



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HAW-ZA

OCT 19 2012

MEMORANDUM FOR ALL SUPERVISORS

SUBJECT: Policy Memorandum USAG-HI-54, Workers' Safety and Compensation Policy Statement for Supervisors

1. It is our policy to provide a work environment that is free from recognized hazards. Your role as a supervisor in achieving the United States Army Garrison-Hawaii (USAG-HI) mission not only includes operational activities, but also Safety and Occupational Health (SOH) functions. You have a direct impact on how our SOH program is implemented, and therefore, you can directly affect the well-being of our civilian workforce. As a part of your overall supervisory responsibilities, I am holding you personally accountable for maintaining a safe working environment and promptly addressing allegations of noncompliance with safety standards.

2. I expect you to make a dedicated effort to fulfill your obligation under the Workers' Compensation Program (WCP) while ensuring compensation costs within your respective areas are carefully managed. We must be aggressive in this focus while ensuring operations are executed to standards. Our effectiveness and success depends on four key elements: adequate training, composite risk management, caring for our people, and enforcement of standards. We can neither afford nor accept the loss of a single employee to a preventable accident. To heighten safety awareness throughout the command I charge first line supervisors with the following minimum actions:

- a. Implement and enforce the SOH program in your work area.
- b. Provide monthly job safety training to your employees.
- c. Conduct pre-job briefings (see Enclosure 1 for an example).
- d. Ensure Soldiers, staff, customers, contractors, or maintenance personnel operating in your work area are following safe work practices.
- e. Report injuries and injury claim information to the safety office within one working day of receiving notification of an accident, injury, or illness.
- f. Initiate investigation of accidents no later than 24 hours after they occur, follow up

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promptly to identify corrective and preventive action, complete and review investigation report/proposed action with the Installation Safety Office, and implement the agreed-upon corrective action.

g. Perform and complete Job Hazard Analysis (JHA)/Job Safety Analysis (JSA) for all High Hazards jobs.

h. Complete Supervisory safety training. (This can be accomplished either online at <https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> or obtained from the Installation Safety Office).

i. Be familiar with supervisor's safety responsibilities/duties as outlined in AR 385-10 and DA Pam 385-10, The Army Safety Program.

j. If an employee incurs an injury or illness on the job, take the following actions:

(1) Immediately transport the employee to an emergency service location. (The use of military medical facilities is encouraged). When practical, and as soon as possible, notify the Installation Safety Office.

(2) Allow those employees who prefer treatment at a private physician's office or a hospital to be transported to that location.

(3) Acknowledge receipt of notice of CA-1 or CA -2 from employees. (Complete side two of the forms and process to the Installation Compensation Program Administrator (ICPA).

(4) Ensure facts on compensation forms are properly investigated, fully documented, accurately reported, and controverted where appropriate.

(5) Periodically contact the injured employee to show concern and discuss recovery progress/return to work.

(6) Identify individuals who have demonstrated histories of misuse or abuse of the WCP and report suspected fraudulent claims to the ICPA.

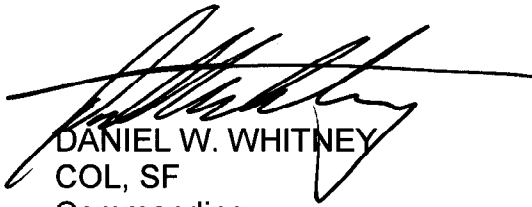
3. Directorate level managers are responsible for ensuring that management systems are put in place that satisfies all the above safety actions. Managers will establish procedures that track progress and make adjustments as required. Managers will also be prepared to brief progress at the Garrison Safety and Occupational Health Advisory Council.

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4. We must make every effort to eliminate hazards in the workplace and any misuse or abuse of the WCP while strictly adhering to the intent of the program. Your personal commitment is paramount to the success of these objectives.
5. This policy supersedes Policy Memorandum USAG-HI-54, SAB, dated 23 Jun 11 and remains in effect until cancelled or superseded in writing.
6. The point of contact for this policy is the Safety and Occupational Health Specialist, Directorate of Installation Safety at 655-6746.

Encl
as



DANIEL W. WHITNEY
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Electronic Media

POLICY MEMORANDUM USAG-HI-54
WORKER'S SAFETY AND COMPENSATION POLICY STATEMENT FOR
SUPERVISORS

ENCLOSURE 1
JOB BRIEFING

A briefing shall be held at the start of each job, and any time significant changes which might affect the safety of the job occur during the course of the work. The briefing shall cover at least the following subjects:

1. Hazards Associated With the Job

What are the risks associated with this job?

What can go wrong?

What actions can be taken now to minimize those risks?

2. Work Procedures Involved in the Job

What are we going to do? How? Where? Who? When?

Are there tools, materials, machines, equipment or work processes that have not been used by the employees during the last 12 months? If so, the applicable safe work practices and processes must be reviewed. Also, make certain all employees have had the appropriate initial training.

3. Special Precautions

Are all employees physically able to perform the scheduled work?

Are all employees in good health today?

Have all applicable emergency procedures been reviewed?

4. Energy Source Controls (if appropriate)

Have all potential sources of energy in the work zone been identified? (electrical, chemical, mechanical, stored energy, other).

Have proper clearances been obtained and verified?

Have proper rights-of-way been obtained?

5. Personal Protective Equipment (PPE)

Are all the tools and equipment in safe, usable condition?

Has equipment that requires it been properly tested and/or calibrated?

What PPE is required for the job?

Is all required PPE available, clean and in good repair?