



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

AUG 24 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Signal Center of Excellence and Fort Gordon FY12-15
Strategic Safety Plan

1. References:

- a. AR 385-10, The Army Safety Program, 4 October 2011 (RAR).
- b. DA PAM 385-10, Army Safety Program, 24 August 2007.
- c. AR 190-40, Serious Incident Report, 15 June 2005.
- d. DA PAM 385-40, Army Accident Investigations and Reporting, 25 February 2010 (RAR).
- e. FM 5-19, Composite Risk Management, August 2006.
- f. DODI 6055.4, DOD Traffic Safety Program, 2 April 2010 (Incorporating Change 1)
- g. Army Safety and Occupational Health Objectives for Fiscal Year 2012, 27 September 2011.
- h. DODI 6055.7, Accident Investigation, Reporting and Record Keeping, 6 June 2011.
- i. U.S. Army Training and Doctrine Command Safety FY 12 – 17 Strategic Plan, 1 September 2011(Power Point Presentation)
- j. Installation Management Campaign Plan, 18 October 2011

2. It is my responsibility as the Senior Commander for the United States Army Signal Center of Excellence and Fort Gordon to set the safety priorities for both the mission and garrison activities conducted on Fort Gordon. This Strategic Safety Plan applies to both on and off duty. The objective of our program is to prevent the loss of any Soldier or DA Civilian to injury or death. As a team we will do everything possible to meet this goal while taking care of our Soldiers, Sailors, Airmen, Marines, and DA Civilians, Family members, equipment and the environment.

3. Safety and Composite Risk Management are the key essential ingredients to Military readiness. The management of risk is the key to avoiding costly and unnecessary mishaps. No mission or task is too important to compromise safety. Safety is the responsibility of everyone on Fort Gordon, and safety is a part of everything we do on and off duty. Units and organizations who train to standard have discipline and are safe. Units train to standard in the same manner that they operate in combat. I expect all personnel within Fort Gordon to make Safety and Composite Risk Management a routine part of their daily operations.

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4. The Fort Gordon Strategic Safety Plan supplements the Army Safety Strategic Plan, TRADOC Strategic Safety Plan and the Installation Management Campaign Plan. It applies to all personnel on Fort Gordon, regardless of rank, grade, or position. Leaders and supervisors are responsible for the actions and omissions of the Soldiers and DA Civilians we lead, both on and off duty. Leaders and supervisors must be concerned about the combat readiness training and welfare of our soldiers including their physical and mental well-being. The Strategic Safety Plan is comprehensive yet simple: supervise, educate, reduce risk, and eliminate conditions and practices that threaten the safety of our most important resource - our people.

5. Operating privately owned vehicles (POVs) and privately owned motorcycles (POMs) with excessive speed, inattentiveness, fatigue or insufficient experience are the primary causes of fatalities in the Army. One of the leading causes of inattentiveness is texting or talking on the cell phone. DON'T TEXT AND DRIVE! For less serious accidents, the largest lost-time injury risk is on and off duty sports, along with vehicle and motorcycle accidents.

6. Our Strategic Safety Plan consists of elements that address policy and leader involvement, education and training, motor vehicle operations, seasonal hazards, sports and recreation safety, wellness issues, accident reporting, and the Fort Gordon Safety Awards Program.

7. Leaders at all levels will implement the Composite Risk Management process and employ risk management techniques that mitigate or preclude unacceptable risk to the safety of personnel, property, mission and the environment. The following are the residual risk approval authority:

- a. Extremely High – Senior Mission Commander
- b. High – Brigade Commander
- c. Medium – Battalion Commander
- d. Low - Company Commanders

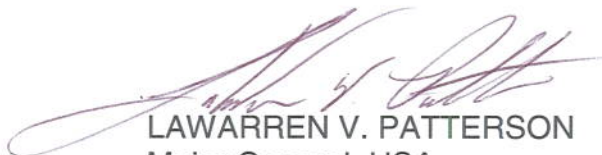
8. Safety is not just a leader's responsibility. Every Soldier, Sailors, Airmen, Marine, DA Civilians, and Family on Fort Gordon is accountable for his/her actions. You are our most precious resource. This plan is one means to protect that resource. Commanders, leaders, and supervisors will aggressively implement this program to ensure we are mission trained and ready.

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Encl



LAWARREN V. PATTERSON
Major General, USA
Commanding

DISTRIBUTION:

Commander, 7th Signal Command
Commander, 15th Signal Brigade
Commander, 35th Signal Brigade
Command Master Chief, 480th ISR
Commander, 513th MI
Commander, 706th MI
Commander, Fort Gordon Garrison
Commander, NAVIOCOM
Command Sergeant Major, Regimental Non-Commissioned Officers Academy
Commander, United States Marine Corps Detachment
Commander, Dental Lab
Commander, DENTAC
Commander, VETCOM
Commander, Signal Corps Band
Commander, Directorate of Emergency Services
Adjutant General
Staff Judge Advocate
Director, Directorate of Logistics Agency
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Director, Civilian Personnel Activities Center
Director, ADL
Director, Public Affairs Office
Director, Plans Analysis Information Office
Director, Garrison Resource Management Office
Director, Department of Human Resources
Director, USASNEC – Gordon
Director, Directorate of Family, Morale, Welfare and Recreation
Director, Equal Employment Opportunity
Director, DFMWR – Army Community Services
Director, Plans, Training, Mobilization and Security
Senior Safety Director U.S. Army Signal Center of Excellence & Fort Gordon

1. Leader Accountability:

a. Army Readiness Assessment Program (ARAP) is a web-based initiative that provides data on unit readiness posture through five segments. These five segments are processes auditing, rewards system, quality control, risk management, command, and control. Battalion Commanders, Civilian equivalent Managers and Directors will administer the ARAP program within 90 days of assuming command/responsibility. Within 30 days after completion of the Combat Readiness Center (CRC) ARAP out brief, unit commanders will brief the next person in their chain of command concerning key results citing five strengths and five concerns, their strategies for improvement, and where they need assistance. Battalion Commanders will forward the results of the initial and mid tour assessments of their subordinate commanders and their command to the Installation Safety Office upon receipt of each assessment from the CRC on the first day of the second quarter and the first day of the fourth quarter annually. At mid-tour or twelve months in command, all commanders will measure their unit's progress against the initial results through a second assessment. The Commanding General of TRADOC will receive a briefing by the Senior Commander on the aggregate ARAP results, strategies for improvement, and possible assistance requirements. The ARAP program is located at <http://crc.army.mil>

b. Safety and Composite Risk Management (CRM) is used by commanders, leaders and supervisors to ensure a safe environment within their units. Leaders are accountable for meeting the standards. Leader engagement will include the visible use of training, mentoring, teaching and coaching tools, and techniques that will improve the installation and ultimately reduce our accidental losses. Execute this through the chain of command using the "three-deep leadership" consisting of "contact level" leadership supported by two active guidance leaders, professional mentoring, and coordinated supervision executed at the junior leader level. All officers and NCOs will include safety objectives in their evaluation support forms and counseling sessions. Senior raters will pass their safety objectives down two levels in their support form. Commanders will also incorporate safety and occupational health performance objectives into Civilian supervisory personnel performance standards. Supervisors will note success and shortcomings on appropriate officers, NCOs and Civilian personnel evaluations and will discuss them during performance counseling.

2. Education and Training:

a. Education and training are the foundation of this Safety Campaign Plan. Personnel will complete the below training when assigned to Fort Gordon. The following on-line training can be located at <http://crc.army.mil>

COURSE	WHO ATTENDS
Composite Risk Management Basic Course	All Soldiers (Within 60 Days)
Composite Risk Mgmt Civilian Basic Course	All Civilians (Within 60 Days)
Commander's Safety Course	Brigade Commanders, Battalion Commanders, Company Commanders, Command Sergeant Majors and First Sergeants. (Within 30 Days)
Supervisors Safety Course	Civilian Supervisors (Within 30 Days)
Managers Safety Course	Civilian Managers (Within 30 Days)
Employee Safety Course	All Civilian Employees (Within 60 Days)
Collateral Duty Safety Officers Course	Collateral Duty Safety Officers/NCOs (Within 30 Days)

b. Local Training: The following training is mandatory for each member. Personnel who have completed the training will have their records documented to show the training date and the name of the trainer. Unit Safety Officers will maintain Training Records. The Installation Safety Office conducts train-the-trainer classes for the below training:

(1) Additional Duty Safety Officer Initial and Follow on training. All personnel assigned as an ADSO will successfully complete the on line training located on the Combat Readiness Center webpage located at <http://crc.army.mil>. Upon successful completion, the ADSO will forward a copy of their training certificate to the battalion ADSO. The battalion ADSO forwards the certificate to the Brigade ADSO and the brigade ADSO ensures the Installation Safety Officer receives a copy. The ADSO will attend the next monthly ADSO training offered by the Installation Safety Office.

(2) Composite Risk Management is the process of identifying hazards and minimizing and/or eliminating the hazard to prevent injuries, death and equipment damage. Personnel (Military and Civilian) on Fort Gordon will use on and off duty for risk mitigation (FM 5-19). The Installation Safety Office conducts CRM Training monthly.. On line, training can be located on the Combat Readiness Center webpage located at <http://crc.army.mil>.

(3) Blood Borne Pathogens are microorganisms such as viruses or bacteria that are carried in the blood and cause disease in people. This program is used to make

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personnel (Military and DA Civilian) aware of the dangers of contact with human blood and other body fluids and how to protect themselves with the use of Personal Protective Equipment (PPE) (29 CFR 1910.1030). Blood Borne Pathogen Training is mandatory for all personnel who's duties have the potential for exposure. The Installation Safety Office conducts Blood Borne Pathogen Training every month for all Soldiers and Civilians.

(4) Hazard Communications (HAZCOM) training is required for all personnel (Military or DA Civilian) who use or who may be exposed to hazardous chemicals/materials. These personnel will receive information and training on hazardous chemicals/materials in their work areas. Training is required at the time of initial assignment and whenever a new hazardous chemical/material is introduced into the work area (29 CFR 1910.1200).

(5) Cold Weather Injury Prevention training is required for all personnel assigned to the installation and to all Soldiers attending training on Fort Gordon. The Installation Safety Office conducts Cold Weather Injury Prevention and all ADSOs will conduct training and ensure by 15 October of every year that all personnel have received training.

(6) Hot Weather Injury Prevention training is required for all personnel assigned to the installation and to all soldiers attending training on Fort Gordon. The Installation Safety Office conducts Cold Weather Injury Prevention and all ADSOs will conduct training and ensure by 15 April of every year that all personnel have received training.

3. Accident Reporting:

Report ALL accidents to the Installation Safety Office. Initial reporting will consist of either the 5 W's (Who, What, Why, When, and Where) or DA Form 7306 (Telephonic Notification of Ground Accident). Reports may be telephonic, or email (ftgordon.safety@us.army.mil). Commanders, leaders and supervisors will use ReportIt to forward the completed accident report to the Installation Safety Office within seven days of the accident. Commanders, leaders and supervisors will ensure timely and accurate reporting to help the Army develop countermeasures, mitigate risk and accomplish the mission. Commanders will complete AARs within 10 days of all Class A and B accidents and submit the AAR to the Installation Safety Office. All tenant units, Air Force, Navy, Marine, National Guard and Reserve Units, on the Fort Gordon Installation will submit a courtesy copy of accidents that occur in their command to the Installation Safety Office.

4. Motor Vehicle Operations

a. Traffic accidents are the number one killer of Soldiers. Commanders and leaders will develop action plans to ensure awareness training for high-risk POV/POM operations relative to the geographical area. Keep the inspection of POVs/POMs before a long weekend or holiday on file until the next inspection. The POV toolbox at the Combat Readiness Center (CRC) will assist commanders and leaders. The programs/tools can be located at <http://crc.army.mil>.

b. Commanders and leaders will ensure Soldiers traveling by POV/POM on leave; pass; TDY and PCS complete the Travel Risk Planning System (TRIPS) prior to departure. DA Civilians going TDY and using a rental car will complete the TRIPS prior to departure. Supervisors will counsel personnel, in writing, before departing on pass, leave, TDY and PCS. Maintain a copy will on file with the supervisor.

c. Commanders and leaders will ensure that anyone (military/civilian) who operate Army Motor Vehicles (AMVs) complete the Accident Avoidance Course for Army Motor Vehicle Drivers located at <http://crc.army.mil>. The course is required every four (4) years (on-line). The Accident Avoidance Driving Skill is an Army Life Skill clearly beneficial for personnel both on and off duty. Therefore, I require personnel to complete the Accident Avoidance training for AMVs. Unit master drivers will maintain a copy of the training certificates.

d. The Motorcycle Mentorship Program will comply with the Chief of Staff of the Army requirements. Brigade Commanders and Directors will appoint mentor(s) at their level who will ensure personnel have the opportunity to participate in a motorcycle mentorship program. Each unit/section below Brigade level will appoint a mentor for his or her units. The unit safety officers will keep a copy of the appointment orders on file.

(1) Progressive Motorcycle Training: Leaders must identify all Soldiers who ride motorcycles and track their required training. All Soldiers must complete the Motorcycle Safety Foundation Basic Rider Course—regardless of the type of motorcycle ridden—before riding a motorcycle on- or off-post. Within 12 months of completing the Basic Rider Course, every Soldier who rides a motorcycle must complete either the Experienced Rider Course or Military Sport Bike Rider Course, depending on the primary type of motorcycle ridden. Commanders must ensure that all Soldier riders complete this advanced training within the prescribed timeline, beginning 1 October 2011.

(2) Motorcycle Refresher Training: Commanders must ensure that all Soldiers who ride motorcycles and deployed for more than 180 days complete Motorcycle Refresher Training before riding their motorcycle. Provide training through contract instructors or established locally by unit members. Course details are available at <https://safety.army.mil>.

5. Sports and Recreational/Seasonal Hazards:

a. Sports-related activities are categorically one of the top injury-producing activities. Evaluate on-duty physical training and sports programs to ensure that correct techniques, use of personal protective equipment and risk mitigation are in place. Train leaders in the prevention of sports injuries and emphasize the importance of using the same techniques when engaging in off-duty activities.

b. The largest lost - time injury risk is on and off duty sports, along with vehicle accidents. The Fort Gordon Strategic Safety consists of elements that address policy and leader involvement, education and training, motor vehicle operations, seasonal hazards, slips, trips and falls, sports and recreation safety, wellness issues and accident reporting.

c. Apply Composite Risk Management process due to the proximity of Fort Gordon to the beaches (2-4 hours driving time), the mountains (2-4 hours driving time) and the Fort Gordon Recreation Area, Points West, at Clarks Hill Lake (30 miles from Fort Gordon). Commanders conduct weekly and long weekend safety briefings. SGMs and/or First Sergeants and DA Civilian supervisors/managers to ensure that Soldiers, DA Civilians and Family members are aware of the hazards of summer and winter activities and to raise their safety awareness in these areas. Unit safety briefings will include driving safety, DUI, slips, trips and falls, sports and recreation. Document personnel present and subject briefed. The unit safety officer will maintain a copy of the briefing on file for future inspections by the Installation Safety Office.

6. Fort Gordon Safety Awards Program

Commanders at all levels are responsible for establishing, implementing and funding an awards program, and recognizing units and individuals for outstanding accident prevention efforts IAW assigned Major Army Command (MACOM) and DA policy. Commanders refer to The Safety Awards Program established in AR 385-10, The Army Safety Program, U.S. Army TRADOC Safety Program, and the IMCOM Campaign Plan.

7. Senior Commander Semi-Annual Safety Council

The Installation Safety Council will meet semi-annual to provide a forum that allows commanders and leaders to review the Army safety programs, identify areas for emphasis, direct resources to those areas that pose the greatest risk and disseminate relevant information to ensure force protection. The following personnel are required to attend the council meeting; Senior Commander (Chairperson), and as directed by the Senior Commander.

8. Weapons Handling:

a. Negligent discharges continue to be the primary concern for weapons-handling mishaps. Indiscipline and complacency are common causal factors in negligent discharge incidents whether they occur on or off-duty.

b. Leaders from the top down must continually reinforce basic weapons safety principles on duty to influence a transfer of positive habits to privately owned weapons. Incorporate weapons safety awareness into your off-duty safety programs and ensure that leaders include this discussion during counseling. Awareness tools such as posters, videos and pamphlets are available at <https://safety.army.mil>.

c. Although weapons proficiency and safety is an inherent Army responsibility, many DoD or outside agencies are available to assist in providing training and information on the various types of privately owned weapons. Commanders should seek potential sources of privately owned weapons training in their local area and make sure the information is available to their Soldiers.

9. Conduct a Comprehensive Review of Organizational Civilian Accident History:

Use Federal Employees Compensation Act working groups to determine effective prevention and return-to-work strategies, and redouble efforts to improve case management in order to return injured workers to employment. In addition, ensure that your programs maximize use of the DOD Pipeline and Voluntary Protection Programs.

10. Safety Stand-down:

Commanders and Directors will conduct one Safety Stand-down annually.