



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

AMIM-ANG-ZA

21 June 2024

MEMORANDUM FOR All Personnel Assigned to the United States Army Garrison (USAG) Ansbach Area of Responsibility

SUBJECT: USAG Ansbach Command Ansbach Policy Letter #9 - Command Safety Policy

1. References:

- a. Department of Defense (DOD) Instruction 6055.01 (DOD Safety and Occupational Health (SOH) Program), Revised 21 April 2021
- b. AR 385-10 (The Army Safety Program), Revised 24 July 2023
- c. DA PAM 385-10 (Army Safety Program), 24 July 2023
- d. DA PAM 385-40 (Army Accident Investigations and Reporting), Revised 24 July 2023
- e. AEAR 385-10 (Army in Europe and Africa Safety Program Management), 20 December 2021
- f. Army Techniques Publication (ATP) 5-19 (Risk Management), April 2014
- g. Installation Management Command (IMCOM) Regulation 385-10, (Safety Program), 5 April 2013

2. Purpose. To provide guidance to the USAG Ansbach workforce on how to protect themselves, prevent mishaps, conserve resources, and establish a proactive safety culture in the community.

3. Applicability. This safety policy applies to all personnel assigned to or operating on USAG Ansbach.

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4. Responsibilities.

a. USAG Safety Office will:

(1) Establish and maintain a comprehensive and aggressive accident-prevention program in accordance with AEA Regulation 385-10, supporting DA pamphlets, and IMCOM Regulation 385-10.

(2) Provide safety services to tenants in accordance with Headquarters IMCOM guidance and established agreements.

(3) Conduct two Safety and Occupational Health Advisory Councils (SOHACs) annually.

(4) Include tenant units in planning and executing IMCOM Safety Day events.

(5) Maintain a garrison hazard-abatement log.

(6) Maintain and operate an electronic hazard-reporting process for tenant and garrison personnel.

(7) Maintain the garrison log of work-related injuries and illnesses (Occupational Safety and Health Administration (OSHA) Form 300) and submit the annual summary of work-related injuries and illnesses (OSHA Form 300A) to the IMCOM-Europe Safety Office to meet the annual reporting suspense.

(8) Report all garrison mishaps in accordance with AR 385-10, DA Pamphlet 385-10, DA Pamphlet 385-40, and AEA Regulation 385-10.

b. Leaders, Supervisors, and Managers will:

(1) Coach and teach subordinates continuously in hazard-identification, risk-assessment, and Risk Management (RM) techniques for both on- and off-duty activities.

(2) Maintain an overview of their organization's hazard-tracking logs and ensure appropriate risk classification and progress in resolving hazards by priority. They will implement risk-minimization measures for hazards not immediately resolved and ensure coordination with the garrison commander on issues involving infrastructure under the garrison commander's responsibility. An abatement plan must be prepared for each Risk Assessment Code (RAC) 1 or 2 hazard requiring a correction that will take more than 30 day to complete. The USAG Safety Office will assist in identifying RAC 1 or 2 issues.

(3) Perform and maintain Job-Hazard Analyses (JHAs) for subordinates under their direct supervision and for workplaces of their subordinates. JHAs must be reviewed at least annually or when new work procedures/equipment are introduced.

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The USAG Ansbach Safety office, the Occupational Health Nurse, and the Industrial Hygienists can assist in completing job specific JHAs. Call the USAG Safety Office for assistance in completing JHAs.

(4) Encourage all personnel to use the IMCOM hazard-reporting tool on the IMCOM-Europe website:
<https://home.army.mil/imcom-europe/index.php/commandinfo/safety/safety-unsafeConditions>.

(5) Ensure that required occupational health (OH) physical examinations are being carried out in accordance with OSHA Instruction PER 04-00-005, DOD 6055.05-M, AER 40-11, and pertinent DA requirements. Examinations of host-nation (HN) employees will be conducted in accordance with HN regulatory requirements and agreements.

(6) Ensure that all accidents in their Area of Responsibility (AOR) are reported and recorded and that corrective actions are taken.

c. Soldiers and Civilian Employees will:

(1) All personnel will report and, if possible, correct unsafe conditions, report all mishaps, warn others of known hazards, and speak up when they observe a failure to implement risk-reduction actions or standards.

(2) Assist in the development of their individual JHAs to help identify any potential hazards associated with their specific jobs.

5. Risk Management. Risk management (RM) is the process of identifying, assessing, and controlling risks arising from operational factors and making risk decisions that balance risk cost with mission benefits. The concepts and principles in Army Techniques Publication (ATP) 5-19, Risk Management, shall be embraced at every level within this organization. The Deliberate Risk Assessment Worksheet (DRAW), DD Form 2977, will be used to evaluate all operations, military training, and community events. The risk assessment will be completed by the activity leader or supervisor, and approved by the risk decision authority as determined below. The USAG Safety Office will review all community event DRAWs. When the following levels of residual risk are determined, the approval authority is:

- a. Low Risk: Responsible O3 or GS 12/13.
- b. Medium Risk: Responsible O5 or GS-14.
- c. High Risk: Responsible O6 or GS-15.
- d. Extremely High Risk: General Officer.

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6. Mishap Reporting. Commanders, supervisors, and managers will investigate and report all mishaps to the USAG Ansbach Safety Office. Mishap severity will determine higher headquarters reporting requirements IAW Army Regulations.

a. The USAG Safety will maintain the Mishap Log to properly record all mishaps and ensure reporting requirements are met IAW AR 385-10.

b. Injuries of local nationals which occur while commuting will be reported to the supervisor and Safety Office.

c. Soldiers and U.S. Civilian mishaps will be recorded using the online Army Safety Management Information System (ASMIS) 2.0 system. The USAG Ansbach Safety Office will input all recordable mishaps into ASMIS 2.0.

d. Ground Mishap Classifications.

(1) Class A mishap – total cost of property damage is \$2.5 million or more, fatality, or permanent total disability.

(2) Class B mishap – total cost of property damage is \$600,000 or more but less than \$2.5 million, permanent partial disability, three or more personnel are hospitalized as inpatients as the result of a single occurrence.

(3) Class C mishap – total cost of property damage is \$60,000 or more but less than \$600,000, injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred. Please refer to AR 385-10 for specific mishap subcategories.

(4) Class D mishap – total cost of property damage is \$25,000 or more but less than \$60,000, a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment great than first aid, needle sticks injuries, occupational hearing loss, or a work related tuberculosis case. Please refer to AR 385-10 for specific mishap subcategories.

(5) Class E mishap – total cost of property damage is \$5,000 or more but less than \$25,000.

e. Class A and Class B mishaps will be reported to the USAG Ansbach Safety Office immediately.

7. The success of our USAG Ansbach mission and the safety of our workforce and family members depend on all of us. I expect everyone to be engaged in my Command Safety Program. Safety is everyone's responsibility and you are responsible for your own safety as well as the safety of your coworkers.

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8. The POC for the Command Safety Program is the USAG Ansbach Safety Office at DSN 314-587-1571.

A handwritten signature in black ink, appearing to read 'A. Southard', with a long horizontal line extending to the right.

AARON J. SOUTHARD
COL, PO
Commanding