DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-SAFE

27 JAN 2005

MEMORANDUM FOR All 19th Theater Support Command (TSC) Unit Commanders

SUBJECT: 19th TSC Commanding General's 2005 Safety Campaign Plan

1. PURPOSE. To implement the 19th TSC Commanding General's, 2005 Safety Campaign Plan.

2. REFERENCES:

a. AR 385-10, Army Safety Program, 29 February 2000.

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

3. APPLICABILITY. This memorandum applies to all 19th TSC staff and subordinate units, and supercedes the 19th TSC 2004 Safety Campaign dated 28 April 2004.

4. BACKGROUND. The SECDEF has issued guidance to reduce accident performance by 50% over a two-year period throughout the Armed Forces.

5. As the Commanding General of the 19th Theater Support Command, in pursuit to eliminate accidents, injuries, alcohol/drug related incidents, and damage to or loss of our equipment, I am implementing the following 19th TSC 2005 Safety Campaign. This campaign is in addition to other regulatory requirements and beyond the scope of my Safety Policy Letter #39 (19th TSC Commanding General's Safety Policy, dated 14 December 2004).

6. We are all safety officers and have a responsibility to incorporate safety in all we do; however, our responsibility does not end there. We as individuals, as leaders, and as part of TEAM 19, must be proactive in the prevention of accidents, injuries, the loss of equipment, and other safety related incidents. It is absolutely necessary that those individuals and units that go "above and beyond" their basic responsibilities in safety be justly recognized. Commanders will ensure that safety awards programs are established down to the company level. The following campaign initiatives are in effect beginning 1 January 2005 and remain in effect until modified or cancelled.

a. <u>TEAM 19 Safety Mat Award.</u> This high-visibility mat will serve to tell all unit members and visitors, that this unit had that quarters finest Safety Program. Mats will read "19th TSC Safety Excellence" at the mat's top, the 19th TSC Unit Crest in the center, followed by "FY 2005, _ QTR". Evaluation forms must be completed and submitted to the 19th TSC

Command Safety Office within 5 business days of the start of the next quarter. Evaluation forms are located at https://www-eusa-3.korea.army.mil/19tsc/G-1/19th%20TSC%20Safety/. This quarterly brigade / group level safety award will go to the unit that best meets the criteria listed below.

(1) The highest percentage of collateral duty safety officers who have completed the Commander's Safety Course and the 19th TSC Collateral Duty Safety Officer / NCO course

(2) The highest percentage of Company Commanders who have completed the Commander's Safety Course

(3) Zero alcohol/drug related accidents or DUI's

(4) The largest reduction of recordable accidents during the quarter vs. the same quarter the previous year

b. 119-Day Accident Prevention Award. Any brigade / group that completes Rating Period 1, 2, or 3 below, which reflects 119 consecutive days without experiencing a Class A, B or C accident and zero alcohol related accidents will be granted a training holiday. Off-duty sports related events and no fault accidents will not count against the unit's recordable accident experience for this award.

(1) Period 1: 1 Jan 05 thru 19 Apr 05

(2) Period 2: 20 Apr 05 thru 16 Aug 05

(3) Period 3: 17 Aug 05 thru 25 Nov 05

c. TEAM 19 Safety Article Contest. All members of TEAM 19 are encouraged to submit a safety article to the 19th TSC Command Safety Office. On a quarterly basis, one story will be selected for publication in the *TEAM 19!* Magazine and the *Morning Calm* newspaper. Selected articles will also be sent to the Stars and Stripes newspaper with an endorsement recommending publication. Contest winners will be awarded a 19th TSC Certificate of Achievement, 19th TSC Safety Coin of Excellence, and a 3-day pass. In the event a civilian employee writes a selected article, the writer will receive a 19th TSC Certificate of Appreciation, 19th TSC Safety Coin of Excellence, and 8-hours time-off.

7. Additional Unit Safety Initiatives.

a. TAB S ('S' for Safety, of NCO Leaders Books). NCO Leaders' Books, that are carried by a 19th TSC's section, squad, and platoon sergeants will have a uniform TAB S in their books. Any First Sergeant, Platoon Leader, Command Sergeant Major, or safety manager should be able to look at an NCO's Leader Book, open to TAB S, and find the minimum:

(1) Soldier Safety Spread Sheet. An excel spreadsheet that lists each subordinates name and has info on his/her susceptibility to Safety injuries. For example: Former heat injury, former cold injury, good-fair-weak-non-swimmers, Driving License Status, etc.

(2) Blank 19th TSC Off-Duty Risk Assessment forms, as well as the subordinate's last holiday/pass Risk Assessment sheet.

(3) Blank Risk-Management sheets, as well as the 19th TSC's 2-page "Leader's Guide to Risk Management" located on the Safety Website: https://www-eusa-3.korea.army.mil/19tsc/G-1/19th%20TSC%20Safety/Default.htm

b. Collateral Duty Safety Officers / NCO Training Requirements. All 19th TSC Collateral Duty Safety Officers / NCOs will complete the 19th TSC CDSO course. In addition, all CDSOs / NCOs must complete the Commander's Safety course within 30 days of appointment. Brigade / Group Commanders will report their command CDSO / NCO training status during Quarterly Training Briefs.

c. Commander's Safety Course. All 19th TSC commissioned officers and NCOs (E-8 or above) will complete the Commander's Safety Course within 30 days after in-processing into the command. All Company Commanders must complete the Commander's Safety Course prior to assuming command. Individuals may log onto the Army Safety Center Web Page to acquire the course. Brigade / Group Commanders will report their units training status for Company Commanders who have completed the Commander's Safety course during their Quarterly Training Briefs.

d. "Be Safe" Video. All Brigades / Groups will incorporate the "Be Safe" video into their commands in-processing procedures. Commanders will ensure ALL Soldiers view the video within 30 days of assignment. Brigade / Group Commanders will report their units status during Quarterly Training Briefs.

e. 19th TSC Off-Duty Individual Risk Assessment. The safety of our Soldiers whether on-duty or off must be at the forefront of all leaders minds. In order to effectively ensure a Soldiers safety during their off-duty time, the individual Soldier must be aware of the risks associated with their planned off-duty activities. Leaders must develop control measures and counseling that will assist in their off-duty safety.

(1) The 19th TSC off-duty risk assessment form is two sided and has three separate risk assessments: one completed by the individual, one completed by the individual if a POV is involved, and the last section to be filled out by the supervisor.

(2) This form will be filled out prior to releasing a Soldier for pass, a holiday weekend, or leave (in country or out of country). This form must be completed at least 2-days prior to departure to allow time to implement risk-reduction measures. Copies of this form are located at https://www-eusa-3.korea.army.mil/19tsc/G-1/19th%20TSC%20Safety/.

f. Safety Telephonic Hotline. The 19th TSC Safety Office has set-up a dedicated phone line and answering machine to accept and forward any Safety related issue, warning, or concern. Soldiers and civilians are invited to call DSN 768-7238 (SAF-T), after utilizing their chain of command. After duty hours emergencies should be reported to the appropriate Staff Duty Officer/Charge of Quarters. The purpose of 768-SAF-T (768-7238), is to assist in directing safety issues to the appropriate safety office or responsible agency to ensure quick resolution. Callers will be asked to leave a brief, but accurate description of the safety issue, issue's location, and the unit that it involves. Callers may leave name and phone number, if a response is required.

8. Safety is an issue that affects both our professional and personal lives. We must make every effort to eliminate injuries, damage to or loss of equipment, and alcohol/drug related incidents. Injuries and damage to our equipment affect our readiness and our ability to the 'fight tonight.' I expect 100% participation in the above safety initiatives and look forward to a successful safety campaign.

9. POC for this memorandum is the 19th TSC Command Safety Office, 768-6648, ~6473, or ~6692.

TEAM 19!
"Be Safe"

TIMOTHY P. McHALE
Brigadier General, USA
Commanding

Be Safe!