



## DEFENSE INFORMATION SYSTEMS AGENCY

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ARLINGTON, VIRGINIA 22204-4502

JITC INSTRUCTION 270-95-02\*

31 August 2009

### SAFETY, HEALTH, AND MEDICAL

#### JITC Safety Program

1. **Purpose.** This Instruction establishes the safety policies and principles for all personnel, systems, and equipment within the Joint Interoperability Test Command (JITC). It also assigns responsibilities and provides guidance for oversight and review of safety support considerations in order to ensure that they are effectively implemented and followed. This Instruction is not intended to supersede those directives issued by higher authority, unless specifically so stated. Any conflicts with such directives shall be referred to the Safety Officer for resolution.

2. **Applicability.** This Instruction applies to all JITC activities and facilities regardless of the mission requirement or work performed. The guidance in this Instruction will be considered before all testing proceeds. No other requirement will supersede safety considerations.

3. **Authority.** This Instruction is published in accordance with the authority contained in the Defense Information Systems Agency (DISA) Directors Policy Letter 2003-6, Safety and Occupational Health, 15 April 2003.

#### 4. **References.**

4.1 29 CFR 1910, Occupational Safety and Health Standards for General Industry.

4.2 FH Regulation 710-1, Hazardous Material Control Center.

4.3 FH Regulation, 420-13, Fort Huachuca Fire Prevention and Protection Program.

4.4 NFPA 70, National Electric Code.

4.5 NFPA 101, Life Safety Code.

4.6 AR 385-55, Prevention of Motor Vehicle Accidents.

## 5. Responsibilities.

5.1 **Safety Officer.** The Safety Officer is responsible for the overall administration of JITC's safety program including the currency of this regulation and for the dissemination of other applicable safety information to all personnel.

5.2 **Supervisory Personnel.** All Division/Portfolio Chiefs, managers, and supervisory personnel shall ensure that full compliance with this regulation is enforced and that pertinent chapters contained therein are periodically reviewed with their personnel.

5.3 **JITC Personnel.** The JITC personnel are responsible for complying with the rules set forth in this Instruction, especially those applicable to the operations or work they are performing.

5.4 **Contracting Officer.** Contracting Officer Representatives are responsible to notify contractors of the application of this Instruction to all employers at JITC.

5.5 **Contractor Employees.** Contractor employees are responsible for compliance with the safety provisions of this Instruction.

6. **Administration.** It is intended that this Instruction be a dynamic document. Changes dictated by changing regulations or by shortcomings identified during implementation should be documented and forwarded to Commander, JITC, ATTN: JT5A, 2001 Brainard Road, Building 57305, Fort Huachuca, AZ 85613-7051.

7. **Policy.** This Instruction reaffirms and supports the policy of the President of the United States, the Department of Defense, and the Director, DISA to conserve manpower and material to the maximum possible degree through the application of a comprehensive, effective, continuous, safety, and industrial health/hygiene program. Department Heads shall enforce all applicable safety regulations within the activities under their control. Supervisory personnel shall see that their subordinates are instructed in and carry out the applicable safety precautions for their work and work areas. Each individual is responsible for knowing, understanding, and observing all safety precautions applicable to their work area. The excellence or failure of supervisors and employees in the performance of safety and health responsibilities will be considered in the performance evaluation or potential of those individuals. Staff responsibility for safety is delegated to

the Safety Officer who will report to the Chief, AS&TSD, on the effectiveness of the program. The Safety Officer will develop and promote a comprehensive safety and occupational health program directed at accident prevention and the maintenance of a safe and healthful workplace.



RONALD C. STEPHENS  
Colonel, USA  
Commander

SUMMARY OF SIGNIFICANT CHANGES. This Instruction contains procedural changes and should be read in its entirety.

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\* This Instruction supersedes JITCI 270-95-02, dated 03 August 2003.

OPR: JT5A

DIST: All JITC Civilian, Military, and Contractor Personnel

## CONTENTS

### BASIC INSTRUCTION

1. Purpose
2. Applicability
3. Authority
4. References
5. Responsibilities
6. Administration
7. Policy

### C1 CHAPTER 1. SAFETY PROGRAM

- C1.1 Safety Program
- C1.2 Major Program Areas

### C2 CHAPTER 2. ORGANIZATION AND ADMINISTRATION

- C2.1 Personal Responsibilities
- C2.2 Division Chiefs/Portfolio Chiefs
- C2.3 Supervisors
- C2.4 Employees
- C2.5 Safety Officer

### C3 CHAPTER 3. SAFETY AND HEALTH INSPECTIONS

- C3.1 Tasks
- C3.2 Responsibilities

### C4 CHAPTER 4. REPORTING AND TREATMENT OF INJURIES OR DISEASE

- C4.1 Background
- C4.2 Terminology
- C4.3 Actions
- C4.4 Injuries While on Travel or Temporary Duty (TDY)
- C4.5 Additional Information

### C5 CHAPTER 5. GENERAL SAFETY REQUIREMENTS

- C5.1 Personnel
- C5.2 Exposure to Hazards
- C5.3 Compliance With Safety Regulations
- C5.4 Individual's Physical Condition
- C5.5 Application of the Two-Personnel Rule
- C5.6 Working Alone

- C5.7 Emergency Work
- C5.8 Housekeeping
- C5.9 Slippery Surfaces
- C5.10 Fire Protection
- C5.11 Traffic Regulations
- C5.12 Protective Clothing
- C5.13 Acceptable Work Clothing
- C5.14 Heat Producing Appliances

C6 CHAPTER 6. HAZARDOUS MATERIAL CONTROL

- C6.1 Background
- C6.2 Actions
- C6.3 Division/Portfolio Chiefs Will
- C6.4 Supervisors Will
- C6.5 Individuals Will
- C6.6 Contractors, Working Through Their Contracting Officer Representative (COR) Will
- C6.7 Hazard Identification
- C6.8 Material Safety Data Sheets

C7 CHAPTER 7. OFFICE SAFETY

- C7.1 Tasks
- C7.2 Tripping, Slipping, and Falling
- C7.3 Equipment
- C7.4 Collision and Obstructions
- C7.5 Falling Objects
- C7.6 Fire
- C7.7 General

## C1. CHAPTER 1. SAFETY PROGRAM

C1.1 **Safety Program.** The program is organized and administered Joint Interoperability Test Command (JITC) wide under the direction of the Safety Officers at JITC Fort Huachuca and JITC Indian Head. It encompasses all aspects of safety including occupational health. It includes, but is not restricted to, JITC operations involving research, test, maintenance, motor vehicles, materials handling, storage, chemicals, and administration, and the safety of buildings and grounds, where such activities are performed. The safety program is applicable to all military and civilian personnel. All personnel will give their full cooperation and support to the promotion of the safety program.

C1.2 **Major Program Areas.** The safety program at JITC shall comprise:

C1.2.1 **Industrial Safety.** The JITC is concerned with the prevention of injuries and the protection of property. This program includes the establishment of standards and the enforcement of compliance through appropriate engineering, education, training, supervision, accident investigation and analysis. It includes the direction and correction of safety hazards in all divisions, portfolios, and operations at JITC regardless of their nature.

C1.2.2 **Motor Vehicle Safety.** Major task is to reduce motor vehicle accidents per AR 385-55 and AR 600-55, in order to conserve manpower and equipment through a comprehensive, effective, and continuous accident prevention program encompassing education and training; investigation, reporting and analysis; maintenance and inspection; and preventive and corrective action.

C1.2.3 **Industrial Hygiene.** Primary safety tasks are:

C1.2.3.1 Prevention of organic or systemic damage to the health of personnel due to inhalation, ingestion, or contact with toxic dusts, vapors, fumes, gases, or mists, or due to exposure of excessive radiations, noise, and temperature changes.

C1.2.3.2 Improvement of working conditions and/or equipment to promote increased efficiency of personnel.

C1.2.4 **Public Safety.** This program concerns the safety of the general public anywhere at JITC and/or when exposed to hazards of JITC operations while conducting business.

## C2. CHAPTER 2. ORGANIZATION AND ADMINISTRATION

C2.1 **Personnel Responsibilities.** Personnel responsibilities in the safety program are as follows:

C2.2 **Division Chiefs/Portfolio Chiefs.** Division Chiefs, Portfolio Chiefs, and Officers in Charge are responsible for the maintenance of safe operations and practices, and for the prevention of accidents within their respective divisions. Their responsibilities shall include the following:

C2.2.1 Establish adequate internal procedures and records for the administration, supervision, and evaluation of the division's program.

C2.2.2 Ensure that plans and specifications for research and experimental projects, new construction and alterations to buildings and facilities, processes, equipment, and procedures have been prepared with thorough and critical consideration provided for the safety of personnel and the safety of operations.

C2.2.3 Take necessary steps to ensure prompt reporting of injuries and accidents as established by safety rules and regulations. Notify the Safety Officer immediately of any injury that disables personnel for work, accident/incident, motor vehicle accident, and all accidental damage to physical property or equipment, which may be a potential hazard or could result in serious injury to personnel.

C2.2.4 Ensure that all personnel under their cognizance understand and comply with prescribed safety instructions, Standard Operating Procedures (SOPs), rules, regulations, and the use of prescribed protective clothing and equipment.

C2.2.5 Ensure that all necessary accident prevention measures are taken.

C2.2.6 Ensure safety and health will be written into all supervisors' performance standards as a critical element where hazardous materials are used, or hazardous operations are conducted. Compliance with safety requirements will be considered as a factor by the rater in evaluating the performance of all supervisors.

C2.3 **Supervisors.** Supervisors are responsible for the safety of operations coming under their purview. Specific duties shall include the following:

C2.3.1 Assume responsibility for safety in the work area for the condition and proper storage of material in a building, or at the work location. Supervisors do not have the authority to deviate from the safety instructions or regulations. If a supervisor is unable to comply with the safety requirements, all hazardous work operations in the area must cease and the circumstances will be reported to the next higher level of supervision.

C2.3.2 Ensure that subordinates fully understand their individual safety responsibilities as it relates to the job being done, or about to be performed.

C2.3.3 Instruct new, transferred, or temporary personnel in the safety aspects of their duties. They will not assume that such employees are familiar with the hazards of the jobs to which they are assigned. They will frequently check the work to ensure that it is being performed in a safe manner, and document the safety training provided.

C2.3.4 Incorporate safety in job planning, taking action as required to reduce or eliminate hazards that are inherent, or that may arise during a specific job. Proper work environment such as ventilation, illumination, and sanitation will be considered. Particular attention will be paid to personal protective equipment and proper equipment guards.

C2.3.5 They will themselves use good safety practices and will correct any employee engaged in an unsafe work-related practice, or in violation of any safety rule. Unsafe acts by subordinates could result in disciplinary action.

C2.3.6 Inspect the work area before commencement of work and continuously inspect the area for hazards, and then take immediate steps to correct hazards when discovered. If the hazards require action by another division, adequate follow up will be maintained until the situation is remedied.

C2.3.7 Enforce all applicable safety instructions, and in addition, will enforce requirements relative to the use of personal protective equipment.

C2.3.8 See that all injured personnel under their jurisdiction receive prompt treatment, and determine their treatment progress on a day-to-day basis.

C2.3.9 Make prompt and adequate investigation of all accidents and injuries that are incurred by personnel under their jurisdiction. Prepare a report of each accident or injury using the appropriate accident report form, and forward the findings promptly to the Safety Office via their supervisor. Request the services of the Safety Officer, when necessary, to determine corrective measures to prevent recurrence of the accident.

C2.3.10 Periodically examine the personnel under their supervision on their knowledge of safety regulations pertaining to their work assignments.

C2.3.11 Encourage personnel to report unsafe conditions and also encourage suggestions on improving safety.

C2.3.12 Assume responsibility for the placing of proper danger signals or barriers.

C2.3.13 Schedule time for cleanup and housekeeping.

C2.3.14 Ensure that fire prevention measures are taken and that written regulations on fire prevention are enforced.

C2.3.15 Instruct and drill personnel in safe practices, Standard Operating Procedures (SOPs), and casualty drills as appropriate.

C2.3.16 Cooperate with the Safety Officer in carrying out safety duties and the correction of hazards.

C2.3.17 Promptly correct unsafe conditions or equipment reported by subordinates, or seek immediate assistance from higher authority.

C2.3.18 All injuries or accidents, either to equipment or personnel during normal activities or while testing, will be reported by the fastest means available to the Safety Officer for investigation and reporting to higher headquarters as appropriate.

C2.4 **Employees.** Each individual, military or civilian, is responsible for accomplishing his/her work in a manner that will

ensure his/her own safety and the safety of others. Therefore, they will adhere to the following requirements:

C2.4.1 Observe all safety precautions applicable to work or duty.

C2.4.2 Follow SOPs and special procedures when provided.

C2.4.3 Report all unsafe conditions or equipment to the supervisor.

C2.4.4 Properly wear or use protective clothing or equipment that has been approved for the work being performed.

C2.4.5 Report immediately all injuries or health impairments occurring in the course of work, duty, or any other health or bodily defects that may be detrimental to the safety and health of themselves and other personnel.

C2.4.6 Report all property damage resulting from an on-the-job accident to the supervisor, no matter how slight.

C2.4.7 The employee has the right to decline to perform his or her assigned task because of a reasonable belief that under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with (IAW) 29 CFR 1960.46 (a).

C2.5 **Safety Officer.** The Safety Officer's responsibilities are as follows:

C2.5.1 Executes the administrative details of the accident/injury prevention program within the authority established by the Commander.

C2.5.2 Prepares and updates activity safety rules and regulations as approved by the Commander.

C2.5.3 Acts in an advisory capacity on matters of safety to the Commander, Division/Portfolio Chiefs, supervisors, employees, and safety committees.

C2.5.4 Maintains complete and accurate reports of accidents/injuries and makes a comprehensive analysis on each. Correlates analysis with accident prevention operations to

maintain a balanced program that investigates accidents and initiates corrective measures to eliminate all causes of accident.

C2.5.5 Cooperates with the Defense Information Systems Agency's (DISA's) Training and Employee Development and others in a program for training in safety and accident prevention, with emphasis on supervisory and management development.

C2.5.6 Correlates accident/injury prevention activities with those of medical officers and industrial hygienists in the control of occupational health hazards.

C2.5.7 Reviews and approves all plans and specifications pertaining to alterations (maintenance and operations), and to plans and specifications for new construction. Ensures that plans, operating procedures to buildings, processes, and equipment have been prepared with thorough and critical consideration, providing for the safety of personnel and safety of operations.

C2.5.8 Serves as the command representative and point of contact in matters pertaining to safety.

C2.5.9 Inspects all facilities and operations to observe any unsafe physical condition or unsafe work practices and reports findings to the proper division of correction.

C2.5.10 Provides technical guidance to activity safety committees and supervisory personnel as required.

C2.5.11 Consults with operating personnel and their supervisors regarding the correction of hazardous and dangerous working conditions.

### C3. CHAPTER 3. SAFETY AND HEALTH INSPECTIONS

C3.1 **Tasks.** To establish procedures which will ensure that all workplaces are inspected at least annually, and ensure that high hazard areas are inspected more frequently based upon assessment of the exposure to a potential of injuries, occupational illnesses, or damage to Government property, and that the results thereof will be fully documented.

#### C3.2 **Responsibilities.**

##### C3.2.1 **Safety Officer:**

C3.2.1.1 Schedule and conduct subject inspections as required. All work sites shall be inspected at least annually. Higher hazard work sites shall be inspected more often.

C3.2.1.2 Request that the Installation Occupational Health/Preventive Medicine Personnel and others participate in the inspection when it appears appropriate.

C3.2.1.3 Invite the workplace supervisor to participate in the inspection.

C3.2.1.4 Deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection, or who lacks the required security clearance.

C3.2.1.5 Discuss with personnel matters affecting their safety and health, and offer them the opportunity to identify the unsafe and unhealthful working conditions, while remaining anonymous if they so desire.

C3.2.1.6 Bring all imminent danger situations, discussed during the inspection, to the attention of affected employees, supervisory personnel, and the Commander.

C3.2.1.7 Establish procedures to assure prompt abatement of all identified unsafe or unhealthful conditions.

C3.2.1.8 Provide technical assistance in the preparation of abatement plans for unsafe or unhealthful conditions that will require more than 30 workdays for correction.

C3.2.1.9 Prepare a written report of all safety discrepancies, including recommended corrective action, and submit it to cognizant supervisor and/or Division/Portfolio Chiefs. Copies will be furnished to the Command Group.

C3.2.1.10 Perform follow up inspections to ensure that all corrective action taken is satisfactory.

C3.2.1.11 Maintain a file of workplace inspections. These reports, which shall remain on file for three years, shall cite references to standards or directive violated, other unsafe work practices, and management deficiencies observed.

**C3.2.2 Supervisors:**

C3.2.2.1 Participate in scheduled inspections of your work area(s).

C3.2.2.2 Initiate appropriate corrective action upon the receipt of the report of unsafe or unhealthful work practices or conditions.

C3.2.2.3 In situations involving imminent danger, stop all work affected by the imminent danger condition and immediately remove all personnel from the dangerous environment, until the condition causing the imminent danger is removed.

C3.2.2.4 Correct deficiencies noted by the Safety Officer within 30 days. For any deficiency that cannot be corrected, the supervisor shall request an extension. The request shall include reasons why it cannot be corrected, interim measures being taken, a plan to abate the violation(s), firm milestones, and an abatement date.

#### C4. CHAPTER 4. REPORTING AND TREATMENT OF INJURIES OR DISEASE

C4.1 **Background.** Occupational Health and Civilian Personnel Offices have established procedures and defined responsibilities for the reporting and treatment of occupational injuries or disease.

#### C4.2 **Terminology.**

C4.2.1 **Work Injury.** This an injury arising out of, or in the course of, employment or performance of duty occurring on the activity or premises under the control of the activity or beyond activity or beyond activity boundaries to any employee (excluding employees of contractors) or military person.

C4.2.2 **Occupational Disease.** This is a disease caused by environmental factors, the exposure to which is peculiar to a certain process, trade, or occupation and to which an employee is not ordinarily subjected or exposed, outside of or away from, such employment or duty. The term "Work Injury" includes occupational disease(s).

C4.2.3 **Traumatic Injury.** This is defined as a wound or other condition of the body caused by external force, including stress or strain. The injury must be identifiable by the time and place of occurrence and the body member or function of the body part affected, and be caused by a specific event or incident, or series of events or incidents within a single day or work shift. Traumatic injuries are distinguished from occupational diseases in that the latter are produced by systemic infections, continued or repeated stress or stain, exposure to toxins, poisons, fumes, etc., or other continued or repeated exposure to conditions of the work environment over a longer period of time.

#### C4.3 **Actions.**

C4.3.1 An employee who sustains a "Work Injury" shall immediately notify his/her supervisor. Employees who are assigned to operations or work sites in which supervisors are not continuously in attendance shall, in the event of a "Work Injury," seek medical treatment from the nearest hospital or personal physician.

C4.3.2 Supervisors will, upon being notified of a "Work Injury," provide the injured employee with the proper forms for completion and direct the employee to the nearest hospital or physician for treatment.

**C4.4 Injuries While on Travel or Temporary Duty (TDY).**

Employees on travel or TDY will report to the nearest Government medical facility if one is available. Otherwise, they should report to the nearest hospital or physician and request treatment. In such situations, the employee should take action to notify the Joint Interoperability Test Command (JITC) as soon as possible.

**C4.5 Additional Information.**

C4.5.1 The provisions of this Instruction must be followed to protect an employee's rights and implement benefits of the Federal Employee's Compensation Act. Employees who fail to report injuries promptly, or supervisors who fail to require employees to seek medical treatment for injuries, shall be subject to disciplinary action.

C4.5.2 The Defense Finance and Accounting Service (DFAS) Benefit Customer Service Office is responsible for processing all requests for outside medical treatment and any compensation relating to work injuries. Questions dealing with the Federal Employee's Compensation Act shall be referred to the JITC Business Management Branch.

## C5. CHAPTER 5. GENERAL SAFETY REQUIREMENTS

C5.1 **Personnel.** Safety is the responsibility of individual workers; however, managers and supervisors at all levels are responsible for assuring that sound safety practices are understood and carried out in their work areas. The safety requirements included in this chapter are generally applicable to all types of operations and all areas of the Joint Interoperability Test Command (JITC). Coverage is limited to basic guidance in some of the essential areas of safety. It is emphasized that these are basic to good safety performance and do not represent a comprehensive safety program.

C5.2 **Exposure to Hazards.** Personnel safety shall be paramount in all planning and operating procedures to assure maximum practical protection for personnel involved, and to prevent unnecessary exposure to injury and health hazards.

### C5.3 **Compliance with Safety Regulations.**

C5.3.1 New and reassigned personnel will be instructed in safe methods of performing particular operations prior to starting, and during the early stages of each new job.

C5.3.2 Safety training for various supervisory levels will be conducted annually by the Safety Officer.

C5.3.3 Special safety training should be given periodically to groups working in areas where potential hazards are significant, or accident experience indicates the need. New or special operations shall be preceded by safety training.

C5.3.4 Continuing programs will be established to develop and maintain safety consciousness, and encourage the proper use of protective devices and measures.

### C5.4 **Individual's Physical Condition.**

C5.4.1 Personnel will be assigned only to operations for which they are physically qualified and able to perform, as determined by appropriate medical personnel.

C5.4.2 Personnel under the influence of intoxicants, drugs, narcotics, or show other indications of physical or mental incapability while on the premises will be sent for examination. Such personnel will not be permitted to return to work without authorization.

### C5.5 **Application of the Two-Personnel Rule.**

C5.5.1 The two-person rule applies whenever dangerous operations are performed in industrial maintenance. No one shall work alone if there is reason to believe that a situation may develop where the person could not summon assistance within a reasonable time, or where assistance from another person would not be available in the event of an accident.

C5.5.2 When the distance or physical arrangement separating employees is great enough to prevent visual observation or voice communication for long periods, the activities shall be restricted to those with low probability of an incapacitating accident of such magnitude that help cannot be summoned in a reasonable time.

C5.5.3 Dangerous maintenance work in isolated areas or uninhabited buildings after regular working hours requires the presence of at least two people.

C5.5.4 When not in conflict with higher authority or directives, the determination of what constitutes a dangerous operation to which this section applies shall be the responsibility of the cognizant department head or his delegated representative. The Safety Officer shall advise the department of identified situations when application of the two-person rule may appear to be inconsistent.

#### C5.6 **Working Alone.**

C5.6.1 Supervisors responsible for assigning an employee to duties which require working alone in an isolated area will require the employee to periodically report, by telephone or two-way radio, if available, to the shop or office accountable for the employee. Reports will be made at least every two hours during the shift. A log will be maintained by the supervisor for the purpose of recording such reports. Entries will include time of report, name, location of person reporting, and name of person contacted.

C5.6.2 Supervisors or their designated representative will visit the isolated employee at least twice during the shift, if a telephone or two-way radio is not available.

C5.7 **Emergency Work.** Under no circumstances will any safety precautions be disregarded or subordinated because of the urgency of a particular job. Necessary steps shall be taken in anticipation of hazards involved in a particular job and considered in time for adequate planning for safety.

#### C5.8 **Housekeeping.**

C5.8.1 High standards of housekeeping will be maintained in all shops, offices, buildings, work areas, and surrounding grounds.

C5.8.2 Work areas shall be kept free of equipment, materials, and tools, which are not essential to the work being performed.

C5.8.3 Aisles and safety exits will be kept open and unobstructed. Walkways and steps should be kept as free as practicable of uneven surfaces.

C5.8.4 All doors used as exits will be unlocked from the inside during working hours.

C5.8.5 Stairways and stair landings will be kept clear of all obstructions, materials, etc.

C5.8.6 Oily waste, rags, clothing, and materials contaminated with flammable materials will be kept in approved containers and disposed of as directed.

C5.8.7 Lunchrooms, clothing lockers, restrooms, etc., will be kept in a clean and sanitary condition.

C5.8.8 Work areas and machines will be left clean and orderly at the end of the particular job or shift.

#### C5.9 **Slippery Surfaces.**

C5.9.1 Surfaces presenting hazardous footing to personnel, due to the presence of oil or other slippery substances will be cleaned at once, or treated to provide good footing.

C5.9.2 Supervisors will assure that all personnel are aware of the inherent walking and driving hazards, and the precautions necessary to minimize accidents during the onset of adverse weather conditions.

#### C5.10 **Fire Protection.**

C5.10.1 **Smoking.** Smoking is prohibited except in designated locations. There is no designated smoking location inside any JITC building.

#### C5.10.2 **Fires.**

C5.10.2.1 Lighting of fires or open flames of any nature, without proper authorization from the Safety Officer is prohibited. The lighting and/or use of candles, incense burners, and scented oil burners is strictly prohibited.

C5.10.2.2 Authorized fires or open flames will normally be extinguished prior to the end of the shift.

C5.10.2.3 No fire or flame producing device will be permitted in the vicinity of flammable or explosive materials.

C5.10.2.4 Oily waste, rags, overalls, flammable liquids, oils, chemicals, or explosives will be placed in approved containers in designated locations.

### C5.10.3 **Fire Fighting Equipment.**

C5.10.3.1 Employees, except firefighters for official purposes, are forbidden to use fire fighting equipment or apparatus for any purpose other than fire fighting.

C5.10.3.2 Fire hydrants, hose houses, hose boxes or racks, or fire telegraph boxes will not be obstructed. An open passage must be maintained at all times so fire equipment can be brought into instant use.

C5.11 **Traffic Regulations.** No vehicle will be operated at a speed exceeding posted limits or faster than is reasonable and proper. The operator will consider weather, traffic, intersection, width, and condition of the road, type of vehicle, type of lading, and other existing conditions. The operator shall, at all times, have the vehicle under control so as to be able to bring it to a complete stop within the assured clear distance ahead. Seat belts will be worn at all times. There is no smoking in Government vehicles at any time.

### C5.12 **Protective Clothing.**

C5.12.1 Safety Office and Industrial Hygiene-approved safety and conductive shoes will be worn where specified.

C5.12.2 Safety glasses, goggles, face shields, or any other approved protection will be worn where injury to the eye is possible. Eye protection equipment will be of an approved type and suited for each specific job.

C5.12.3 Respirators or gas masks of an approved type for the specific job will be worn where dust, mist, fumes, gases, or toxic vapors are present.

C5.12.4 Special protective equipment or clothing will be procured and worn during special work functions, when necessary for the employees safety. All such requisitions shall require the Safety Officer's approval prior to purchase of same. Purchase requests for required safety equipment will be given

high priority. Any substitutions of required items will comply with specifications established by the Safety Office, or the installation medical authority.

C5.12.5 Rubber, neoprene, or other safety approved aprons and gloves will be worn by employees subjected to the possibility of burns, scalds, or skin rashes.

C5.12.6 Employees will be responsible for cleanliness and the safekeeping of all safety clothing, shoes, equipment, and tools issued to them.

#### **C5.13 Acceptable Work Clothing.**

C5.13.1 Clothing worn around moving machinery shall be close fitting with shirt sleeves hemmed above the elbow. Neckties and other loose items will not be worn.

C5.13.2 Long sleeves will be worn in operations involving brush cutting, welding, burning, and in operations where the exposure to chemicals, ultraviolet, and infrared rays is likely.

C5.13.3 In industrial operations where there is no hazard to the upper arms, sleeveless shirts and blouses may be worn provided they cover the upper torso.

C5.13.4 Personnel working in industrial operations, to include field testing, will wear trousers, slacks, or coveralls which cover the lower extremities.

C5.13.5 Hairnets, caps, or other suitable cover will be worn over long hair around moving machinery.

C5.13.6 Rings, jewelry, wristwatches, etc., will not be worn for any job involving moving/rotating machinery, exposed electric currents, and materials handling.

#### **C5.14 Heat Producing Appliances.**

C5.14.1 Heat producing appliances include refrigerators, coffee pots, microwaves, hot plates, toasters, toaster ovens, cappuccino makers, electric water stations, plug-in air fresheners/neutralizers, and any other appliance that may produce heat or draw a significant amount of power.

C5.14.2 Heat producing appliances must be plugged directly into outlets (no extension cords or surge protectors).

C5.14.3 Heat producing appliances will be located and used in common use areas only, unless otherwise approved by the Safety Officer and the Facilities Manager.

C5.14.4 The use of personal heaters and plug-in air fresheners/neutralizers in offices and/or cubicles is prohibited.

C5.14.5 Approved heat producing appliances must be plugged directly into electrical wall outlets. They may not be plugged into extension cords or surge protectors. Heat producing appliances not specifically designed for 24 hour use, i.e. refrigerators, must be unplugged at the end of the day, or when left attended.

## C6. CHAPTER 6. HAZARDOUS MATERIAL CONTROL

C6.1 **Background.** This chapter establishes procedures by which the Hazard Communications (HAZCOM) Standard of Title 29, Code of Federal Regulation (CFR) part 1910.1200 shall be implemented at the Joint Interoperability Test Command (JITC).

### C6.2 **Actions.**

C6.2.1 Personnel who work with or are exposed to hazardous chemicals shall be educated about the hazards of those chemicals, and what actions or equipment are necessary to avoid or minimize the potential dangers.

C6.2.2 The quantity of hazardous chemicals and materials stocked by any user shall not exceed the minimum quantity necessary to satisfy operational requirements for one month. Quantities for operational requirements of more than one month's supply must be approved by a written request to the Safety Officer. Whenever less hazardous or non-hazardous, technically-acceptable chemicals or materials can be used to accomplish a task, they shall be used.

C6.2.3 New systems, equipment, and maintenance procedures shall be designed to minimize the use of hazardous chemicals or materials. When the use of hazardous chemicals or materials is required, adequate engineering controls, personnel protective equipment, and administrative controls or procedures shall be provided and used to ensure the health and safety of exposed personnel and the protection of the environment.

C6.2.4 The Safety Office will maintain a Material Safety Data Sheet (MSDS) on each hazardous chemical or material used at JITC, and will ensure that copies of the MSDS are provided to divisions, portfolios, staff, and contractors as necessary.

### C6.3 **Division/Portfolio Chiefs Will:**

C6.3.1 Ensure that all employees working with or exposed to a hazardous chemical or material are trained and fully informed about the potential dangers, and how to avoid or minimize the dangers.

C6.3.2 Ensure that proper protective clothing and equipment are always available to exposed employees and transients and used when necessary. Such clothing and equipment will meet all requirements for storage and cleanliness.

C6.3.3 Maintain copies of the lists of hazardous chemicals and materials used in each work area of the organization.

C6.3.4 Maintain a current master list of all hazardous chemicals and materials used by the organization. Included in the inventory list will be the chemical or common name, location (by building number), quantity, stock number, and frequency or use for each hazardous chemical.

C6.3.5 Ensure that the inventory list is kept current and updated at the organizational level at least quarterly and is available for review upon request by safety personnel.

C6.3.6 Maintain an MSDS for all hazardous chemicals and materials listed on the inventory list.

C6.3.7 Maintain training records for all employees.

C6.3.8 Inform the Safety Officer of the arrival of any hazardous chemical or material which is not currently used or stocked at JITC in accordance with 29 CFR 1910.1200, and immediately forward to the Safety Officer the MSDS for such material or chemical.

C6.4 **Supervisors will:**

C6.4.1 Maintain a list of all hazardous chemicals and materials used in the work area. NOTE: This list must be kept current at all times.

C6.4.2 Maintain an MSDS for each hazardous chemical or material used in the work area.

C6.4.3 Ensure that all employees and visitors in the work area are informed of the location of the above documents within the work area. Such documents shall be centrally located and shall always be available for review at any time.

C6.4.4 Ensure that all employees in the work area are properly trained and informed about the hazardous chemicals and materials found in the work area.

C6.4.5 Ensure that employees and transients in a work area are equipped with and use proper protective clothing and equipment as required for the hazardous chemicals and materials found in the work area.

C6.4.6 Ensure that hazardous chemicals and materials are properly labeled.

C6.4.7 Prepare Standard Operating Procedures (SOPs) that identify the use of chemical compounds and the safe handling procedures, measures, and protective clothing equipment employees must use.

**C6.5 Individuals will:**

C6.5.1 Use protective clothing and equipment whenever they work with or are exposed to hazardous chemicals or materials.

C6.5.2 Follow all regulations, policies, and guidance when working with or around hazardous chemicals or materials.

C6.5.3 Warn, and if necessary, take appropriate action to prevent the improper use of, or exposure to, hazardous chemicals or materials.

**C6.6 Contractors, working through their Contracting Officer Representative (COR) will:**

C6.6.1 Immediately notify the Safety Officer at 538-5303 for a survey of the workplace to determine the presence or use of hazardous chemicals or materials.

C6.6.2 Use training materials approved by Occupational Safety and Health Administration (OSHA) for HAZCOM training, to include all employees exposed to hazardous chemicals or materials.

C6.6.3 Ensure that the MSDS for all hazardous items are present at the workplace, and that all employees have knowledge of the contents of the MSDS.

C6.6.4 Provide copies of all MSDSs to the Safety Officer. Direct contact with the Safety Officer is authorized.

C6.6.5 Provide roster of attendance to any HAZCOM training to the Safety Officer upon completion.

**C6.7 Hazard Identification.** Identification of hazardous chemicals and materials shall be completed by the dates indicated below:

C6.7.1 For all programs and operations currently in progress at JITC, all hazardous chemicals and materials shall be identified

within 60 days after publication of this regulation. For all future programs and operations, hazardous chemicals and materials used shall be identified to the Safety Officer before arrival of the chemical at JITC.

C6.7.2 Supervisors shall prepare a list of all chemicals and materials used in their work area. Two copies of the hazardous chemicals and materials list shall be forwarded to the Safety Officer.

#### C6.8 **Material Safety Data Sheets.**

C6.8.1 Contents of any MSDS used at JITC will meet or exceed the data requirements of the Occupational Safety and Health Administration Form 174, Material Safety Data Sheet. All elements of the MSDS will be completed.

C6.8.2 The MSDS for locally purchased items and nonstandard stock hazardous chemicals will be contractually required, obtained, and maintained in the installation's MSDS master file in accordance with the HAZCOM standard requirements.

C6.8.3 If the MSDS is not received with the shipment of a locally purchased hazardous chemical, the appropriate supervisor will contact procurement officials who will follow up with the supplier to obtain a satisfactory MSDS. The item shall not be used until an MSDS is available.

C6.8.4 Identification of a hazardous material and correct matching to the MSDS is required. If critical differences exist between similarly named chemicals and products, questions will be resolved through consultation with the installation safety, health, environmental, fire protection, and others as required, for completeness and accuracy.

C6.8.5 The MSDS will be maintained at a designated central location. Further dissemination to individual work areas will be made upon request.

C6.8.6 All personnel will have ready access during each work shift to MSDS applicable to their work area. Accessibility will be achieved by placing copies in the immediate work area or providing rapid response from a centralized MSDS file. Persons will not be required to use hazardous material until an approved MSDS is provided, the proper Protective Clothing and Equipment (PC&E) is available, and the hazards and protective procedures explained.

C6.8.7 Occupational health and/or safety personnel will provide explanations of the MSDS to supervisors and affected workers upon request.

## C7. CHAPTER 7. OFFICE SAFETY

C7.1 **Tasks.** To minimize accidents normally associated with office working environment.

### C7.2 **Tripping, Slipping, and Falling.**

C7.2.1 All floor areas, including storage space, shall be well lighted.

C7.2.2 Floors shall be kept clean, dry, and free from obstructions of any kind.

C7.2.3 Linoleum and other polished floor surfaces shall be treated with a slip resistance preparation.

C7.2.4 Rough or splintered floors shall be treated with a suitable floor preparation, or covered with a protective material. Torn or damaged floor covering shall be removed or properly repaired.

C7.2.5 Building entrances surfaced with smooth flooring may become slippery during stormy weather, and shall be provided with suitable storm mats made of fluted rubber, untreated leather links, etc.

C7.2.6 All stairways shall be equipped with anti-slip treads and suitable handrails, and shall be kept clean and dry.

C7.2.7 Differences of floor elevation in aisles, corridors, and other walkways shall be clearly indicated and, where necessary, proper railings shall be provided.

C7.2.8 Power and telephone outlets, wires, or extension cords shall not be permitted in any location where they will cause a tripping hazard.

C7.2.9 Ladders or stands provided with non-slip treads and feet shall be available for personnel when higher files or other high equipment is used.

C7.2.10 Drawers of desks and file cabinets shall be kept closed when not in use. Materials shall never be placed on floor where tripping may result.

C7.2.11 Rugs and carpets shall be secured in such a manner as to prevent them from slipping or creeping.

### C7.3 **Equipment.**

C7.3.1 Windows, designed to open, should be readily accessible, equipped with suitable operating devices, and should open and close easily.

C7.3.2 All belts, gears, pulleys, and other rotating or reciprocating parts of office machines shall be guarded as completely as possible. Electrical machines shall be properly grounded when required. All necessary repairs shall be made by trained mechanics.

C7.3.3 Sharp burrs sometimes found on metal furniture, equipment, etc., should be removed before use.

C7.3.4 All washroom fixtures should be maintained in good repair both for safety and sanitation.

C7.3.5 If it is necessary to use safety razor blades for various office cutting operations, proper holders shall be provided. When not in use, blades shall be stored in a safe manner.

C7.3.6 Broken glass shall never be placed in wastepaper baskets. If a special container is not provided for its disposal, it shall be safely wrapped, carefully marked and held for disposal by the cleaning force.

C7.3.7 Through normal wear and tear, wooden office furniture frequently becomes chipped or splintered, and conditions are created which may cause injury. Equipment in such condition should not be used until it is properly repaired.

C7.3.8 Pointed objects such as pens, sharp pencils, paper cutters, etc., shall not be carelessly used or stored. The use of spindle (spike) files is not permitted since such pointed objects can, and often do, cause serious puncture wounds.

C7.3.9 Protective creams and lotions should be provided whenever possible for personnel using solvents, duplicating ink, etc. Special preparations for harmless removal of mimeograph ink, etc., from the hands should be provided.

C7.3.10 Heat producing appliances shall be plugged directly into wall/cubicle outlets. Extension cord or surge protectors shall "NOT" be used to power heat producing appliances.

#### **C7.4 Collision and Obstructions.**

C7.4.1 Two-way traffic around blind corners should be separated by lines painted on the floor, or controlled with parabolic mirrors.

C7.4.2 Transparent glass doors shall have a clearly visible identifying mark in the center of the glass panel approximately 4-1/2 feet above the floor. Solid swing doors shall have clear glass observation panels. Partly open doors are dangerous; doors should be kept either wide open or closed.

C7.4.3 Electric fans shall be installed at points where employees are not likely to come in contact with them, normally 7 feet above the floor. They shall be securely anchored if unstable, properly guarded, and maintained in good operating condition.

C7.4.4 All protruding objects or projections constitute a hazard that should be eliminated, properly guarded, or clearly marked.

#### **C7.5 Falling Objects.**

C7.5.1 File cabinets may overturn when the top drawers are open, especially if they are overloaded and the lower drawers are empty or filled with lightweight materials. Where possible, groups of files should be securely fastened together or in the case of individual files, weights may be placed under the bottom file drawer.

C7.5.2 The placing of card index files or other heavy objects on top of file cabinets shall be discouraged.

C7.5.3 Ceiling fixtures, fans, etc., should be carefully inspected immediately after installation, and when repaired or replaced.

C7.5.4 Ceilings should be checked periodically for defects which may cause material to fall. Such defects shall be remedied immediately.

C7.5.5 The pulleys, cords, etc., on Venetian blinds, and the operating mechanism of other window coverings should be regularly inspected and kept in good repair.

C7.5.6 Movable objects such as flowerpots, boxes, and vases, should not be permitted on window sills or ledges, if the sills or ledges are over 6 feet above the floor.

C7.6 **Fire.**

C7.6.1 Good housekeeping shall be required at all times.

C7.6.2 Do not permit loose paper to accumulate on the floor, or in or on equipment.

C7.6.3 Matches should not be kept loose or exposed. Only safety matches shall be used.

C7.6.4 The indiscriminate disposal of cigarette butts, cigar butts, pipe ashes, and burnt matches in wastebaskets, etc., shall not be permitted. Ashtrays or self-closing metal containers should be provided for this purpose.

C7.6.5 Wastepaper baskets shall be of noncombustible material.

C7.6.6 Flammable liquids and similar material shall be stored in safe containers, preferably in locked metal cabinets. Only minimum quantities shall be kept in the office and bulk storage shall be in National Fire Protection Association (NFPA) approved fireproof cabinets.

C7.6.7 Oily rags shall be placed in closed, fireproof containers. They shall never be stored with other flammable material.

C7.6.8 Fire escapes shall be adequate, and fire instruction and drills held at necessary intervals.

C7.6.9 The proper type of fire extinguishers should be provided in office spaces.

C7.6.10 All electrical equipment, connections, cords, and wires should be inspected regularly. Any defects found should be repaired immediately by competent electricians.

C7.6.11 Classified material will be secured in fire resistant, secure containers made for that purpose or taken out with the personnel normally responsible for their safe keeping, in that order, if possible. Personnel safety will not be compromised to secure or remove classified material. As soon as possible, the

Security Manager will be advised of any situation regarding classified material.

C7.6.12 The senior person at the scene will provide fire and safety warden responsibilities until relieved by the actual wardens, fire detail, or other appropriate authority. The primary function is to see that all personnel are quickly and efficiently evacuated. The fire detail consists of all military personnel working in the building(s). Joint Interoperability Test Command (JITC) military personnel are tasked with additional duties to help with evacuation, and guide the firefighters who arrive to put out the fire.

C7.6.13 Evacuation can be ordered by anyone knowing of a life threatening or emergency situation. The senior individual, fire team, Safety Officer, or Fire Warden will make sure that if a fire breaks out or life threatening emergency occurs, the whole building or area is evacuated, by quickly moving through all areas and assisting personnel to exit by the most expedient manner possible. No one should use the elevators during an emergency situation. During interruption of power, you might become trapped and unable to exit the building. Personnel should attempt to locate the fire, as long as it does not cause harm. If possible, attempt to put out the fire with the closest, existing fire equipment. If that is not possible, exit the building upon completion of a brief inspection. The personnel on the fire team will direct the fire department upon their arrival at the location of the fire.

C7.6.14 All personnel evacuated from the building shall follow the evacuation and assembly procedures outlined in JITC Instruction 200-50-02, Emergency Notification and Evacuation Procedures.

C7.6.15 Anyone discovering a fire or emergency condition shall give the alarm verbally and/or shall pull the fire alarm pull box. The person or persons nearest the telephone will dial 911 and state in a clear voice: "I am reporting a fire (emergency) in building number 57305." Be sure to give your full name and the phone number you are calling from. Do not hang up the telephone until the dispatcher receiving the call verifies the location, unless life is in danger.

C7.6.16 There are many ways to put out a small fire. Portable extinguishers can be used only under the following conditions:

C7.6.16.1 The extinguisher must be rated for the type of fire you are fighting.

C7.6.16.2 The extinguisher must be large enough to put out the fire.

C7.6.16.3 The extinguisher must be within easy reach.

C7.6.16.4 The extinguisher must be fully charged.

C7.6.16.5 The operator must know how to use the extinguisher.

C7.6.16.6 The operator must be strong enough to lift and operate the extinguisher.

C7.6.17 Personal safety and the safety of others are the most important factors when deciding whether to fight a small fire. Before you begin to fight a fire be sure of the following:

C7.6.17.1 Everyone has left or is leaving the building.

C7.6.17.2 The fire department has been called or is being called. Even if you succeed in putting out the fire, it should be inspected by a trained professional.

C7.6.17.3 The fire is confined to a small area, such as a wastebasket, and is not spreading (getting bigger).

C7.6.17.4 Your back is to an unobstructed exit to which the fire will not spread. You should always assume that you may not be able to extinguish the fire you are fighting. If the fire doesn't diminish with your first attack or if anything goes wrong, leave immediately and do not return.

C7.6.17.5 The room is not filled with smoke. Firefighters wear protective breathing equipment because of the danger of smoke inhalation. Without protection, you may quickly find yourself unable to breathe or see. Smoke can also obscure your exit path.

C7.6.17.6 It is reckless to fight a fire in any other circumstances. If in doubt, leave immediately, close off the area to slow the spread of fire and smoke, and wait outside for the fire department to arrive.

C7.6.18 The current version of the Life Safety Code will be adhered to and followed. All JITC buildings (except 57437,

which is "Storage," chapter 29) are classified as "Existing Business" and fall under chapter 27. The easternmost 30,000 square feet of building 57305, tempest area, is classified as a windowless structure and complies with chapter 30 of the Life Safety Code.

C7.6.18.1 Means of egress shall be free of obstructions that would prevent its use. In addition, no furnishings, decorations, or other objects shall be placed to obstruct exits, access to exits, progress through exits, or the visibility of exits.

C7.6.18.2 Every JITC sprinkler system, fire prevention system, and fire detection and alarm system shall be continuously maintained in proper operating condition.

#### C7.7 **General.**

C7.7.1 Working space and office equipment should be so arranged that safe and comfortable working conditions are assured.

C7.7.2 Precautions shall be taken to see that floors are adequate to carry loads placed upon them. Special consideration shall be given to heavy, concentrated loads such as safes and other heavy objects.

C7.7.3 Illumination at all points should be free from glare, and ample for the type of work being done. Highly polished desks may cause excessive glare, unless covered by desk pads or other nonreflecting materials.