



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 ROGERS PLACE
WEST POINT, NY 10996

AMIM-MLG-ZA

15 November 2023

U.S. ARMY GARRISON WEST POINT POLICY #16

SUBJECT: Garrison Safety and Occupational Health Inspection (SASOHI) Policy

1. REFERENCES.

- a. Army Regulation 385-10, The Army Safety Program, dated 24 February 2017.
- b. Department of the Army Pamphlet 385-10, Army Safety Program, dated 19 January 2010
- c. Installation Management Command (IMCOM) Regulation 385-10, Safety Program, dated 5 April 2013

2. PURPOSE. To establish the Commander's policy in regard to the conduct of annual safety and occupational health inspections.

3. APPLICABILITY. This policy applies to the facilities and activities of the U.S. Army Garrison West Point and to tenant organizations that are not authorized Functional Community 12 safety professionals.

4. POLICY. The Army requires that qualified safety professionals or specially trained personnel competent to conduct a safety inspection, will conduct safety inspections at least annually, and that facilities and operations involving special hazards are inspected more frequently as determined by qualified safety professionals.

a. The IMCOM is unable to resource the Garrison safety program at a capability level that would enable the Garrison Safety Office (GSO) to conduct 100 percent of the annual safety inspections required by the Army Safety Program with its authorized resources. As a result of this resource constraint it is necessary to implement an alternate plan to ensure that all annual safety inspections are conducted to ensure the safety of the West Point Garrison community, including all of our Soldiers, Civilian Employees, volunteers, residents and visitors. Even though the GSO will no longer conduct all annual safety inspections, it is still responsible for tracking safety inspections as an Installation Status Report metric, training inspectors to an adequate level of competency, and providing technical support to all personnel conducting safety inspections. A list of all facilities covered by this policy and the responsible inspector is included as Enclosure 1. The list is subject to review at least bi-annually, or following the change of Garrison Commanders.

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b. Safety Inspection Responsibilities.

(1) Garrison Safety Office. Conducts annual, or in some cases more frequent, safety inspections of all high and moderate risk facilities and missions. The GSO will also conduct all special inspections that are required on a more frequent basis such as at child care facilities. The GSO also conducts the annual safety inspections of the low risk facilities at Camps Buckner and Natural Bridge each year following de-winterization.

(2) Collateral Duty Safety Officers (CDSO).

(a) Inspections. The CDSOs will continue to conduct and document safety inspections of their assigned area(s) of responsibility as designated by their director, office chief, or supervisor in their CDSO appointment orders. In addition, each CDSO will provide a written inspection report for each inspection through their directorate/office to the GSO within 30 days of the inspection. The report format is included as Enclosure 2, which includes a report narrative and DA Form 4754 Violation Inventory, copies of DA Form 4753 Notice of Unsafe or Unhealthful Working Condition and DA Form 4756 Installation Hazard Abatement Plan as required. In the event that a CDSO encounters a hazard they believe merits a Risk Assessment Code 1, 2, or 3, or they require technical assistance beyond their training and expertise, they will call their GSO supporting safety professional for assistance. During the exit briefing following each inspection, the CDSO will inform the appropriate Facility Manager of the need for a Demand Maintenance Order (DMO) or Individual Job Order (DA Form 4283), or other corrective actions necessary to abate the hazards identified during the CDSO safety inspection. Supervisors will include completion of these CDSO safety inspections on their CDSO's performance support/counseling forms at the rate of at least 20 percent of the CDSO's assigned inspections per quarter.

(b) Competency Training. Each CDSO must complete the pre-requisite on-line Army Learning Management System CDSO course at <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> within 30 days of assignment. Each CDSO must also complete the 10 hour OSHA General Industry Course provided by the GSO along with any additional specialty training provided by the GSO required to perform their inspections.

(3) Range Safety Officer (RSO). The RSO assigned to the Range Control Office will conduct all safety inspections required for live fire and maneuver training areas. The RSO will provide a copy of each safety inspection report to the GSO within 30 days of the inspection. The report format is included as Enclosure 2, which includes a report narrative, DA Form 4754 Violation Inventory, copies of DA Form 4753 Notice of Unsafe or Unhealthful Working Condition and DA Form 4756 Installation Hazard Abatement Plan as required. The RSO will inform the appropriate Facility Manager of the need for a DMO or Individual Job Order to abate hazards identified during safety inspections.

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The RSO's supervisor will include safety inspections as a performance objective on the RSO's performance support form.

5. POINT OF CONTACT. The point of contact for this policy is the Garrison Safety Director at (845) 938-6129.

2 Enclosures

A handwritten signature in black ink, appearing to read 'TRAVIS E. ROBISON', with a stylized flourish at the end.

TRAVIS E. ROBISON
COL, FA
Commanding