



DEPARTMENT OF THE ARMY
HEADQUARTERS, 233d BASE SUPPORT BATTALION (DARMSTADT)
UNIT NUMBER 29500-0001
APO AE 09175-0001

REPLY TO
ATTENTION OF

AEUSG-DA-CO (385)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

1. REFERENCE: AR 385-10, The Army Safety Program, 29 February 2000.
2. PURPOSE: This memorandum establishes the 233rd Base Support Battalion (BSB) Safety and Occupational Health Program (SOHP) and prescribes policies and procedures for planning, organizing, directing, and maintaining an aggressive and functional safety and occupational health program within the 233rd BSB. The SOHP shall serve as guidance for all units/tenant organizations to develop SOHPs for their organization's operational areas. Additionally, this memorandum defines the services provided by the 233rd BSB Safety Office and prescribes information required BSB units/tenant organizations. SOHP management effort must be toward the prevention of all types of accidents and occupational illnesses involving military and civilian personnel.
3. APPLICABILITY: This memorandum applies to all elements/units assigned or attached to the 233rd BSB, and units/activities using facilities or property under the control of the 233rd BSB Commander.
4. POLICY:
 - a. Commanders/Supervisors at all levels are safety officers and must be actively involved in their safety programs. They should ensure that assigned safety personnel are given the time needed to properly attend to their safety duties and responsibilities.
 - b. Established programs must be in compliance with US Public Law 91-596, the Occupational Safety and Health Act (OSHA), and the German industrial safety and health standards as defined in Appendix C, Army in Europe Regulation 385-29, as well as local laws and other Army directives.
5. RESPONSIBILITIES:
 - a. The Commander, 233rd BSB, is the Battalion Safety Officer and is responsible for the Safety and Occupational Health of all personnel under her command and for the safe operation of all equipment and property under her control.

AEUSG-DA-CO (385)

SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

b. The Safety Manager, 233rd BSB, is directly responsible to the 233rd BSB Commander for the administration and management of the 233rd BSB Safety and Occupational Health Program.

c. Commanders/Supervisors at all levels will be actively involved in the safety program. They will provide a workplace that is free from recognized hazards, enforce the use of personal protective clothing, ensure that personnel are properly licensed to operate equipment and that vehicles are operated safely.

d. Commanders/Supervisors will employ professional safety personnel where authorized by TDA, appoint additional duty personnel in writing, and nominate local national safety representatives as required by host nation laws. Additional duty safety personnel must be retainable for at least one year upon appointment.

e. Supervisors, both military and civilian, will ensure operations under their control are performed safely, that their personnel practice safe work habits, and that they are properly trained to recognize, report, and eliminate hazards. Supervisors will give safety orientation briefings and required safety training to new employees prior to starting their job assignments.

f. Employees will comply with written and verbal instructions, use personal protective clothing and equipment provided, and immediately report unsafe/unhealthy work conditions and accidents to their supervisors.

6. SAFETY COUNCILS/COMMITTEES:

a. Unit Safety and Occupational Health (OH) Councils will be established at company and branch/activity level, and will meet as needed.

b. Members of the Safety and OH Council will be appointed on orders (by name or duty position) and will represent all operations and functions. Units with Local National (LN) employees will include works councils and LN work safety representatives on the council/committee. The Council President must insure adequate translation services for non-English speaking personnel are available.

c. Members of the community with safety concerns or issues may attend the 233rd BSB Safety Council/Committee meeting or forward their concern to the BSB safety office to be represented at the meeting.

d. The 233rd BSB Safety and OH Advisory Council / Arbeitssicherheitsausschuss (LN Safety Committee) will meet on a quarterly basis to discuss and solve safety and occupational health related problems within their area of responsibility.

e. The 233rd BSB Safety and OH Advisory Council / Arbeitssicherheitsausschuss (LN Safety Committee) will consist of the following members:

AEUSG-DA-CO (385)

SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

(1) BSB Commander	President
(2) BSB Executive Officer	Alternate
(3) BSB Command Sergeant Major	Member
(4) BSB S - 2/3	Member
(5) BSB Director Community Activities	Member
(6) BSB Director Public Works	Member
(7) BSB Director of Logistics	Member
(8) Provost Marshal	Member
(9) Commander, 233rd BSB, HHD	Member
(10) Manager, AST Babenhausen	Member
(11) Installation Coordinator, CFK	Member
(12) Installation Coordinator, KBK	Member
(13) Installation Coordinator, Babenhausen	Member
(14) Works Council Representative	Member
(15) Safety Manager, 233rd BSB	Advisor/Recorder

Non-member participants:

- (16) 26th ASG Industrial Hygienist (CHPPME)
- (17) 26th ASG Occupational Health Nurse (CHPPME)
- (18) LN Safety Representatives (selected by works council)
- (19) Unit/Tenant Organization Representatives wishing to attend.

f. All members will be given adequate notice of meetings together with an agenda.

7. SAFETY AND OCCUPATIONAL HEALTH PROGRAM FUNCTIONS. The 233rd BSB Safety Office establishes the following agreement with units/tenant organization within the 233rd BSB area of responsibility:

a. **SERVICES PROVIDED BY THE BSB SAFETY OFFICE:**

1. **SAFETY INSPECTIONS:** The 233rd BSB Safety Office personnel will conduct Standard Army Safety and Occupational Health Inspections (SASOHI) of all buildings, facilities, and installed equipment at least annually. High-risk areas will be identified and inspected more frequently. Safety specialists will identify problem areas, discuss findings with commanders and supervisors, and prepare written reports. The evaluated organization will initiate corrective actions

and notify the 233rd BSB Safety Office of the status of actions taken by the specified suspense date.

a). **INTERNAL INSPECTIONS:** Subordinate elements of the 233rd BSB will establish internal inspection schedules to cover their area of responsibility. The frequency of inspections is dictated by the risk or hazard involved, but should be conducted at least annually. Safety Inspection checklist can be obtained from the BSB Safety Office. All internal inspections must be documented and kept on file.

AEUSG-DA-CO (385)

SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

b). **HAZARD IDENTIFICATION AND TRACKING LOG:** All SASOHI findings will be maintained on a Violation Inventory Log (DA Form 4754) or an equivalent computer log, listing violations of standards detected during SASOHI. It will show violations in order of discovery, prescribe abatement data, and follow-up dates for correction of deficiencies. The log will also be used to monitor compliance and be reviewed monthly. 233rd BSB SOHP facility evaluations/surveys will include spot checks of the satisfactory correction of previously identified deficiencies. Uncorrected deficiencies longer than 90 days will become a topic of discussion at Safety and OH Council meetings.

2. **UNIT ARMS ROOM RISK ASSESSMENT / AMMUNITION STORAGE LICENSE:** The Safety Office will provide units with arms room licensing instructions, assist units conducting arms room risk assessments, make recommendations and clarify regulatory guidance on ammunition storage, authorize unit ammunition storage in facilities meeting the requirements in USAREUR Regulation 385-64 and sign ammunition storage licenses. The BSB Commander will evaluate all medium-risk arms rooms risk assessments prior to authorizing storage of ammunition in the facility. The 26th ASG Commander will evaluate high-risk arms rooms. The Safety Office will also provide units with an annual arms room safety re-certifications.

3. **SAFETY TRAINING / BRIEFING:** Provide safety training/briefings for all newly assigned military personnel during initial in-processing, all newly appointed Family Child Care (FCC) providers and Child Development Services employees. The safety office will conduct safety briefings upon request for community organizations conducting activities and events.

4. **ACCIDENT REPORTING AND INVESTIGATION:** Assist units/tenant organizations in accident reporting and investigation of all Army accidents involving military, US civilian and local national employees.

5. **GERMAN INDUSTRIAL SAFETY STANDARDS:** Offer interpretations and clarification of host nation laws and regulations to units requiring assistance.

6. **DISSEMINATION OF SAFETY-RELATED MATERIALS:** The BSB Safety Office will disseminate all Safety of Use Messages and safety alerts it receives to units/tenant organization that have provided the safety office with a unit point of contact.

b. **INFORMATION REQUIRED FROM UNITS/TENANT ORGANIZATIONS:**

1. **ACCIDENT REPORTING:** The 233rd BSB Safety Office is required to track all accidents that occur within the BSB for statistical and trend analysis purposes and to identify high hazard areas within the community. USAREUR Regulation 385-40 requires accident reporting and investigation on all accidents pertaining to US Army soldiers, AEUSG-DA-CO (385)
SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

Department of the Army appropriated and non-appropriated fund employees and local nation employees employed by US Agencies. Units/tenant organizations will provide the BSB Safety Office a quarterly report of accidents occurring in their areas of operation and immediately notify the BSB chain of command of all serious accidents which occur.

2. **RADIOACTIVE COMMODITIES:** IAW AR 11-9. Commanders of tenant units will provide the BSB Safety Office with a list of radioactive materials (RAM) stored on the installation and locations of RAM storage facilities semi-annually for reporting to higher headquarters. Also, Tenant commanders will provide the BSB Safety Office a copy of each U.S. Nuclear Regulatory Commission (NRC) license for facilities they operate.

3. **ASSIGNMENT OF SAFETY PERSONNEL:** The BSB Safety Office serves as a community connection to safety on many safety matters and needs to quickly disseminate safety information to units. Units will provide the BSB Safety Office with the name, phone number and e-mail address and copy of orders for the unit/organization's safety representative and update the information as it changes.

4. **SAFETY / HEALTH RELATED FACILITY ENGINEER WORK REQUEST:** To assist units in correcting safety deficiencies, safety and/or health related Facility Engineer Work Requests (FEW) may be forwarded through the Area Installation Coordinator or facility operating organization to the 233rd BSB Safety Office for review and verification of hazards involved. The Safety Office can then assign the Risk Assessment Code (RAC) IAW AR 385-10, provide the customer with a safety office endorsement for forwarding the work order to the DPW work order section. FEWs will be forwarded and tracked by the submitting unit.

8. **SOHP GUIDANCE:** Units requiring assistance developing or tailoring safety programs to their organization can obtain Safety and Occupational Health Program guidance by visiting the 233rd BSB Safety Office or downloading program information from the 233rd BSB website at www.233bsb.darmstadt.army.mil., Safety Office Link. The following SOHP guidance is available:

- a. Hazardous Material Communications
- b. Protective Clothing and Equipment

- c. Risk Management
- d. Respiratory Protection
- e. Confined Space Entry
- f. Radiation Protection
- g. Safe Practice Standards in Sports
- h. Safety and Occupational Health Interface Program

9. SAFETY TRAINING:

a. Safety training in the 233rd BSB will be conducted as required by pertinent US and German/European laws and regulations. Training of all US military and civilian employees will include OSHA-based training and address, at a minimum, employee

AEUSG-DA-CO (385)

SUBJECT: 233rd Base Support Battalion Safety & Occupational Health Program (SOHP)

rights under OSHA, hazards in the workplace, hazardous materials communication, employee responsibilities in a fire emergency, first aid and the proper use of personal protective equipment.

b. The continuing education of employees benefits both the US Army and the employee and proves for a safer workplace. Supervisors of US and Local National employees are encouraged to allow employee participation in professional development courses offered by various institutions.

10. SAFETY AWARDS:

Safety Awards are proven motivators. Commanders should establish a Safety Awards Program in the unit IAW AR 672-74, and make funds available for the purchase of safety mementos for issue to unit members with proven safe performance records. Awards should be presented during official ceremonies. Units requiring assistance establishing safety program awards criteria may contact the BSB Safety Office.

11. Point of Contact for this program is the 233rd BSB Safety Office at DSN 348-1670.
“YOUR COMMUNITY CONNECTION TO SAFETY”

L. J. STRIFE
LTC, MI
Commanding

DISTRIBUTION:

B