DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK LOUISIANA 71459-5339

AMIM-POG-ZA 15 April 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Garrison (USAG), Fort Polk, Policy Letter #5 – Safety and Occupational Health

1. References:

a. AR 385-10 (The Army Safety and Occupational Health Program)

b. DA PAM 385-10 (The Army Safety and Occupational Health Program Procedures)

c. IMCOM Regulation 385-10 (IMCOM Safety Program)

2. Purpose: To direct specific policies, procedures, and responsibilities for executing the USAG Fort Polk Safety Program to supplement requirements in IMCOM Regulation 385-10. The safety program will assist / guide the Garrison Team in protecting the force, preventing accidents, conserving resources, and establishing a proactive safety culture. The Garrison Team includes the directorates, the United States Army Garrison (USAG) Fort Polk Command Team and the Commander and Soldiers of Headquarters and Headquarters Company, USAG Fort Polk.

3. Philosophy: As the Commander, I am the U.S. Army Garrison Fort Polk Safety Officer. Safety is the responsibility of everyone in this command at every level. Chain of command must vigorously execute its responsibility by being actively involved in always promoting safety. I expect all leaders to be safety officers for their organizations by ensuring Soldiers and Civilian employees identify and assess risk and determine plans and processes to eliminate losses, both on and off duty. Additionally, raters will provide an assessment of their employees' safety participation during performance counseling/appraisals.

I believe Safety is directly linked to the achievement of a mission-ready force. Risking Soldiers' and employees' lives, facilities, and equipment due to urgency, carelessness, or overconfidence is unacceptable. Accidents will negatively affect human capital, material, and financial resources. All accidents are predictable and preventable by controlling hazards. We must protect our irreplaceable investment in people. We must all protect our facilities and equipment. I expect all Garrison Team members to utilize risk management and be proactive in establishing a plan of action focusing on executing the mission safely.

4. Policy:

a. Deliberate Risk Management (RM). RM will be embraced and applied by the Garrison Team, and unnecessary risk will not be accepted. Directorates shall perform risk assessments and provide copies to the Garrison Safety Office (GSO) for review during the initial Concept of Operation (CONOP) phase for all events with an expected residual risk level of "M." Updates to Deliberate Risk Assessment Worksheets (DRAWs) will be completed in accordance with DA Pam 385 30. Acceptance of residual risk will be approved as follows:

Extremely High:	First GO or SES
High:	First O6 or GS-15
Moderate:	First O5 or GS-13/14
Low:	First O4 or GS-12

b. Safety Awards: Regardless of grade or rank, DA Civilian or service member, risk management and loss prevention are everyone's business. Recognition breeds competition, and I want the USAG Fort Polk Garrison to be the best. Preventing mishaps, protecting resources, and enhancing readiness through the implementation of effective loss prevention programs sets the stage for optimal success. Individuals and organizations succeeding in these goals must be recognized and rewarded for keeping their formations capable and ready. All safety awards will be routed through the GSO for submission except impact awards which will be presented immediately.

c. Explosives Safety (A&E): For both A&E Storage and Site Licenses (e.g., arms rooms), the requesting Commander or Director is responsible for ensuring all training and administrative requirements are completed. The completed license packet must be reviewed and approved by the Installation Safety Office.

(1) An A&E Handler's Card is mandatory for any personnel authorized to draw, transport, or turn in ammunition and explosives.

(2) Commanders and Directors must select and endorse qualified personnel for this certification. They will provide a Memorandum for Record to the A&E Board, which is chaired and certified by the Installation Safety Office.

d. Workplace Safety. Supervisors will perform a daily hazards assessment as part of their opening and closing checklists. Unit Safety Officers (USOs) will conduct monthly safety inspections of "Low Risk" workplaces and forward results to the GSO no later than the 10th of each month. Deficiency/hazard Risk Assessment Codes (RACs) will be assigned by the GSO within 3 business days of notification of condition and entered

onto the Hazards Log. RAC 1 hazards will be submitted for repair by the GSO. Hazards will be mitigated within the following timelines:

RAC 1	24 hours of discovery
RAC 2	30 days
RAC 3	90 days

e. Employee Training: Directors and Division Chiefs will at least annually review employees' Job Hazard Analysis (JHA) to ensure that they receive appropriate training, personal protection equipment (PPE) and equipment for the employee's scope of work. Changes to an employee's work requirements will require a reassessment of JHA, PPE and specific training.

5. Proponent: The Garrison Safety Office is the proponent of this policy.

6. This policy remains in effect until superseded or rescinded.

J. ADAM BARLOW
COL, IN
Commanding

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