



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

12 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Safety Action Plan FY 16-17

1. References:

- a. AR 385-10, The Army Safety Program, 27 November 2013.
- b. IMCOM Regulation 385-10, Safety Program, 1 June 2010.
- c. Army Readiness Assessment Program (ARAP) Survey, Army Safety Center Debrief, 23 May 2016.

2. The prevention of accidents and injuries must be given highest priority. The Garrison recently completed the Army Readiness Assessment Program (ARAP) survey. The survey results indicate that the Garrison has a good Safety and Occupational Health (SOH) program. However, the survey also showed that there is a need for improvement in some areas. This action plan addresses these areas and applies to all supervisors and employees assigned or attached to USAG Stuttgart. The focus must be on preventing on-the-job accidents, ergonomic disorders, and vehicle accidents. In the current environment of increasing workload, budget and personnel shortages, this is a major challenge. Open communication among supervisors and employees, as well as the application of risk management principles, are the fundamental prerequisites in the prevention of accidental injury and illness. Supervisors at all levels have a key role in improving our SOH program and making it a success. Therefore, I expect their full support for this plan.

a. Safety Training:

(1) All USAG Stuttgart personnel will complete safety training as outlined in the Command Training Guidance for Training Year 2016.

(2) First-line supervisors will conduct regular 10-minute on-the-job safety briefings for their assigned personnel. Supervisors will determine the briefing topics, addressing both general workplace safety as well as specific workplace requirements identified in Job Hazard Analyses (JHA).

All briefings will be documented in a training record that indicates briefing date, topic(s) covered, briefer's name, and names and signatures of all employees who attended, the records will be kept in the activity's safety file. Briefing frequency may vary between monthly (e.g. maintenance shops and warehouses) and semi-annual (admin areas) and will be determined in the JHA. The Safety Office can provide assistance with selecting adequate topics and providing instructional material.

(3) If US or HN regulations require, employees will receive formal or informal in-depth training/certification for certain tasks or the operation of certain types of equipment (e.g. material handling equipment, stationary or vehicle-mounted cranes, cherry pickers, etc.). No employee will carry out tasks or operate equipment before being adequately trained/certified.

b. Job Hazard Analyses (JHA):

Supervisors at all levels will conduct and document JHAs for their assigned personnel. JHAs will be developed and annually reviewed/updated in close cooperation with the individual employees and participation of the Works Council for LN positions. JHAs will include aspects of workplace ergonomics and stress prevention. The Safety Office can provide JHA training and support to supervisors.

c. Organization/Staffing/Funding:

(1) One of the main concerns that the survey revealed was a perception among the workforce of having to face an increasing workload with shrinking personnel strength. The resulting pressure of having to "get the job done" can lead to employees using shortcuts, disregarding safe work practices, or simply lacking attention, thus increasing accident risks.

(2) Directors and supervisors at all levels will carefully assess and prioritize their activity's tasks and balance them with the available funding and personnel resources. They will not pressure employees to "get the job done", condoning shortcuts and lack of attention. Tasks that cannot be accomplished with the available personnel will be elevated up the supervisory chain for prioritizing. A "do more with less" attitude is not appropriate.

(3) Directors and supervisors will reserve funding for equipment maintenance/inspection and purchase/replacement of personal protective equipment (PPE) where required, as well as for all training required per para. a.(3) above (training fees if commercial sources are used, and TDY as applicable). Lack of funding will not be an excuse for unsafe working conditions.

d. Ergonomics:

(1) Supervisors will consider ergonomic aspects in JHAs and training schedules for their personnel. This applies especially to admin areas and activities with regular manual material handling. Child Youth Services (CYS) caregivers were also identified as an employee group with ergonomic issues.

(2) Before any relocation/rearrangement of workplaces, purchase of new furniture or machinery/equipment takes place the plans will be forwarded to the Safety Office for review and recommendations.

e. Communication:

(1) Directors/Office Chiefs will review and update the appointment orders for their civilian collateral duty safety representatives and will ensure they have completed the necessary training; either the Safety Office's local training class or the online collateral duty safety officer course at <https://www.lms.army.mil>. Local National (LN) safety representatives will be trained through host nation agencies (Unfallkasse des Bundes); the Safety Office will publish information about training dates and locations.

(2) Supervisors at all levels will ensure that employees are aware of the hazard reporting process using DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). The form is accessible online at: www.imcom-europe.army.mil/webs/sites/staff_org/safety/unsafe_conditions/index.html or <https://armypubs.us.army.mil/eforms/pdf/A4755.PDF> (AKO login required). Hard copy forms may be submitted to the Safety Office or the Works Council. Submission of the form initiates an evaluation of the working conditions by subject matter experts, as needed, from the Safety Office, Fire Department, Industrial Hygiene, Occupational Health or the Environmental Office.

3. Point of contact is Anthony Edwards, USAG Stuttgart Safety Manager, DSN 431-3832.



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