



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

NOV 09 2015

IMKN-SO

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo 07 - Commander's Safety Policy Statement

1. References.

- a. Army Regulation 385-10, Army Safety Program, 27 November 2013
- b. IMCOM Regulation 385-10, IMCOM Safety Program, 5 April 2013
- c. USAG Fort Knox Regulation 385-10, Fort Knox Safety Program, 20 July 2009
- d. DODI 6055.1, DoD Safety and Occupational Health Program, 14 October 2014

2. Purpose. To establish the policies, procedures, and responsibilities for executing the United States Army Garrison (USAG) Fort Knox Safety Program.

3. Policy.

a. As commander, I am the Safety Officer for the Garrison. I expect every director, deputy director, office chief and other leaders to also serve as safety officers to ensure that safe attitudes and behaviors are instilled in our team members and that a culture of "safety first" exist here at Fort Knox.

b. Incident prevention within this Garrison is based on the philosophy that all incidents can be prevented, and that incident prevention is an inherent function of leadership and discipline. The employees of this Garrison must be so thoroughly trained in safety principles and procedures that safety awareness is a part of their thought process, both on and off duty.

c. In an era of declining resources, increasing commitments, and technological change, we must be proactive in conducting deliberate risk assessment analysis and in identifying and exploiting opportunities to reduce incidents. Put simply, every incident, injury, and property damage incident impacts our ability to conduct our mission, and therefore such losses are unacceptable.

d. All incidents are preventable, as well as reportable, and no unnecessary risk is acceptable. Leaders have the responsibility to ensure all employees identify / assess risks, determine processes to eliminate incidents, and carry out daily missions without injuring personnel or damaging equipment. Safety must be practiced at all times. The approach to being safe must be overarching but simple: supervise, educate, reduce risk and seek out / eliminate conditions, practices, and habits that threaten or undermine safety.

4. Procedures.

a. Directors and Staff Chiefs will establish and maintain a work environment / climate that encourages and rewards safe behavior and performance. Leaders will empower employees to intervene when they witness an unsafe act, someone ignoring safety rules, or assuming needless risk. Risk assessment and risk mitigation must be a daily leader habit with open and continuous communication. Leaders at all levels will lead the way in changing behavior in order to reduce safety-related incidents/incidents.

b. Directors and Staff Chiefs will hold personnel accountable for incident prevention. Leaders at all levels are expected to identify risks inherent in their operations and implement appropriate countermeasures through detailed mission analysis and use of Deliberate Risk Assessment (DRA).

c. Incident Reporting and Investigations. All Army incidents, both military and civilian, will be promptly reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on the root cause, contributing factors, lessons learned, and actions taken to prevent future incidents. All safety related incidents regardless of seriousness will be promptly reported to the Garrison Safety Office.

d. Safety Stand-Downs. The Garrison will conduct an annual safety stand-down day. Detailed guidance will be published in an appropriate OPORD.

e. Safety and Occupational Health Advisory Council (SOHAC). The Garrison will conduct a semi-annual SOHAC chaired by the Garrison Commander. Safety is a team effort. The council must build the proper culture and climate, ensure leader accountability, and target limited resources toward important problem areas. The Council will enhance readiness by reviewing safety performance, sharing lessons learned, and applying risk management techniques.

f. Mandatory Safety and Occupational Health Training. The Combat Readiness/ Safety Center (CRC) provides a mix of online training and distance learning courses designed for commanders and leaders, safety and occupational health professionals, and other personnel with safety responsibilities. All courses are available on the CRC website at <https://safety.army.mil>. Directors, Staff Chiefs, and collateral duty safety officers are expected to complete the appropriate courses from the below list:

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(1) Risk Management. All military and civilian employees must receive this training within the first 30-days of assignment. This course outlines how to effectively integrate composite risk management into missions, jobs, and off-duty activities to prevent incidental loss.

(2) Additional Duty Safety Officer's Course. All additional duty safety officers will complete this course prior to assuming any safety-related responsibilities.

(3) Safety Committee Member's Safety Course. All safety and occupational health advisory council members will complete this course prior to assuming any safety-related responsibilities.

(4) Employee's Safety Course. All employees will complete this course within the first 30-days of employment.

(5) Supervisor's Safety Course. All employees in supervisory positions will complete this course within the first 30-days of assuming supervisory responsibilities.

(6) Manager's Safety Course. All employees in directorate level managerial positions will complete this course within the first 30-days of assuming managerial responsibilities.

g. Contractors Adherence to Safety Requirements. No person will be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, chapter 3-5, 3-8, and chapter 4. Contractors or contract employees who refuse to comply with published and recognized safety standards, or do not meet the standards set forth in USAG Fort Knox contracts may be subject to work stoppage. Contracting Officers and others responsible for contractor performance will ensure that:

(1) Contracts incorporate appropriate safety clauses.

(2) Contractors perform in a safe manner consistent with these contracts.

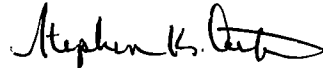
(3) Unsafe conduct is dealt with in a timely manner.

5. Proponent. The Director of Garrison Safety is the proponent and subject matter expert for the USAG Fort Knox Safety Program. The Director serves as a Special Staff member and provides professional advice and guidance to the Garrison Commander on all safety and occupational health issues. The Director also advises all Garrison leadership on such issues. I expect every Director, staff chief, and other leaders to fully cooperate with and follow the instructions of the Director of Safety on all safety and occupational health issues.

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6. This policy will remain in effect until superseded or rescinded.


STEPHEN K. AITON
COL, AG
Commanding