

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX C

SOH COMMITTEES AND COUNCILS



FSGA/HAAF Safety Program SOP
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1. Purpose:

This Annex to the Safety SOP serves to prescribe the procedures used in establishing the Garrison Safety and Occupational Health Advisory Council (SOHAC) and Directorate Safety Committees in support of the Garrison Safety 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. The SOHAC and Directorate Councils will aid with continued emphasis on the Occupational Safety and Health Program helping to prevent accidents, injuries to personnel, and damage to property.

2. Scope:

This Annex to the Garrison Safety 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 Safety 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

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. Safety and Occupational Health Advisory Council (SOHAC)

- A SOHAC will meet at least biannually. The SOHAC will be chaired by the Garrison Commander (GC) or appointed representative during times that the GC is not available. Membership will include:
 - Garrison Commander (Chairman)
 - Deputy to the Commander (Vice-Chairman)
 - HAAF Garrison Commander
 - HAAF Deputy to the Commander

- HHC Commander
 - DES Director
 - DPTMS Director
 - DPW Director
 - DFMWR Director
 - DHR Director
 - ACS Director
 - PAIO Director
 - PAO Director
 - GSO Director
- Representatives from Fire, Industrial Hygiene, Occupational Health, and Environmental may be required to attend. SOHACs will address areas of current special interest in addition to rates, trends, training needs, and new requirements that may affect Garrison operations.
 - The GSO will:
 - Schedule SOHACs
 - Develop the agenda
 - Prepare / compile information and data to be presented
 - Coordinate with outside organizational speakers
 - Document and maintain minutes and attendance rosters
 - Disseminate SOHAC minutes to Command Team and Directors
 - Directors are encouraged to share the results of their directorate safety committee meetings focusing on information such as SOH related issues, lessons learned, best practices, and SOH developments.

6. Directorate Safety and Occupational Health Committees (SOHC):

Safety and Occupational Health Committees (SOHC) are responsible for identifying and analyzing new or existing hazards, conditions, and/or operations to promote safety awareness and minimize unsafe behaviors and conditions across their respective directorates. Committees work to establish annual goals and objectives for Directorate Health and Safety Programs to reduce workplace accidents and maintain a healthy and safe environment. Committees will develop and implement health and safety policies, programs and procedures, review injury trends, and work toward promoting safe work habits across their directorate.

- Directorates will conduct SOHCs that are structured to mirror, as applicable, like the Garrison SOHAC.

- SOHCs will meet quarterly IAW AR 385-10, with attendance adjusted to fit the organizational structure of the directorate.
- Directorate USOs will maintain all SOHC documentation (presentation, agenda, meeting minutes, and attendance sheets) and will be prepared to forward to the GSO upon request.
- Suggested SOHC topics include but are not limited to: SOH related issues, lessons learned, best practices, SOH developments, critical hazards, SOH related IJO status, hazard mitigation strategies, and accident/injury causing events.

Appendix A – Abbreviations

ACS	Army Community Services
AR	Army Regulation
ARIMS	Army Records Information Management System
CFR	Combined Federal Regulation
DA Pam	Department of the Army Pamphlet
DES	Directorate of Emergency Services
DFMWR	Directorate of Family Morale Welfare and Recreation
DHR	Directorate of Human Resources
DoDI	Department of Defense Instruction
DPW	Directorate of Public Works
DPTMS	Directorate of Plans, Training, Mobilization, and Security
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
HHC	Headquarters and Headquarters Company
PAIO	Plans, Analysis, and Integration, Office
PL	Public Law
SOH	Safety and Occupational Health

SOHAC Safety and Occupational Health Advisory Council
SOHC Safety and Occupational Health Committee
SOP Standard Operating Procedure

APPENDIX B - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES