



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

JUN 22 2016

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter # 26, Safety

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program, 27 November 2013
- b. Army Europe Regulation (AER) 385-10, Army in Europe Safety Program Management, 8 October 2014
- c. Installation Management Command (IMCOM) Regulation 385-10, Safety Program, 05 April 2013
- d. Army Techniques Publication (ATP) 5-19, Risk Management, 14 April 2014
- e. Army Europe Pamphlet (AE PAM) 690-100, Worker's Compensation Handbook for Supervisors of Appropriated Fund, Nonappropriated Fund, and Host Nation Employees, 21 October 2005

2. Purpose: Provide the Commander's philosophy on accident prevention and risk management.

3. Applicability: All USAG Wiesbaden, Soldiers and DA Civilians (Appropriated and Non-appropriated).

4. Policy:

a. A sound Safety culture reflects the quality of leadership in each command; therefore, safety must be integrated into every aspect of our activities. We have a responsibility to provide our tenants and their families with a safe and healthful place to live, work and play. USAG Wiesbaden will follow standards and procedures outlined in IMCOM Reg. 385-10. Unique operations or hazards not covered will have their own written procedures supported with a Job Hazard Analysis (JHA). Leaders and supervisors are to ensure employees are accountable for safety through efficiency reports and performance appraisals.

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b. The new Army Safety and Health Management System (ASHMS) goal is to instill a safety culture involving all employees and soldiers. To be effective, this will require the integration of management leadership and employee involvement, worksite analysis, hazard prevention and control, and safety training into our mission and daily activities. When applied to the five Army Occupational Safety and Health (OSH) core functional areas of safety program management, promotion and awareness, inspections and assessments, hazard analysis and controls, and accident investigations and reporting, these concepts will enable all of us to meet the goal to reduce risk and decrease the number of injuries, illnesses, fatalities, workers compensation costs, and lost time away from work.

c. As a major tenet, successful implementation of hazard prevention and control can be accomplished through proper risk management. Therefore every Soldier, DA Civilian, and Local National (LN) employees serving in a leadership position must complete Risk Management Operation/Basic Course, Managers or Supervisor Safety Course, as appropriate. Supervisors will ensure their employees complete the Employee Safety Course and know the appropriate level for acceptance of mission-related risk, (See Para. d. (1)-(4)). These courses are available online through the Army Learning Management System (<https://www.lms.army.mil>).

d. Risk Management (RM) is the Army's primary decision-making process for identifying hazards and controlling risks activities. The concepts and principles in ATP 5-19 shall be embraced at every level within this organization. The new Deliberate Risk Assessment Worksheet, DD Form 2977 will be used to evaluate all operations, military training and all community events. The risk assessment will be completed by the activity leader or supervisor, and approved by the risk decision authority as determined below. When the following levels of residual risk are determined, the approval authority is:

- (1) Low: First 04 or GS-13 in chain of command
- (2) Moderate: First 05 or GS-14 in chain of command
- (3) High Risk: First 06 or GS-15 in chain of command
- (4) Extremely High: First General Officer or Senior Executive Service (SES)

e. Copies of an approved risk assessment for all community events, high or extremely high operations will be provided to the Garrison Safety Office no later than 30 days prior to start of event or operation.

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5. Accident Reporting: Supervisors must report all accidents and occupational illness to the garrison safety office within 3 days after becoming aware of an accident or a work related illness. This includes commuting accidents (on the way to and from work) of LN employees. It is the supervisor's responsibility to investigate all accidents within their area of operation. Accident reports will be submitted using the online Loss Reporting Automation System. "ReportIt" is located at <https://reportit.safety.army.mil>. In addition to mandatory Army accident reporting, the appropriate forms for LN employees referenced in (AE PAM 690-100) will be completed and submitted. Accident fatalities or permanent-partial disabilities injuries (Class "A" or "B") will be reported to the USAG Wiesbaden Safety Office immediately, VOIP: 548-2300/1/2/3.

6. This policy letter supersedes Policy Letter 26, dated 02 October 2015. Directorates will post on their information boards and ensure widest dissemination.

7. The proponent for this memorandum is USAG-Wiesbaden, Safety, VOIP: 548-2300, and Commercial: 0611-143-548-2300.



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Commanding