



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #8 - Battalion Safety Program

1. References:

- a. AR 385-10, 23 August 2007, Army Safety Program
- b. AR 385-15, 15 October 1979, Water Safety
- c. AR 385-17, 22 March 1989, Fire Extinguishers
- d. AR 385-40, 1 April 1987, Prevention Reporting and Records
- e. AR 385-55, 12 March 1987, Prevention of Motor Vehicle Accidents
- f. DA Pam 385-1, 15 March 1973, Unit Safety Management
- g. Green Tab Memorandum 94-10, 23 May 1994, USARPAC Safety Philosophy

2. Purpose: To establish procedures and provide operational and administrative guidance concerning the unit safety program.

3. Applicability: This policy applies to all personnel assigned, attached or OPCON to the 1-1 ADA. This policy constitutes a direct order and violations are punishable under the Uniform Code of Military Justice (UCMJ).

4. Policy: I am the Battalion Safety Officer. I expect each commander and leader to assume the same role in their unit. Safety is a command function and leader involvement is the key to safe, realistic training. Leaders must establish safety discipline by routinely using the risk management process. Although the Commander is directly responsible for establishing and implementing the unit safety program, safety is every Soldier's responsibility. Soldiers will not act in a manner that places their safety, or the safety of others, in jeopardy. There is no excuse for losing Soldiers and civilians to avoidable accidents. Soldiers will comply with this policy and applicable regulations and report safety concerns/problems to the Unit Commander or the Safety NCO.

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5. Risk management is an accident prevention tool which, when used properly, can enhance force protection. Commanders and leaders must incorporate risk management into the planning phase of all operations; hazards must be identified and risks assessed. Control measures must be developed, and supervisors must know and enforce the standards. Commanders will develop, publish and discuss accident prevention policies with Soldiers. Incorporate safety into all unit standard operating procedures.

6. Safety awareness is a continuous leader responsibility. Units will maintain a safety bulletin board and publish memorandums explaining unit Safety policies.

7. Under Army Regulation 385-10, The Army Safety Program, Chapter 2, 2-1(f), Commanders will appoint additional duty safety personnel to perform required safety and accident prevention functions within their units. These individuals must be in the rank of Staff Sergeant or higher and will be appointed in writing.

a. All Safety Officers and NCOs, to include Company Commanders, will complete the Combat Readiness Center Safety Course **within 30 days** of assuming these responsibilities. Two courses are offered depending on the position you are assigned. One is the Commander's Safety Course, and the other is the Additional Duty Safety Course (ADSO). The two courses meet the requirements needed to be in those appointed positions. The URL for these courses is: <https://crc.army.mil> (Combat Readiness Center homepage). Once you're on that page, go to the Centers' distance learning section by clicking on the link at the right of that webpage that says CR University (URL: <https://safetylms.army.mil>). Use your AKO account information to log on. Remember, this process will be used to take either course or final exam. Select "My Catalog" or "My Courses" and then select the Search tab on top to find either course by alphabet.

b. Upon completion of the final exam, Commanders and appointed Safety Officers and NCO's will turn-in a copy of their course completion certificate to the Battalion S1 and the Battalion Commander's Safety Representative.

8. Responsibilities:

a. Commander: Retains overall responsibility for the safety program and ensures a continuous effort toward the prevention of accidents/incidents in all unit operations and activities.

b. Unit Safety NCO:

(1) Serves as the principle safety advisor and coordinator for the Commander in the planning, organizing, directing, and evaluating the unit safety program.

(2) Provides assistance to eliminate, correct, or control unsafe behavior, procedures, or conditions.

(3) Coordinates with the Torii Station Safety Office or Air Force OSHA to verify

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compliance and/or implementation with the ISSA and the Occupational Safety and Health Act, as required.

(4) Oversees preparation of required reports and provides assistance during accident investigations.

(5) Ensures the following subjects are included in the unit's training program:

- a) Water safety
- b) Ammunition and weapons safety (to include weapons clearing procedures)
- c) Motor vehicle (to include motorcycles) safety
-Check Ride Program
- d) Heat casualty prevention and treatment
- e) Sports safety
- f) Alcohol use and abuse

c. All Soldiers will support and comply with the established herein and report any unsafe conditions to the chain-of-command.

9. General Provisions: Safety is the responsibility of every Soldier. Therefore all personnel are encouraged to participate in the detection and correction of unsafe conditions and utilize safe procedures in all unit activities/operations.

a. The Battery/Company Commander will conduct safety briefings before all training and before weekends and holidays.

b. Battalion Safety Council meetings will be conducted monthly as part of payday activities and attended by the Unit Safety Council members appointed on orders.

c. Accident Investigation Reports (DA Form 285) are submitted when an accident results in lost work hours and/or \$1000 property damage. It will be submitted to the Commander NLT 24 hours after the accident.

d. The Unit Safety NCO will maintain a binder with the following information: Safety Officer, Safety NCO and Safety Council appointment orders, applicable regulation, and copies of all accident reports submitted during the current and previous calendar year.

e. A safety bulletin board will be established within the battery area for posting of safety related information (posters, safety council meeting, etc.).

f. Approved waste and cigarette butt cans will be utilized in unit areas and billets. Ashtrays

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will only be emptied into butt cans.

g. Individual barracks rooms will be maintained so as to minimize fire hazards and to allow free access to exits should an emergency occur. Periodic inspections will be made by the Commander or a designated representative to verify compliance. All barracks rooms will be equipped with smoke alarms.

h. All ammunition, including blanks, simulators, and pyrotechnic devices will be stored IAW AR 190-11.

i. Classes on heat injury prevention will be conducted quarterly.

j. Required protective equipment will be worn while conducting organized athletics or maintenance activities. Flashlights and reflective vests will be worn when conducting PT during the hours of darkness.

k. Running or jumping in stairwells is prohibited, as is sitting on any railing.

l. Electrical cords must conform to safety regulations. Frayed or worn cords will be disposed of immediately.

10. Weapons Safety:

a. A weapon will only be removed from its holster in the line of duty, for clearing before turning-in or when loading.

b. Soldiers will be familiar with AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties.

c. Upon entering weapons to the arms room, the weapon will be cleared at the clearing barrel in the presence of a noncommissioned officer.

11. Vehicle Safety:

a. All Soldiers who operate motor vehicles will have a valid driver's license in their possession. Drivers will adhere to all military and civilian traffic laws.

b. Seat belts will be worn at all times during the operation of a motor vehicle.

c. Personnel who operate motorcycles and mopeds will adhere to the provisions of AR 385-55 and applicable installation and command policies.

12. Water Safety:

a. All personnel will attend annual drown-proofing training.

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b. The buddy system will be used when swimming, snorkeling, and diving. Never attempt these activities alone and always check your equipment for serviceability. Ensure that someone knows where you are and when you are expected to return.

c. Alcoholic beverages should not be consumed prior to or during water activities.

13. Fire Prevention: The unit fire marshal will conduct a monthly Fire and Safety Inspection and report all deficiencies that cannot be corrected on the spot. Any personnel who observe a possible fire hazard should report it immediately to the ISG or Operations Sergeant.

a. The use of plywood, cardboard, target cloth, paper, or similar combustible materials for interior (barracks room) construction by unit personnel is prohibited.

b. Smoking is prohibited where "No Smoking" signs are posted, within 50 feet of stored flammables, within 50 feet of the Arms Room, or any 1-1 ADA Building.

c. Electrical appliances, except electrical clocks, will be turned off when the occupant is not in his/her room.

d. Candles and incense will not be used (lighted) in the battery area.

e. Electrical cords and extension cords will be in good repair.

f. Gasoline will not be used as a cleaning agent.

g. Spilled oil or gasoline will be abated as soon as possible.

h. Gasoline and related combustibles will not be stored in barracks rooms, storage rooms, or offices. They may only be stored in designated flammable materials lockers.

i. Fire extinguishers may only be discharged in the event of a fire. Any expended fire extinguishers will be reported to the unit Safety Officers. The unit Safety Officer will also conduct a monthly inspection of all fire extinguishers and records the results.

11. This policy letter is in effect until cancelled or superseded. CPT David Brown and SSG(P) Jeffery Barakat are the Battalion Commander's Safety Representatives and are the staff proponent for this policy.

"FIRST AMONG EQUALS!!"



FINIS A. DODSON
CSM, USA
Command Sergeant Major



JANELL E. EICKHOFF
LTC, AD
Commanding