

FSGA/HAAF GARRISON  
FT. STEWART, GA 31314

# GARRISON SAFETY SOP – ANNEX D

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## UNIT SAFETY OFFICER (USO) PROGRAM



FSGA/HAAF Safety Program SOP  
16 August 2024

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## **1. Purpose:**

This Annex to the Safety SOP serves to support the FSGA/HAAF Garrison Safety Program by establishing responsibilities and procedures for implementation of an appropriate Occupational Safety and Health program with Unit Safety Officers (USOs). 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 SOP 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 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

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.

Safety and Occupational Health (SOH) Program participation by managers, supervisors and employees in performing their occupational safety and health responsibilities will be a consideration during performance appraisals.

The GC will ensure prompt action is taken on reports of unsafe or unhealthful working conditions.

The GC and top management accept ultimate responsibility for the safety and health program and clearly document and communicate (e.g., organization charts, written performance

requirements, job descriptions, periodic reviews, etc.) the assignment of line and staff authority and responsibility for achieving OSH goals and objectives to all employees and contractors.

## **6. Responsibilities:**

### **Garrison Safety Office (GSO) will:**

- Develop, manage, and administer the Garrison Unit Safety Officer (USO) Program.
- Ensure Garrison Safety Specialists make periodic inspections 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.
- Assist USOs and Supervisors with accident investigations and reporting.
- Advise on matters pertaining to accident prevention and safety management.
- Provide technical and professional assistance to control unsafe acts and conditions.
- Provide guidance and instruction to USOs.
- Report USO incomplete tasks to Managers and Directors.
- Evaluate USO performance and provide input to Managers and Directors.
- Provide periodic refresher training and updated standards to USOs.

### **Directors will:**

- Appoint a Directorate Level USO, in writing, to assist and monitor the efforts of the USOs within their directorate.
- Ensure that USOs have at least one year of retention from the date of appointment.
- Forward Directorate USO appointment letters to the Garrison Safety Office (GSO).
- Include in the appointment letters: the USO office symbol, building number, and telephone number.
- Ensure Directorate USOs are provided resources and time to perform specified duties.
- Ensure Directorate USOs are present at Directorate staff meetings to provide status updates, trend analysis, and to present safety and health items of concern to the Director.
- Ensure Directorate 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 Directorate USO maintains and monitors an annual schedule of low-risk facility SOH inspections.
- Ensure that all accidents, injuries, near-misses and unsafe conditions are promptly reported to the GSO.

### **Managers will:**

- Appoint, at a minimum, one primary and one alternate USO to cover their area.

- Ensure that USOs have at least one year of retention from the date of appointment.
- Forward USO appointment letters to the Garrison Safety Office (GSO).
- Include in the appointment letters: the USO office symbol, building number, and telephone number.
- Ensure primary and alternate USOs are provided resources and time to perform specified duties.
- Ensure all personnel receive mandatory safety related training as prescribed by the Garrison Safety and Occupational Health (SOH) SOP, Annex B, Training and Promotion, AR 385-10, and OSHA regulations.
- Ensure USOs develop and maintain an annual schedule of low-risk facility SOH inspections to be provided to the Directorate USO.
- Ensure USOs assist in the detection of unsafe acts and conditions by performing and documenting low-risk facility SOH inspections.
- Promptly report all accidents, injuries, near-misses, and unsafe conditions to the GSO. Hazards identified will be addressed IAW Garrison SOH SOP, Annex G, Hazard Identification, Reporting, Analysis, and Control.

**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.
- Promptly evaluate all hazards reported by employees, USOs, or Safety Specialists and take corrective action as required.
- Ensure USO is included in the individual's performance standards.
- Allow for sufficient time and resources to complete specified duties assigned to USOs.
- Support all USOs and their efforts to the Garrison SOH program and accident prevention.

**Employees will:**

- Comply with all established safety rules, regulations, and procedures.
- Use required protective clothing and equipment and report any unsafe or unhealthful working conditions to their immediate supervisor.

**Unit Safety Officers will:**

- Perform scheduled low-risk facility SOH inspections The 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 by the CDSR in the Army Safety Management Information System (ASMIS 2.0). In addition, the USO is responsible for the following:

- Through inspection and liaison, utilizing inspection tools and checklists, determine the weakness, inadequacy, and substandard areas that exist in operations, training, maintenance, facilities, traffic control, etc.
- Conduct surveys and analyze inspection areas, document findings whether adverse or beneficial, identify responsible supervisor and determine action necessary to correct each unsatisfactory condition.
- Advise local supervision on all safety matters and submit recommendations for corrective and/or preventive actions.
- Track identified hazards and/or findings for timely correction or control.
- Observe processes and operations to detect and correct unsafe practices. Corrective and/or preventive actions must be documented in ASMIS.
- Assist with the development and maintenance of local Job Hazard Analysis (JHA).
- Assist local supervision with safety and health related OJT training of the workforce.
- Monitor the effects and adequacy of corrective and/or preventive actions that have been implemented.
- Assist local supervision with the identification of employees who may be eligible for safety and health award recognition.
- Attend and participate in regularly scheduled meetings scheduled by the Garrison or Mission Senior CDSR for the purpose of sharing trend information, best practice solutions, and other related safety information.
- Conduct one safety meeting in the workplace at least monthly. Minutes of the meetings will be documented and filed at the local facility.
- Promote the Garrison Safety and Occupational Health Management System (SOHMS) and SOH program to include employee awareness.
- Become familiar with OSHA 29 CFR 1910, 1926, 1960, AR 385-10, The Army Safety Program, and the Garrison SOH SOP to include all Annexes.
- Successfully complete the following training:
  - Skill level 1: Mandatory Unit Safety Officer Course (2G-F95\_DL) found on Army learning management system (ALMS) (Mandatory Foundational)
  - Skill level 2: GSO provided USO continuing education training to be conducted monthly IAW GSO SOH SOP, Annex B, Training and Promotion. (Mandatory Intermediate)
  - Skill level 3: Professional Certificate in Safety and Occupational Health (PCSOH) online training courses (Optional Advanced)

## **Appendix A – Abbreviations**

AR	Army Regulation
ARIMS	Army Records Information Management System
CFR	Combined Federal Regulation
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
OJT	On the Job Training
PL	Public Law
SOH	Safety and Occupational Health
SOHAC	Safety and Occupational Health Advisory Council
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

## **APPENDIX B - ANNUAL GSO REVIEWS**

<b>DATE</b>	<b>REVIEWED BY</b>	<b>CHANGES Y/N</b>	<b>SUMMARY OF CHANGES</b>