DEPARTMENT OF THE ARMY
HEADQUARTERS, V CORPS
UNIT 29355
APO AE 09014

REPLY TO
ATTENTION OF

Policy Memorandum # 24

AETV-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: V Corps Commander's Accident Prevention Plan

1. References:

a. V Corps Safety Program SOP, 1 August 2001.

b. AR 385-10, 29 Feb 2000

c. AR 672-74, Army Accident Prevention Awards Program, 28 April 1995.

2. As Commander and Senior Safety Officer for V Corps it is my duty to ensure that every V Corps leader and Soldier understands their individual safety responsibility. Every member of V Corps must be relentless in their pursuit of an accident free environment and all of our experience must be focused on accident reduction measures. The Secretary of Defense and Army Chief of Staff directive for a 50% reduction in accidents during FY 2005 must be embraced as the standard. Our leaders must instill safety awareness in their organizations if we are to create a safer environment for our Soldiers. Our business is inherently dangerous and we can minimize those risks through a determined, aggressive and proactive safety program that succeeds because of dedicated leadership, compliance with our composite risk management procedures and adherence to standards. Every single day, every mission, every Leader will make safety a priority. Composite risk management and mitigation will be incorporated in training and planning processes for all activities. Empower every Soldier so they are confident in unilaterally enforcing safety standards and procedures.

3. The key to success is the development and disciplined execution of a Commander's accident prevention plan that includes recognition of safety excellence. A robust, aggressive safety awards program is an integral part of a successful accident prevention and awareness program. These safety programs are applicable to all our units whether they find themselves deployed in harm's way or training in Central Region. The intent of the awards program is to instill a sense of pride and accomplishment by recognizing Soldiers who promote safety. Safety Program awards criteria are published in AR 672-74, AR 600-8-22, and the V Corps Safety SOP.

4. Additionally, Division and Brigade MSC Commanders are encouraged to develop safety streamers to recognize units within their command which accomplish significant safety milestones. These milestones might be: "90 Day, 180 Day, or 12 Months Accident Free"; "90

Day, 180 Day, or 12 Month DUI Free", etc. Units that have reached these significant safety milestones should be granted a safety training holiday or some other incentive.

5. Tough, caring leadership, adherence to standards and individual awareness are critical to keeping our Soldiers safe. Incorporate safety topics such as Risk Management, Accident Reporting, Hazard Communication (HAZCOM), Fire Prevention, etc. into our selection board processes. The "V Corps Safety Action Heroes of the Quarter" will recognize those Victory Corps Soldiers who have made significant safety related contributions to our units.

6. The V Corps CSM will integrate safety subjects into quarterly "SGT Morales Club" selections and V Corps Soldier-of-the-Year boards to keep safety awareness at the forefront. Additionally, safety topics discussed in these selection boards and actions taken by Soldiers to preclude loss of life or accidents will be the criteria for selection of "V Corps Safety Action Heroes of the Quarter". Clarification and details are provided below:

a. SGT Morales Club – Safety topics are part of the selection criteria for winning this award. The CSM will add safety criteria to the "SGT Morales Club" Letter of Instruction.

b. V Corps Soldier of the Year – Safety topics are part of the selection criteria for winning this award. The V Corps CSM will include safety criteria in the V Corps Soldier of the Year requirements.

c. V Corps Safety Action Heroes of the Quarter – Safety topics are part of the criteria for winning this award. Each MSC submits nominees quarterly, along with the SGT Morales nominees. The Board members will select the winners, who will be recognized by the Commanding General. This program solicits competition to recognize outstanding safety actions taken by Soldiers that have mitigated risk and potentially prevented loss of life, injuries, or damage to equipment. The board may select more than one individual for this award. I will personally recognize these individuals for their contribution to V Corps with a "Commanding General's Award for Safety Excellence."

7. The USAREUR "Oak Tree Counseling" program is a great way for first-line supervisors to impact the safety of our Soldiers and their families. Building rapport between the leader and led is critical to timely intervention. Oak Tree Counseling should lead to a verbal commitment between supervisors and their Soldiers that both will do their part to avoid accidents. An area where leaders can make an immediate impact is in the establishment and execution of our Designated Driver Programs. Soldiers must have absolute trust and confidence in their chain of command to take care of them. Transferring the trust we developed in war for taking care of each other is a challenge we must master in garrison. When Soldiers are in need of assistance because they have had too much to drink their instinctive reaction must be to ask their leaders or fellow Soldiers for help. There must never be fear of reprisal when it comes to safety. Establish your Designated Driver Programs and recognize Soldiers who volunteer their time to help fellow Soldiers. Keep sober drivers behind the wheel.

8. Commanders will incorporate safety performance standards for military and civilian personnel that include accident prevention and occupational health responsibilities into rating standards. The success or shortcomings of managers or supervisory personnel in safety performance will be noted on Officer/Enlisted evaluations and Department of the Army civilian employee performance appraisals IAW AR 385-10, Para 1-5f.

9. At enclosure, I have provided the V Corps Commander's Accident Prevention Plan. This plan will guide Commanders in establishing a viable, proactive safety program. This program will be implemented at all levels of this Command.

10. Victory Corps!

Encl

RICARDO S. SANCHEZ
Lieutenant General, USA
Commanding

DISTRIBUTION:
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V CORPS
COMMANDER'S ACCIDENT PREVENTION PLAN

1. PURPOSE. This accident prevention plan formally establishes the safety program within V Corps. It will outline personnel responsibilities, provide implementation instructions, and define goals and methods I expect this command to use to establish and maintain a successful safety program. This prevention plan will aid the unit in accomplishment of its mission without accidental loss of personnel or equipment. Subordinate leaders in this command unit will not waive any safety requirements set by Army Regulations, higher headquarters, or this accident prevention plan, except when the need arises due to an actual emergency or combat situation. Should deviation from an established safety procedure or directive occur because of an actual emergency or combat situation, the Commander of the unit or Soldier involved will notify the safety office and furnish me a complete report of the incident as soon as possible after the event.

2. APPLICABILITY. This accident prevention plan is an independent document. It applies to all personnel and resources assigned or attached to this command. A copy of this plan will be maintained in each section/office area within this command.

3. GENERAL:

a. Accident prevention is based upon the philosophy that all accidents can be prevented and that accident prevention is an inherent function of leadership. Accident prevention as a leadership function does not release any individual from the responsibility of striving for the greatest possible degree of safety. All Corps personnel must be so aware of accident prevention principles that safety awareness becomes an integral part of everyday thinking.

b. The safe accomplishment of the overall mission is the main thrust of the program. A successful accident prevention program is a by-product of command supervision. I insist on the establishment and enforcement of high operating standards in every activity of this command.

4. RESPONSIBILITIES. In this command, accident prevention and reporting is the responsibility of all personnel. Policies, objectives and standards must be established and clearly defined within the contents of this plan, SOPs, and specific job related publications and procedures.

a. Commanders are my unit safety officers and have overall responsibility for their organization accident prevention program. They ensure compliance with the Department of Defense (DOD), the Department of the Army (DA), OSHA, Environmental Protection Agency (EPA), and the National Fire Protection Association (NFPA) requirements. The safety program requires all members of this command to fully comply with the contents of this plan, SOPs and specific job related publications and procedures. Safety managers will work for the Commander IAW AR 385-10, Para 2-1b. Commanders will ensure that:

(1) Supervisors' knowledge of personnel qualifications and training status is emphasized in order to utilize Soldiers according to their abilities.

(2) All personnel will know their equipment capabilities and conditions and will ensure that required inspections are conducted, documented, and disseminated.

(3) Vehicle and equipment dispatch discipline will be utilized to reduce exposure to accidents. This ensures the use of equipment only when it can contribute to genuine training in support of the unit's mission, and safe accomplishment of that mission.

(4) Composite risk management (CRM) and risk assessment techniques are required in all training and planning operations.

b. Safety Officer/Manager:

(1) Observe unit operations to detect and correct unsafe practices.

(2) Develop processes to mitigate potential safety hazards and follow through on corrective actions.

(3) Maintain liaison with chain of command on all safety issues

(4) Conduct hazard analyses, prioritize hazards in terms of accident severity and probability, and advise the appropriate officials promptly.

(5) Ensure assigned personnel are educated on safety-related subjects on a regular basis.

(6) Review accident reports and help implement corrections.

(7) Acquire and maintain a current safety reference library.

(8) Advise all newly assigned and attached personnel on safety and the importance of following standard procedures and techniques.

(9) As applicable, monitor techniques and proficiency of personnel in handling weapons, ammunition, hazardous or toxic materials, and lasers.

(10) Observe maintenance operations; make recommendations to correct unsafe procedures and practices; and monitor the safety-of-use-message compliance program.

(11) Conduct or assist accident investigation boards.

(12) Analyze unit accidents and results of internal Command Inspections for trends.

(13) Take part in unit-level mission planning to ensure safety is considered, to include assignment of risk values (composite risk management) to be approved by the commander or designated representative.

(14) Perform other duties, as required, to enhance the organization's total safety program. This includes the pre-accident and post-accident duties and responsibilities outlined in DA Pam 385-40 (Army Accident Investigation and Reporting).

(15) Conduct annual command safety inspections, report deficiencies to the commander and the safety council, and establish follow-up procedures to correct the deficiencies.

(16) Provide Commanders an annual closeout summary of the safety program that will be forwarded to the next higher command. Additionally, quarterly summaries will be briefed at QTBs.

(17) Conduct safety councils.

(18) Manage or monitor the Hazard Communication Program.

(19) Establish and manage a safety budget for the unit's safety program.

(20) Establish and manage the unit Safety Awards Program in accordance with regulatory guidance (AR 672-74 and AR 600-8-22).

(21) Observe support activities (such as POL, maintenance, operations, and Soldier training) to detect and report unsafe practices or procedures.

c. V Corps Commanders will ensure safety subjects are part of promotion, Soldier-of-the-Month, Quarter and Year boards.

d. V Corps Commanders will ensure that CSMs, SGMs, and 1SGs down to Company level identify and nominate Soldiers quarterly for "V Corps Safety Action Heroes of the Quarter."

e. G2/3 and S2/3 Duties:

(1) Ensure that all operations and missions are properly briefed. Stress threat-based risks with accidental, hazard-based risks to create a more thorough evaluation of danger during mission planning and continuing through execution. Risk assessment will be conducted for each mission IAW the Risk Management Section of the SOP.

(2) Safety violations, incidents, and potential hazards identified will be immediately passed to the Safety Officer for investigation.

(3) Monitor the fighter management/force protection program and ensure personnel are scheduled within established limits.

(4) Prepare and maintain the unit pre-accident plan for the commander.

(5) Other duties as defined in unit SOP.

f. Individual Duties:

(1) Attain and maintain proficiency in all equipment operated and CTT skills.

(2) Maintain appropriate physical and mental fitness according to FM 21-20.

(3) Report hazards and unsafe conditions or acts to the proper authority immediately upon discovery.

(4) Make on-the-spot corrections of unsafe conditions when appropriate.

(5) Ensure their own safety, both on and off duty.

(6) When you observe someone, knowingly or unknowingly, committing or about to commit, an unsafe act; stop them and discuss the hazard and possible alternatives. If they fail to listen, get help from your supervisor, the safety officer, or Commander.

(7) Mitigate potential safety hazards and follow through on corrective actions.

(8) Other duties as defined in SOP.

5. SAFETY COUNCIL.

a. The primary purpose of the safety council is to promote safety during formal sessions through the exchange of ideas, discussions, reports of hazards or deficiencies noted and the development of policies and procedures. Guidelines for safety councils are published in AR 385-95 and V Corps SOP.

b. The council will meet quarterly.

c. Council members will be assigned by the Commander and designated on unit orders.

d. Council will have officer and enlisted representation.

e. Any unit member may have safety issues presented at the safety council.

f. Copies of council minutes will be signed by the Commander, provided to subordinate commands and staff, and forwarded to the next higher command. Members of this command will report to the safety council on the status of suspense actions established in council minutes.

6. SAFETY MEETINGS.

a. Safety meetings will be held to increase the education/awareness of unit members regarding hazards associated with on and off-duty environments.

b. Unit safety meetings will be held monthly. Attendance is required for all personnel.

c. Attendance rosters will be maintained.

d. Safety meetings may be video taped for personnel who miss regularly scheduled meetings. In order to make up the safety meeting, Commanders will ensure that their Soldiers see the video and read the meeting minutes. The Soldiers will then sign the attendance roster.

7. COMMAND INSPECTION (CI) PROGRAM.

a. CIs will be conducted annually in conjunction with the HQ V Corps directives. The V Corps CI Checklist will be used as a reference.

b. Hazards/discrepancies will be presented to the Commander and the safety council for prioritization of correction.

8. GROUND HAZARD REPORT (DA Form 4755)

a. The Ground Hazard Report program will be used to identify and report all hazards that compromise safety to the safety office.

b. Any person may submit a DA Form 4755.

9. Abbreviated Aviation Accident Report (AAAR, DA FORM 2397-AB-R) and Abbreviated Ground Accident Reports (AGAR, DA FORM 285-AB-R). The V Corps AAAR and AGAR program is defined in the V Corps SOP. All reports will be completed/processed IAW AR 385-40, DA PAM 385-40 and AE 385-40.

10. SAFETY INFORMATION BOARDS.

a. Increase the safety awareness of all personnel and enlist their support in the conservation of our most critical resources - the lives of our Soldiers.

b. Ensure all unsafe acts are identified and reported.

c. The safety information boards will be updated in a timely manner by the Safety Officer or NCO.

d. The Safety Officer or NCO is responsible for the safety boards and will ensure the following items are on permanent display:

(1) Name of the unit Safety Officer/NCO.

(2) The Commander's Accident Prevention Plan.

(3) Current Safety Council Minutes.

(4) Monthly Safety Meeting Minutes.

(5) Latest Victory Keys.

(6) DD Form 2272, DOD Safety and Occupational Health Protection Program.

(7) USASC Safety Sends.

(8) Bell Sends

(9) Safety Posters.