



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, BOX 10
APO AE 09033

14 JAN 2013

IMSW-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Schweinfurt Safety and Occupational Health Action Plan for
CY 2013

1. References:

- a. AR 385-10, The Army Safety Program, 04 Oct 11.
- b. Memorandum, Secretary of the Army and Army Chief of Staff, 08 September 2010, subject: Army Safety and Occupational Health Objectives for Fiscal Year 2012.
- c. Installation Management Campaign Plan October 2012-2020 Version 4.0.
- d. IMCOM Reg. 385-10, Safety Program.
- e. Memorandum, Mandatory Safety Training for IMCOM Personnel.
- f. IMCOM Policy Memorandum 385-10-1, Safety Policy.

2. The USAG Schweinfurt Safety and Occupational Health (SOH) Action Plan is based on the above references. It is being implemented in place of separate campaigns (summer/winter safety campaigns). The SOH plan supports the IMCOM campaign plan while considering common level of support (CLS).

- a. The IMCOM campaign plan goals/"keys to success":
 - (1) SF1 – Effective Privately Owned Vehicle (POV – motorcycle and auto) safety programs in place.
 - (2) SF2 – Heightened safety awareness across the Command.
 - (3) SF3 – Employ hazard control measures to foster a safe working and living environment.
 - (4) SF4 – Require and promote safe and healthy practices in professional and personal activities.
 - (5) SF5 – Support Senior Commanders' safety and occupational health programs.

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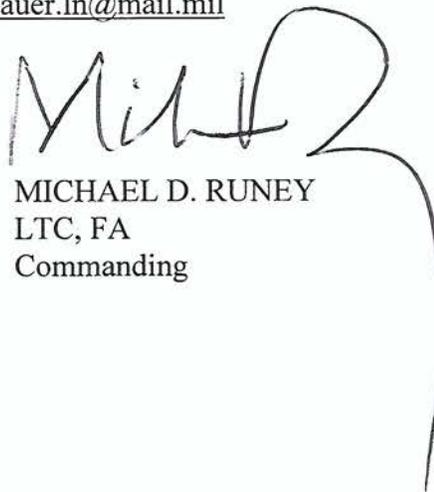
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b. Common Level of Support (CLS):

- (1) 112A, Manage and direct safety core program
- (2) 112C, Provide required safety training and education
- (3) 112F, Implement hazard abatement plan
- (4) 112B, Conduct workplace design and engineering review
- (5) 112D, Provide accident investigation and report services
- (6) 112E, Inspect and evaluate high hazards
- (7) 112G, Inspect and evaluate medium hazards
- (8) 112H, Inspect and evaluate low hazards
- (9) 112J, Provide safety awareness programs

3. The enclosed Safety and Occupational Health Action Plan will serve to achieve these goals, and support the Army Safety and Occupational Health Objectives for FY 2013.

4. The functional proponent of this memorandum is Mr. Sauer, USAG Schweinfurt, Installation Safety Manager, 354-1670 or email: eduard.h.sauer.ln@mail.mil



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3 Encls

1. Action Plan
2. CY 2013 Safety Training Schedule
3. Safety Communication Plan for Off-Duty
Related Topics

DISTRIBUTION:

HHD CPAC
DHR RMO
DFMWR
DPTMS
DES/PMO
DOL
DPW
PAO
EEO

Enclosure 1 (Action Plan) to US Army Garrison Schweinfurt Safety and Occupational Health Action Plan for CY 2013)

Action Plan

1. Installation Safety Office (ISO) will:

- a. Address traffic safety topics to include local traffic hazards during the In and Out Processing Class for newly assigned Soldiers (SF1-1/CLS-112C).
- b. Monitor the Army Traffic Safety Training Program to include the safety training for motorcycle riders. This includes the Intermediate Drivers Training, Motorcycle Safety Foundation (MSF) courses (Basic Rider Course and Experienced Rider Course) (SF1-1/CLS-112C).
- c. Plan and coordinate a Motorcycle Safety Day (SF1-1/CLS-112C).
- d. Provide safety awareness information to the Public Affairs Office (PAO) for publication in the various media like facebook, twitter, flicker and other public communication outlets (SF2-1/CLS-112C).
- e. Update and publish a list of authorized swimming areas and provide an electronic copy to IMCOM-Europe (SF2-1/CLS-112C).
- f. Participate in seasonal community events to promote safety awareness (SF2-1/CLS-112C).
- g. Monitor the Heat Injury Prevention Program (SF2-1/CLS-112C).
- h. Ensure the Garrison Safety Council is conducted quarterly (SF2-2/CLS-112A).
- i. Attend USAG Ansbach's scheduled Federal Employee Compensation Claim Act (FECA) meetings (SF2-2/CLS-112B).
- j. Assist supervisors to review and update the Job Hazard Analysis (JHA) for their areas of responsibility and reviews risk management documents for public events (SF3-1/CLS-112C).
- k. Establish and publish a safety training schedule on the Schweinfurt Garrison home page (<http://www.schweinfurt.army.mil/support/safety/index.htm>). Furthermore, assist supervisors to establish safety training/briefing plans and provide safety briefing and information material (SF3-2/CLS-112C).
- l. Coordinate/organize First Aid Training for USAG Schweinfurt employees (SF3-2/CLS-112C).
- m. Review traffic accident data (MP blotters and FLIPLs) to identify causes and trends, and investigate class A, B, and C accidents of USAG Schweinfurt employees, respectively forward the information to the supporting brigade safety manager and request investigation (SF3-3/CLS-112E, G, H).
- n. Maintain an OSHA 300 Log to record the occupational injuries and illnesses of DA civilians assigned to USAG Schweinfurt and keep the data for five years. The data will be submitted to IMCOM-Europe in the quarterly ISPP report SF3-3/CLS-112D).
- o. Investigate accidents of USAG Schweinfurt employees resulting in injury requiring medical treatment other than first aid, and ensure accidents are reported (SF3-3/CLS-112D).

p. Provide Installation Safety Program overview to all newly assigned Soldiers and civilians during In and Out Processing Class (SF5-1/CLS-112C).

q. Conduct reintegration briefings for redeploying Soldiers (SF5-1/CLS-112C).

r. Provide installation safety program overview to include off-duty safety programs, recreational safety programs, etc. to Family members and visitors via Garrison Homepage and SNAPS program (SF5-2/CLS-112C).

s. Create and sustain the available Schweinfurt safety programs as required (SF5-3/CLS-112A).

t. Inspect facilities and operations within the USAG Schweinfurt at least annually (or more frequently when required by Army regulation) and provide inspection results to the Garrison Commander and the responsible director or manager (SF5-4/CLS-112E, G, H).

u. Investigate all employee reports of alleged unsafe or unhealthful working conditions within 10 work days, or forward the report to the responsible ISO of the tenant unit or organization (SF5-4/CLS-112E, G, H).

v. Implement Hazard Abatement Plan (SF3112F)

2. The Director of Emergency Services (DES) will:

a. Conduct the “Click It or Ticket” program prior to every 4 day weekend and brief the results during the safety council meeting (SF2-1).

b. Conduct Bicycle Rodeo (SF2-1).

c. Conduct Child Seat Campaign (SF2-1).

d. Investigate and report all fire incidents and publish causes and countermeasures (SF3-3).

e. Conduct fire prevention training, inspections and fire drills as required and brief the results during safety council meeting (SF5-4/CLS-112C).

3. The Director of Human Resources (DHR) will:

a. Ensure the attendance of all newly assigned Soldiers in their portion of the Army Traffic Safety Training Program during the In and Out Processing Class (SF1-1).

b. Provide (Army Substance Abuse Program Office) substance abuse prevention training and information (SF3-2).

4. HHC Commander will:

a. Identify at risk Soldiers by using the individual risk assessment, inspect POVs, and conduct “Under the Oak Tree Counseling” meetings prior to long holiday weekends (SF3-1).

b. Ensure Soldiers are using Army systems such as the Army Training Requirement and Resources System (ATRRS), Digital Training Management System (DTMS).

c. Ensure Soldiers complete the Travel Risk Training System (TRiPS POV Risk Assessment Tool) <https://safety.army.mil/>. This is required prior to approving leave or a pass for weekends or holiday, TDY or PCS travel involving the operation of a POV when the travel distance exceeds 150 miles (SF3-1).

d. Ensure all Soldiers complete the on-line Composite Risk Management Basic Course at <https://safety.army.mil/> (2G-F97_DL - Composite Risk Management Basic), **NLT: One month of arrival. This is a one-time requirement and certificate must be available (SF3-2).**

e. Ensure all Soldiers licensed to operate Government owned/leased vehicles complete the on-line Army Accident Avoidance Course <https://safety.army.mil/>, **NLT: After receipt of the NTV driver license and then every 4 years (SF3-2).**

f. Ensure accidents are reported to the ISO within 2 working days to ensure the timely filing of the Army accident report (SF3-3).

g. Inspect POVs prior to long weekends (25% per weekend) and keeps the documentation readily available at the orderly room.

h. Ensure commanders and leaders include safety objectives in performance standards and evaluate safety performance in annual evaluation reports (SF4-1).

5. The Director of Logistics (DOL) will:

a. Provide Emergency Vehicle Operator Course (EVOC) for the Fire Department and Military Police (SF3-2).

b. Provide Remedial Driver's Training (RDT) as required (SF3-2).

c. Ensure a copy of the Final Financial Liability Investigation of Property Loss (FLIPL) of all non-tactical vehicles, involved in an accident, is forwarded to the ISO (SF3-3).

6. The Director of Public Work (DPW) will:

a. Ensure that fixed (permanently installed) equipment and appliances are periodically inspected by authorized personnel IAW host nation standards and Army regulations, and maintain copies of the results (SF5-4).

b. Ensure identification of facility hazards during safety inspections are corrected; priority is based on assigned risk assessment code (RAC) and funding available (SF5-4).

7. The Director of Family, Moral, Welfare, and Recreation (DFMWR) will:

a. Continue to promote the Army in Europe Designated Driver Program in MWR facilities (SF2-1).

- b. Ensure risk management is integrated in all public MWR events (SF3-1).
8. The Public Affairs Office (PAO) will:
- a. Post safety information on the USAG Schweinfurt home page and Facebook (SF2-1).
 - b. Publish safety awareness information in various media (SF2-1).
9. Directors, managers, and supervisors will:
- a. Annually review and update the JHA for their area of responsibility and forward an electronic copy to the ISO **NLT: 30 June 13 (SF3-1)**
 - b. Ensure US civilians complete the Travel Risk Planning System (TRiPS) POV Risk Assessment tool (when the travel distance exceeds 150 miles). It is available at <https://safety.army.mil/>. Review their Army civilian's TDY and PDS planning, consult with their plans and work with each Army civilian to reduce any unacceptable risk (SF3-1).
 - c. Ensure that all US employees complete the on-line 2G-F104_DL - Composite Risk Management Civilian Basic at <https://safety.army.mil/> (Army Training Requirements and Recourse System (ATRRS)) for civilian employees, **NLT: One month of arrival. This is a one-time requirement and certificate must be available (SF3-2).**
 - d. Ensure all US civilian employees complete the on-line Employee's Safety Course available at <https://safety.army.mil/> (Army Learning Management System (ALMS)), **NLT: One month of arrival. This is a one-time requirement and certificate must be available SF3-2).**
 - e. Ensure all US civilian employees licensed to operate non-tactical vehicles complete the on-line Vehicle Accident Avoidance Course (<https://safety.army.mil/>) within 30 days of arrival and every 4 years **(SF3-2).**
 - f. Ensure all LN employees who operate non-tactical vehicles watch the video "Defensives Fahren" within 30 days of arrival and every 4 years **(SF3-2)**. This video is available at the ISO.
 - g. Ensure all US and LN employees who operate non-tactical vehicles attend the winter driving briefing annually but **NLT: 01 Dec 13 (SF3-2).**
 - h. Directors and manager will complete the on-line Manager Safety Course at <https://safety.army.mil/> (Army Learning Management System (ALMS)), **NLT: One month of arrival. This is a one-time requirement and certificate must be available SF3-2).**
 - i. US supervisors will complete the Supervisor Safety Course at <https://safety.army.mil/> (Army Learning Management System (ALMS)), **NLT: One month of arrival. This is a one-time requirement and certificate must be available SF3-2).**

j. Establish a safety training/briefing plan for all employees and keep documentation for all training sessions. The ISO reviews the documentation during the annual safety inspections. Supervisors will continue to conduct periodic value-added safety training for employees to augment safety. Training courses (e.g. back injury prevention, electrical safety, safety driving etc. are available at <https://safety.army.mil/> (Specialized Safety Training) or provided by the ISO. Each training session provided by the supervisor should last not longer than ten minutes, hands-on, and focused on a hazard specific to the workplace or job function within the supervisor's span of control (SF3-2).

k. Report all accidents, regardless of amount of damage and/or degree of injury (except first aid cases where employee did not see a doctor) immediately to the ISO (SF3-3).

l. Ensure all required accident reports are prepared and processed within the time frames established in AR 385-10, AE Regulation 385-40, and the Schweinfurt Safety SOP (SF3-3).

m. Encourage employees to report alleged unsafe and unhealthful working condition using (DA Form 4755) at <http://www.schweinfurt.army.mil/support/safety/reporting.htm> (SF4-4).

n. Establish a maintenance and inspection plan for all tools and equipment and forward an electronic copy to the ISO. The plan should be an inventory of all the equipment, showing the last inspection, person who inspects the equipment and the required inspection cycle (e.g., monthly, semi-annually, annually, etc.) (SF5-4).

o. Inspect workplaces, tools, and equipment semi-annually (SF5-4).

p. Accompany the ISO during inspections and initiate correction of identified deficiencies (SF5-4).

q. Ensure that each directorate/section schedules at least 8 hours safety training per employee, preferably 4 hours in spring time and four hours prior to Labor Day. The supervisor will schedule the safety training and add them to the required safety training plan.

r. Include safety objectives in performance standards and evaluates safety performance in annual evaluation reports (SF4-1).

s. Nominate employee(s), who demonstrated good safety behavior, to receive safety awards. Nomination and citation will be forwarded to the ISO for review to be prepared for the GC signature. Directors will arrange presentation of certificates.

Enclosure 2 (CY 2013 Safety Training Schedule) to US Army Garrison Schweinfurt Safety and Occupational Health Action Plan for FY 2013)

CY2013 Safety Training Schedule

1. The Installation Safety Office (ISO) offers safety training to support garrison agencies accomplishing their safety mission. Several German/US laws and the USAG Schweinfurt Safety Program require the below listed training annually.
2. Supervisors must coordinate with the ISO by submitting a memorandum NLT: Two days prior to the training. The ISO provides attendance roster for supervisors upon request for their training records. Please ensure your employees show up on time to avoid delays.

New Employees Safety Training for CY 2013 will be conducted upon demand. Supervisors will be notified as required.

Date/Time: Tuesday, 09 Apr 13, 0800-1145, Safety Training for Local National Blue Color Workers.

Topics: Respiratory Protection Training, Personal Protective Equipment, Skin Protection, HAZCOM, Hearing Conservation, Use of Power Tools, etc.

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 16 Apr 13, 1000-1145

Topic: Office Ergonomics for US Employees and General Safety for Office Employees.

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 16 Apr 13, 1300-1445

Topic: Office Ergonomics for LN Employees and General Safety for Office Employees

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 07 May 13, 1000-1130.

Topic: Annual Forklift Refresher Class for US employees

Location: Ledward Barrack, Bldg. 287, across Ledward Theater

Date/Time: Tuesday, 07 May 13, 1300-1430.

Topic: Annual Forklift Refresher Class for LN employees

Location: Ledward Barrack, Bldg. 287, across from Ledward Theater

Date/Time: Tuesday, 04 Jun 13, 1000-1145

Topic: Office Ergonomics for US Employees and General Safety for Office Employees.

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 04 Jun 13, 1300-1445

Topic: Office Ergonomics for LN Employees and General Safety for Office Employees

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 11 Jun 13, 0800-1145, Safety Training for Local National Blue Color Workers.

Topics: Respiratory Protection Training, Personal Protective Equipment, Skin Protection, HAZCOM, Hearing Conservation, Use of Power Tools, etc.

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 18 Jun 13, 1000-1130.

Topic: Annual Forklift Refresher Class for LN employees

Location: Ledward Barrack, Bldg. 287, across Ledward Theater

Date/Time: Tuesday, 18 Jun 13, 1300-1430.

Topic: Annual Forklift Refresher Class for LN employees

Location: Ledward Barrack, Bldg. 287, across Ledward Theater

Date/Time: Tuesday, 05 Nov 13, 1030-1130

Topic: Winter Driving Orientation for US Employees

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 05 Nov 13, 1300-1400

Topic: Winter Driving Orientation for LN Employees

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 26 Nov 13, 1030-1130

Topic: Winter Driving Orientation for US Employees

Location: Ledward Theater, Bldg. 238

Date/Time: Tuesday, 26 Nov 13, 1300-1400

Topic: Winter Driving Orientation for LN Employees

Location: Ledward Theater, Bldg. 238

Enclosure 3 (Safety Communication Plan for Off-Duty Related Topics) to US Army Garrison Schweinfurt Safety and Occupational Health Action Plan for CY 2013)

Off-Duty Related Topics Calendar 2013

January

Holiday Safety
Ski Safety
Drinking and Driving

March

Spring Sports
Off-Road Vehicle Safety

May

Motorcycle Safety
Seatbelts
Summer Safety

July

Fireworks
Motorcycle Safety
Summer Safety

September

Child Safety
Labor Day Weekend
School Safety

November

Cold Weather Hazards
Thanksgiving Holiday Safety
Winter Driving

February

Presidents Day Weekend Safety
Winter Driving
Child-Passenger Restraints

April

Bicycle Safety
Playground Safety

June

Heat Injury Prevention
Water Safety
Sport Injury Prevention

August

Bicycle Safety
Motorcycle Safety
School Bus Safety

October

Fire Safety
Halloween Safety
Vehicle Lighting

December

Fireworks
Winter Driving
Holiday Safety