

## COLLATERAL DUTY SAFETY OFFICERS

Collateral Duty Safety Officers (CDSO) are utilized to augment authorized safety organizations with performing required safety and accident prevention functions in Army units and industrial and administrative activities.

### 1. When used, CDSOs will:

- a. Be appointed in writing on orders (<http://www.westpoint.army.mil/safety.html>).
- b. Have met or will meet the requirements of 29 CFR 1960.58 ([https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=11297](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=11297)).
- c. Give their safety duties proper priority.
- d. Report directly to their unit commander or director on safety related matters.
- e. Coordinate safety activities with the Garrison Safety Office.
- f. Be authorized the use of official time for participating in safety and occupational health (SOH) activities, including walk-around inspections, safety training, safety councils, and other safety functions authorized in support of their mission.

### 2. CSDO Training.

- a. Collateral Duty Safety Officers are required to complete the CDSO Course (CDSC) within 30 days of appointment.
- b. The Garrison Safety Office provides additional technical training for CDSOs to ensure they are competent to perform their assigned CDSO duties. Training includes command and local safety occupational health requirements; evaluation and abatement of local hazards; local procedures for reporting and investigating allegations of reprisals; the recognition of potentially hazardous conditions and environments; identification and use of Army, IMCOM, West Point, and Garrison safety and occupational health (SOH) standards; and other appropriate rules and regulations that will assist CDSOs with performing their duties.
- c. The Garrison Safety Office will assist each CDSO and their appointing authority with the development of an Individual Development Plan (IDP format located in the CDSO Corner of the Safety Office website (<http://www.westpoint.army.mil/safety.html>) to ensure that each CDSO has the training necessary to address the safety hazards present in their assigned area of responsibilities. The IDP will include:
  - (1) Collateral Duty Safety Officer Course\*
  - (2) 10 Hour OSHA Course
  - (3) Army Risk Management Course\*
  - (4) OSHA Employee Safety Course\*
  - (5) Army Accident Avoidance Course\*
  - (6) Local Area Driving Hazards Course
  - (7) OSHA training on specific hazards in the CDSO's area of responsibility such as classes on personal protective equipment, the Hazard Communication Standard, hearing conservation, respiratory protection, back/lifting safety, and CPR/AED.
  - (8) On-line training (designated above by \*) is available on the Army Safety Center website at: (<https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>). All other CDSO safety training is available from the Garrison Safety Office at 845-938-6130.