

USAG GARMISCH SAFETY AND OCCUPATIONAL HEALTH PLAN FOR FISCAL YEAR 2009

1. Conduct Systematic Management of Risk.

a. **Risk Assessment.** During fiscal year 2009 (FY 09), all USAG Garmisch supervisors will ensure a job-hazard analysis (JHA) is updated or completed for each employee. Supervisors and employees will jointly update JHAs with assistance from the garrison safety office as needed. Supervisors will ensure that JHAs for all high-hazard/high-risk activities are reviewed and validated by the safety office. High hazard/high risk jobs at USAG Garmisch include:

Garrison Garmisch High Hazard/High Risk Occupations

Branch / Section	# of Workers	Remarks
DPW	21	DPW Shops
DOL	1	1 Material handler
TMP	2	2 Drivers
DES Fire Department	1	1 Fire Chief
MWR Car-Care	3	

b. **Risk Mitigation.** USAG Garmisch will implement the following initiatives to reduce Civilian accidents and injuries:

(1) **Supervisor Safety Training.** Supervisors will regularly conduct safety training for employees to augment safety-training courses available at the Army Combat Readiness University (<https://crc.learn.army.mil/webapps/portal/frameset.jsp>). Each supervisory safety-training event should be no longer than 10 minutes, include hands-on activities, and address a hazard specific to the workplace or job under the supervisor's control. **Supervisors will maintain a record of training conducted.** The effectiveness of this training will be evaluated during safety inspections and safety-program evaluations. Below is a list of workplace activities and required frequency for these training sessions.

<u>Workplace activity</u>	<u>Frequency of Training</u>
DPW	Weekly
DOL – TMP	Weekly
DES Fire Department	Weekly
MWR Car Care	Weekly
Other High/Medium Hazard Occupations	Weekly
Administrative Occupations	Quarterly

(2) **Supervisors will integrate safety and health into all aspects of planning, such as acquisition of new equipment, processes, facilities, and staff training.** New equipment or processes will be coordinated through the Safety Office prior to implementation. Identified safety hazards that cannot be immediately remediated due

to funding issues will be forwarded to the respective Director or Garrison Manager for review. A copy of this request should be forwarded to the safety office for tracking purposes.

(3) **Supervisor Loss Reporting.** All supervisors at HQ IMCOM-Europe and in USAGs will report Army accidents defined in Table 1 below. Supervisors will immediately report accident events to the safety office. A Ground Accident Notification Worksheet can be requested from the safety office. Supervisors must identify the root cause of each accident and describe actions taken to prevent a recurrence of the accident. Supervisors, with assistance from a Safety Specialist, will input required data into the Loss Reporting Automation System (LRAS). HQ IMCOM-Europe (safetyoffice@eur.army.mil) must be copied on each LRAS report.

Army Accident Classification	
Accident Class	Definition
A	<i>Class A accident.</i> An Army accident in which the resulting total cost of property damage is \$1,000,000 or more; an Army aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability. Note that unmanned aircraft systems (UAS) accidents are classified based on the cost to repair or replace the UAS. A destroyed, missing, or abandoned UAS will not constitute a Class A accident unless replacement or repair cost exceeds \$1,000,000 or more.
B	<i>Class B accident.</i> An Army accident in which the resulting total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury and/or occupational illness results in permanent partial disability, or when 3 or more personnel are hospitalized as inpatients as the result of a single occurrence.
C	<i>Class C accident.</i> An Army accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$200,000; a nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred or disability at any time (that does not meet the definition of Class A or B and is a lost time case).
D	<i>Class D accident.</i> An Army accident in which the resulting total cost of property damage is \$2,000 or more, but less than \$20,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or a work-related tuberculosis case.

Table 1

Completing the LRAS report does not replace other required accident-reporting requirements for civilian employees! For example—

i. **DA Appropriated Fund (APF) Civilian Employees.** Supervisors will ensure DA APF civilian employee accidents are documented on Department of Labor (DOL) Form CA-1(Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation). DOL Form CA-16 (Authorization for Examination and/or Treatment) is a controlled form only available from the CPAC.

ii. **DA Non-Appropriated Fund (NAF) Civilian Employees.** Supervisors will ensure DA NAF civilian employee accidents are documented on DOL Form LS-1 (http://www.dol.gov/library/forms/forms/esa/form_ls-1.pdf) and DOL Form LS-202 (<http://www.dol.gov/esa/owcp/dlhwc/ls-202.pdf>).

iii. **German LN Civilian Employees.** Supervisors of German LN civilian employees will ensure employee accidents are documented using the; UKB form at http://www.per.hqusareur.army.mil/services/safetydivision/accident_report2.htm, print the completed form, sign by the supervisor and works council. Then forward the completed form to the Safety Office for submission.

iv. Military injuries and all property damage accidents of \$ 2,000 and more: The primary tool for reporting these types of accidents is the U.S. Army Loss Reporting Automation System (LRAS) at https://safety.army.mil/Loss_Reporting/LRAS_accident.html http://www.per.hqusareur.army.mil/services/safetydivision/accident_report1.htm

(4) DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions

<http://www.imcom-europe.army.mil/sites/management/so.asp>

Additionally, employees may receive a hard copy DA Form 4755 from their local Safety Representative. Supervisors at every level will ensure personnel are aware of the form, its purpose, and how to access and complete it. Completed hard copy forms may be submitted to the Safety Office or a Work Council member. Submission of this form prompts immediate investigation by the safety office.

(5) Safety Metrics and Reports - OSHA 300 Log Data

USAG Garmisch will maintain OSHA 300 Log to record the occupational injuries and illnesses of DA civilians assigned to USAG Garmisch (**no reportable occupational injuries and illnesses in CY 2008**).

2. Occupational Safety and Health Training:

The purpose of this training is to ensure that all employees, supervisors, and managers have a baseline level of knowledge to meet mandatory Occupational Safety and Health Act federal agency training requirements. All referenced on-line courses require an AKO log in.

(1) All Soldiers and U.S. Civilians who do not currently possess an on-line *Composite Risk Management Course* completion certificate shall take and complete the on-line course at <https://crc.learn.army.mil/webapps/portal/frameset.jsp> **SUSPENSE: All new employees will complete this training within 60 days of employment.**

(2) Civilian managers (those who manage supervisors or other leaders) shall take the on-line *Manager's Safety Course*, via AKO log in at <https://crc.learn.army.mil/webapps/portal/frameset.jsp>. The course is found under the "Safety and Composite Risk Management" course catalog. Managers who have a certificate from the Commanders Safety Course are exempt from this requirement. **SUSPENSE: All new managers will complete this training within 60 days of employment.**

(3) Civilian supervisors (those who supervise employees or soldiers) shall take the on-line *Supervisor's Safety Course*, via AKO login <https://crc.learn.army.mil/webapps/portal/frameset.jsp>. The course is found under "Safety and Composite Risk Management" course catalog. Individuals who have a certificate from the Commanders Safety Course are exempt from this requirement. **SUSPENSE: All new supervisors will complete this training within 60 days of employment.**

(4) Civilian employees shall take the on-line *Employee's Safety Course*, through the AKO log in <https://crc.learn.army.mil/webapps/portal/frameset.jsp>. The course is found under "Installation and Environment (I&E) Occupational Safety Courses" heading. This course takes approximately 1.5 hours to complete. Individuals who have a certificate from the Commanders Safety Course are exempt from this requirement. **SUSPENSE: All new employees will complete this training within 60 days of employment.**

(5) The online *Army Accident Avoidance Course* (previously known as the Defensive Driving Course) can be found on the garrison web site <http://www.grafenwoehr.army.mil/>, click on the ATSTP and Army Accident Avoidance Course icons. This training must be completed once every 4 years for all employees driving Government vehicles. (Access to this training requires an AKO logon.) German local national employees may watch the "Der 7. Sinn" DVD instead of this course. **SUSPENSE: All Soldiers, DAC and LN employees prior to driving a government owned vehicle.**

(6) Directorate Chiefs and Special Staff Managers shall validate that drivers have completed the Vehicle Accident Avoidance course, and will verify that drivers with a military or non-tactical vehicle license have their DA Form 348 annotated. **SUSPENSE: Ongoing**

(7) POV Travel Risk Management-Action: All soldiers in the rank E7 and below will use the Travel Risk Planning System (TRiPS), when their leave/TDY pass involves a road trip over 75 miles. TRiPS is hosted by the USACRC and can be accessed at <https://safety.army.mil/>

(8) Motorcycle Safety Foundation (MSF) training is accomplished on the approved MSF Range at Artillery Kaserne, Garmisch. Any employees requiring this training should log onto the following website: http://www.imcom-europe.army.mil/sites/management/so_atstp.asp

(9) Road and weather conditions information is available on line at <http://g3operations.hqusareur.army.mil/Divisions/OPS/ASGConditions/default.asp> or by calling 440-3300, or listening to the local AFN station. Supervisors shall ensure that subordinates are informed of updates as changes to road conditions are posted.

(10) Emergency Vehicle Operators must complete an *Emergency Vehicle Operator Training* program prior to assuming operator duties, and every three years thereafter IAW AR 600-55, Appendix H and be annotated on the members DA Form 348.

SUSPENSE: Prior to assuming emergency vehicle operator duties.

(11) Additional Drivers Training: The *Intermediate Drivers Training* (2.5 hour) and *Advanced Drivers Training* Course (1 hour) is required for all high-risk drivers and Soldiers under 26 years of age. The Supervisors Traffic Safety Training Course (1 hour) is required for all supervisors assigned or reassigned after October 2006.

SUSPENSE: All new employees required to take the courses will complete this training within 60 days of employment.

(12) A Safety Training Tracker spreadsheet will be used to track completion of safety training and taskers. Each Directorate will appoint a Training Coordinator to update and maintain the site for their section. **SUSPENSE: Ongoing**