

**Virginia Defense Force  
Regulation 385–10-3**

**Safety**  
**Virginia Defense Force**  
**Safety Program**  
**Public, Family, and Seasonal Safety**

**Headquarters  
Virginia Defense Force  
5001 Waller Road  
Richmond, VA 23230-2915  
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**Headquarters  
Virginia Defense Force  
George Washington Division  
Richmond, VA  
1 September 2014**

## **Safety**

### **VDF Safety Program**

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

**Applicability.** This regulation 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**

### **Public, Family, and Seasonal Safety.**

#### **1-1. Introduction**

Public, family, and seasonal safety programs are an essential part of the VDF Safety Program that must continually heighten accident prevention awareness.

#### **1-2. Policy**

As in all aspects of military planning and operations, CRM applies to public activities.

#### **1-3. Safety Promotion**

Promotional programs and procedures will be developed to increase awareness of specific hazards associated with the change of seasons and celebration of holidays. These programs and procedures will emphasize the application of CRM in planning for family outings, parties, and celebrations, especially addressing the use of alcohol and motor vehicles. Immediate supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize the need for CRM and hazard reduction.

#### **1-4. Headphones**

Using headphones or earphones while walking, jogging, skating, and bicycling, including pocket bike, motorcycle or moped on DoD or VDF installations / facilities roads are prohibited.

**Appendix A**  
**References**

Section 1.  
Publications

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

40 CFR, Protection of the Environment

42 CFR, Public Health

49 CFR, Transportation

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

DA Pam 385-10, Army Safety Program

HSPG (Highway Safety Program Guidelines) Number 1, 4, 8, and 20.  
(<http://www.nhtsa.gov/nhtsa/whatsup/tea21/tea21programs/>)

NFPA (National Fire Prevention Association) 101, Life Safety Code.

Section 2.  
Forms

VDF Accident Investigation Report Form

## **Glossary**

### **Section 1**

#### **Abbreviations**

AR – Army Regulation

ARNG – Army National Guard

ATV – All-terrain vehicle

CFR – Code of Federal Regulations

CG – Commanding General

DA – Department of the Army

DA Pam – Department of the Army Pamphlet

DoD – Department of Defense

DoDD – Department of Defense Directive

DoDI – Department of Defense Instruction

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

DOT – Department of Transportation

DUI – Driving under the influence

HSPG – Highway Safety Program Guidelines

OSH – Occupational Safety and Health

OSHA – Occupational Safety and Health Administration

OSH Act – Occupational Safety and Health Act

PL – Public Law

POC – Point of Contact

POV – Privately Owned Vehicle

SSRA – Safety System Risk Assessment

TDY – Temporary Duty Assignment

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.)

**Accident-based risk management** – A component of CRM used to identify, evaluate, manage and prevent accidents to personnel, equipment, and the environment during peacetime and contingency operations due to safety and occupational health factors and other accident-based factors.

**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.”

**Composite risk** – Blends threat-based risks with accidental, hazard-based risks.

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

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

**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.)

**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.

**Hazard analysis** – A hazard analysis is a clear, systemic, concise, well defined, orderly, consistent, closed-loop, quantitative or qualitative and objective methodology used to identify possible hazards within a mission, system, equipment, or process that can cause losses to the mission, equipment, process, personnel, or damage to the environment. Examples of hazard analyses are: What-If, Preliminary Hazard Analysis, Sneak Circuit Analysis, Hazard and Operability Study, Fault Tree Analysis, Failure Mode and Effects Analysis, and Fault Hazard Analysis.

**Health hazard** – An existing or likely condition, inherent to the operation, maintenance, storage or disposal of materiel or a facility, that can cause death, injury, acute or chronic illness, disability, or reduced job performance.

**Hospitalization** – Admission to a hospital as an in-patient for medical treatment.

**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.

**Inherent hazard** – An existing or permanent hazard (i.e., high voltage).

**Injury** – A traumatic 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 occurrence and member or function of the body affected, and is caused by a specific event, incident, or series of events within a single day or work shift.

**Medical treatment** – Medical treatment is the management and care of a patient to combat disease or disorder. It does not include:

- a. Visits to a physician or licensed health care professional solely for observation or counseling.
- b. Diagnostic procedures.
- c. First aid.

**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.

**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.

**Non-DoD component** – Any entity (government, private, or corporate) that is not a part of DoD.

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

**Off-duty** – VDF personnel are off-duty when they:

- a. When they are not in an on-duty status, whether on or off a VDF facility or military installation.
- b. Have departed official duty station or temporary duty station at termination of normal work schedule. (**NOTE:** For VDF personnel, this normally includes the one-way travel period to and from the individual's home of record and the duty location. It does not include travel time for multiple-day events other than the initial travel to and the final travel from the duty location.)
- c. Are participating in voluntary and/or installation team sports.
- d. Are on lunch or other rest break engaged in activities unrelated to eating and resting.

**On-duty** – VDF personnel are considered on-duty, for the purposes of accidents, when they are:

- a. Physically present at any location where they are to perform their officially assigned work. (This includes those activities incident to normal work activities such as lunch, coffee, or rest breaks. This does not include non-work related activities (e.g., working on a personal vehicle during work hours).
- b. Being transported by VDF owned or contracted vehicles for the purpose of performing officially assigned work. This would include initial travel to and from a drill or TDY location in a POV, but not daily transportation to or from a work location.
- c. Participating in compulsory physical training activities or other organization events.

**Over-the-road** – Operation or driving on paved roads / highways.

**Physical training** – Body conditioning or confidence building activities. Examples: Confidence courses, marches, running / jogging, physical training test.

**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.

**Risk decision** – The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing the action and having the appropriate resources to control or eliminate the risk's associated hazard.

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

**Supervisory** – Activities associated with the management of personnel.

**Tolerable risk** – The level of risk associated with a specific hazard below which a hazard does not warrant any expenditure or resources to mitigate. From a legal standpoint it would be considered as a “de minimus” risk, from the Latin phrase “de minimus noncurat lex,” meaning “the law does not concern itself with trifles.”

**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.

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