



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY  
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JUL 15 2020

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 5, Safety and Occupational Health

1. References:

- a. Department of Defense Instruction (DoDI) 6055.1, Department of Defense (DoD) Safety and Occupational Health Program
- b. Department of Defense Instruction (DoDI) 6055.07, Department of Defense (DoD) Accident Investigation, Reporting and Record Keeping
- c. AR 385-10, The Army Safety Program, dated 24 February 2017

2. Purpose: To direct specific policies, procedures and responsibilities for executing the United States Army Garrison, Presidio of Monterey (USAG, POM) Safety and Occupational Health Program and to supplement requirements outlined in the references.

3. Applicability: This policy applies to all Garrison Soldiers, Appropriated Fund, Non-Appropriated Fund Civilian Professionals, Contractors and volunteers under 10 USC 1588 and AR 608-1, Army Community Service, 13 March 2013, who are assigned or attached to the Presidio of Monterey. This Policy supersedes the previous policy memo dated 19 October 2018.

4. Proponent: The point of contact for this policy is the United States Army Garrison Safety Manager at 242-6332.

5. Policy:

a. I am responsible for Safety and Occupational Health as the Garrison Commander. The COVID-19 pandemic is still ongoing and affects our day-to-day work environment. It is especially true with respect to following safe work practices, policies, and procedures. I want to ensure that this policy articulates my guidance and direction to Leaders and Managers in the execution and oversight of the Commander's Safety Program. The primary goal is to reduce the potential for accidents, injuries, and illnesses to our workforce, which is detrimental to our ability to support our mission.

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b. I have responsibility for the safety and well-being of all our Service Members, Civilian Professionals, Family Members and volunteers on the installation. We all share this responsibility on and off-duty, 24 hours-a-day, 7 days-a-week. As Leaders and Managers, must focus our efforts on returning to work safely, while ensuring that we minimize unsafe work practices, which threaten the health and safety of our personnel.

c. The Garrison Safety Program has two main goals:

(1) Manage risk to preserve lives and prevent damage to property and equipment.

(2) Create a safe and healthful working environment for all our personnel.

6. Procedures: Accidents are preventable through effective leadership, adherence to standards, risk management, and personnel accountability.

a. Risk Management is the Army's primary method for reducing hazards. I expect all leaders and supervisors to ensure that a proper risk analysis is completed, reviewed, and documented for all operations and activities.

b. Every Director must complete a Job Hazard Analysis (JHA) on civilian professional occupations within their directorates which involve hazardous operations. They must document the results and implement controls (Engineering, Administrative, or Personal Protective Equipment) necessary to perform the job correctly and safely.

c. Accidents shall be investigated and reported by all first-line Supervisors and reported through the Army's primary accident reporting system (REPORTIT). This is a key system which enables our Garrison Safety Office, (GSO) to conduct root cause analysis in order to develop critical risk reduction strategies as part of our overall accident prevention program.

d. The Safety and Occupational Health Advisory Council (SOHAC) is a critical forum for reviewing accident history, identifying areas of concern and implementing actions to improve our overall safety programs. It is an Installation level council involving DLIFLC and other Tenant Commanders conducted on a semi-annual basis. I expect all our Directors and Managers to attend this forum and collectively contribute to the resolution of safety issues.

e. Safety and Occupational Health Training. The GSO publishes the Commander's Annual Safety Plan (CASP), and includes an annual safety training schedule of online training and quarterly in-person training. I expect all supervisors to ensure that they take maximum advantage of these courses. It is the responsibility of the Director to

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assess what specialized safety training is required for their civilian professionals and to coordinate requests for specialized training with the GSO.

f. Contractor safety will be governed by the regulations specified in paragraphs 3-5, 3-8, and Chapter 4 of AR 385-10. Contracting officers and personnel responsible for contractor performance will ensure that:

- (1) Contracts incorporate appropriate safety clauses.
- (2) Contractors perform in a safe manner consistent with these contracts
- (3) Unsafe conduct is dealt with in a timely manner.



VARMAN S. CHHOEUNG  
COL, SF  
Commanding

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