



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

AUG 26 2016

IMHW-ZA

MEMORANDUM FOR All Military and Civilian Employees Assigned to the United States Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-15, Commander's Safety Policy

1. References.

- a. Army Regulation 385-10, Army Safety Program, 27 Nov 13.
- b. DODI 6055.1, DoD Safety and Occupational Health Program, 14 Oct 14.
- c. Department of Army Pamphlet 385-30, Risk Management, 2 Dec 14.

2. Purpose. To establish the policies, procedures, and responsibilities for executing the United States Army Garrison, Hawaii (USAG-HI) Safety Program.

3. Policy.

a. As commander, I am the Safety Officer for the Garrison. I expect every Director, Deputy Director, Office Chief and other leaders to also serve as safety officers to ensure that safe attitudes and behaviors are instilled in our team members.

b. Incident prevention within this Garrison is based on the philosophy that all incidents can be prevented, and that incident prevention is an inherent function of leadership and discipline. The employees of this Garrison must be thoroughly trained in safety principles and procedures so that safety awareness becomes part of their thought processes, both on and off duty.

c. In an era of declining resources, increasing commitments, and technological change, we must be proactive in conducting deliberate risk assessment analysis and in identifying and exploiting opportunities to reduce incidents. Put simply, every incident, injury, and property damage incident impacts our ability to conduct our mission, and therefore such losses are unacceptable.

d. All incidents are preventable, as well as reportable, and no unnecessary risk is acceptable. Leaders have the responsibility to ensure all employees identify and assess risks, determine processes to eliminate incidents, and carry out daily missions without injuring personnel or damaging equipment. Safety must be practiced at all times.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-15, Commander's Safety Policy

The approach to being safe must be overarching but simple: supervise, educate, reduce risk, and seek out and eliminate conditions, practices, and habits that threaten or undermine safety.

4. Procedures.

a. Directors and Staff Chiefs will establish and maintain a work environment 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 as well as open and continuous communication regarding safety. Leaders at all levels will lead the way in changing behavior in order to reduce safety-related accidents or incidents.

b. Directors and Staff Chiefs will hold personnel accountable for incident prevention. Leaders at all levels are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis and use of Deliberate Risk Assessment.

c. Incident Reporting and Investigations. All Army incidents, both military and civilian, will be promptly reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on root causes, contributing factors, lessons learned, and actions taken to prevent future incidents. 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.

e. Safety and Occupational Health Advisory Council (SOHAC). The Garrison will conduct quarterly SOHAC meetings, 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 also 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 (CRC) 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 CRC website at <https://safety.army.mil>. Directors, Staff Chiefs, and collateral duty safety officers are expected to complete the appropriate courses from the list below:

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-15, Commander's Safety Policy

(1) 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 incidental loss.

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

(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. 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, chapter 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-HI contracts may be subject to work stoppage. 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.

h. Risk Management and Risk Decision Authority.

(1) Risk management and accident prevention are inherent command functions. Commanders compare and balance risks against mission expectations and accept risks only if the benefits outweigh the potential costs or losses. Commanders alone decide whether to accept the level of residual risk necessary to accomplish the mission.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-15, Commander's Safety Policy

(2) The risk management process provides recommendations on whether to accept or resolve consequences of hazards associated with a given activity.

(3) The risk management process consists of five steps: (1) Identify hazards; (2) Assess hazards to determine risk; (3) Develop countermeasures and make risk decisions; (4) Implement controls, and; (5) Supervise and evaluate.

(4) The objective of risk management is not to remove all risk, but to eliminate unnecessary risk. Hazards and resulting risks may vary as circumstances change and experience is gained.

(5) The appropriate risk acceptance authority is typically determined by three factors; the duration of the risk, the level of risk, and the ownership of the resources necessary to control, eliminate, or correct the hazard in an appropriate time frame.

(6) In accordance with the references above, I delegate the risk acceptance authority for Garrison low-risk operations to the USAG-HI Director or Staff Office Chief responsible for mission execution. Medium, high and extremely high risk acceptance will be in accordance with DA PAM, 385-30, table 4-1.

(7) The Installation Safety Office will assist Garrison organizations in processing the Deliberate Risk Management Assessment worksheet by utilizing the regulatory guidance referenced above.

5. This policy supersedes Policy Memorandum USAG-HI-54, SAB, dated 04 Jun 14 and remains in effect until cancelled or superseded in writing.

6. The point of contact is the Director, Installation Safety, at 656-1173.

2 Encls

1. Job Briefing, Safety
2. Supv. Responsibilities, Safety


STEPHEN E. DAWSON
COL, SC
Commanding

DISTRIBUTION
Electronic Media

POLICY MEMORANDUM USAG-HI-15
WORKER'S SAFETY AND COMPENSATION POLICY STATEMENT FOR
SUPERVISORS

ENCLOSURE 1
JOB BRIEFING

A briefing shall be held at the start of each job, and any time significant changes which might affect the safety of the job occur during the course of the work. The briefing shall cover at least the following subjects:

1. Hazards Associated With the Job

What are the risks associated with this job?

What can go wrong?

What actions can be taken now to minimize those risks?

2. Work Procedures Involved in the Job

What are we going to do? How? Where? Who? When?

Are there tools, materials, machines, equipment or work processes that have not been used by the employees during the last 12 months? If so, the applicable safe work practices and processes must be reviewed. Also, make certain all employees have had the appropriate initial training.

3. Special Precautions

Are all employees physically able to perform the scheduled work?

Are all employees in good health today?

Have all applicable emergency procedures been reviewed?

4. Energy Source Controls (if appropriate)

Have all potential sources of energy in the work zone been identified? (electrical, chemical, mechanical, stored energy, other).

Have proper clearances been obtained and verified?

Have proper rights-of-way been obtained?

5. Personal Protective Equipment (PPE)

Are all the tools and equipment in safe, usable condition?

Has equipment that requires it been properly tested and/or calibrated?

What PPE is required for the job?

Is all required PPE available, clean and in good repair?

POLICY MEMORANDUM USAG-HI-15
WORKER'S SAFETY AND COMPENSATION POLICY STATEMENT FOR
SUPERVISORS

ENCLOSURE 2
SUPERVISOR RESPONSIBILITIES

[SAMPLE]

(Office Symbol)

MEMORANDUM FOR ALL SUPERVISORS

SUBJECT: Workers' Safety and Compensation Policy Statement for Supervisors.

1. It is our policy to provide a work environment that is free from recognized hazards. Your role as a supervisor in achieving the (USAG –XXX) mission not only includes operational activities, but also Safety and Occupational Health (SOH) functions. You have a direct impact on how our SOH program is implemented, and therefore, you can directly affect the well-being of our civilian workforce. As a part of your overall supervisory responsibilities, I am holding you personally accountable for maintaining a safe working environment and promptly addressing allegations of noncompliance with safety standards.

2. I expect you to make a dedicated effort to fulfill your obligation under the Workers' Compensation Program (WCP) while assuring compensation costs within your respective areas are carefully managed. We must be aggressive in this focus while ensuring operations are executed to standard. Our effectiveness and success depends on four key elements: adequate training, composite risk management, caring for our people, and enforcement of standards. We can neither afford nor accept the loss of a single employee to a preventable accident. To heighten safety awareness throughout the command I charge first line supervisors with the following minimum actions:
 - a. Implement and enforce our SOH program in your work area.
 - b. Provide monthly job safety training to your employees.
 - c. Conduct pre job briefings (See Enclosure 1 for an example).
 - d. Ensure Soldiers, staff, customers, contractors, or maintenance personnel operating in your work area are following safe work practices.
 - e. Report injuries and injury claim information to the safety office within one working day of receiving notification of an accident, injury, or illness. .

f. Initiate investigation of accidents no later than 24 hours after they occur; follow up promptly to identify corrective and preventive action; complete and review the

(Office Symbol)

SUBJECT: Workers' Safety and Compensation Policy Statement for Supervisors.

Investigation report/proposed action with the safety office; implement agreed-upon corrective action.

g. Perform Job Hazard Analysis (JHA)/Job Safety Analysis (JSA). Complete JHAs/JSAs for all High Hazards jobs by EOM _____.

h. Complete Supervisory safety training (This can be accomplished either online at <https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> or obtained from the safety office).

i. Be familiar with supervisors safety responsibilities/duties outlined in AR 385-10 and DA Pam 385-10, The Army Safety Program.

h. If an employee incurs an injury or illness on the job, take the following actions:

(1) Notify the occupational health staff and immediately transport the employee to an emergency service location. (Encourage the use of military medical facilities).

(2) Coordinate with the occupational health staff to arrange for transportation for employees who prefer treatment at a private physician's office or a hospital.

(3) Acknowledge receipt of notice of CA-1 or CA -2 from employees. (Complete side two of the forms and process to the Installation Compensation Program Administrator (ICPA)).

(4) Ensure facts on compensation forms are properly investigated, fully documented, accurately reported, and controverted where appropriate.

(5) Periodically contact the injured employee to show concern and discuss recovery progress/return to work.

(6) Identify individuals who have demonstrated histories of misuse or abuse of the WCP and report suspected fraudulent claims to the ICPA.

3. Directorate level managers are responsible for ensuring that management systems are put in place that satisfies all the above safety actions. Managers will establish (Office Symbol)

SUBJECT: Workers' Safety and Compensation Policy Statement for Supervisors.

procedures that track progress and make adjustments as required. Managers will also be prepared to brief progress at the Garrison Safety and Occupational Health Advisory Council.

4. We must make every effort to eliminate hazards in the workplace and any misuse or abuse of the WCP while strictly adhering to the intent of the program. Your personal commitment is paramount to the success of these objectives.

Encl 1 as

(Commander's Signature Block)