



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

IMRL-SO

21 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Safety and Occupational Health Program - Policy #10

1. REFERENCES.

a. Code of Federal Regulation (CFR), Part 1910, Occupational Safety and Health Standards.

b. Army Regulations (AR) 385-10, The Army Safety Program, 27 November 2013.

2. PURPOSE. Establish the Safety and Occupational Health Program (SOHP) and define program responsibilities.

3. APPLICABILITY. The SOHP Policy applies to all activities and operations of the United States Army Garrison (USAG) Fort Riley, as well as its employees, volunteers, contractors, and visitors. Components of the SOHP Policy include:

a. **Organizational Policy and Program Administration.** Developing organizational policy, plans, guidelines, and rules relating to the USAG SOHP Policy; interpreting safety and occupational health policy procedures, including accountability of management and other personnel related to safety responsibilities within their control through performance evaluations; establishing safety councils, committees, and work groups to address safety and health; and designating appropriate resources to implement the SOHP Policy.

b. **Standards.** Ensure personnel awareness of and accessibility to applicable policies, documents, codes, regulations, and program standards.

c. **Safety Program Assessments/Program Planning.** Performing annual evaluations of program elements, including personnel and financial resources; provide management with information on program efforts and effectiveness, and establish short- and long-term goals for program enhancement and implementation.

d. **Inspections.** Conducting operational and facility surveys, inspections, evaluations, and staff visits to identify hazards within the workplace and determine the level of organizational compliance with standards.

e. **Hazard Identification and Abatement.** Reporting and correcting unsafe and unhealthful working conditions; involve employees in this process through job hazard

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analysis and hierarchy of controls: 1) Engineering, 2) Administrative, and 3) Personal Protective Equipment.

f. **Accident Investigation, Reporting, and Analysis.** Conduct prompt investigations to determine root cause(s); identify mitigation strategies and corrective actions to prevent recurrence. Tracking of hazards until abatement is completed. All accidents and incidents will be reported within 24-hours to the Garrison Safety Office IAW chapter 7, FR 385-1, The Fort Riley Safety Program.

g. **Training.** Identifying, developing, coordinating, scheduling, and conducting required training for target audiences, and providing professional development of personnel.

h. **Promotion and Awareness.** Assist in compliance with standards and regulations; promoting awards and recognition programs; and developing safety and health promotion/awareness plans. Share best management practices to enhance programs.

i. **Motor Vehicles and Motorized Equipment.** Ensuring that operators of government motorized vehicles are identified, trained and licensed.

j. **Contractor, Volunteer, and Public.** Provide equivalent safety protections for subject personnel.

k. **Specialized Program Assistance/Coordination.** Assist with radiation, ammunitions, and watercraft activities.

l. **High Hazard Operations.** Promote safety in the areas of blasting, confined space entry; the use of electricity, and field operations.

4. **BACKGROUND.** The Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596) provides the requirements upon which Federal safety and health programs are based. Employers/supervisors have a responsibility to provide workplaces free from recognized hazards, provide necessary training, and enforce safe working practices.

5. It is the policy of the USAG to:

a. Provide and maintain a workplace that is free from recognized safety, health hazards, to protect personnel and visitors from injuries/illnesses.

b. Include safety and occupational health as an integral part of every operation.

c. Hold managers and supervisors accountable and provide them with recognition for successful implementation and management of the program within their scope of authority and responsibility.

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d. Establish and maintain a collateral-duty safety and occupational health officer and alternate, within the organization, to advise management in the development and implementation of an effective safety and occupational health program.

e. Ensure that no personnel is subjected to restraint, interference, coercion, discrimination, or reprisal for filing a report of an alleged unsafe or unhealthful working condition, or otherwise participating in the program.

f. Provide personnel with the supervision, knowledge, and skills necessary to safely perform their assigned tasks through training and professional development.

g. Require personnel and supervisors to assess the worksite to identify and correct unsafe and unhealthful conditions, and to know and follow safe and healthful work rules and practices.

6. Directors have the responsibility of:

a. Ensure the directorate safety and health management system is consistent with USAG and safety and occupational health policies and OSHA regulations.

b. Coordinate program implementation and ensure compliance within their respective organizations with regard to Army and OSHA standards.

c. Designate appropriate resources to assist in the implementation of the SOHP policy.

7. Supervisors have the responsibility of:

a. Demonstrate personal commitment to, and actively participate in, providing for the safety and health of employees, contractors, volunteers, and visitors.

b. Implement SOHP requirements within their areas of responsibility.

c. Appoint appropriate resources to support field personnel in program implementation.

d. Provide resources or arrange for required employee safety training and education.

e. Perform job hazard analyses for high hazard operations and activities; and tasks that experience mishaps; implement controls to mitigate hazards.

f. Conduct daily walkthrough inspections of work areas and ensure deficiencies are corrected as well as ensuring monthly inspections are recorded and hazards identified are corrected or tracked on a hazard log.

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g. Investigate all job-related accidents to determine root cause, including taking appropriate corrective action to preclude recurrence of similar accidents; record accidents/illnesses on the OSHA Form 300 Log as required.

h. Establish a personal protective equipment (PPE) program, including PPE issuance and employee training; and ensure compliance with applicable safety rules and regulations.

i. Provide for employee participation in the SOHP without fear of restraint, interference, coercion, discrimination, or reprisal.

8. Employees have the responsibility of:

a. Observe all safety precautions and practices applicable to their assignments, reporting any hazardous conditions or procedures to their immediate supervisors.

b. Wear PPE and use provided safety equipment, when required.

c. Report immediately to their supervisors any accident or incident that results in, or could result in, personal injury, illness, or property damage.

d. Participate in all aspects of the SOHP, including training, inspections, safety committee activities, and collateral duty safety officer activities, as appropriate.

e. Exercise rights and responsibilities as granted by the program without fear of restraint, interference, coercion, discrimination, or reprisal for reporting unsafe or unhealthful conditions.

f. Actively participate in safety and health education and training events.

9. Employee (Union) Representatives, as applicable:

a. Participate in formal annual inspections of worksites, and the identification of unsafe or unhealthful conditions.

b. Review proposed safety and health work rules and regulations.

10. Safety is everyone's responsibility. We must work together to ensure the resiliency, sustainability of our human capital and become a combat multiplier for force readiness.

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11. The Point of Contact (POC) for this memorandum is Mr. Richard E. Hearron, Garrison Safety Manager, richard.e.hearron.civ@mail.mil or 785-239-8469.



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