



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-ZA (100)

MEMORANDUM FOR United States Army Garrison (USAG) Fort Buchanan
Personnel

SUBJECT: Command Policy No. 5, Garrison Commander Occupational Safety and Health (OSH) Policy

1. References.

- a. PL 91-596, (Occupational Safety and Health Act 1970).
- b. 29 Code of Federal Regulations (CFR) Part 1910, (Occupational Safety and Health Standards for General Industry).
- c. 29 CFR Part 1926, (Occupational Safety and Health Standards for Construction Industry).
- d. 29 CFR Part 1960, (Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters).
- e. AR 385-10, (The Army Safety and Occupational Health Program).

2. Purpose. Provide the Garrison Commander's Safety Philosophy and OSH program guidance.

3. Applicability. This policy applies to all personnel assigned to USAG Fort Buchanan.

4. Commander's Safety Philosophy.

a. The Fort Buchanan Safety and Occupational Health Management System (FB-SOHMS) serves as the framework to synchronize, coordinate, collaborate, and improve how OSH is implemented into garrison daily operations to ensure Soldiers, civilians, and contractors are provided a safe and healthy environment free of hazards. FB-SOHMS is based on six core interrelated / interacting safety management functions, performing as one coherent system. The six core capability objectives and corresponding elements for the FB-SOHMS are:

(1) Leadership engagement and personnel/Soldier participation (program management).

- (2) Training and promotion.
- (3) Inspections/assessments.
- (4) Mishap, incident, and illness reporting and investigation.
- (5) Hazard analysis and countermeasures.
- (6) Health protection and readiness.

b. Members of the Fort Buchanan garrison will comply with mandated OSH policies, plans, and processes according to current OSH standards and regulations. Our goal is to provide a hazard-free workplace by empowering employees with the knowledge of OSH best practices and the freedom to take decisive action to eliminate or mitigate unsafe or unhealthful conditions.

c. All accidents, near-misses, and unsafe or unhealthful working conditions will be reported through the appropriate management channels. Directors, supervisors, and leaders are required to complete and submit any report of injury, property loss or damage, and near-misses to the Installation Safety Office. Capturing this data allows for the prompt detection of any process failures and the immediate implementation of countermeasures to safeguard the workforce.

d. The safety and well-being of our teammates is priority. Any actions that deliberately compromise safety or skip established procedures to complete a task are strictly prohibited. Any individuals reporting such violations are protected from retaliation by law.

e. Leaders at all levels must walk through work areas / project sites to identify potential hazards that could affect our teammates. As members of the Fort Buchanan garrison safety team, it is our duty to support the installation safety program by integrating risk management strategies into everything we do.

5. Installation Safety Program Responsibilities.

a. Directors will -

(1) Establish, emphasize, resource, and evaluate a functional safety program that is consistent with this policy and all OSHA standards and regulations.

(2) Designate a primary and alternate Unit Safety Officer (USO) within your directorate / office to assist the Installation Safety Office with establishing and executing an efficient and effective OSH program.

(3) Provide adequate time and resources for the successful implementation of the OSH program.

AMIM-BCG-ZA (100)

SUBJECT: Command Policy No. 5, Garrison Commander Occupational Safety and Health (OSH) Policy

(4) Enable workers with the knowledge and skills required to perform their assigned tasks safely through training, professional development, and supervision.

(5) Ensure supervisors and teammates conduct worksite hazard assessments, immediately correct unsafe and unhealthy conditions, and adhere to all safety and occupational health standards and regulations.

(6) Complete the Leader's Safety and Occupational Health Course (LSC) within 90 days after appointment. LSC can be accessed through the U.S. Army Combat Readiness / Safety Center website (Online Training) at <https://safety.army.mil/TRAINING-COURSES/Online-Training#ATTRS>.

b. Supervisors will –

(1) Display commitment and dedication to providing for the safety and health of all teammates, contractors, volunteers, and visitors.

(2) Implement OSH standards and regulations within your areas of responsibility.

(3) Allocate appropriate resources and time to enable USOs to implement a successful OSH program.

(4) Plan and coordinate the required resources for safety training and education of your team IAW Army regulations and OSHA standards.

(5) Prepare Job Hazard Analyses (JHA) for high hazard operations and tasks that may experience mishaps. Implement and enforce controls IAW the JHA.

(6) Conduct daily physical inspections of all work areas. Ensure all deficiencies are recorded and corrected. Maintain a hazard log for any hazards that are not corrected on the spot or that will take more than 30 days to abate. Post a DA Form 4753 "Notice of Unsafe or Unhealthful Working Condition" in the area until corrected.

(7) Investigate all job-related accidents to determine the principal cause of the accident and implement corrective actions to avoid future occurrences. Job-related accidents and/or illnesses must be annotated on OSHA Form 300 IAW 29 CFR 1904 and reported using the Army Safety Management Information System (ASMIS) 2.0 Mishap and Near Miss reporting module.

(8) Establish a Personal Protective Equipment (PPE) program in writing that includes hazard assessments, PPE selection, and training IAW 29 CFR 1910.132. Counsel and appropriately discipline any Soldiers or Civilians who fail to follow safety standards, rules, and regulations (including the use of personal protective clothing and PPE).

AMIM-BCG-ZA (100)

SUBJECT: Command Policy No. 5, Garrison Commander Occupational Safety and Health (OSH) Policy

(9) Allow your teammates to participate in the OSH program without fear of discrimination or reprisal and conduct frequent safety meetings with them.

(10) Complete the Leader's Safety and Occupational Health Course within 90 days after appointment.

c. All personnel will -

(1) Stop any unsafe acts that are detrimental to garrison operations.

(2) Comply with this policy, safety regulations, the OSH Act, the Army Occupational Health Program, work practices, and applicable standard operating procedures.

(3) Use all PPE and protective clothing provided, including seatbelts, according to training, hazard analyses, work instructions, and as required by the task at hand.

(4) Report accidents, near misses, and hazards in the workplace to your supervisor or leader immediately.

(5) Complete the Risk Management Basic Course (RMBC) within 90 days after your appointment. RMBC can be accessed through the U.S. Army Combat Readiness / Safety Center website (Online Training) at <https://safety.army.mil/TRAINING-COURSES/Online-Training#ATTRS>.

6. Proponent. The Installation Safety Office at (787) 707-3853.

JOHN D. SAMPLES
COL, CA
Commanding