



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, ATLANTIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617

IMAR-CAM-SO

27 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Fort Campbell 2011/2012 Winter Safety Campaign Plan

1. Reference: AR 385-10, The Army Safety Program, 14 June 2010
2. Purpose: To direct our efforts towards preventing fatalities, injuries, and property damage associated with the hazards of winter operations and activities, both on and off duty. Our efforts will include safety awareness training and conducting workplace surveys to identify and eliminate hazards. All supervisors will implement and monitor recommended control measures to ensure the safety of their employees.
3. The dates from 15 October 2011 through 31 March 2012 have been established for the implementation of the USAG Fort Campbell 2011/2012 Winter Safety Campaign. Required safety training, briefings, training sessions and activities are to be accomplished throughout the designated Winter Safety Campaign period.
4. Training and/or safety briefings will occur on dates preceding the following events (as a minimum).
 - a. Organization Level Safety Awareness (Prior to the November/December holidays). (See 5a. below, these short briefings spread across the period will be used rather than shutting down for a specified time period).
 - b. Holiday safety briefing: Prior to 24 Nov 11 (Thanksgiving)
 - c. Holiday safety briefing: Prior to 23 Dec 2011 (Christmas Eve) and 30 Dec 11 (New Years Eve)
 - d. Holiday safety briefing: Prior to 13 Jan 2012 (Martin Luther King Jr. Day)
 - e. Holiday safety briefing: Prior to 17 Feb 2012 (President's Day)
 - f. Safety Stand-Down (2nd QTR, FY12- prior to the end of the quarter) (See 5a. below).
5. Scheduled safety training/briefings are to be conducted at the directorate level and workplace surveys are to be accomplished at appropriate individual jobsites. Safety training will be scheduled

and conducted to ensure all personnel are trained on cold weather injuries and severe winter weather conditions this will be accomplished NLT 15 Nov 2011 or prior to working/training in cold weather conditions.

a. Safety training is required for all personnel working in an office environment and will be scheduled in increments across the period in an effort to reduce mission impact. Personnel involved in industrial operations will be included in the office environment safety training as missions and schedules dictate.

b. The Collateral Duty Safety Officer (CDSO) will ensure that the training and activities for all personnel is properly documented on training rosters and maintained on file with the intent of reaching 100% of employees.

c. The CDSO will compile and submit to the Installation Safety Office (ISO), the total number of directorate personnel attending safety training for the quarter, type of training conducted or completed (i.e. Online Courses by name, HAZMAT course, PPE, etc.), and the date of the training event.

d. The CDSO will ensure that all cold weather injuries are reported to the ISO. The CDSO will also identify the root cause and implement countermeasures to prevent reoccurrence. Consult with the ISO for development of countermeasures as required.

e. The CDSO will monitor subordinate agencies (as applicable) in their execution of this campaign.

6. The CDSO will prepare a training schedule covering the aforementioned period; identifying dates, times and the location for training/briefings and activities scheduled.

7. Training/Briefings: The ISO website contains training presentations. Please use the hyperlink provided. <https://portal.campbell.army.mil/garrison/iso/default.aspx>

Note: Click on the Outdoor and Recreation Safety, Fall and Winter Safety to review training subjects and topics.

a. Topics: This campaign is designed to help Leaders at all levels build and manage their own fall and winter safety programs through the use of feature articles, posters and videos focusing on seasonal topics like winter driving, tactical vehicle safety, hunting, cold injury and safe celebrating, plus many more. The complete campaign toolkit is now available online at <https://safety.army.mil>.

(1) POV/Motorcycle Safety and effects of winter driving (use of seatbelts, effects of speed, alcohol, fatigue and winter conditions). All employees will inspect the basic condition of their vehicles using FC Form 2005 (POV Inspection Vehicle Owner Checklist) or FC Form 4255 (Motorcycle/Mopeds Owner Checklist). IAW CAM REG 385-7, Appendix D (POV Inspections),

D-4. All personnel living and working on Fort Campbell will inspect their own vehicles annually using FC Form 2005 or FC Form 4255 and maintain the form with the associated vehicle.

(2) Cold Weather Injuries: Prevention, recognition, and treatment (Chilblain, Immersion Foot, Trench Foot, Frostbite, Snow Blindness, Dehydration and Hypothermia).

(3) Vacation and Family Travel Safety. Employees are encouraged to use the Fort Campbell Installation Safety Office website link to conduct an automated risk assessment (Travel Risk Planning System-TRiPS) prior to travelling.

<https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/Default.aspx>

As a minimum, travelers will be encouraged to assess the weather conditions along their planned route and at their destination, checking periodically, and plan accordingly.

(4) Holiday Cooking and Fire Safety, Food Safety.

(5) Off Duty Winter Activities (winter recreation safety) (hunting, snowmobiles, skiing, sledding, snowboarding ATV's etc.).

(6) Winter Severe Weather Conditions and Procedures (ice storms, freezing rain, snow storms and reporting for work in poor conditions). **Note:** Employees will be reminded of the slips and falls associated with snow and ice build-up in parking lots and walk ways during rainy and freezing weather. These conditions require extreme caution- wearing of appropriate footwear, clothing and asking for assistance if required.

(7) Home Safety (Carbon Monoxide Poisoning, Safe Portable Heater Operation).

(8) Workplace Snow and Ice Removal Plans and Fall Prevention.

(9) Accident Avoidance Course. Training opportunities will be afforded for any employee who operates government vehicles that has not completed or training has expired as required by the Accident Avoidance Course standards.

<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>

b. Activities:

(1) Conduct workplace walk-thru safety inspections to identify and mitigate hazards (CDSO with employee involvement). Identified hazards will be reported to the next level of supervision for corrective action.

(2) Supervisors will prepare, review and update Job Hazard Analysis (JHA) for identification of hazards in the workplace and Personnel Protective Equipment (PPE) requirements. With employee involvement, update and revise current JHA's and develop JHA's for duties with consideration being taken for performing these duties in a cold weather environment. Ensure training on identified PPE is conducted and documented.

(3) Perform a review of all major programs and work processes and present training covering important identified safety hazards and their countermeasures.

(4) Instructional training on safety hazards will present an overview with purpose of instilling safety awareness for employees in the performance of their duties, thus developing the safety culture. Each subject area may be covered in five to 10 minute sessions or whatever is necessary to effectively cover the subject matter.

(5) An unannounced fire drill will be conducted after employees receive emergency response training. Fire drills must be completed sometime during the campaign period.

(6) Every section will prepare for inclement weather by ensuring salt is available for use when icy conditions are present. One employee will be designated as the primary employee to prepare walk ways, steps and parking areas for the arrival of others.

(7) Every employee will complete the on-line Composite Risk Management Course for Civilians if not completed to date at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>.

c. General Safety Rules:

(1) Keep the work area clean, dry and well lit. Check and repair office furniture, tighten, replace parts and adjust as necessary.

(2) Maintain and inspect equipment and tools for serviceability and report any identified problems to your immediate supervisor. Utilize all equipment safety features.

(3) Ensure electrical equipment is properly grounded. Grounding is one of the most important safety measures when working with electrical equipment.

(4) Ensure unauthorized heaters and other electrical equipment are removed from the workplace. Eliminate the use of extension (flexible) cords where possible or have the CDSO review their usage. Ensure all electrical cords are serviceable and the grounding element (prong) has not been removed.

(5) All employees will report identified job hazards to the CDSO for review and necessary corrective actions.

d. Emergency Procedures:

(1) Review work areas to ensure all fire and evacuation plans are up to date and that all required documentation is posted.

(2) Identify employee's responsibilities during emergency situations such as fire, hazardous material spill, natural disaster or personal injury.

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(3) Ensure personnel are trained on the proper use of a fire extinguisher, facility evacuation procedures, how to call for emergency response and how to perform basic first aid. Check all fire extinguishers ensuring the proper quantities and the correct type are available within the facility or workplace. Fire extinguishers must be hung in the appropriate area, not sitting on the floor or being used in other inappropriate means.

(4) Emergency exit lighting fixtures and exit signs will be tested and emergency egress routes will be checked and cleared as necessary.

8. The point of contact for this safety campaign is the Installation Safety Office at 270-798-6995/5195 or harvey.v.jones@us.army.mil.



PERRY C. CLARK

COL, SF

Commanding

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