoD activities. Mishaps are classified by total direct mishap cost and the severity of injury/occupational illness.

occupational illness. Any reported condition that does not meet the definition of injury. Any abnormal physical condition or disorder, other than one resulting from an occupational injury, resulting in adverse consequences and caused by occupational factors associated with employment. Includes all confirmed cases of acute and chronic illnesses or diseases caused by inhalation, absorption, ingestion, or direct contact with suspect substances.

off-duty. These definitions are for mishap reporting purposes only and have no relation to compensability or line-of-duty determination. DoD employees are considered off-duty when they are not on-duty. See “on-duty” definition for further clarification. DoD employees are off-duty when participating in base team sporting activities in a permissive temporary duty travel status. Employees commuting prior to or after their duty day are considered off-duty for mishap reporting purposes.

This definition is for mishap reporting purposes only and has no relation to compensability or line-of-duty determination.

A mishap involving both on- and off-duty military employees in the same mishap must be categorized as an on-duty mishap.

on-duty. These definitions are for mishap reporting purposes only and have no relation to compensability or line-of-duty determination. DoD employees are on-duty when their activities are work-related, i.e., an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness, for Occupational and Health Administration recording purposes, is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless one of the following exceptions specifically applies:

At the time of the injury or illness, the employee was present in the work environment as a member of, the general public rather than as an employee.

The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.

The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity, such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.

The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the supervisor’s premises or brought in). For example, if the employee is injured by choking on a sandwich while in the supervisor’s

establishment, the case would not be considered work-related. If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the supervisor, the case would be considered work-related.

The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.

The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.

The injury or illness is caused by a motor vehicle mishap and occurs on a company parking lot or company access road while the employee is commuting to or from work. Driving to and from lunch is not considered on-duty.

The illness is the common cold or flu. Contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work.

The illness is a mental illness. Mental illness must not be considered work-related unless the employee voluntarily provides the supervisor with an opinion from a physician or other licensed healthcare professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

Being transported by DoD or commercial conveyance to perform officially assigned work is considered on-duty. (This includes travel in private motor vehicle or commercial conveyances while performing official duty, but not routine travel to and from work). Work-relatedness is presumed for all activities aboard military vessels. Employees on temporary duty travel, temporary additional duty, or otherwise on assignment away from their regular place of employment are also on-duty when their activities are work-related. See 29 Code of Federal Regulations (CFR) 1904, paragraph 1904.5(b)(6)(i) 1904.5(b)(6) for more detailed information on “home away from home” and “detour travel for personal reasons” guidance.

powered industrial trucks. Any mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials, whether ridden by the operator or controlled by a walking operator.

PPE. Refers to clothing or equipment that provides protection for eyes, face, head, or extremities from contact, exposure, absorption, or inhalation that acts as a protective shield or barrier from a hazard.

property damage. Damage to facilities, equipment, property, materiel, or resources. If the occurrence meets mishap reporting criteria, then the cost of environmental cleanup shall be included in property damage costs. Mishaps/Incidents involving property damage must be considered and reported as on-duty. This includes public and private property damage caused by DHA operations. Exception: Replacement of component parts due to normal wear and tear, which is beyond the scope or definition of the affected time between overhaul of component, and when any associated damage is confined to the component part. This exemption only applies to



items that are normally used until they fail or until predetermined wear limits are reached. The need for replacement may not be evident until malfunction or failure of the part. Resultant damage to other components is reportable. If investigation determines damage is due to normal wear and tear or aging, the event is not reportable.

Qualified safety professional. Qualified safety and health professional meeting the Office of Personnel Management (OPM) guidelines for all Safety and Occupational Health management/specialist Series GS-0018.

recommendations. Recommendations are feasible and effective solutions to eliminate identified hazards, or if the hazard cannot be eliminated, to mitigate the hazard's potential consequences. Actions taken to prevent a similar mishap or reduce its effects.

recordable injury or illness. For civilian employees an occupational injury or illness meeting the recording requirements of 29 CFR 1904. For military employees, an on-duty injury or occupational illness meeting the recording requirements of 29 CFR 1904 or an off-duty injury resulting in death or 1 or more days away from work.

SMS. An element of management that defines the system safety program requirements and ensures the planning, implementation, and accomplishment of system safety tasks and activities consistent with the overall program requirements.

safety investigation. A thorough assessment of the hazards, cause(s), and outcome of circumstances leading to a mishap or event.