



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMGF-ZA

25 JUL 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #14; Safety

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.

2. **Commander's Philosophy.**

a. The purpose of safety is to provide a safe and healthy environment for all those who work, visit, and live in our community. Safety is a core value, and a management and worker responsibility, inherent in everything we do. Safety cannot be ignored for convenience or expediency. Accidents can cause tragic loss of life, suffering, and needless expenditure of operational funds. Managers and supervisors must understand that accidents always reduce performance and lower quality of life. While accident investigation and reporting are often the most visible elements in safety programs, the emphasis in this command will be on accident prevention and maintaining the work force quality of life.

b. The Bavaria Military Community (BMC) safety program foundation is based on these four pillars: **Management Commitment and Employee Involvement in Safety, Worksite and Job Area Analysis, Hazard Prevention and Control, and Safety and Health Training.** Army Regulation 385-10, "The Army Safety Program," is the primary policy, standards, regulation and doctrine that drive the BMC safety program. We will continue to deliver strong safety and health programs exemplifying our commitment to the prevention of occupational illness and injury. Supervisors and managers are required to establish an organizational culture emphasizing the importance of safety and make safety a part of day to day processes and not an "additional requirement." Everyone will enforce policies and procedures, and embrace the ***See Something~Do Something*** safety philosophy, culture and attitude of this community. All leaders will constantly assess risks, seeking to accomplish the mission while protecting their personnel. The success of our diverse mission and the safety of our personnel depend on it.

3. **Risk Management & Risk Reduction.**

a. Employees are required to report suspected hazards in the work place, and across the garrison foot print, without fear of reprisal. Our organization fosters a culture that allows employees to report unsafe conditions, near misses, and accidents. This essential character element is a key part to identifying potential risks and hazards before they can cause injury or accident.

b. I expect and require all of you to act appropriately in exercising your individual safety responsibilities with the goal of eliminating preventable mishaps. Through responsible risk

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management and safety awareness we will accomplish our mission. Anything less is unacceptable.

c. All activities using garrison assets and/or funds that are not considered normal day-to-day functions will be planned, developed and executed using the Composite Risk Management (CRM) process (FM 5-19), and annotated on a risk assessment work sheet, that will be reviewed by the BMC safety office. Any reoccurring function or activity that has not been done in the past will follow the above requirements to include safety office review of Standard Operating Procedures (SOPs), etc.

d. Risk management and risk reduction in the work place will include the use of Job Hazard Analysis (JHA) for each and every worker and will be reviewed yearly or changed when work conditions are modified. These JHAs will remain in the worker's work place and be randomly inspected by supervisors.

e. Material Safety Data Sheets (MSDS) will be on hand and available for all products in areas/work places that require them.

4. **Radiation Safety, Explosive Safety and other Specialized Safety Concerns.** (AR385-10, DA PAM 385-10, and DA Pam 285-24)

a. **Ionizing Radiation.** All tenant organizations, direct and indirect reporting agencies occupying a USAG Grafenwoehr facility or being maintained by garrison resources will comply with AR 385-24 and AR 385-10 if they have any radiation sources in their possession or inventory. The organization will provide the commodity storage location with the type and amount of commodity. Each organization meeting these requirements will also attend a BMC Radiation Council Meeting when planned, and provide any dates about changes to/of commodity type, number or location. Contractors bringing and/or using testing equipment, tools or any other equipment that has any radioactive material, e.g. ground penetrating radar, etc., will report their equipment, location and type to the garrison safety office prior to any work starting.

b. **Non-Ionizing Radiation.** All tenant organizations, direct and indirect reporting agencies occupying a BMC facility, or being maintained by garrison resources will comply with AR 385-63, TB-MED-524 and DODI 6055.15. If they use, store or maintain any Class 3-B or 4-type lasers, the unit or agency will report that information to the garrison safety office. Contractors bringing and/or using Class 3B or 4-type lasers on the installation will report their equipment, location and type to the BMC safety office prior to any work starting. This policy includes Electric and Magnetic Field (EMF) radio and microwave sources that are presently or periodically used on the installation.

c. **Explosive and Ammunition Safety.** In accordance with (IAW) AR 385-10, Chapter 5, and DA PAM 385-64, site plans are required for all construction of new explosive facilities and for those that are being constructed in the vicinity of a current explosive arch. USAG Grafenwoehr is the point of contact for all explosive site plan approvals and licensing. All

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construction plans and designs must include the respective BMC safety office for approval to verify the dig requirements that must be met prior to construction. All BMC employees, visitors, contractors and tenant units using or planning to use any explosives or ammunition not already covered by a BMC permit or license must be approved through the respective BMC safety office. Any BMC employee using explosives during day-to-day operations will submit proper training certifications and licensing to the respective BMC safety office for review prior to them using any explosive material.

d. **Safe Cargo Operations.** All organizations using or planning to use one of the USAG Grafenwoehr rail heads or rail lines must do so IAW Chapter 14 of 385-10. A rail head certification program will be required by all personnel assigned to rail head loading and unloading operations and these certifications will be reviewed and approved by the local safety office prior to the operation.

e. **Industrial Safety.** Standing operating procedures will be developed by sections for all hazardous operations IAW DA PAM 385-10. Only licensed, trained personnel are authorized to operate machinery, motor vehicles and any Material Handling Equipment (MHE). All maintenance work being done that produces hazardous energy will comply with Lock-Out/Tag-Out (LOTO) procedures, and specialized LOTO required work will be approved by the local garrison safety office. Any work space that has one single entry or exit, and/or contains possible hazards in the form of gases, liquids, solids or structural dangers will operate using the confined space requirements found in the BMC SOP; and, a pre-work permit must be approved by the local garrison safety office. Personnel Protective Equipment (PPE) will be provided at no cost to the employee and they will receive proper training on the use of that equipment. All workers and, or sections that deal with, work in or report asbestos, will have the proper training and certifications prior to them working in those areas. Asbestos is a chronic occupational illness and those agencies responsible for asbestos motioning, removal and recording will do so using the most stringent local national or US standards. All personnel required to use breathing respirators, masks or other like specialized equipment will be fit tested with that equipment, be trained, and be placed on the medical surveillance program.

5. **Vehicle Accident Prevention, Reporting and Investigation.** (AR 385-10 Chapter 10&11)

a. **Vehicle Accident Prevention.** Operators of Army Motor Vehicles (AMV) to include Transportation Motor Pool (TMP) vehicles and contracted vehicles will operate those vehicles only for which they are licensed and qualified. The vehicle operator is at all times responsible for the safe operation of the vehicle to include, but not limited to: vehicle speed limit for road conditions, cargo conditions and security, occupancy behavior, etc. At no time will any vehicle operator talk or use a cell phone or any other like device while operating an AMV, a TMP, or a contracted vehicle. Operators will inform their supervisor of any vehicle maintenance issues that could result in unsafe driving conditions, or if they are taking medication that can impair judgment or reaction time.

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b. Supervisors are responsible to make sure their staff is trained and certified to drive or operate equipment, and prevent any driver appearing to be mentally, emotionally or physically impaired from operating any motorized equipment.

c. All operators will be trained IAW AR 385-10, local German requirements, and will attend all winter and seasonal driving related training events prior to them dispatching an AMV or a TMP.

d. Any operator who is involved in a traffic accident will report that accident to the safety office regardless of the seriousness. The safety professional at that office will advise if the reported accident requires attendance at one of the quarterly accident review boards. The following link is the primary location to report all vehicle and work place accidents:
<http://www.grafenwoehr.army.mil/sites/support/safety.asp>.

e. All military or civilian organizations in the BMC will use DA 285-AB-R to report all class A and B accidents to the US Army Combat Readiness/Safety Center (USACR/SC), and will telephonically report those accidents to the USACR/SC within four (4) hours of the accident. This initial report will only require the basics, and the USACR/SC will advise what action needs to take place. Every supervisor is required to log onto: <https://reportit.safety.army.mil> to see if their employee's accident is required to be reported on the Army's "ReportIt" accident site.

f. All BMC directorates and staff will report 100% of traffic vehicle accidents to the BMC safety office so that an investigation can occur to prevent similar accidents in the future. All accidents involving serious injury and or property damage require the notification to the local Installation Operation Center (IOC), and the BMC safety office.

6. **Work Site Accident Prevention, Reporting and Investigation.** (AR 385-10, Chapter 17, DA PAM 385-10, Chapter 14, NFPA 101, edition 2012, and 29 CFR 1910, edition 2012)

a. It is the employee's responsibility to keep all work areas clean and free of debris IAW the "Good House Keeping Requirements" of 29 CFR 1910. This will help reduce the injuries associated with slip tripping and falling. The supervisor will enforce this standard of work and also enforce the implementation of control measure in the work place, such as, "Wet Floor" signs, and other warning signs in their areas of responsibility.

b. All hazardous materials (HAZMAT) in the work area are required to be stored IAW its MSDS requirements and those MSDS sheets must be kept in a location that is available to all employees.

c. Ergonomic surveys of employees at their work stations are required when they are newly assigned or move to new work stations.

d. Monthly fire and safety inspections are required by a supervisor in each work place and fire/emergency evacuation drills are required quarterly. Each new employee will receive formal

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hazards of the work place brief and as jobs or responsibilities change a new brief will be required.

e. All BMC directorates and staff will report 100% of their accidents to the BMC safety office so that a review or an investigation can occur to eliminate like-accidents in the future. Utilize the following site for reporting:

<http://www.grafenwoehr.army.mil/sites/support/safety.asp>.

f. For fatal on-duty and off-duty accidents, the installation MP station and the installation IOC must be immediately notified. The IOC will notify the safety manager as soon as possible on all accidents.

7. **Contract Safety.** (AR 385-10 Chapter 4)

a. Safety and health will be a critical consideration in the pre-solicitation phase of each contract award to determine safety and occupational health requirements.

b. Service and supply contracts will include the FAR Clause 52.236-13, accident prevention or the clause with its Alternate I in solicitations and contracts when service is to be performed at a Government facility. (See 48 CFR 37)

c. Construction contracts will include the latest version of EM 385-1-1 in effect on the date of the solicitation; and, is a requirement in all Army contracts for construction, dismantling, demolition or removal, and improvements.

d. All contractors will adhere to the responsibilities IAW AR 385-10, paragraph 4-3. All contractors will meet with the installation safety office and mission safety office, and develop a mutual understanding about the administration of the overall safety program. (IAW AR 385-10, paragraph 4-4).

e. The contracting officer is responsible with input from the BMC safety office to evaluate and assure that all contracts are in compliance with all occupational and health requirements.

f. The BMC safety office will be included in all contract review meetings to ensure safety considerations are planned and life safety requirements are developed.

8. **Public, Family, Off Duty and Seasonal Safety.** (AR 385-10 Chapter 6)

a. Supervisors will ensure that their employees have applied CRM to their Temporary Duty (TDY) and Permanent Change of Station (PCS) planning and will require the use of the Travel Risk Planning System (TRiPS) risk assessment tool at: <https://crc.army.mil> prior to all trips outside the local area.

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b. The use of headphones and/or earphones while walking, jogging, skating, motorcycle riding, bicycling or skateboarding is prohibited by all employees or visitors to the BMC unless areas have been cleared by the garrison commander, such as some running trails and sports fields.

c. The BMC safety office will develop and host seasonal safety campaigns that will be attended by all BMC workers, and will be open to all community members.

d. All BMC employees will comply with the use of PPE while operating a personally owned motorcycle, moped, and/or bicycle while on the installation.

e. The Installation Recreation Areas Management Team will develop Standing Operating Procedures (SOPs) and risk assessment sheets for all recreational facilities and areas. The SOP will include all the rules pertaining to the facility, training required, emergency reporting and all other pertinent information. These SOPs and risk assessments will be reviewed by the BMC safety office prior to the facility opening for customer use.

f. All garrison sponsored sporting events will use CRM during the planning and execution phases of the events.

9. **Safety Training.** (AR 385-10 chapter 10)

a. The following website lists the courses which are required for all Department of the Army (DA) civilian and local national (LN) workers employed by the garrison: Composite Risk Management Basic, Composite Risk Management Civilian Basic, Commanders Safety Course, Additional Duty Safety Course, and Injury Prevention through Leadership. To view and enroll in the courses please visit <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>.

b. Employees will attend all seasonal or special safety campaigns hosted by the BMC safety office.

c. Please visit the local garrison web site to see the required training and the current training cycle at: <http://www.grafenwoehr.army.mil/sites/support/safety.asp>.

d. Managers and supervisors are required to provide the proper training for their work areas.

10. **Safety Awards.** (AR 385-10, Chapter 8, and DA Pam 385-10, Chapter 6)

a. Safety awards enhance Army operations and improve safety awareness through recognition and promotion of individuals, and organizational accident prevention measures and successes. Common examples justifying consideration of an award would be: vehicle operators driving 10,000 continuous miles accident free, employees demonstrating the

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See Something~Do Something attitude resulting in preventing an accident or reporting situations that could prevent accidents, etc.

b. The BMC safety office will aid any request for assistance with developing a recommendation for an award.

11. **Points of Contact.** The points of contact for this memorandum are the BMC Safety Managers at DSN 475-7734 (Grafenwoehr), DSN 466-4626 (Hohenfels), DSN 440-3595 (Garmisch).



JAMES E. SAENZ
COL, SF
Commanding

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