



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

17 JUL 2020

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #26, Safety

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program.
- b. Installation Management Command (IMCOM) Regulation 385-10, Safety Program.
- c. Army Europe Regulation (AER) 385-10, Army in Europe Safety Program Management.
- d. German Social Accident Insurance, Accident Prevention Regulation 1, Principles of Prevention (DGUV Vorschrift 1, Grundsätze der Prävention).
- e. Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work (Arbeitsschutzgesetz, ArbSchG).
- f. Army Techniques Publication (ATP) 5-19, Risk Management.

2. Purpose: Provide the Commander's philosophy on accident prevention and risk management.

3. Applicability: All USAG Wiesbaden Soldiers, DA Civilians (Appropriated and Non-appropriated), and Local National (LN) Employees.

4. Policy:

a. A sound safety culture reflects the quality of leadership in each command; therefore, safety must be integrated into every aspect of our activities. We have a responsibility to provide our tenants and their families with a safe and healthful place to live, work and play. All USAG Wiesbaden will follow standards and procedures outlined in IMCOM Reg. 385-10. Leaders and supervisors are to ensure employees are accountable for safety through efficiency reports and performance appraisals.

IMWB-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #26, Safety

b. Supervisors must complete a Job Hazard Analysis (JHA) for their employees IAW references 1.a. through 1.e. JHAs must be reviewed annually or when new work procedures/equipment is used. The Garrison Safety Office, the Occupational Health Nurse, and the Industrial Hygienist will assist in completing the JHA.

c. The Army Safety and Occupational Health Management System (ASOHMS) goal is to instill a safety culture involving all employees and Soldiers. To be effective, this will require the integration of management leadership, employee involvement, worksite analysis, hazard prevention and control, and safety training into our mission and daily activities. When applied to the five Army Occupational Safety and Health (OSH) core functional areas of safety program management, promotion and awareness, inspections and assessments, hazard analysis and controls, and accident investigation and reporting, these concepts will enable all of us to meet the goal to reduce risk and decrease the number of injuries, illnesses, fatalities, workers compensation costs, and lost time away from work.

d. As a major tenet, successful implementation of hazard prevention and control can be accomplished through proper risk management. Therefore, every Soldier, DA Civilian, and LN employee serving in a leadership position must complete Risk Management Operation/Basic Course, Managers or Supervisor Safety Course, as appropriate. Supervisors will ensure their employees complete the Employee Safety Course and know the appropriate level for acceptance of mission-related risk, (See Para. d. (1)-(4)). These courses are available online through the Army Learning Management System (<https://www.lms.army.mil>).

e. Risk Management (RM) is the Army's primary decision-making process for identifying hazards and controlling risks activities. The concepts and principles in ATP 5-19 shall be embraced at every level within this organization. The Deliberate Risk Assessment Worksheet, DD Form 2977, will be used to evaluate all operations, military training, and all community events. The risk assessment will be completed by the activity leader or supervisor, and approved by the risk decision authority as determined below. When the following levels of residual risk are determined, the approval authority is:

- (1) Low: Responsible 04 or GS-13
- (2) Medium: Responsible 05 or GS-14
- (3) High Risk: Responsible 06 or GS-15
- (4) Extremely High: General Officer or Senior Executive Service (SES)

IMWB-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #26, Safety

f. Copies of an approved risk assessment for all community events, high or extremely high operations will be provided to the Garrison Safety Office no later than 30 days prior to start of event or operation.

5. Accident Reporting: Supervisors must report all accidents and occupational illness to the Garrison Safety Office within three (3) days after becoming aware of an accident or a work-related illness. This includes commuting accidents (on the way to and from work) of LN employees. It is the supervisor's responsibility to investigate all accidents within their area of operation. Accident reports will be submitted using the online Loss Reporting Automation System. "ReportIt" is located at <https://reportit.safety.army.mil>. In addition to mandatory Army accident reporting, "on duty" accidents of LN employees must be reported IAW Host Nation reporting requirements. Accidents of DA Civilian employees must also be reported and recorded with U.S. Department of Labor (DOL) civilian injury compensation claim reporting requirements. Accident fatalities or permanent-partial disabilities injuries (Class "A" or "B") will be reported to the USAG Wiesbaden Safety Office immediately, DSN: 548-2300/1/2/3.

6. This policy letter supersedes Policy Letter #26, dated 5 Oct 2018. Directorates will post on their information boards and ensure widest dissemination.

7. The point of contact for this memorandum is USAG Wiesbaden, Safety, DSN: 548-2300; COMM: 0611-143-548-2300.



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Commanding