



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
390 DOUBLE EAGLE AVENUE, SUITE 300
FORT BUCHANAN, PUERTO RICO 00934-4614

AMIM-BCG-SO (25-50a)

MEMORANDUM FOR All personnel assigned to or under the operational control of the United States Army Garrison (USAG) Fort Buchanan

SUBJECT: Charter - Garrison Commander Safety and Occupational Health Advisory Council (SOHAC)

1. Reference: AR 385-10, (The Army Safety and Occupational Health Program).
2. Purpose: The Garrison Commander's Safety Council is an executive steering group for accident prevention and risk management. The council will establish accident prevention and wellness policies based on review of accident trends and other events that occurred or have the potential to result in human or material losses.
3. Authority: Under the authority of the Installation/Activity Commander the SOHAC will be chaired by the Garrison Commander IAW AR 385-10.
4. Membership: Effective immediately, the individuals listed below are appointed as members of the SOHAC:
 - a. Deputy to the Garrison Commander or Deputy Garrison Commander.
 - b. Garrison Command Sergeant Major.
 - c. Directors, Support Directorates (DHR, DES, DPW, DFMWR, DPTMS).
 - d. Managers, Support / Management Offices (PAO, RSO, EEO, PAIO).
 - e. Rodriguez Army Health Clinic (RAHC) Occupational Health and Industrial Hygiene Clinic representatives.
 - f. Legal Advisor / Attorney from Installation Legal Office.
 - g. Manager, Resource Management Office.
 - h. Tenant representatives, (DeCA, DoDEA, AAFES, LRC, PRNG, 1st MSC, Navy and Marines).
 - k. Other members, as may be deemed necessary by the Garrison Commander.

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5. Period: On-going and permanent council as required by AR 385-10.

6. Special Instructions: The Installation Safety Officer will ensure that the administration of the council follows the above guidance. Members are encouraged to verify that an alternate representative is notified to attend when the primary member is not able to be present.

a. Agenda. The GC SOHAC will perform on a continuous basis those functions necessary to achieve reductions in occupational injuries and illnesses, property loss or damage attributed to Army operations. Topics discussed during the council include are but not limited to:

- (1) Installation Safety Issues.
- (2) Accident Statistics and trends.
- (3) Lessons Learned (individual accident briefs).
- (4) Risk Reduction.
- (5) Substance Abuse.
- (6) Suicide Prevention.
- (7) Traffic Accidents/Violations.

b. Meetings and Procedures.

(1) The Council will meet semi-annually or at the direction of the Garrison Commander. Teleconference or video conference may be used at discretion of the commander.

(2) Representation from principal members of the GC SOHAC required for all meetings.

(3) The Chairperson has authority to add other members to the Council as needed to fulfill the group's mission.

c. Administration.

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(1) The Installation Safety Officer makes meeting coordination's, establishes schedule, develops, and distributes the agenda in advance and if feasible, records and publishes the meeting minutes.

(2) The Chairperson or a designated senior management official approves the minutes. All members will receive copies of the minutes and upon request, shall be made available to employees.

(3) A hazard log (HAZLOG) of prioritized action items will be made a matter of record in the meeting minutes. Chairperson assigned timelines and action officers to ensure compliance.

7. Proponent: Proponent is the Installation Safety Office at (787) 707-3853.

JOHN D. SAMPLES
COL, CA
Commanding

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