



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996

REPLY TO
ATTENTION OF:

IMML-SO

21 October 2015

MEMORANDUM FOR U.S. ARMY GARRISON WEST POINT

SUBJECT: U.S. Army Garrison West Point Strategic Safety Plan (SSP) Fiscal Years (FY) 2016-2020

1. References:

- a. Army Regulation 385-10, The Army Safety Program, dated 27 November 2013.
- b. Department of the Army Pamphlet 385-10, Army Safety Program, dated 19 January 2010.
- c. Installation Management Campaign Plan, Installation Management Command, dated November 2014.
- d. United States Army Garrison West Point Strategic Plan 2016-2020.
- e. West Point Regulation 385-1, Safety Program Management (Draft), dated 9 June 2015.

2. Purpose.

a. The Army Safety Program requires each Safety Office to develop a Strategic Safety Plan and supporting annual business plans to execute the strategic plan. This strategic plan determines the organization's safety program direction and metrics. As a minimum, the strategic plans encompass goals and objectives for a period of five years, with five annual implementation plans that specifically address the focus of each year. Progress of the strategic safety plan is reviewed at least quarterly.

b. The purpose of this strategic safety plan is to:

- (1) Support the overall West Point Garrison Strategic Plan; specifically Strategic Goal 4: Provide Safety and Security.

(2) Establish a set of safety goals and supporting objectives to serve as a common focus for integrating safety into the Garrison's activities.

3. Scope.

a. This SSP applies to all military and Civilian employees and volunteers assigned to or otherwise affiliated with the U.S. Army Garrison West Point.

b. The Strategic Safety Plan covers the period from Fiscal Year 2016 through 2020.

4. Mission Statement. The mission of the Garrison Safety Program is to preserve human and material resources, and enhance the effectiveness of the workforce, by providing a safe and healthy environment for Soldiers, Families, Civilians, contractors and visitors.

5. Vision Statement. A command climate that embraces safety as an enabler of the Garrison's readiness and contributes to enhancing the quality of life of the West Point community.

6. Values. Of the seven Army values (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage), Duty and Integrity are consider the most crucial to the execution of this Garrison Safety Program.

a. Duty. Obligations include accepting responsibility for one's own actions and those entrusted to your care, as well as finding every opportunity to improve one's knowledge of safety standards, concepts and techniques for the good of the entire workforce and community.

b. Integrity. Do what is right, legally and morally. It's everyone's responsibility to comply with safety standards at all times, even while no one is watching.

7. Standards, Resources, and Performance.

a. The Common Level of Support is a tool used by IMCOM to standardize the support provided by each Garrison throughout IMCOM. The Common Level of Support is comprised of Service Support Programs that describe the Garrison's mission responsibilities and identify capability levels based on available IMCOM resources. A Garrison's performance of its Common Level of Support Service Support Programs is evaluated using the Installation Status Report (ISR). The Common Level of Support for safety includes five Service Support Programs as follows:

(1) Service Support Program A: Manage and Direct Garrison Safety and Occupational Health Program. Develop, justify, manage, plan, organize, and implement a Garrison safety program to manage compliance with statutory and regulatory standards.

(2) Service Support Program B: Manage and Direct Accident and Near Miss Investigations. Identify accident casual factors and potentially unsafe practices or conditions, and recommendations for corrective actions to prevent mishap recurrence and reduce hazardous conditions. The function includes: mishap screening, accident feeder reports, notifications, investigation, report reviews/coordination, report processing, mishap log, board appointments, command level reviews, counter measure development, malfunction recording for components, OSHA recordkeeping.

(3) Service Support Program C: Manage/Conduct Inspections, Surveys, Assessments, and Technical Consultation. Establish and execute a program for the conduct of inspections and surveys of Garrison operations/facilities/properties. Provide assessments of Garrison programs, projects, events, workplaces, facilities, and training sites.

(4) Service Support Program D: Conduct/Manage Hazard Analysis and Provide Counter Measures. Collect, review, and analyze data from various sources to identify trends, systemic deficiencies, and profiles for use in establishing program initiatives and priorities. Develop, implement, and manage counter measure program.

(5) Service Support Program E: Provide Safety Education, Training, and Promotion. Design, conduct, develop and execute safety awareness, statutory and regulatory training, promotional and special emphasis campaigns, and programs to enhance safety awareness throughout the Garrison Command.

b. Safety Common Level of Support Service Support Program capability levels are determined by IMCOM for each garrison based on the availability of resources. These capability levels indicate the IMCOM Commander's expectations as to the Common Level of Support at each garrison. This performance is reported quarterly using the ISR in which an Installation Status Report service aligns with a Common Level of Support Service Support Program and Capability Level as follows:

	CLS	ISR Code	Capability Level
(1)	SSP A	112-AC-01-01-A	Green 100-90%
(2)	SSP B	112-AC-02-02-B	Red 59-50%
(3)	SSP C	112-AC-03-03-C	Amber 89-70%
(4)	SSP D	112-AC-04-04-D	Red 69-50%
(5)	SSP E	112-AC-05-05-E	Red 79-70%

c. Staffing Level. This Strategic Safety Plan reflects the reduced staffing level in the Safety Office that takes effect in FY 2017 (October 2016). With the loss of one GS-11

Safety and Occupational Health Specialist, the total strength of the Safety Office is reduced from a total of five employees (one GS-0018-13, three GS-0018-11, and one GS-0318-05) down to four (one GS-0018-13, two GS-0018-11, and one GS-0318-05). As a result some program initiatives such as the Safety Store, Public Access Defibrillation Program, Safety Audits and Inspections, Awareness Programs, Respirator Fit-Testing, Motorcycle Safety Training, and Range Safety Inspections are being eliminated, reduced in scope, or transferred to another directorate. Due to an unexpected loss of one GS-11 Safety and Occupational Health Specialist in August 2015 these mission adjustments will take effect in FY 2016 and are now reflected in this Strategic Safety Plan.

d. Performance Reporting. This Strategic Safety Plan and the five annual business plans in Appendices A through E are designed to support each Service Support Program at the resourced level prescribed by IMCOM. Performance of the Garrison safety program is reported quarterly using the ISR and is compared to the Output Performance Target set by IMCOM for each Service Support Program. These performance standards are related to resourcing levels and not the traditional scale where achievement of a mission equates to rating of Green or a range of 90-100 percent. Example: Service Support Program B performance is resourced at Capability Level 3 (59-50%), meaning that an on time accident reporting rate of between 50 and 59 percent meets the standard resourced by IMCOM. An on-time accident reporting rate higher than 59% would exceed the IMCOM reporting standard for Capability Level 3, and an on-time reporting rate lower than 50% would fall short of the IMCOM reporting standard for Capability Level 3. Therefore, the performance objectives of this Strategic Safety Plan are set to achieve the performance standards in accordance with each Service Support Program's Capability Level, and not the customary standard of Green equating to 90-100%.

8. Goals and Objectives. A goal is a long-term expectation of what should happen as a result of a program and serves as the foundation for developing program objectives. Objectives are statements describing the results to be achieved, and often multiple objectives are necessary to accomplish a goal. Each goal in this five year Strategic Safety Plan includes specific objectives and identifies the individual(s) or organization(s) sharing lead and supporting responsibilities. Annexes A through E are one year plans for each of the next five consecutive fiscal years, and include performance measures to determine the level of achievement of each objective during each year. The performance objectives also reflect anticipated events (e.g. Garrison change of command, Army Readiness Assessment Program surveys, etc.), and work schedules (e.g. safety program audits). The citation shown in parenthesis at the end of each objective is the reference to the source of the requirement (Ex: AR 385-10), followed by the associated Installation Status Report metric (Ex: ISR 112-AC-01-01-A).

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- a. Goal 1. Create and sustain an effective safety and occupational health program.

Objective 1-1. Publish and implement Garrison Commander's Safety Policy (Ref: DA Pam 385-10, 3-2c(4); ISR 112-AC-01-01-A).

Lead: Garrison Commander.

Support: Garrison Safety Office.

Objective 1-2. Develop and update Garrison/Installation Safety and Occupational Health Program standards and Standard Operating Procedures (Ref: AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Lead: Garrison Safety Office.

Support: Directors.

Objective 1-3. Review the Garrison Safety and Occupational Health Program annually using the Safety Program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-03-03-C).

Lead: Garrison Safety Office.

Support: Resource Management Office.

Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24, AR 385-10, 2-6(j); ISR 112-AC-01-01-A).

Lead: Garrison Commander.

Support: Garrison Safety Office and Directors.

Objective 1-5. Conduct Safety and Occupational Health Audits of all Garrison and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Lead: Garrison Safety Office.

Support: Directors, Tenant Leaders and Internal Review Office.

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Objective 1-6. Develop Safety and Occupational Health Host-Tenant Support Agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Lead: Garrison Safety Office.

Support: Resource Management Office and Tenant Activities.

b. Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2-1. Ensure every employee has access to the Safety and Occupational Health Training needed to safety accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Lead: Garrison Safety Office, Fire Department, Industrial Hygiene and Preventive Medicine.

Support: Directors and Supervisors.

Objective 2-2. Ensure every supervisor and manager has access to the safety and occupational health training needed to provide their employees a workplace safe from unnecessary hazards (Ref: AR 385-10 para 10-5; ISR 112-AC-05-05-E).

Lead: Garrison Safety Office.

Support: Garrison Commander, Deputy to the Commander, Command Sergeant Major and Directors.

Objective 2-3. Ensure every Collateral Duty Safety Officer (CDSO) has access to the safety and occupational health training required to identify and abate hazards in their assigned workplaces. Train all CDSOs to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Lead: Directors and Managers.

Support: Garrison Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d; ISR 112-AC-05-05-E).

Lead: Garrison Safety Office.

Support: Director of Public Works and Director of Plans, Training, Mobilization and Security.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Lead: Directors and Supervisors.

Support: Garrison Safety Office and Fire Department.

c. Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual safety and occupational health inspections to identify/abate workplace hazards (Ref: AR 385-10 para 17-6; ISR 112-AC-03-03-C).

Lead: Garrison Safety Office.

Support: Fire Department, Industrial Hygiene, Range Control, Directors, and Supervisors.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10 para 3-2; ISR 112-AC-02-02-B).

Lead: Directors.

Support: Safety Office and Civilian Personnel Advisor Center.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10 para 1-5c(4); ISR 112-AC-01-01-A).

Lead: Directors and Supervisors.

Support: Garrison Safety Office.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Lead: Directors.

Support: Safety Office.

Objective 3-5. Conduct Job Hazard Analyses for high risk occupations (Ref: AR 385-10, 17-7h; ISR 112-AC-04-04-D).

Lead: Safety Office.

Support: Directors and Supervisors.

d. Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-01-01-A).

Lead: Garrison Safety Office.

Support: Commanders, Directors and Supervisors.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-01-01-A).

Lead: Garrison Safety Office.

Support: Logistics Readiness Center, Directors and Supervisors.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10, 11-2a(3); ISR 112-AC-01-01-A).

Lead: Garrison Safety Office.

Support: Director of Emergency Services, Directors and Supervisors.

e. Goal 5. Reduce recreational and off-duty accidents and injuries.

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Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; ISR 112-AC-02-02-B).

Lead: Garrison Safety Office and Director of Family and Morale, Welfare, and Recreation.

Support: Director of Emergency Services, Directors and Supervisors.

Objective 5-2. Produce and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Lead: Garrison Safety Office.

Support: Fire Department and Preventive Medicine.

Objective 5-3. Implement a recreational safety training program and encourage the use of personal protective equipment for recreational activities (Ref: DA Pam 385-10, 5-6b; ISR 112-AC-05-05-E).

Lead: Garrison Safety Office.

Support: Director of Family, Morale, Welfare, and Recreation, West Point Schools, Directors and Supervisors.

f. Goal 6. Create and enhance a culture of safety.

Objective 6-1. Evaluate the Garrison's safety culture and provide recommended courses of action by using the Army Readiness Assessment Program survey (Ref: AR 385-10, 1-5c; ISR 112-AC-03-03-C).

Lead: Directors.

Support: Garrison Safety Office.

Objective 6-2. Implement installation and activity safety award programs (Ref: AR 385-10, 8-1; ISR 112-AC-05-05-E).

Lead: Garrison Safety Office.

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Support: Directors and Supervisors.

Objective 6-3. Include safety participation in community events (Ref: AR 385-10 para 6-4; ISR 112-AC-05-05-E).

Lead: Director of Plans, Training, Mobilization, and Security, Director of Family and Morale, Welfare, and Recreation, Directorate of Emergency Services and Balfour Beatty Communities.

Support: Garrison Safety Office.

Objective 6-4. Conduct seasonal safety awareness campaigns (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

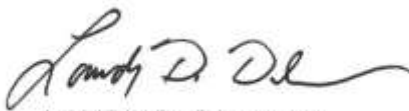
Lead: Garrison Safety Office.

Support: Garrison Public Affairs Officer, USMA Public Affairs Office, Pointer View, Directors and Tenant Activities.

9. Annual Plans. One annual implementation plan is included for each of the five years covered in the scope of this Strategic Safety Plan as follows:

- a. Fiscal Year 2016. Appendix A.
- b. Fiscal Year 2017. Appendix B.
- c. Fiscal Year 2018. Appendix C.
- d. Fiscal Year 2019. Appendix D.
- e. Fiscal Year 2020. Appendix E.

10. Point of contact is the Garrison Safety Director, at (845) 938-6129.



LANDY D. DUNHAM
Colonel, U.S. Army
Commanding

Appendix A, Fiscal Year 2016 Annual Plan

Goal 1. Create, improve and sustain an effective Safety and Occupational Health Program.

Objective 1-1. Publish and implement the incoming Garrison Commander's Safety Policy (Ref: DA Pam 385-10 para 3-2c(4); ISR 112-AC-01-01-A).

Performance Measures:

1-1.1. Safety Office publishes a new Garrison Commander's Safety Policy.

1-1.2. Directors develop or update internal policies and/or SOP to implement the new Garrison Commander's Safety Policy.

Objective 1-2. Develop and update Safety and Occupational Health Program standards and SOP (Ref: AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Performance Measures:

1-2.1. Perform the required annual review of the Chemical and Biological agents, Radiological, Nuclear, and Explosives Safety Programs contained in West Point Regulation 385-2, CBRNE Safety Program.

1-2.2. Develop the following new West Point safety regulations: WP 385-3, Transportation Safety and WP 385-4, Workplace and Industrial Safety.

Objective 1-3. Review the status of the Garrison's Safety and Occupational Health Programs annually using the Safety Program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-03-03-C).

Performance Measures:

1-3.1. The Safety Office prepares and submits the Garrison Safety Program Annual Statement of Assurances, DA Form 11-2, to the Resource Management Office.

Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24 and AR 385-10, 2-6(j); ISR 112-AC-01-01-A).

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Performance Measures:

1-4.1. Ensure the Garrison conducted and documented at least two semi-annual Safety and Occupational Health Councils during the FY.

Objective 1-5. Conduct Safety and Occupational Health Program Audits of Garrison activities and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Performance Measures:

1-5.1. Under CLS SSP Capability Level 2 the Safety Office performs four safety program audits. The FY 2016 audits programmed are AAFES, USACOE, DAPS, and CPAC.

Objective 1-6. Develop safety and occupational health host-tenant support agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Performance Measures:

1-6.1. The Safety Office coordinates with RMO to determine the status of, and review, any existing host-tenant support agreements.

1-6.2. The Safety Office updates/creates host-tenant support agreements as required.

Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2.1. Every employee has access to the Safety and Occupational Health Training needed to safely accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Performance Measures:

2-1.1. The Safety Office publishes quarterly training schedules for Safety and Occupational Health Training by the first day of each quarter in accordance with the two year (FY 15-16) Safety Training Plan.

2-1.2. Directors ensure all employees have completed mandatory Army safety training, including the OSHA Employee Safety Course and Risk Management Course.

2-1.3 Directors begin using the Safety Office Compliance Suite Training Management Software System to track and manage their employee's safety training, and provide quarterly input for ISR 112-AC-05-05-E reporting.

Objective 2-2. Ensure every supervisor and manager has access to the Safety and Occupational Health Training needed to provide their employees a workplace safe from unrecognized and unnecessary hazards (Ref: AR 385-10,10-5: ISR 112-AC-05-05-E).

Performance Measures:

2-2.1. Directors ensure supervisors and managers have completed the on-line OSHA Supervisors or Managers Safety Course.

2-2.2. The Safety Office offers the National Safety Council Supervisors Safety Development Course for first line supervisors responsible for moderate to high risk missions/facilities, subject to the availability of funds.

Objective 2.3: Train all Collateral/Additional Duty Safety Officers (CDSO/ADSO) to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Performance Measures:

2-3.1. Directors appoint an appropriate number of CDSOs who meet the Army's minimum qualifications found at paragraph 2-7f of AR 385-10.

2-3.2. Newly appointed CDSOs complete the on-line Army Safety Center course for CDSOs within 30 days of their appointment.

2-3.3. Newly appointed CDSOs complete the classroom portion of the CDSO course provided by the Safety Office within one year of appointment.

2-2.4. Newly appointed CDSOs obtain an Individual Development Plan (IDP) tailored to their assigned CDSO duties from the Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d: ISR 112-AC-05-05-E).

Performance Measures:

2-4.1. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Safety and Occupational Health.

2-4.2. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Explosives Safety.

2-4.3. All Career Program 12 safety staff have a current Individual Development Plan including maintenance of Skill Level 1 certifications in both Safety and Occupational Health and Explosives Safety, mandatory refresher training, and completion of at least 4.0 Continuing Education Units (CEUs) annually.

2-4.4. All Career Program 12 safety staff have a current IDP leading to certification as a Type 4 All Hazards Safety Officer within three years.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Performance Measures:

2-5.1. Fire Department conducts fire drill training for all occupied buildings on the installation at least once during the FY.

2-5.2. Fire Department offers evacuation and crowd control training to the Building Commandants of the high occupancy buildings at least once during the FY.

2-5.3. Directors ensure employees have current CPR/AED training in occupations/positions required by OSHA or consensus standards, and provide opportunities for all other employees wanting to take this training.

Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual Safety and Occupational Health Inspections to identify and abate workplace hazards (Ref: AR 385-10, 17-6; ISR 112-AC-03-03-C).

Performance Measures:

3-1.1. Safety Office inspects and forwards written reports through the chain-of-leadership for 100% of high risk facilities, 100% of moderate risk facilities, and 100% of all special inspections (e.g. child care). All Risk Assessment Code (RAC) 1 hazards are abated within 10 days of detection, RAC 2 hazards are abated within 30 days of detection, and RAC 3 hazards are abated within 90 days of detection, and if not, the directorate responsible for the facility submits a Hazard Abatement Plan to the Safety Office for approval within 30 days of detection, or if it is immediately apparent that the abatement standard cannot be met, then every 30 days thereafter until completion.

3-1.2. The Range Control Office Range Specialist (Safety) conducts 100% of all live fire ranges, maneuver and training area inspections twice each year and provides copies of the written inspection reports to the Safety Office.

3-1.3. CDSOs conduct and document quarterly CDSO Safety Inspections in their assigned facilities, and provides a copy of one written inspection report for each facility to the Safety Office each FY.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10, 3-2; ISR 112-AC-02-02-B).

Performance Measures:

3-2.1. Directors ensure their subordinate supervisors investigate and report all workplace accidents and injuries to the Garrison Safety Office within seven days using the Army's automated Report-It Accident/Injury Reporting System.

3-2.2. Safety Office records all workplace accidents and injuries on the OSHA 300 Logs and provides analysis at Garrison Safety Councils, or as needed.

3-2.3 The Safety Office and CPAC reconcile the OSHA Log and AF/NAF Worker's Compensation cases monthly to ensure all accidents/injuries and FECA cases are adequately reported.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10,1-5c(4); ISR 112-AC-01-01-A).

Performance Measures:

3-3.1. Directors ensure Supervisors provide appropriate Safety and Occupational Health supplies and equipment to their employees for the hazards they are exposed to in their workplaces.

3-3.2. In FY 2016 the Safety Office will cease to operate a centrally funded safety store that provides common items of personal protective equipment and other safety and occupational health supplies and equipment to government employees. Directors are responsible for providing their employees with all personal protective equipment and other safety supplies previously obtained at the Safety Store. The Safety Office staff will advise directors on the selection of appropriate safety supplies and equipment once the Safety Store closes.

3-3.3 Directors ensure that their supervisors inspect personal protective equipment to ensure employees are maintaining these items in a serviceable and sanitary condition.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Performance Measures:

3-4.1. Directors implement the Garrison Commander's policy requiring the inclusion of safety responsibilities in all employee's, supervisor's and manager's performance documents.

3-4.2. Safety Office includes checks of performance documents during inspections/audits to ensure directors have implemented the Garrison Policy on safety responsibilities in performance documents.

Objective 3-5. Conduct Job Hazard Analyses (JHA) for high risk occupations (Ref: AR 385-10, 17-6h; ISR 112-AC-04-04-D).

Performance Measures:

3-5.1. Safety Office conducts two (CLS Capability Level 2) JHA for high risk occupations in Garrison facilities/missions.

Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for all affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-05-05-E).

Performance Measures:

4-1.1. Ensure the Garrison Safety Office is providing adequate access to ATSTP Driver's Safety Training courses to Garrison and tenant military and Civilian employees on West Point. This includes the Emergency Vehicle Operators Courses for Fire Department and Military Police vehicle operators subject to the availability of funds.

4-1.2. Commanders, Directors and Supervisors track their military and Civilian employees participation in the ATSTP Driver's Safety Training using the Compliance Suite Training Management Software System.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-05-05-E).

Performance Measures:

4-2.1. The Safety Office schedules an adequate number of each motorcycle safety training class to satisfy the requirement to train the West Point community's military personnel and Cadets.

4-2.2. Commanders, Directors and Supervisors track their military employees and Cadets participation in the Motorcycle Safety Training using the Compliance Suite Training Management Software System.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10,11-2a(3); ISR 112-AC-04-04-D).

Performance Measures:

4-3.1. Directorate of Emergency Services (DES) collects and analyzes on-post traffic accident data to identify high risk areas (e.g. intersections, streets, parking lots) when and where traffic accidents occur most often, and why.

4-3.2. The DES and Safety Office collaborate to utilize accident analysis results to structure and implement traffic accident reduction measures.

Goal 5. Reduce recreational and off-duty accidents and injuries.

Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; ISR 112-AC-04-04-D).

Performance Measures:

5-1.1. Safety Office reviews source documents such as Military Police Journals, Fire/Rescue/EMS calls, Ski Patrol reports, Army Accident Reports, Worker's Compensation claims and information provided via telephone, e-mail, verbal reports to identify actual sources of recreational and off-duty accidents, injuries and illnesses. Conduct an analysis of injuries and illnesses resulting from exposure to local natural or man-made hazards.

Objective 5-2. Revise, Develop, update, and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

5-2.1. Safety Office updates and/or consolidates existing printed products, media releases and internet postings to increase awareness of hot and cold weather hazards, natural/wildlife hazards and other hazards potentially affecting the Garrison workforce, customers and visitors.

5-2.2. Safety Office reviews, and updates as required, 70% (SSP Capability Level 3) of its current safety awareness products during the fiscal year.

Performance Measures:

Objective 5-3. Implement a Recreational Safety Training Program and encourage the use of personal protective equipment for recreational activities (Ref: DA Pam 385-10, 5-6b; 112-AC-05-05-E).

5-3.1. The Directorates of Family and Morale, Welfare, and Recreation and Emergency Services provide training on a variety of recreational safety topics including hunting safety, shop safety and bicycle safety.

Goal 6. Create and enhance a culture of safety.

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Objective 6-1. Complete the Army Readiness Assessment Program (ARAP) survey (Ref: AR 385-10, 1-5c(14); ISR 112-AC-03-03-C).

Performance Measures:

6-1.1. Initiate an ARAP survey NLT 90 days (approximately 10 October 2016) of the incoming Garrison Commander's change of command.

Objective 6-2. Implement Installation and activity Safety Award programs (Ref: AR 385-10 para 8-1; ISR 112-AC-05-05-E).

Performance Measures:

6-2.1. Garrison Safety Office develops a Garrison Safety Awards program for implementation in FY 2016.

Objective 6-3. Include safety participation in community events (Ref: AR 385-10 para 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-3.1. Garrison Safety Office participates in scheduled community events, such as the annual Community Fair, America's Night Out, Readiness Fair, and Bike Rodeo as resources permit.

Objective 6-4. Conduct seasonal Safety Awareness Campaigns (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-4.1. The Garrison Safety Office produces a program of seasonally oriented products, media releases and displays focused on West Point specific seasonal warm and cold weather hazards. This program is aided by convening Spring/Summer and Fall/Winter Safety Working Groups at least once during the year.

Appendix B, Fiscal Year 2017 Annual Plan

Goal 1. Create, improve and sustain an effective Safety and Occupational Health Program.

Objective 1-1. Implement the Garrison Commander's Safety Policy (Ref: DA Pam 385-10, 3-2c(4); ISR 112-AC-01-01-A).

Performance Measures:

1-1.1. Directors update or revise their internal policies and/or SOP to implement the Garrison Commander's Safety Policy.

Objective 1-2. Develop and update Safety and Occupational Health Program Standards and SOP (Ref: AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Performance Measures:

1-2.1. Perform the required annual review of the Chemical and Biological agents, Radiological, Nuclear, and Explosives Safety Programs contained in West Point Regulation 385-2, CBRNE Safety Program.

1-2.2. Develop the following new West Point safety regulations: West Point Regulation 385-5, Off-Duty and Recreational Safety and West Point Regulation 385-6, Emergency Planning and Response Safety.

Objective 1-3. Review the Garrison Safety and Occupational Health Programs annually using the Safety Program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-03-03-C).

Performance Measures:

1-3.1. The Safety Office prepares and submits the Garrison Safety Program Annual Statement of Assurances, DA Form 11-2, to the Resource Management Office.

Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24 and AR 385-10, 2-6(j); ISR 112-AC-01-01-A).

Performance Measures:

1-4.1. Ensure the Garrison conducted and documented at least two semi-annual Safety and Occupational Health Councils during the FY.

Objective 1-5. Conduct Safety and Occupational Health Program Audits of Garrison activities and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Performance Measures: 1-5.1. Under CLS SSP Capability Level 2 the Safety Office performs five Safety Program Audits. The FY 2017 audits programmed are DECA, NEC, MICC, and the Chaplain.

Objective 1-6. Develop, or update, Safety and Occupational Health Host-Tenant Support Agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Performance Measures:

1-6.1. The Safety Office coordinates with RMO to determine the status of, and review, any existing host-tenant support agreements.

1-6.2. The Safety Office updates/creates host-tenant support agreements as required.

Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2.1. Every employee has access to the Safety and Occupational Health Training needed to safely accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Performance Measures:

2-1.1. The Safety Office publishes quarterly training schedules for Safety and Occupational Health Training by the first day of each quarter in accordance with the two year (FY 17-18) Safety Training Plan.

2-1.2. Directors ensure all employees have completed mandatory Army safety training, including the OSHA Employee Safety Course and Risk Management Course.

2-1.3 Directors use the Safety Office Compliance Suite Training Management Software System to track and manage their employee's safety training, and provide quarterly input for ISR 112-AC-05-05-E reporting.

Objective 2-2. Ensure every supervisor and manager has access to the Safety and Occupational Health Training needed to provide their employees a workplace safe from unrecognized and unnecessary hazards (Ref: AR 385-10, 10-5; ISR 112-AC-05-05-E).

Performance Measures:

2-2.1. Directors ensure supervisors and managers have completed the on-line OSHA Supervisors or Managers Safety Course.

2-2.2. The Safety Office offers the National Safety Council Supervisors Safety Development Course for first line supervisors responsible for moderate to high risk missions/facilities, subject to the availability of funds.

Objective 2.3: Train all CDSOs to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Performance Measures:

2-3.1. Directors appoint an appropriate number of CDSOs who meet the Army's minimum qualifications found at paragraph 2-7f of AR 385-10.

2-3.2. Newly appointed CDSOs complete the on-line Army Safety Center course for CDSOs within 30 days of their appointment.

2-3.3. Newly appointed CDSOs complete the classroom portion of the CDSO course provided by the Safety Office within one year of appointment.

2-2.4. Newly appointed CDSOs obtain an IDP tailored to their assigned CDSO duties from the Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d; ISR 112-AC-05-05-E).

Performance Measures:

2-4.1. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Safety and Occupational Health.

2-4.2. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Explosives Safety.

2-4.3. All Career Program 12 safety staff have a current IDP including maintenance of Skill Level 1 certifications in both Safety and Occupational Health and Explosives Safety, mandatory refresher training, and completion of at least 4.0 Continuing Education Units (CEUs) annually.

2-4.4. All Career Program 12 safety staff have a current IDP leading to certification as a Type 4 All Hazards Safety Officer within three years.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Performance Measures:

2-5.1. Fire Department conducts fire drill training for all occupied buildings on the installation at least once during the FY.

2-5.2. Fire Department offers evacuation and crowd control training to the Building Commandants of the high occupancy buildings at least once during the FY.

2-5.3. Directors ensure employees have current CPR/AED training in occupations/positions required by OSHA or consensus standards, and provide opportunities for all other employees wanting to take this training.

Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual safety and occupational health inspections to identify and abate workplace hazards (Ref: AR 385-10, 17-6; ISR 112-AC-03-03-C).

Performance Measures:

3-1.1. Safety Office inspects and forwards written reports through the chain-of-leadership for 100% of high risk facilities, 100% of moderate risk facilities and 100% of all special inspections (e.g. child care). All Risk Assessment Code (RAC) 1 hazards are abated within 10 days of detection, RAC 2 hazards are abated within 30 days, and RAC 3 hazards are abated within 90 days of detection, and if not, the directorate responsible for the facility submits a Hazard Abatement Plan, DA Form 4756, to the Safety Office for

approval within 30 days of detection, or immediately if it is readily apparent that the abatement standard cannot be met, and then every 30 days thereafter until completion.

3-1.2. The Range Control Office Range Specialist (Safety) conducts 100% of all live fire ranges, maneuver and training area inspections twice each year and provides copies of the written inspection reports to the Safety Office.

3-1.3. CDSOs conduct and document quarterly CDSO safety inspections in their assigned facilities, and provides a copy of one written inspection report for each facility to the Safety Office each FY.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10, 3-2; ISR 112-AC-02-02-B).

Performance Measures:

3-2.1. Directors ensure their subordinate supervisors investigate and report all Garrison workplace accidents and injuries to the Garrison Safety Office within seven days using the Army's automated Report-It Accident/Injury Reporting System.

3-2.2. Safety Office records all Garrison workplace accidents and injuries on the OSHA 300 Logs and provides analysis at Garrison Safety Councils, or as needed.

3-2.3 The Safety Office and CPAC reconcile the Garrison OSHA Log and AF/NAF worker's compensation cases monthly to ensure all accidents/injuries and FECA cases are adequately reported.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10, 1-5c(4); 112-AC-01-01-A).

Performance Measures:

3-3.1. Directors ensure Supervisors provide appropriate Safety and Occupational Health supplies and equipment to their employees for the hazards they are exposed to in their workplaces.

3-3.2. Directors are responsible for providing their employees with all personal protective equipment and other safety supplies. The Safety Office staff will advise directors on the selection of appropriate safety supplies and equipment.

3-3.3 Directors ensure that their supervisors inspect personal protective equipment to ensure employees are maintaining these items in a serviceable and sanitary condition.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Performance Measures:

3-4.1. Directors implement the Garrison Commander's policy requiring the inclusion of safety responsibilities in all employee's, supervisor's and manager's performance documents.

3-4.2. Safety Office includes checks of performance documents during inspections/audits to ensure directors have implemented the Garrison policy on safety responsibilities in performance documents.

Objective 3-5. Conduct Job Hazard Analyses (JHA) for high risk occupations (Ref: AR 385-10, 17-6h; 112-AC-04-04-D).

Performance Measures:

3-5.1. Safety Office conducts at least two (CLS Capability Level 2) JHA for high risk occupations in Garrison facilities/missions.

Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for all affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-05-05-E).

Performance Measures:

4-1.1. Ensure the Garrison Safety Office is providing adequate access to ATSTP driver's safety training courses to Garrison and tenant military and Civilian employees on West Point. This includes the Emergency Vehicle Operators Courses (EVOC) for Fire Department and Military Police vehicle operators.

4-1.2. Commanders, Directors and Supervisors track their military and Civilian employees participation in the ATSTP Driver's Safety Training using the Compliance Suite Training Management Software System.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-05-05-E).

Performance Measures:

4-2.1. The Safety Office schedules an adequate number of each motorcycle safety training classes to satisfy the requirement to train the West Point community's military personnel and Cadets.

4-2.2. Commanders, Directors and Supervisors track their military employees participation in the Motorcycle Safety Training using the Compliance Suite Training Management Software System.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10, 11-2a(3); ISR 112-AC-04-04-D).

Performance Measures:

4-3.1. Directorate of Emergency Services (DES) collects and analyzes on-post traffic accident data to identify high risk areas (e.g. intersections, streets, parking lots) when and where traffic accidents occur most often, and why.

4-3.2. The DES and Safety Office collaborate to utilize accident analysis results to structure and implement traffic accident reduction measures.

Goal 5. Reduce recreational and off-duty accidents and injuries.

Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; 112-AC-04-04-D).

Performance Measures:

5-1.1. Safety Office reviews source documents such as Military Police Journals, Fire/Rescue/EMS calls, Ski Patrol reports, Army Accident Reports, Worker's Compensation claims and information provided via telephone, e-mail, verbal reports to

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identify actual sources of recreational and off-duty accidents, injuries and illnesses. Conduct an analysis of injuries and illnesses resulting from exposure to local natural or man-made hazards.

Objective 5-2. Revise, develop, update, and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; 112-AC-05-05-E).

Performance Measures:

5-2.1. Safety Office updates and/or consolidates existing printed products, media releases and internet postings to increase awareness of hot and cold weather hazards, natural/wildlife hazards and other hazards potentially affecting the Garrison workforce, customers and visitors.

5-2.2. Safety Office reviews, and updates as required, 70% (SSP Capability Level 3) of its current safety awareness products during the fiscal year.

Objective 5-3. Implement a recreational safety training program and encourage the use of personal protective equipment for recreational activities (Ref: DA Pam 385-10, 5-6b; 112-AC-05-05-E).

Performance Measures:

5-3.1. The Directorates of Family and Morale, Welfare, and Recreation and Emergency Services provide training on a variety of recreational safety topics including hunting safety, shop safety and bicycle safety.

Goal 6. Create and enhance a culture of safety.

Objective 6-1. Implement Garrison installation and activity safety award programs (Ref: AR 385-108-1; ISR 112-AC-05-05-E).

Performance Measures:

6-1.1. Garrison Safety Office coordinates the presentation of Garrison Safety Awards by the Garrison Commander.

Objective 6-2. Include safety participation in community events (Ref: AR 385-10, 6-4; 112-AC-05-05-E).

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Performance Measures:

6-2.1. Garrison Safety Office participates in scheduled community events, such as the annual Community Fair, America's Night Out, Readiness Fair, and Bike Rodeo as resources permit.

Objective 6-3. Conduct seasonal Safety Awareness Campaigns (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-3.1. The Garrison Safety Office produces a program of seasonally oriented products, media releases and displays focused on West Point specific seasonal warm and cold weather hazards. This program is aided by convening a Spring/Summer and Fall/Winter Safety Working Groups at least once during the year.

Appendix C, Fiscal Year 2018 Annual Plan

Goal 1. Create, improve and sustain an effective Safety and Occupational Health Program.

Objective 1-1. Publish and implement the incoming Garrison Commander's Safety Policy (Ref: DA Pam 385-10, 3-2c(4); ISR 112-AC-01-01-A).

Performance Measures:

1-1.1. Safety Office publishes a new Garrison Commander's Safety Policy.

1-1.2. Directors develop internal policies and/or Standard Operating Procedures (SOP) to implement the new Garrison Commander's Safety Policy.

Objective 1-2. Develop and update Safety and Occupational Health Program Standards and Standard Operating Procedures (Ref: AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Performance Measures:

1-2.1. Perform the required annual review of the Chemical and Biological agents, Radiological, Nuclear, and Explosives (CBRNE) safety programs contained in West Point Regulation 385-2, CBRNE Safety Program.

1-2.2. Develop the following new West Point Safety Regulations: West Point Regulation 385-7, Safety and Occupational Health Training and WP Regulation 385-8, Occupational Health.

Objective 1-3. Review the status of the Garrison's Safety and Occupational Health Programs annually using the Safety Program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-03-03-C).

Performance Measures:

1-3.1. The Safety Office prepares and submits the Garrison's Safety Program Annual Statement of Assurances, DA Form 11-2, to the Resource Management Office.

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Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24 and AR 385-10, 2-6(j); ISR 112-AC-01-01-A).

Performance Measures:

1-4.1. Ensure the Garrison conducted and documented at least two semi-annual Safety and Occupational Health Councils during the FY.

Objective 1-5. Conduct Safety and Occupational Health Program Audits of Garrison activities and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Performance Measures: 1-5.1. Under CLS SSP Capability Level 2 the Safety Office performs five safety program audits. The FY 2018 audits programmed are DPW, LRC, PAIO, and RCI.

Objective 1-6. Develop Safety and Occupational Health Host-Tenant Support Agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Performance Measures:

1-6.1. The Safety Office coordinates with RMO to determine the status of, and review, any existing host-tenant support agreements.

1-6.2. The Safety Office updates/creates host-tenant support agreements as required.

Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2.1. Every employee has access to the Safety and Occupational Health Training needed to safely accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Performance Measures:

2-1.1. The Safety Office publishes quarterly training schedules for Safety and Occupational Health Training by the first day of each quarter in accordance with the two year (FY 17-18) Safety Training Plan.

2-1.2. Directors ensure all employees have completed mandatory Army safety training, including the OSHA Employee Safety Course and Risk Management Course.

2-1.3 Directors use the Safety Office Compliance Suite Training Management Software System to track and manage their employee's safety training, and provide quarterly input for ISR 112-AC-05-05-E reporting.

Objective 2-2. Ensure every supervisor and manager has access to the Safety and Occupational Health Training needed to provide their employees a workplace safe from unrecognized and unnecessary hazards (Ref: AR 385-10,10-5; ISR 112-AC-05-05-E).

Performance Measures:

2-2.1. Directors ensure supervisors and managers have completed the on-line OSHA Supervisors or Managers Safety Course.

2-2.2. The Safety Office offers the National Safety Council Supervisors Safety Development Course for first line supervisors responsible for moderate to high risk missions/facilities, subject to the availability of funds.

Objective 2.3: Train all CDSO/ADSO to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Performance Measures:

2-3.1. Directors appoint an appropriate number of CDSOs who meet the Army's minimum qualifications found at paragraph 2-7f of AR 385-10.

2-3.2. Newly appointed CDSOs complete the on-line Army Safety Center course for CDSOs within 30 days of their appointment.

2-3.3. Newly appointed CDSOs complete the classroom portion of the CDSO course provided by the Safety Office within one year of appointment.

2-3.4. Newly appointed CDSOs obtain an IDP tailored to their assigned CDSO duties from the Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d; ISR 112-AC-05-05-E).

Performance Measures:

2-4.1. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Safety and Occupational Health.

2-4.2. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Explosives Safety.

2-4.3. All Career Program 12 safety staff have a current Individual Development Plan including maintenance of Skill Level 1 certifications in both Safety and Occupational Health and Explosives Safety, mandatory refresher training, and completion of at least 4.0 Continuing Education Units (CEUs) annually.

2-4.4. All Career Program 12 safety staff have a current IDP leading to certification as a Type 4 All Hazards Safety Officer within three years.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Performance Measures:

2-5.1. Fire Department conducts fire drill training for all occupied buildings on the Installation at least once during the FY.

2-5.2. Fire Department offers evacuation and crowd control training to the Building Commandants of the high occupancy buildings at least once during the FY.

2-5.3. Directors ensure employees have current CPR/AED training in occupations/positions required by OSHA or consensus standards, and provide opportunities for all other employees wanting to take this training.

Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual Safety and Occupational Health Inspections to identify and abate workplace hazards (Ref: AR 385-10 para 17-6; ISR 112-AC-03-03-C).

Performance Measures:

3-1.1. Safety Office inspects and forwards written reports through the chain-of-leadership for 100% of high risk facilities, 100% of moderate risk facilities, and 100% of all special inspections (e.g. child care). All Risk Assessment Code (RAC) 1 hazards are abated within 10 days of detection, RAC 2 hazards are abated within 30 days, and RAC 3 hazards are abated within 90 days of detection, and if not, the Directorate responsible for the facility submits a Hazard Abatement Plan to the Safety Office for approval within 30 days of detection, or if it is immediately apparent that the abatement standard cannot be met, and then every 30 days thereafter until completion.

3-1.2. The Range Control Office Range Specialist (Safety) conducts 100% of all live fire ranges, maneuver and training area inspections twice each year and provides copies of the written reports to the Safety Office.

3-1.3. Collateral Duty Safety Officers conduct and document quarterly CDSO safety inspections in their assigned facilities, and provides a copy of one written inspection report for each facility to the Safety Office each FY.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10, 3-2; ISR 112-AC-02-02-B).

Performance Measures:

3-2.1. Directors ensure their subordinate supervisors investigate and report all Garrison workplace accidents and injuries to the Garrison Safety Office within seven days using the Army's automated Report-It Accident/Injury Reporting System.

3-2.2. Safety Office records all Garrison workplace accidents and injuries on the OSHA 300 Logs and provides analysis at Garrison Safety Councils, or as needed.

3-2.3 The Safety Office and CPAC reconcile the Garrison OSHA Log and AF/NAF worker's compensation cases monthly to ensure all accidents/injuries and FECA cases are adequately reported.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10: 1-5c(4); ISR 112-AC-01-01-A).

Performance Measures:

3-3.1. Directors ensure Supervisors provide appropriate Safety and Occupational Health supplies and equipment to their employees for the hazards they are exposed to in their workplaces.

3-3.2. Directors are responsible for providing their employees with all personal protective equipment and other safety supplies. The Safety Office staff will advise directors on the selection of appropriate safety supplies and equipment.

3-3.3 Directors ensure that their supervisors inspect personal protective equipment to ensure employees are maintaining these items in a serviceable and sanitary condition.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Performance Measures:

3-4.1. Directors implement the Garrison Commander's policy requiring the inclusion of safety responsibilities in all employee's, supervisor's and manager's performance documents.

3-4.2. Safety Office includes checks of performance documents during inspections/audits to ensure directors have implemented the Garrison policy on safety responsibilities in performance documents.

Objective 3-5. Conduct Job Hazard Analyses (JHA) for high risk occupations (Ref: AR 385-10,17-6h; ISR 112-AC-04-04-D).

Performance Measures:

3-5.1. Safety Office conducts at least two (CLS Capability Level 2) JHA for high risk occupations in Garrison facilities/missions.

Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for all affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-05-05-E).

Performance Measures:

4-1.1. The Garrison Safety Office is providing adequate access to ATSTP driver's safety training courses to Garrison and tenant military and Civilian employees on West Point. This includes the Emergency Vehicle Operators Courses (EVOC) for Fire Department and Military Police vehicle operators subject to the availability of funds.

4-1.2. Commanders, Directors and Supervisors track their military and Civilian employee's participation in the ATSTP Driver's Safety Training using the Compliance Suite Training Management Software System.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-05-05-E).

Performance Measures:

4-2.1. The Safety Office has scheduled an adequate number of each motorcycle safety training class to satisfy the requirement to train the West Point's community's military personnel and Cadets.

4-2.2. Commanders, Directors and Supervisors track their military employees participation in the Motorcycle Safety Training using the Compliance Suite Training Management Software System.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10, 11-2a(3); ISR 112-AC-04-04-D).

Performance Measures:

4-3.1. Directorate of Emergency Services (DES) collects and analyzes on-post traffic accident data to identify high risk areas (e.g. intersections, streets, parking lots) when and where traffic accidents occur most often, and why.

4-3.2. The DES and Safety Office collaborate to utilize accident analysis results to structure and implement traffic accident reduction measures.

Goal 5. Reduce recreational and off-duty accidents and injuries.

Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; ISR 112-AC-04-04-D).

Performance Measures:

5-1.1. Safety Office reviews source documents such as Military Police Journals, Fire/Rescue/EMS calls, Ski Patrol reports, Army Accident Reports, Worker's Compensation claims and information provided via telephone, e-mail, verbal reports to identify actual sources of recreational and off-duty accidents, injuries and illnesses. Conduct an analysis of injuries and illnesses resulting from exposure to local natural or man-made hazards.

Objective 5-2. Revise, develop, update, and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; 112-AC-05-05-E).

Performance Measures:

5-2.1. Safety Office updates and/or consolidates existing printed products, media releases and internet postings to increase awareness of hot and cold weather hazards, natural/ wildlife hazards and other hazards potentially affecting the Garrison workforce, customers and visitors.

5-2.2. Safety Office reviews, and updates as required, 70% (SSP Capability Level 3) of its current safety awareness products during the fiscal year.

Objective 5-3. Implement a recreational safety training program and encourage the use of personal protective equipment for recreational activities (Ref: DA Pam 385-10, 5-6b; ISR 112-AC-05-05-E).

Performance Measures:

5-3.1. The Directorates of Family and Morale, Welfare, and Recreation and Emergency Services provide training on a variety of recreational safety topics including hunting safety, shop safety and bicycle safety.

Goal 6. Create and enhance a culture of safety.

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Objective 6-1. Complete the Army Readiness Assessment Program (ARAP) survey (Ref: AR 385-10, 1-5c(14); ISR 112-AC-03-03-C).

Performance Measures:

6-1.1. Initiate an ARAP survey NLT 90 days (10 October 2018) of the incoming Garrison Commander's change of command.

Objective 6-2. Implement Garrison and activity Safety Award programs (Ref: AR 385-10, 8-1; ISR 112-AC-05-05-E).

Performance Measures:

6-2.1. Garrison Safety Office coordinates the presentation of Garrison Safety Awards by the Garrison Commander.

Objective 6-3. Include safety participation in community events (Ref: AR 385-10 para 6-4; ISA 112-AC-05-05-E).

Performance Measures:

6-3.1. Garrison Safety Office participates in scheduled community events, such as the annual Community Fair, America's Night Out, Readiness Fair, and Bike Rodeo as resources permit.

Objective 6-4. Conduct seasonal Safety Awareness Campaigns (Ref: AR 385-10; 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-4.1. The Garrison Safety Office produces a program of seasonally oriented products, media releases and displays focused on West Point specific seasonal warm and cold weather hazards. This program is aided by convening Spring/Summer and Fall/Winter Safety Working Groups at least once during the year.

Appendix D, Fiscal Year 2019 Annual Plan

Goal 1. Create, improve and sustain an effective Safety and Occupational Health Program.

Objective 1-1. Implement the Garrison Commander's Safety Policy (Ref: DA Pam 385-10 para 3-2c(4); ISR 112-AC-01-01-A).

Performance Measures:

1-1.1. Directors update or revise their internal policies and/or SOP to implement the Garrison Commander's Safety Policy.

Objective 1-2. Develop and update Safety and Occupational Health Program Standards and SOP (Ref: AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Performance Measures:

1-2.1. Perform the required annual review of the Chemical and Biological agents, Radiological, Nuclear, and Explosives (CBRNE) safety programs contained in West Point Regulation 385-2, CBRNE Safety Program.

1-2.2. Review, and update as needed, WP Regulation 385-1, Safety Program Management, and WP Regulation 385-3, Transportation Safety.

Objective 1-3. Review the status of the Garrison's Safety and Occupational Health Programs annually using the Safety Program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-03-03-C).

Performance Measures:

1-3.1. The Safety Office prepares and submits the Garrison Safety Program Annual Statement of Assurances, DA Form 11-2, to the Resource Management Office.

Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24 and IR 385-10, 2-6(j); ISR 112-AC-01-01-A).

Performance Measures:

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1-4.1. The Garrison conducted and documented at least two semi-annual Safety and Occupational Health Councils during the FY.

Objective 1-5. Conduct Safety and Occupational Health Program Audits of Garrison activities and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Performance Measures: 1-5.1. Under CLS SSP Capability Level 2 the Safety Office performs five safety program audits. The FY 2019 audits programmed are DHR, IRAC, DPTMS, and EEO.

Objective 1-6. Develop Safety and Occupational Health Host-Tenant Support Agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Performance Measures:

1-6.1. The Safety Office coordinates with RMO to determine the status of, and review, any existing host-tenant support agreements.

1-6.2. The Safety Office updates/creates host-tenant support agreements as required.

Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2.1. Every employee has access to the Safety and Occupational Health Training needed to safety accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Performance Measures:

2-1.1. The Safety Office publishes quarterly training schedules for Safety and Occupational Health Training by the first day of each quarter in accordance with the two year (FY 19-20) Safety Training Plan.

2-1.2. Directors ensure all employees have completed mandatory Army safety training, including the OSHA Employee Safety Course and Risk Management Course.

2-1.3 Directors use of the Safety Office Compliance Suite Training Management Software System to track and manage their employee's safety training, and provide quarterly input for ISR 112-AC-05-05-E reporting.

Objective 2-2. Ensure every supervisor and manager has access to the Safety and Occupational Health Training needed to provide their employees a workplace safe from unrecognized and unnecessary hazards (Ref: AR 385-10, 10-5; ISR 112-AC-05-05-E).

Performance Measures:

2-2.1. Directors ensure supervisors and managers have completed the on-line OSHA Supervisors or Managers Safety Course.

2-2.2. The Safety Office offers the National Safety Council Supervisors Safety Development Course for first line supervisors responsible for moderate to high risk missions/facilities subject to the availability of funds.

Objective 2.3: Train all CDSO/ADSO to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Performance Measures:

2-3.1. Directors appoint an appropriate number of CDSOs who meet the Army's minimum qualifications found at paragraph 2-7f of AR 385-10.

2-3.2. Newly appointed CDSOs complete the on-line Army Safety Center course for CDSOs within 30 days of their appointment.

2-3.3. Newly appointed CDSOs complete the classroom portion of the CDSO course provided by the Safety Office within one year of appointment.

2-2.4. Newly appointed CDSOs obtain an IDP tailored to their assigned CDSO duties from the Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d; ISR 112-AC-05-05-E).

Performance Measures:

2-4.1. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Safety and Occupational Health.

2-4.2. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Explosives Safety.

2-4.3. All Career Program 12 safety staff have a current Individual Development Plan including maintenance of Skill Level 1 certifications in both Safety and Occupational Health and Explosives Safety, mandatory refresher training, and completion of at least 4.0 Continuing Education Units (CEUs) annually.

2-4.4. All Career Program 12 safety staff have a current IDP leading to certification as a Type 4 All Hazards Safety Officer within three years.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Performance Measures:

2-5.1. Fire Department conducts fire drill training for all occupied buildings on the installation at least once during the FY.

2-5.2. Fire Department offers evacuation and crowd control training to the Building Commandants of the high occupancy buildings at least once during the FY.

2-5.3. Directors ensure employees have current CPR/AED training in occupations/positions required by OSHA or consensus standards, and provide opportunities for all other employees wanting to take this training.

Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual Safety and Occupational Health Inspections to identify and abate workplace hazards (Ref: AR 385-10, 17-6; ISR 112-AC-03-03-C).

Performance Measures:

3-1.1. Safety Office inspects and forwards written reports through the chain-of-leadership for 100% of high risk facilities, 100% of moderate risk facilities and 100% of all special inspections (e.g. child care). All Risk Assessment Code (RAC) 1 hazards are abated within 10 days of detection, RAC 2 hazards are abated within 30 days, and RAC 3 hazards are abated within 90 days of detection, and if not, the Directorate responsible for the facility submits a Hazard Abatement Plan to the Safety Office for approval within

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30 days of detection, or if it is immediately apparent that the abatement standard cannot be met, and then every 30 days thereafter until completion.

3-1.2. The Range Control Office Range Specialist (Safety) conducts 100% of all live fire ranges, maneuver and training area inspections twice each year and provides copies of the written inspection reports to the Safety Office.

3-1.3. CDSOs conduct and document quarterly CDSO safety inspections in their assigned facilities, and provides a copy of one written inspection report for each facility to the Safety Office each FY.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10, 3-2; ISR 112-AC-02-02-B).

Performance Measures:

3-2.1. Directors ensure their subordinate supervisors investigate and report all Garrison workplace accidents and injuries to the Garrison Safety Office within seven days using the Army's automated Report-It Accident/Injury Reporting System.

3-2.2. Safety Office records all Garrison workplace accidents and injuries on the OSHA 300 Logs and provides analysis at Garrison Safety Councils, or as needed.

3-2.3 The Safety Office and CPAC reconcile the Garrison OSHA Log and AF/NAF worker's compensation cases monthly to ensure all accidents/injuries and FECA cases are adequately reported.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10, 1-5c(4); ISR 112-AC-01-01-A).

Performance Measures:

3-3.1. Directors ensure supervisors provide appropriate Safety and Occupational Health supplies and equipment to their employees for the hazards they are exposed to in their workplaces.

3-3.2. Directors are responsible for providing their employees with all personal protective equipment and other safety supplies. The Safety Office staff will advise directors on the selection of appropriate safety supplies and equipment.

3-3.3 Directors ensure that their supervisors inspect personal protective equipment to ensure employees are maintaining these items in a serviceable and sanitary condition.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Performance Measures:

3-4.1. Directors implement the Garrison Commander's policy requiring the inclusion of safety responsibilities in all employee's, supervisor's and manager's performance documents.

3-4.2. Safety Office includes checks of performance documents during inspections/audits to ensure directors have implemented the Garrison policy on safety responsibilities in performance documents.

Objective 3-5. Conduct Job Hazard Analyses (JHA) for high risk occupations (Ref: AR 385-10, 17-6h; ISR 112-AC-04-04-D).

Performance Measures:

3-5.1. Safety Office conducts at least two (CLS Capability Level 2) JHA for high risk occupations in Garrison facilities/missions.

Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for all affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-05-05-E).

Performance Measures:

4-1.1. Ensure the Garrison Safety Office is providing adequate access to ATSTP driver's safety training courses to Garrison and tenant military and Civilian employees on West Point. This includes the Emergency Vehicle Operators Courses (EVOC) for Fire Department and Military Police vehicle operators subject to the availability of funds.

4-1.2. Commanders, Directors and Supervisors track their military and Civilian employees' participation in the ATSTP Driver's Safety Training using the Compliance Suite Training Management Software System.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-05-05-E).

Performance Measures:

4-2.1. The Safety Office schedules an adequate number of each motorcycle safety training class to satisfy the requirement to train the West Point's community's military personnel and USMA Cadets.

4-2.2. Commanders, Directors and Supervisors track their military employees' participation in the Motorcycle Safety Training using the Compliance Suite Training Management Software System.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10, 11-2a(3); ISR 112-AC-04-04-D).

Performance Measures:

4-3.1. Directorate of Emergency Services (DES) collects and analyzes on-post traffic accident data to identify high risk areas (e.g. intersections, streets, parking lots) when and where traffic accidents occur most often, and why.

4-3.2. The DES and Safety Office collaborate to utilize accident analysis results to structure and implement traffic accident reduction measures.

Goal 5. Reduce recreational and off-duty accidents and injuries.

Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; ISR 112-AC-04-04-D).

Performance Measures:

5-1.1. Safety Office reviews source documents such as Military Police Journals, Fire/Rescue/EMS calls, Ski Patrol reports, Army Accident Reports, Worker's Compensation claims and information provided via telephone, e-mail, verbal reports to

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identify actual sources of recreational and off-duty accidents, injuries and illnesses. Conduct an analysis of injuries and illnesses resulting from exposure to local natural or man-made hazards.

Objective 5-2. Revise, develop, update, and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; 112-AC-05-05-E).

Performance Measures:

5-2.1. Safety Office updates and/or consolidates existing printed products, media releases and internet postings to increase awareness of hot and cold weather hazards, natural/ wildlife hazards and other hazards potentially affecting the Garrison workforce, customers and visitors.

5-2.2. Safety Office reviews 70% (SSP Capability Level 3) of its current safety awareness products during the fiscal year.

Objective 5-3. Implement a Recreational Safety Training Program and encourage the use of personal protective equipment for recreational activities (Ref: DA Pam 385-10, 5-6b; ISR 112-AC-05-05-E).

Performance Measures:

5-3.1. The Directorates of Family and Morale, Welfare, and Recreation and Emergency Services provide training on a variety of recreational safety topics including hunting safety, shop safety and bicycle safety.

Goal 6. Create and enhance a culture of safety.

Objective 6-1. Implement Garrison Safety Awards program (Ref: AR 385-10, 8-1; ISR 112-AC-05-05-E).

Performance Measures:

6-1.1. Garrison Safety Office coordinates the presentation of Garrison Safety Awards by the Garrison Commander.

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Objective 6-2. Include safety participation in community events (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-2.1. Garrison Safety Office participates in scheduled community events, such as the annual Community Fair, America's Night Out, Readiness Fair, and Bike Rodeo as resources permit.

Objective 6-3. Conduct seasonal safety awareness campaigns (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-3.1. The Garrison Safety Office produces a program of seasonally oriented products, media releases and displays focused on West Point specific seasonal warm and cold weather hazards. This program is aided by convening Spring/Summer and Fall/Winter Safety Working Groups at least once during the year.

Appendix E, Fiscal Year 2020 Annual Plan

Goal 1. Create, improve and sustain an effective Safety and Occupational Health Program.

Objective 1-1. Publish and implement the incoming Garrison Commander's safety policy (Ref: DA Pam 385-10, 3-2c(4); ISR 112-AC-01-01-A).

Performance Measures:

1-1.1. Safety Office publishes a new Garrison Commander's Safety Policy.

1-1.2. Directors develop internal policies and/or SOP to implement the new Garrison Commander's Safety Policy.

Objective 1-2. Develop and update Safety and Occupational Health Program Standards and SOPs (AR 385-10, 1-5c(13); ISR 112-AC-01-01-A).

Performance Measures:

1-2.1. Perform the required annual review of the Chemical and Biological agents, Radiological, Nuclear, and Explosives (CBRNE) safety programs contained in West Point Regulation 385-2, CBRNE Safety Program.

1-2.2. Review, and update as needed, WP Regulation 385-4, Workplace and Industrial Safety, and WP Regulation 385-5, Off-Duty and Recreational Safety.

Objective 1-3. Review the status of the Garrison's Safety and Occupational Health Programs annually using the safety program Management Control Checklist (Ref: AR 385-10, Appendix C; ISR 112-AC-01-01-A).

Performance Measures:

1-3.1. The Safety Office prepares and submits the Garrison's safety program Annual Statement of Assurances to the Resource Management Office.

Objective 1-4. Conduct Garrison Safety and Occupational Health Councils (Ref: AR 385-10, 2-24 and AR 385-10, 2-6(j); ISR 112-AC-01-01-A).

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Performance Measures:

1-4.1. Ensure the Garrison conducted and documented at least two semi-annual Safety and Occupational Health Councils during the FY.

Objective 1-5. Conduct Safety and Occupational Health Program Audits of Garrison activities and tenant activities (Ref: AR 385-10, 2-11; ISR 112-AC-03-03-C).

Performance Measures: 1-5.1. Under CLS SSP Capability Level 2 the Safety Office performs five safety program audits. The FY 2020 audits programmed are AAFES, USACOE, RMO, NEC, and USACIDC.

Objective 1-6. Develop Safety and Occupational Health Host-Tenant Support Agreements (Ref: AR 385-10, 2-5e; ISR 112-AC-01-01-A).

Performance Measures:

1-6.1. The Safety Office coordinates with RMO to determine the status of, and review, any existing host-tenant support agreements.

1-6.2. The Safety Office updates/creates host-tenant support agreements as required.

Goal 2. Educate and train a competent workforce and well-informed community.

Objective 2.1. Every employee has access to the Safety and Occupational Health Training needed to safely accomplish their assigned duties (Ref: AR 385-10, 1-5b(7); ISR 112-AC-05-05-E).

Performance Measures:

2-1.1. The Safety Office publishes quarterly training schedules for Safety and Occupational Health Training by the first day of each quarter in accordance with the two year (FY 19-20) Safety Training Plan.

2-1.2. Directors ensure all employees have completed mandatory Army safety training, including the OSHA Employee Safety Course and Risk Management Course.

2-1.3 Directors use the Safety Office Compliance Suite Training Management Software System to track and manage their employees' safety training, and provide quarterly input for ISR 112-AC-05-05-E reporting.

Objective 2-2. Ensure every supervisor and manager has access to the safety and occupational health training needed to provide their employees a workplace safe from unrecognized and unnecessary hazards (Ref: AR 385-10, 10-5; ISR 112-AC-05-05-E).

Performance Measures:

2-2.1. Directors ensure supervisors and managers have completed the on-line OSHA Supervisors or Managers Safety Course.

2-2.2. The Safety Office offers the National Safety Council Supervisors Safety Development Course for first line supervisors responsible for moderate to high risk missions/facilities subject to availability of funds.

Objective 2.3: Train all CDSO/ADSO to accomplish low risk safety and occupational health oversight duties in their assigned areas (Ref: AR 385-10, 2-7h(2); ISR 112-AC-05-05-E).

Performance Measures:

2-3.1. Directors appoint an appropriate number of CDSOs who meet the Army's minimum qualifications found at paragraph 2-7f of AR 385-10.

2-3.2. Newly appointed CDSOs complete the on-line Army Safety Center course for CDSOs within 30 days of their appointment.

2-3.3. Newly appointed CDSOs complete the classroom portion of the CDSO course provided by the Safety Office within one year of appointment.

2-2.4. Newly appointed CDSOs obtain an IDP tailored to their assigned CDSO duties from the Safety Office.

Objective 2-4. Train all full-time Safety and Occupational Health Specialists to complete and maintain the Career Program 12 certification and continuing education requirements (Ref: AR 385-10, 2-5d; ISR 112-AC-05-05-E).

Performance Measures:

2-4.1. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Safety and Occupational Health.

2-4.2. All Career Program 12 safety staff have earned and maintained Skill Level 1 certification in Explosives Safety.

2-4.3. All Career Program 12 safety staff have a current Individual Development Plan including maintenance of Skill Level 1 certifications in both Safety and Occupational Health and Explosives Safety, mandatory refresher training, and completion of at least 4.0 Continuing Education Units (CEUs) annually.

2-4.4. All Career Program 12 safety staff have a current IDP leading to certification as a Type 4 All Hazards Safety Officer within three years.

Objective 2-5. Train all managers, supervisors, and employees to react or respond to workplace emergencies (Ref: AR 385-10, 10-2f; ISR 112-AC-05-05-E).

Performance Measures:

2-5.1. Fire Department conducts fire drill training for all occupied buildings on the installation at least once during the FY.

2-5.2. Fire Department offers evacuation and crowd control training to the Building Commandants of the high occupancy buildings at least once during the FY.

2-5.3. Directors ensure employees have current CPR/AED training in occupations/positions required by OSHA or consensus standards, and provide opportunities for all other employees wanting to take this training.

Goal 3. Reduce workplace accidents and injuries.

Objective 3-1. Conduct annual Safety and Occupational Health Inspections to identify and abate workplace hazards (Ref: AR 385-10, 17-6; ISR 112-AC-03-03-C).

Performance Measures:

3-1.1. Safety Office inspects and forwards written reports through the chain-of-leadership for 100% of high risk facilities, 100% of moderate risk facilities and 100% of all special inspections (e.g. child care). All Risk Assessment Code (RAC) 1 hazards are abated within 10 days of detection, RAC 2 hazards are abated within 30 days, and RAC 3 hazards are abated within 90 days of detection, and if not, the Directorate responsible for the facility submits a Hazard Abatement Plan to the Safety Office for approval within 30 days of detection, or if it is immediately apparent that the abatement standard cannot be met, and then every 30 days thereafter until completion.

3-1.2 The Range Control Office Range Specialist (Safety) conducts 100% of all live fire ranges, maneuver and training area inspections twice each year and provides copies of the written inspection reports to the Safety Office.

3-1.3. CDSOs conduct and document quarterly CDSO safety inspections in their assigned facilities, and provides a copy of one written inspection report for each facility to the Safety Office each FY.

Objective 3-2. Report and analyze workplace accidents and injuries (Ref: AR 385-10, 3-2; ISR 112-AC-02-02-B).

Performance Measures:

3-2.1. Garrison directors ensure their subordinate supervisors investigate and report all workplace accidents and injuries to the Garrison Safety Office within seven days using the Army's automated Report-It Accident/Injury Reporting System.

3-2.2. Safety Office records all Garrison workplace accidents and injuries on the OSHA 300 Logs and provides analysis at Garrison Safety Councils, or as needed.

3-2.3 The Safety Office and CPAC reconcile the Garrison OSHA Log and AF/NAF worker's compensation cases monthly to ensure all accidents/injuries and FECA cases are adequately reported.

Objective 3-3. Resource appropriate workplace supplies and equipment required to minimize risk to the workforce (Ref: AR 385-10, 1-5c(4); ISR 112-AC-01-01-A).

Performance Measures:

3-3.1. Directors ensure Supervisors provide appropriate Safety and Occupational Health supplies and equipment to their employees for the hazards they are exposed to in their workplaces.

3-3.2. Directors are responsible for providing their employees with all personal protective equipment and other safety supplies. The Safety Office staff will advise directors on the selection of appropriate safety supplies and equipment.

3-3.3 Directors ensure that their supervisors inspect personal protective equipment to ensure employees are maintaining these items in a serviceable and sanitary condition.

Objective 3-4. Include safety responsibilities in all performance documents (Ref: AR 385-10, 1-5c(5); ISR 112-AC-01-01-A).

Performance Measures:

3-4.1. Directors implement the Garrison Commander's policy requiring the inclusion of safety responsibilities in all employee's, supervisor's and manager's performance documents.

3-4.2. Safety Office includes checks of performance documents during inspections/audits to ensure directors have implemented the Garrison policy on safety responsibilities in performance documents.

Objective 3-5. Conduct Job Hazard Analyses (JHA) for high risk occupations (Ref: AR 385-10, 17-6h; ISR 112-AC-04-04-D).

Performance Measures:

3-5.1. Safety Office conducts at least two (CLS Capability Level 2) JHA for high risk occupations in Garrison facilities/missions.

Goal 4. Reduce on and off-duty motor vehicle accidents.

Objective 4-1. Implement the Army Traffic Safety Training Program (ATSTP) for all affected military and Civilian employees (Ref: AR 385-10, 11-7a; ISR 112-AC-05-05-E).

Performance Measures:

4-1.1. Ensure the Garrison Safety Office is providing adequate access to ATSTP driver's safety training courses to Garrison and tenant military and Civilian employees on West Point. This includes the Emergency Vehicle Operators Courses (EVOC) for Fire Department and Military Police vehicle operators subject to the availability of funds.

4-1.2. Commanders, Directors and Supervisors tracking their military and Civilian employees' participation in the ATSTP Driver's Safety Training using the Compliance Suite Training Management Software System.

Objective 4-2. Implement the Progressive Motorcycle Safety Training Program (Ref: AR 385-10, 11-7a(5); ISR 112-AC-05-05-E).

Performance Measures:

4-2.1. The Safety Office has scheduled an adequate number of each motorcycle safety training class to satisfy the requirement to train the West Point community's military personnel and Cadets.

4-2.2. Commanders, Directors and Supervisors track their military employees' participation in the Motorcycle Safety Training using the Compliance Suite Training Management Software System.

Objective 4-3. Analyze and use traffic accident data to reduce vehicle accidents on West Point (Ref: AR 385-10, 11-2a(3); ISR 112-AC-04-04-D).

Performance Measures:

4-3.1. Directorate of Emergency Services (DES) collects and analyzes on-post traffic accident data to identify high risk areas (e.g. intersections, streets, parking lots) when and where traffic accidents occur most often, and why.

4-3.2. The DES and Safety Office collaborate to utilize accident analysis results to structure and implement traffic accident reduction measures.

Goal 5. Reduce recreational and off-duty accidents and injuries.

Objective 5-1. Identify potential sources of recreational and off-duty accidents, injuries, and illnesses (Ref: DA Pam 385-10, 5-6; ISR 112-AC-04-04-D).

Performance Measures:

5-1.1. Safety Office reviews source documents such as Military Police Journals, Fire/Rescue/EMS calls, Ski Patrol reports, Army Accident Reports, Worker's Compensation claims and information provided via telephone, e-mail, verbal reports to identify actual sources of recreational and off-duty accidents, injuries and illnesses. Conduct an analysis of injuries and illnesses resulting from exposure to local natural or man-made hazards.

Objective 5-2. Revise, update, and distribute educational and awareness seasonal and regional safety and health awareness products (Ref: AR 385-10, 6-4; 112-AC-05-05-E).

Performance Measures:

5-2.1. Safety Office updates and/or consolidates existing printed products, media releases and internet postings to increase awareness of hot and cold weather hazards, natural/ wildlife hazards and other hazards potentially affecting the Garrison workforce, customers and visitors.

5-2.2. Safety Office reviews 70% (SSP Capability Level 3) of its current safety awareness products during the fiscal year.

Objective 5-3. Implement a Recreational Safety Training Program and encourage the use of personal protective equipment for recreational activities(Ref: DA Pam 385-10, 5-6b; ISR 112-AC-05-05-E).

Performance Measures:

5-3.1. The Directorates of Family and Morale, Welfare, and Recreation and Emergency Services provide training on a variety of recreational safety topics including hunting safety, shop safety and bicycle safety.

Goal 6. Create and enhance a culture of safety.

Objective 6-1. Complete the Army Readiness Assessment Program (ARAP) survey (Ref: AR 385-10, 8-1; ISR 112-AC-03-03-C).

Performance Measures:

6-1.1. Initiate an ARAP survey NLT 90 days (10 October 2020) of the incoming Garrison Commander's change of command.

Objective 6-2. Implement the Garrison Safety Award programs (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-2.1. Garrison Safety Office coordinates the presentation of Garrison Safety Awards by the Garrison Commander.

Objective 6-3. Include safety participation in community events (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-3.1. Garrison Safety Office participates in scheduled community events, such as the annual Community Fair, America's Night Out, Readiness Fair, and Bike Rodeo as resources permit.

Objective 6-4. Conduct seasonal safety awareness campaigns (Ref: AR 385-10, 6-4; ISR 112-AC-05-05-E).

Performance Measures:

6-4.1. The Garrison Safety Office produces a program of seasonally oriented products, media releases and displays focused on West Point specific seasonal warm and cold weather hazards. This program is aided by convening spring/summer and fall/winter safety working groups at least once during the year.