



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

28 JAN 2013

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #21 - Safety and Occupational Health (SOH)

1. References:

- a. Army Regulation(AR) 385-10, Army Safety Program, 4 October 2011.
- b. Installation Management Command(IMCOM) Regulation 385-10, IMCOM Safety Program, 1 June 2010.
- c. Department of Army Pamphlet 385-10, Army Safety Program, 19 January 2010.
- d. IMCOM Policy Memorandum 385-10-1, Safety Policy, 23 August 2010.

2. Purpose. To direct specific policies, procedures and responsibilities for executing the United State Army Garrison Fort Polk Safety Program to supplement requirements in IMCOM Regulation 385-10. The safety program will assist / guide the Garrison Team in protecting the force, preventing accidents, conserving resources, and establishing a proactive safety culture.

3. Policy.

- a. Safety and occupational health starts with the right mindset; never ignore a hazard or take an unnecessary risk. As the Garrison Commander, I challenge Directors, Staff Chiefs, and all leaders/managers to lead by example and promote safety and health at all levels. Directors and Staff Chiefs will ensure that all assigned personnel are aware of this policy.
- b. As the Garrison Commander, I am also the Garrison Safety Officer. This policy outlines my guidance and expectations for Directors and Staff Chiefs in the execution of safe operations and instilling safe behavior within our work force, both on and off duty.
- c. All accidents are preventable, as well as reportable, and no unnecessary risk is acceptable. Leaders have the responsibility to ensure all employees identify / assess risks, determine processes to eliminate accidents, and carry out daily missions without injuring personnel or damaging equipment. Safety must be practiced at all times. The approach to being safe must be overarching but simple: supervise, educate, reduce risk and seek out / eliminate conditions, practices, and habits that threaten or undermine safety.

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4. Procedures.

a. Directors and Staff Chiefs will establish and maintain a work environment / climate that encourages and rewards safe behavior and performance. Leaders will empower employees to intervene when they witness an unsafe act, someone ignoring safety rules, or assuming needless risk. Risk assessment and risk mitigation must be a daily leader habit with open and continuous communication. Leaders at all levels will lead the way in changing behavior in order to reduce safety-related accidents/incidents.

b. Directors and Staff Chiefs will hold personnel accountable for accident prevention. Leaders at all levels are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis and risk mitigation.

c. Accident Reporting and Investigations. All Army accidents, both military and civilian, will be reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on the root cause, contributing factors, lessons learned, and actions taken to prevent future accidents. All safety related incidents regardless of seriousness will be promptly reported to the Garrison Safety Office.

d. Safety Stand-Downs. The Garrison will conduct an annual safety stand-down day. Detailed guidance will be published in an appropriate OPORD.

e. Safety and Occupational Health Advisory Council (SOHAC). The Garrison will conduct a quarterly SOHAC chaired by the Garrison Commander. Safety is a team effort. The council must build the proper culture and climate, ensure leader accountability, and target limited resources toward important problem areas. The council will enhance readiness by reviewing safety performance, sharing lessons learned, and applying risk management techniques.

f. Mandatory Safety and Occupational Health Training. The Combat Readiness/ Safety Center (CR/SC) provides a mix of online training and distance learning courses designed for commanders and leaders, safety and occupational health professionals, and other personnel with safety responsibilities. All courses are available on the CR/SC website at <https://safety.army.mil/training/>. Leaders and appropriate personnel are expected to complete the following courses:

(1) Composite Risk Management. All military and civilian employees must receive this training within the first 30-days of assignment. This course outlines how to effectively integrate composite risk management into missions, jobs, and off-duty activities to prevent accidental loss.

(2) Collateral Duty Safety Officer's Course. All additional duty safety officers will complete this course prior to assuming any safety-related responsibilities.

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(3) Safety Committee Member's Safety Course. All safety and occupational health advisory council members will complete this course prior to assuming any safety-related responsibilities.

(4) Employee's Safety Course. All employees will complete this course within the first 30-days of employment.

(5) Supervisor's Safety Course. All employees in supervisory positions will complete this course within the first 30-days of assuming supervisory responsibilities.

(6) Manager's Safety Course. All employees in directorate level managerial positions will complete this course within the first 30-days of assuming managerial responsibilities.

g. Army Readiness Assessment Program (ARAP). Directors will complete an ARAP assessment within 90-days of a garrison change of command and again within one year remaining in the Garrison Commander's tour. ARAP is a web-based survey that provides Garrison Commanders with actionable data on their unit's readiness posture. ARAP is accessible at the Combat Readiness/Safety Center website at <https://safety.army.mil>.

h. Contractors Adherence to Safety Requirements. No person will be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, pp. 3-5, 3-8, and Chapter 4. Contractors or contract employees who refuse to comply with published and recognized safety standards, or do not meet the standards set forth in USAG Fort Polk contracts may be subject to work stoppage or contract termination. Contracting Officers and others responsible for contractor performance will ensure that:

- (1) Contracts incorporate appropriate safety clauses.
- (2) Contractors perform in a safe manner consistent with these contracts.
- (3) Unsafe conduct is dealt with in a timely manner.

5. Proponent. The Garrison Safety Office is the proponent for this policy. The point of contact for the policy memo is the Garrison Safety Manager, Ralpheal M. Moore 337-531-4433.

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6. This policy will remain in effect until superseded or rescinded.



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