

Safety

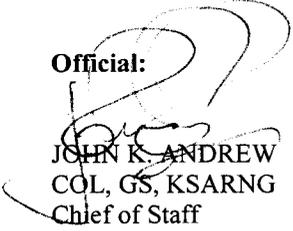
Army National Guard Safety Program

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**By Order of The Governor:**

TOD M. BUNTING, Major General, KSNG  
The Adjutant General

**Official:**



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**History.** This issue revises the policies and procedures previously contained in KNGR 385-10, 15 December 2006 with changes.

**Summary.** This publication establishes Policy and procedures of The Adjutant General pertaining to standards that are applicable to the management of the State Safety Program.

**Suggested Improvements.** The proponent of this publication is the State Safety Office. Users are invited to send comments and suggested improvements to JFHQ-SSM, 2800 SW Topeka Blvd, Topeka, KS. 66611

**Distribution A**

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## **Chapter 1 Safety Program Management**

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

a. The Safety Policy of the KSNG is to increase readiness through the elimination of losses in manpower, equipment, and resources due to accidents, injuries, and occupational illnesses. Safety is a Commanders Program. Accident prevention through effective Composite Risk Management is a team effort. Each of us has an obligation to prevent accidents before they happen. The KSNG will comply with the regulatory requirements in all non-military KSNG operations and workplaces, regardless of whether work is performed by military or KSNG civilian personnel. Safety receives priority command consideration in all aspects of operations and mission performance. The Army National Guard Safety Program is prescribed in NGR 385-10.

### **1-2. Safety Files.**

a. Safety files will be maintained at unit level in accordance with the Army Records Information Management System (ARIMS).

### **1-3. Personnel Briefings.**

a. Newly assigned personnel (Military). All newly assigned personnel will receive an orientation on safety by the third training assembly. Personnel responsible for the operation of any equipment which poses a recognized safety hazard will receive their orientation prior to operating the equipment, but no later than the third training assembly. The orientation will include the provisions of this and supplemental regulations, unit accident experience and commander's policies pertaining to safety. Units will document safety training in the Digital Training Management System (DTMS).

b. Newly assigned Full Time Employees. Military fulltime employees (Technician and AGR personnel) assigned to KSNG will receive an orientation on safety the first week of arrival. The orientation will include accident reporting, federal employee compensation procedures, shop safety, personal protective equipment requirements, fire prevention, corrective action to include disciplinary actions and any specialized safety training required by the nature of their duties, as applicable. Shops/facilities will document safety training in DTMS.

c. Unit Pre-training. Prior to all field exercises, weapon firing and motor marches, all participants will receive a thorough safety briefing. The briefing will cover all aspects of exercise or operation and any known potential hazard such as heat/cold injury prevention (See Appendix B). A Composite Risk Management Worksheet will be completed IAW Chapter 5.

### **1-4. Safety Officer/Council Appointments.**

a. The State Safety Officer position is established in the TDA, Joint Forces Headquarters, Kansas.

b. TAG will direct that Safety Councils be appointed at multi-unit facilities or where a high hazard area exists. Safety Councils will be appointed at Battalion and above commands with safety councils being conducted quarterly. Commander will be designated "Chairman" of the safety council as required.

c. All appointments will be published and a copy of each appointment will be kept on file in the unit safety binder.

d. Unit Safety Officer and Unit Safety Assistant:

(1) All unit and detachment commanders will appoint a safety officer/NCO for their respective unit or detachment. In single unit armories this individual will also be the Armory safety officer/NCO.

(2) All unit and detachment commanders may appoint a full time unit /detachment safety assistant. This individual will assist the unit detachment commander in accomplishing the responsibilities listed. The specific responsibilities of the safety assistance will be designated by the commander making the appointment. The purpose of selecting a full time person as the assistant is to ensure that time sensitive requirements, such as accident reports, are not delayed in being submitted due to the inability of the safety officer to complete the report before completion of the training period.

e. Facility and Multi-Unit Armory Safety Assistant:

(1) The senior commander at the multi-unit armory will appoint the facility/armory safety officer. The responsibilities are those functions outlined in Chapter 2-14, NGR 385-10.

(2) The facility supervisor at USP&FO, SDB, RTSM, CSMS, AASF's, MATES, A Team and each FMS shop will assign a safety officer for the facility. Their responsibilities are those outlined in NGR 385-10, Chapter 2-14.

f. Appointment of Safety Councils:

(1) The following activities will appoint a safety council and will include those individuals specified in NGR 385-10, Chapter 4-5.

(a) Commanders of Division, Troop Command, Brigades and Battalions.

(b) USP&FO, RTSM, CSMS, AASF's, MATES, A Team and each FMS shop.

(2) Safety councils will meet quarterly. Forward a copy of all facility/unit Safety Council minutes to the State Safety Office NLT 30 calendar days following the council meeting. When minutes identify problems, councils will recommend solutions or corrective actions not within their capability to correct. Safety minutes will have assigned action officers and hazard log entries when required by risk assessment code IAW AR 385-10.

g. Appointment of building Fire Marshal: All units/facilities will appoint a building fire marshal to insure fire safety requirement/inspections are being conducted. This includes 30 day fire extinguisher visual inspections, 30 day and annual EXIT/egress light inspections. An annual maintenance inspection will be conducted on all portable fire extinguishers IAW NFPA 10 (Standard for Portable Fire Extinguishers).

h. Emergency Action Plan: An Emergency Action Plan is required for facilities/Armories with more than 10 people. As a minimum the plan will include:

- (1) Procedures for reporting a fire or other emergency.
- (2) Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- (3) Procedures to be followed by employees who remain to operate building infrastructure before they evacuate.
- (4) Procedures to account for all employees after evacuation.
- (5) Procedures to be followed by employees performing rescue or medical duties.
- (6) Training and employee review of action plan IAW 29 CFR 1910.38

#### **1-5. Commander, Safety Officer/NCO Training.**

a. Commanders will complete the Commanders Safety Course (CSC) prior to assuming command. CSC certificate will be placed on file in the unit safety binder.

b. Appointed safety officer/NCO will complete the Additional Duty Safety Officer Course (ADSO) within 90 days of appointment. ADSO certificate will be placed on file in the unit safety binder.

## Chapter 2

### Accident, Occupational Illness and Injury Reporting and Investigation

#### 2-1. Policy.

a. All accidents and occupational illnesses/injuries to KSARNG military and civilian personnel are to be reported to this headquarters IAW AR 385-10, NGR 385-10 and this regulation.

#### 2-2. Definition.

a. An ARNG accident is an unplanned event or series of events which results in one or more of the following:

- (1) Damage to ARNG property.
- (2) Injury or occupational illness to AGR members on or off duty.
- (3) Injury or occupational illness to military technicians (excepted or competitive) or KSARNG contractor personnel in a duty status.
- (4) Injury or occupational illness to KSARNG soldiers in military status (i.e., AT, IDT/UTA, FTM, ADT or ADSW).
- (5) Injury or illness to non-KSARNG personnel or damage to non-KSARNG property as a result of KSARNG operations.

#### 2-3. Purpose.

a. This chapter supplements AR 385-10 with procedures for reporting, recording, investigating and recordkeeping of all ARNG aviation and ground accidents. Pre-accident notification planning is required prior to the conduct of any operation or tactical exercise. All losses in the ARNG affect readiness. As such, the ARNG requires all deaths, regardless of duty status or cause of death, to be reported via Serious Incident Reports (SIR) with procedures established in AR 190-45 and ARNG policy. Submission of a SIR will not be delayed due to incomplete information. All pertinent information known at the time of SIR submission will be included.

#### 2-4. Accident/Injury Classification.

a. **Class A Accident:** The total cost of property damage is \$2,000,000 or greater; an Army aircraft is destroyed; missing or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.

b. **Class B Accident:** The total cost of property damage is \$500,000 or greater, but less than \$2,000,000; an injury and/or occupational illness results in permanent partial disability; or three or more people are hospitalized as inpatients as the result of a single occurrence.

c. **Class C Accident:** The total cost of property damage is \$50,000 or greater, but less than \$500,000; a nonfatal injury causes 1 or more days away from work or training beyond the day or shift on which it occurred or disability at any time (that does not meet the definition of Class A or B and is a lost time case).

d. **Class D Accident:** The total cost of property damage is \$2,000 or greater, but less than \$50,000; or a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, loss of consciousness, occupational hearing loss, or a work-related tuberculosis case.

e. **Class R Accident:** All non-duty losses will be recorded in RCAS-SOH as a Class R accident. A Class R is defined as a non-duty loss/accident, near misses, State Active Duty, etc. The creation of a Class R accident is unique to the ARNG and expands trending ability and provides emphasis on program requirements. Class R data can be used for trend analysis for on-duty accidents totaling less than \$2,000 or injuries that require first-aid only.

#### 2-5. Duty Status Determination.

a. The following explanation of terms are for accident reporting purposes only. They have no relation to compensability or line-of-duty determination. NOTE: Judgment may be required in some cases that do not fit the definition set forth below.

- (1) On duty. ARNG personnel are on duty when they are:
  - (a) Physically present at any location where they perform their officially assigned work. On duty also includes those normal activities that occur during workdays on or off military installations; for example, lunch or coffee breaks, and all activities aboard vessels.
  - (b) Being transported by Army or commercial conveyance to perform officially assigned work.
  - (c) In a travel status because of temporary duty or a permanent change of station, but only during periods for which reimbursable expenses are authorized.

- (d) Participating in mandatory sports or physical training activities.
- (2) Off duty. Not in an on-duty status, whether on or off Army/ARNG installations. Traveling from their home of record to military duty location and back to home of record.
- (3) Non-duty. Members of the ARNG, but not on orders for duty or performing any military duty related tasks.

#### **2-6. Army National Guard Personnel.**

This phrase includes, for purposes of this regulation Army National Guard Personnel are:

- a. Federal civilians employed by the Department of Defense.
- b. Active Guard Reserves (AGRs) who are in either a Title 10 or a Title 32 status.
- c. Federal Technicians.
- d. Military members who are not AGRs (i.e., do not perform 180 days of continuous active service).
- e. State employees whose salaries and benefits are reimbursed by the National Guard Bureau through the Master Cooperative Agreement.
- f. Contractors who work for the Army National Guard.

#### **2-7. Centralized Accident Investigation of KSARNG Ground Accidents (CAIG).**

- a. KSARNG units/detachments/facilities experiencing an on duty accident, causing a fatality or injury which causes a permanent disability, or \$2,000,000.00 or more in property damage, or an aircraft destroyed is subject to the Army Combat Readiness Center conducting an investigation.
- b. KSARNG units/detachments/facilities experiencing an accident on or off a military training site will notify the State Safety Manager, JFHQ-JOC, and if on a military reservation, the installation safety manager and provost marshal during normal duty hours. During non-duty hours, notification will be made only to the JFHQ-JOC. See Appendix A.
- c. The senior service member of the unit/detachment /facility experiencing an accident will take all possible steps to secure the accident site until relieved by military or civilian law enforcement personnel.
- d. In the event the accident occurs in the public sector, the local law enforcement authority will be advised by the senior service member present that the KSARNG and Department of the Army may wish to dispatch an investigation team to the accident location. In turn, vehicles and equipment should not be moved unless they affect public safety or are directed by the police.
- e. Unit/detachment/facility commanders will assure all personnel are briefed on the above reporting responsibilities.

#### **2-8. Pre-Accident Notification.**

- a. Commanders will establish and maintain formal pre-accident notification plans appropriate for their location, organization and specific type of operation or tactical exercise. Commanders will address pre-accident plans as process of preparation of an Operations Order or establish Standard Operating Procedures (SOP) for fixed training sites. Pre-accident plans for aviation and ground operations are prepared in accordance with guidance in AR 385-10.
- b. Pre-accident notification plans will at a minimum consist of three sections.
  - (1) The primary notification section outlines procedures and lists phone numbers for obtaining security, emergency medical and any other services, electrical power company, fire department, hazardous material response teams, EOD, that may be required at the accident site. The primary focus of the primary notification plan is for obtaining a quick response from emergency support agencies to the accident location.
  - (2) The secondary notification section provides instructions, points of contact, and lists phone numbers for reporting accidents through appropriate command channels to the JOC and State Safety Office. The focus of this section is to initiate actions for investigating the accident while the accident site is relatively intact and undisturbed.
  - (3) Appropriate command guidance for leadership notification of Next Of Kin (NOK) if there is a casualty.

#### **2-9. Accident Reporting and Investigation Responsibilities:**

- a. Individual. Military and civilian personnel directly involved in, or having knowledge of a KSARNG accident, occupational illness or injury must promptly report the event to the appropriate commander/supervisor.
- b. Commander/Supervisor. The commander/supervisor directly responsible for an operation, equipment, or individual, must report and investigate an ARNG accident/illness/injury IAW AR 385-10, NGR 385-10 and this regulation. Additionally, all accidents involving on the job injuries or occupational illnesses to KSARNG full-time support personnel will be reported on Department of Labor Forms CA-1 and CA-2 and submitted to TAG KS, ATTN: KSNG-HRO.
- c. The State Safety Office will support DA Form 285 investigations when requested, and forward completed reports IAW current directives and the following procedures:

(1) All DA Form 285 reports of accidents/injuries classified as Class A, Class B, Class C and USACRC selected Class D accidents will be forwarded with attachments to U.S. Army Combat Readiness Center, ATTN: CSSC-D, Fort Rucker, AL 36362-5363.

(2) For Class A and B accidents only, one (1) copy of DA Form 285 will be forwarded to Chief, National Guard Bureau, ATTN: NGB-AVN-S, Ill S. George Mason Drive, Arlington, VA 22204-1382, by the State Safety Manager.

## **2-10. Reporting Accidents.**

a. All accidents are reportable to this Headquarters, ATTN: JFHQKS-SSM. Units will utilize the DA Form 285. DA Form 285, Abbreviated Ground Accident Report (AGAR) will be submitted with all unit Line of Duty (LOD) reports submitted to the KSARNG Medical Command.

(1) DA Form 285. The DA Form 285, U. S. Army Accident Report, must be initiated within twenty-four (24) hours of an accident, injury/occupational illness. A DA Form 285 must be completed for the following incidents:

(a) All Class A, B, and C accidents (plus any mishap of potential high public interest).

(b) Class D accidents requiring medical treatment greater than simple first aid, and all accidents dealing with occupational illnesses caused by repeated exposures over a period of time. (Examples include: cuts requiring sutures, noise-induced hearing loss, asbestosis, silicosis, radiation sickness, organic solvent exposure, dermatitis, etc.) Special case - property damage where total cost is \$2,000 or more.

(c) Class R (off-duty) accidents. Class R (on-duty) accidents requiring first aid are used for trend analysis. DA Form 285 (AGAR) will be submitted with Line of Duty (LOD) reports to the Medical Command.

(d) A copy of the original DA Form 285 must be forwarded through command channels for review and endorsement (blocks 43, 44) to arrive this headquarters, ATTN: JFHQKS-SSM, NLT 25 working days after the accident. Original forwarded through command channels to KSNG-JAG office.

(e) The unit submitting DA Form 285 will retain and file a copy in the unit safety file.

(2) Forms CA-1 & CA-2. Accidents/incidents involving workman's compensation will be reported to KSNG-HRO utilizing the CA-1/CA-2. A DA Form 285 will be submitted with the CA-1 when the technician has received medical treatment or lost time/light duty IAW DA PAM 385-40.

(3). Serious Accidents & Special Reports. Serious Accidents & Special OSHA reports, RCS 1146-DOL-XX. A Report of Serious Accident (ROSA) will be transmitted to the office of Director of Safety, DAC-SF, Pentagon, Washington, D.C., IAW NGR 385-10. The State Safety Office will prepare and submit the ROSA.

(4) Operators Report of Motor Vehicle Accident (SF 91). The SF 91 must be completed at the scene of a motor vehicle accident IAW TM 21-305.

(5) Accidents of High Civilian Interest. In the event of any accident/injury, which is suspected to generate high civilian interest, or may be considered a potentially sensitive event, the responsible commander/supervisor will immediately notify the Public Affairs Office (KSNG-PAO) by phone.

(a) The KSNG-PAO will notify KSNG-JAG of all accidents considered to be of high civilian interest or a potentially sensitive event.

(b) JFHQKS-SSM will immediately report all such accidents to Chief, National Guard Bureau, ATTN: NGB-AVN-S, by email or phone.

## **2-11. Telephonic Notification.**

a. TAG KS will be telephonically notified of all accidents meeting the CAIG criteria. During normal duty hours contact the State Safety Manager at (785) 861-3876, Cell: 785-224-7443, AV: 720-8876. After duty hours call the JFHQ-JOC: (785) 274-1117/1128, AV: 720-8117/8128. SEE Appendix A

## **2-12. Accident Reporting Time Suspense.**

a. All units will notify chain of command/leadership and State Safety Office by phone or e-mail when an ON-DUTY accident has occurred and knowledge of an OFF-DUTY accident has taken place. Units will submit DA Form 285, Abbreviated Ground Accident Report (AGAR) as required.

<b>GROUND ACCIDENT NOTIFICATION, REPORTING REQUIREMENTS, AND SUSPENSE'S</b>					
	PEACE TIME			COMBAT	
Accident Class	Telephonic Notification Worksheet	Abbreviated Report AGAR	Full Report DA Form 285	Telephonic Notification Worksheet	AGAR ONLY by any means possible (automated, e-mail, fax, hand carry, mail)
ON-DUTY A & B	Immediately	Not required	IAI/CAI-90 days	Immediately	As time Permits(Not to Exceed 60 days)
C	Not required	Within 90 days	Not required	Not required	As time Permits(Not to Exceed 60 days).
D	Not required	Within 30 days	Not required	Not required	As time Permits(Not to Exceed 30 days)
OFF-DUTY A & B	Immediately	Within 30 days	Not required	Immediately	As time Permits(Not to Exceed 30 days)
C & D	Not required	Within 30 days	Not required	Not required	As time Permits(Not to Exceed 30 days)

### 2-13. GSA Vehicle Fleet.

a. All procedures for the KSARNG GSA fleet will be completed IAW KS-SOP 58-1. Cell phone usage is prohibited IAW TAG Policy Letter #17.

### 2-13. POV Accident Prevention, Privately Owned/Operated Vehicles (POV).

a. The POV accident is the Army's biggest killer. Year after year, more soldiers are killed in privately owned vehicle accidents than in all other accidents in all other Army activities. Commanders throughout the KSARNG must stress the safe operation of a POV at each opportunity and include POV Safety in their regular safety briefing. Chief of Staff of the Army guidance has directed comprehensive reductions in all accidents, specifically those involving POV's. This guidance further directs Commanders of every unit to implement the "Six Point POV Program" as part of their overall Safety Program. Details of the Six Point Program are listed in Chapter 11, NGR 385-10.

(1) Army accident records show that in most fatal auto accidents, the driver is speeding. This includes not only exceeding the posted legal speed limit but also driving too fast for road and/or weather conditions. Slower speeds give drivers more time to react, and the lower speed, the lower the crash forces in case a crash can't be avoided.

(2) Driving while under the influence of drugs or alcohol is the number one cause of fatal POV accidents. Alcohol not only slows a person's reaction time but also affects their judgment. All KSARNG soldiers should use the designated driver program. If you are going to drink alcohol, don't drive!

(3) Buckle up for safety, this is not only required by Army regulations, it is State law. More people are killed from being thrown around inside a vehicle or out of it, than from the crash. In fact, the chances of being killed are 30 times greater if a person is thrown out of the vehicle.

(4) Safety restraint systems in Privately Owned Vehicles (POV). Active Guard Reserve (AGR) and Traditional soldiers will utilize all available safety restraint systems while driving or riding as a passenger in a POV in accordance with AR 385-10 and state law.

(5) TAG Policy Letter #17, Electronic Communications Devise Use While Driving, technically covers employees while on duty (which, for AGR personnel is seven days a week, 24 hours a day) it is strongly urged that you practice this policy at all times. The safety of each employee, as well as your family's safety and well-being cannot be overstated.

### 2-15. Roll Over Procedures/Guidance.

a. All roll over procedures will be IAW type vehicle -10. Unit commanders will have the responsibility to insure all unit members are trained in roll over procedures for all unit military vehicles.

**2-16. Motorcycle Procedures/Guidance.**

a. All ARNG personnel, regardless of duty status, must comply with DoDI 6055.4 and AR 385-10 requirements for motorcycle safety training. Requirements are that all personnel operating a motorcycle on Kansas National Guard (KSNG) property must complete a Motorcycle Safety Foundation Basic Rider Course or Motorcycle Safety Foundation (MSF) based approved motorcycle rider basic safety course.

b. See the Adjutant Generals policy letter #23 for motorcycle training and protective equipment requirements.

**2-17. Government All-Terrain Vehicles/Gators.**

a. The organizations/facilities/shops are directed to properly train and license operators of all assigned equipment. The training/license requirement as directed for the ATV is as follows:

- (1) OF 346 (U.S. Government Motor Vehicle Operator's Identification Card).
- (2) Army Accident Avoidance Course (refresher required every four years).
- (3) Specialty Vehicle Institute of America based course.

The Army Accident Avoidance and Specialty Vehicle Institute courses are available on-line. The OF 346 is issued through individual's military unit or State Surface Maintenance Shop for state/contractor personnel. Please reference TACOM SOUM 03-006 for complete details on safety requirements. As listed in the Safety of Use Message requirements include:

PPE (Personal Protective Equipment) will include eye protection, head protection and hearing protection when required by driver and passenger. Eye protection is required for all ATV's that do not have a windshield. Head protection may be an ACH or commercial style "hard hat" for vehicles that do not have overhead protection. "Hard hats are required for vehicles that have a roll over protection bar".

Hearing protection is required when operating vehicle in a noise hazard area. The ATV is designated for "off road" use and not on public roadways. The SOUM states that the ATV will cross streets at a designated crossing or a road guard will be posted for crossing of the street. Safety guidance as directed by TACOM SOUM 03-006.

## Chapter 3 Safety Surveys

### 3-1. Workplace Surveys/Inspections.

a. Each workplace, including offices, will be inspected annually for safety and health hazards. There may be items that require more frequent inspections such as fire extinguishers, egress lights, eye wash stations etc. These items will be inspected per regulatory guidance.

b. The State Safety Office (SSO) will conduct unannounced or scheduled surveys/inspections to ensure compliance with this regulation.

c. The unit/detachment safety officer/NCO will conduct a safety survey/inspection for each Armory to include their immediate subordinate units/detachments annually.

d. Forward the results of the survey through command channels to the SSO.

e. Sample inspection checklist for Armories/facilities (Appendix D). Each facility/building may have something unique that is not covered on checklist. Please contact the SSO with any questions regarding safety inspections.

f. A record of each annual safety survey/inspection will be maintained on file for a period of three years.

### 3-2. State Safety Office Inspection.

a. Each Armory/facility will be inspected annually by the SSO. A schedule will be distributed from the SSO to verify locations and dates. Dates may be subject to change and “unannounced” inspections may periodically be performed by the SSO.

b. Armories/facilities that pass the SSO Inspection the first time, will be awarded a plaque from the SSO in recognition of their dedication/compliance to the state safety program.

c. A Letter of Appreciation from the Commander, KSARNG will be sent thru the higher headquarters for presentation to the Armory representative who was responsible for a successful safety inspection.

d. Armory/facility personnel who exhibit a distinguished “safety attitude” as recognized by the SSO may be awarded a “Safety Coin” as an “On The Spot Award”.

### 3-3. Safety Inspection Documentation.

a. All state safety inspections will be documented/recorded in RCAS-SOH. Faults/deficiencies recorded during the inspection by the SSO will be corrected in a timely manner. RAC 1 and RAC 2 deficiencies will be corrected within 30 days. RAC 3 and RAC 4 deficiencies will be corrected within 90 days. RAC 1 and RAC 2 deficiencies that because of funding, or work order delays, will have documented reason for delay in RCAS-SOH.

### 3-4. Safety Bulletin Boards.

a. An identified safety bulletin board will be positioned in a prominent location where it will be readily observable by all personnel. Safety bulletin boards are required for the following locations:

- (1) Each ARNG unit. Each ARNG unit at a multi-unit Armory.
- (2) United States Property and Fiscal Office (USP&FO).
- (3) Combined Support Maintenance Shop (CSMS).
- (4) Field Maintenance Shop (FMS).
- (5) Readiness Centers.
- (6) Army Aviation Support Facility (AASF).
- (7) State Defense Building
- (8) Any other areas as appropriate where employees work that is not listed above.

b. Items **required** by AR 385-10 to be posted are:

- (1) DD Form 2272, Department of Defense Safety and Occupational Health Protection Program.
- (2) OSHA Form 300A, Summary of Work-Related Injuries and Illnesses (where appropriate).
- (3) NRC Form 3, Notice to Employees, and Public Law 93-438, Section 206 (where applicable)

c. Items that are highly **recommended** to be posted are:

- (1) The Commanders safety policy.
- (2) The Commanders safety philosophy.
- (3) A copy of the Unit Safety SOP or Command Safety Program as appropriate.
- (4) Appointment orders for Safety personnel and/or councils.
- (5) Latest safety council minutes.
- (6) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions (Blank Forms).
- (7) DA Form 4753 (when applicable), Notice of Unsafe or Unhealthful Working Condition.
- (8) Safety posters.
- (9) Safety Alert Messages.

(10) Knowledge magazine.

d. DA Pam 385-90 requires a safety bulletin board for aviation units.

e. Items listed above are the minimum. Additional safety information should be posted based upon the unit's mission and METL.

f. Safety board information should be ever changing and maintained in a presentable and organized manner to facilitate interest and ease of use to the user.

**3-5. Command Safety Inspection Program**

a. Commanders will review Appendix E for compliance with the Command Inspection Program. Commanders will complete the requirements for a unit safety program IAW NGR 385-10, paragraph 2-13.

## Chapter 4 Safety Training

### 4-1. Purpose.

a. The training of all ARNG military and technician personnel in safe work practices/procedures is essential to maintain maximum combat efficiency.

### 4-2. Safety Stand Down.

a. All units/facilities/shops are required to conduct an annual safety stand down day. Training will be attended by all personnel. A plan will be in place to conduct “make up” training for personnel absent during training. All training classes will have a class outline, Example: (Task, Condition, Standard) with an attendance roster (sign in sheet) for each class conducted. Training classes will be entered in Digital Training Management System (DTMS) for all personnel.

### 4-3. Required Safety Classes.

a. Training classes are usually classified as refresher/annual for those topics that are general in nature or meet an organizational requirement such as the Occupational Safety and Health Administration (OSHA) or National Fire Protection Association (NFPA) standard. AR 385-10/NGR 385-10 and DA Pam 385-10 will list Army safety related training topics. MOS specific training requirements or new equipment training will be conducted as required per Training/Technical Manual guidance.

#### (1) General Safety Classes:

- (a) Fire extinguisher training (Annual Fire Drill conducted and documented)
- (b) Hazardous Communication (Material Safety Data Sheet, MSDS)
- (c) Hearing Conservation
- (d) Lifting/Back Safety
- (e) Slips, Trips and Falls (House Keeping)
- (f) Specialty type equipment training (POV, forklift, hoist, ATV, skid loader etc)

(2) Training materials (Example: DVD's, electronic training aids, VHS tapes) and training support for units/facilities/shops may be requested from the State Safety Office. On-line training is also available on the Combat Readiness Center (CRC) website.

(3) Training material such as DVD's and VHS tapes are available for ordering free of charge to units from the Department of Defense. Type equipment training is also available from the website for selected type equipment. Website is located at: <http://dodimagery.afis.osd.mil/index.html>

### 4-4. References.

- a. Military Courses: 350 series of NGR's and KNGR's.
- b. Technician Courses: Letters, messages, pamphlets and other publications as furnished by AGKS-HRO, and NGB directives.
- c. Required safety courses for commanders, safety officer/NCO's and additional duty appointment training can be found on line at the Combat Readiness University II. <https://crc.learn.army.mil>
- d. The US Army Combat Readiness Center has on-line training and materials to enhance unit safety programs. The CRC website: <https://crc.army.mil>

### 4-5. Safety Training On-Line.

- a. Combat Readiness University Online Courses (available via Army Knowledge Online access).
  - (1) Additional Duty Safety Officer Course (ADSO).
  - (2) Commander's Safety Course (CSC).
  - (3) CRM Operational Course (designed for SSG/SFC, CW3/4, CPT/MAJ and others who integrate CRM and the Military Decision Making Process).
  - (4) CRM Basic for Army Civilian employees (military technicians).
  - (5) Accident Avoidance Course (AAC)
- b. Resident Training (training support packages may be requested from United States Army Combat Readiness/Safety Center (USACRC) G-7; local training must be administered by installation/unit safety professionals).
  - (1) CRM for Basic Combat Training (CRM for Soldiers and Teams).
  - (2) CRM Tactical Course (CRM and Troop Leading Procedures—designed for direct-level leaders (CPL/SGT, Candidates/Cadets, WO1/CW2, 2LT/1LT).
  - (3) CRM Operational Course (online and TSP versions available—CRM and Military Decision Making Process-- designed for organizational leaders (SSG/SFC, CW3/4, CPT/MAJ).

- (4) CP-12 Course.
- (5) Aviation Safety Officer Course.
- (6) Ground Safety Officer Course.

c. It is required that all safety training classes be documented in DTMS. Course outlines and attendance rosters should be attached with training. Reserve Component Automation System – Safety and Occupational Health (RCAS-SOH) also has a section for documentation of training.

## Chapter 5 Composite Risk Management

### 5-1. General.

a. Composite risk management is an integral part of the development and execution of training. It assists commanders in identifying and eliminating hazardous procedures, operations and conditions which can adversely affect the mission's success. Composite risk management guidance can be found in FM 5-19 and DA PAM 385-30.

b. Risk management provides a means to control hazards that cannot be eliminated and accomplish the mission without accidental loss of personnel and equipment. DCSOPS/G3 is the proponent for this program.

### 5-2. Policy.

a. KSARNG Commanders and Safety Officers/NCOs will integrate safety into all KSARNG training operations and develop a mission risk assessment to complement the mission analysis and execution of unit training IAW this regulation.

b. Eliminating unnecessary risk is a command responsibility. The appropriate level of command will make the decision to accept or reject mission risk, consistent with the degree of risk. They will also ensure additional resources are allocated to control or reduce risk factors.

c. Unnecessary risks should never be accepted. The leader who has the authority to accept a risk has the responsibility to protect his soldiers from unnecessary risk. An unnecessary risk is a risk, which can be reduced or eliminated, and the mission still be accomplished.

d. If reduction or elimination of the risk is not possible, the risk must be controlled without sacrificing essential mission requirements.

### 5-3. Responsibilities.

a. Commanders will ensure all risks in training and operations have risk acceptance decisions documented.

b. Commanders are responsible for the effective management of risks. To meet this objective, Commanders must:

(1) Train and motivate leaders at all levels to effectively use CRM concepts IAW FM 5-19 and DA Pam 385-30.

(2) Conduct a continuous proactive effort to achieve force protection objectives and minimize the loss of mission assets.

(3) Ensure that each mission is evaluated during the planning phases of development.

(4) Accept no unnecessary risks.

(5) Make risk decisions at the proper level.

(6) Accept risks only if the benefits outweigh the costs.

c. All hazards and significant risks in training and operations are evaluated and assigned a numerical "risk value" (I=Catastrophic, II=Critical, III=Marginal, IV=Negligible) for **Severity**, and letter (A=Frequent, B=Likely, C=Occasional, D=Seldom, E=Unlikely) for **Probability** of the operation. Risk values are to be calculated and recorded manually or by computer computation. Operations designated as "MODERATE RISK" are coordinated with the next higher level of command external to the organization making the assessment.

(Example: Low Risk=Unit Commander, Moderate Risk=BN Commander, High Risk=Brigade Commander, Extremely High Risk=General Officer).

(1) Commands accepting a mission risk assessment of "HIGH RISK" will fully document and file the risk acceptance decision.

(2) Prior to the training, copies of documentation of "HIGH RISK" activities are to be forwarded through the chain of command to this headquarters, ATTN: JFHQKS-SSM.

(3) All operations designated a mission risk of "MODERATE" receive complete command involvement prior to execution of the mission. Decisions to accept a mission risk assessment of "MODERATE" will be documented and filed.

d. Training Officers/NCOs and Safety Officers/NCOs at all levels will implement CRM procedures for all operational requirements. In a coordinated effort, these individuals will ensure that the following actions are accomplished:

(1) Provide program training to all assigned unit personnel.

(2) Review accident experience trends and provide an analysis as appropriate.

(3) Conduct periodic surveys to operating and training procedures. Identify deficiencies and recommend actions necessary to eliminate inherent hazards.

(4) Evaluate new doctrine for risk implications and necessary control measures.

**5-4. Implementing Guidance.**

a. Risk management is a systematic process that identifies risks of mission and training requirements, weighs risk against training benefits, and eliminates unnecessary risk. In peacetime as well as combat, leaders at all levels are expected to minimize the effects of hazards that may cause accidental loss of human and material resources. Failure to reduce unnecessary risks gambles with the lives and health of our soldiers.

b. Procedures for determining mission risk assessments are contained in "Risk Assessment Procedures," paragraph 5-5 of this regulation and FM 5-19.

c. In risk management, the estimate process to a training mission is applied as follows:

(1) Mission Analysis. Training tasks must support the Mission Essential Task List (METL).

(2) Identification and Analysis. Risk assessment determines risk by analyzing hazards in terms of likely or estimated consequences and probability of an accident. Assess risks by weighing soldier training risk and proficiency against training value to determine if unnecessary risk has been eliminated.

(3) Decision. Based upon this assessment, the commander must decide to accept the risk or decide that risk costs exceed training benefits and intensify control measures or modify the event to create a satisfactory risk-benefit situation.

(4) Evaluation and Feedback. Review and evaluate training periodically so trainer and trainees use adequate risk reduction measures. Risk reduction measures must not be so restrictive that training value is lost. After-action reviews must address safety performance and indicators of stress, including reconstruction of mishaps, near misses and risk control measure effectiveness.

**5-5. Risk Assessment Procedures.**

a. Mission risk is assessed by first reviewing the mission, applying probability to various elements of a mission, and then determining the appropriate safety precautions. The commander can determine if a proposed mission is within acceptable risk parameters. The commander has the option to take action to reduce the risk as time and flexibility permit.

b. Risk measurement is largely a subjective assessment of hazards. Different missions will involve different elements that will affect mission safety. Six elements (Mission, Enemy, Terrain and Weather, Troops, Time and Civilian consideration) are central to planning safe missions.

c. A "risk assessment" for the operation is obtained by entering and calculating mission data through the Risk Assessment Matrix.

**5-6. Determining Risk Values.**

a. ARNG Risk Assessment Matrix. The ARNG Risk Assessment Matrix allows user to calculate mission data and assigns a "risk value" to the mission. It allows for rapid integration of risk management procedures into the tactical operation planning process.

**5-7. CRM Program Development.**

a. Levels of risk. Operations should be categorized according to level of risk. The Army program consists of four levels - low, medium, high, and extremely high. These levels are used to call attention to the significance of each risk and to enable decision-making at the proper level.

b. Risk decisions. The higher the level of risk, the higher the level at which acceptance of that risk should be made. Formalized procedures should be developed that specify at what level of command a particular risk decision must be made. Commanders are required to make informed risk decision at the appropriate level. The final risk decision is made on the highest level of residual risk in column 9 of DA Form 7566, Composite Risk Management Worksheet. Use the Risk Assessment Matrix found in FM 5-19 or DA Pam 385-30 to determine the risk assessment. The overall mission risk level will be the highest residual risk. Commanders may approve the mission using the following residual risk levels:

(1) Low risk – Company Commanders.

(2) Moderate risk – Battalion Commanders.

(3) High risk – the first O-6 in the chain-of-command.

(4) Extremely high risk – the first general officer in the chain-of-command.

c. CRM cycle. The 5-step process is continuous. Step 5, supervising, will allow leaders to evaluate the effectiveness of the controls that have been put in place. The 5-step process is then worked through again, and any adjustments to the controls are made.

**5-8. Documentation and Recordkeeping.**

a. Prior to execution of a significant training mission, commanders will ensure the mission risk assessment has been documented by one of the following:

(1) An electronic (computer generated) or manually calculated Risk Assessment Worksheet. (DA Form 7566, Composite Risk Management Worksheet).

b. All levels of command will document and file command decisions to accept "MODERATE" or "HIGH RISK" mission risk assessments for a period of two (2) years IAW AR 25-400-2. Copies of documents pertaining to command acceptance of "HIGH RISK" activities are to be immediately forwarded through the chain of command to this headquarters, ATTN: JFHQKS-SSM.

#### **5-9. Risk Reduction Options.**

a. The commander must develop risk control alternatives and make risk decisions. The use of risk matrixes and hazard analysis will define the kinds and significance of hazards faced in an operation. The commander must then develop procedures to reduce risks to an acceptable level without significant adverse impact on operational objectives.

b. Risk control alternatives are in the form of new or revised task standards, operation procedures and parameters, training requirements, maintenance standards, etc.

c. Plans, SOPs and preliminary training will include procedures for controlling risks. Command supervision will assure the procedures are effectively used during the actual operation.

#### **5-10. Composite Risk Management (CRM) Training.**

a. The Army doctrinal process for identifying and controlling hazards is CRM as outlined in FM 5-19. Integration of the CRM tactics, techniques and procedures will help commanders identify hazards and the controls necessary to reduce their risk during planning and execution of all operations. CRM will be integrated into the military decision making process. Commanders must understand that the risk assessment procedure is continuous and not a distinct point in the decision-making process. Leaders/Commanders/Supervisors in charge of operations will use the five-step CRM process.

The five steps are:

Step 1 - Identify hazards.

Step 2 - Assess hazards to determine risk.

Step 3 - Develop controls and make risk decisions.

Step 4 - Implement controls.

Step 5 - Supervise and Evaluate.

b. To accomplish this, every ARNG Soldier and employee will receive CRM training. All Soldiers and employees are required to complete a 1.0 hour CRM Basic Course. In lieu of completing the CRM Basic Course, Soldiers and Army civilians who have completed, or will complete, one or more of the following courses will satisfy the requirement to complete the CRM Basic Course:

c. Combat Readiness University Online Courses (available via Army Knowledge Online access).

(1) ADSO Course.

(2) CSC.

(3) CRM Operational Course (designed for SSG/SFC, CW3/4, CPT/MAJ and others who integrate CRM and the Military Decision Making Process).

(4) CRM Basic for Army Civilian employees (military technicians).

d. Resident Training (training support packages may be requested from United States Army Combat Readiness/Safety Center (USACRC) G-7; local training must be administered by installation/unit safety professionals).

(1) CRM for Basic Combat Training (CRM for Soldiers and Teams).

(2) CRM Tactical Course (CRM and Troop Leading Procedures—designed for direct-level leaders (CPL/SGT, Candidates/Cadets, WO1/CW2, 2LT/1LT).

(3) CRM Operational Course (online and TSP versions available—CRM and Military Decision Making Process-- designed for organizational leaders (SSG/SFC, CW3/4, CPT/MAJ).

(4) CP-12 Course.

(5) Aviation Safety Officer Course.

(6) Ground Safety Officer Course.

## **Chapter 6**

### **Accident Prevention Awards Program**

#### **6-1. General.**

a. It is the policy of The Adjutant General to recognize all commands/activities individuals of the KSARNG who contribute significantly to the KSARNG safety program.

#### **6-2. Responsibilities.**

a. Command and Facility Safety Councils are responsible for the overall supervision of the KSARNG safety program.

b. Commanders and activity supervisors will establish and implement procedures for carrying out the awards program.

#### **6-3. Awards.**

a. In addition to the awards specified in NGR 385-10, AR 385-10 and DA PAM 385-10, the following certificates have been implemented for award to KSARNG Commands/Activities and individuals.

(1) Commands/Activities.

(a) Award of Merit – 12 months without Class A, B or C incident.

(b) Award of Honor – Must have received the award of merit and an additional two (2) years without a class A, B or C incident.

(c) Award of Excellence – must have received award of honor and an additional three (3) years without class A, B or C incident.

(d) State Safety Plaque- Awarded to Armories/facilities that pass the State Safety Inspection.

(2) Individuals.

(a) Award of Merit – Five (5) years without an on duty accident/injury.

(b) Award of Honor – Ten (10) years without an on duty accident/injury

(c) Award of Excellence – Fifteen (15) years without an on duty accident/injury.

(d) Retirement Plaque- Awarded from State Safety Office to personnel who have contributed significantly to the unit/state safety program.

b. A record of safety awards will be included in the recipient's official personnel folder.

#### **6-4. Nominations.**

a. Commanders and activity supervisors will submit their recommendations to their command/activity safety council, for that council to review during their last quarter meeting during the calendar year (Oct-Nov-Dec).

b. The command/activity safety council forward only those who meet qualifications indicated in 6-3 above. Recommendations are to arrive JFHQKS-SSM, NLT 1 February each calendar year.

c. Recommendations, in letter format, will include, but not be limited to: Command/Activity safety comments, if any; safety inspection/survey overall comment. Safety council/safety officer's major activities/participation during reporting period and meets criteria outlined above. Individual actively participates in unit/activity safety program, attended safety course and any other comments appropriate for award. No accident on record during time required. Contact the State Safety Office for procedures to request a retirement plaque.

#### **6-5. Use Of Promotional Items**

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

b. Promotional items for safety must be distributed for valid reasons, for actions observed, and not with such frequency that they lose meaning.

c. The State Safety Manager (SSM) must approve the purchase of these items.

d. Clearly identify all items as safety items via printing, logos, or other means.

e. Use small, inexpensive items to recognize day-to-day safe performance. These items should not exceed \$15.00 in cost. Examples are pencils, pens, gym bags, key chains, cups, T-shirts, etc. The SSM must approve distribution scheme.

f. Use items costing less than \$50.00 to recognize significant contributions that have a positive effect on the safety of an organization. Examples are pen and pencil sets, jackets, clocks, and calculators. The SSM must approve distribution of these items on a case-by-case basis.

g. Promotional items will not be recorded on property books. For this reason, State Safety Office must approve the purchase of these items.

h. The State Safety Office awards "safety coins" to individuals in recognition of their contribution to their unit safety program. The "safety coins" may also be used as an "on the spot" award in recognition of safe acts or procedures witnessed by command or safety office personnel. The State Safety Office will document all personnel who are awarded the safety coin.

**Chapter 7**  
**Range Safety**

**7-1. References.**

- a. KNGR 385-63. Kansas Training Center Range and Training Facilities Safety Regulation
- b. KS SOP 350-1. Kansas Training Center Operations and Safety SOP
- c. AR 385-63. Polices and Procedures for Firing Ammunition for Training, Target Practice and Combat.
- d. AR 385-64. Ammunition and Explosives Safety Standards.
- e. TC 25-2. Training Ranges.
- f. TEC Lesson #916-013-0038-A. Conducting Safety Inspections of Firing Ranges.
- g. NGB-AVN Multi Media Branch. Range Operations Checklist (A hard cover, 8 section Checklist).

**7-2. Military Installation Ranges.**

- a. Those elements of KSARNG utilizing military installations ranges (i.e., Ft. Riley, Ft. Sill, etc.) will ensure the guidance furnished by those facilities are followed, without exception.

**7-3. ARNG Training Sites**

- a. States with operational control of designated ARNG training sites will station qualified full-time safety personnel as appropriate, at those training installations whenever troop strengths during annual training (AT) periods average 300 Soldiers in training. For the purposes of this regulation "full-time" means having safety oversight as a primary duty during the conduct of the training.

## **Chapter 8**

### **Ammunition and Explosive Safety**

#### **8-1. General.**

- a. Commanders will ensure safety briefings/critiques are conducted before, during and after all training activities involving ammunition and explosives.
- b. KSARNG personnel will comply with policy and safety procedures for firing, storage and transportation of ammunition and explosives IAW AR 385-63, NGR 385-64, AR 385-10 and TM 9-1300-206.
- c. The commander will designate an officer in charge (OIC) commissioned officer, warrant officer (WO) or noncommissioned officer (NCO) for each firing point or range to be responsible for the safe conduct of firing and proper use of facilities. A commissioned, warrant or noncommissioned officer may be an OIC or Range Safety Officer (RSO) IAW AR 385-63 and local installation/post regulations.
- d. Persons in charge of, or using ranges, maneuver areas, and training facilities are responsible for compliance with the safety requirements of AR 385-63 and applicable TMs and FMs.
- e. Required personal protective equipment shall be issued and utilized.

#### **8-2. Training With Live Demolitions.**

- a. Procedures for handling and detonating explosives, mines, and firing devices used by troops in training will be IAW AR 385-63.

#### **8-3. Firing Blank Ammunition.**

- a. Live and blank ammunition will not be issued simultaneously to individual troops or crews of combat or combat support vehicles prior to the initiation of a force-on-force training exercise.
- b. Prior to initiating force-on-force training, commanders will ensure that there is no live ammunition on board vehicles or in possession of troops. A reasonable period of time shall be allocated to ensure that no live ammunition remains with soldiers preparing to receive blank munitions for field training.
- c. An OIC/RSO in the rank of E-5 or above is required when using blank ammunition.
- d. Weapons that are firing blank ammunition must have the blank firing adapter affixed to the weapon. This provides clear notice that blanks are in use, and prevents possible projection of particles directly at a soldier during training operations.
- e. Blank ammunition must never be fired directly at anyone who is closer than sixteen (16) feet from the muzzle of the weapon.
- f. Lead (Pb) exposure from blank ammunition fired indoors. Soldiers are subjected to significant lead exposure when firing blanks in confined spaces, such as within the confines of a Military Operations in Urban Terrain (MOUT) building. This exposure is due to primers containing lead styphnate. Monitoring of lead level exposure may be required for soldiers who train repetitively within these facilities. Contact supporting State Medical authority (i.e., State Surgeon) for guidance on lead exposure monitoring and prevention requirements.

#### **8-4. Firing Simulators and Pyrotechnics.**

- a. Procedures for handling simulators and pyrotechnics by troops in training will be IAW AR 385-63 and local installation/post regulations. Before using simulators and pyrotechnics, all personnel will be instructed on their use and safety precautions.
- b. The safe distance between all ground blast simulators and personnel will be a minimum of thirty (30) feet.
- c. The safe distance between all pyrotechnic ground flares and personnel will be a minimum of six (6) feet.
- d. Star clusters and any other rocket propulsion signaling devices will never be pointed in the general direction of personnel or equipment.
- e. Personnel will be specifically instructed to never pickup or handle simulators or pyrotechnic devices, which have misfired.

#### **8-5. Smoke Hand Grenades and Smoke Pots.**

- a. Procedures for handling smoke hand grenades and smoke pots use by troops in training will be IAW AR 385-63 and local installation/post regulations.
  - (1) Hand Smoke Grenades. Personnel must maintain a safe distance of fifty (50) feet from the point of impact. When the safety pin has been removed from a smoke grenade, the pin will not be replaced in an attempt to render the grenade in a safe condition.
  - (2) Smoke Pots. To prevent facial powder burns, the firer must never allow their face to be over the top of the smoke pot while igniting the striker. An area free from ignitable material should be selected for firing to eliminate the possibility of range fires.

**8-6. Small Arms and Machine Guns.**

a. Procedures for conducting and handling small arms and machine gun firing by troops in training will be IAW AR 385-63 and local installation/post regulations.

(1) All personnel and weapons will be thoroughly inspected by range safety personnel after the completion of each firing to assure that live ammunition is not in the possession of unauthorized personnel, and that the weapon has been cleared.

(2) If the tactical nature of a problem is such that troops must move from one firing position to another with loaded weapons, they are to be carried with the muzzle up and down range.

**8-7. Explosives Storage Site Licensing Program.**

a. Purpose. To provide procedures for commanders to request State Explosive Storage Site Licenses for National Guard armories and facilities, and for security operations. This regulation applies to the request for HCD 1.4 small arms ammunition and HCD 1.3 ceremonial ammunition, which do not require a Department of Defense Explosives Safety Board (DDESB) approved site plan or waiver. It applies only to ammunition which will be used for the sole purpose of training, security (mission essential or operationally necessary) and ceremonial activities.

## b. References.

(1) AR 385-10, NGR 385-64, KS SOP 190-11, KS SOP 420-8.

(2) DA Pam 385-64, Ammunition and Explosives Safety Standards.

(3) Memorandum, NGB-AVN, 26 April 2000, Subject: (All States Log Number P00-0025) Army National (ARNG) Safety Program – Ammunition and Explosive Safety Program Policy and Implementation Guidance.

## c. Policy. It is the policy of the Kansas Army National Guard to:

(1) Provide the maximum possible protection to personnel and property from the dangerous effect of accidents involving ammunition and explosives.

(2) Limit exposure to a minimum number of persons, for a minimum amount of time, to the minimum quantity of ammunition and explosives consistent with safe and efficient operations.

(3) Comply with DoD, Army and NGB Ammunition and Explosives Safety Standards.

## d. General information.

(1) All small arms ammunition stored in National Guard armories or facilities must be stored in an approved arms vault. Additionally, it will be stored in some type of locked metal container to allow for additional security and separation of material. The quantity of ammunition stored must not exceed the approved amount that will be authorized on the Explosive Storage Limits and License, NGB Form 385-64-1(T) or NGB Form 385. A copy of the original DA Form 581, (Request or Issue and Turn-In of Ammunition), will be available at the storage site.

(2) Storage of limited quantities of security ammunition can be stored in an approved arms vault/container without a time limit, as long as the requirement exists. When the requirement no longer exists, the ammunition will be turned in within 90 days. The term limited quantities is defined as the minimum amount of ammunition required to accomplish the mission.

(3) Storage of ceremonial ammunition is not considered operationally necessary ammunition. However a limited quantity of HCD 1.3 and 1.4 ceremonial ammunition (e.g., 75 mm blank, 105 mm blank, 7.62 mm blank, 5.56 mm blank, and 10 ga blank) may be stored in an arms room provided no other practical alternative exists. The amount of HCD 1.3 stored shall not exceed the lesser of 100 pounds net explosive weight or one full outer pack of ammunition.

(4) Storage in an ASP shall be used unless such use would adversely impact operations or result in an unnecessary commitment of resources (e.g., require unit personnel to provide 24-hour security or extended travel).

## e. Responsibilities.

## (1) Unit Commander.

(a) Determine if there is a realistic mission requirement for storing training, security or ceremonial ammunition in a National Guard Armory, facility or other location. Storing ammunition for convenience is not authorized.

(b) If there is a real mission requirement, prepare separate memorandums requesting authorization for storage of ammunition. The memorandums will:

(c) Be addressed through command channels to the J3/DOMS, Director of Military Support for training and security loads, and the State Safety Manager (JFHQKS-LC-SSM), for ceremonial ammunition requesting approval. Each level in the chain will review the requirements and recommend approval/ disapproval.

(d) Include a brief description as to why the A&E is necessary.

(e) Identify the proposed location (complete address) for storage of the A&E. for arms rooms, the license shall be specific as to building and room number.

(2) Identify the type, by Department of Defense Ammunition Code (DODAC), and the maximum quantity of the ammunition required.

- (a) Identify the Physical Security Category of the A&E to be stored.
  - (b) Specify the time period that the A&E will be required (training ammunition shall not exceed 7 days per training period, and security and ceremonial ammunition will be turned in within 90 days after the requirement no longer exists).
  - (c) Request, through J3/DOMS (Physical Security Specialist), an inspection of the facility to determine that it meets the physical security requirements for storage of the specified A&E. In most cases this will be Physical Security Category IV. The Physical Security Specialist will complete or have completed a Physical Security Construction Statement for the physical security category of A&E allowed to be stored. A copy of the approved Physical Security Construction Statement (DA Form 4604-R) will be posted in the storage facility and a copy forwarded with the request for approval.
  - (d) Prepare a Risk Assessment (DA Form 7566) for the storage and issue of the specified A&E. The risk assessment will identify the hazards, and steps taken to minimize the hazards (controls). Specify the amount of ammunition and/or explosive by DODAC and period of time for which storage is operationally necessary. Coordinate the Risk Assessment with the Safety Office (JFHQKS-SSM).
  - (e) Staff, approves, and implements a Standing Operating Procedure (SOP) which includes required DOD and DA established safety guidelines and identified hazard controls.
  - (f) The risk assessment, SOP and memorandum of approval from J3/DOMS will be submitted to the State Safety Manager (JFHQKS-SSM) for review and issuance of an Explosive Storage Limits and License.
  - (g) Ensure completed and signed Risk Management Worksheet (DA Form 7566); together with the site license (NGB Form 385-64-1(T) or NGB Form 385) issued by State Safety Manager are posted at the arms room.
  - (h) Ensure all arms room personnel are briefed when first assigned and at least annually thereafter on the ammunition and net explosive weight (NEW) limits.
  - (i) Ensure personnel are adequately trained in the liabilities and hazards of ammunition and explosives relative to their job duties (drivers/supply handlers, MHE operators, etc.).
  - (j) Ensure munitions are stored in their original containers or packaging. (Note: Arms rooms that support guard forces or military police may have only one outer pack of each caliber of small arms ammunition open for use. Ammunition shall not be uploaded into weapon magazines during storage.)
  - (k) Ensure storage is consistent with physical security requirements of AR 190-11 and property accountability requirements of DA Pam 710-2-1. Copy of original DA Form 581 (Issue Document) shall be available at storage site.
  - (l) Maintain separation of training ammunition stocks from mission loads such that distinction is well delineated and the location of the training material is clearly marked.
  - (m) Direct, when available, the use of metal storage containers or cabinets that allow for additional security and separation of material.
  - (n) Maintain amnesty munitions and munitions unsuitable for use in clearly marked areas; stored in appropriate original packaging and markings per DOT requirements. Retrograde these items as soon as possible to the USPFO Warehouse for disposition.
  - (o) Ensure that appropriate fire or chemical hazard symbols are displayed IAW DA Pam 385-64.
  - (p) Ensure that personal protective equipment (leather gloves, safety glasses/goggles, face shields, etc.) are available, serviceable, and those assigned are trained in their use.
  - (q) Ensure that fire extinguishers (10 lb. Or greater multipurpose dry chemical fire extinguisher) are serviceable and appropriate for the quantity/type of material and type of storage structure in use.
  - (r) Ensure the arms room has on file, or access to the following publications: AR 75-1, AR 190-11, NGR 385-64, DA PAM 710-2-1, and DA Pam 385-64.
  - (s) Ensure the operational load authorization document (NGB Form 385-64-1(T) or NGB Form 385) will be reviewed and staffed annually to assure the requirements remain the same.
- (3) Safety Office (JFHQKS-SSM).
- (a) Coordinates review of Explosives Storage Limits and License (NGB Form 385-64-1-1(T) or NGB Form 385) request with J3/DOMS, Directorate of Facilities and Engineering, Directorate of Logistics and the Quality Assurance Specialist Ammunition Surveillance (QASAS) when required.
  - (b) Certify that explosive limits identified on NGB Form 385-64-(T) or NGB Form 385 is per this regulation, DA Pam 385-64 and DA Safety Policies governing the storage of ammunition.
  - (c) Review associated risk assessment for accuracy and justification.
  - (d) Verify that residual risks are accepted at an authorized level (appropriately endorsed/signed Risk Assessment).
  - (e) On NGB Form 385-64-1(T) or NGB Form 385 enter any special conditions or restrictions in block 10a, assign license number in block 4 and sign in block 14; which certifies the license.

(f) Return license (completed NGB Form 385-64-1(T) or NGB Form 385), SOP and completed Risk Management Worksheet to commander of facility for implementation and use.

(g) For arms rooms, the license shall be specific as to building and room number, the Department of Defense Ammunition Code (DODAC) and quantity of ammunition being approved and whether time restrictions apply.

(h) QASAS shall be contacted by the State Safety Manager for assistance with preparation/review of NGB Form 385-64-1(T) or NGB Form 385 when required.

(i) Arms room used for storage of HCD 1.3 ceremonial ammunition storage shall be approved in writing by the State Safety Manager.

(j) Any National Guard storage area or facility that does not meet explosives safety standards of NGR 385-64, shall not be licensed unless it has a current explosives site waiver, exemption or was constructed with an approved Certificate of Compelling Reason (CCR). Facilities that are not controlled by the National Guard will require inspection and written approval for storage of ammunition by J3/DOMS (Physical Security Specialist).

(k) Unit arms rooms usually do not require DDESB site plans. The State Safety Manager shall license storage of limited quantities of small arms ammunition (HCD 1.3 and HCD 1.4) for security or ceremonial loads.

(l) Explosives Site Licenses (NGB Form 385-64-1(T) or NGB Form 385) shall be posted at the entrance to (or within) an explosives storage area in such a manner as to be visible to any official desiring to determine what materials are authorized for storage and in what amounts.

(m) The State Safety Office representative shall certify by signature and control number each NGB Form 385-64-1(T) or NGB Form 385. Original copy shall be posted at storage location and one copy kept on file. A database shall be updated with the following;

1. License number.
2. Certifier.
3. Date of issue.
4. Date rescinded.
5. Latest review date of site license
6. Date of the DDESB site approval (if required – not applicable for sites storing munitions in arms rooms for training, security or ceremonial functions).
7. The expiration date of any approved explosives site waiver or exemption (attach a copy of the waiver or exemption with the license) when required.
8. Accountable officer/NCO for the site, to include phone number.

f. Requests for license renewal or cancellation.

(1) Commanders must request a new Explosive Storage Limits and License (NGB Form 385-64-1(T) or NGB Form 385) when there is a change in the mission and when a new commander is assigned.

(2) Ammunition storage licenses must be cancelled, in writing, when the mission requirement for ammunition storage no longer exists. Units will notify in writing/e-mail to the J3/DOMS (Physical Security Specialist), and to JFHQKS-SSM when contingency ammunition has been turned in or hand receipted to another unit at a different location.

## **Chapter 9 Convoy Operations**

### **9-1. References.**

FM 55-30.  
FM 4-01.011  
AR 600-55.  
FM 4-01.45  
NGR 385-10

### **9-2. General.**

a. Kansas Army National Guard convoy and convoy procedures, as outlined in above references, will be strictly adhered to.

b. It is the policy of the Kansas Army National Guard that the transport of personnel in the back of tactical and cargo vehicles is prohibited.

c. Transportation of personnel in the back of tactical and cargo vehicles is classified as a "High" to "Extreme High" risk in accordance with FM 5-19 due to the increased risk to personnel (e.g., exposure and severity in the event that an accident occurs). As such, this practice is unacceptable in a training environment.

d. Use of the cargo beds or platforms in 2 ½ ton trucks, 5 ton trucks and other tactical vehicles to move soldiers historically has resulted in a significant increase in the deaths of soldiers when mishaps occur. Soldiers are our most precious resource and every effort practical must be exercised to safeguard them.

e. Procedures to requests exception to ATAG Policy #5 which addresses the transporting of troops in the backs of tactical vehicles. The majority of these requests have involved transporting troops on public roadways. These requests will continue to be directed to the Commander, Kansas Army National Guard through the J3/G3, Director Plans Operations and Training, with the approval remaining at the General Officer level. All such requests will include a detailed risk assessment properly completed on the Risk Management Worksheet (DA Form 7566).

f. Requests for exception to ATAG Policy #5 that involve transporting of troops in a tactical environment only for the completion of properly authorized training will be directed to the Major Subordinate Command (MSC) Commander's. The approval for these requests may be granted by the MSC Commander after a thorough validation of the training to be conducted and the mission being executed with an evaluation of the Risk Management process applied to the activity. Such requests will include a properly prepared, detailed risk assessment on the Risk Management Worksheet as an enclosure to the request. All risk assessments that result in a residual risk in the Extreme High Category will be forwarded to the Commander, Kansas Army National Guard for approval.

g. MSC Commander's will ensure that as a minimum the following issues are addressed in the Risk Management Worksheets (DA Form 7566) that accompany the request for exception to ATAG Policy #5:

(1) MSC Commander's will ensure that safe movement of personnel will comply with AR 385-10, Paragraph 11-5 and NGR 385-10, Paragraph 15-6.

(a) The specific type of vehicles to be used along with the configuration of the vehicle regarding troop fixed seating, safety straps, side rails and cargo security. Ensure that PMCS is performed before each mission with special emphasis on correct tire inflation and inspection to validate that no recap tires are used on vehicles transporting troops.

(b) The route of travel will be addressed with specific attention to tactical terrain, type and condition of roadway or trail to include any loose material, slope and size of roadway and shoulders, width of roadway to assist in action to pass oncoming tactical vehicles and actions of drivers in the event of unexpected obstructions. Maximum speed will be restricted to 20 mph on smooth surface roads with speed limits reduced for rough or uneven terrain or when road surface is wet or slippery.

(c) Specific control measures will be listed indicating actions to be taken in the event of inclement weather that will impact road conditions and or troop comfort. Any event or condition that alters the original mission parameters will require a new risk assessment implementing control measures to address the unexpected condition, with mission continuation approval granted at the appropriate level. The evaluation will address the individual soldier equipment and any additional equipment being transported with the soldiers.

(2) A request for exception to policy will be specific to the unit, its particular mission and training event, and shall describe exactly the number and type of vehicles and number of soldiers to be transported in each vehicle. If different vehicles have different destinations, this will also be explained with the various routes described and the assessment of hazards accomplished for each route.

(3) MSC Commander's will be responsible for all decisions regarding the approval of exceptions to ATAG Policy #5 when operating in a tactical only environment.

(4) When mission support or other circumstances dictate transporting personnel in the back of cargo or tactical vehicles in a non-tactical environment the requirements will remain the same except for the routing of request will be as follows:

(a) MSC Commander's will forward approved request (that have met requirements listed in tactical only environment) with attached DA Form 7566 for state active duty missions through the Joint Operations Center (JOC) to the J3/G3, with approval remaining at the General Officer level.

(b) MSC Commander's will forward approved request (that have met requirements listed in tactical only environment) with attached DA Form 7566 for all other missions that dictate an exception to policy to the J3/G3, with approval remaining at the General Officer level.

**9-3. Head Protection.**

a. Kevlar helmet, Combat Vehicle Crewmember or flight helmet as appropriate shall be worn by all ARNG operators and occupants of Army Tactical Vehicles in the field. KSARNG Soldiers will comply with Active Army/Air Force head protection requirements while operating Army Tactical Vehicles on Active Army/Air Force bases. Company, battery, or troop commanders will have the authority to prescribe the headgear required in Army Tactical Vehicles when not in a field environment.

## Chapter 10 Unit Training

### 10-1. General.

a. An intense training environment stresses soldiers and equipment, creating a high potential for accidents. The potential for accidents can increase as training realism increases, thereby posing a serious drain on mission assets. Commanders will establish Standard Operating Procedures (SOP's) that address safe practices and procedures for unit training and review annually. Commanders should evaluate the risk in training operations and minimize by following the guidelines in FM 5-19. A summary of policies and procedures to improve the effectiveness and safety of all operations during Annual Training (AT) and Field Training Exercises (FTX) is contained in this chapter.

### 10-2. AT and FTX Safety Instructions Summary.

a. Annual "Safe Guard" Training Program. Prior to each AT period, all KSARNG soldiers are to view the Annual ARNG "Safe-Guard" training program and receive ARNG safety promotional materials when provided from NGB.

b. Unit Movement and Convoy Operations. Convoy operations are to be conducted IAW AR 385-10/NGR 385-10/KNGR 385-10.

c. POL Operations. Ensure that POL operations and storage will be conducted IAW FM 10-67-1.

d. Range Operations. Range operations will be conducted IAW AR 385-63 and installation/post regulations.

e. Ammunition and Explosive Safety. Ammunition and explosive operations will be conducted IAW AR 385-10.

f. Driver Selection, Testing and Licensing. Individuals who operate government-owned motor vehicles and equipment are selected, tested, trained and licensed in accordance with AR 600-55.

g. Prevention of Motor Vehicle Accidents. Procedures for the safe operation of Army motor vehicles (AMV), combat vehicles, material-handling equipment and privately owned vehicles (POV), are to be conducted IAW AR 385-10/NGR 385-10.

(1) All personnel required to operate Army motor vehicles are to be given instruction in accident avoidance IAW AR 600-55.

(2) Drivers are to perform Preventive Maintenance Checks and Services (PMCS) before vehicles are dispatched IAW AR 385-10/NGR 385-10.

h. Safety Restraints. KSARNG military and civilian personnel, including visitors, will utilize all available safety restraint systems, including lap belts, shoulder harness, while operating or riding as a passenger in any wheeled vehicle owned, rented or leased by the Federal or State Government, or while traveling on government business.

i. Ground Guides. Ground guides are to be utilized and is required anytime vehicle movement dictates. Dismount points for vehicles will be marked and utilized for all non-stationary vehicles. Dismount points are to be located away from sleeping areas.

j. Night Vision Goggles (NVG) and Army Motor Vehicle (AMV) Operations. Due to the severe visibility restrictions imposed by the NVG, they will not be worn while operating a vehicle, except in a controlled area specifically established by the unit as NVG Training Site. (Note: During NVG operations, the field of vision is reduced to 2/40 when wearing the NVG-AN-PVS 7 and reduced to 2/50 when wearing the AN-PVS 5.)

(1) Personnel are to be familiar with AR 600-55 for information for all NVG users.

(2) Specific controlled NVG training/familiarization areas must be established for safely familiarizing drivers with the conditions encountered when operating vehicles using the Night Vision Goggles.

(a) Familiarization of the NVG training site should include a range estimation course, as well as a walking course to allow troops to gain confidence and learn the limitations of the NVG.

(b) Operators must drive the controlled course without the NVG, to become familiar with the course, per host installation procedures.

(c) NVG familiarization training exercises will take place in no less than 18% (quarter moon) illumination. Data at, [http://aa.usno.navy.mil/data/docs/RS\\_OneDay.html](http://aa.usno.navy.mil/data/docs/RS_OneDay.html)

(d) Blackout lights, dash and internal lights will be off during NVG operations.

(e) Each operator must be accompanied by an experienced and trained evaluator, wearing NVG, to ensure positive control over the vehicle.

(f) NVG will not be worn over protective clothing and equipment.

k. Protective Clothing and Equipment. Selection, issue and use of authorized protective clothing and equipment IAW AR 385-10.

l. Noise Hazardous Operations. Hearing protection is required in all noise hazardous areas.

m. KSARNG Tactical/Non-Tactical Operations. Tactical/Non-Tactical operations must be conducted IAW AR 385-10, NGR 385-10 and this regulation. Commanders will ensure:

- (1) POL storage, field motor pools, and parking areas are marked by appropriate engineering tape and/or flagged stakes.
- (2) Precautions are taken to prevent the cutting and/or contact of communications and electrical wires by vehicles and individuals.
- (3) All communication, electrical wires, engineering tape and flagged stakes, etc., installed for AT operations are properly recovered.
- (4) Proper use of blanks and pyrotechnics IAW AR 385-10/NGR 385-10, AR 385-63 and local installation/post policy.
- (5) Safe tactical vehicle operations are conducted IAW AR 385-10/NGR 385-10.
- (6) Reconnaissance of all training areas prior to their use.
- (7) Authorization and utilization of designated sleeping/bivouac areas. Designated sleeping areas will be utilized by all personnel. Sleeping areas will be marked with materials/lights that are distinguishable at night. Units will have a sleep plan to identify Soldier location posted in the TOC/operations center.
- (8) All AMV will be chocked when not in operation and IAW AR 385-10. This includes "military style" NTV's.
- (9) Restriction of military training to authorized military property/training areas.

n. Accident/Injury/Illness Reporting. All accidents will be reported IAW AR 385-10, NGR 385-10 and this regulation.

o. Cold Weather and Heat Injury Prevention. Commanders, medical personnel and Safety Officers/NCOs shall be knowledgeable in the recognition, prevention and treatment of cold weather and heat stress injuries. Commanders will ensure all unit members receive training and follow the procedures for these items.

p. Nuclear, Biological, Chemical (NBC) Warfare Training. Use of smoke in training requires special consideration. The following precautions, apply to all smoke training, including hydrochlorothan (HC), white phosphorus (WP), plasticized white phosphorus and fog oil, red phosphorus, colored smoke, and diesel smoke:

- (1) Personnel will carry his/her protective mask when participating in exercises which include the use of smoke.
- (2) Personnel will mask under the following conditions:
  - (a) Before exposure to any concentration of smoke produced by M8 White Smoke Grenades, smoke pots (HC), or metallic obscurants.
  - (b) When passing through or operating in dense smoke (visibility less than 50 meters) such as smoke blankets or curtains.
  - (c) When operating in or passing through a smoke haze (visibility greater than 50 meters) and the duration of exposure will exceed four (4) hours.
  - (d) Anytime exposure to smoke produces breathing difficulty, eye irritation or discomfort. (Such effects in one individual will serve as a signal for all similarly exposed personnel to mask.)
  - (e) When using smoke during Military Operations in Urban Terrain (MOUT) training in enclosed spaces. (The protective mask is not effective in oxygen deficient atmospheres. Care must be taken not to enter confined spaces where oxygen may have been displaced).
  - (f) Smoke generator personnel will mask when it is impossible to stay upwind of the smoke.
- (3) Special care must be taken when using Hydrochlorothan (HC) smoke to ensure that appropriate protection is provided to all personnel who are likely to be exposed. Troops exposed to smoke should reduce skin exposure to a minimum. Showering and the laundering of clothing following exercise will eliminate the risk of skin irritation following exposure to HC smoke.

(4) When planning for the use of HC smoke in training, specific considerations must be given to weather conditions and the potential downwind effects of the smoke. Positive controls (observation points, control points, communications) must be established to prevent exposure of unprotected individuals.

q. Mission Oriented Protective Posture (MOPP) Training. Personnel in MOPP gear should use extreme caution near open flame or extreme heat due to the highly combustible materials contained in the suit. This precaution applies to cooking, welding, firefighting, flame-thrower operations, and similar heat and flame related tasks. The following safety standards will be adhered to:

- (1) Water Operations. To reduce the risk of accidental drowning, personnel engaged in tactical water operations will not wear MOPP gear of any kind.
- (2) MOPP Range Operations. Personnel may perform live fire of weapons while wearing MOPP gear, including donning of the protective mask and hood, provided that marksmanship tasks and standards specify that weapons must be fired under these conditions. Range safety precautions will be strictly enforced IAW AR 385-63 and local installation/post regulations.
- (3) MOPP Vehicle/Equipment Operations.

(a) Use of MOPP during vehicle/equipment operation requires the following:

1. Drivers are not to exceed MOPP Level II when operating vehicles or equipment outside a controlled training/familiarization area. Under conditions where a vehicle or equipment driver must be masked, all other components of MOPP gear may be worn.

2. Drivers will wear the Green Vinyl Overshoes (Green Wet Weather Boots) in place of the Chemical Protective Footwear Cover (Black MOPP Boots).

3. Personnel who wear protective eyeglasses or contact lenses will not attempt to operate vehicles and equipment, or fire weapons, while wearing the protective mask, unless the mask is fitted with optical (prescription) inserts.

(Note: Contact lenses will not be worn with protective masks.)

4. Moving vehicles will not be exposed to live chemical agents (e.g. CS, etc.).

(b) Commanders are to establish specific controlled driver training/familiarization areas for the purpose of safely familiarizing drivers with conditions encountered when operating their vehicles in a protective mask.

1. Vehicle familiarization training exercise in a protective mask will be conducted in a controlled area specifically established by the unit as a vehicle/equipment training and familiarization site.

2. Vehicle training/familiarization exercises in a protective mask are to be conducted in a controlled area with each vehicle operator/driver accompanied by an unmasked safety NCO/assistant driver.

3. Specific controlled driver training/familiarization areas will not be established in cantonment areas and similar built-up locations, i.e., housing areas, ammunition storage areas, and recreation areas.

r. Water Safety. Commanders will establish policies and procedures for preventing water-related accidents within their command IAW AR 385-10. Adequate flotation devices and rescue capabilities must be readily available for all military training exercises, as well as recreational activities, in and near water.

(1) Planning factors, publications relating to water safety and the minimum safety standards for stream crossings are contained in AR 385-10.

(2) Persons exposed to water hazards will be issued US Coast Guard and/or US Army approved personal flotation devices (PFDs). Individuals will be taught to swim, or as a minimum, instructed in deep-water survival.

s. Treatment of Cold Water Drowning/Accidents.

(1) Definition of Cold Water. Cold water is defined as water that is 70 degrees F. or less.

(2) Cold Water Drowning. Leaders must ensure soldiers are aware that **“DROWNING VICTIMS MAY BE SUBMERGED IN “COLD WATER” FOR UP TO AN HOUR AND SURVIVE IF PROPER TREATMENT IS IMMEDIATELY INITIATED”. CARDIOPULMONARY RESUSCITATION (CPR) MUST BE IMMEDIATELY ADMINISTERED AND CONTINUED UNINTERRUPTED EVEN THROUGH THE VICTIM MAY APPEAR DEAD!**

t. Alcohol and Drug Abuse Prevention and Control. Commanders are responsible for an effective unit alcohol and substance abuse prevention program.

(1) Alcohol consumption is prohibited during all training and scheduled duty hours. In tactical field environments, personnel are considered “on duty” 24 hours a day, **NO POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS ALLOWED.**

(2) AMV drivers and equipment operators will not consume intoxicating beverages during the 8 hours prior to scheduled duty or during their normal duty shift.

(3) Illicit drug use is prohibited at all times.

(4) All KSARNG personnel should support the policy **“NEVER DRINK AND DRIVE, NOR ALLOW OTHERS TO DRINK AND DRIVE”.**

(5) Positive action will be taken by leaders to control consumption at organized social functions.

(a) Alcoholic beverages at organized social functions will not be glamorized with such events as drinking contests, awarding alcoholic beverages as prizes, initiations, or “beer busts”.

(b) Non-alcoholic beverages will be readily available for individuals who choose not to drink alcoholic beverages.

u. Countermeasures for Fatigue Stress. Commanders will ensure that soldiers recognize the dynamics of fatigue stress. Fatigue stress can affect the unit’s ability to accomplish the mission safely.

(1) Fatigue is a factor contributing to injury; mental weariness can cause apathy and lead to neglect of acts vital to survival. The human body must have sleep to function properly.

(a) The effects of fatigue will influence situations where a high degree of skill is necessary, and where there is little margin for error.

(b) Accumulated sleep loss will produce fatigue, which can result in decreased coordination, narrow attention span, and acceptance of a lower standard of performance.

(2) Commanders will designate a sleeping area away from vehicle traffic. The designated area should be free from excessive heat, cold, noise, vibrations, and other disturbances to the greatest extent possible.

(3) Commanders will ensure that soldiers know they are expected to take advantage of rest periods.

(4) Leaders will set the "example".

(5) Commanders will become familiar with the symptoms of fatigue and plan rest periods into all training exercises. The following are symptoms and results of fatigue:

#### **SYMPTOMS OF FATIGUE**

- \* Physical exhaustion
- \* Increased reliance on coffee
- \* Tenseness of body muscles:  
stiff neck; tremors
- \* Vague headaches
- \* Frequent sighing
- \* Uncertainty
- \* Lack of group interest/judgment
- \* Loss of appetite
- \* Decrease in personal hygiene
- \* Social withdrawal, resentment  
towards others
- \* Diminished attention span
- \* Vague visual or auditory disturbances, vague chest pains, difficulty breathing

#### **RESULTS OF FATIGUE**

- \* Increased effort to carry out work assignments
- \* Unawareness of errors
- \* Error accumulation
- \* Confusion
- \* Forgetfulness
- \* Inability to concentrate
- \* Difficulty following instructions
- \* Deterioration of boredom, loss of motivation
- \* Acceptance of unnecessary risks
- \* Lower performance standards
- \* Tendency towards carelessness
- \* Tendency to doze

v. Severe Weather Safety. Severe weather advisories should be issued and disseminated as they occur (i.e., spot reports). Upon notification, commanders should begin preparations for the protection of troops and equipment.

(1) Thunderstorm Warnings. Thunderstorm warnings will be issued when a storm with potentially dangerous lightning is approaching.

- (a) Notify personnel to take cover.
- (b) All communications, both radio and landline, will cease until the lightning storm passes the area.
- (c) Lower all radio antennas (i.e., 292s, etc.).

(2) Thunderstorms. During thunderstorms, personnel are to observe the following rules:

- (a) Avoid hilltops, open fields, beaches or isolated trees.
- (b) Spread out maintaining several feet of distance between individuals.
- (c) Get out of, and away from, open water.
- (d) In a forest, seek shelter in a low area under a thick growth of small trees.
- (e) In the open, get down in low areas, away from trees.
- (f) Put down, and get away from metal equipment; remove MILES harness.
- (g) Crouch with feet apart keeping a low profile; do not lie flat on the ground during a thunderstorm.

(3) Tornado **WATCH**. During a Tornado **WATCH**, commanders should dispatch a vehicle with radio communications to a high point of ground with a view of the south, west, and southwest skies. Any person sighting a funnel cloud should sound the alarm.

(4) Tornado **WARNING**. A Tornado **WARNING** is issued when a funnel cloud has been sighted in an area. When a Tornado **WARNING** is issued, sound an alarm for personnel to take cover. Often, a severe thunderstorm is the only advanced notice of an approaching Tornado.

- (a) Evacuate personnel from all vehicles.
- (b) Soldiers are to lie flat in a ditch or depression and hold onto something secure.
- (c) Avoid areas with glass and small objects.

w. Antenna Safety. Safety requirements DA TB 453-019 (Safety Measures to be Observed When Installing, and Using Whip Antennas, Field-type Masts, Towers, Antennas, and Metal Poles that are used with Communication, Radar, and Direction Finder Equipment) are mandatory.

(1) Vehicle radio antennas will be tied down when operating on public roads or in the cantonment area. Tips will not be less than 7 feet off the ground.

(2) Safety end caps will be attached to all antennas.

(3) OE-254/RC-292 Antenna Family Safety. All commanders utilizing these antennas must comply with the following:

(a) Follow the procedures outlined in TM II-5985-357-13.

(b) All personnel involved with the task of assembling or disassembling the antenna system must wear protective eyewear, helmets and gloves.

(c) Install element tip protectors or other suitable tip caps such as, tennis balls, rubber tubing, etc.) over the tip ends.

- (d) Modification of the mast sections is unauthorized (i.e., do not use camouflage poles, etc., as antenna masts in lieu of the OE-254 mast sections).
- (e) Do not raise antenna past its' maximum safe height.
- (f) Do not place an individual under the antenna during the erection process. Use the one-man method of lifting the antenna group, following the procedures outlined in the appropriate FM.
- (g) Place the notches on the backside of the antenna during erection to reduce stress at the joints.
- (h) Inspect all antenna mast sections for "through" cracks around the notch before and after erection. All mast sections with "through" cracks of .25 inches or more will be deadlined.
- (i) To reduce the stress placed on the antenna during erection use a gin pole or other suitable device to lift the antenna feed cone with the elements off the ground.
- x. Recreation Safety: All KSARNG commanders/supervisors must place safety and accident prevention first when their personnel participate in various forms of recreation/sports. Serious injuries do occur to soldiers because of the lack of preparation when engaging in recreational activity. Some tips that should be included in recreational procedures are:
  - (1) Water Safety: Identify personnel that do not swim, caution personnel to swim in authorized areas, remember that alcohol and swimming do not mix, and use proper boating and flotation devices.
  - (2) Sports: Ensure playing fields are free of obstacles, keep your playing field clear of non-players, use protective equipment as necessary, SUPERVISE/REFEREE games. Do not allow combat rules to prevail.
  - (3) Exercise: Always warm-up prior to your exercise program, and remember to use cool-down after you exercise. Choose areas that are either designated for run/walk or allow for minimum traffic, wear bright clothing or use reflective vests.
  - (4) Organized unit Physical Training (PT) will be conducted IAW FM 21-20 and AR 350-1.

## **Chapter 11 Protective Clothing and Equipment**

### **11-1. General.**

- a. Commanders/supervisors are responsible for the proper selection, acquisition, issuance and use of authorized protective clothing and equipment (PCE) AR 385-10, NGR 385-10.
- b. The purchase and maintenance of special and safety clothing and equipment for the protection of personnel in assigned tasks is authorized by DODI 6055.1 and DODI 6055.2. When required, PCE will be furnished at no cost to KSARNG military or civilian personnel.
- c. All visitors and transients will be required to comply with PCE requirements of the work location. The host commander/supervisor will inform them of the requirements and provide them with the proper PCE for the hazard.
- d. The commander/supervisor may authorize the wearing of protective/reflective outer garments with uniforms when safety considerations make it appropriate.
- e. The commander/supervisor may require the wearing of organizational protective or reflective items or other occupational health or safety equipment with the uniform when safety considerations make it appropriate. These items will be furnished at no cost to the individual.

### **11-2. Responsibilities.**

- a. The prescribed use of PCE will be complied with. In the case of noncompliance, necessary corrective action, as appropriate, is to be initiated. Commanders/supervisors at all levels will ensure compliance.
- b. Prior to the selection of PCE, all local workplace hazards, hazardous material safety data sheets (MSDS) and operating procedures are properly evaluated IAW KSARNG Hazard Communications Program.
- c. Issued PCE conforms to OSHA, National Institute for Occupational Safety and Health (NIOSH) and other national standard requirements.
- d. PCE is selected and inspected for proper fit and operation at the time of issue to the employee by properly trained personnel.
- e. The local PCE maintenance program includes proper cleaning and disinfecting of PCE, replacing unserviceable parts, periodic inspections by qualified persons, and proper storage to protect against environmental conditions that might contaminate the PCE or lessen its effectiveness.
- f. Standard Operating Procedures (SOPs) and job descriptions will include any exposure restrictions or PCE requirements.

### **11-3. Safety Footwear.**

- a. All KSARNG military and civilian personnel exposed to industrial foot hazards peculiar to their occupational specialty will be furnished safety footwear at government expense.
- b. Issuance of Safety Footwear. Safety footwear will be issued according to CTA 50-900 and AR 40-61 to military and civilian personnel as recoverable property.
  - (1) Records of issuance of safety footwear will be maintained IAW AR 385-10.
  - (2) Safety footwear must meet the American National Standard for Safety-toe Footwear, Z41-1-1967 standards.
  - (3) Commercial design safety footwear must conform to the style and military appearance of standard organizational footwear authorized in AR 670-1.
  - (4) Safety footwear IAW CTA 50-900 authorizes two (2) pair of boots for full time workforce.
- b. Requisition for protective footwear should be through normal supply activity to the USP&FO for Kansas, there is no need for State Safety Office approval.

### **11-4. Safety Non-Prescription (BLPS) and Prescription Eyewear.**

- a. Selection of protective eyewear shall be IAW TB MED 506. Procurement of safety eyewear will be IAW AR 385-10.

### **11-5. Hearing Protection.**

- a. Selection and use of hearing protection devices will be IAW DA PAM 40-501.

## **Chapter 12**

### **Reserve Component Automation System (RCAS-SOH)**

#### **12-1. Reserve Component Automation System (RCAS-SOH).**

a. General. The RCAS-SOH program is an automated information management system that provides the capability to administer, manage, and more effectively mobilize the ARNG. The SOH is one of the functional areas supported by RCAS. The SOH is an application designed for all levels of command, SOH users, including: Safety Officers, NCOs and Technicians, Accident Investigators, Supervisors, Unit Administrators, and Commanders.

b. Policy. The RCAS-SOH is an automated system designed to collect, record and report data on safety matters. This is the authorized system for use within the ARNG. States are required to send Headquarter reports on accidents, inspections, hazards, awards, system defects and training based on information generated and captured in this system.

c. Functionality. The RCAS-SOH provides users with capability to maintain information on ground and aviation accidents, hazards, inspections, training, radioactive inventory, awards, and safety orders. Specifically, it provides the capability for the analysis of hazards and the identification of system defects. Significant functionality includes:

(1) Ground and Aviation Accident Investigation and Reporting. Generates abbreviated ground accident report forms and abbreviated aviation accident report forms.

(2) Hazards Identification and Abatement. Records unsafe acts and conditions, regulatory information, contributing factors and abatement plans.

(3) Safety and Occupational Health Inspection Scheduling and Management. Schedules and records various types of inspections to include OSHA and Standard Army SOH Inspections as well as personnel associated with the inspection.

(4) Systems Defect Management. Targets root causes of similar hazards with countermeasures and implementation plans to prevent accidents.

(5) Training. Users can maintain information on safety and occupational health training, including recommended course requirements for individuals and class scheduling and make up.

(6) Radioactive Inventory. Records specific type and quantity of radioactive items in unit.

(7) Awards. Records unit/individual awards and manages the safety award program.

(8) Safety Orders. Records individuals on safety orders, date of order, and related training.

d. Integrated Data Viewer (IDV-SOH). The IDV provides Commanders and unit administrators with access to an integrated view of hazard, injury and accident information up and down the command echelon and across functional areas. The IDV-SOH uses data from the SOH application and allows quick and efficient access for organizations and subordinate organizations. The IDV-SOH allows the user to generate a composite view of the data, in both tabular and graphical reports.

**Appendix A  
Accident Phone-In Checklist**

IN THE EVENT AN ACCIDENT IS CALLED IN COMPLETE THE FOLLOWING CHECKLIST

UNIT/DET/FACILITY:

\_\_\_\_\_

NAME AND RANK:

LAST: \_\_\_\_\_

FIRST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MIDDLE: \_\_\_\_\_

RANK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

INJURIES: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE/TIME REPORTED: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

POINT OF CONTACT PHONE NUMBER: \_\_\_\_\_

MILITARY EQUIPMENT INVOLVED: \_\_\_\_\_

DAMAGE TO MILITARY PROPERTY: \_\_\_\_\_

CIVILIAN PROPERTY INVOLVED: \_\_\_\_\_

CIVILIAN PROPERTY DAMAGE: \_\_\_\_\_

NUMBER OF ARNG PERSONNEL INVOLVED: \_\_\_\_\_

NAMES OF CIVILIANS INVOLVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAMES OF CIVILIANS INJURED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF FATALITIES: \_\_\_\_\_

SUMMARY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF THE ACCIDENT INVOLVES A FATALITY, SEVERE INJURY OR PROPERTY DAMAGE IN EXCESS OF \$50,000.00 CONTACT CW3 MARVIN E. TERHUNE (SSM) AT (785) 861-3876, Cell: (785) 224-7443 DURING NORMAL DUTY HOURS OR (785) 836-7438 DURING NON-DUTY HOURS. IF YOU ARE UNABLE TO REACH CW3 TERHUNE CALL MSG JEFFREY ARNOLD (SSS) AT (785) 861-3879, Cell: (785) 806-3495.

JFHQ-JOC: (785) 274-1117/1128 DSN: 720-8117/8128  
COS: (785) 274-1011

## **Appendix B**

### **Unit Briefing**

#### **Prevention Of Heat Injuries**

##### **1. Overview.**

a. Heat injuries happening to soldiers during summer annual training (AT) have become so prevalent they are the number one source of accidental training interruption. In most cases, the heat injury patient is either taken away or put on light duty for 1 to 3 days. Since this means a 20 percent loss in that the service member's time for collective training and since units may have several heat casualties at the same time, the success of the unit's mission can be in danger. This briefing will inform and educate you as to the seriousness of heat injury and how you may avoid becoming a victim yourself.

##### **2. What Is Heat Injury.**

a. We, as human beings, are called "homiotherms". This means we must keep our body temperature within a narrow range to remain healthy and efficient. Heat is produced in our body's deep tissues and muscles. Blood flows continuously throughout the body to the skin where heat is released to the atmosphere. When we produce too much heat (work the muscles), we sweat. The sweat evaporates from the skin into the surrounding air and cools the body. However, when the humidity is too high it becomes harder to evaporate our sweat and our body temperature rises. This causes our heart and circulatory system to send blood flow to the skin diverting it from our deep tissues and muscles. If this goes unchecked for too long, our temperature regulating mechanism begins to break down and a number of disorders, which we will discuss, begin to occur.

##### **3. Heat Injuries Are Dangerous and Sometimes Can Kill You.**

a. Nearly every year one or more soldiers die from heat stroke, with thousands of others suffering different stages of heat sickness. Usually, needed preventive measures were not taken.

##### **4. Predisposition.**

a. There are certain people who have a tendency or predisposition to be affected by heat. They become sick much faster than others. These people are:

- (1) Those not used to the heat.
- (2) Those who have been consuming alcoholic drinks.
- (3) Those overweight.
- (4) Those in poor physical shape.
- (5) Those over 50-years old.
- (6) Those on drugs which don't let you sweat.
- (7) Those who are tired.

b. Lets briefly discuss some of these:

(1) Alcohol. If you have been drinking within 24 hours of being in excessive heat, you are in danger of suffering from heat injury. Alcohol in the body causes it to become dehydrated or loose water. A dehydrated individual is liable to suffer from heat injury. Alcohol robs the body of fluids; therefore water is a better thirst quencher than beer.

(2) Overweight (fat). People who are overweight have a harder time coping with heat stress than those who are thin. Overweight people have a smaller skin surface area which keeps which keeps body heat more easily. Heat production increases as body weight increases. All in all, it becomes much harder to get rid of this extra heat to the atmosphere.

(3) Older service members. Older people don't make up for the heat loss as well as younger troops. The body delays sweating and when it does start, it is at a slower rate. This means greater heat storage when you're active and, of course, incurs the problems that come from this buildup of heat.

##### **5. Types Of Heat Injuries.**

a. Now that we have discussed what causes heat injuries, let's list and explain the different types. There are six types in all:

- (1) Heat Stroke, the deadly one.
- (2) Heat Exhaustion.
- (3) Heat Cramps.
- (4) Heat Syncope (pronounced sing-co-pee).
- (5) Heat Rash.
- (6) Sunburn.

b. We will discuss five of them:

(1) Heat Stroke. Heat stroke is a breakdown of body temperature control. This is when most of the hot blood has been sent to the skin to be cooled. For reasons of humidity, too much clothing, etc., the body can't get rid of the heat. The temperature control mechanism breaks down and the victim goes into shock. Signs of this serious illness are: rapid pulse, unconsciousness, convulsions, hot and dry skin, or the individual may be conscious but not know where he is.

(2) Heat Exhaustion. Heat exhaustion is exactly that; not being able to continue working in the heat. This usually comes from cramps, the skin feels wet and clammy and the victim may even be faint. If a soldier complains of being very tired, it's a good sign he is suffering from heat exhaustion.

(3) Heat Cramps. Heat cramps are painful squeezing (contractions) of the muscles of the arms, legs, stomach or back. They are usually caused by losing salt from sweating.

(4) Heat Syncope. Almost every soldier has seen this at one time or another. Usually, you will see this when a soldier has stood in formation for a while and suddenly faints. By standing still for a long time, the blood builds up in the legs and outer blood vessels of the body thus reducing blood flow back to the heart and brain. It looks worse than it really is and the victim will soon be alright.

(5) Heat Rash. Heat rash, also known as prickly heat, comes from plugging of the openings of the sweat ducts which causes inflammation of the sweat glands. It usually shows up as small, red, raised blisters in the affected area.

## 6. Treatment.

a. Heat Stroke. You don't have much time with this kind of heat injury since it can come on in a matter of minutes. You must lower the victim's body temperature any way you can as quickly as possible. Put the victim in iced water, a stream, a pond, etc., but if you can't take the victim to water, bring the water to him. Strip him of his clothes and pour any cool liquid you have over the body while you fan him. Then get him to medical help as quickly as possible.

b. Heat Cramps. Move this victim to a shaded area and have him drink lots of water.

c. Heat Syncope and Heat Rash. Neither of these disorders requires medical help unless the heat rash is over most of the body. For the syncope victim, simply lay him down in a shaded area and he should recover shortly. With heat rash the victim needs to be taken to a cool area where he can allow his skin to dry out. Again, a bad heat rash or areas that have become infected should be medically treated.

## 7. Prevention.

a. There are many steps that can be taken to prevent heat injuries during training. We must first make sure there are no reasons for people to get sick in the heat. Secondly, we can give the body the water, salt and rest in needs. We can notice the symptoms just discussed and stop the heat injuries from becoming serious.

## 8. Acclimation.

a. Lack of acclimatization (getting used to heat) is a major reason for heat injury. Doctors recommend a two week conditioning period where people are first exposed to summer temperatures, however, during annual training, this time is not available. Since the first 2 days of the two week conditioning period are the most important, it will have to do as our adjustment period. Strenuous activity should be limited the first 2 days to 2 hours every morning and evening. Soldiers are able to take a lot of deep body temperatures and also lose less salt in their sweat. Conditioning is a stop measure that must be taken seriously. If strenuous activity must be carried out during the acclimatization period for more than 4 hours, it should be done in the very early morning hours.

## 9. Other Predisposing Factors and Their Prevention.

a. Be sure to watch the overweight soldier. If you are overweight, try to get your excess weight off before AT. Don't drink much alcohol if you know you will be exercising and working a lot during the next 24 hours. Field marches, extensive PT, construction work or even being part of armor operations where you may be "buttoned-up" for a long time are all reasons to take care of yourself, starting the day before.

## 10. Water Intake.

a. Heat injuries happen to even troops in good health/condition. The best thing to do to make sure you don't get heat sickness is to drink lots of water. You cannot be conditioned to need less water. It is very likely that you will lose more than 1 quart of water in the form of sweat per hour. You will lose even more when training in MOPP gear. To avoid an injury, you must drink at least 1 quart of water every hour while you're in high temperatures. Don't wait to drink until you feel thirsty. For some reason, your body doesn't let you know when it needs water. You must drink one canteen full of water every hour. It's best to drink a little every 15 minutes than to drink the whole canteen at one time.

**11. Salt intake.**

a. You don't normally need to take salt tablets. Taking salt tablets will only be approved by a medical person or the unit commander. Instead, you should put salt on your food at mealtime. This will do the trick, but be careful. Even if you don't normally eat breakfast at home, try to do so during AT. Not eating breakfast will make it harder to keep in good shape.

**12. Wet Bulb Globe Temperature (WBGT).**

a. Now, we need to talk about the WBGT. Someone in your unit will be responsible for taking care of the WBGT during AT. The WBGT measures the air temperature, humidity, suns radiant heat, and wind speed. It shows how hot it is and how easy it is to evaporate sweat from the body. WBGT temperatures do not equal dry bulb temperatures –the temperatures we are used to. There are five categories on the WBGT scale. Categories IV (88\* - 88.9\*) and V (90\* - up) are where heat injuries most often occur. Strenuous activity should be cut down in Category IV and stopped when it reaches V. NOTE: Wearing of body armor or NBC MOPP gear adds 10°F to the WBGT.

**13. Closing.**

a. It is the commander's responsibility to protect his troops, to the best of his ability, from heat and other injuries. You must make sure you drink the necessary amount of water and eat every day. Most importantly, if you get any of the symptoms of heat stress tell your superior. Heat casualties don't happen when care and attention are given.

## Appendix C Inclimate Weather Vehicle Operations

### 1. Purpose.

a. To establish standard operating procedures for the operation of military vehicles in inclimate weather, and hazardous road conditions.

### 2. Scope.

a. To provide guidance to all personnel within the Kansas Army National Guard.

### 3. Road Conditions.

a. The following color coded conditions will be used for the designation of road conditions requiring special considerations prior to the operation of military vehicles:

(1) Green: Weather conditions are such that no restrictions apply to the operation of vehicles.

(2) Amber: Weather conditions are such that movement of vehicles must be done with caution. Vehicular movement is possible, but speeds must be adjusted to insure adequate braking distance for road conditions.

(3) Red: Weather and road conditions are such that a real threat of property damage and or personal injury exists if vehicles are operated. Under these circumstances, vehicles will be operated only in emergency situations, and only with approval of the MACOM AO.

(4) Black: This condition will exist when street closings are prevalent, and the probability of a mishap is extremely high. Under these circumstances, no vehicular movement is authorized without the approval of the Adjutant General.

### 4. Responsibilities.

a. Operator: The operator, or senior ranking individual present, will be responsible to determine if it is safe to start or continue on a trip, based on the weather, road conditions, vehicle type, availability of chains, and the importance of the mission. Safety will be the primary consideration.

b. The senior individual at the unit/facility will be responsible for determining the road conditions, and insure that all personnel are aware of the color condition and the required actions.

c. The MSC AO's or Commanders are the only persons that have the authority to move vehicles under a Red condition. This authority must be reserved for those missions that will preserve life or prevent great loss of property.

### 5. Questions.

a. If a question arises regarding the proper color coding of conditions, inquires will be directed to the next higher level of Command.

**KDOT ROAD CONDITIONS**

WET/SLUSH	Green	
SPOTS SNOWPACKED/ICE	Brown	
PARTLY SNOWPACKED/ICE	Aqua	
MOSTLY SNOWPACKED/ICE	Blue	
COMPLETELY SNOWPACKED/ICE	Pink	
DRIFTING	Violet	
CLOSED	Red	

Road Conditions located on line at:

<http://511.ksdot.org/KanRoadPublic>

**Appendix D**  
**Abbreviated Armory/Facility Check list**  
**(All Areas May Not Apply)**

**ADMINISTRATIVE:**

Has the Safety Officer/NCO been appointed in writing?

Yes No Comments

Have appointed Safety Officer/NCO completed the required training?

Yes No Comments

Does the appointed Safety Officer/NCO conduct safety training in the activity and is it documented?

Yes No Comments

Has a Safety and Occupational Health Council (SOHC) been appointed in writing (Battalion and above)?

Yes No Comments

Does the council meet at least semiannually?

Yes No Comments

Are written minutes of the meeting provided in proper format to council members and maintained on file in the activity?

Yes No Comments

Does the organization have a written accident prevention plan?

Yes No Comments

Do the Commander and supervisors enforce the use of all personal protective equipment provided?

Yes No Comments

Has the commander employed risk management procedures effectively to preclude unacceptable risks to the safety of personnel and property?

Yes No Comments

Are mission risk assessment worksheets completed, control measures published, reviewed, and attached to the mission planning documents and operation orders?

Yes No Comments

Are material safety data sheets (MSDS), for each hazardous chemical, maintained and readily accessible in the work place for all personnel to view?

Yes No Comments

Is state guidance being followed regarding safety requirements?

Yes No Comments

**PERSONAL PROTECTIVE EQUIPMENT:**

Is approved protective eye and face equipment provided to personnel who work in designated eye hazard areas?

Yes No Comments

Is approved hearing protection provided to personnel exposed to areas which have been identified as noise hazardous?

Yes No Comments

Are first aid kits near proximity in the workplace with adequate supplies available, periodically inspected and replenished as needed?

Yes No Comments

**EXIT EGRESS:**

Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied?

Yes No Comments

Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles?

Yes No Comments

Is every stairway floor opening guarded by a standard railing on exposed sides (except at entrance to stairway consisting of top and intermediate rails and posts with a nominal, vertical height of forty-two (42) inches)?

Yes No Comments

Do stairways with 4 or more risers, less than 44 inches wide, having both sides enclosed, have at least one hand rail?

Yes No Comments

Do stairways with 4 or more risers, less than 44 inches wide, having one side open, have a stair railing on the open side?

Yes No Comments

Do stairways with 4 or more risers, more than 44 inches wide, but less than 88 inches wide have one (1) handrail on each enclosed side and/or one stair railing on each open side?

Yes No Comments

Do stairways with 4 or more risers, 88 inches or more wide, have one (1) handrail on each enclosed side and/or one (1) stair railing on each open side and one intermediate stair railing located approximately midway of the width?

Yes No Comments

Is vertical clearance above any stair tread to an overhead obstruction at least seven (7) feet measured from the leading edge of the tread?

Yes No Comments

Are floors maintained free of water, grease, and other liquids which would create a slipping hazard?

Yes No Comments

Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition?

Yes No Comments

Are floor load limits posted for occupancy and/or load limits?

Yes No Comments

Is each path of escape, in its entirety, arranged or marked to ensure the way to a place of outside safety is unmistakable?

Yes No Comments

Has each emergency light been tested and documented monthly for a minimum of 30 seconds and annually for 1 1/2 hour duration?

Yes No Comments

Has action been taken to affect the repair of emergency lighting that did not remain operational for the duration of the test?

Yes No Comments

Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof?

Yes No Comments

Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked?

Yes No Comments

Is every room or space used for classroom or other educational purposes equipped with at least one outside window, ventilation, or a door leading directly to the outside of the building for emergency rescue?

Yes No Comments

Are at least two (2) separate, remote exits provided for each floor level to minimize the possibility of both exits being blocked by fire?

Yes No Comments

Do exit doors swing in the direction of exit travel when serving an occupant load of 50 or more people?

Yes No Comments

Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons)?

Yes No Comments

When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific knowledge, or effort?

Yes No Comments

Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets).

Yes No Comments

Does the Facility have a published Fire Plan?

Yes No Comments

Is the Facility Emergency Fire Plan and alarm (if equipped) tested annually?

Yes No Comments

Does the facility have procedures for reporting a fire or other emergency?

Yes No Comments

Does the fire plan, include procedures for emergency evacuation routes, including rally points for personnel accountability?

Yes No Comments

**FIRE PREVENTION:**

Has the commander / supervisor appointed on orders a responsible person as their fire marshal?

Yes No Comments

Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial employment / enlistment and annually thereafter? Is it documented?

Yes No Comments

In the event of a fire, are portable fire extinguishers readily accessible to employees without subjecting the employees to possible injury?

Yes No Comments

Are fire extinguishers hung on brackets or mounted in unlocked cabinets with the top of the extinguisher not more than five feet above the floor for extinguishers with a gross weight at or below 40 pounds or 3 1/2 feet above the floor for extinguishers with a gross weight above 40 pounds? (The clearance between the bottom of the extinguisher and the floor should never be less than 4 inches).

Yes No Comments

Are fire extinguishers of the appropriate type located in the facility where they may be reached within: Class A fires so that the travel distance to a fire extinguisher is 75 feet or less. Class B fires so that the travel distance to a fire extinguisher is 50 feet or less. Class C fire hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards. Kitchens require a Class 40BC or 80BC (Sodium Bicarbonate or Potassium Bicarbonate) fire extinguisher depending on the travel distance (30 or 50 feet respectively).

Yes No Comments

Are the fire extinguishers maintained in a fully charged, operable condition and kept in their designated places at all times (except during use)?

Yes No Comments

Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained?

Yes No Comments

Is each portable fire extinguisher (including vehicle fire extinguishers) subjected to an annual maintenance check by a trained and certified individual? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier?

Yes No Comments

Is alternate equivalent protection provided when portable fire extinguishers are removed from service for maintenance and recharging?

Yes No Comments

Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded?

Yes No Comments

Have CO2 fire extinguisher hoses been subject to an annual conductivity test? Does the hose have the appropriate destructible tag indicating the test?

Yes No Comments

Are fire alarm systems installed in buildings where: two (2) or more stories in height are located above the level of exit discharge, or the occupancy is subject to 100 or more occupants above or below the level of exit discharge, or the building is subject to 1000 total occupants. Have installed fire alarms been tested in the buildings?

Yes No Comments

Is each sleeping room provided with a tested, single station smoke detector?

Yes No Comments

Are operational range exhaust hoods, with an exhaust fan, installed over kitchen ranges?

Yes No Comments

Are grease filters installed in each kitchen range exhaust hood and maintained free of dirt, dust, and grease?

Yes No Comments

Are holes or cracks resealed (e.g. fire proof caulking, mortar mix, etc.) around ventilation ducts, piping, electrical conduit etc. to prevent probable fire spreading into other areas?

Yes No Comments

**FLAMMABLE PRODUCTS:**

Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets?

Yes No Comments

Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"?

Yes No Comments

Are there provisions to contain flammable and combustible liquids in the event of spillage?

Yes No Comments

Are outside storage buildings for storing flammable and combustible liquids located fifty (50) feet or less from a building or line of adjoining property that may be built upon (if buildings are located within 50 feet their exposing wall shall be a blank wall having a fire resistance rating of at least two hours)?

Yes No Comments

Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids?

Yes No Comments

Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas?

Yes No Comments

Are corrosive materials prohibited from being stored (inside or outside storage) in the same room with flammable and combustible liquids?

Yes No Comments

Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up?

Yes No Comments

#### **POL STORAGE:**

Are POL vehicles parked: 1. With enough space between fuelers so that they can be driven out quickly in an emergency?, 2. Are vehicles grounded?, 3. To allow fire control personnel and equipment to get to each refueler?, 4. To keep fuel that leaks out of a tank vehicle from draining toward any nearby buildings?, 5. At least 25 feet between each refueler and the nearest building that has windows or doors on the side that faces the vehicle park.

Yes No Comments

Are grounding systems for petroleum products storage inspected and tested every five years with a multimeter and the results recorded?

Yes No Comments

Are serviceable fire extinguishers available in the POL vehicle parking areas?

Yes No Comments

Are contents of tanks for petroleum products properly marked?

Yes No Comments

Is material stored so as not to create a hazard and stored in tiers stacked, blocked interlocked and limited in height so they are stable and secure against sliding or collapsing?

Yes No Comments

Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or peat harborage?

Yes No Comments

Is vegetation controlled in and around outside storage areas?

Yes No Comments

#### **DIP AND SOLVENT TANKS:**

Are open flames, spark producing devices, or heated surfaces (of sufficient temperature to ignite vapors) prohibited within 20 feet of any vapor?

Yes No Comments

In the vicinity of dip tanks where splashing and /or dripping of tank liquids occur, is electrical wiring and equipment of the approved type?

Yes No Comments

Are areas in the vicinity of the dip tank kept as clear as practical of combustible stock and entirely free of combustible debris?

Yes No Comments

Are approved metal trash cans provided for waste or rags used in connection with dipping operations?

Yes No Comments

Are the contents of the waste / trash disposed of at least once daily and / or at the end of the work shift?

Yes No Comments

Are areas in the vicinity of the dip tanks provided with a portable fire extinguisher suitable for flammable and combustible liquid fires and are "NO SMOKING" signs posted? ("Combustible liquid" is any liquid having a flash point at or above 100 degrees F. "Flammable liquid" is any liquid having a flash point below 100 degrees F.)

Yes No Comments

Are dip tank covers arranged to both close automatically actuated by approved automatic devices and arranged for manual operation in the event of fire?

Yes No Comments

Are covers kept closed when tanks are not in use?

Yes No Comments

#### COMPRESSED GAS:

Are full cylinders protected against an excessive rise in temperature, direct rays of the sun, or other sources of heat?

Yes No Comments

Are "NO SMOKING" signs posted prohibiting smoking within 50 feet of compressed gas storage areas?

Yes No Comments

When cylinders are stored inside of buildings, are they stored in well protected, well ventilated, dry location, at least 20 feet from highly combustible material such as oil or excelsior?

Yes No Comments

Are oxygen cylinders in storage separated from acetylene cylinders or other combustible material by a minimum of 20 feet or separated by an approved firewall 5 feet high having a fire resistant rating of at least 1/2 hour?

Yes No Comments

When cylinders are not in use, are valves closed tightly and the valve protector caps installed?

Yes No Comments

When cylinders are standing upright during use or storage, have precautions been taken to prevent accidental upsetting or falling (chained or strapped to structure)?

Yes No Comments

Cylinders shall be stored above ground on a raised concrete slab or by other means that protect their contact with the ground. Are they protected from continuous dampness and not stored near salt or other corrosive chemicals or fumes?

Yes No Comments

#### MACHINE OPERATIONS:

Are machine guards provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in going nip points, rotating parts, flying chips, and sparks?

Yes No Comments

Are machines designed for a fixed location securely anchored to prevent "walking" or moving?

Yes No Comments

Is a mechanical or electrical power control provided on each machine to enable the operator to cutoff power without leaving his / her position at the point of operation?

Yes No Comments

Does the safety guard on abrasive wheel machinery cover the spindle end, nut, and flange projections?

Yes No Comments

Is the safety guard mounted to maintain proper alignment with the wheel?

Yes No Comments

Are work rests on abrasive wheel machinery kept adjusted close to the wheel with a maximum opening of 1/8 inch?

Yes No Comments

Are tongue guards, located on the top of abrasive wheel machinery, adjusted close to the wheel with a maximum opening of not more than 1/4 inch?

Yes No Comments

When the fan blade periphery is less than seven feet above the floor or working level, are the blade guard openings no larger than 1/2 inch?

Yes No Comments

Are pulleys, belts, gears, sprockets, and chains which are seven feet or less from the floor or working platform properly guarded?

Yes No Comments

**MULTI-PIECE RIM WHEEL:**

Does the facility have on hand a serviceable OSHA approved safety cage that will accommodate all multi-piece rim wheels?

Yes No Comments

Does the facility utilize a 10 ft air hose with clip on chuck to connect to the tire valve stem?

Yes No Comments

Does the facility have charts / posters posted in the tire servicing area containing instructions on safety procedures for changing multi-piece rim wheels?

Yes No Comments

Does the facility have a program to train all employees who service rim wheels in the hazards involved and the safety procedures to be followed?

Yes No Comments

Is the tire cage equipped with a restraining device to prevent rim wheel components from being thrown outside (tire cage not providing retaining devices for the ends. Chains, bars, etc. to keep tire from rolling out upon bursting)?

Yes No Comments

**POWER TOOLS COMPRESSORS AND LADDERS:**

Is compressed air used for cleaning purposes reduced to less than 30 psi?

Yes No Comments

Have air compressors and components been inspected and tested at 12 month intervals? Are compressors stenciled or a metal tag applied to show the current date of inspection and next scheduled inspection?

Yes No Comments

Are hand tools (e.g. punches, screwdrivers, chisels, etc.) being maintained in safe, serviceable condition (dressed to remove any mushrooming, rounding, etc.)?

Yes No Comments

Are air hose connections used for conducting air to equipment designed for the pressure and service to which they are subjected (I.e. hose clamps not authorized on air hoses)?

Yes No Comments

Are portable ladders properly maintained?

Yes No Comments

Are parts free of bends, sharp edges, splinters, cracks, breaks, or loose parts?

Yes No Comments

Are safety feet kept in good condition at the bottom of the four rails?

Yes No Comments

Are rungs (step) kept in good condition free of dirt, grease or oil?

Yes No Comments

Are ladders inspected frequently for defects; taken out of service for repair and tagged or marked "DANGEROUS, DO NOT USE"?

Yes No Comments

**ELECTRICAL:**

Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)?

Yes No Comments

Are outside power lines located a minimum of 10 ft above sidewalks or platforms, 12 ft over areas subject to vehicular traffic other than trucks, 15 ft over areas subject to truck traffic, and a minimum of 18 ft over public streets, alleys, roads, and driveways?

Yes No Comments

Are receptacles grounded by being installed in a complete metallic raceway or by a separate grounding conductor (3 wire)? Are all receptacles electrically connected to the grounding conductor (wire)?

Yes No Comments

Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly?

Yes No Comments

Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken?

Yes No Comments

Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes?

Yes No Comments

Is motor operated equipment (I.e. hand held motor operated tools, portable hand lamps, refrigerators, air conditioners, water coolers, freezers, clothes washer / dryer, etc.) properly grounded with a three prong plug and cord (appliances protected by an approved system of double insulation need not be grounded)?

Yes No Comments

Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors?

Yes No Comments

Are electrical boxes / conduit securely fastened?

Yes No Comments

Are power cords on portable power tools and equipment free from cracks, cuts, or swelling?

Yes No Comments

Does the GFCI trip level meet and is it maintained within specifications.

Yes No Comments

Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter.

Yes No Comments

Are outlets within 6 feet of kitchen sink GFCI protected.

Yes No Comments

Are outlets in bathrooms protected by GFCI CB.

Yes No Comments

**Appendix E**

**Command Safety Program**

**YES**

**NO**

1. Is there a Commanders Safety Philosophy letter published that incorporates CRM and the unit's mission essential task list posted on safety bulletin board? NGR 385-10, 2-13, 13-4

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2. Is a written Safety SOP/Annex maintained by the unit and reviewed for accuracy? KNGR 385-10, 10-1

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3. Is the unit safety officer/NCO appointed on orders, completed the Commanders/Additional Duty Safety Officer Course and is certificate on file? KNGR 385-10, 1-5

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4. Has a safety inspection of the facility/Armory been completed at least annually by unit safety personnel and kept on file for at least three years? KNGR 385-10, 3-1

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5. Has the Command established and maintain formal pre-accident notification plans appropriate for their location, organization and specific type of operation? NGR 385-10, 6-3

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6. Are minutes of the safety council meeting being maintained with council members designated on orders (BN & higher)? Are safety council minutes posted on company/BN safety bulletin boards? Is the commander the chairman of the safety council? NGR 385-10, 13-4, KNGR 385-10, 1-4

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7. Is required safety training being conducted and documented in DTMS at least annually for unit personnel? Is there a system in place to conduct training for personnel who did not attend required classes? Is "New Soldier" brief being conducted and documented in DTMS? KNGR 385-10, 4-2

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8. Are Accident Reports being completed with LOD's and reports sent through chain of command with a copy sent to the State Safety Office in a timely manner? KNGR 385-10, 2-10, 2-12

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Comments are required for "NO" items identified.

COMMENTS:

Safety Program Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_