



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
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WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

TEDT-WS-CG

21 OCT 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: White Sands Missile Range Installation Safety Action Plan Fiscal Year 2016

1. The enclosed Installation Safety Action Plan provides implementation instructions for executing safety requirements. This plan incorporates all safety requirements into a single source document and will be reviewed and updated annually.

2. Accidents are impediments to training, mission readiness and morale, and can have serious negative impact on the safety and wellbeing of our Team WSMR members. While calculated and mitigated risk-taking may be necessary to accomplish our training and operational requirements, taking unnecessary risks with people's lives and military equipment is irresponsible. Leaders must apply sound risk management procedures in all operations to ensure that all missions at White Sands Missile Range are accomplished to standards without injuring personnel or destroying vital equipment.

3. I am totally committed to the safety and wellbeing of every Service Member, Family Member, and Civilian Employee at White Sands Missile Range. We must seek out and eliminate conditions, practices and habits that threaten a good safety culture at White Sands Missile Range.

4. Garrison, Test Center, Tenant organizations, and contractors shall comply with all items of this Safety Action Plan. Point of contact is Mr. Randy Grunow, Director, Installation Safety Office, (575)-678-2305, email: randy.j.grunow.civ@mail.mil.


TIMOTHY R. COFFIN
Brigadier General, USA
Commanding

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WHITE SANDS MISSILE RANGE
INSTALLATION SAFETY ACTION PLAN FISCAL YEAR 2016

1. The White Sands Missile Range (WSMR) Installation Safety Action plan includes elements that will assist the WSMR Installation with increasing safety awareness and reducing accidents/incidents, occupational illness and lost workdays. The Plan incorporates the U.S. Army Test and Evaluation Command FY16 Safety Plan, Installation Management Command - Appendix 01 to Annex S (Reports) to OPORD 16-001, 25 Jun 15, Federal Employee Compensation Act (FECA) Workers Compensation Program, Headquarters Department of the Army Safety Memorandum, Subject: Fiscal Year 2016 Army Safety and Occupational Health Objectives.
2. Safeguarding our Military, Civilians and Family Members is paramount to maintaining a trained, ready and effective fighting force. Of particular concern is off duty driving – DoD's largest fatality producing category. Approximately three quarters of fatalities occur while driving a vehicle. Safety programs at WSMR must emphasize reducing speed, following and enforcing standards; such as seat belt usage. Because of the hard work and dedication of commanders and leaders at all levels losses attributed to accidents have fallen steadily. This is no small achievement given the pace of operations facing WSMR Leaders, Military and Civilian employees every day. We acknowledge the incredible contributions WSMR personnel have made to Army Safety and challenge you to do even better in FY16.
3. Continued constant engagement with the workforce is necessary to foster a safety culture that minimizing accidental loss. This constant engagement program will continue to use all available means and media to emphasize safety including leader-employee safety discussions at every opportunity, daily safety messages on computers, annual installation safety stand downs, leader reviews of all recordable accidents with the WSMR CG, holiday safety messages/briefings, contractor/leader safety evaluations, and safety programs/education. The Installation Safety Staff will always have a safety presence during core duty hours for our Military, Civilians and Family Members. White Sands Missile Range is providing the foundation for risk management at every level assuring that hazards are mitigated both on and off duty.
4. To assist in WSMR's accident/incident reduction effort during FY16, the WSMR Installation Safety Office (ISO) will continue to offer a wide variety of safety training. Also, the installations Safety careerists will continue Safety and Occupational Health certification training in FY16 to enhance safety skills and improve the overall safety program. Please contact the ISO at (575)-678-2305/1121 to schedule training for your organization or to inquire about scheduled training sessions.

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5. The Department of the Army has established and defined the Army's Safety Objectives for FY16. Garrison, Test Center, Tenant Organizations and Contractors shall comply with the Safety Objectives and incorporate them into their safety programs. The Installation Safety Office stands ready to assist. Below are the FY16 Safety Objectives:
 - a. **Loss Area Identification and Mitigation Plan.** The Installation Safety Office will identify the top three loss producing conditions from the FY15 accident data base and will develop mitigation strategies to reduce those losses by 10% in FY16 utilizing FY13-15 rates.
 - b. **Army Motor Vehicle (AMV) Accident Prevention.** On an annual basis, GSA vehicles assigned to WSMR are driven 4 million miles on average. The Army Motor Vehicle (AMV) Accident Prevention Program (WSMR Regulation 385-18, Chapter 26) was developed to provide guidance and standards relating to review collisions or accidents involving motor vehicles owned or leased by the Department of the Army or other agencies of the United States Government, when such AMV accidents and Government Operated Vehicle (GOV) accidents occur on the White Sands Missile Range (WSMR), New Mexico, or occur off-post but involve an AMV or GOV assigned to WSMR. The objective of the Army Motor Vehicle Accident Prevention Program is to reduce accidental AMV losses by 10 % utilizing FY13-15 rates. FY16 engagements will continue to include dialog between leaders and the workforce to confirm workforce support and commitment to reduce government vehicle accidents.
 - c. **Reduction of Private Motor Vehicle (PMV) Mishaps to Include Motorcycles.** Overall off-duty PMV mishaps are trending downward, however the primary causal factor of indiscipline is trending upward at an alarming rate. Commanders and Leaders at every level will talk to their Military Members and Civilians about safe driving. Leaders must identify high-risk individuals and intervene with appropriate action. Proactive initiatives include counseling and mentoring, and in some cases further training.
 1. **Motorcycle Mentorship Programs (MMPs).** Promote the installations MMP, highlighting its value and success. The purpose of the MMP is to establish a voluntary motorcycle riding organization on WSMR where less experienced riders and seasoned riders can create a supportive environment of responsible motorcycle riding and enjoyment. Such an environment creates positive conduct and behavior that supports a commander's mishap prevention program.
 2. **Seat Belt Usage.** All WSMR Organizations will evaluate their safety programs to inform and enforce the Army's mandatory seat belt and occupant restraint policy. Commanders and Leaders will place emphasis on compliance with this elementary and proven safeguard to prevent accidental injury or death. Operating a vehicle, whether on or off duty, remains the most dangerous activity personnel at WSMR perform. We cannot overemphasize the importance of leaders stressing the use of restraints as a priority to their personnel.

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- e. **Aviation Class A-F Accident Reduction.** Aviation operations involve greater risk than most ground operations primarily due to the increased cost of the equipment involved and the severity of injuries when an accident occurs. Commanders/Directors of units involved in aviation operations must develop effective safety management programs and promote an aggressive accident prevention policy. Initial mission approval, mission planning and briefing, and final mission approval are meant to lower or mitigate risk as the approval process moves from one step to the next. Aviation commanders must enforce the three step process and deter any temptations to skip steps or reduce the inherent rigor involved. Commanders/Directors will establish a training and certification program to ensure standardization and understanding of the mission approval and risk management process. Reduce aviation losses by 10% utilizing FY13-15 rates.
- f. **Property Damage.** Commanders/Directors will ensure that all property damage incidents are properly reported. All operations will be aggressively managed to control risk and reduce accidental loss. Reduce property damage loss by 10% utilizing FY13-15 rates.
- g. **Risk Management On and Off Duty.** Leaders at every level will include Risk Management as an integral component of their decision making process. Leaders have the responsibility to ensure our military and civilian employees identify and assess risks, determine processes to eliminate losses and carry out daily assignments without injuring personnel or destroying vital equipment. Leaders at all levels will establish accountability for safety and occupational health through the performance evaluation system and performance counseling sessions. All officers, noncommissioned officers, civilian supervisors, managers and employees will have accident prevention and occupational health responsibilities as a rating element in all military efficiency reports and annual performance plans/support plans.
- h. **Risk Management Training.** All WSMR military and civilian employees will complete the Risk Management training offered on the Combat Readiness/Safety Center (CRC website within 60 days of employment assignment. The USACR/SC on-line University link is:
<https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>
- i. **Job Hazard Analysis.** A Job Hazard Analysis (JHA) of job functions at each organization will continue to be conducted during FY16. Supervisor and employees will perform this analysis jointly with assistance from the ISO staff as needed. Existing JHA's for these jobs will be reviewed by the supervisor/employee annually and validated. Compliance will be monitored during Safety Coordinator and ISO inspections.
- j. **Safety Climate and Culture Assessment.** Army Commanders at every level from ACOM, ASCC, and DRU down to brigade/activity level, including all Garrisons, should review Army Readiness Assessment Program (ARAP) results. They should identify leading indicators and incorporate program results into their overall safety program. If it has been more than one year from the last assessment, the command

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- should schedule another ARAP survey during the new fiscal year. The USACR/SC link is: <https://arap.safety.army.mil/>
- k. **Accident Reporting and Investigation.** WSMR will continue to use DA Pam 385-40 and the Commanding General's Commanders Critical Information Requirement (CCIR) reporting procedures as the primary means of transmitting accident, injury and other significant information through the WSMR chain of command to higher headquarters. All Army recordable accidents shall be reported through the automated ReportIt system available at <https://reportit.safety.army.mil/> to the Installation Safety Office and documented on the day the accident occurs. Weekly, monthly and annual reports of accidents/incidents will provided to higher headquarters as required.
 - l. **Trend Analysis.** The Installation Safety Office will continue preparing accident trend analysis and presenting results and strategies for reducing accident rates at the Safety and Occupational Health Advisory Council (SOHAC) semiannual meetings. The SOHAC is chaired by the WSMR Senior Commander and includes Directors, Safety and Occupational Health and Industrial Hygiene personnel. The Installation Safety Office will continue to provide Quarter to Quarter and year to year comparisons to the Directorates prior to the SOHAC. Directors will review trends and formulate strategies for accident reduction as needed. Recordable lost time accidents for Military, Civilian and Contractor Injuries will be tracked for reduction purposes. During recordable accident review sessions, special attention will be given to the detection and correction of human error.
 - m. **Worker's Compensation.** The Garrison Commander will ensure the Federal Employees Compensation Act (FECA) Working Group is properly established and comprised of representatives from management, safety, human resources, labor (unions), preventive medicine, and legal and investigative services to review claims, identify trends and make recommendations for improving the Installation's workers' compensation program. The FECA Working Group will meet quarterly as a minimum. Certain information in reference to the FECA Working Group will be reported during the Installation Semi-Annual SOHAC. Directors and supervisors shall sign CA-1 forms with agreement or controvert. Supervisors who have employees that have experienced a reportable accident/incident or occupational illness may be required to be present at the FECA Working Group meeting and be prepared to discuss details and corrective actions.
 - n. **Safety Recognition.** Leaders will implement organizational level safety recognition programs to positively reinforce safe work cultures. Recognize both individual and organizational performance in safety.
6. The Installation Safety Office has developed and will maintain this Safety Action Plan so that it assists the WSMR Community in workplace safety, establishing priorities, leveraging for available resources and adjusting program activities as necessary to target critical safety areas and to mitigate risks, reduce hazards and prevent accidents. This plan will be reviewed and updated annually. Any changes made to the Safety Action Plan will always be published.