DEPARTMENT OF THE ARMY
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5068

REPLY TO
ATTENTION OF:

AFYB-CG

FEB 1 4 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-00-01 – Safety

1. References.

a. Army Regulation 385-10, The Army Safety Program, dated 29 Feb 2000.

b. Field Manual 100-14, Risk Management, dated 23 Apr 1998.

c. Fort Hood Command Policy, G1-SAFE-01, III Corps Command Risk Management and Accident Prevention Program, dated 21 Sep 2004.

2. Purpose. To establish the Division Commander's policy on safety for all personnel and family members in the 4th Infantry Division.

a. Safety Awareness Policy.

(1) A genuine concern for the well-being of our Soldiers and families, and the care of our equipment are key elements of force protection. As the Division Commander, I am also the Division Safety Officer. The Safety Staff are my advisors and are charged with ensuring the division's Safety Program focuses on the established standards and my guidance. All commanders of 4th Infantry Division Soldiers, to include the Army National Guard and the Army Reserve Soldiers, are the Safety Officers of their respective commands and are charged with ensuring their safety programs comply with established safety/force protection requirements and this policy memorandum. Safety Officers and NCOs will be appointed IAW AR 385-10. All appointed unit safety personnel <u>will</u> attend the III Corps Safety Course (287-4261) within 60 days of appointment.

(2) Accidents and injuries frequently occur when tasks are not performed to standard. Leaders will not recommend or condone short cuts or unsafe field expediencies. Leaders and Soldiers will make on-the-spot corrections when observing unsafe situations regardless of the unit involved.

(3) Leaders must be mindful to how far their Soldiers intend to travel, expected weather conditions, and other factors which might adversely affect their Soldiers' welfare (mission related travel and off duty travel). This is especially true of the additional travel that may be required of Reserve Component Soldiers as they participate in training with their units. Leaders will provide appropriate guidance when necessary. The objective is to have fully informed and safety conscious Soldiers with a chain-of-command that is knowledgeable about the soldier and mission.

b. Briefings.

(1) Weekend Briefings: Squad/section leaders will discuss safety and weekend plans to their Soldiers prior to every weekend.

(2) Holidays, Long Weekends, Leave, and Pass. Battalion commanders will conduct safety briefings for their Soldiers that will enable them to recognize and avoid potential Privately Owned Vehicle (POV) and seasonal recreation hazards. All Soldiers that are traveling more than 150 miles from Fort Hood or Fort Carson, will complete the ASMIS-1 which can be found on the Army Safety Center website under "Tools" which links you to the ASMIS1 POV Risk Assessment Tool. First line supervisors will review the risk results of their Soldiers' ASMIS-1 completion and offer advice where warranted.

(3) Monthly Safety Briefings: Battalion commanders will conduct monthly safety briefings for all assigned Soldiers. These briefings must include POV safety, with emphasis on motorcycle safety/requirements and should be augmented with seasonal safety topics.

(4) Newly Assigned Soldiers: Company commanders will ensure all Soldiers are briefed on local and seasonal driving hazards outlined in Appendix D, FH Supplement 1 to AR 385-10 within 72 hours of joining their unit. Caution Soldiers about the potential traffic hazards associated with driving on Texas and Colorado roadways. All motorcyclists, regardless of rank, must attend the Installation Motorcycle Safety Foundation Course prior to operating a motorcycle anywhere. See 4ID Motorcycle Safety Policy for further guidance.

(5) On/Off Duty Fatal Accidents or Near Fatal Accidents: For these accidents, the chain of command will conduct an accident assessment to determine what happened, root causes and what will be done, or has been done, to prevent a similar occurrence. Assessment should not be conducted lower than battalion or separate company commands. MSC and separate commanders will then conduct an AAR for their leaders to ensure everyone is aware of how to prevent such occurrences in the future. Briefings will be in accordance with current Division Incident Review Board guidance. Additionally, the accident will be investigated and reported IAW AR 385-40.

(6) Quarterly Training Briefings: Commanders will address their safety policies, goals, initiatives and results during our quarterly briefings.

c. Composite Risks Assessments.

(1) Safety and tactical considerations must be systematically integrated into the plans and orders of every task and mission. Commanders must ensure their leaders/staff conduct risk assessments for all air and ground training events, operations, long weekends, and unit events. Composite risk assessments must evaluate all factors (Mission, Equipment, Troops, Time, Terrain, Individual, and Civilians, "METT-TIC") when answering the question, "what will hurt or kill my buddies or me?" This holistic view is the most successful method when assessing the tactical or threat based hazards and safety hazards. Control measures must be effective and properly applied for the process to be successful. Use the standardized 5-Step Risk Management Process outlined in FM 100-14, Risk Management, and the USASC Commander/Staff and Small Unit Risk Management Booklet. Commanders are responsible for their own actions and those of units under their charge. Commanders must weight the repercussions of casualties, damage to the environment, and loss of equipment. To that end, only a commander may accept/approve any residual risks. The risk acceptance/approval levels in the 4ID are as follows:

- EXTREMELY HIGH — First General Officer in the Chain of Command
- HIGH — Brigade Commander
- MEDIUM/MODERATE — Battalion Commander
- LOW — Company/Battery Commander

(2) POV Assessments: Company commanders will ensure that leaders conduct POV inspections to State inspection standards in order to ensure the safety and welfare of our Soldiers and families while traveling. Conduct these inspections at least one week prior to all long weekends, 4-day pass, pass, or leave. The checklist found in the Commander's POV Toolbox (https://safety.army.mil/home.html) is an excellent tool. Verify that each Soldier has a valid operator's license, up to date vehicle insurance, current registration and a state safety inspection, if required. Soldiers must correct deficiencies before being released. Additional guidance is provided in the 4ID Motorcycle Safety Policy. See III Corps and FH Regulation 190-2 for other actions that commanders can take to prevent hazardous driving.

(3) At-Risk Soldiers: Company commanders will conduct the "Next Accident Assessment for Leaders" and ensure that each Soldier conducts the "Next Accident Assessment for the Individual" at least quarterly. Both assessments are available in the POV Toolbox and assist in identifying at risk Soldiers. Risk assessments are not just related to training events. They are ongoing, habitual processes that apply not only to our Soldiers, but also to their family members. I expect commanders to identify high-risk personnel/families in need of special care and assistance, and to implement proactive, risk-reducing measures and controls. Leaders will review assessments during POV inspections and during routine counseling sessions to help Soldiers become aware of potential risks and how they can behave in a safe manner.

d. Command Emphasis.

(1) Quarterly Safety Days: MSCs will conduct Quarterly Safety Days, focusing on on-duty and off-duty accident/injury trends incurred by each specific command, and highlighting various topics/issues. Incorporate Safety Days into scheduled activities devoted to enhancing safety training, education, and awareness. POV accident prevention will be included in every Quarterly Safety Day.

(2) Command Calling Cards: Commanders will ensure all soldiers carry on their person the telephone numbers of their chain of command and local taxi companies. Encourage Soldiers to call their chain of command or a local taxi for assistance when under the influence of alcohol.

(3) Quarterly Safety Council: The Division will conduct a safety council each quarter attended by MSC and separate battalion Commanders, CSMs, and Safety Officer to review safety accomplishments, evaluate trends and develop strategies for safe operations in the future. All MSCs and Separates will conduct quarterly Safety Councils to review current safety in the organization.

(4) Lost duty days or property damage: When an accident results in a lost duty day, or property damage, commanders will execute a DA Form 285-AB-R through the chain of command. Commanders will assess the cause of the accident and back brief their subordinates on actions to take to avert future accidents.

(5) OPDs and NCOPDs: It is important to establish a command climate favorable to accident prevention. Commanders must provide leaders with adequate tools to reach their Soldiers with the safety message. I highly encourage commanders to integrate safety and risk management training into on-going professional development classes. Use the multitude of resources available to ensure our leaders are well trained and understand my intent to do everything possible to keep our Soldiers and their families safe.

(6) Wind-down Time: Commanders will consider establishing wind-down time to ensure Soldiers are sufficiently rested after extended duty or after returning from field/prolonged duty before departing for long drives on leave/pass. Use the guidance found in the POV Toolbox on this program.

(7) Red Hash and Yellow Hash Memorandums: The Corps Safety Office is responsible for publishing fatal accident lessons learned in the form of Red Hash and Yellow Hash memorandums. Commanders will ensure that the memorandums are briefed to the entire command, down to the lowest level, and placed on unit bulletin boards.

(8) Safety Alerts and Safety Bulletins: The Division Safety Office is responsible for publishing Safety Alerts for immediately safety trends or hazards. Safety Bulletins will be published periodically to raise safety awareness on topics ranging from tornado safety to lawn care.

(9) Training Guidance: I want commanders to address safety and risk management in their published training guidance. This institutionalizes our commitment to protecting the force.

3. It is vital that we do everything we can as leaders to ensure we protect our most valuable resource - our Soldiers and their families. Through leadership involvement and by using the risk management process we can successfully execute tough training as well as other operations without endangering life or property.

4. This memorandum supersedes all previously published command safety policies and remains in effect until superseded or rescinded.

Steadfast and Loyal!

JAMES D. THURMAN
MG, USA
Commanding

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