

FSGA/HAAF GARRISON
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GARRISON SAFETY SOP – ANNEX H

SAFETY AND OCCUPATIONAL HEALTH (SOH) AWARDS PROGRAM



FSGA/HAAF Safety Program SOP
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1. Purpose:

The aim of this Garrison Safety and Occupational Health (SOH) SOP Annex is to generate employee involvement and foster a sense of teamwork with regards to all aspects of the Safety and Occupational Health (SOH) Program. This local level safety awards program recognizes and rewards personnel and directorates for making significant contributions to the FSGA/HAAF SOH Program. Additionally, it encourages individuals to participate proactively across the Safety and Occupational Health Management System (SOHMS). The program is designed to instill a sense of pride and accomplishment in promoting SOH throughout the Garrison.

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

29 CFR 1960, OSHA Basic Program Elements for Federal Employee Occupational Safety and Health Programs

AR 385-10, The Army Safety Program

AR 672-20, Incentive Awards

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 Army Incentive Awards Program and the FSGA/HAAF SOH Award Program offer an array of tools for a supervisor seeking to reward an employee for exceptional performance/service. An award may be monetary or non-monetary (honorary), sometimes both, and should motivate and inspire an employee or group of employees to strive for higher production and spark greater creativity. Individuals and groups of employees are eligible for recognition through these programs. When employees make a significant contribution to SOH at the FSGA/HAAF Garrison, it is important to recognize them for their effort.

6. Responsibilities:

Recognition of outstanding efforts and achievements in preventing accidents and job-related injuries is an important part of FSGA/HAAF SOH Program. Directors, Chiefs, Managers, Supervisors, and employees must:

- Promote and emphasize safety awareness throughout the directorate
- Implement and adhere to safety procedures
- Write and implement Standard Operating Procedures (SOPs)

- Complete Job Hazard Analyses for all tasks performed by employees
- Conduct risk assessments
- Ensure employees wear appropriate personal protective equipment (PPE) and clothing
- Ensure employees complete all mandated safety training
- Report hazards in the workplace to responsible personnel
- Take continuous action to correct safety deficiencies in the workplace

7. Award Qualification:

To qualify for awards, the individual or group must be nominated by a director, chief, manager, supervisor, peer, or anyone with full first-hand knowledge of the act.

8. Army Motor Vehicle (AMV) Safe Driver Award:

All Garrison civilian employees who regularly drive Government furnished vehicles in the performance of their daily duties are eligible for the Safe Driver Award. They must have operated a government/GSA vehicle, whether truck or sedan, at least 10,000 miles without an “at-fault” vehicle accident or a moving violation, for 12 consecutive months or longer, and must demonstrate exemplary safety performance. Exemplary performance examples include proactive accident prevention activities, exceptional dedication, and experience in conducting physical safety inspections, superior training or coaching personnel in safety and occupational health topics and presenting safety orientations to newly assigned personnel.

9. Individual Safety Award Examples:

- Workplace Safety: Nominee may have identified a hazard or hazards and helped mitigate it, making a safer workplace for all involved.
- Safety Training: The nominee may have trained others in safety or safe practices, or they completed training or certification to become qualified to train others in safety.
- Safety Suggestions: The nominee may have suggested through the Garrison Safety Office (GSO), a solution to a problem in safety or suggested changes to SOPs or other procedures to make things safer, possibly eliminating a need for PPE through a suggestion leading to changes which enhance safety.
- Unit Safety Officer (USO) Accomplishment: The USO accomplishes training above and beyond requirements to become better prepared for the job, maintains an exemplary monitoring and inspection program with the safety office, ensuring a safer working environment.
- Program Accomplishment: The individual may have participated in, implemented, or contributed to a program in SOH.

10. Directorate Section Award Examples: (Applicable to any FSGA/HAAF Directorate, Division, or Team of Employees)

- 75% or greater participation in training provided by the GSO, USO, or another safety training offering that will enhance safety awareness.
- Lack of Accidents or Incidents: A directorate that has had no accidents or incidents for 12 consecutive months may be nominated for an award.

- Hazard Free Workplace: Upon inspection by safety personnel, the workplace is free of hazards or has very few minor discrepancies. The section records, reports and corrects safety discrepancies to always maintain a safe and healthful working environment.
- Safety Challenge: May have had to work as a team to overcome a safety challenge.
- Program Accomplishment: The section may have participated in, implemented, or contributed to a program in safety.

11. Submission of Awards:

A director, chief, manager, supervisor, peer, or anyone with full first-hand knowledge of the act may initiate an award recommendation. Awards must be submitted timely, to the Deputy Garrison Commander or the Garrison Safety Director.

- Documentation: Person recommending the award will provide a narrative description of the nominee's achievements in memorandum format. Include the nominee's name, civilian grade, occupation specialty or job series, duty position or job title, and any other information supporting the nomination.
- Review: The Garrison Safety Director will review the submission.
- Approval Authority: The Garrison Commander (GC) is the approval authority.

12. Types of Awards:

- Garrison Commander's Coin
- Garrison Commander's Note
- Safety Champion Award Certificate
- Safety Suggestion Award Certificate
- Safe Driver Award Certificate

13. Award Presentation:

- Upon approval, the GSO will prepare the award.
- The GSO will coordinate date and location for award presentation.
- The Garrison Commander or a designated representative will present the award.

Appendix A – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
DA Pam	Department of the Army Pamphlet
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

APPENDIX C - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES