DEPARTMENT OF THE ARMY
BRAVO COMPANY, TRAINING SUPPORT BATTALION
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
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FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF:

ATSG-SB-B 27 October 2009

B CO SAFETY INITIATIVE PROGRAM STANDARD OPERATING PROCEDURES (SOP)

Although B CO had less than 1% reportable accidents for FY08, we are continuing to look at ways to reduce the number of reportable accidents for FY09. Approximately 90 percent of injuries are caused by at-risk human behavior. B CO/TSB practices safety interactions to recognize and reinforce safer behaviors. These interactions help employees prevent injuries by committing to practice safer behaviors. The Safety Interaction program encourages employees to communicate with one another on how to practice safer behavior and realize the consequences of unsafe behavior.

1. PURPOSE. To ensure a continuing, safety initiative program throughout this company.

2. REFERENCES. AR 385-10, AR 385-40.

3. SCOPE. This SOP outlines the organization of the company's safety program and the responsibilities of personnel implementing the safety program.

4. OBJECTIVE. To continuously improve B CO by minimizing personnel and equipment losses due to safety issues.

5. RESPONSIBILITIES. The Division Chiefs along with the Senior Leaders of B CO are responsible for assuring the accident prevention effort meets the requirements of the current SOP. The following personnel are responsible as indicated:

A. Commander will:
- (1) Provide overall leadership and guidance to ensure the company is meeting all standards set forth by the company's current SOP

B. Company Directors:
- (1) Ensure all Division Chiefs are adhering to the Safety program set forth in the B CO's SOP.
- (2) Ensure all assessment guidelines set forth in the Safety SOP are met in a timely manner.
- (3) Ensure all investigations and LCIR are reported to the B CO CDR within a 4 hour time window of the incident.
- (4) Provide support and mentorship to Division chief's to ensure the safety of all Soldiers are carried out on a daily basis.

C. Division Chief's will:

(1) Provide Instructors of the company the SOP and the expectations of the safety program to assure safety requirements are in compliance.

(2) Establish and maintain the quarterly assessments to provide a yearly incentive. Provide this assessment to the Commander.

(3) Make regular inspections of training and activities within the company and initiate action to correct the hazards or deficiencies detected.

(4) Investigate or coordinate investigation of accidents which occur within the divisions. Prepare accident reports when appropriate.

(5) Establish and maintain an accident case file for all accidents during the current and the preceding year. .

D. B CO 1SG/Operations will:

(1) Assure newly assigned personnel receive an In-processing Brief which includes CRM, lessons learned, and other pertinent information.

(2) Ensure that current safety requirements are integrated into all activities and plans.

(3) Assure training of personnel is adequate for safe operation of equipment to Avoid injury or equipment loss.

(4) Assure necessary protective equipment and clothing is available as required for daily operations.

(5) Schedule unit motorcyclists to attend the Motorcycle Safety Course. All forms are filled out and completed for the safety office

(8) Review accident reports for format and completeness and send to the Commander for his signature.

(9) Provide the Division Chief's a summary of the Quarterly assessments in order to present a yearly incentive.

6. ACCIDENT REPORTING. All accidents involving personnel from the company, which result in injury to personnel or damage to property, will be reported within four hours of the incident. The Division Chief involved will conduct an investigation of the incident and provide a typed LCIR for the CO CDR to review prior to submitting to the BN.

7. SAFETY AWARDS.

1) Each Division will be assessed quarterly. These quarterly assessments will be compiled for a yearly incentive.

2) The quarterly assessment will be measured on how many reportable incidents occurred in each division for that quarter. The division that has the fewest incidents will be presented a placard that will be displayed on the safety recognition plaque. In case of a tie, each division will receive recognition.

3) The yearly assessment will be compiled from each quarter and at the end of the Fiscal Year the winning division(s) will be awarded the following: exemption from the VBL duty roster and a placard placed on the safety plaque.

4) The information for reportable incidents will be gathered from the tracker and blotters.

5) The intent of the program is to help leaders get involved and instill a sense of pride within their perspective divisions. To make this program a strong viable resource for the safety of our soldiers, continue to report incidents by personnel within a 4 hour window from the time of the occurrence.

6) One Team, One Mission!

PAUL A. NOCE
CPT, AG
Commanding