



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY KS 66442-7000

AMIM-RLG-SO (100)

16 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum - Commander Safety Program

1. REFERENCES.

a. Code of Federal Regulation (CFR), Title 29, Part 1910, Occupational Safety and Health Standards

b. Army Regulations (AR) 385-10, The Army Safety Program

2. **PURPOSE.** Establish the Safety and Occupational Health Program (SOHP) and define program responsibilities.

3. **APPLICABILITY.** The SOHP Policy applies to all activities and operations of the United States Army Garrison (USAG), Fort Riley as well as its employees, volunteers, contractors, and visitors. Components of the SOHP Policy include:

a. **Organizational Policy and Program Administration.** Developing organizational policy, plans, guidelines, and rules relating to the USAG SOHP Policy; interpreting safety and occupational health policy procedures, including accountability of management and other personnel related to safety responsibilities within their control through performance evaluations; establishing safety councils, committees, and work groups to address safety and health; and designating appropriate resources to implement the SOHP Policy.

b. **Standards.** Ensure personnel awareness of and accessibility to applicable policies, documents, codes, regulations, and program standards.

c. **Safety Program Assessments/Program Planning.** Performing annual evaluations of program elements, including personnel and financial resources; provide management with information on program efforts and effectiveness and establish short and long-term goals for program enhancement and implementation.

d. **Inspections.** Conducting operational and facility surveys, inspections, evaluations, and staff visits to identify hazards within the workplace and determine the level of organizational compliance with standards.

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e. **Hazard Identification and Abatement.** Reporting and correcting unsafe and unhealthful working conditions, involve employees in this process through job hazard analysis and hierarchy of controls: 1) Elimination, 2) Substitution, 3) Engineering, 4) Administrative, and 3) Personal Protective Equipment.

f. **Mishap Investigation, Reporting, and Analysis.** Conduct prompt safety investigations to determine root cause(s); identify mitigation strategies and corrective actions to prevent recurrence. Tracking of hazards until hazard elimination is completed. All mishaps will be reported within 24-hours to the Garrison Safety Office IAW paragraph 6, USAG Mishap and Reporting Policy Memorandum.

g. **Training.** Identifying, developing, coordinating, scheduling, and conducting required training for target audiences, and providing professional development of personnel.

h. **Promotion and Awareness.** Assist in compliance with standards and regulations; promoting awards and recognition programs; and developing safety and health promotion/awareness plans. Share best management practices to enhance programs.

i. **Motor Vehicles and Motorized Equipment.** Ensuring that operators of government motorized vehicles are identified, trained, and licensed.

j. **Contractor, Volunteer, and Public.** Provide equivalent safety protections for all employees.

k. **Specialized Program Assistance/Coordination.** Assist with radiation, ammunitions, respiratory Fit testing, and watercraft activities.

l. **High Hazard Operations.** Promote safety in the areas of ammunition & explosive safety operation, blasting, confined space entry, the use of electricity, and field operations.

4. **BACKGROUND.** The Occupational Safety and Health Act (OSH Act) of 1970 (Public Law 91-596) provides the requirements upon which federal safety and health programs are based. Commanders, Directors, Supervisors, and Team Leads at all levels have a responsibility to provide workplaces free from recognized hazards, provide necessary training, and enforce safe working practices.

5. It is the policy of the USAG to:

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- a. Provide and maintain a workplace that is free from recognized safety, health hazards, to protect personnel and visitors from injuries/illnesses.
- b. Include safety and occupational health as an integral part of every operation.
- c. Hold managers and supervisors/team leads accountable and provide them with recognition for successful implementation and management of the program within their scope of authority and responsibility.
- d. Establish and maintain a directorate safety officer (DSO) and alternate, within each Directorate, to advise management in the development and implementation of an effective safety and occupational health program.
- e. Ensure that no personnel are subjected to restraint, interference, coercion, discrimination, or reprisal for filing a report of an alleged unsafe or unhealthful working condition, or otherwise participating in the program.
- f. Provide personnel with the supervision, knowledge, and skills necessary to safely perform their assigned tasks through training and professional development.
- g. Require supervisors, team leads, and employees to assess the worksite to identify and correct unsafe and unhealthful conditions, and to know and follow safe and healthful work rules and practices.

6. Directors:

- a. Ensure the directorate safety and health management system is consistent with USAG and safety and occupational health policies and Occupational Safety and Health Administration (OSHA) regulations.
- b. Leaders and managers are responsible for integrating Risk Management (RM) into all processes and operations.
- c. Coordinate program implementation and ensure compliance within their respective organizations with regard to Army and OSHA standards.
- d. Ensure that Directorate Safety Officers (DSOs) are appointed and attend the DSO (OSHA 10 Hour General Industry Course) within 90 days of their appointment.
- e. All Directors will ensure that each supervisor/team lead (anyone who supervises an operation with one or more employees) will attend the USAG Leaders Safety Awareness Training course.

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f. Designate appropriate resources to assist in the implementation of the SOHP policy.

g. Support training initiatives and ensure that employees meet compliance standards to perform missions effectively and safely.

7. Supervisors & Team Leads:

a. Demonstrate personal commitment to, and actively participate in, providing for the safety and health of employees, contractors, volunteers, and visitors.

b. Implement SOHP requirements within their areas of responsibility.

c. Appoint appropriate resources to support field personnel in program implementation.

d. Provide resources and arrange for required employee safety training and education in order to perform job task.

e. Perform job hazard analyses for high hazard operations, activities, and tasks that experience mishaps and requires PPE. Then implement controls to mitigate/control hazards.

f. Conduct daily walkthrough inspections of work areas and ensure deficiencies are corrected as well as ensuring monthly inspections are recorded and hazards identified are corrected or tracked on a hazard log.

g. Investigate all job-related mishaps to determine root cause, including taking appropriate corrective action to prevent recurrence of similar accidents; record accidents/illnesses on the OSHA Form 300 Log as required.

h. Establish a personal protective equipment (PPE) program, including PPE issuance and employee training; and ensure compliance with applicable safety rules and regulations.

i. Provide for employee participation in the SOHP without fear of restraint, interference, coercion, discrimination, or reprisal.

8. Employees:

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- a. Observe all safety precautions and practices applicable to their assignments, reporting any hazardous conditions or procedures to their immediate supervisors.
- b. Wear PPE for the specific job task and use provided safety equipment, when required.
- c. Report immediately to their supervisors/team leads any mishap that results in, or could result in, personal injury, illness, or property damage.
- d. Participate in all aspects of the SOHP, including training, inspections, safety committee activities, and directorate safety officer activities, as appropriate.
- e. Exercise rights and responsibilities as granted by the program without fear of restraint, interference, coercion, discrimination, or reprisal for reporting unsafe or unhealthful conditions.
- f. Actively participate in safety and health education and training events.

9. Employee (Union) Representatives:

- a. Participate in formal annual inspections of worksites and the identification of unsafe or unhealthful conditions.
- b. Review proposed safety and health work rules and regulations.

10. Safety is a team sport and everyone's responsibility. We must work together to ensure the resiliency and sustainability of our human capital (People First) and become a combat multiplier for sustainable readiness.

11. The Point of Contact (POC) for this memorandum is Mr. Ronald Clasberry (Safety Ron), Garrison Safety Director at ronald.clasberry.civ@army.mil or 785-239-8469.


GERALD A. NUNZIATO, JR.
COL, CA
Commanding

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