



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-SO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum S0-1,
Safety Program

1. REFERENCES.

- a. Army Regulation (AR) 385-10, The Army Safety Program, 27 Nov 13.
- b. Department of the Army Pamphlet (DA PAM) 385-10, Army Safety Program, 19 Jan 10.
- c. Marine Corps Order (MCO) 5100.29B, CH 1, Marine Corps Safety Program, 28 Jul 11.

2. PURPOSE. To direct specific policies, procedures and responsibilities for executing a comprehensive safety program. The program will guide JBM-HH leadership and military and civilian employees to protect the force, prevent accidents, conserve resources and establish a proactive safety culture.

3. APPLICABILITY. This policy applies to all Soldiers, appropriated fund and non-appropriated fund Civilian employees, and volunteers under 10 USC 1588 and AR 608-1 assigned or attached to IMCOM.

4. POLICY.

a. As a community, we will implement and maintain a safety program that conforms to the best practices in support of our unique mission. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of all personnel. It also requires mutual cooperation in all safety matters, not only between supervisors and employees, but also between employees and their coworkers. Only through such a cooperative effort can an effective safety program be established and preserved.

b. JBM-HH safety professionals and collateral duty safety officer assigned to each organization in our community are the direct representatives of the commander. Safety and health will only be achieved through teamwork. Everyone must join together in

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promoting safety and taking every reasonable measure to ensure safe working conditions in JBM-HH. All JBM-HH members, to include partners and residents, are responsible for safety awareness, reporting accidents, and the referral of identified safety hazards for appropriate action.

c. I task each of you to make safety an integral part of the environment, on and off the job, in order to prevent accidental manpower and monetary losses. Your emphasis on safety will enhance mission readiness.

5. PROCEDURES.

a. Commanders and supervisors will:

(1) Develop safety policies and procedures and ensure compliance; include safe practices and physical standards in all directives, standing operating procedures (SOPs) and training doctrine; and ensure a comprehensive SOP, job hazard analysis, and composite risk assessment are prepared and readily available for each hazardous operation. SOPs will contain detailed operation procedures, emergency procedures; training received, and required inspections, as well as other applicable information.

(2) Establish procedures to ensure that all supervisory personnel who have safety-related tasks associated with their jobs are identified and that their duty assignments and job descriptions clearly reflect these responsibilities; include safety objectives in all civilian supervisors' performance plans, officer evaluation support forms, and evaluation report systems.

(3) Appoint collateral duty safety officers at all levels to help prevent accidents and eliminate loss; ensure all collateral duty safety personnel receive training and develop skills necessary to ensure competence as required by DA PAM 385-10 and MCO 5100.29B, Ch 1. Individuals must have at least one year retainability to be appointed to the position.

(4) Conduct safety training and pre-holiday safety briefings, to include privately owned vehicle inspections. Use <https://safety.army.mil> to conduct a Travel Risk Planning System risk assessment for travel. Results of risk assessments should be given to the company commander with leave/pass requests and to supervisors of civilian personnel prior to TDY travel.

(5) Procure, maintain in sanitary working condition, and require use of personal protective clothing and equipment (PPC&E) and devices reasonably necessary to protect employees. Ensure that all employees observe rules and regulations relating to

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their personal job safety, including the use of PPC&E furnished by their supervisor. Willful disregard of and/or failure to use safety equipment or devices may constitute grounds for disciplinary action.

(6) Use the Report It! system to report Army accidents. Report It! is available on the U.S. Army Combat Readiness Center Website at <https://safety.army.mil>.

(7) Publicize all channels for reporting unsafe and unhealthful working conditions and emphasize personal responsibility for making such reports.

(8) Report unsafe conditions in the workplace to the JBM-HH Safety Office (SO) for assistance in correction. Where Directorate of Public Works (DPW) support will correct such deficiencies, prepare a DA Form 4283 (Facilities Engineering Work Request) and forward through the SO to DPW Work Coordination Branch.

b. The JBM-HH SO will:

(1) Assist organizations in incorporating composite risk management into all operations.

(2) Provide technical assistance on safety and occupational health matters.

(3) Conduct safety and occupational health evaluations of facilities and organizational safety programs, make recommendations to correct deficiencies/hazards, and follow up to ensure corrective action is taken.

(4) Perform investigations of all significant accidents and incidents. Compile and analyze accident statistical data and prepare charts, tables, and reports. Analyze accident trends to identify accident causes, locate hazards and accidents peculiar to the activity, and develop possible counter measures. Provide technical assistance in accident investigation and reporting to ensure accuracy and completeness.

(5) Serve as reviewers for accident reports and assist supervisors in the proper use of the Report It! system.

(6) Provide accident prevention material, promote safety awareness, and ensure high quality safety training for all civilian and military personnel.

(7) Recommend changes and additions to DPW and the contracting office to ensure compliance with all local, federal, OSHA and NFPA requirements. Attend pre-construction meetings and final inspections.

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(8) Review operating procedures, manuals, directives, and other instructions to ensure the inclusion of safe practices and safe physical standards. These documents will be maintained in a Unit Safety Notebook by each unit/activity and be reviewed by the Safety Officer conducting the annual inspection.

(9) Review plans for proposed demonstrations and exhibits to ensure the safety of all personnel and the public.

(10) Maintain close liaison with other staff agencies, military services, and federal and civilian agencies in all relevant safety matters.

(11) Implement and manage all aspects of the JBM-HH Safety Program as outlined in the references in paragraph 1 for all JBM-HH installations.

(12) Convene the Occupational Safety and Health Advisory Council Board quarterly.

6. PROPONENT. The JFHQ-NCR/MDW Inspector General's Office is the proponent for this policy. Points-of-contact for this action are the Deputy IG or the Detailed IG at (202) 685-3376 or (202) 685-0416, respectively.

PATRICK M. DUGGAN
COL, SF
Commanding

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