



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON, GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

3 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #7 - Safety

1. **PURPOSE:** This policy memorandum establishes the Battalion Safety Program and applies to all Soldiers and Civilians assigned or attached to the 442d Signal Battalion.
2. Reference: Army Regulation 385 series.
3. Safety is a major consideration in all operations. It is vital we set the highest standards, incorporating safety as an integral part of our daily operations, while on and off duty, and always "THINK SAFETY."
4. I charge each leader/supervisor with the responsibility to enforce effective safety practices.
5. Safety Program.
 - a. The safety officer at each level of command is the commander.
 - b. A Battalion Additional Duty Safety Officer (ADSO) will be assigned on orders and is responsible for directing the daily operation of the Battalion Safety Program. In accordance with AR 385-10, the Battalion Safety Council will meet quarterly. The ADSO will plan and coordinate the council meeting.
 - c. Company Commanders will designate a primary and alternate member of the company as ADSOs.
 - e. Division/Branch Chiefs will assign a safety representative. The representative is required to attend the quarterly battalion and company level safety council meetings as directed. The representative is responsible for the reporting of all safety related accidents, work orders or unsafe acts to the company commander or his/her representative. Each division/branch is responsible for monthly safety facilities inspections and will maintain all required publications and regulations on hand in their safety book.

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f. IAW DA PAM 385-40 - All occurrences that cause injury, illness, or property damage of any kind are reportable and must be reported to the ADSO within 24 hours of the incident. Reportable accidents that meet the minimum criteria stated in DA PAM

385-40 for aviation Class A-E accidents, Class E and F incidents and ground Class A-E accidents are recordable; however, all incidents will be reported.

g. Initial Accident Reports - Initial accident notification will be reported to the Battalion Commander and ADSO during normal duty hours; and to the Battalion Staff Duty NCO and ADSO after duty hours. Initial report will contain (sample response indicated):

(1) WHO: PVT Snuffy	UNIT: B/442
(2) DUTY STATUS:	
(3) PERMANENT PARTY: <u> X </u>	
(4) STUDENT: _____	
(5) MOS: (MILITARY): 25Q	
(6) CIVILIAN: JOB SERIES NUMBER: N/A	
(7) CIVILIAN: DUTY TITLE / POSITION DESCRIPTION: N/A	
(8) JOB SERIES NUMBER: (CIVILIAN) AND DUTY TITLE: N/A	
(9) WHAT: Slipped and fell during PRT	
(10) WHEN: 23 0545R November 2014	
(11) WHERE: North-West corner of the 1/2 mile track next to the PX	
(12) WHY/HOW: PVT Snuff was performing 30/60's as a part of organized PRT when he fell into a hole on the track he was unable to see due to low light levels. He twisted his ankle. He was taken to the ER for further evaluation.	
(13) DISPOSITION: PVT Snuffy was diagnosed with an ankle strain, given a brace and crutches, put on a two week no running profile, and prescribed Ibuprofen.	
(14) PROFILE: YES, two weeks no running	

(15) LOST TIME: NO: (**NOTE:** Time lost is only counted after the day of the incident. For example, if the physician sends the Soldier home for the remainder of the day, it is not time lost. If the physician sends the Soldier home for the remainder of the day and the following day then it becomes time lost.)

(16) DISCHARGED WITH PRESCRIPTION: YES / NO: YES; 800mg Ibuprofen (**NOTE:** Any prescription given by the doctor automatically creates a Class D incident even if no discernable injury or property damage occurred unless the prescription is over the counter medication given at non-prescription strength.)

(17) AGAR REQUIRED: YES / NO: YES (**NOTE:** If unsure, state so)

h. A Risk Assessment will be performed prior to all training to ensure Soldiers take proper measures to avoid potential accidents. Commanders will use the Risk Assessment Matrix to assess potential risk. If the risk assessment is determined to be too high to perform a specific task or exercise, the company commander or designated representative will determine if the event will be performed. All mitigating measures will be utilized to ensure the lowest possible risk is accepted prior to mission commencement.

i. All Soldiers and Department of the Army Civilians will use the automated POV risk assessment tool at <https://crc.army.mil> to apply CRM to their leave, pass, TDY, or PCS travel plans, which involve driving beyond the authorized limit IAW Commander's Policy Memorandum #12 Soldier Leaves, Permissive TDY, and Passes. Commanders will ensure that immediate supervisors review their personnel's planning, consult with them on their plans, and work with each individual to reduce any unacceptable risk.

6. Accident Reporting: Any accident resulting in the injury or death of a service member will be:

a. Initially reported telephonically to:

(1) The Company Commander.

(2) The Battalion Commander.

(3) The Battalion ADSO.

b. An accident report will be filled out within five days after the incident, submitted to the Battalion ADSO for review and forwarded to the Post Safety Office within ten working days of the accident.

7. Safety Training:

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a. General - Safety training is continuous and command emphasis will be given in both formal and informal training in accordance with DA Pam 385-1. All supervisors will be watchful for unsafe acts and conditions during duty and non-duty hours.

b. New Job Briefings - When a new Soldier arrives or when a Soldier changes duty position, the supervisor will brief the specific hazards associated with each job. The briefing should be annotated and filed with the Soldier's training records.

c. Safety Briefings will be given periodically in accordance with safety requirements. They will also be given as part of all major exercises and activities. At a minimum, Company Commanders will perform a weekly safety briefing to the widest possible audience covering aspects of safety on and off duty. A record will be kept on file in the company training room and safety book.

8. Battalion Safety Award Program. If a Soldier discovers a safer way to do something or corrects an unsafe condition, the Soldier may be rewarded with a three-day pass, a Battalion Letter of Appreciation, and/or an impact award.

9. EFFECTIVE DATE. This policy replaces Commander's Policy Memorandum #7, dated 9 January 2014.

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding