



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-SO

OCT 22 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #101, Workers' Safety Policy Statement (WSPS) for Supervisors and Managers

1. It is our policy to provide a work environment that is free from recognized hazards. Your role as a supervisor or manager in achieving the United States Army Garrison-Humphreys (USAG-H) mission not only includes operational activities, but also Safety and Occupational Health (SOH) functions. You have direct impact on how our SOH program is implemented, and therefore, you directly affect the well-being of our civilian workforce. As a part of our overall supervisory responsibilities, I am holding you accountable for maintaining a safe working environment and promptly addressing allegations of noncompliance with safety standards.

2. I expect you to make a dedicated effort to fulfill your obligation under this Workers' Safety Policy Statement (WSPS) while ensuring compensation costs within your respective areas are carefully managed. We must be aggressive in this focus, while ensuring operations are executed to standard. Our effectiveness and success depends on five key elements: adequate training, deliberate risk management, job hazard analysis, caring for people and enforcement of standards. We can neither afford nor accept the loss of a single employee to a preventable accident. To heighten safety awareness throughout the command, I charge first line supervisors with the following actions:

- a. Implement and enforce the SOH program in your area of responsibility & work areas.
- b. Provide safety briefings and training to your employees.
- c. Ensure each position/job within your organization presenting a potential for harm has a completed Job Hazard Analysis (JHA) for that position/job and review each JHA at least annually with employees.
- d. Ensure Soldiers, staff, customers, contractors or maintenance personnel operating within your work area are following safe work practices.
- e. Immediately report "all accidents, injuries or occupational health illnesses" to the Safety Office at 753-5580.

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f. Initiate an investigation for all accidents, injuries or occupational illnesses no later than one working day after they occur and ensure investigations are submitted using ReportIt located at <https://reportit.safety.army.mil/>. You can contact the Safety Office if you need assistance with accident, injury or occupational illness classification.

g. Complete Supervisor's Safety Course (SSC) or Manager's Safety Course (MSC) within 30 days of arrival. Both courses can be taken in the Army Learning Management System at <https://www.lms.army.mil/>.

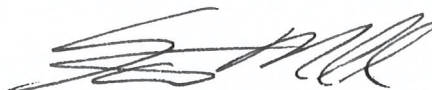
h. Ensure all employees take the Employee's Safety Course (ESC) within 30 days of arrival. The ESC taken in the Army Learning Management System at <https://www.lms.army.mil/>.

i. Be familiar with supervisor's safety responsibilities/duties as outlined in AR 385-10 and DA PAM 385-10, The Army Safety Program.

3. Directorate-level supervisors and managers are responsible for ensuring that management systems are put in place that satisfy all the above requirements. Supervisors and managers will establish procedures that track progress and make adjustment as required.

4. We must make every effort to eliminate hazards in the workplace. Your personal commitment is paramount to the success of these objectives.

5. The point of contact for this policy is the Garrison Safety Office at 753-5580.



SCOTT W. MUELLER  
COL, AR  
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