

White Sands Missile Range,
New Mexico



Employee Safety Handbook



Installation Safety Office

How Safety Applies to You



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Introduction

This Employee Safety Handbook is intended for White Sands Missile Range (WSMR) employees, full time and part time, regular and temporary, military, contractor, and tenant personnel who require access to WSMR. This Handbook was developed to provide employees with answers to general questions concerning workplace health and safety issues on WSMR. It is important, however, that you and your supervisor discuss site-specific safety policies and programs for your organization, directorate and department. It is the responsibility of your supervisor to inform you on the safety procedures and required training you will need to do your job. Policies, procedures, manuals, regulations and other safety resources may be found on the Installation Safety Office (ISO) web site (<http://www.wsmr.army.mil/garrison/ISO/Safety/Pages/default.aspx>).

This handbook is an overview of the WSMR Safety and Occupational Health Program and does not contain all of the safety and health information you may need to complete every aspect of your job safely.

For additional information ask your supervisor, or contact the Installation Safety Office at 678-1211/2305.

Employee Bill of Rights

All employees have the right to a safe and healthful workplace. If you feel that your workplace is unsafe or unhealthful, you have the right to report the unsafe/unhealthful condition to your leadership/supervisor or escort without fear of reprisal. You have the right to contact OSHA (Occupational Safety and Health Administration) directly at anytime after you have informed your supervisor of a situation/ problem that you feel has not been corrected in a timely manner.

- Your supervisor will review the situation and/or problem and attempt to correct/remove the hazard.
- You may contact the Installation Safety Office at 678-1211/2305 if your supervisor is unable or unwilling to assist you.
- You may contact the Installation Safety Office at 678-1211/2305 to report the unsafe/unhealthful condition or unresolved safety problem.

Health and Safety Policy

The employees of the White Sands Missile Range are dedicated to ensuring a World-Class level of health and safety for all personnel. We believe all injuries are preventable and working safely is a condition of continued employment. The safety and health of all military, civilians and

contractors assigned or attached to the Garrison and Test Center is the constant concern of WSMR Senior Commander and the Installation Office. The ISO conducts scheduled and unannounced inspections and chairs various safety meetings. The ISO also meets with leaders, supervisors, and directors to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. Accidents, occupational injuries, and illnesses are unacceptable impediments to the Installation's mission, readiness, well being, and morale.

The cooperation of every supervisor, manager, director and employees is necessary to make WSMR a safe place in which to work. Help yourself and others by immediately reporting unsafe working conditions or hazards to your organizations Safety Coordinator, supervisor, or the ISO. Be vigilant and adhere to the safety rules of your workplace, safety posters, signs, discussions with your supervisor, and Army regulations. Start off on the right foot by giving safety a role in the performance of your job, or in learning a new one.

SAFETY BEGINS WITH YOU!

Duties: Occupation, Safety and Health (OSH) Act

Employer:

1. Shall furnish to each of their employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to their employees.
2. Shall comply with occupational safety and health standards promulgated under the OSHAct.

Employee:

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSH Act that are applicable to his/her own actions and conduct.



**Cardinal Safety Rules
For
White Sands Missile Range**

While on WSMR property or while performing a job function at any other location, No Employee Shall:

1. Knowingly violate a WSMR safety rule.
2. Knowingly operate equipment without established PPE, safety devices, or safeguards.
3. Possess or use illicit drugs on WSMR property.
4. Engage in horseplay or disorderly conduct that may endanger or injure employees or damage equipment/property.
5. Possess firearms, explosives, or weapons of any type while on facility property (other than as required for normal job functions).
6. Fail to report injuries.

These actions have such a great potential for serious injury that any employee engaging in such actions, while on facility property, will be subject to disciplinary action.

This policy is intended to protect the employee and his/her co-workers.



Telephone Numbers
Emergency Number
911



Non-Emergency Numbers	
Aircraft Emergency	678-1234/911
Ambulance	678-1234/911
ARMY Community Service After Duty Hours	575-678-6767 575-678-2031
Chaplain After Duty Hours	575-678-2615 575-678-2031
Child Neglect/Abuse	575-678-4992
Emergency Control Center	575-678-3803
Environmental Emergency	575-678-2224
Family Crisis Center	575-678-4992
Fire & Emergency Services Division	575-678-5105
McAfee Medical Clinic Treatment Room Appointments	575-678-1403 575-678-0300
Navy Duty Officer	575-678-3330
Police	575-678-1234
Safety Emergency	575-678-1211/2305
QASAS	575-678-4656 575-678-7449 575-678-0018
Radiation Safety Officer	575-678-2757 575-678-4869
InfoPro (UXB)	575-678-7588/3411
Reception Center (Las Cruces Gate)	575-678-1099
Utilities Housing Area Office Areas	575-678-1623 575-678-1116
Weather Information	575-678-2462/2488
ALL Accidents and/or equipment damage must be reported to the Safety Office and Medical and/or White Sands Police if applicable.	



Supervisor Responsibilities

Each supervisor has certain specific responsibilities in accordance with regulations and standards for providing a working environment free from safety and health hazard for those supervised. These responsibilities include, but are not limited to, the following:

- Participate in inspections of their work areas monthly.
- Initiate appropriate actions to correct noted safety deficiencies and discrepancies.
- Remove personnel from identified Immediately Dangerous to Life or Health (IDLH) situations.
- Institute interim safety measures while awaiting correction of deficiencies and discrepancies.
- Inform employees and post notices of “Unsafe or Unhealthful Working Conditions”, DA Form 4753 (Appendix C).
- Ensure a current Workplace Hazard Assessment/Job Safety Hazards Analysis (Appendices E and F) has been completed, reviewed, and concurred on by the ISO, and is maintained on file. (Mandated for any operation requiring the use of Personal Protective Equipment)
- Ensure all assigned personnel are instructed in the safe performance of their assigned duties. All newly assigned and reassigned personnel shall be instructed about any hazards that are inherent to the job or task assignment.
- Ensure visitors in restricted, explosive, or other hazardous locations are accompanied by a knowledgeable White Sands Missile Range employee.
- Ensure work spaces and office equipment are arranged for a safe, healthy, and ergonomically correct working area.
- Investigate all employee reports of unsafe or unhealthful working conditions. If the hazard severity is likely to cause death, severe injury, severe occupational illness or major property damage, the condition will be immediately corrected and/or the operation stopped. If the condition cannot be immediately eliminated, the supervisor will notify the Director, ISO.
- Ensure copies of DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions (Appendix B), are available and readily accessible to all employees.
- Not take retributive action against any employee who reports potential safety hazards or concerns.



General Safety Rules and Guidelines

Rules

NOTE: THESE GUIDELINES PROVIDE A GENERAL OVERVIEW AND ARE NOT ALL INCLUSIVE. ADDITIONAL SAFETY PRECAUTIONS MIGHT BE REQUIRED BASED ON SPECIFIC JOB SITES.

- Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers. Fire Doors and Aisles Must be Kept Clear!
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Help to prevent accidents by reporting “near misses”. You can submit a Near Miss report. Report forms (DA Form 4755) are found on area bulletin boards and the submitter can remain anonymous if desired.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly-use your leg muscles, not your back muscles. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil, moving machinery.
- Keep machine guards in their intended places.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear the proper shoes and appropriate clothing for existing conditions.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.
- Keep your work area clean.
- Observe “No Smoking” regulation



Hazardous Areas

- Heed all warning lights, warning signs, and barricades.
- Do not enter authorized areas if you have not been cleared by proper authority.
- Report unsafe conditions and always follow all safety directions and policies.
- When in doubt, ask for clarification.
- Do not drive personal or rental vehicles into controlled and/or restricted areas. Adhere to approved Lockout/Tagout procedures.

Emergency Equipment

- Note where fire extinguishers are located when entering any area.
- Note where emergency showers and eyewash stations are located as you enter hazardous areas.
- Know the location of normal and emergency exits when entering any area to include hazardous areas.
- Know the location of the nearest phone and fire alarm when entering any area. The activation of a fire alarm box will cause fire and medical personnel to respond.
- If you are able, follow up the alarm with a call to (575) 678-1234 and give as much information to the operator as possible.

Wildlife

The desert has a wide assortment of creatures that could inflict harm on our employees. Rattlesnakes, ring-tail cats, spiders, scorpions, rodents, skunks, and bats are just some of the critters that live near your work area during various times of the year. Scorpions and spiders like to hang out in dark places and under rocks. Tarantulas can be found on post and usually scurry off if disturbed. Snakes, specifically rattlesnakes are found on the range.

- Wear proper PPE when out on the range.
- Don't blindly reach into dark places. Check out portable latrines prior to use.
- Be cautious of rodent infested areas. Call Pest Control at 678-2435 to report and deactivate any rodent infestations.
- To remove one of these animals from your work area, contact Pest Control at 678-2435. They are trained to handle these critters safely and will return them to their natural habitat.
- Be cautious of where you step, particularly during warm months because there are rattlesnakes in the area.
- Stay clear of any animal you may encounter.

Driving on range

- All employees who drive GSA vehicles must retain on their person a current government driver's license (OF 346) for the vehicle they operate.
- Do not operate cell phones while driving on installation.
- Seatbelts, to include shoulder and lap restraints, must be used on White Sands Missile Range. The driver and all passengers must properly use seatbelts.
- Traveling on gravel or dirt roads often present a hazard. Many of the roads have ripples from the washboard effect, abrupt edges, or soft shoulders which can result in loss of control of your vehicle if taken at high speed. There is a tendency to travel in the middle of gravel roads so caution should be taken when encountering oncoming vehicles, especially around blind curves with low visibility conditions.
- Always keep speed at or below posted speed limit and drive for existing conditions.

- Always travel on the right side of the road and be especially cautious around blind curves with visibility conditions.
Traveling on Highway 70 and San Augustin Pass can present hazards as there may be slow moving vehicles i.e. semi trucks going up and down the mountain. The weather on San Augustin Pass can be significantly different from the main post area.
- Look out for slow moving vehicles on Highway 70 and San Augustin Pass and pass with caution.
- Watch for weather warnings on email and Channel 20.
- Adjust driving speed for slippery and limited visibility conditions.

Personal Hygiene and Protection

- Do not take food or drink into test areas, test cells, laboratories, control rooms, data rooms, or bunkers.
- Do not eat, drink, smoke or chew gum or tobacco or apply cosmetics, hand lotion or lip balm in areas where hazardous chemical are present, including storage areas.
- Wash hands thoroughly after working with hazardous chemicals.
- Smoke only in designated areas. Do not smoke inside buildings, near air intakes, or within 50 ft. of a building entranceway.

Common Workplace Safety Hazards

It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list, or any other possible hazardous situation, report it to your safety coordinator or supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Open, loose or broken windows
- Improperly stacked supplies or equipment
- Portable or static electrical equipment left operating
- Open doors on electrical panels
- Water, oil, or other liquid spills
- Blocked aisles
- Blocked fire extinguishers, hose sprinkle heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed



UXO (Unexploded Ordnance) Hazards

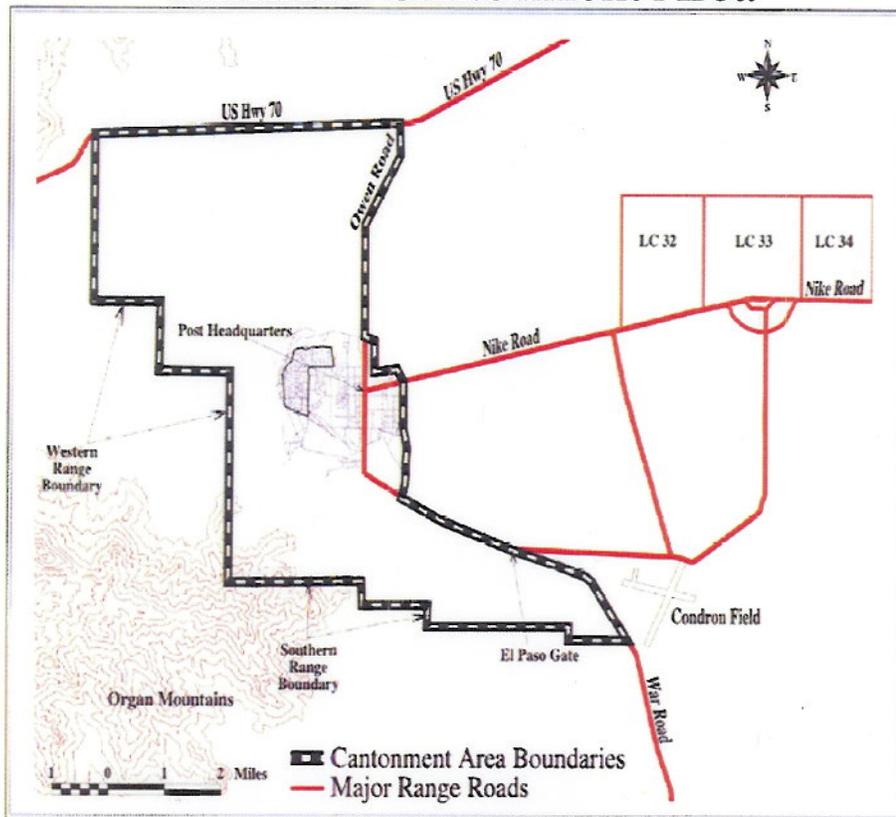
Significant areas of White Sands Missile Range are known to be contaminated with unexploded ordnance (UXO). Other areas are potentially contaminated or occupy safety exclusion zones and may have been contaminated by accident or past testing. WSMR has been used as an ordnance and explosives test facility since its inception as a proving ground in 1945. Prior to that, some of the areas of what is now the southern part of the Range were used as artillery impact areas by troops in training at Fort Bliss. As a tri-service DoD Range, White Sands has tested nearly every type of deployable ordnance developed in the United States since 1945, as well as many items from other countries. Quite a number of these munitions were deliberately designed to blend in with the terrain, and their presence may not immediately be obvious to the casual observer. All of these areas present a real hazard and you must proceed carefully when in or near any area identified as a hazardous area.

It is vital that anyone entering White Sands Missile Range acknowledge the very real hazards presented by one of the world's largest munitions impact areas. Never pick up unfamiliar items.

Mandatory Training

Even though WSMR performs extensive Range clearance activities, there is no assurance that any area of the Range is truly 100% free of UXO. Therefore all employees must view the UXO hazards video, read and sign the UXO Range Orientation Letter, and provide a copy to their supervisor. This also applies to visitors planning to proceed beyond the defined extended cantonment area who must sign the UXO Range Orientation Letter, and provide a copy to their supervisor or sponsor. Annual supplemental UXO hazards refresher training is provided by each organization to all assigned or sponsored personnel who have continued access to the Range. A video tape providing the current UXO Range Hazards Briefing is available for each organization. A copy may be obtained from Visual Information or may be viewed from the WSMR Home Page. You should use this as your baseline training tool and everyone should see it. The map on the following page shows the location of the extended cantonment area.

Extended Cantonment Area



Activities with contractors working on the Range are specifically included in this requirement and must take positive action to comply with all components of this requirement. Contracting Officer's Representatives, and/or Contracting Officer's Technical Representatives will obtain the required briefing materials from their chain of command and coordinate with contractor management to comply with this requirement. This training requirement is included in all new contracts.

All customer and tenant activities must fully comply with this requirement. This includes all non-appropriated fund activities and non-governmental/private organizations operating on or visiting the Range. Sponsors of these activities and organizations are responsible for obtaining the required briefing materials from their chain of command and formally requiring the appropriate management or supervisory personnel to comply with this requirement.

If you find any debris that looks like an ordnance item, note its location and report the suspected UXO from any Range phone, call 911. Report UXO or an emergency from any cell phone, call (575) 678-1234. The hazards associated with UXO can be complex. If you have any questions, you should immediately contact the WSMR Test Center Operations at 575-678-3541 or the Installation Safety Office at 575-678-2305.



Hearing Conservation

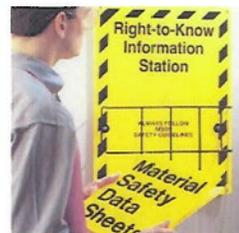
All employees whose noise exposures equal or exceed an 8-hour Time-Weighted Average (TWA) of 85-dBA must be included in a hearing conservation program comprised of five basic components:

- **Monitoring:** The Hearing Conservation Program requires employers to monitor noise exposure levels to accurately identify employees who are exposed at or above an 8-hour TWA exposure of 85 dBA.
- **Audiometric Testing:** Audiometric testing not only monitors employee hearing acuity over time but also provides an opportunity for employers to educate employees about their hearing and the need to protect it. Audiometric training will be performed upon initial assignment and at least annually if employees TWA exposures are at or above 85 dBA. For noise evaluation, contact the Industrial Hygiene Office, 575-678-4025.
- **Record Keeping:** Noise exposure measurement records must be kept for 2-years. Records of audiometric test records must be kept for duration of the affected employee's employment.
- **Hearing Protection:** Hearing protection must be made available to all workers exposed at or above a TWA of 85 dBA. Hearing protection is available at no cost to the employee. Hearing protection will be worn when you are in a noise-hazardous area and when working near or on noise-hazardous equipment.
- **Employee Training:** Employee training is important because it helps workers understand the hearing conservation program's requirements and why it is necessary to protect their hearing. Employees exposed to TWAs of 85 dBA and above will receive initial and annual training.

Hazard Communication Program

The OSHA Hazard Communication Standard requires employers to provide employees with information concerning the hazards associated with the chemicals in their workplace. This standard requires:

- A written hazard communication program
- Labels on containers
- An inventory of chemicals
- Posting area warning signs
- Availability of Material Safety Data Sheets
- Chemical safety training and information sessions when new chemical are introduced into the workplace.



Responsibilities

Each director or his/her designee is responsible for compliance with the provisions of the White Sands Missile Range Hazard Communication Program/Handbook as well as keeping a record of training.

Hazard Communications Program. Specific responsibilities include the periodic review of agency operations that use or store hazardous chemicals to ensure that:

- Containers are properly labeled;
- Appropriate signs are posted;
- Material Safety Data Sheets are available;
- Chemical safety training was provided; and
- An inventory of hazardous chemicals is maintained.



Personal Protective Equipment (PPE)

Your leadership/supervisor is responsible to provide and document further training in detailed work practices and specific topics. All required Personal Protective Equipment (PPE) must be supplied by the leadership/supervisor prior to entering any area(s) where PPE is required.

OSHA Standard 29 CFR 1960.10(b) specifies: Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.

Head and Foot Protection

Your organization will designate which jobs and work areas require safety shoes and when the use of a hard hat or other head protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI). Under no circumstances will an employee be permitted to work in improper footwear.

Eye and Face Protection

Proper eye protection reduces your chances of injuring and reduces the severity of injuring if an accident does occur. Most workers who have had eye injuries were not wearing eye protection at the time. All eye and face protective equipment must comply with the ANSI guidelines and be marked directly on the piece of equipment. Protective eye wear includes safety glasses, goggles and face shields. PPE is required when exposed to chemical hazards, physical hazards, and welding to name a few.

Hearing Protection

If you work in areas or specific job tasks are designated as requiring hearing protection, you must wear approved protective equipment. Supervisors are responsible for identifying hearing protection areas and generally provide training on the proper use of hearing protective equipment.

Respiratory Protection

Some employees are required to wear respirators for specific job duties. Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. Departments with employees wearing respirators must have a written Respiratory Protection Program. Please contact the Occupational Health and Safety Office for more information.

Seat belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on government business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping

Your work location should be kept clean and orderly. Keep machines and other objects (furniture, boxes, office supplies, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Store items on shelves carefully so items will not fall over or off upon contact.

PPE References

OSHA Standard 29 CFR 1910.132, “General Requirements”

OSHA Standard 29 CFR 1910.133, “Eye and Face Protection

OSHA Standard 29 CFR 1910.135, “Head Protection

American National Standards Institute, American National Standard ANSI Z41-1991, “Personnel Protection – Protective Footwear”.

American National Standards Institute, American National Standard ANSI Z87.1-1989, “Practice for Occupational and Educational Eye and Face Protection”.

American National Standards Institute, American National Standard ANSI Z89.1-1986, “Safety Requirements for Industrial Head Protection”.



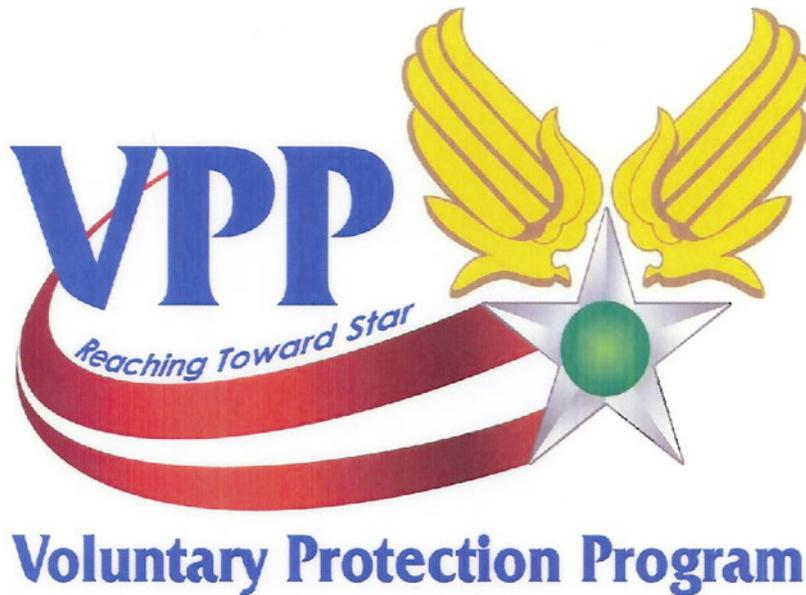
Voluntary Protection Program (VPP)

VPP is a comprehensive Occupational Health and Safety program designed to recognize and promote effective safety and health program management. VPP is built on a cooperative relationship between OSHA, Management, Labor, and Contractors. Approval into VPP is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary occupational safety and health.

The Four Elements of VPP include:

- Management Leadership and Employee Involvement
- Hazard Prevention and Control
- Worksite Analysis
- Safety and Health Training

Each of these elements can only be accomplished by total Workforce commitment to Safety and Occupational Health.



Confined Space

OSHA defines a confined space as a space that is large enough for an employee to enter or break the plane of entry, has restricted means of entry or exit, has unfavorable natural ventilation and is not designed for continuous employee occupancy.

Examples of confined spaces include, but are not limited to:

- Manholes
- Sewers
- Tunnels
- Trenches
- Vaults



The Installation Safety Office shall identify all confined spaces and maintain a confined space entry policy and procedure.

Do not enter a confined space or break the plane of entry with any part of your body if you are not trained in and have fully implemented the confined space entry procedure. All confined spaces will be treated as “permit required confined space” until they have been evaluated by the Fire Department or other qualified and designated personnel.

OPERATIONAL AND ADMINISTRATIVE POINT OF CONTACT IF YOU HAVE ANY FURTHER QUESTIONS:

- a. Fire Chief Office - 679-5105
- b. Assistant Fire Chief Office - 678-0470
- c. Fire Captain's Office - 678-0357
- d. Installation Safety Office - 678-1211/2305
- e. Industrial Hygiene, McAfee Clinic - 678- 2014

Entry into confined space can be extremely dangerous. Possible hazards can include:

- Oxygen deficiency
- Fire, explosion hazards
- Exposure to dangerous vapors and toxic gases
- Physical hazards

OSHA estimates that almost sixty six percent (66%) of the deaths in confined spaces each year result from people attempting rescue.

All personnel involved in or having responsibility for entry into confined spaces must be thoroughly familiar with permit entry and rescue procedures. Regulations governing entry into confined spaces are specified by OSHA 29CFR, 1910.146 and CAM Regulation 355-8.



Hot Work

Work involving electric or gas welding, cutting, brazing, or similar flame or spark-producing operations. Before beginning any type of hot work, a Hot Work Permit must be issued by contacting the WSMR Fire Department.



Electrical Safety

Training by your supervisor is essential for all work environments. It shall include basic information on electrical safety as it relates to that environment. Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments.

Ground Fault Circuit Interrupters

Ground Fault Circuit Interrupters (GFCI) shall be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.

Temporary Wiring and Lighting

All receptacle outlets at construction sites that are not a part of the permanent wiring of the building or structure shall have approved ground-fault circuit interrupters. These outlets shall comply with the National Electrical Code (NEC) and OSHA requirements. Temporary wiring shall be de-energized when not in use.

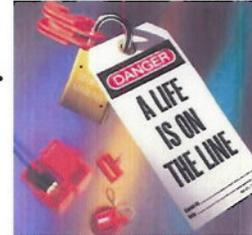
Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall not be suspended by their electric cord unless cord and light are designed for this means of suspension.

Rules to Follow

- A safety warning and tagging system shall be used to ensure that all power is removed for the system. (See the Lock-out/Tag-out section for more information). Circuits shall be checked with the proper equipment before work is started to ensure that no voltage is present.
- The non-current carrying metal parts of portable and/or plug connected equipment shall be grounded or protected by an approved system of double insulation.
- Extension cords used with portable electric tools and appliances shall be three-wire grounded type and be protected by Ground Fault Circuit Interrupters (GFCIs).

- Keep working spaces, walkways and similar locations clear of cords so as not to create a hazard to employees.
- Worn, frayed or damaged electric cords or connectors shall not be used and shall be tagged Danger, Out of Service, or Do Not Use.
- Extension cords shall be protected from accidental damage which may be caused by traffic, sharp corners, or projections, pinching in doors or elsewhere.
- Extension cords are considered temporary wiring by the National Electrical Code, which limits their use to a maximum of 90 days.

Electrical hazards can cause burns, shocks and electrocution (death).



Safety Tips

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down and appears to be insulated.
- Never touch a fallen overhead power line.
- Stay at least 10 feet away from overhead wires during work related activities. If working at heights or handling long objects survey the area first for overhead wires.
- Never operate electrical equipment while standing in water.
- Never repair electrical cords or equipment unless qualified and authorized to do so.
- Have a qualified electrician inspect electrical equipment that had gotten wet before energizing it.
- Always use caution when working near electricity.



Heat stress

Heat stress is a common hazard in this area. Overheating can cause sun stroke and sunburns.

- Wear head covering whenever you are out in the sun for long periods and use a sun block (SPF 15 or greater).
- Recognize the signs and symptoms of heat induced illnesses.
- Ensure plenty of cool water is available – avoid over hydration
- Be aware of the heat index advisories posted on the web daily during the summer months.
- Any heat-related injuries should be referred immediately to the clinic or Fire Department EMTs.

Emergency Preparedness

Obtain and learn your directorate specific Emergency Response Plan for your workplace for fire, chemical release, severe weather, bomb threat, etc. The following general rules and actions should be learned before an emergency and followed in the event of an emergency.

Before an Emergency

- Obtain your agency's Emergency Response Plan from your supervisor and be familiar with it.
- Learn how to contact emergency services.
- Locate local fire alarms or other emergency alarm systems and learn how to operate them.
- Learn the location of all exits, (exit stairs) from your work area, and determine a primary and alternate exit routes.
- Know your designated meeting area outside the building for your accountability and that of your co-workers.



When an Emergency Occurs

- If you witness or are involved in a situation that requires emergency response, get help by the most expeditious means telephone 911 or cell (575) 678-1234, radio, or fire alarm.
- If you pull a fire alarm, you are assured to receive complete emergency assistance (fire, ambulance, medical).
- The WSMR Fire Department receives a location code for the fire alarm box.
- For minor injuries, report to the clinic or have someone drive you there.
- All injuries must be reported to the clinic and the WSMR Installation Safety Office.
- If a fire alarm sounds, and you are not the designated employee to man a fire point, immediately evacuate the building.

- Follow your organization plan for the assistance of persons with disabilities.
- Do not run. Do not use elevators. Use stairwells in multi-story buildings.
- Report to your designated meeting area at least 200 feet from the building and out of traffic.
- Do not re-enter the building after an emergency evacuation until you are instructed by management.
- Do not become involved in fire fighting activities. Not all fire alarms will sound the same due to the various alarm manufacturers. React to the alarm and evacuate.

TO REPORT A
FIRE
(575) 678-1234
OR
911
GIVE LOCATION AND NAME

Specifics for fires

- When an alarm sounds, or verbal instructions to evacuate are received, proceed from your location by means of the nearest exit to a safe outdoor assembly area.

NOTE: DO NOT stay and fight the fire. If you are authorized to fight a fire you will have already been trained here at the site.

- If conditions permit, shut down hazardous operations and secure classified material before leaving the area.
- If the primary exit route is unavailable or hazardous, use a secondary exit route for leaving the area.
- If assembling in an outdoor location, stand clear of the Fire Department operations and await instructions.

First Aid



Safety Tips

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available.

Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention.

In the event of an emergency, immediately call for emergency services.

DO NOT ATTEMPT TO RENDER FIRST AID UNLESS YOU KNOW WHAT YOU ARE DOING OTHERWISE INJURIES MAY BE AGGRAVATED.

Routine administration of first aid for other than minor cuts and scratches must be performed by personnel who are certified in first aid training by the American Red Cross; Office of Emergency Medical Services; National Safety Council; etc. or equivalent training that can be verified by documentary evidence.



Wildlife/Vehicle Accident Prevention

Drivers should be aware of driving hazards presented by wildlife and, in particular, the African Antelope known as the Oryx. Oryx are the most prevalent wildlife hazard to motorists traveling through the range, and, to a lesser extent, other wildlife such as the mule deer, pronghorn, rabbits, coyotes, and other critters which can occasionally be encountered along the roadways.

- All employees must view the WILDLIFE/VEHICLE ACCIDENT PREVENTION VIDEO
- Observe the posted speed limit and decrease your speed for slippery and limited visibility conditions.
- Stay alert, and keep your eyes peeled for Oryx and other wildlife. If spotted, immediately slow down and expect the animal, or others close by, to dart out in front of you. Try to alert other approaching motorists by flashing your head lights or brake lights, or, if possible, by radio contact.
- Slow down at potential blind spots where the animals could be hiding.
- Be especially careful at dawn and dusk since this is when the animals are most active
- Use high-beams where possible during periods of darkness, and decrease your speed when using low-beams.
- Do not approach the animals while either inside or outside your vehicle.
- Always wear your seat belt.
- Report all collisions to the Law Enforcement and Security directorate.

Accident Reporting

Accidents are preventable. Supervisors shall make sure that a culture of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices.

Report all work-related accidents, injuries, or illnesses to your supervisor as soon as possible. If an injury or illness requires medical attention, supervisors must report them to the Installation Safety Office. The safety coordinator or supervisor must complete DA Form 285-AB (AGAR) or WSMR Accident Investigation Form and forward it to the ISO, IAW the time frame allotted in AR 385-10. Forms may be downloaded from Z:\WSMR SAFETY LINKS\Accident Reporting Intranet (Pure Edge) or

<https://safety.army.mil/Portals/accidentreporting/FORMS/GroundAccidentFormsInstructions/tabid/464/Default.aspx>.

ALL accidents or injuries are reportable regardless of how minor they are. Whether the accident or injury is recordable, however, depends on whether it meets the criteria according to OSHA or IAW AR 385-10.



Occupational Safety and Health Administration's (OSHA) definition of what is considered a recordable versus a non-recordable accident according to 29 CFR 1904.7, General Recording Criteria. You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: Death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

The information generated on the AGAR is for preventative measures only, and is used to capture the finding of an accident investigation. The primary purpose of the accident investigation is to identify the cause(s) of the accident, incident or "near miss" and determine what action(s) is needed to prevent a similar occurrence in the future.

According to 29 CFR 1977.22, employees who refuse to comply with occupational safety and health standards of valid safety rules implemented by the employer in furtherance of the Act are not exercising any rights afforded by the OSHA Act of 1970.

Remember: One person's actions can jeopardize the safety of others in the workplace.



BLOOD SPILL

Human blood and certain other infectious body fluids can contain disease that can be transmitted to you through contact with your mucus membranes (eyes, nose, mouth,), through breaks in your skin, and through direct puncture of your skin by an object contaminated with blood or other infectious body fluids. The most common bloodborne pathogens are the hepatitis B virus (HBV), the hepatitis C virus (HCV) and the human immunodeficiency virus (HIV). You must use caution whenever you may come in contact with blood or other body fluids.

Should you encounter blood or other body fluids from an injured coworker or in equipment you're working on, take the time to protect yourself from exposure and immediately notify your supervisor.

Report any exposure to another person's blood or body fluids to your supervisor immediately. Areas and equipment contaminated with blood or other infectious body fluids must be cleaned and disinfected, and contaminated cleaning equipment disposed of.



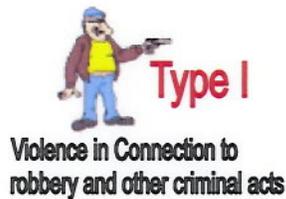
Workplace Violence

In our commitment to provide a safe and healthy work environment for all employees and the public that we serve at White Sands Missile Range is also a commitment to maintain a violence-free workplace. White Sands Missile Range is guided by and in support of the Federal Occupational Safety and Health Act of 1970. Workplace violence includes, but is not limited to, intimidations, threats, physical attack, domestic violence or property damage and includes acts of violence committed by federal employees, clients, customers, relatives, acquaintances or strangers against federal employees in the workplace.

All employees are encouraged to be alert to the possibility of incidents and threats of violence. Policy prohibits retaliation against any employee who, in good faith, reports a violation. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

If you are a victim of workplace violence, which includes domestic violence, every effort to provide support and reasonable security measures for you. You are encouraged to talk with your supervisor, Directorate of Human Resources, US Army Public Health Command Provisional or the Equal Employment Opportunity office.

Four different categories of violence



Ergonomics Overview

Ergonomics is defined as the study of workplace equipment design or how to arrange and design devices, machines, or workspace so that people and things interact safely and most efficiently. Ergonomics is also called human-factors analysis or human-factors engineering. Ergonomic design facilitates harmony between the person and person's work environment by addressing individual needs and characteristics, and by positioning the body so there is less stress and strain on it while performing required tasks. When adjusting office furnishings and equipment, focus on the optimal "fit" between work environment and individual work style.

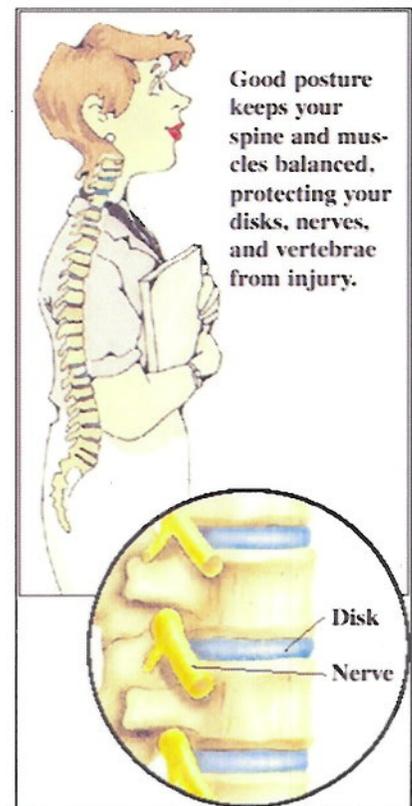
Failure to pay attention to ergonomic issues can result in a wide array of workplace injuries, some permanently debilitating. Examples of injuries include:

- Potential strain and sprains. A poorly-design workstation can result in a twists, turns and uncomfortable movements. Ensure that there is enough desk space to comfortably accommodate the materials and equipment that are part of the job: books, papers, calculators, computers and printers.
- Injuries sustained while lifting and stretching. Lifting heavy objects can cause serious injuries, but failing to lift objects of any weight properly can result in injury. Workers need to use the proper methods for lifting and stretching whether it's a service recipient, a carton of books or furniture.

Posture

Posture affects which muscle groups are active during physical activity. Awkward postures can make work tasks more physically demanding by increasing the exertion required from smaller muscle groups and preventing the stronger, larger muscle groups from working at maximum efficiency. The increased exertion from the weaker, smaller muscle groups impairs blood flow and increases the rate of fatigue.

Encourage a midrange comfortable posture by ensuring that materials, tools, and equipment for all work activities (excluding lifting tasks) are kept in the "general safety zone" (between the hips and shoulders and close to the body). Lifting tasks should be performed within the "lifting safety zone" (between the knuckles and mid-chest and close to the body). Recovery periods (i.e., muscle-relaxation breaks) can help prevent the accumulation of fatigue and injury to muscles and their associated structures. Try to break up work with frequent, short recovery periods. Even recovery periods as short as a few seconds on a regular basis are helpful.



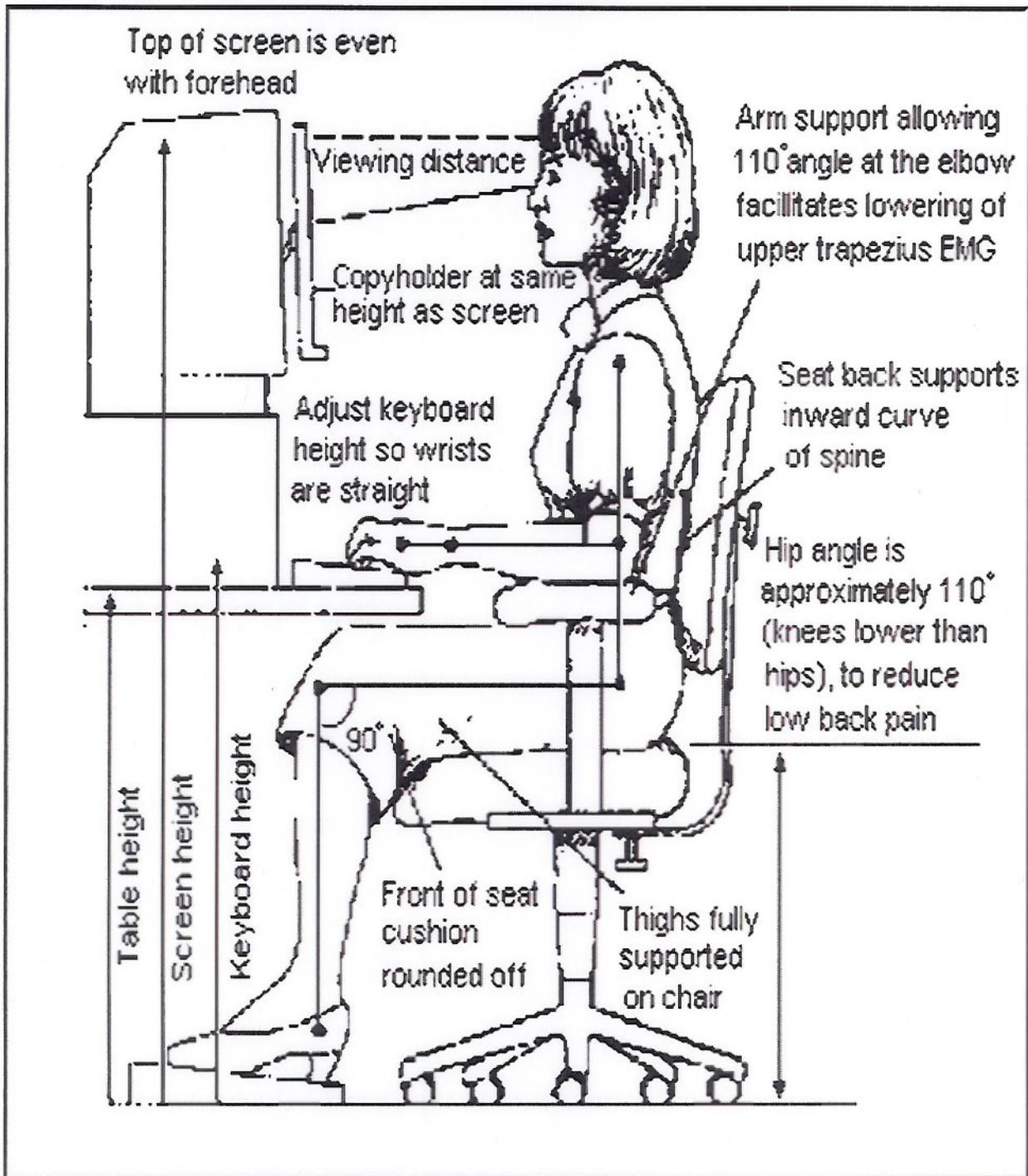
Ergonomics Overview

Guidelines for Workstations

- Ensure that workstations are adjusted to meet the needs of the user (see diagram on page 34).
- Provide for adequate leg-room of 3-to-6 inches from the top of the user's thigh to the desk surface.
- Cut back on office noise by covering noisy printers and turning down ringers on phones, fax machines, network servers and people's personal wireless devices.
- Glare and intense lighting are not always easy to eliminate and can cause eye-strain and headaches. Sometimes turning off the overhead fluorescent lighting and providing surface lighting will help, or move the computer monitor to another location to avoid direct glare from windows or overhead lighting or try an antiglare screen.
- The body should be in the following position when using a computer:
 - Wrists straight
 - Forearms supported
 - Back supported
 - Forearms parallel to the floor
 - Thighs parallel to the floor
 - Feet on the floor or a foot rest
 - Top of monitor at or slightly below eye level
- The height of the work surface is an important aspect of a good ergonomic workstation. The computer work surface should adhere to the following guidelines:
 - The proper height for a computer work surface is about 3 or 4 inches lower than the average writing desk.
 - The work surface should be positioned so that the user's forearms are parallel to the floor. The user's elbow should make an angle of between 90 and 110 degrees.
 - The work surface should be positioned so that the user's wrists can be straight and neutral. Wrists bent in any direction (up, down, left, or right) may lead to discomfort and eventually injury.



Workstation Diagram



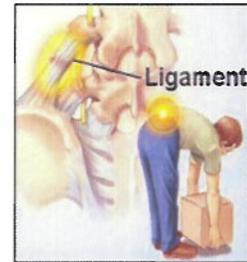
Ergonomics Overview Continued

Lifting and Stretching

Although a typical office job may not involve lifting large or especially heavy objects, it's important that workers follow the principles of safe lifting. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on backs, necks, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable; most back injuries result from improper lifting

Guidelines for Safe Lifting

- Lifting Policy states that: Employees will not be authorized to lift or lower in excess of 35 pounds without the aid of a co-worker or mechanical assist, i.e., hoists, lift table, powered wrench, etc.
- Pushing, and/or pulling will be limited to an initial force of 51 pounds and sustained force of 35 pounds unless aided as stated above. Plan ahead; assess the load before trying to lift it.
- Use a mechanical lifting device whenever possible.
- Get help in lifting heavy or awkward sized loads.
- Make sure you have a clear and safe path.
- If you must lift, lift correctly.
- Take a balanced stance; feet placed shoulder-width apart.
- When lifting something from the floor, squat close to the load.
- Keep your back in its neutral or straight position. Tuck in your chin so head and neck continue the straight back line.
- Grip the object with your whole hands, rather than only with your fingers.
- Drawing the object close to your body, hold elbows close to your body to keep the load and your body weight centered.
- Lift by straightening legs, letting leg muscles, not back muscles, do the work. Tighten stomach muscles to help support the back and maintain a neutral back position as you lift.
- Never twist when lifting. When turning with a load, turn your whole body, feet first.
- Allow your legs to do the work, not your back.
- Always push an object instead of pulling it.
- Test the weight by pushing the load with your foot, or by lifting up a corner.
- Never carry a load that blocks your vision.
- To set something down, use the same body mechanics designed for lifting.



References:

DODI 6055.1, Enclosure 6: DoD Ergonomics Program Requirements and Procedures

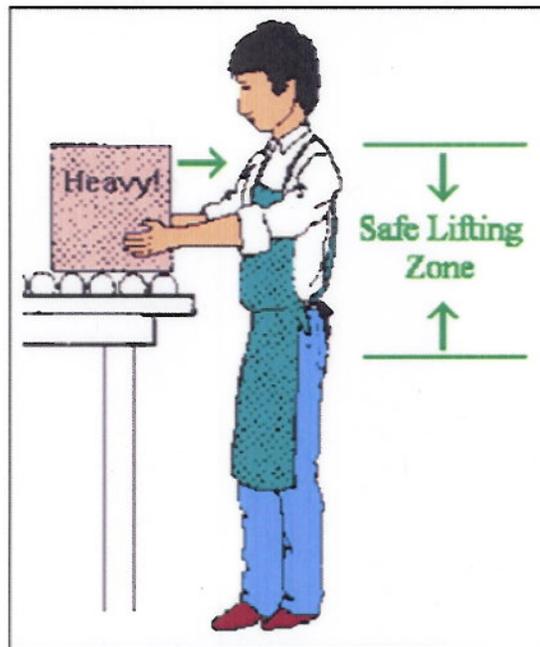
AR 385-12, Army Safety Program (Ch. 16-2)

AR 40-5, Preventative Medicine (Ch. 1-7d)

DA Pam 385-10, Army Safety Program (Ch 14-7)

DA Pam 40-11, Preventative Medicine (Ch 5-10)

DA Pam 40-21 Ergonomics Program



FORKLIFT AND OTHER POWERED INDUSTRIAL TRUCKS **OPERATION**



Employees, who operate forklifts or other powered industrial trucks, must undergo specific training and be certified to operate the specific piece of equipment. This training will be provided to you if your job requires you to use such equipment. You are not allowed to operate forklifts or other powered industrial trucks without this required licensing training.

Job Hazard Analysis

Definition: Job Hazard Analysis (JHA): A mandatory risk management tool that focuses on identification of the individual employee's job hazards. The emphasis is on the relationship between the worker, the task, the tools and the work environment. Once hazards are identified, steps are taken (countermeasures) to eliminate the hazards or reduce them to an acceptable risk level. The Job Hazard Analysis (JHA) should be developed by employees performing the tasks and not just "somebody assigned to do the JHA". The JHA should be performed by the team of people involved in performing the task. By doing this, employees are more apt to "take ownership" of the JHA and follow the procedures derived from them. Risk Management has collateral benefits besides safety.

References: WSMRR 385-18, Appendix E, DA PAM 385-30, paragraph 2-12 and OSHA Publication 3071.

When is a JHA required? A JHA is required for all High, Medium and Low Risk job functions on the installation. JHA's will be reviewed and validated annually. Employees performing the work must be involved in development of JHA's!

Goal: Identify all countermeasures and PPE requirements necessary to eliminate or reduce identified hazard(s) associated with the employee's job.

Implementation: Conducted by the supervisor or a responsible designee.

Are there PPE Requirements? Requirement for, and selection of PPE, will be determined during the JHA process.

Forms: There is no OSHA certified JHA form to cover all job tasks, however, an example JHA is available at the ISO website: <http://www.wsmr.army.mil/gar/ISO/Safety/Pages/default.aspx>

WSMR, OSHA, NEC, & NFPA Compliance Programs

- WSMR policy and your current work practice compliance procedures will be discussed.
- The following relevant items, as appropriate, will be covered by your supervisor or your supervisor will schedule you for additional training if needed.
- The following subjects may require additional training before the employee is authorized to perform work in these areas:
 - Bloodborne Pathogen program requirements
 - HAZCOM program requirements
 - Crane, hoist or sling operations
 - Emergency Preparedness and Response
 - Ammunition and Explosives safety
 - Fire Protection and Prevention (Hot Work Permits)
 - Hazardous Waste operations (HAZWOPER)
 - Ionizing and non-ionizing radiation
 - Ladder Safety
 - Lockout/Tagout program requirements
 - Confined Space Entry and Confined Space Permits
 - Powered platforms and Forklift operation
 - Personal fall arrest systems
 - Respirator protection program requirements
 - HAZMAT / SCBA operations
 - Hearing Conservation program requirements
 - Personal Protective Equipment (PPE)
 - Driver safety

During your career at WSMR, you will be provided with training and education in job-related safety and health issues. The purpose of this training and education is to ensure that you are aware of and understand the actual and potential health hazards in your workplace. Installation Safety Office personnel are available to assist in providing you with education and training on work hazards. You will be informed of the potential health hazards of your work area, their potential effects on your health, how to control/eliminate the hazard, and any occupational health (medical surveillance) screening requirements. We encourage you to learn as much as you can about your job hazards, control measures, and how to keep yourself a productive member of our team. Should you have any questions on your safety or health, please ask your supervisor or contact the Installation Safety Office.

References

Federal

Public Law 91-596 (All-in-One) link

Public Law 91-596 OSH Act (pdf)

29 CFR 1960 Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

29 CFR 1910 Occupational Safety and Health Standards

Executive Order 12196

Department of Defense

DODD 4715.1E Environment, Safety, and Occupational Health (ESOH)

DODI 6055.1 Safety & Occupational Health (SOH) Program

DODDI 6055.7, Mishap Investigation, Reporting and Recordkeeping

DODI 6055.05 Occupational and Environmental Health (OEH)

DASAF Memorandum, Completion of CRM Basic Course for Army Soldiers and Civilian Employees

Department of the Army

AR 385-10 The Army Safety Program

AR 40-5 Preventive Medicine

DA Pam 40-11 Preventive Medicine

DA PAM 385-10 Army Safety Program

DA PAM 385-30, Mishap Risk Management

DA PAM 385-40, Army Accident Investigation and Reporting

Army Safety & Occupational Health Strategic Plan

Safety Forms

DA Form 4753 Notice of Unsafe or Unhealthful Working Conditions

DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756 Installation Hazard Abatement Plan

DD Form 2272 DoD Safety & Occupational Health Protection Program

SAFETY-
Everyone's Full Time Job



Employee Acceptance Sheet

DISCLAIMER: This Employee Safety Handbook is advisory in nature and is intended to inform the employee of their rights and responsibilities for a safe and healthy workplace. This handbook is not a standard or regulation nor does it change any existing OSHA standard or Army Regulation.

A copy of the Employee Safety Handbook has been given to me. I have been advised to read the contents and to ask for an explanation of any parts that I do not understand. The Employee Safety Handbook describes important information about White Sands Missile Range, and I understand that I should consult my safety coordinator, supervisor or the Installation Safety Office regarding any questions not answered in this handbook. Since the information, policies and procedures described here are subject to change, I acknowledge that revisions to the handbook may occur. Individual directorates may add agency specific information to this handbook, but only the Installation Safety Office is authorized to omit or update information.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____