



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
OPC 422 BOX 1
APO AE 09067-9001

AMIM-RPG-SO

18 December 2024

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison Rheinland-Pfalz (USAG RP) to include subordinate units.

SUBJECT: Standard Operating Procedure (SOP) for USAG RP Safety Committees, Councils, and Champions (Cmd Memo 2024-012)

1. Purpose: Safety is the Commander's program and designed to be supervisor led, both US and Host-Nation. Employees at every level of command are highly encouraged to participate in the decision-making processes. The Garrison Safety Office (GSO) provides subject-matter expertise as well as inspects, audits, and trains. This SOP will clarify requirements and describe responsibilities.

2. References:

- a. 29 CFR1960 Subpart F, Occupational Safety and Health Committees, 01 July 2024.
- b. AR 385-10 Army Safety and Occupational Health Program, 1-17 Safety and Occupational Health Advisory Council (SOHAC), 1-18 Employee Safety committee, 24 July 2023.
- c. IMCOM 385-10 Safety Program, 2-5 Councils and Committees, 20 July 2022.
- d. HQDA EXORD 075-23 Annex B Army Child and Youth Safety Requirements, Final 24 October 2023.
- e. AE Reg. 385-29-G, Safety and Occupational Health for Local National Employees in Germany, 16 November 2005.
- f. Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit, (German Occupational Safety Act), 20 April 2013.
- g. Allgemeine Verwaltungsvorschrift für die betriebsärztliche und sicherheitstechnische Betreuung in den Behörden und Betrieben des Bundes, (Occupational health and safety committee Directive for the occupational health and safety service in federal administrations and companies Directive of the BMI of 28.1.1978), 12 September 2017.
- h. 7th book of the Social Security Code, Article 22, 07 August 1996, revised 23 Oct 2024.

3. Safety champion appointments:

- a. All directorates and special staff offices will appoint a safety champion.
- b. All child youth services (CYS) childcare facilities will appoint a safety champion.
- c. Alternate appointees are encouraged.
- d. Additional safety champions are encouraged at locations of high risk (DPW shops, auto skills, fire departments, etc.) and areas of high visibility (post offices, gyms, etc.).

4. Responsibilities:

- a. Be appointed as a safety champion in memorandum format (encl) by direct supervisors.
- b. Report accidents and near misses in the Army Safety Information Management System (ASMIS).
- c. Report all CYS child mishaps into the SharePoint hosted Child Injury Reporting System. The Report of Unusual Incident (RUI) and Commander's Critical Information Requirements (CCIR) processes will still apply as applicable.
- d. Report all workplace hazards to your supervisors and mitigate as directed.
- e. Provide updates in ASMIS to the hazard management list of findings discovered during safety inspections.
- f. Attend monthly employee safety committee meetings.
- g. Conduct periodic self-assessments in their areas of responsibility.
- h. Review mishap reports and recommend protective measures.
- i. Promote safety education within the organization.

5. Safety champion training:

- a. GS employees will complete training as follows:
 - (1) Risks Management Basic Course (2G-F97_DL) <https://www.learn.atis.army.mil> (once per career).
 - (2) Employee Safety Course: Rights and Responsibilities (ESC) <https://www.learn.atis.army.mil> (once per command).
 - (3) Unit Safety Officer Course 2G-F95_DL <https://www.learn.atis.army.mil> (once per career).

(4) Instructor Led ASMIS training. Training provided by garrison safety personnel (once per command).

b. LN employees will complete training as follows:

(1) Risks Management Basic Course (2G-F97_DL) <https://www.learn.atis.army.mil> (once per career).

(2) Unfallversicherung Bund und Bahn (UVB) mandated course, "Safety Officer of U.S. Forces" (once per career).

(3) Instructor Led ASMIS training. Training provided by garrison safety personnel (once per command).

6. DURATION OF APPOINTMENT: Six months or more retainability in the organization upon completion of training.

7. Safety committees:

a. Combined Local National and US Safety committee. USAG RP will incorporate US and German committee requirements into one committee.

(1) Local National (LN) safety committee: The LN safety committee (Arbeitssicherheitsausschuss) of US Army Garrison Rheinland-Pfalz has the mission to advise local national employees on matters of safety and health. The safety committee offers a forum for local nationals to discuss safety specific issues.

(2) US Army employee safety committee: This committee assists agencies to maintain an open channel of communication between employees and management concerning safety and health matters in agency workplaces. The committee allows employees to use their knowledge of workplace operations to assist agency management to improve policies, conditions, and practices.

b. Schedule: Meetings will take place monthly, however, the committee chair can call more meetings. The recorder will publish dates. Quarterly meetings will be host-nation focused, in person, and German is the official language.

c. Invitations. The recorder will send invitations by email with the agenda. The agenda must precisely name the concerned topics. If the chairperson has additional information, it will be sent with the invitation and the agenda. The invitation and the documents must be sent to the members at the latest 14 calendar days prior to the meeting. All materials will be in German and English. Those invited as subject-matter experts or for clarifying information do not require Unfallkasse Bund-Bahn (UVB) training.

d. Agenda. Each member or guests of the committee may send in suggestions for the agenda. Requests and suggestions must be sent to the recorder at least 15 calendar days prior to the date of the meeting.

e. Monthly members:

(1) Chairperson: Garrison safety director or their representative.

(2) GSO staff.

(3) Safety champions.

(4) Recorder: At the first meeting the chairperson will appoint the recorder. The recorder can be selected from one of the other member positions. The recorder has the following duties:

(a) Taking minutes during the meeting and sending minutes to members.

(b) Writing the agenda and sending meeting invitations.

(c) Organization and preparation of committee/council's meetings.

(5) Subject matter experts (SME) guests: may be invited, if their expertise is required on special topics.

f. Quarterly members: Members listed below must attend at least once quarterly. The recorder will send out separate invitations.

(1) Chairperson: Deputy Garrison Commander or their representative.

(2) Two members of each HN work council, appointed by the works council.

(3) HN occupational health nurse (if available by contract 40-11A).

(4) HN safety specialist(s)/SIFA (Facilitator).

(5) HN safety representatives, according to § 22, 7th book of the Social Security Code.

(6) Representative for employees with special needs.

(7) Interpreter.

(8) Recorder.

g. Annual Members: Members listed below must attend at least once annually. The recorder will send out separate invitations.

- (1) Electrical safety program manager.
- (2) Electrical safety SME.
- (3) Radiation safety officer.
- (4) Explosives safety officer.

h. Minutes: Recorded minutes will be sent to all members along with an invitation to the next meeting. The recorder will attach an attendance roster to the minutes. The minutes will be presented in English and German. The chairperson and recorder will sign both versions.

i. Unresolved Issues: If safety specific issues cannot be resolved on the committee level, the chairperson or their representative may present these findings to the Garrison Commanders' Safety Council for solution. Will inform members of the results at the next regularly scheduled committee meeting.

8. Safety and Occupational Health Council (SOHAC):

a. Invitations: The recorder will send the invitation to the meetings with the agenda. The agenda must precisely name the concerned topics. If the chairperson has additional information, it will be sent with the invitation and the agenda. The invitation and the documents must be sent to the members at the latest 14 calendar days prior to the meeting. All materials will be in German and English. The recorder will inform tenant units of all meetings.

b. Agenda: Each member of the council or guests may send requests/suggestions for the agenda. Requests and suggestions must be sent to the recorder at least 24 hours prior to the scheduled meeting.

c. Schedule: Meetings will take place twice annually; the council may call more meetings. The recorder will publish the dates.

d. Members:

- (1) Chairperson: Garrison Commander or their representative.
- (2) Garrison Board of Directors (GBOD) members.
- (3) GSO Staff.
- (4) Recorder.
- (5) Guests: Tenant units may attend.

AMIM-RPG-SO

SUBJECT: Standard Operating Procedure (SOP) for USAG RP Safety Committees, Councils, and Champions (Cmd Memo 2024-012)

e. Minutes: The council will record the minutes, and they will be sent to all members. The recorder will attach an attendance roster to the minutes. The minutes will be presented in English and German. Both versions will be signed by the chairperson and the recorder.

9. The POC for this action is Garrison Safety Office, at DSN 314-541-2300, email usarmy.rheinland-pfalz.id-europe.mbx.garrison-safety-office@army.mil

2 Encls

1. GS appointment letter template
2. LN appointment letter template



JEFFERY C. HIGGINS
COL, IN
Commanding