

**Virginia Defense Force
Pamphlet 385–10-5**

Safety
Virginia Defense Force
Safety Program
Safety Award Program

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Safety

VDF Safety Program

Summary. This document is an adaptation of the Department of the Army Pamphlet 385-10, Army Safety Program, for use by the units of the Virginia Defense Force (VDF). This pamphlet provides guidance to commanders and other personnel in regards to the safety program I the Virginia Defense Force.

Applicability. This pamphlet applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, George Washington Division, Division Safety Office, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to, and including, company-level.

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Chapter 1

VDF Accident Prevention Awards Program

1-1. Introduction

This chapter provides guidance for the recognition of organizations and individuals for contributions and enhancements to the VDF Safety Awards Program. This chapter prescribes policies, procedures, and qualifications standards to implement the VDF Safety Awards Program. This chapter provides implementing guidance in support of VDF Regulation 385-10-5.

1-2. Procedures

Awards will be made to individuals and units based on their overall safety achievements. The standard policy staff functions in the VDFR 385-10-series and the VDF Pamphlet 385-10-series may be used to evaluate safety programs.

- a. VDF safety awards will be approved and presented in accordance with the criteria established in this pamphlet.
- b. A nomination for an award should be submitted to the appropriate approval authority within 12 months of the action or period under consideration.

1-3. VDF headquarters and organization level awards

- a. VDF Accident Prevention Award of Accomplishment
 - (1) Recipients. MTOE detachments; company size units, battalions, or equivalent; and brigades or equivalent are the recipients/
 - (2) Eligibility requirements. To be eligible, an organization must complete 24 consecutive months, or complete a major training exercise, or complete an actual contingency deployment of greater than 21 days without experiencing a Class A, B, or C accident (as defined in DA Pam 385-40) attributable to human error. For the purpose of this award a major training exercise is considered to be an operation conducted at no less than an O-6 level. Only property damage will be considered in determining Class C accidents. Class C accidents that do not meet the damage costs as defined in DA Pam 385-40 will not be considered as disqualifying. If an organization considers an accident on its record to have been unpreventable, it may request an eligibility determination from the Division Safety Office. Awards will not be approved for overlapping time frames.
 - (3) Initiator. Organization commander or safety officer.
 - (4) Nominations. Nominations will be submitted through the unit's chain of command to the VDF commander for screening and verification of the unit's performance.
 - (5) Documentation. Each level of command must endorse the request and verify that the unit is eligible.
 - (6) Judging. The judging is determined by the VDF commander.
 - (7) Approval authority. The VDF commander will be the approval authority.
 - (8) Award. The Virginia Defense Force Accident Prevention Award of Accomplishment certificate will be the award. (An example template can be found at <http://crc.army.mil> under the Awards Program.)

- b. VDF Aircrew Member Safety Award
 - (1) Recipients. VDF personnel who perform aerial flights as crewmembers will be the recipients.
 - (2) Eligibility requirements. To be eligible, a nominee must complete at least 250 flight hours as an aircrew member in a VDF aircraft without having a contributing role in a human-factor-related Class A, B, or C aviation accident (accidents defined in DA Pam 385-40). Subsequent awards will be in increments of 250 hours.
 - (3) Initiator. Organization commander or representative will be the initiator.
 - (4) Nomination. Nominations will be made in accordance with organization's SOP and will include a statement that the unit Aviation Safety Officer has verified safety records by checking the nominee's flight logbook and flight records.
 - (5) Judging. Judging will be done in accordance with unit SOP.
 - (6) Approval authority. The approval authority belongs to the appropriate aviation unit commander.
 - (7) Award. Commanders are authorized to use a certificate similar to DA Form 1119-1 (Certificate of Achievement in Safety).
- c. Other awards. Leaders at all levels will recognize safe performance displayed by individuals within their organization. Leaders are encouraged to develop awards that are tailored to recognize the accident prevention accomplishments within their sphere of activity, interest, or operation. Leaders are authorized to design and use locally produced certificates (similar to DA Form 1119-1). Awards will be signed by the organization's leader and will include, as a minimum, the awardee's name and the contribution for which the award is given.
- d. Unit Impact Award.
 - (1) Purpose. Impact awards support the safety strategy of the VDF to further mission readiness through risk reduction and management.
 - (2) Policy. Commanders are encouraged to develop and issue policies for Safety Impact Awards to promote safety awareness through on the spot recognition of safety-related actions which are above and beyond what is required of an individual or organization, and which would normally go unnoticed.
 - (3) Awards. Impact award items should convey safety information that supports the organization's safety mission, rather than agency logos or general agency slogans.

Appendix A
References

Section 1.
Publications

AR 385-10, Army Safety Program

AR 40-5, Preventive Medicine

Code of Federal Regulations (CFR) (<http://www.gogpoaccess.gov/cfr/index.html>)

DA Pam 385-1, Small Unit Safety Officer / NCO Guide

DA Pam 385-10, Army Safety Program

Section 2.
Forms

N/A

Glossary

Section 1

Abbreviations

ADSO – Additional Duty Safety Officer (or NCO)

ANSI – American National Standards Institute

AR – Army Regulation

ARNG – Army National Guard

CFR – Code of Federal Regulations

DA – Department of the Army

DA Pam – Department of the Army Pamphlet

DoD – Department of Defense

DoLI – Virginia Department of Labor and Industry (i.e., State OSHA)

DOT – Department of Transportation

EPA – Environmental Protection Agency

FM – Field Manual

NCO – Noncommissioned Officer

NFPA – National Fire Protection Association

NRC – Nuclear Regulatory Commission

OJT – On-the-job training

OSH – Occupational Safety and Health

OSHA – Occupational Safety and Health Administration

OSH Act – Occupational Safety and Health Act

SOH – Safety and occupational health

SOP – Standing Operating Procedure or Standard Operating Procedure

VDF – Virginia Defense Force

Section 2

Terms

Accident – Any unplanned event or series of events that result in death, injury, or illness to personnel, or damage to or loss of equipment or property. (Within the context of this regulation, accident is synonymous with mishap.)

Aircraft – Flying machines, whether manned or unmanned, weight carrying structure for navigation of the air that is supported by the dynamic action of the air against its surfaces.

Aircraft ground accident – Injury or property damage accidents involving aircraft in which no intent for flight exists and the engine(s) is/are in operation.

Audit – A process of collecting information about an organization's safety and occupational health management system and making judgments about its adequacy and performance, identifying both the strengths and weaknesses of the safety and health program as implemented by the organization. To ensure that all necessary safety and health program elements are operating and that procedures are in place for thorough implementation. The aims of auditing should be to establish that: appropriate management arrangements are in place; an adequate CRM control system exists which both reflect the hazard profile of the organization and is properly implemented; and appropriate workplace precautions are in place.

Command responsibility – Commanders down the entire chain of command are responsible for the safety of their personnel.

Commander – An individual that lawfully exercises over subordinates by virtue of rank or assignment. This includes the authority and responsibility for effectively using available resources for planning the employment or, organizing, directing, coordinating and controlling forces for the accomplishment of assigned missions. This also includes responsibility for health, welfare, morale and discipline of assigned personnel in his or her "command."

Competent authority – An individual designated in command, responsible for the direction, coordination and control of personnel. The commander alone is responsible for everything his or her unit does or fails to do. They cannot delegate their responsibility or any part of it, although they may delegate portions of their authority to competent individuals. An individual designated by the commander to address areas of primary interest within that individual's technical expertise.

Control – Action taken to eliminate hazards or reduce their risk.

Educational – Includes classroom training, excludes field settings such as field training exercises and maneuvers. Examples: Teach/instruct/brief/counsel student/audience activities.

Emergency – An event for which an individual perceives that a response is essential to prevent or reduce injury or property damage.

Engineering controls – Regulation of facility operations using prudent engineering principles, such as facility design, operation sequencing, equipment selection, and process limitations.

Environmental factors – Environmental conditions, which had, or could have had, an adverse effect on the individual's actions or the performance of equipment.

Establishment – A single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity shall be treated as a separate establishment. Typically, an establishment refers to a field activity, regional office, area office, installation, or facility.

Evaluation – A specialized inspection designed to determine the effectiveness of a unit's safety and health program.

Facility – An area within a building that provides appropriate protective barriers for persons working in the facility and the environment external to the facility and outside of the building.

Field operations – Operations conducted outdoors or outside of man-made enclosures or structures. Short-term operations in storage structures are also considered as field operations.

Firefighting – Activities associated with developing or using firefighting skills.

First aid – First aid is defined as using a list of procedures that are all-inclusive and is not a recordable injury. If a procedure is not on the list, it is not considered first aid for recordkeeping purposes. The following are the procedures contained in the list:

- a. Using nonprescription medication at nonprescription strength. However, if an individual is provided prescription medications or nonprescription medications at prescription strength, this is considered medical treatment.
- b. Tetanus immunizations.
- c. Cleaning, flushing, or soaking surface wounds.
- d. Wound coverings, butterfly bandages, Steri-Strips. The use of wound closure methods such as sutures, medical glues, or staples is considered medical treatment.
- e. Hot or cold therapy regardless of how many times it is used.
- f. Nonrigid means of support.
- g. Temporary immobilization device(s) used to transport accident victims.
- h. Drilling of fingernail or toenail; draining fluid from blister.
- i. Eye patches.
- j. Removing foreign bodies from eye using irrigation or cotton swab. However, use of other methods to remove materials from the eye is medical treatment.
- k. Removing splinters or foreign material(s) from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
- l. Finger guards.
- m. Massages. Massage therapy is first aid, but physical therapy or chiropractic treatment is considered medical treatment.
- n. Drinking fluids for relief of heat stress. (Drinking fluids for relief of heat stress is first aid, but administering an IV is medical treatment.)

Flight mission – Flight or series of flights (sorties), conducted to accomplish a specific task or series of tasks in support of the unit's approved mission statement. Each mission is assigned to a designated pilot-in-command (PC) and/or air mission commander.

Foreign object damage (FOD) – Damage to VDF vehicle/equipment/property as a result of objects alien to the vehicle/equipment damaged. Excludes aircraft turbine engines defined as a FOD incident.

Ground accident – Any accident exclusive of aviation (flight / flight-related / aircraft-ground).

Hazard – Any actual or potential condition that can cause injury, illness, or death of personnel or damage to or loss of equipment, property, or mission degradation or a condition or activity with potential to cause damage, loss, or mission degradation.

Human error – Human performance that deviated from that required by the operational standards or situation. Human error in accidents can be attributed to a system inadequacy / root cause in training, standard, leader, individual, or support failure.

Human factors – Human interactions (man, machine, and/or environment) in a sequence of events that were influenced by, or the lack of human activity, which resulted or could result in an accident.

Imminent danger – Conditions or practices in any workplace that pose a danger that reasonably could be expected to cause death or severe physical hardship before the imminence of such danger could be eliminated through normal procedures.

Independent evaluation – The process used by the independent evaluators to independently determine if the system satisfies the approval requirements. It will render an assessment of data from all sources, simulation and modeling, and an engineering or operational analysis to evaluate the adequacy and capability of the system.

Individual risk – Risk to a single exposed person.

Inspection – Comprehensive survey of all or part of a workplace in order to detect safety and health hazards. Inspections are normally performed during regular work hours or the organization, except as special circumstances may require. It is also the process of determining compliance with safety and health standards through formal and informal surveys of workplaces, operations, and facilities.

Investigation – A systematic study of an accident, incident, injury, or occupational illness circumstance.

Maintenance / repair / servicing – Activities associated with the maintenance, repair or servicing of equipment or other property. Excludes janitorial, housekeeping, or grounds-keeping activities.

Mishap risk management – A component of CRM used to identify, evaluate, and prevent accidents to personnel, equipment, and the environment during peacetime and contingency operations due to safety and occupational health factors, design and construction of equipment, and other mishap factors.

Mission – Flight or series of flights (sorties), conducted to accomplish a specific task or series of tasks in support of the unit's approved mission statement. Each mission is assigned to a designated pilot in command and/or air mission commander.

Motorcycle – Powered two- and three-wheeled vehicles, including mopeds and motorbikes.

Near miss – A potentially serious accident or incident that could have resulted in personnel injury, death, or property damage, damage to the environment and/or illness, but did not occur due to one or more factors.

Note – Additional information provided to expand understanding of the subject and to call attention to areas of interest.

Occupational hazard – Conditions, procedures, and practices directly related to the work environment that creates a potential for producing occupational injuries or illnesses.

Occupational injury – A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of the occurrence and a member or function of the body affected, and is caused by a specific event, incident, or series of events or incidents within a single day or work shift.

Office – Activities associated with the performance of clerical, typing, and administrative type duties. Excludes supervisory activities. Examples: Typing / work processing, filing / posting, telephoning, operating office machines.

Operating vehicle – Activities associated with operating vehicle under power. Examples: Driving, convoying / road marching, towing / pushing, mowing, hauling / transporting, driver testing, flying.

Qualified safety and health personnel – Includes personnel who have been primarily engaged in safety and occupational health specialties in the military or civilian occupations, have documented training within these areas (i.e., associates, bachelors, and/or masters degrees), and/or are qualified under the civil service classifications for safety, medical, occupational health, or industrial hygiene.

Recommendations – Those actions advocated to the command to correct system inadequacies that caused, contributed, could cause or contribute to a VDF accident. Also referred to in this regulation as corrective action, remedial measures and/or countermeasures.

Recordable accident – Reportable accident that meets the minimum criteria stated in the regulation for aviation and ground Class A-D accidents.

Reportable accident – All occurrences that cause injury, occupational illness, or property damage of any kind must be reported to the local safety office and to the VDF, G.W. Division Safety Office.

Risk – Risk is directly related to the ignorance or uncertainty of the consequences of any proposed action. Risk is an expression of possible loss in terms of hazard severity and hazard probability. Risk is the expected value of loss associated with a loss caused by a hazard expressed in dollars. The risk associated with this loss is mathematically derived by multiplying the probability of the loss's likelihood by the probable dollar loss associated with the loss's severity. Note that risk has two dimensions – likelihood and magnitude, while a hazard has only one – varied magnitude.

Risk acceptability – Risk acceptability is that level of risk which has been determined as tolerable in order to fulfill mission requirements. It represents a level of risk where either the output of resources to rectify safety deficiencies does not result in a proportional increase in the level of safety to be provided; or so restricts the performance that the assigned mission cannot be executed.

Risk acceptance – Risk acceptance is a formal and documented process indicating that leadership understands the hazard, its associated cause, and the probable consequences to mission, personnel, equipment, public and/or the environment and that they have determined that the total risk is acceptable because of mission execution.

Risk acceptance level – Used to denote the level of risk a particular level of leadership may accept. These levels are based on the magnitude of the risk involved and the duration of the risk acceptance.

Risk assessment – An evaluation of a risk in terms of loss should a hazard result in an accident and against the benefits to be gained from accepting the risk.

Safety – Freedom from those conditions that can cause death, injury, occupational illness, or damage to, or loss of, equipment or property.

Safety objectives – Criteria for comparing and judging measures for adequacy. Safety objectives incorporate the safest measures consistent with operational requirements.

Supervisory – Activities associated with the management of personnel.

System safety lesson learned – A collection of real or potential safety or health-related problems based on data analysis or experience that can be applied to future and current systems to prevent similar recurrences.

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

VDF accident – A VDF accident is defined as an unplanned event, or series of events, which results in one or more of the following:

- a. Occupational illness to VDF personnel.
- b. Injury to on-duty VDF personnel.
- c. Damage to VDF property.
- d. Damage to public or private property, and/or injury or accident to non-VDF personnel caused by VDF operations (i.e., the VDF had a causal or contributing role in the accident).

VDF property – Any item of VDF property, or property leased by the VDF for which the VDF has assumed risk of loss, such as aircraft, vehicle, building, structure, system, etc.

VDF Vehicle – Any vehicle that is owned, leased, or rented by the Virginia Defense Force. A vehicle that is primarily designed for over-the-road operation. A vehicle whose general purpose is the transportation of cargo or personnel. Examples are passenger cars, station wagons, trucks, ambulances, and buses.

Workplace – A place (whether or not within or forming a part of a building, structure, or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and in relation to an employee, includes a place, or part of a place, under the control of the employer.

Work-related injuries – Injuries or occupational illnesses incurred while performing duties in an on-duty status.