

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX E

Audits, Assessments, and Inspections



FSGA/HAAF Safety Program SOP
20 August 2024

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1. Purpose:

This Annex to the Garrison Safety and Occupational Health (SOH) SOP serves to support the FSGA/HAAF Garrison Safety Program by establishing responsibilities and procedures for implementation and execution of a comprehensive Standard Army Safety and Occupational Health Inspection (SASOHI) Program. It provides Garrison specific requirements to fulfill the intent of the Army Safety Program responsibilities defined in AR 385-10 (The Army Safety Program) and incorporates the requirements of the Occupational Safety and Health Act of 1970. This Annex will assist Garrison leadership, SMs, and civilian employees with protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMs, and civilian workforce can properly implement the Garrison SOH Program.

3. References

Public Law (PL) 91-596 — Occupational Health and Safety Act of 1970

29 CFR 1960 — Basic Program Elements for Federal Employee

Department of Defense Instruction (DoDI) 6055.01 — DoD Safety and Occupational Health

AR 385-10 The Army Safety Program

DA Pam 385-10 Army Safety Program

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army)). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil>. Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Policy:

The FSGA/HAAF Garrison Commander (GC) will provide employees with an effective safety and health program consistent with Executive Order 12196, 29 CFR 1960, AR 385-10, and the Commander's Statement on Occupational Safety and Health. The objective of this program is to provide a safe and healthful work environment to reduce the number of occupational accidents, injuries, and illnesses at FSGA/HAAF through the successful implementation and execution of a comprehensive SOH Inspection Program. Inspections and Assessments are utilized to re-enforce current standards, procedures and requirements IAW applicable regulations.

All FSGA/HAAF Garrison workplaces determined to be high and medium risk will be inspected by GSO personnel. Office spaces and other low-risk operations will be inspected by the Unit Safety Officer (USO) belonging to the organization occupying the facility or responsible for the operation.

6. Responsibilities:

Garrison Safety Office (GSO) will:

- Develop, manage, and administer the Garrison SOH Inspection Program with the primary purpose to identify, evaluate, and correct unsafe or unhealthful acts and/or conditions.
- Ensure employees understand that they have the right to inform safety specialists of any SOH hazards during an inspection.
- Comply with all applicable SOH rules and regulations while performing inspections.
- Analyze areas being inspected and document findings, whether adverse or beneficial.
- Ensure the Supervisor and/or USO receives notification of any identified hazards prior to leaving the facility or area during an inspection.
- Ensure Garrison Safety Specialists make periodic inspections / spot checks of low-risk facilities to monitor and evaluate the effectiveness of the USO inspection process.
- Assist USOs in the detection of unsafe conditions and practices by performing safety inspections.
- Provide technical and professional assistance to control unsafe acts and conditions.
- Provide guidance and instruction to USOs.
- Report USO delinquent inspections to Managers and Directors.
- Evaluate USO inspection performance and provide input to Managers and Directors.
- Conduct self-assessments utilizing checklists with are approved by IMCOM HQ in-between occurrences of IMCOM Organizational Inspection Program (OIP) assessments.
- Utilize and engage internal and external audit and assessment findings as a means towards continual process improvement (CPI).

Supervisors will:

- Maintain a safe and healthful workplace and ensure employees under their supervision observe all applicable safety rules and regulations including the use of protective clothing and equipment.
- Conduct and document periodic SOH related walkthroughs of the areas under their responsibility. Documentation maintained at the local work centers should include: date, time, location, scope, findings, and corrective actions taken.
- Promptly evaluate all hazards reported by employees, USOs, or Safety Specialists and initiate corrective actions as appropriate and as soon as reasonably possible.
- Ensure USO assists in the detection of unsafe acts and conditions by performing and documenting low-risk facility safety inspections and/or monitoring the completion of facility inspections conducted by USOs across the Directorate.
- Ensure USO maintains and monitors an annual schedule of low-risk facility SOH inspections and provides the GSO a copy of the schedule prior to the start of new FYs.

- Ensure USO develops, maintains, and tracks a local hazards log (HAZLOG). HAZLOGS are to be kept readily available and provided to the GSO upon request.

Unit Safety Officers will:

- Perform scheduled low-risk facility SOH inspections using checklists found in the Army Safety Management Information System (ASMIS). Inspections must be performed by the primary or alternate USO and should include local supervision and a volunteer employee. The USO should ensure that inspections encompass all low-risk facilities under the functional control of the organization.
- Complete inspection reports in the ASMIS 2.0). In addition, the USO is responsible for tasks outlined in the GSO SOH SOP, Annex D, USO Program.
- Maintain and monitor an annual schedule of low-risk facility SOH inspections and provide the GSO a copy of the schedule prior to the start of new FYs.
- Develop, maintain, and track a local hazards log (HAZLOG). HAZLOGS are to be kept readily available and provided to the GSO upon request.

Appendix A – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
CFR	Combined Federal Regulation
CPI	Continual Process Improvement
DA Pam	Department of the Army Pamphlet
DoDI	Department of Defense Instruction
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
HAZLOG	Hazard Log
OJT	On the Job Training
OIP	Organizational Inspection Program
PL	Public Law
SASOHI	Standard Army Safety and Occupational Health Inspection
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

APPENDIX B - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES