



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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JUL 07 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #385-1, Safety and Occupational Health

1. References:

- a. DODI 6055.1, Department of Defense (DoD) Safety and Occupational Health (SOH) Program.
- b. DODI 6055.07, Accident Investigation, Reporting, and Record Keeping.
- c. AR 385-10, The Army Safety Program, dated 27 November 2014.
- d. IMCOM Regulation 385-10, Safety Program, dated 5 April 2013.

2. Purpose: To direct specific policies, procedures and responsibilities for executing the United States Army Garrison, Presidio of Monterey (USAG POM) Safety and Occupational Health Program and to supplement requirements in the references. This policy will guide our Directors, Managers, Soldiers, Civilian employees and Contractors to protect the force, prevent accidents, conserve resources and establish a proactive safety culture.

3. Applicability: This policy applies to all Garrison Soldiers, appropriated fund and non-appropriated fund Civilian employees, Contractors and volunteers under 10 USC 1588 and AR 608-1, Army Community Service, 13 Mar 13, who are assigned or attached to the Presidio of Monterey. This policy supersedes the previous policy memo dated 11 March 2014.

4. Proponent: The point of contact for this policy is Mr. Joseph Alfonso, Garrison Safety Manager at 242-6332 or email at joseph.alfonso.civ@mail.mil.

5. Policy:

a. As the Garrison Commander, I am the Garrison Safety Officer. This policy outlines my guidance and expectations for leaders and managers in the execution of safe operations, and in motivating safe behavior among Soldiers and Civilian employees on and off-duty. Accidents cause more deaths, disability, and loss of productivity in the DoD than any other cause.

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b. As the Garrison Safety Officer, I am committed to the safety and well-being of every Soldier, Family Member, and Civilian employee on this installation. All of us share this responsibility on and off-duty, 24 hours-a-day, 7 days-a-week. We must focus our efforts towards seeking out and eliminating conditions, practices and habits that threaten safety.

c. The Garrison Safety Program has two main goals:

(1) To save lives and to reduce the risk of life-altering injuries within our workforce.

(2) To protect our human and financial resources.

6. Procedures: Accidents are preventable through effective leadership, adherence to standards, personnel accountability, and hazard control through Risk Management. Risk Management is the primary method used to assess hazards and determine processes to eliminate losses; it provides us the capability to carry out daily missions without injuring personnel or destroying equipment. Safety must be practiced at all times, both on and off-duty.

a. Directors, Managers, and Supervisors will hold everyone accountable for accident prevention. Leaders will influence and hold subordinate leaders accountable, especially first line supervisors. Increases in personnel injuries, severe mishaps, and identified hazards or deficiencies are all predictors that warn of potential safety problems and the need for additional safety attention.

b. Accident Reporting and Investigations. All Army accidents, both military and Civilian, will be reported, investigated, and analyzed in accordance with AR 385-10. Investigations will focus on the root causes, contributing factors, lessons learned, and actions taken to prevent recurrence. Incidents that meet the serious incident report criteria will be reported promptly, but initial reporting will not impede proper accident investigation requirements.

c. Safety and Occupational Health Advisory Council (SOHAC). The Garrison Commander will jointly host a SOHAC with the Defense Language Institute Foreign Language Center Commandant and Tenant Commanders on a semi-annual schedule. Safety will be a team effort on the installation and key leader involvement in this forum is critical to its success. The council will review accident reports, root cause analysis, and share lessons learned in an effort to enhance Installation safety performance.

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d. Mandatory Safety and Occupational Health Training. The Garrison Safety Office (GSO) publishes an annual schedule of online training, distance-learning and other safety courses designed for all levels and types of personnel. Every leader, director, manager, and supervisor will ensure maximum participation from their workforce in maintaining safety training requirements.

e. Contractors Adherence to Safety Requirements. No person should be subjected to work in an unsafe or dangerous environment. Contractor safety will be governed by AR 385-10, paragraphs 3-5, 3-8, and Chapter 4. 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.



LAWRENCE T. BROWN
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Commanding

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