DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVE, BLDG 1435
FORT CARSON, COLORADO 80913-4289

REPLY TO
ATTENTION OF

FEB 1 1 2020

AFYB-CG

MEMORANDUM FOR 4TH INFANTRY DIVISION AND FORT CARSON.

SUBJECT: 4th Infantry Division and Fort Carson Command Safety Policy

1. References.

a. DODI 6055 Safety Series Instructions.

b. DA PAM 385-10, Army Safety Program, Rapid Action Revision (RAR), 19 January 10.

c. AR 385-10, the Army Safety Program, 24 February 2017.

d. ATP 5-19, Risk Management, 14 April 2014.

e. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 15.

f. FORSCOM Commanding General Policy Memorandum 16, Standard Procedures Following a Military Training Mishap, 18 September 19.

g. FORSCOM Reg. 385-1, Forces Command Safety Program, RAR 8 March 16.

h. AR 350-1, Army Training and Leader Development, 10 December 17.

i. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 17 September 19.

2. Purpose. To establish the Division Commander's policy on safety for all Military, DA Civilians, and Family Members on Fort Carson.

3. Applicability. This policy applies to all commands, units, activities and personnel, assigned or attached to Fort Carson. If outside commands or other parent organizations establish conflicting policies, they will be reviewed and approved by the Installation Commander prior to implementation.

4. Policy

a. Safety Awareness.

(1) A genuine concern for the well-being of our Soldiers, Families, Civilians and the care of our equipment are key elements of the 4th Infantry Division's Line of Effort (LOE) 4; Care for Soldiers and Families. As the Senior Mission Commander, I depend on my Senior Safety Staff

to serve as my advisors and I charge them with ensuring that the 4th Infantry Division and Fort Carson Safety Program focuses on accident prevention and remains in compliance with regulatory standards. All Commanders, Command Sergeants Major, First Sergeants, and Directors are the Safety Officers of their respective commands/organizations. As such, you are charged with ensuring you have written safety programs that comply with established regulatory safety requirements and this policy memorandum for your units/organizations. Military and Civilian personnel will include safety responsibilities and accident prevention as part of performance standards and performance evaluations.

(2) Additional Duty Safety Officers and Additional Duty Safety Noncommissioned Officers (ADSO/ADSNCO) will be appointed from Brigade down to Company level to assist Commanders in implementing effective, mission enabling safety programs. All personnel assigned to these duties will complete the Additional Duty Safety Officer Course (ADSO) and Commanders Safety Course (CSC). The ADSO and the CSC courses will be completed within 30 days of duty assignment. These courses are available online at https://safety.army.mil/TRAINING-COURSES. Units will maintain records of course completion as these will be a part of unit reporting requirements during semiannual division level Safety and Occupational Health Councils.

b. Safety Briefings and Discussions. As part of protecting our force, leaders must provide safety awareness briefings and discuss (one-on-one) off duty plans with their Soldiers. Leaders at all levels, must know their Soldiers' off duty plans, assist in those plans and take time to become engaged face-to-face with their Soldiers. Safety briefings/discussions will be conducted:

(1) Prior to weekend release.

(2) By unit commanders prior to holiday and long weekends.

(3) Monthly by unit commanders.

(4) By first line supervisors prior to personnel taking pass, leave, going TDY, and during expected extreme weather conditions.

(5) For newly assigned Soldiers within 72 hours of arrival at the Company level: At a minimum, local hazards, off limit areas (establishments and recreational), Privately Owned Weapons safety, Private Motor Vehicle safety, Motorcycle/ATV safety requirements, and water safety will be covered and documented on the Soldiers in processing checklist.

(6) On/Off Duty Fatal Accident Briefings: The Chain of Command will conduct an accident investigation in accordance with DA PAM 385-40 and FORSCOM Regulation 385-1 to determine what happened (cause factors), why it happened (system inadequacies/root causes), and what to do about it (recommendations), to prevent a similar future occurrence. Individual commanders will then conduct an After Action Review for their leaders to ensure everyone is aware of how to prevent such future occurrences. Fatal, permanent total disability, or aviation mishaps with damage costs of $2M or greater will follow FORSCOM Commanding General Policy Memorandum 16 requirements (memorandum can be accessed at the 4ID and Fort

Carson Safety SharePoint portal at
https://army.deps.mil/Army/cmds/4id/Safety2/SitePages/Home.aspx.

(7) Semiannual Safety Councils. Commanders will address their safety policies, goals, initiatives, accomplishments, trends, and risk mitigation strategies during Safety Council meetings.

(8) Civilian Leaders will cover safety aspects of their respective work areas at least monthly. These briefings will be conducted at the lowest levels and be relevant to the tasks the organization is assigned and the business employees conduct.

c. Risk Management (RM).

(1) Through the application of the RM process we can reduce our exposure to the hazards we face each day. Military and Civilian leadership must ensure their organizations integrate RM into the planning and execution of all operations.

(2) In accordance with Chapter 10 of AR 385-10, and Tables F-1 and F-2 of AR 350-1, all Soldiers and Civilians will be trained in Risk Management. Within 30 days of assignment to 4th Infantry Division and Fort Carson all personnel will complete the online RM basic course located at https://safety.army.mil/TRAINING-COURSES. Commanders will ensure that ongoing regularly scheduled RM training is occurring using locally designed training briefings or events. I also expect leaders, Soldiers and Civilian employees to continuously look for ways to minimize or eliminate the hazards we face, both on and off duty, in garrison and when deployed. Leaders may only accept those residual risks remaining after control measures are implemented. The risk acceptance and approval authority levels for Fort Carson are as follows:

- EXTREMELY HIGH – First General Officer in the Chain of Command
- HIGH – Brigade Commander / Garrison Commander
- MODERATE – Battalion / Squadron Commander / Directorate Executive
- LOW – Company / Troop / Battery Commander / Directorate Section Lead

d. Explosives Safety Management Program (ESMP).

(1) The ESMP identifies the roles and responsibilities of all organizations with an Ammunition and Explosives (A&E) mission at Fort Carson including any service components, contractors, installation and/or tenant activities.

(2) It provides the policy and framework for addressing the sixteen elements of the ESMP (organization and staffing, site planning, facilities conformance, emergency response, tenants, master planning, ranges, contractors, accident prevention program, facility maintenance, demilitarization/destruction, risk management, explosives safety issuances, records management, inspections/evaluations/audits and training) required by the Army in AR 385-10 and DoD in DoDD 6055.9E and DoDI 6055.16. The 4ID and Fort Carson ESMP policy is included as a part of this command safety policy in Enclosure 1.

5. Accident Prevention. All accidents are preventable and degrade our combat power and our ability to support the Soldier. In order to protect ourselves from accidental losses we must perform to standard, be disciplined in our actions, avoid unnecessary risks and stay proficient in our jobs. All Soldiers must be responsible for their actions both on and off duty and on or off

post. Leaders, and especially first line supervisors, must get to know their Soldiers, and their off duty plans. This applies to our Civilian workforce for on duty activities.

a. Motor Vehicle Accident Prevention: Private Motor Vehicles (PMV-4) and Motorcycles (PMV-2), driven with excessive speed, inattentiveness, fatigue and insufficient experience are the primary findings in fatal accidents across the Army. Commanders and Leaders will aggressively implement a PMV-4/PMV-2 Accident Prevention Plan using the most current information from the United States Army Combat Readiness Center (USACRC) website, https://safety.army.mil/OFF-DUTY/PMV-4-Cars-Trucks and https://safety.army.mil/OFF-DUTY/PMV-2-Motorcycles.

(1) The U.S. Army Installation Management Command Army Traffic Safety Training Program (ATSTP) is designed to provide Soldiers the training they need to keep safe while operating PMV-4/PMV-2s. The ATSTP includes traffic safety training courses required by the Department of Defense and Army Regulations. Mandatory motorcycle training, the Intermediate Traffic Safety Training Course, and Driver Improvement/Remedial drivers training is provided by Garrison through the Army IMCOM Registration System (AIRS) website at https://imc.army.mil/airs/usg_disclaimer.aspx.

(2) Army Motor Vehicles (AMV), which includes Non-Tactical Vehicles (NTV), and Army Combat Vehicle (ACV) licensing and drivers training will be conducted IAW AR 600-55 and the appropriate Training Circular for each vehicle type. Specific area driving hazards will be identified and briefed to Soldiers for locations to which we deploy and included in drivers training programs.

(3) Motorcycle and All-Terrain Vehicle (ATV) accident prevention is paramount. Commanders and leaders must thoroughly understand and continue to enforce longstanding safety requirements outlined in DODI 6055.4 and AR 385-10, chapter 11. Operators of motorcycles, ATV's, and recreational off-road vehicles (Dirt Bikes) are required to wear Personal Protective Equipment (PPE) at all times that consists of a DOT approved helmet, full fingered gloves, over the ankle boots, long trousers and eye protection. In accordance with AR 385-10, Chapter 11-9, d, (6), during off-road operations, operators and riders must use additional PPE, such as knee and shin guards and padded full-fingered gloves. Safety training has been standardized and is available at Fort Carson as specified in the Fort Carson Motorcycle and ATV Safety Policies. Additionally, the 4ID and Fort Carson Motorcycle Safety Policy is included as a part of this command safety policy in Enclosure 2.

b. Weapons safety and negligent discharge prevention are paramount both in combat and non-combat environments. We must be experts with our weapons both military and privately owned. Proper weapons handling procedures training must be continuously conducted to prevent negligent discharges. Clearing weapons is a two person task that requires a person clearing the weapon and the other to ensure the steps are performed correctly.

6. Command Emphasis. To show our commitment to protecting the force, commanders will ensure the following activities and tools are utilized in their units.

a. Quarterly / Annual Training Guidance: Commanders will address safety and risk management in their training guidance.

b. Safety and Occupational Health Advisory Council (SOHAC): The Division will conduct a SOHAC semiannually attended by Major Subordinate Commanders, "Separate" Battalion Commanders, Command Sergeants Major, and Safety Officers in order to review safety accomplishments, evaluate trends and develop strategies for safe operations in the future. All Major Subordinate Commanders and Separates will conduct semiannual Safety Councils to review their current safety programs in those organizations.

c. Commanders are required to leverage Semiannual Safety Training events at Brigade or Separate Battalion level and will be conducted and placed on annual and quarterly training calendars. Brigade Commanders may delegate the quarterly and or annually safety training events down to the Battalion level if training precludes a full Brigade event. Semi-annual training will focus on safety accident trends and accident prevention with topics based on seasonal hazards, climatic injury prevention, upcoming training and deployments, safety education, and specified guidance from the division headquarters. PMV-4/PMV-2, ATV, POW accident prevention and RM will be included in every Safety semi-annual training event.

d. Commander's Safety Course (CSC) (a one-time course). IAW AR 385-10, paragraph 10-6b, Company grade officers must complete the CSC prior to assuming command. Brigade Commanders, or first O-6 in the chain of command, will certify that their subordinate commanders have successfully completed the CSC prior to assignment as company commanders. Brigade and battalion level command designees must complete the CSC prior to attending the Fort Leavenworth pre-command course. The Brigade Safety Manager will track Commanders completion of the course and will report in SOHACs/Safety Councils.

e. NCO Safety Initiative. FORSCOM has directed all E-7s through E-9s will complete the CSC (https://safety.army.mil) within 30 days of promotion or assignment to the unit.

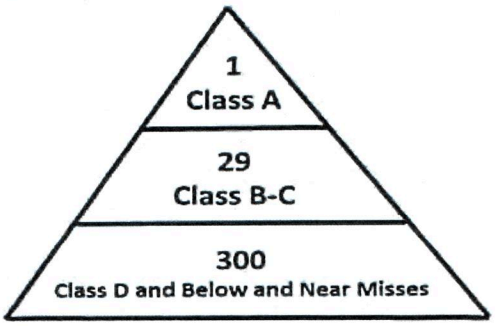
f. Safety Bulletin Boards/Safety Messaging. Each Battalion/Company level organization will have a central location for safety information. Furthermore, when issued, Safety Alerts and Bulletins, Preliminary Loss Reports, red or yellow hash safety messages will be briefed by the entire Command, down to the lowest level. This information will then be placed on safety bulletin boards in unit areas for continuous review. Additionally, each organization will establish and utilize a creative method of keeping all personnel informed of safety campaigns, initiatives, accident trends, risk mitigation strategies, etc., through resources such as social media (Facebook, Twitter, etc.).

g. Accident reporting. Any event that requires immediate notification to the USACRC will be reported through the 4th Infantry Division and Fort Carson Chain of Command and Safety Office IAW requirements outlined in AR 385-10, Chapter 3-8. Additionally, the accident will be reported through command channels to the III Corps and FORSCOM Safety Offices as well as the Fort Carson Operation Center (FCOC). A separate Serious Incident Report, (SIR) will be sent to the FORSCOM Operations Center Watch Team IAW AR 190-45 and the FORSCOM Commander's Critical Information Requirements. All accidents will be properly reported, investigated and documented through the respective chain of command to the 4th Infantry Division and Fort Carson Safety Office. I will review all fatal accident investigation reports.

h. Army Readiness Assessment Program (ARAP). Commanders at all levels are required to identify risks, accept prudent and necessary risk and actively mitigate risk that were accepted. Risk Management (RM) is essential to ensuring the safety of the Division's most precious asset, its Soldiers. Battalion Commanders will enroll their units in the ARAP within 90

days of assuming command in order to gain survey feedback and recommended risk mitigation controls. This initiative provides Battalion Commanders with data on their unit's readiness posture through five segments – process auditing, reward systems, quality control, RM, and command and control. Following the survey administration (the assessment phase), the commander receives one-on-one feedback on key issues regarding command climate, safety culture, resource availability, workload, estimated success of certain safety intervention programs, and other factors relating to their unit's overall readiness. Registration can be accomplished on line at https://arap.safety.army.mil or by calling DSN 558-9362/9579/2643, (COM) 334-255-9362/9579/2643.

i. Safety Pyramid. The Safety Pyramid was developed and employed since the 1930s and states that for every Class A accident, there is a higher number of Class B-C accidents, and an even larger number of Class D and below accidents and near-misses. The key to preventing major loss is to take positive action to analyze and mitigate less severe accidents and near-misses before they become a major event.
However, this method requires four components:



(1) Leaders establish a climate and culture that emphasizes that minor loss prevention is just as important as major loss prevention.

(2) Soldier and Civilian buy-in.

(3) Full reporting of all events.

(4) Periodic assessment.

7. Continuous Assessment. As with any program, it is only effective if progress is continuously monitored and assessed. The tools previously mentioned in this policy are just a few that are available to assist leaders in gauging the safety program within their commands.

8. The POC for this memorandum is the 4th Infantry Division and Fort Carson Safety Director, Mr. Louis D. Olive, at 719-503-0934 or Cell 719-494-4133.

MATTHEW McFARLANE
Major General, USA
Commanding

2 Encls
1. Explosives Safety Management Program
2. Motorcycle Safety Program

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