



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-4215

IMKN-ZA

JUL 26 2019

MEMORANDUM FOR

Commander, All Units Reporting Directly to, This Headquarters Commanders, Fort Knox Partners in Excellence Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 07 – Commander's Safety Policy Statement

1. References.

- a. Department of Defense Instruction (DODI) 6055.01, DoD Safety and Occupational Health (SOH) Program, 14 October 2014.
- b. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017.
- c. AR 350-1, Army Training and Leader Development, 10 December 2017.
- d. Installation Management Command (IMCOM) Regulation 385-10, IMCOM Safety Program, 5 April 2013.
- e. Fort Knox Regulation 385-10, Installation Safety Program, 27 February 2018.

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

3. Policy.

a. As the Commander, I am the Safety Officer for Garrison. I expect every director, deputy director, office chief, and leader to serve as safety officers to ensure safe attitudes and behaviors are instilled in our team members and a culture of safety is the norm for Fort Knox.

b. Incident prevention within Garrison is based on the philosophy that all incidents can be prevented and is an inherent function of leadership and discipline. Employees of Garrison must be thoroughly trained in safety principles and procedures to ensure safety awareness is part of their thought process both on and off duty.

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c. In an era of declining resources, increasing commitments, and technological changes, we must be proactive in conducting deliberate risk assessment analysis to reduce incidents. Every incident, injury, and property damage occurrence impacts our ability to conduct mission.

d. All incidents are preventable, as well as reportable, and no unnecessary risk is acceptable. Leaders have the responsibility to ensure employees identify and assess risks, determine processes to eliminate incidents, and carry out daily missions without injuring personnel, damaging equipment or government property. Safety must be practiced at all times. The approach to being safe must be overarching but simple; supervise, educate, reduce risk, and seek out to eliminate conditions, practices or habits that threaten to undermine safety.

4. Procedures.

a. Directors, staff chiefs and leaders will:

(1) Establish and maintain a work environment climate that encourages and rewards safe behavior and performance.

(2) Empower employees to intervene when they witness an unsafe act, someone ignoring safety, or assuming needless risk. Risk assessment and risk mitigation must be a daily leader habit with open and continuous communication.

(3) Lead the way in changing behavior in order to reduce safety related incidents and accidents.

(4) Hold personnel accountable for incident prevention.

(5) Identify risks inherent in operations and implement appropriate counter measures through detailed mission analysis and use of the Deliberate Risk Assessment Worksheet (DRAW).

(6) Leaders shall certify employee's job hazard analysis annually or when required change has occurred.

b. Incident Reporting and Investigations.

(1) All Army incidents, both military and civilian, will be promptly reported, investigated, and analyzed in accordance with AR 385-10.

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(2) Investigations will focus on the root cause, contributing factors, lessons learned, and actions taken to prevent future incidents.

(3) All safety related incidents, regardless of seriousness, will be promptly reported to the Installation Safety Office.

(4) Near miss incidents will be reported utilizing Fort Knox (FK) Form 5070, Department of the Army (DA) Civilian Safety Incident Report, dated June 2015.

c. Safety Stand-Down. The Garrison will conduct an annual Safety Stand-Down Day. Detailed guidance will be published in an appropriate Operation Order (OPORD).

d. USAG and Installation Level Safety and Occupation Health Advisory Council (SOHAC).

(1) Chaired by Garrison Commander or designee.

(2) Must build the proper culture and climate to ensure leader accountability and target limited resources toward important problem or concerned areas.

(3) Will enhance readiness by reviewing safety performance, sharing observations, lessons learned, and applying risk management techniques. Safety is a team effort.

e. Required Safety Training.

(1) The Combat Readiness and 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, <https://safety.arm.mil>.

(2) Directors, leaders and Collateral Duty Safety Officers (CDSO) are expected to complete the appropriate courses.

(3) Directorate appointed Additional Duty Safety Officers (ADSO)/CDSO will track and manage the following required safety training per their directorate or staff section:

(a) Soldiers and civilian employees will complete Risk Management (RM) Training within the first 60 days of assignment.

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RM is the Army's principal risk reduction methodology. The course outlines how to effectively integrate RM into all operations to include on and off duty activities to prevent incidental damages or loss.

(b) ADSO Course. All ADSOs will complete this course prior to assuming safety related responsibilities.

(c) Safety Committee Member's Safety Course. All SOHAC members will complete this course prior to assuming any safety related responsibilities.

(d) Employee's Safety Course. All employees will complete this course within the first 30 days of beginning employment.

(e) Supervisor's Safety Course. All employees in supervisory positions will complete this course within the first 30 days of assuming supervisory responsibilities.

(f) Manager's Safety Course. All employees in directorate level managerial positions, will complete this course within the first 30 days of assuming managerial responsibilities.

f. Contractor Adherence to Safety Requirements.

(1) No person will be subjected to work in an unsafe or dangerous environment.

(2) Contractor safety will be governed by AR 385-10, Chapter 4.

(3) Contractors or contract employees who refuse to comply with published and recognized safety standards, or do not meet the standards set forth in USAG Fort Knox contracts, may be subjected to work stoppage.

(4) Contracting Officers (KO) and others responsible for contractor performance will ensure:

(a) Contracts incorporate appropriate safety clauses.

(b) Contractors perform in a safe manner consistent with contract.

(c) Unsafe conduct is dealt with in a timely manner.

5. Proponent. The Director of Installation Safety (IS) is the proponent and Subject Matter Expert (SME) for the USAG and Fort Knox Safety Program.

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The director serves as a special staff member and provides professional advice and guidance to the Garrison Commander on all safety and occupational health issues. The director advises all Garrison leadership on such issues.

I expect every director, staff chief, and leader to fully cooperate with and follow instructions of the Director of Safety on all safety and occupational health issue.

6. This policy will remain in effect until superseded or rescinded.


CJ KING
COL, LG
Commanding