



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA
UNIT 35114
APO AP 96376-5114

COMMAND POLICY
385

AMIM-JNO-GSO (385-10c)

26 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Okinawa Commander's Safety Policy

1. REFERENCES:

- a. Army Regulation (AR) 385-10 (The Army Safety Program).
- b. Department of the Army Pamphlet (DA Pam) 385-10 (Army Safety Program).
- c. Department of Defense Instruction (DoDI) 6055.01 (DoD Safety and Occupational Health (SOH) Program).
- d. United States Army Japan (USARJ) United States Army Garrison Japan (USAG Japan) Regulation 385-10 (Occupational and Off-Duty Risk Management Program).
- e. AR 608-1 (Army Community Service).
- f. 10 U.S. Code (USC) § 1588 (Authority to Accept Certain Voluntary Services).

2. PURPOSE: To establish and direct specific policies, procedures and responsibilities for executing the USAG Okinawa Safety Program to supplement requirements to the above regulations.

3. APPLICABILITY: This policy applies to all Soldiers, appropriated fund and non-appropriated fund civilian employees, including Local National Employees, and volunteers under 10 USC § 1588 and AR 608-1 that are assigned or attached to USAG Okinawa.

4. POLICY:

- a. Garrison leaders are to ensure all assigned and attached personnel are aware of this policy.
- b. This policy articulates the guidance and expectations for leaders in the execution of safe operations and motivating safe behavior among Soldiers and civilian employees

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on and off duty. Accidents represent a serious problem accounting for more injuries, deaths, disability, and loss of productivity in Department of Defense (DoD) than any other causes. The goal is to have no loss of life through needless or senseless acts.

c. Accidents result in unnecessary loss and waste of human capital, material, and financial resources. Most accidents are predictable and preventable through effective leadership, adherence to standards, holding personnel accountable, and controlling hazards through the use of Risk Management (RM) procedures. Leaders have responsibility to ensure Soldiers and civilian employees identify and assess risks, determine processes to eliminate losses, and carry out our daily missions without injuring personnel or destroying/damaging vital equipment. Safety must be practiced at all times, both on and off duty. USAG Okinawa personnel will be vigilant of safety at all times and in all places.

d. I am committed to the safety and well-being of every Soldier, family member, and civilian employee in this command. All of USAG Okinawa personnel share this responsibility on and off duty, 24 hours a day, 7 days a week. The approach to being safe must be overarching, but simple. Supervise, educate, reduce risk, and seek out and eliminate unsafe conditions, practices, and habits that threaten safety.

e. The Garrison Command Team charges each leader in the chain of command with the same responsibility. Together, we can accomplish the mission requirements while avoiding preventable losses and operating in a safe and accident-free environment, both on and off duty.

5. PROCEDURES:

a. Leaders will establish and maintain a command climate that encourages and rewards safe behavior and performance by all personnel in the command. I empower employees to intervene, such as stopping operations when they see an unsafe act. Risk assessment and risk mitigation must be a daily leader habit with open and continuous communication. Leaders at all levels will lead the way in changing behaviors to reduce accidents.

b. Leaders are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis. This mitigates the risks that the USAG Okinawa workforce and family members encounter.

c. Accident reporting and investigations: All Army accidents, regardless of the accident class, both military and civilian; will be reported, investigated, and analyzed in

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accordance with AR 385-10. Investigations will focus on root causes, contribution factors and safety deficiencies to prevent like occurrences.

d. Semi-Annual Safety Days and Safety Stand Down: USAG Okinawa will host two Safety Day events per year in a concerted effort to improve the safety of the garrison workplace by informing employees and providing safety training. Seasonal Safety Training will be addressed at these events and they will be scheduled to coincide with U.S. Army Spring/Summer and Fall/Winter Safety promotions. If required by increased injuries, identified hazards or deficiencies, or a severe mishap, a Safety Stand Down will be called and additional training to address the current unsafe work activity and mitigation procedures will be provided to the garrison workforce.

e. Safety and Occupational health Advisory Council (SOHAC): USAG Okinawa will host a SOHAC in April and October. Safety will be a team effort and key leader involvement in this forum is critical to its success. The council must build the proper culture and climate, ensure leader accountability, and target limited resources toward important problem areas. The council will enhance readiness by reviewing safety performance, safety concerns and suggestion inputs from the Garrison Safety Committee, sharing lessons learned, and applying risk management techniques.

f. Mandatory Safety and Occupational Health Training: The US Army Combat Readiness/Safety Center (CRC/SC) provides a mix of online training and distance learning courses for designed leaders, safety and occupational health professionals, and other personnel with safety responsibilities. All courses are available on the CRC/SC website at: <https://safety.army.mil/TRAININGCOURSESES/OnlineTraining.aspx> Leaders and appropriate personnel are expected to complete the following courses:

(1) RM Training – All military and civilian employees must receive this training within the first 30-days of assignment. This course outlines how to effectively integrate risk management into missions, jobs, and off duty activities to prevent accidental loss.

(2) Additional Duty Safety Officer Course – All appointed additional duty safety officers (military) will complete this course prior to assuming any safety – related responsibility.

(3) Collateral Duty Safety Officer's (CDSO) Course – All collateral duty safety officers (DAC/NAF and Local National Employees) appointed within each directorate will complete this course prior to assuming any safety related responsibility.

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(4) Supervisor's Safety Course – Personnel in supervisory positions will complete this course prior to assuming supervisory responsibilities.

(5) Employee's Safety Course – Non-supervisory civilian employees must complete this course upon arrival.

g. Army Readiness Assessment Program (ARAP): USAG Okinawa will complete an ARAP assessment as required by AR 385-10. ARAP is a web-based survey that provides the Garrison Leadership with actionable data on their unit's readiness posture activated through CRC/SC Website.

h. Contractor's adherence to safety requirements: No person should be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, Chapter 4 and DA Pam 385-10, Chapter 4. Contractors or contracted employees who refuse to comply with published and recognized safety standards, or do not meet the standards set forth in USAG Okinawa contracts, may be subjected to work stoppage or contract termination. Contracting officers and others 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) Conduct is dealt with in a timely manner

i. Water and Marine Safety. With Okinawa's abundance of beaches and water activities water/marine safety must be a consideration. Risk management, wear of safety gear, proper training, and a good activity plan along with the following guidelines will reduce the risk and maintain a level of safety for water and marine activities.

(1) Before participating in water-related activities, personnel will check the official Okinawa sea conditions set by the Kadena Weather Flight (18 OSS/OSW).

(2) Water entry is prohibited when local conditions result in beach/coastal area closure.

(3) Personnel will use the buddy-system when swimming in areas without lifeguards.

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(4) Jumping/diving into open water from any surface higher than six feet above the water is prohibited (does not include areas such as swimming pools or water parks).

(5) Scuba divers shall be certified for the dive activity or be seeking certification with a qualified dive instructor, wear appropriate scuba gear, and use the buddy system.

(6) Free divers, scuba divers, and snorkelers are prohibited from swimming/diving in any underwater caves.

(7) Snorkelers, at locations not supervised by lifeguards, will wear an appropriately sized personal floatation device (PFD) or snorkeling vest and use the buddy system.

(8) Surfers/body boarders will attach a leash from the user to the board and use the buddy system.

(9) Personal Water Craft operators and occupants will wear an approved PFD at all times. Operator must use a tethered kill switch/cord.

(10) Personnel operating sea kayaks will wear an approved PFD at all times.

(11) Sea Conditions:

(a) During SEA CONDITION ALL CLEAR, conditions are ideal for water activities; however, hazards may still exist.

(b) During SEA CONDITION CAUTION, hazardous conditions may exist. Exercise caution when entering the water.

(c) During SEA CONDITION DANGER, life-threatening conditions exist. Water entry is prohibited for all activities except as designated in paragraph 5.i.(11).(d). Members shall stay clear of the shoreline/seawalls.

(d) Sea Condition Danger Exceptions – personnel may enter the water under the following conditions:

(i) Torii Station: The Garrison Commander determines allowable water activities.

(ii) Okuma: Commander/Deputy Commander, Detachment 1, 18 FSS determines allowable water activities.

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(iii) Kadena Marina: Staff may allow unsupervised daytime swimming in designated areas only.

(iv) White Beach: The Commander, Fleet Activities Okinawa, determines allowable water activities.

(12) Lifeguarded swim areas: Daytime swimming is allowed in designated swimming areas when the beach is open and lifeguards are present.

(13) Professionally monitored water activities or athletic competitions supervised by qualified officials for specific activities (e.g. Dragon boat races, triathlons, sanctioned fishing tournaments, SCUBA classes hosted by a certified dive shop).

6. The USAG Okinawa Safety Office is the proponent for this policy. The point of contact for this action is the Safety Manager (Fire Chief) at DSN (315) 652-4677.

7. This command policy supersedes USAG Okinawa Command Policy 385, 1 August 2019 and will remain in effect until superseded or rescinded.



RYAN S. GLADDING
LTC, PO
Commanding

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