



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

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

SUBJECT: Policy Memorandum USAG-HI-15, Garrison Safety Policy

1. References.

- a. DODI 6055.1, DoD Safety and Occupational Health Program, 14 Oct 14.
- b. Army Regulation 385-10, Army Safety Program, 24 Feb 17.
- c. Department of the Army Pamphlet 385-30, Risk Management, 2 Dec 14.

2. Purpose. To establish the policies, procedures and responsibilities for executing the USAG-HI Safety Program.

3. Policy.

a. As commander, I require each military leader, director, manager and supervisor to monitor the safety and health of their workforce. I expect leaders to set the example and enforce all established safety policies and procedures.

b. Incident prevention within this Garrison is built on the philosophy that all mishaps can be avoided. Incident prevention is an inherent function of leadership and discipline. Our employees must be thoroughly trained in safety principles and procedures so that safety awareness becomes part of their integral thought processes.

c. In an era of declining resources, increasing commitments and technological change, we must be proactive in conducting deliberate risk assessment analysis. The objective is to identify risk and exploit opportunities to reduce hazards. Put simply, every accident 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. In this Garrison, safety must be practiced at all times.

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

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f. Leaders will establish a system to account for safety through efficiency reports and performance appraisals on their personnel.

4. Procedures.

a. Leaders 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 even assuming needless risk.

b. Commanders, directors and supervisors will hold personnel accountable for incident prevention. Leaders at all levels are expected to identify risks inherent in their operations and implement appropriate countermeasures to reduce hazards.

c. Incident Reporting and Investigations. All Army incidents, both military and civilian, will be reported, investigated and analyzed. 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 Safety Office will provide directorate level safety stand-down support when requested.

e. Safety and Occupational Health Advisory Council (SOHAC). The Garrison will conduct semi-annual SOHAC meetings, chaired by the Garrison Commander. The council is designed to inform leaders about the safety culture and climate within the Garrison footprint. The SOHAC will enhance readiness by reviewing safety performance, sharing lessons learned and applying risk management techniques.

f. Mandatory Employee Safety Training. The Combat Readiness Safety Center provides online training courses at <https://safety.army.mil>. All required courses must be completed within 30 days of employment. See list of required courses below:

- (1) Risk Management. One-time training for all employees.
- (2) Employee Safety Course. One-time training for all new employees.
- (3) Leader Safety Course. One-time training for staff in supervisory positions.
- (4) Collateral Duty Safety Officer Course. All collateral duty safety officers will complete this course prior to assuming any safety-related responsibilities.

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(5) HAZCOM/Global Harmonized System Training. Training can be completed at <https://www.milsuite.mil/video/watch/video/22492>

g. Risk Management and Risk Decision Authority.

(1) Risk management and accident prevention are inherent command functions. Leaders compare and balance risks against mission expectations and accept risks only if the benefits outweigh the potential costs or losses.

(2) The risk management process consists of five steps:

- (a) identify the hazards;
- (b) assess hazards to determine risk;
- (c) develop controls and make risk decisions;
- (d) implement controls, and
- (e) supervise and evaluate.

(3) The objective of risk management is not to remove all risk, but to eliminate unnecessary risk.

(4) 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.

(5) In accordance with the above reference, risk acceptance authority will be in accordance with DA PAM 385-30, table 4-1.

5. This policy supersedes Policy Memorandum USAG-HI-15, dated 05 November 2020 and remains in effect until rescinded or superseded in writing.

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6. Questions regarding this policy should be directed to the Garrison Safety Manager at (808) 656-1166 or usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil.

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Commanding

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