



Georgia State Defense Force

SAFETY

Standard Operating Procedure

GEORGIA DEPARTMENT OF DEFENSE
Georgia State Defense Force
Confederate Avenue Complex
Atlanta, GA

JANUARY 2008

MEMORANDUM FOR ALL PERSONNEL OF GEORGIA DEPARTMENT OF DEFENSE / GEORGIA STATE DEFENSE FORCE (GaDOD/SDF)

SUBJECT: Safety Standard Operating Procedures

1. **Purpose.** This SOP establishes the safety policy and procedures for the Georgia State Defense Force. (GaDOD/SDF).
2. **Scope.** This memorandum is applicable to all personnel assigned, attached, and under operational control of the GaDOD/SDF during any officially sanctioned mission or event. (under SAD orders)

3. **References.**

- a. USAR 385-10 Army Safety Regulations, 28 FEB 2000
- b. DoD Instruction 6055.4 Driving Safety
- c. OSHA 1910 Standards
- d. US Army FM5-19 Composite Risk Management
- e. US Army FM100-13 Risk Management
- f. Georgia Army National Guard Resources, Safety and Occupational Health

4. **Responsibilities.**

The GaDOD/SDF Safety Officer will work with each subordinate unit to provide the necessary materials and training for successful operation of the GaDOD/SDF Safety Program.

- a. **Unit Commanders.** The Unit commander (BDE, BN) is the Safety Manager and responsible for the overall supervision of the safety program at their level of assignment. The commander shall;
 - (1) Ensure compliance with The GaDOD/SDF safety program, USA, NGGA safety regulations, and all higher headquarters directives.
 - (2) Appoint on orders a safety officer (O3 or O4), a safety NCO (if applicable),(E-6 or above), and a Fire Marshall (E-5 or above). Fire and Safety positions may be combined. Appointed personnel need to be available for appropriate Safety Training when required.

- (3) Ensure all directives, standing operating procedures (SOPs), and training publications include safety practices and physical standards. Ensure a comprehensive risk assessment is prepared and readily available for every operation/training event.
- (4) Develop and implement an accident prevention program and ensure that troops receive pre-holiday and weekend safety briefings.
- (5) Ensure all accident reporting and worker compensation paperwork is performed in a timely manner IAW this Safety SOP.
(Worker Compensation paperwork is to be done in conjunction with the appropriate GaDOD/SDF JAG Officer)

b. Safety Officer.

The unit Safety Officer is appointed by the unit commander. At the BDE level the BDE commander may appoint a dedicated Safety Officer, or may assign the position as an additional duty. It is recommended that the Safety Officer be in the grade of O2 or O3. At the BN level it is recommended that the Safety Officer be an additional duty. The recommended grade for this position is O1 or O2.

Duties to include, but not limited to:

- (1) Become familiar with Georgia National Guard and GaDOD/SDF Safety regulations, Composite Risk Management and the safety requirements for the unit. The principles of accident prevention, and the safety aspects included in SOPs, field manuals, technical manuals, and other appropriate information as required. The Georgia National Guard and GaDOD/SDF Safety Materials are derived from US Army Safety regulations and publications.
- (2) Supervise safety inspections, safety training, safety exercises and safety operations during missions.
- (3) Coordinate with the GaDOD and GaSDF safety officials to eliminate and/or correct identified safety hazards.
- (4) Publish a Disaster/Emergency Preparedness Plan for each AOR.
- (5) Publish a memorandum on unsafe and unhealthful working conditions in the unit areas, emphasizing personal responsibility for making such reports. Updating at least quarterly.

- (6) Report all accidents in a timely manner and IAW the GaDOD/SDF Safety SOP. Provide assistance with accident investigation. Review reports for completeness and accuracy and evaluate adequacy of corrective actions.
- (7) Conduct a risk assessment for all facilities, training areas, and training events to ensure compliance with safety standards and regulations.
- (8) Provide the commander with periodic safety progress reports and information concerning accidents.
- (9) Establish and monitor a unit Safety Awards program.
The guidelines for this award will be published by the GaDOD/SDF Safety Officer

c. Safety NCO. (If Applicable)

The unit Safety NCO is appointed by the unit commander. At the BDE level the BDE commander may appoint a dedicated Safety NCO, or may assign the position as an additional duty. It is recommended that the Safety NCO be in the grade of E5 or above. At the BN level it is recommended that the Safety NCO be an additional duty. The recommended grade for this position is E4 or above.

Duties to include, but not limited to:

- (1) Become familiar with GaDOD/SDF safety regulations, safety requirements for the unit, principles of accident prevention, and safety aspects included in SOPs, field manuals, technical manuals, etc. Other appropriate information as required.
- (2) Ensure compliance with safety regulations and higher headquarters directives.
- (2) Conduct or supervise safety inspections, safety training, safety exercises and safety operations during missions.
- (3) Conduct or supervise safety training as needed concerning specialized and general hazards in the workplace and methods for avoiding mishaps.
- (5) Conduct or supervise a Safety Orientation for all newly assigned personnel to include vehicle operating safety, and hazards inherent in their specific job and work environment.
- (6) Develop, coordinate, and conduct Driver's Accident Avoidance Training and Seasonal Safety Training for assigned personnel. This is important

for personnel who are unfamiliar with the seasonal changes in a given area. (if applicable to your area of responsibility)

(7) Conduct or supervise a Unit Safety Awards program.

* Some of the above items may be accomplished during IET or other initial training.

5. Training Safety.

- a. There will be a minimum of two troops at every training event or GaSDF group. A Senior NCO who has completed Safety Training may fulfill the requirement for one of the positions if there is no Safety Officer present. If there is not at least two qualified troops on site, the training event should not take place.
- b. The Safety Officer should conduct a risk assessment and have it signed by the unit commander prior to any training. If there is no risk assessment worksheet signed by the unit commander (or Mission OIC), there should be NO training!
- c. Physical Fitness Training*. If there is outside physical fitness training, all personnel should wear a reflective safety belt around the waist. Road guards will wear a reflective vest and carry a flashlight.

(****Physical Fitness Training is not a usual GaDOD/SDF activity****)

- d. Road Movement, Traffic Control and Crowd Control. GaSDF personnel assigned to traffic control, crowd control or road guard activities will wear a reflective vest to identify them to appropriate persons.
- e. Privately Owned Weapons.
 - (1) No privately owned firearms will be present at any GaDOD/SDF activity. As prescribe by GaSDF regulation 600-96
 - (2) Some knives are authorized for GaDOD/SDF activities. Folding knives with a blade length of six inches or less are authorized. Per GaSDF 600-96 section 4 a(2)
- f. Environmental Hazards.
 - (1) Plants. Toxic plants, such as poison ivy, poison oak, and poison sumac, are found in Georgia. Do not touch any affected areas of skin or clothing. Wash thoroughly with soap and water and seek medical treatment.

- (2) Insects. Field training sites are normally infested with wood ticks, chiggers, red bugs, ants, wasps, and hornets. Ticks are especially dangerous since they carry Rocky Mountain Spotted Fever. Use of preventive measures (insect repellents, uniforms worn properly) minimizes contact with these insects. Unblousing boots as heat injury precaution is not desirable when in a tick infested area.
- (3) Animals. Avoid all animals and reptiles found on training sites, whenever possible. If encountered, do not handle or molest. If bitten or clawed, seek medical attention.
- (4) Electrical Storms. All training will cease in the event of thunder and/or lightning. Do not handle metal objects or active electrical equipment. Avoid bodies of water, solitary trees, and fences.
- (5) Avoid situations you are not familiar with such as unknown chemicals. Seek HAZMAT qualified assistance.

6. **Vehicle Safety.** Vehicle Operation is safer when the operator has had enough sleep, is sober, and obeys the rules of the road. All GaDOD/SDF must be properly licensed for the vehicles they operate as prescribed by state law.

a. Bicycles.

- (1) All troops should wear an approved bicycle helmet when riding a bike.
- (2) Troops also must wear light or reflective clothing while riding a bike at night.
- (3) Troops are encouraged to have their bike inspected by an approved bicycle dealer annually.

b. Motorcycles.

The following regulations are required while on duty and highly suggested while off duty. A valid state motorcycle license (endorsement) is required for motorcycle operation.

- (1) All troops should complete an approved safety course before operation (as driver or rider) of any motored vehicle with three or less wheels. This course shall have a curriculum approved by the Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA).
- (2) Motorcycles shall have rear view mirrors, and head and tail lights. All state required safety equipment.

- (3) Drivers and riders of motorcycles and ATVs must wear the following Personal Protective Equipment (PPE);
 - (a) Helmet. Certified to meet Dept. of Trans. standards and properly fastened under the chin. Army Kevlar is acceptable in the field only, not on the highway or public road.
 - (b) Goggles/ Face Shield. Impact or shatter resistant goggles or full-face shield properly attached to the helmet.
A windshield or eyeglasses do not count in place of the above equipment.
 - (c) Sturdy Footwear. Leather or over-the-ankle boots is strongly encouraged. Boots required in uniform.
 - (d) Clothing. Long sleeved shirt, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.
 - (e) Visibility. A brightly colored outer upper garment by day, and reflective by night that is not covered in any way.
A reflective vest is required on Army Posts and other federal installations. It is highly recommended that a reflective vest be worn at all times on or off duty.

c. Privately Owned Vehicles.

- (1) POVs in designated training areas are prohibited.
Exemptions can be granted by the CG. G3 or designate.
- (2) Prior to unit activity, the unit commander or designate should encourage all troops to complete a POV inspection checklist for vehicle safety prior to embarkation.

7. **Accident Reporting.** The OIC/NCOIC of a training event is responsible to ensure any accident investigations and reports are performed IAW AR 385-40 and Annex A of this SOP.

- a. The OIC/NCOIC is responsible to report any accident to the Responsible Commander and Safety Officer immediately. If a Worker Compensation incident the the unit JAG is to be notified and worker's comp procedures followed.
- b. The reporting official (Officer or NOC who witnessed the event) will call Unit Commander or his Safety Officer about any Serious Incident (SIR) within 24 hours of the accident. JAG notification also required.

- c. All accidents are investigated to obtain the facts and circumstances.
 - (1) The appropriate report is prepared on each accident and given to the Safety Officer or NCO within 24 hours of the accident. JAG is to be copied with the report.
 - (2) The Safety Officer and NCO will review the paperwork and submit the accident packet to GaDOD/SDF Safety Officer NLT 7 days after the accident. JAG copied.

8. Chain of Command and Safety. The key to accident prevention is the ability of GaDOD/SDF leaders at all levels of the command structure to educate, implement, and enforce established safety rules and procedures. Direct involvement in safety is required to ensure necessary guidance is provided to the troops. Officers and NCOs must set the example, recognize any hazardous conditions within their areas, and correct any unsafe act that is observed or reported.

-- Original Signed --

ANNEXES

Annex A--Accident Reporting Procedures

Annex B-- Serious Incident Report Procedures

Annex C--Disaster –Emergency Preparedness Plan

Annex D--Safety Checklist

Annex E--New Arrival's Safety & Occupational Health Briefing

Annex F--Use of DA Form 7566 Composite Risk Management Worksheet

Annex G--Use of Safety Matrix Card

Annex A: GaDOD/SDF Accident Reporting Procedures

1. **Purpose.** To establish the procedures and documentation required in reporting accidents/injuries to the GaDOD/SDF Safety Officer.

2. **Reporting.**

- a.. GaSDF members will report accidents in one of three ways:
Serious Incident Reporting (SIR),
Telephonic Accident Reporting and use of DA Form 285*
(Military Accident Form), or CAF (Civilian Accident Form).
(a GaSDF form 285 will be created at a later time)
- (1) All Class A and B accidents are considered SIRs. Class C and D accidents may be SIRs depending on the severity of injuries and/or damage to military equipment. The unit will report SIRs IAW Annex B.
 - (2) Units will report Non-SIR accidents telephonically, up the chain of command, using the format at enclosure 1, NLT then 24 hr to the GaSDF Safety Officer and JAG.
 - (3) Units will report accidents involving an on duty DA civilian with Form CA-1
The report will be completed and forwarded to the
- b. All accidents involving military cadre and GaSDF property require a DA Form 285 to be completed in accordance with Instruction Package for DA Form 285, U.S. Army Accident Report, and forwarded to the GaSDF Safety Officer.
(this will be amended to include GaSDF specific forms)

Annex A, Encl 1 (GaSDF) Telephonic Accident/Injury Report)

1. Date Time Group of Accident/Injury:
2. Class of Accident/Injury:
3. Unit and Brigade:
4. Standard Name Line and Para (SNL) of Person(s) Involved (Rank/Mr./Mrs./Ms):
5. Description of Injury(s):
6. Description of any Property Lost or Damaged:
7. Location of Accident/Injury:
8. Circumstances of Accident:
9. Date Time Group of Reporting:
10. CA-1 to be filed no later than (date):
11. DA285 to be filed no later than (date):
12. Reported by (Name, Rank, Duty Position, Phone #):

Annex B: Serious Incident Report Procedures

- 1. Purpose.** Provide command policy for Serious Incident Reporting.
- 2. Applicability.** All personnel assigned, attached, or contracted to the GaDOD/SDF
- 3. Policy.**
 - a. The OIC/NCOIC will immediately report the incidents or events listed in this Annex to the Unit Commander. If the unit commander is not immediately available, the POC will notify the individual at the next level within the chain of command.
 - c. The POC will follow-up the telephonic initial report with a written SIR within 6 hours of notification.
 - d. Reportable Serious Incidents include;
 - (1) Deaths or critical injuries that could result in permanent disability (excluding medically related) of a cadre, contractor, guest invited to an GaDOD/SDF event.
 - (2) Any incident, event, or accident if adverse publicity is expected to include incidents involving alleged cadre misconduct or abuse; and crowd control, civil disturbances, or demonstrations involving GaDOD/SDF personnel.
 - (3) Training accidents that result in damage or loss of private or GaDOD/SDF property or equipment exceeding \$5,000. (if involving GaDOD/SDF personnel)
 - (4) Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$10,000; distribution, transportation, or sale of illegal drugs exceeding \$5,000; murder or attempted murder, any lost or stolen GaDOD/SDF property) committed by or against a cadre, guest or invited member to an GaDOD/SDF event, or a family member. Subject to JAG interpretation
 - (5) Bomb threats.
 - (6) Suicide or attempted suicide by a GaDOD/SDF member.

Encl - SIR Worksheet

Annex B, Encl 1 (GaDOD/SDF Serious Incident Report Worksheet)

REPORT NUMBER: _____ DATE: _____

THIS IS AN INITIAL /INTERIM /FINAL REPORT (CIRCLE ONE)

REPORTING UNIT:

UNIT POC AND PHONE NUMBER:

TYPE OF INCIDENT:

NAME AND STATUS OF ALL INVOLVED:
(i.e. active duty, contract, etc)

DATE OCCURRED:

DATE REPORTED TO HQs & GaDOD/SDF Safety Officer and JAG:

SUMMARY OF INCIDENT:

DISPOSITION OF INDIVIDUAL:

STATUS OF COMMAND ACTIONS:

NAME, ADDRESS AND PHONE NUMBER OF NEXT OF KIN: (Deaths only)

FOLLOW-UP REQUIRED? YES: NO:

ANNEX C: Disaster-Emergency Preparedness Plan

1. **Purpose.** The purpose of this disaster-emergency preparedness plan is to establish unit response procedures during major emergencies, natural and manmade. Additionally, it coordinates necessary assistance and establishes a recovery system in order to return the GaDOD/SDF to normal operations.
2. **Scope.** Each unit assigned is responsible for the initial response to emergencies. If the battalion commander determines that the emergency is beyond the unit's capability, then additional assistance will be requested from higher headquarters.

3. Responsibilities.

- a. **Unit Commander.** The unit commander is responsible for coordinating requests for resources from within the unit staff, those from higher headquarters and outside support agencies during an emergency situation.
- b. **Safety Officer.**
 - 1) Create a Hazard and Vulnerability Analysis, updated annually, which will identify the type of hazards that the unit may encounter.
 - 2) Create a checklist that identifies files, equipment, and sensitive documents which may require a safe haven in the event of an emergency.
- b. **Troops.** In an emergency, report location and situation as soon as safety allows. Be prepared for non-standard missions to assist the unit and community.
- c. **Individuals / civillans.** Stay out of harm's way! Seek shelter and update your status through the chain of command.

4. Concept of Operations.

- a. The safety of the GaDOD/SDF cadre is the first priority in any emergency, followed by security of unit equipment and information.
- b. Each will use preexisting resources within their AO; integrating with support sources instead of duplicating functions.
- c. The POC or designated representative will assess the effects of the disaster on personnel readiness and ability to continue the mission. The unit commander will keep the GaDOD/DSF command staff abreast of the unit's ability to accomplish its mission throughout the duration of the emergency.

- d. GaDOD/SDF Vehicles/Equipment/Files. The appropriate commander will identify GaDOD/SDF vehicles, equipment, and files to be evacuated or secured in place in advance of an oncoming disaster. This evacuation plan will identify equipment type, preparation needed before transportation, method of evacuation, personnel needed, and temporary destination for evacuated equipment.
- e. Emergency Medical Support. The unit commander will contact The appropriate Medical Detachment to identify emergency medical support procedures during a disaster or major emergency
- f. Community Health and Welfare Agencies. Each unit should have MOU's with local aid agencies such as the Red Cross, if it becomes necessary to provide further assistance to unit personnel or their families.

**Annex D: Safety Checklist
(under development)**

Annex E: New-Arrival's Safety & Occupational Health Briefing
(under development)