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| CESO Regulation No. 385-1-85 | Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000 | ER 385-1-85 31 Jul 91 |
| | Safety and Occupational Health SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANAGEMENT EVALUATION | |
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

CESO

Regulation
No. 385-1-85

31 July 1991

Safety and Occupational Health
SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANAGEMENT EVALUATION

This regulation will be supplemented by USACE commands, as necessary. MSC, laboratories and separate field operating activities will furnish a copy to USACE (CESO), Wash DC 20314-1000, and USACE (CEIM-PD), Wash DC 20314-1000; Districts will furnish required copies to their MSC.

1. Purpose. This regulation establishes policy and programs for evaluating the efforts of USACE major subordinate commands, laboratories, and separate field operating activities in managing their Safety and Occupational Health (SOH) Programs in accordance with upper-level directives.

2. Applicability. This regulation applies to all major subordinate commands, laboratories, and separate field operating activities.

3. References. See Appendix A.

4. Policy. USACE commanders will comply with upper-level programs, as established in referenced directives, to provide a safe and healthful environment for all government personnel, members of the public visiting Corps-administered facilities, and, through contractual requirements, contractor work forces. To ensure compliance with the effective management of these programs, the SOH programs of USACE commands shall be evaluated annually. Compliance and effective management will be substantiated by a commander who has achieved at least a "MET" rating on his annual evaluation.

5. Program Evaluations.

a. HQUSACE Safety and Occupational Health Office will annually evaluate the implementation and effectiveness of SOH programs at major subordinate commands, laboratories, and separate field operating activities. Evaluations will normally follow the format at page 6 of this ER. At the discretion of the Chief of Safety and Occupational Health, HQUSACE, an alternative evaluation format may be used when a USACE command has a history of superior performance.

b. HQUSACE Safety and Occupational Health Office will coordinate a mutually agreeable date for the evaluation with the

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Chief of the Safety and Occupational Health Office to be evaluated. Whenever possible, entrance and exit interviews with the USACE evaluator and the commander and the Chief of Safety and Occupational Health of the USACE command being evaluated will be scheduled. The Chief of Safety and Occupational Health of the command being evaluated will accompany the evaluator during the evaluation.

c. While making evaluations, consideration will be given to the fact that the methods and techniques of program management are the responsibility of the individual USACE commands and that administrative procedures will differ based on mission and geographical differences and external influences. USACE commands will be evaluated only on those elements applicable to their mission and function.

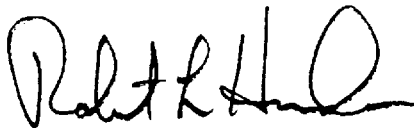
d. Each USACE command will annually evaluate the effort and effectiveness of SOH program management in their major elements and subordinate activities. Major subordinate commands will establish a program similar in form and content to this regulation for the evaluation of their subordinate commands.

6. Reporting.

a. An evaluation summary sheet (see Appendix C) will be used to provide an overall picture of the status of the USACE command's Safety and Occupational Health Program. The evaluation summary sheet will be completed and left with the USACE commander at the exit interview.

b. The formal results of an evaluation will be forwarded, within sixty working days, to the rating officer of the evaluated commander for signature and comments and then forwarded to the evaluated commander for action. Information copies may also be forwarded to the Chief of Engineers and his staff.

FOR THE COMMANDER:



ROBERT L. HERNDON
Colonel, Corps of Engineers
Chief of Staff

3 Appendices
APP A - References
APP B - Program Elements and
Levels of Performance
APP C - Evaluation Summary
Sheet

Appendix A

References

1. 29 CFR 1910
2. 29 CFR 1926
3. 29 CFR 1960
4. AR 40-5, Preventive Medicine
5. AR 385-10, The Army Safety Program
6. AR 385-11, Ionizing Radiation Protection
7. AR 385-16, System Safety Engineering and Management
8. AR 385-40 Accident Reporting and Records
9. TB MED 503, The Army Industrial Hygiene Program
10. USACE Chemical Hygiene Plan, CESO-I memorandum dated 19 July 91, subject: OSHA Required Chemical Hygiene Plan
11. ER 385-1-40, Occupational Health Program
12. ER 385-1-80, Radiological Safety
13. ER 385-1-86, Underwater Diving
14. ER 385-1-88, Operating Procedures
15. ER 385-1-89, Hearing Conservation Program
16. ER 385-1-90, Respiratory Protection Program
17. ER 385-1-92, Safety and Occupational Health Document Requirements for Hazardous and Toxic Waste (HTW) Site Activities
18. USACE Supplement 1 to AR 385-40, Accident Investigation and Reporting
19. EM 385-1-1, Safety and Health Requirements Manual
20. EP 385-1-58, Medical Surveillance
21. EP 415-1-260, Resident Engineer Management Guide

Appendix B

Evaluation Elements, Scoring, and Levels of Performance

References are listed in Appendix A. To receive credit for a program element, the program element must be included in a written SOH program document (analogous to AR 385-10 and ER 385-1-40) and a copy of the program document must be available during the evaluation.

1. Policy Statement. The USACE command has a written SOH policy statement signed by the current commander and/or director. (Ref 5)

a. Policy statement establishes the commander as responsible for assuring that a positive and aggressive SOH program exists. 2 points

b. Policy statement covers all principles established in para. 1-5 of AR 385-10. 1/2 point each - maximum of 3 points

REMARKS:

2. Program Document. (Ref 14)

a. The USACE command's SOH program elements (as defined in this appendix) are combined in the form of a regulation or office memorandum. 3 points

b. The program document delineates SOH program accountabilities and responsibilities and internal and subordinate-command safety management evaluations. 2 points

c. Document is updated at least every 3 years. 2 points

REMARKS:

3. Goals, Objectives, and Safety Management Action Plans. (Ref 5)

a. The USACE command has established written goals and objectives that are pertinent to their mission and consistent with those of higher headquarters. 2 points

b. The USACE command develops annual safety management action plans to implement those special emphasis areas identified internally as requiring emphasis and those areas prescribed by HQUSACE. 3 points

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c. The USACE command has demonstrated progress towards their goals, objectives, and safety management action plan. 4 points

REMARKS:

4. Government Personnel Occupational Safety and Health. The USACE command has developed and implemented the following SOH programs to maintain safe and healthful work environments and procedures and to protect against accidental loss.

a. Occupational health program. (Ref 4,6,9,11,12,15,16,19)

- (1) Health hazard inventory. 1 point
- (2) Industrial hygiene implementation plan. 1 point
- (3) Industrial hygiene hazard evaluation and risk assessment codes. 1 point
- (4) Industrial hygiene design review. 1 point
- (5) Respiratory protection program. 2 points
- (6) Hearing conversation program. 3 points
- (7) Vision conversation program. 1 point
- (8) Radiation protection program. 2 points

b. Hazard communication program: inventory of chemical, biological, radiological, and physical hazards; collection of material safety data sheets (MSDS); formal written program; worker education and training in job-related hazards; container labeling. (Ref 1,2,4) 3 points

c. Laboratory safety program. (Ref 1,10) 2 points

d. Medical surveillance program. (Ref 4,20)

- (1) Job-related medical examinations (pre-employment, periodic, termination). 2 points
- (2) Treatment of occupational illness or injury; emergency treatment of non-occupational illness or injury; job-related immunizations; illness absence monitoring; pregnancy surveillance; chronic disease surveillance; maintenance of occupational health medical and administrative records and reports. 1 point

e. Confined space entry procedures program. (Ref 19) 2 points

f. Diving safety. (Ref 13) 2 points

g. Workplace inspection and abatement program. (Ref 3,5)
2 points

h. Safety and Occupational Health Training. (Ref 1,2,5) 5 points

i. Job and activity hazard analyses. (Ref 5,19) 2 points

j. Safety and Occupational Health Committee. (Ref 3,5) 1 point

k. Employee reporting of unsafe/unhealthful working conditions. (Ref 3,5) 1 point

l. Safety promotion and awards program. (Ref 5) 2 points

REMARKS:

5. Hazardous/Toxic Waste Activities. (Ref 1,17)

a. Appropriate USACE command personnel are targeted for and receive hazardous/toxic waste activity training. 4 points

b. Site-specific Safety and Health Plans for hazardous and toxic waste investigation, design, and construction activities are developed, reviewed, approved, and overseen in accordance with ER 385-1-92. 6 points.

REMARKS:

6. Contractor Safety and Occupational Health. Through contractual provisions and administrative programs, the USACE command requires and has procedures for assuring that contractors provide for the safety and occupational health of their personnel. (Ref 19,21)

a. Contractors are notified of "Accident Prevention" FAR Clause and their accident prevention responsibilities. 2 points

b. Accident prevention plan review/acceptance. 2 points

c. Activity hazard analysis review/acceptance. 2 points

d. Compliance inspection (Corps and contractor) requirements (including frequency, documentation, and follow-up). 3 points

e. Procedures to be used to gain contractor compliance with safety and health requirements. 2 points

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f. Equipment testing and inspection programs. 2 points

g. USACE command follows HQUSACE procedures for obtaining waivers to Corps safety and health requirements. 2 points

REMARKS:

7. Public Safety and Health. The USACE command administers and operates facilities for public use in a safe and healthful manner. (Ref 5)

a. USACE command includes safety and health in the design reviews of public facilities. 3 points

b. USACE command has public safety promotion programs. 3 points

c. USACE command conducts safety and health inspections of public facilities, including leased facilities. 4 points

REMARKS:

8. Accident Investigation, Reporting, Analysis, and Countermeasures. The USACE command collects, investigates, and analyzes accident data and develops accident countermeasures. (Ref 5,8,18)

a. USACE command accident reporting meets the requirements of HQUSACE. 2 points

b. USACE command performs periodic accident and accident trend analyses to determine the effectiveness of their SOH program and to identify areas requiring special emphasis. 3 points

c. USACE command develops and implements countermeasures designed to control the accident causations identified in accident and accident trend analyses. 7 points

d. USACE command conducts follow-up surveys to evaluate the effectiveness of countermeasures and, when necessary, revises countermeasures to make them more effective. 4 points

REMARKS:

9. Design (Facility System) Safety. The USACE command has a design/facilities system safety program which requires and provides for hazard analyses of high-risk facilities.

a. Design projects are ranked by hazard severity and those projects with a high hazard severity ranking were reviewed for design safety considerations. 5 points

b. USACE command design, construction, and SOH personnel are targeted for and receive the appropriate facility systems safety or design safety training. 3 points

REMARKS:

10. Performance Standards and Evaluation System for Staff Level Supervisors. (Ref 5)

a. All staff level managers and supervisors have measurable SOH standards incorporated in their performance standards. 2 points

b. The safety and occupational health office provides an evaluation of the safety and occupational health performance of staff level managers to their rater. 3 points

REMARKS:

11. Innovation and Special Emphasis Programs. The USACE command has initiated innovative or special emphasis programs to address safety and occupational health problems. Generally these initiatives go beyond, or are innovative in their approach to, the items delineated in 1-10 above.

a. USACE command has initiated innovative or special emphasis programs. Up to 10 points

b. USACE command has communicated their innovations or special emphasis programs to other USACE commands who would benefit from them. Up to 3 points

REMARKS:

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Safety Management Evaluation

USACE command: _____

Commander: _____

Evaluation period: _____

Evaluation performed by/date: _____

| <u>Program Element</u> | <u>Maximum Score</u> | <u>Applicable Score</u> | <u>Actual Score</u> |
|---|----------------------|-------------------------|---------------------|
| 1. Policy Statement | 5 | — | — |
| 2. Program Document | 7 | — | — |
| 3. Goals, Objectives, and Safety Management Action Plans | 9 | — | — |
| 4. Government Personnel Safety and Occupational Health | 37 | — | — |
| 5. Hazardous/Toxic Waste Activities | 10 | — | — |
| 6. Contractor Safety and Health | 15 | — | — |
| 7. Public Safety and Health | 10 | — | — |
| 8. Accident Investigation, Reporting, Analysis, and Countermeasures | 16 | — | — |
| 9. Design (Facility System) Safety | 8 | — | — |
| 10. Performance Standards and Evaluations | 5 | — | — |
| 11. Innovation and Emphasis Programs | 13 | — | — |
| <hr/> | | | |
| TOTAL | 135 | — | — |

Evaluation score = $\frac{\text{actual score}}{\text{applicable score}} \times 100\%$

Levels of performance: 90% - 100% = Superior
78% - 89% = Exceeded
66% - 77% = Met
0% - 65% = Not met

EVALUATION SCORE = _____

Appendix C

Evaluation Summary Sheet

1. The enclosed summary sheet should be used to provide an overall picture of the status of a USACE command's SOH program.
2. It is recommended that the evaluation summary sheet be color coded, with green indicating overall satisfactory performance in a program element; yellow indicating minor problem or incomplete performance in a program element; and red indicating a significant problem with a program element. In this manner a commander has a quick reference to the accomplishments and problems with the command's SOH program.

- Policy statement Command responsibility Covers AR 385-40

- Program document Regulation or office memorandum Accountabilities and evaluations 3 year update

- Goals, objectives, and safety management action plans Written goals and objectives Safety management action plan Action plan progress

- Government personnel safety and occupational health Occupational health Hazard communication Laboratory safety Medical surveillance Confined space entry
- Diving safety Workplace inspect and abatement Safety and health training Job and activity hazard analyses
- Safety and health committee Reporting of working conditions Safety promotion and awards

- Hazardous/toxic waste activities USACE personnel training SSHP development, review, approval, and oversight

- Contractor safety and health Contractor notification Accident prevention plans Activity hazard analyses Compliance inspections
- Compliance procedures Equipment testing and inspection Waiver procedures

- Public safety and health Public facility design reviews Public safety promotion Public facility inspections

- Accident investigation, reporting, analysis, and countermeasures Meets HQUSACE requirements Accident and trend analyses Countermeasures Countermeasure follow-up

- Design (facility system) safety High-hazard facility design safety reviews USACE personnel training

- Performance standards and evaluations Safety and health performance standards Safety and health performance evaluations

- Innovation and emphasis programs Innovative or special emphasis programs Communication with other USACE Commands