



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

COMMAND POLICY
385

IMJN-SO

29 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Safety Policy

1. Purpose. Safety is the Commander's program. This memorandum establishes Safety program responsibilities for directors, managers, supervisors, Soldiers and employees assigned to U.S. Army Garrison Japan (USAG-J). This policy implements Army Regulation (AR) and Headquarters, U.S. Army Installation Management Command (IMCOM) Fiscal Year 2014/2015 (FY14/15) Annual Guidance.

2. References:

- a. AR 385-10, The Army Safety Program, 27 November 2013.
- b. IMCOM Regulation (Reg) 385-10, The IMCOM Safety Program, 5 April 2013.
- c. IMCOM Reg 690-800, Managing Army IMCOM Civilian Occupational Injuries and Workers' Compensation Program, 1 November 2012.
- d. U.S. Army Japan (USARJ) Reg 385-1, The United States Army Japan (USARJ) Safety Program, 22 January 2011.
- e. IMCOM Pacific Region, Operations Order 13-09-012-PA: FY2014 Army Safety and Occupational Health Objectives, 24 September 2013.
- f. IMCOM Pacific Region, External Standard Operating Procedures (SOP), 3rd Revision, Chapter 21 (Safety), 17 October 2013.

3. Applicability. All USAG-J Soldiers, Nonappropriated Fund (NAF) and Department of the Army Civilians (DAC), Master Labor Contract, and Indirect Hire Authority personnel.

4. Policy.

- a. General.

IMJN-SO

SUBJECT: Commander's Safety Policy

(1) At all levels of responsibility, establish policies and procedures to ensure protection of the force and preservation of Army resources. Promote safe and healthful practices for all personnel and activities, support public safety programs, integrate Composite Risk Management (CRM), and recognize safety as an integral component of all activities, training, and operations (reference e).

(2) Risk can be mitigated through direct command involvement, accurate risk management, effective planning, comprehensive training, thoughtful execution, and direct supervision at all levels (reference e).

(3) Leaders at every level will talk to their Soldiers and Civilians about safe driving. Leaders must identify high-risk individuals and intervene with appropriate action. Proactive initiatives include counseling and mentoring, and in some cases further training (reference e).

b. Directors and Managers will--

(1) Emphasize Safety by creating and managing broad programs. Examples include Respiratory Protection, Confined Space, Fall Protection, Lock-out/Tag-out, and Driver's Licensing; based upon the nature of the work performed by the Directorate.

(2) Establish procedures for initial and annual review of SOP and Risk Assessments.

(3) Appoint a Collateral Duty Safety Officer (CDSO) for the Directorate, if the Directorate has over 20 employees (Public Works, Morale Welfare and Recreation, Human Resources, S3/5/7, Public Affairs, Emergency Services, and Resource Management). Smaller Directorates will be assisted by the Safety Office.

(4) Directors will be members of the Garrison Safety and Occupational Health Committee (SOHAC).

c. Supervisors and foremen will--

(1) Be directly responsible for employee and workplace daily safety. Ensure that tools, equipment, protective equipment, procedures, and processes are properly used by all employees. Supervisors must be knowledgeable of practices in the workplace to prevent unsafe activities and halt work and reevaluate if risks exceed what was briefed in the Risk Assessment.

IMJN-SO

SUBJECT: Commander's Safety Policy

(2) Lead or assign weekly or monthly safety training. Document all new employee training and any changes due to new equipment or missions. Contact the Safety Office for training materials.

(3) Initiate permits for Confined Space, Hot-Work, and other high risk activities requiring permit control.

(4) Periodically review SOP and Risk Assessments for currency. If the guidance is changed, initiate a read and sign log for all employees and provide training, if needed.

(5) Coordinate with the CDSO to document Respiratory and Auditory Protection program training and annual medical examinations (if appropriate).

(6) Maintain Safety Data Sheets for the "Right to Know" Hazardous Material Communication program (if appropriate).

(7) Supervisors manage the government vehicle and equipment licensing of their employees, and ensure employees are properly trained before operating vehicles, forklifts, cranes, generators, and other powered equipment.

d. Soldiers and Employees will--

(1) Make risk-based decisions on the job to reduce the chance of injury. If injured, report the injury to your supervisor immediately and seek medical attention.

(2) Be knowledgeable of all SOP and Risk Assessments.

(3) Follow procedures; properly maintain, inspect, and wear protective gear; halt the job if risks are greater than briefed on the Risk Assessment and inform your supervisor immediately.

(4) Complete mandatory training; seek additional training on any new equipment or procedures.

(5) Only operate equipment and vehicles that they are licensed to operate on their SF Form 46.

(6) Complete annual occupational medical examinations (as directed).

IMJN-SO
SUBJECT: Commander's Safety Policy

e. CDSO will--

(1) Be appointed for a minimum of 1 year. If a Soldier, be at least a Staff Sergeant.

(2) Complete the on-line CDSO Safety Course and locally provided training.

(3) Be the Directorate point of contact for Safety matters. This includes: maintaining the Directorate Safety Board, facilitating quarterly Safety Committee meetings, coordinating Safety Office Inspections, tracking Safety training for all Directorate employees (see paragraphs 7a.1-2 and 7b), initiating facility work orders to mitigate hazards, performing workplace inspections for low risk facilities, distributing monthly training materials to supervisors, and other safety-related tasks as assigned by the Director.

(4) Be the alternate representative for the Garrison SOHAC in the absence of the Director.

5. Semi-Annual SOHAC will--.

a. Meet twice yearly in the Fall and Spring, prior to Fall/Winter and Spring/Summer Safety Campaign periods.

b. Be chaired by the Garrison commander and facilitated by the Garrison Safety Manager. Members include all Directors, or in their absence, the CDSO.

c. Provide strategic safety guidance to the Garrison and work broad safety issues. Standing committees and Directorate committees will do detailed safety projects.

d. Identify the Garrison's top three loss producing conditions (as based on historical accident data, and incorporate into the Annual Safety Work Plan. For FY14, these include: slip, trips and falls; pinch/cut hands; lifting injuries.

e. Review Army Readiness Assessment Program (ARAP) results to identify leading indicators and incorporate program results into the overall safety program.

f. Work closely with the Civilian Personnel Advisory Center, Federal Employees Compensation Act (FECA) Monitor to reduce workers compensation costs by return-to-work programs (reference c.).

IMJN-SO

SUBJECT: Commander's Safety Policy

6. Directorate and Workplace Safety Councils.

a. The CDSO will chair or facilitate the Directorate Safety Committee, meeting quarterly. The group will discuss safety requirements for the Directorate and up-channel issues to the Garrison SOHAC for resolution. This is meant to be a "grass-roots" approach to provide employees the opportunity to influence safety in the Directorate and Garrison.

b. In industrial and high hazard workplaces a committee should be formed to review all SOP, hazard analyses, risk assessments, and protective equipment annually. This should be a group of subject matter experts able to update these documents as needed.

7. Training.

a. Individual Training (All training is a one-time requirement).

(1) All personnel will take the on-line CRM course. A Japanese translation is available for a training session.

(2) All personnel will take the employee safety course appropriate for their supervisory level. Available classes are Employee Safety, Supervisor Safety and Manager Safety. A Japanese translation of the employee and Supervisor course is available for a training session.

(3) All newly assigned personnel (and their family members) desiring a Status of Forces Drivers Permit (U.S. Forces, Japan (USFJ) Form 4EJ) to drive private or government vehicles in Japan must take the "Driving in Japan" class (Camp Zama) or attend the Drivers Local Orientation Course (Camp Foster or Misawa Air Base). These classes are offered by the respective Safety Offices. Local National Employees are exempt from this requirement.

(4) All personnel must be trained and licensed for each type of government vehicle and powered equipment that they operate. This training is annotated on an Standard Form (SF) 46 held by the individual and a DA Form 358, held by the trainer. Examples would include a government sedan, forklifts, generators, water pumps, and so forth.

(5) New employee orientation and training. All newly assigned personnel will be trained in workplace safety requirements and emergency plans immediately upon assignment. This will be annotated on the in-processing checklist. Typical items

IMJN-SO

SUBJECT: Commander's Safety Policy

include fire escape routes, assembly points, locations of alarms, and emergency phone numbers for fire/police/ambulance services from office and cell phones. Workplaces may have additional considerations such as Safety Data Sheets (formerly material safety data sheet (MSDS)) for chemicals and areas requiring protective equipment.

b. Work-related safety training. Many employees will have work-related training considerations such as Fall-Protection, Confined Space, Respiratory Protection, and so forth. Training should be conducted for new personnel as soon as practicable and previously trained personnel may require updates due to new equipment or procedures. Over 20 safety awareness courses can be arranged from the Safety Office, nearly all in English and Japanese.

c. Workplace-led recurring safety classes.

(1) Industrial workplaces. Should conduct a brief training session for all staff on some facet of their operation. These classes are ideally weekly but should not be more than a month apart. These classes are typically very short, less than 30 minutes, and led by a knowledgeable member of the workplace.

(2) Non-industrial (office) areas. Should conduct monthly training sessions on work or off-duty related topics. These classes are typically very short, less than 30 minutes, and led by a knowledgeable member of the workplace. Material can be requested from the Safety Office.

8. Safety Bulletin Boards. CDSOs will display safety information in a prominent location accessible to the workforce and maintain the board with current material:

a. Minutes of last SOHAC and Directorate Safety Council.

b. Copies of the following documents: 1 each DD Form 2272 (filled in with Garrison data); 5 each DA Form 4755, USAG-J Form 1888EJ (Employee's Report) and USAG-J Form 1889EJ (Supervisor's Report) in pocket holders.

c. Current monthly training material, as received from the Safety Office.

d. Commanders Safety Policy.

9. Annual Standard Army Safety and Occupational Health Inspections (SASOHI).

IMJN-SO

SUBJECT: Commander's Safety Policy

a. Workplace Risk Assessment. Each garrison workplace will be assessed an overall risk level for inspection scheduling purposes. The nature of the work performed will guide this assessment. High risk facilities will be inspected semi-annually; medium and low risk will be inspected annually. Child and Youth Services facilities will be inspected quarterly to support facility certification requirements. Additional requirements are in reference f.

b. There are three types of inspection.

(1) Full SASOHI inspection. This is performed on all high and medium risk Garrison workplaces. It consists of a program inspection and a workplace physical inspection, working closely with the CDSO to identify special training and procedures. Programs such as Respiratory Protection, Confined Space, Fall Protection, and Driver's Licensing will be evaluated.

(2) Workplace inspection. This is a physical workplace inspection to identify and correct hazardous conditions in Garrison supported facilities. This is performed for all Tenant units with support agreements that lack a trained safety professional (career field GS-0018).

(3) CDSO Inspection. This is an annual inspection performed by a trained CDSO for low risk facilities, typically offices. The Safety Office will initially participate for training purposes.

10. Semi-Annual Safety Fairs and Seasonal Safety Materials.

a. Semi-annually, in Fall and Spring, the Garrison will conduct a safety information fair, with information from a broad range of sources. This meets the requirement for seasonal safety training for the Fall/Winter and Spring/Summer periods. The venue and method should be designed to accommodate all Garrison employees.

b. During each season the Safety Office will disseminate safety information thru the CDSO to Garrison members. This information may be a poster, training topic, or video link. Posters should be displayed on the Safety Board until superseded.

11. Accident Reporting.

a. Soldier and Civilian employee occupational injuries and illness shall be reported and investigated using the automated reporting system, Report It!, per reference b. Go

IMJN-SO
SUBJECT: Commander's Safety Policy

to <https://reportit.safety.army.mil/> to fill out the online report. The Safety Office will guide you through the process.

b. Civilian accidents may also require entry into the Department of Labor Electronic Data System database. Contact the Civilian Personnel Advisory Center and review (reference c).

c. Local national employee occupational injuries and illness shall be reported and investigated using USAG-J Form 1888EJ (Employee's Report) and USAG-J FORM 1889EJ (Supervisor's Report), per reference d.

12. Proponent. The Safety Manager, USAG-J at Defense Switched Network 315-263-4464.

13. This memorandum will expire when superseded.



JOY L. CURRIERA
COL, AG
Commanding

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