



**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON ALASKA  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000**

**AMIM-AKG-SO**

**AUG 21 2023**

**MEMORANDUM FOR ALL USAG Alaska Directors, Supervisors, and Managers**

**SUBJECT: Workers' Safety Policy Statement (WSPS) for Directors, Managers and Supervisors (USAG Alaska Policy #19)**

1. It is our policy to provide a work environment that is free from recognized hazards. Your role as a Manager or Supervisor in achieving the US Army Garrison Alaska mission not only includes operational activities, but also Safety and Occupational Health (SOH) functions. You have direct impact on how our SOH program is implemented, and therefore, you directly affect the well-being of our civilian workforce. As a part of your overall supervisory responsibilities, I am holding you accountable for maintaining a safe working environment and promptly addressing allegations of noncompliance with safety standards.

2. I expect you to make a dedicated effort to fulfill your obligation under this Workers' Safety Policy Statement (WSPS) while ensuring compensation costs within your respective areas are carefully managed. We must be aggressive in this focus, while ensuring operations are executed to standard. Our effectiveness and success depends on five key elements: adequate training, deliberate risk management, job hazard analysis, caring for people and enforcement of standards. We can neither afford nor accept the loss of a single employee to a preventable mishap. To heighten safety awareness throughout the command, I charge directors and first line supervisors with the following actions:

- a. Implement and enforce the SOH program in your area of responsibility & work areas.
- b. Provide safety briefings and training to your employees.
- c. Ensure each position/job presenting a potential for harm has a completed Job Hazard Analysis (JHA) for that position/job and is reviewed annually with the employee.
- d. Ensure Soldiers, staff, customers, contractors or maintenance personnel operating within your work area are following safe work practices.
- e. Immediately report "all mishaps, injuries or occupational health illnesses" to the Garrison Safety Office at 907-353-7087.
- f. Initiate an investigation for all mishaps, injuries or occupational illnesses no later than one working day after they occur and ensure investigations are submitted using ASMIS-2.0 located at: <https://mishap.safety.army.mil>. You may contact the

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Safety Office if you need assistance with mishaps, injury or occupational illness classification.

g. Ensure all Leaders complete the Leader's Safety Course (LSC) within 30 days of arrival. The LSC can be taken on the Army Learning Management System at: <https://www.atrrs.army.mil/Default.aspx>.

h. Ensure all employees complete the Employee's Safety Course (ESC) within 30 days of arrival. The ESC can be taken on the Army Learning Management System at: <https://www.lms.army.mil/>.

i. Ensure all employees complete the Risk Management Civilian Basic Course. This course is a one-time requirement and may be taken on the Army Training Requirements and Resources System (ATRRS) at: <https://www.atrrs.army.mil/Default.aspx>.


j. Be familiar with supervisor's safety responsibilities/duties as outlined in AR 385-10 and DA PAM 385-10, The Army Safety Program.

3. Directorate-level supervisors and managers are responsible for ensuring that management systems are put in place that satisfies all the above requirements. Managers and Supervisors will establish procedures that track progress as required.

4. We must make every effort to eliminate hazards in the workplace. Your personal commitment is paramount to the success of these objectives.

5. This policy supersedes Garrison Policy #19, Subject: Workers' Safety Policy Statement (WSPS) for Directors, Managers and Supervisors, dated 27 May 2022.

6. The point of contact is the Garrison Safety Office, (907) 353-7087.

  
JASON A. COLE  
COL, LG  
Commanding

DISTRIBUTION:  
All Garrison Management/Supervisors