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

REPLY TO
ATTENTION OF

IMMH-SO

19 Feb 13

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES.

a. Army Regulation (AR) 385-10, The Army Safety Program

b. Department of the Army Pamphlet (DA PAM) 385-10, Army Safety Program

c. Marine Corps Order (MCO) 5100.29A, CH 1, Marine Corps Safety Program

2. PURPOSE. To prescribe policy, procedures and guidelines for the JBM-HH Safety Program.

3. APPLICABILITY. This policy applies to assigned/partner units and visitors of JBM-HH and provides the requirements of the JBM-HH Safety Program.

4. POLICY.

a. The safety officer of every organization is the direct representative of the commander. I am tasking each of my safety officers to become involved in ensuring that each JBM-HH unit/organization, regardless of size or configuration, has an effective community safety program. All JBM-HH members, to include partners and residents, are also responsible for safety awareness and referral of identified safety hazards for appropriate action.

b. 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.

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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 (SOP) and training doctrine. Assure 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 personnel at all management supervisory levels, 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 system.

(3) Appoint 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 5100.29A, Ch 1. Individuals must have at least 1 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 risk assessment for travel. Results of risk assessment can be given to the company commander with leave/pass requests.

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

(6) Publicize all channels for reporting unsafe and unhealthful working conditions, emphasizing personal responsibility for making such reports.

(7) 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 DA Form 4283 (Facilities Engineering Work Request) and forward through the SO to DPW Work Coordination Branch.

b. The JBM-HH Safety Office will:

(1) Assist organizations to incorporate 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) Provide accident prevention material, promote safety awareness, and ensure high quality safety training for civilian and military personnel at all levels.

(6) Review plans/specifications for new construction and modifications. Recommend changes and additions to DPW and the Contracting Office to ensure compliance with all federal, OSHA and NFPA requirements. Attend pre-construction meetings and final inspections.

(7) Review operating procedures, manuals, directives, and other instructions to ensure the incorporation 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.

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

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

(10) Implement and manage all aspects of the JBM-HH Safety Program for all JBM-HH installations as outlined in before mentioned regulations.

(11) Convene the Occupational Safety and Health Advisory Council meetings quarterly.

6. PROPONENT. The JBM-HH Safety Office is the proponent for this policy. POC is the Installation Safety Director, at (703) 696-6996, or DSN 426 -6996.

FERN O. SUMPTER
COL, MI
Commanding

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