



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5046

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APR -1 2014

MEMORANDUM FOR RECORD

SUBJECT: Garrison Policy Memorandum #14-11, Safety and Accident Prevention

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program, 27 Nov 13.
- b. Installation Management Command Regulation 385-10, 05 Apr 13.
- c. Fort Drum Policy Memorandum 7, Command Safety Program, 23 Jan 14.
- d. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 18 Jun 07.

2. This policy memorandum establishes the garrison policy for safety. As the Garrison Commander, I am the Safety Officer and this is "NOT" delegated. To help protect our workforce, I direct that Additional Duty Safety Officers (ADSOs) be appointed in writing, in every directorate. Employees assigned as the ADSO will complete training within 30 days of appointment. The ADSO is the foundation for an effective safety program. All employees must understand their inherent responsibility in protecting themselves, by not taking shortcuts or tolerating horseplay. Safety should be ingrained in everything we do and integrated into both on/off duty activities. The key to an effective safety program is leader involvement and employee participation.

3. Through application(s) of the risk management process, we can lessen our exposure to hazards and reduce accidents. Supervisors must continually reassess the hazards and make risk decision adjustments, based on the probability of an occurrence and the severity of an accident. Risk approval will be made at the appropriate level. The risk acceptance authority levels within the garrison are:

- Low Risk – Company Commander/Work Leaders (GS-10/11 or equivalent)
- Moderate Risk – Battalion Commander/Directors (GS-13/14 or equivalent)
- High Risk – Garrison Commander/Directors (GS-15 or equivalent)
- Extremely High Risk – First General Officer in the Chain of Command

4. All accidents are preventable! In order to protect ourselves from accidental loss, both human and equipment, we must be disciplined in our actions by avoiding unnecessary risks and staying proficient at our jobs.

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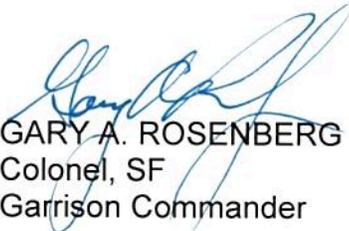
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5. Vehicle accident prevention; all garrison employees that operate government owned/operated equipment will complete the online Accident Avoidance Course as part of the licensing process. This training must be completed every 4 years. Employees that operate vehicles over 10,000 lbs must possess an Optional Form 346 and a valid Civilian driver's license, before operating any equipment/vehicle(s) both tactical and non-tactical; this excludes firefighters.

6. To show our commitment to protecting the workforce, directors will ensure safety training focuses on accident prevention, accident trends, seasonal hazards, and upcoming events. Each director will chair a Quarterly Safety Council meeting attended by the Safety Officer, supervisors and any other attendees identified in the meeting announcement. The council reviews accident trends, addresses safety issues, and develop procedures for safe operations. All accidents will be reported to the directorate's ADSO, a determination then will be made if the accident should be recorded or reported via ReportIt, through the Command Safety Office, to the Army Safety Center.

7. Finally, if you see an unsafe act or condition, make an on-the-spot correction. If you cannot fix it, bring it to the attention of a supervisor/work leader. Our Civilian work force provides invaluable contributions to the Army and Fort Drum's mission. I expect a proactive approach in establishing a plan of action, focused on executing the mission safely.

8. The point of contact for this policy is the Garrison Safety Office, 772-5253.



GARY A. ROSENBERG  
Colonel, SF  
Garrison Commander

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