

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

**Safety**  
**Virginia Defense Force**  
**Safety Program**  
**Safety Award Program**

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

**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**

### **Safety Award Program**

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

The purpose of this chapter is to establish safety awards for recognizing organizations and individuals for their contributions and enhancements to the VDF Safety Program.

#### **1-2. Promotion of Safety**

Safety awards enhance VDF operations and improves safety awareness through recognition and promotion of individual and organizational accident prevention measures and successes.

#### **1-3. Award Guidance**

Criteria, policies, and procedures for nominating units and individuals for the awards in this chapter are contained in VDF Pamphlet 385-10-5.

#### **1-4. VDF Headquarters and Organizational Level Awards**

- a. VDF Accident Prevention Award of Accomplishment. This award is presented to company-sized units, battalions, brigades, divisions, or facilities / activities that have completed 12 consecutive months, or a major training exercise, or state active duty greater than 21 days without experiencing a Class A, Class B, or Class C accident.
- b. VDF Aircrew Member Safety Award. Commanders present this award to aircrew members with at least 200 flight hours of accident-free hours as a crewmember.
- c. Other individual and organizational awards. Leaders at all levels will recognize safe performance of individuals and subordinate organizations. Leaders are encouraged to develop awards that are tailored to recognize the accident prevention accomplishments within their sphere of activity, interest, or operation. Leaders may design and use locally produced certificates or trophies.
- d. Unit Impact Awards. 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 that are above and beyond what is required of an individual or organization.

#### **1-5. Unit Safety Certification**

Unit safety certification is used to identify units, platoon size or larger, that have achieved levels of safety that deserve recognition. When the below criteria have been verified by the commander at the next level, a certificate will be issued by the local safety office recognizing the unit's achievement for the given period of time. TO be certified, a unit must have completed the following:

- a. Appointed in writing a safety officer who has completed the required level of training.
- b. Implemented a safety program in accordance with this regulation.
- c. Reduced the number of accidents by 50 percent of the previous year.
- d. Have in place an accident tracking and reporting system that complies with the requirements of this regulation.
- e. Have in place a documented CRM process demonstrating risk assessment and resulting implementation and management of controls.

- f. Sustained the above initiatives for a significant and established period of time, such as 1 year, 2 years, and so forth.

**1-6. Educational materials**

Safety offices at all levels will distribute educational and other information on safety programs. This may include applicable materials from DoD safety offices and/or locally produced materials. Safety officers will ensure that all members of the organization are aware of this program.

**Appendix A**  
**References**

Section 1.  
Publications

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**

ADSC – Additional Duty Safety Course

ADSO – Additional Duty Safety Officer (or NCO)

AR – Army Regulation

ARNG – Army National Guard

ASO – Aviation Safety Officer

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

DRU – Direct reporting unit

EO – Executive Order

EPA – Environmental Protection Agency

FAA – Federal Aviation Administration

FM – Field Manual

FOIA – Freedom of Information Act

HSPG – Highway Safety Program Guidelines

IATA – International Air Transport Association

IACO – International Civil Aviation Organization

NCO – Noncommissioned Officer

NFPA – National Fire Protection Association

OJT – On-the-job training

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

SOH – Safety and occupational health

TDY – Temporary Duty Assignment

VDF – Virginia Defense Force

## Section 2

### Terms

**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.

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

**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.

**Federal OSHA official** – Investigator or compliance officer employed by, assigned to, or under contract to OSHA.

**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.

**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.

**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.

**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.

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

**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.

**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.

**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 in stallation.
- 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.

**Operational control** – Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing command and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and Joint training necessary to accomplish missions assigned to the command. It does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

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

**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.

**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.

**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.

**Significant Risk** – A risk associated with a particular hazard where the hazard likelihood of occurrence and its potential impact on the mission, person, equipment, or facility is such that it can be reasonably expected to cause bodily harm, damage to equipment, or the facility, or delay in the execution of the mission unless corrected. Normally, they are assigned a RAC of 1, 2, or 3.

**Single-hazard risk** – Risk associated with a single hazard of the system.

**Special hazards areas** – Areas identified containing hazards which due to their nature could not be eliminated through design selection and therefore depend upon training, procedures, and PPE for control of the hazards to tolerable levels. Examples: Kitchens, machine shops, areas around conveyor belts, hazardous chemical storage areas, etc.

**Standards failure** – Standards / procedures not clear or practical, or do not exist.

**State OSHA official** – Investigator or compliance officer employed by, assigned to, or under contract to state OSHA / Commonwealth of Virginia Department of Labor and Industry.

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

**Support failure** – Inadequate equipment / facilities / services in type, design, availability, or condition, or insufficient number / type of personnel, which influenced human error, resulting in a VDF accident.

**System** – A composite, at any level of complexity, of trained personnel, procedures, materials, tools, equipment, facilities, and software. The elements of this composite entity are used together

in the intended operational or support environment to perform a given task or achieve a specific production, support, or mission requirement.

**System inadequacy** – A tangible or intangible element that did not operate to standards, resulting in human error or materiel failure. Also referred to as causes, readiness shortcomings, and/or root causes.

**System safety** – The application of engineering and management principles, criteria, and techniques to optimize safety within the constraints of operational effectiveness, time, and cost throughout all phases of systems', equipment's, or facilities' life cycle.

**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.

**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.