

APPENDIX N

**GLASS HAZARD RISK ASSESSMENT FORM
AND MEMORANDUM FOR RECORD**

N.01 STEP ONE: IDENTIFY THE RISK

N.01.01 Identify the potential explosives site (PES).

N.01.01.01 Site construction. Open, concrete building, reinforced masonry, etc.

N.01.01.02 Net explosives weight (NEW) the PES is sited for. The NEW normally expected at the site.

N.01.01.03 Operation conducted at the PES.

N.01.01.04 Frequency of operation at the PES.

N.01.01.05 Additional considerations (Factors that may increase the risk) – Supporting troop deployments during war or contingencies, performed by TDY personnel, operations conducted at night, weekends, etc.

N.01.02 Look out from the PES, identify every building in the inhabited building distance (IBD) arc.

N.01.02.01 Building ID.

N.01.02.02 Distance from PES.

N.01.02.03 Occupied? Number of personnel at the exposed site (ES). If not occupied no further action is required, merely state that the building is not inhabited.

N.01.02.04 Type of occupancy? Admin Personnel? Ammo Workers? etc.

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N.01.02.05 Duration of personnel exposure.

N.01.02.06 Is glass present? If so, type of glass. Percentage of glass surface to the entire exposed wall surface.

N.01.02.07 Mitigating measures to reduce the glass hazard.

N.01.03 Continue to look out from the PES, identify every building between IBD and K88 (approximately twice IBD) arc.

N.01.03.01 Building ID.

N.01.03.02 Distance from PES.

N.01.03.03 Occupied? Number of personnel at the exposed site (ES). If not occupied no further action is required, merely state that the building is not occupied.

N.01.03.04 Type of occupancy? Admin Personnel? Ammo Workers? etc.

N.01.03.05 Duration of personnel exposure.

N.01.03.06 Is glass present? If so type of glass. Percentage of glass surface to the entire exposed wall surface.

N.01.03.07 Mitigating measures to reduce the glass hazard.

N.01.03.08 Note: Current policy only requires a review on the installation. A review of off post exposures is recommended but is not required by current Army policy. Are the exposures off-post? If so, how many people off-post are exposed?

N.01.04 Look back to the structure in question from other explosives facilities.

N.01.04.01 Building ID.

N.01.04.02 Distance from PESs out to K88.

N.01.04.03 Occupied? If not normally occupied no further action is required, merely state that the site is not occupied.

N.01.04.04 Type of occupancy? Admin personnel? Ammo workers? Troops in training, etc.

N.01.04.05 Duration of personnel exposure.

N.01.04.06 Is glass present? If so, what type of glass. Percentage of glass surface to the entire exposed wall surface.

N.01.04.07 Mitigating measures to reduce the glass hazard

N.02 STEP TWO: ASSESS THE HAZARDS

N.02.01 For new construction, have all alternative locations been considered? List alternative locations and the reason why they were not chosen.

N.02.02 Have reduced NEW been considered? If not, list reasons for not reducing NEW.

N.02.03 Have alternate operating times been considered when fewer personnel are exposed?

N.02.04 Potential number of injured exposed personnel.

N.03 STEP THREE: DEVELOP CONTROLS AND RISK DECISIONS

N.03.01 Safety Office concurrence or non-concurrence with the risk assessment.

N.03.02 Chain of Command's signed and dated acceptance of the risk.

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N.04 STEP FOUR: IMPLEMENT CONTROLS

N.04.01 Implement controls identified and accepted in Step Two.
Examples:

N.04.01.01 Remove Windows.

N.04.01.02 Replace windows with Blast Resistant Glass and Reinforce window frames.

N.04.01.03 Add blast resistant window glaze.

N.04.01.04 Heavy curtains.

N.05 STEP FIVE: SUPERVISE AND EVALUATE. A sample of written acknowledgement is on the next page.

Sample Memorandum for Glass Hazard Risk

OFFICE SYMBOL
DATE

MEMORANDUM FOR RECORD

SUBJECT: Glass Hazards Risk Assessment

1. I have reviewed the comprehensive risk assessment prepared by my Safety Staff, and acknowledge the risk to personnel within the Inhabited Building Distance (IBD) arc from broken glass and projected glass due to an explosives event.
2. A corrective action plan (*has/has not*) been developed to mitigate hazards to personnel from potential glass shards.
3. A copy of this memorandum and the comprehensive risk assessment will be maintained with the explosives safety site plan as part of the permanent record.
- 4 . The POC is (*Installation Safety Manager or Unit Safety Officer*), telephone number, email address.

Signature
Installation/Garrison Commander and/or
Affected Mission Commander

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