



Department of Defense
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Safety and Occupational Health Program

DeCAD 30-17
February 2, 2010

Public Health and Safety
OPR: HQ DeCA/HS

References: See Enclosure 1

1. REISSUANCE AND PURPOSE. This Directive:

- a. Supersedes Defense Commissary Agency Directive (DeCAD) 30-17 (Reference (a)) to update policy and responsibilities governing Defense Commissary Agency (DeCA) Safety and Occupational Health Program (SOH) and establishes DeCA Manual (DeCAM) 30-17.1 (Reference (b)).
- b. Establishes policy/procedures for implementation of applicable laws, executive orders, government regulations, and national consensus standards criteria concerning SOH, fire prevention, and protection of the environment.
- c. Establishes policy and guidance for the prevention of accidents.
- d. Assigns SOH responsibilities.
- e. Is established in compliance with DoD Directive 5105.55 (Reference (c)) and other regulatory documents listed within this document.

2. APPLICABILITY. This Directive applies to DeCA and its subordinate activities.

3. POLICY. It is DeCA policy to:

- a. Provide a safe and healthful working and shopping environment.
- b. Protect DeCA personnel from accidental death, injury, or occupational illness; and facilities, equipment, and materials from destruction or damage.
- c. Continually reduce the number of occupational injuries and illnesses with an ultimate goal of zero accidents.
- d. Protect the public from the risk of death, injury, illness, or property damage because of DeCA operations.

e. Comply with U.S. Department of Labor, Department of Defense, and other regulatory agencies applicable standards related to SOH.

f. Integrate SOH functions into all operations and activities.

g. Abate workplace hazards as soon as practical, prioritizing using a “worst first” approach.

h. Provide each employee safety training/education to enable them to work in a safe and healthful manner.

i. Comply with the instructions provided within Reference (b).

4. RESPONSIBILITIES.

a. Director of DeCA. The Director of DeCA shall:

(1) Implement this Directive and any implementing guidance.

(2) Use the vision, mission, and goals of DoD Instruction 6055.1 (Reference (d)) to guide SOH decision-making.

(3) Provide and maintain a sufficient number of personnel trained to form a knowledge-based workforce capable of effectively managing SOH aspects of DeCA’s mission.

(4) Plan, program, and budget for SOH resource requirements.

(5) Appoint the Director of Public Health and Safety (HS) as the Designated Agency Safety and Health Official (DASHO).

b. Designated Agency Safety and Health Official (DASHO). The DASHO shall:

(1) Serve as the principal advisor to the Director of DeCA and all other management officials on all matters pertaining to the SOH program.

(2) Prepare DeCA directives, manuals, and other publications on the establishment and maintenance of SOH criteria.

(3) Evaluate the implementation of SOH programs and track performance indicators.

(4) Establish goals and objectives for continuous SOH program improvement.

(5) Assign SOH officials at appropriate levels, with adequate staffs and budget to implement the SOH program throughout the Agency.

c. Functional Process Owners/Special Staff Group (FPO/SSG) and Region Directors. FPO/SSG and region directors shall:

(1) Have the overall responsibility for the implementation and execution of the SOH program within their area of responsibility.

(2) Allocate sufficient resources to fund an active, viable safety program.

(3) Cooperate and communicate with HS on all SOH matters.

d. Zone Managers. Zone managers shall:

(1) Promote, implement, and ensure compliance with SOH criteria within their zone.

(2) Communicate and coordinate with their assigned HS safety support manager on all SOH matters.

e. Store Directors and Central Distribution Center (CDC)/Central Meat Processing Plant (CMPP) Managers. Store directors and CDC/CMPP managers shall:

(1) Establish, manage, and actively support an internal SOH program that implements the requirements of this Directive.

(2) Monitor the host-tenant agreement to ensure the receipt of SOH program support.

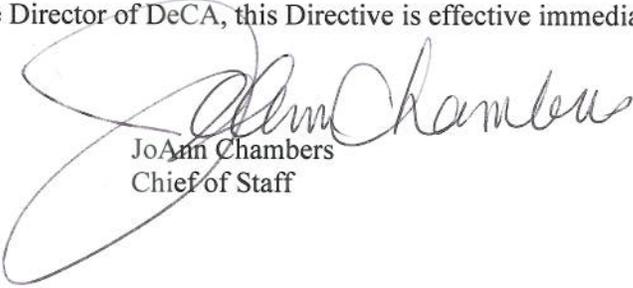
(3) Communicate and coordinate with their assigned HS safety support manager on all SOH matters.

f. Additional duties and responsibilities are addressed in Reference (b).

5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 (Reference (e)).

6. RELEASABILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.

7. EFFECTIVE DATE. By order of the Director of DeCA, this Directive is effective immediately.



JoAnn Chambers
Chief of Staff

Enclosure:
As stated

ENCLOSURE 1

REFERENCES

- (a) DeCA Directive 30-17, "Safety and Occupational Health Program," September 15, 1997 (hereby canceled)
- (b) DeCA Manual 30-17.1, "Safety and Occupational Health Program Manual," February 3, 2010
- (c) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (d) DoD Instruction 6055.1, "DoD Safety and Occupational Health (SOH) Program," August 19, 1998
- (e) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (f) DoD Directive 4715.1E, "Environment, Safety, and Occupational Health (ESOH)," March 19, 2005
- (g) Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
- (h) Title 29, Code of Federal Regulations, Part 1910, "Occupational Safety and Health Standards"
- (i) Title 29, Code of Federal Regulations, Part 1960, "Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters"
- (j) Title 29, Code of Federal Regulations, Part 1904, "Recording and Reporting Occupational Injuries and Illnesses"
- (k) DoD Instruction 6055.06, "DoD Fire and Emergency Services (F&ES) Program," December 21, 2006
- (l) DoD Instruction 6055.07, "Accident Investigation, Reporting, and Record Keeping," October 3, 2000
- (m) DoD Instruction 6055.05, "Occupational and Environmental Health (OEH)," November 11, 2008
- (n) DoD Instruction 6050.05, "DoD Hazard Communication (HAZCOM) Program," August 15, 2006
- (o) DoD Instruction 6055.12, "DoD Hearing Conservation Program (HCP)," March 5, 2004