



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA  
UNIT 35114  
APO AREA PACIFIC 96376-5114

COMMAND POLICY  
385

IMJN-OSO

13 October 2015

MEMORANDUM FOR United States Army Garrison Okinawa (USAG Okinawa)  
Personnel

SUBJECT: Commander's Safety Policy

1. References:

- a. AR 385-10, The Army Safety Program, dated. 27 November 2013.
- b. DA PAM 385-10, Army Safety Program, dated. 23 May 2008 (RAR of 19 Jan 10).
- c. IMCOM Regulation 385-10, Safety Program, dated. 5 April 2013.
- d. DODI 6055.1, DoD Safety and Occupational Health (SOH) Program, dated. 19 August 1998.
- e. DODI 6055.07, Accident Investigation, Reporting, and Recordkeeping, dated. 6 June 2011.
- f. AR 608-1, Army Community Service Center, dated. 12 March 2013.
- g. AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, dated. 24 September 2010.
- h. 10 USC 1588, Authority to Accept Certain Voluntary Services, dated. 7 January 2011.

2. Purpose: To establish and direct specific policies, procedures and responsibilities for executing the USAG Okinawa Safety Program to supplement requirements in IMCOM AR 385-10 and USAG Okinawa 385-1. The Safety program will guide USAG Okinawa leadership, military, and civilian employees to protect the force, prevent accidents, conserve resources, and establish a safety culture.

3. Applicability: This policy applies to all Soldiers, appropriated fund and non-appropriated fund civilian employees, including Local National Employees, and

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volunteers under 10 USC 1588 and AR 608-1 that are assigned or attached to USAG Okinawa.

#### 4. Policy:

a. Garrison leaders are to ensure all assigned and attached personnel are aware of this policy.

b. This policy articulates the guidance and expectations for leaders in the execution of safe operations and motivating safe behavior among Soldiers and civilian employees on and off-duty. Accidents represent a serious problem accounting for more deaths, disability, and loss of productivity in DoD than any other cause. The goal is to have no loss of life through needless or senseless acts.

c. Accidents result in unnecessary loss and waste of human capital, material, and financial resources. Most accidents are predictable and preventable through effective leadership, adherence to standards, holding personnel accountable, and controlling hazards through the use of Risk Management (RM) procedures. Leaders have the responsibility to ensure Soldiers and civilian employees identify and assess risks, determine processes to eliminate losses, and carry out our daily missions without injuring personnel or destroying/damaging vital equipment. Safety must be practiced at all times, both on and off-duty. USAG Okinawa personnel will be vigilant of safety at all times and in all places.

d. I am committed to the safety and well-being of every Soldier, family member, and civilian employee in this command. All of USAG Okinawa personnel share this responsibility on and off-duty, 24 hours a day, 7-days a week. The approach to being safe must be overarching, but simple. Supervise, educate, reduce risk, and seek out and eliminate unsafe conditions, practices, and habits that threaten safety.

e. The Garrison Command Team charges each leader in the chain of command with the same responsibility. Together, we can accomplish the mission requirements while avoiding preventable losses and operating in a safe and accident-free environment, both on and off-duty.

#### 5. Procedures:

a. Leaders will establish and maintain a command climate that encourages and rewards safe behavior and performance by all personnel in the command. I empower employees to intervene, such as stopping operations when they see an unsafe act. Risk assessment and risk mitigation must be a daily leader habit with open and continuous communication. Leaders at all levels will lead the way in changing behaviors to reduce accidents.

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b. Leaders are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis. This mitigates the risks that the USAG Okinawa workforce and family members will encounter.

c. Accident reporting and investigations: All Army accidents, regardless of the accident class, both military and civilian; will be reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on root causes, contributing factors, lessons learned, and actions to take to prevent reoccurrence. Incidents that meet the serious incident report criteria will be reported promptly, but initial reporting will not impede properly addressing or correcting safety deficiencies.

d. Semi-Annual Safety Days and Safety Stand Down: USAG Okinawa will host two Safety Day events per year in a concerted effort to improve the safety of the garrison workplace by informing employees and providing safety training. Seasonal Safety Training will be addressed at these events and they will be scheduled to coincide with US Army Spring/Summer and Fall/Winter Safety promotions. If required by an increase in personnel injuries, identified hazards or deficiencies, or a severe mishap, a Safety Stand Down will be called and additional training to address the current unsafe work activity and mitigation procedures will be provided to the garrison work force.

e. Safety and Occupational Health Advisory Council (SOHAC): USAG Okinawa will host a SOHAC in April and October. Safety will be a team effort and key leader involvement in this forum is critical to its success. The council must build the proper culture and climate, ensure leader accountability, and target limited resources toward important problem areas. The council will enhance readiness by reviewing safety performance, safety concerns and suggestion inputs from the Garrison Safety Committee, sharing lessons learned, and applying risk management techniques.

f. Mandatory Safety and Occupational Health Training: The Combat Readiness/Safety Center (CR/SC) provides a mix of online training and distance learning courses for designed leaders, safety and occupational health professionals, and other personnel with safety responsibilities. All courses are available on the CR/SC website at: <https://safety.army.mil/training/>. Leaders and appropriate personnel are expected to complete the following courses or show prior completion:

(1) RM Training – All military and civilian employees must receive this training within the first 30-days of assignment. This course outlines how to effectively integrate composite risk management into missions, jobs, and off-duty activities to prevent accidental loss.

(2) Additional Duty Safety Officer (ADSO) Course – All appointed additional duty safety officers (military) will complete this course prior to assuming any safety-related responsibility.

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(3) Collateral Duty Safety Officer's (CDSO) Course – All collateral duty safety officers (DAC/NAF) appointed within each directorate will complete this course prior to assuming any safety-related responsibility.

(4) Safety Committee Member's Safety Course – All SOHAC members will complete this course prior to assuming any safety-related responsibilities.

(5) Employee Safety Course – All employees must complete this course upon arrival.

(6) Supervisor's Safety Course – Personnel in supervisory positions have completed this course prior to assuming supervisory responsibilities.

(7) Manager's Safety Course – Directorate level managers must complete this course prior to assuming managerial responsibilities.

g. Army Readiness Assessment Program (ARAP): USAG Okinawa will complete an ARAP assessment as required by AR 385-10 . ARAP is a web-based survey that provides the Garrison Leadership with actionable data on their unit's readiness posture activated through the Combat Readiness/Safety Center website.

h. Contractors adherence to safety requirements: No person should be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, paragraphs 3-5, 3-8, and Chapter 4. Contractors or contracted employees who refuse to comply with published and recognized safety standards, or do not meet the standards set forth in USAG Okinawa contracts, may be subjected to work stoppage or contract termination. Contracting officers and others responsible for contractor performance will ensure that:

(1) Contracts incorporate appropriate safety clauses

(2) Contractors perform in a safe manner consistent with these contracts

(3) Unsafe conduct is dealt with in a timely manner

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6. Proponent: The USAG Okinawa Command Safety Office is the proponent for this policy. The point of contact for this action is the Occupational Safety and Health Manager at DSN: 315-644-5102.

//Original Signed//  
LANCE A. O'BRYAN  
LTC, FA  
Commanding

DISTRIBUTION:

All USAG Okinawa Personnel