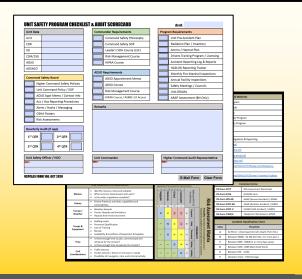## March is Safety Program Audit Month

As we approach the spring and summer months with increased activities, Commanders should utilize the month of March to reassess unit safety program. The NYARNG Safety team created a simplified program checklist containing all of the core Army Safety Program requirements for units to become compliant is located below.

**STOP & REASSESS**

## The Unit Safety Program Checklist & Audit Scorecard



- One sheet (front & back) comprehensive checklist that covers all core Unit Safety program requirements outlined within AR 385-10, DA PAM 385-10, and DA PAM 385-1
- Provides an overview of all core requirements and for newly assigned Commanders, and appointed Safety Officers and NCOs
- Front Page contains the comprehensive checklist and audit scorecard, with a remarks section, and CAC signature blocks
- Back Page contains direct links and course codes to required training, along with Key references & websites, key forms, METT-TC risk assessment considerations, risk assessment matrix, and mishap classification chart
- Access & download the Safety Program Checklist here: https://dmna.ny.gov/safety/memos/safetyprogramchecklist.pdf

## Safety Tools & Resources

**(Click a title to visit the website)**

*The New York Army National Guard Safety Webpage*

*Is your command compliant? Initiate a Command Safety Assessment*

*The future of Safety Reporting and Statistics for the Army*

*The Army National Guard Safety Website*

*The United States Army Combat Readiness Center Website*

*Create & Manage your deliberate risk management worksheets online*

## Safety Joke of the Month

*Although they say, "safety is no laughing matter," with effective control measures implemented – it can be!*

**I tried to make a joke about safety scissors…**
But it was pointless.

This month's Safety joke was submitted by:
**MSG Michael Folta, 42nd Infantry Division**

*If you are interested having your Safety joke published, please submit your joke and contact information to LTC Alexander Prezioso at: alexander.prezioso.mil@army.mil.*

## UNIT SAFETY PROGRAM CHECKLIST & AUDIT SCORECARD

As of: _____

### Unit Data

| | |
|---|---|
| Unit | |
| CDR | |
| XO | |
| CSM/1SG | |
| ADSO | |
| ADSNCO | |

### Command Safety Board

- [ ] Higher Command Safety Policies
- [ ] Unit Command Policy / SOP
- [ ] ADSO Appt Memo / Contact Info
- [ ] Acc / Haz Reporting Procedures
- [ ] Alerts / Hashs / Messaging
- [ ] OSHA Posters
- [ ] Risk Assessments

### Quarterly Audit (if app)

| 1ST QTR | | 2nd QTR | |
|---|---|---|---|
| 2nd QTR | | 4th QTR | |

### Unit Safety Officer / NCO

### Commander Requirements

- [ ] Command Safety Philosophy
- [ ] Command Safety SOP
- [ ] Leader's SOH Course (LSC)
- [ ] Risk Management Course
- [ ] HIPAA Course

### ADSO Requirements

- [ ] ADSO Appointment Memo
- [ ] ADSO Course
- [ ] Risk Management Course
- [ ] HIPAA Course / ASMIS 2.0 Access

### Remarks

### Unit Commander

### Program Requirements

- [ ] Unit Pre-Accident Plan
- [ ] Radiation Plan / Inventory
- [ ] Ammo / Hazmat Plan
- [ ] Drivers Training Program / Licensing
- [ ] Accident Reporting Log & Reports
- [ ] HAZLOG Reporting Tracker
- [ ] Monthly Fire Marshal Inspections
- [ ] Annual Facility Inspections
- [ ] Safety Meetings / Councils
- [ ] Unit DRAWs
- [ ] ARAP Assessment (BN Only)

### Higher Command Audit Representative

**E-Mail Form**   **Clear Form**

- This checklist serves as a 95-100% solution for most Army unit safety program requirements. Depending on personnel, equipment, operational, and higher headquarter requirements, some additional safety program requirements not listed may apply.
- For Battalion echelons and higher, we recommend that this checklist is used as an inspectable item when conducting unit safety and organizational inspection program (OIP) inspections.
- Recommend units conduct a quarterly safety program audit, validating all requirements are maintained.
- Signatures are not required, but the functionality has been added in the event that commands would like to formalize the use of the checklist.
- Your command safety board should be easily visible and accessible to unit members.

## Training Requirements & Links

| | |
|---|---|
| **ATRRS Self-Enrollment** | https://www.atrrs.army.mil/selfdevctr/ |
| **Leaders SOH Course** | Crs Nbr: **2G-F107_DL** (Leaders SOH Course) |
| **ADSO Course** | Crs Nbr: **2G-F95_DL** (Additional Duty Safety Course) |
| **Risk Management Course** | Crs Nbr: **2G-F97_DL** (Risk Management Basic) |
| **HIPAA & Privacy Act Training** | https://jkodirect.jten.mil/ (Course# US-001) |
| **USACRC Training Resource Site** | https://safety.army.mil/TRAINING-COURSES |

## Explosives / Ammo / Radiation Training Courses

| | |
|---|---|
| **ATRRS Self-Enrollment** | https://www.atrrs.army.mil/selfdevctr/ |
| **Explosives Introduction** | Crs Nbr: **9E-F67/920-F35** (Ammo-45) |
| **Explosives Familiarization** | Crs Nbr: **4E-F44/645-F28** (Ammo-63) |
| **Ammunition Publications** | Crs Nbr: **4E-F62/645-F46** (Ammo-78) |
| **Explosives Safety Mgmt** | Crs Nbr: **4E-F26/431-F10** (Ammo-107) |
| **Radiation Safety** | Crs Nbr: **4K-F30/494-F35** (Ammo-66) |

## Other Safety Training (CDSO & Branch Specific Risk Management Courses)

| | |
|---|---|
| **ALMS DL Website** | https://www.lms.army.mil/ |

## Key References & Websites

| | |
|---|---|
| **AR 385-10** | The Army Safety Program |
| **DA Pam 385-1** | Small Unit Safety Guide |
| **DA Pam 385-10** | Army Safety Program |
| **AR 385-64** | Army Explosives Safety Program |
| **DA Pam 385-24** | Army Radiation Safety Program |
| **ATP 5-19** | Risk Management |
| **DA Pam 385-30** | Risk Management |
| **DA Pam 385-40** | Army Accident Investigations & Reporting |
| **USACRC Website** | https://safety.army.mil |
| **JRAT Tool** | https://jrat.safety.army.mil |
| **ASMIS 2.0** | https://mishap.safety.army.mil |
| **ARAP Assessment** | https://arap.safety.army.mil |
| **Range & Weapons Safety Toolbox** | https://safety.army.mil/ON-DUTY/Range-and-Weapons-Safety-Toolbox |
| **Driv. Safety Toolbox** | https://safety.army.mil/ON-DUTY/Drivers-Training-Toolbox |

## Risk Assessment Considerations

| | |
|---|---|
| **Mission** | • Identify missions, tasks and subtasks<br>• What common hazards exist with each?<br>• Is the order or guidance complete? |
| **Enemy** | • Enemy Presence, activities, capabilities and vulnerabilities |
| **Terrain / Weather** | • Weather Hazards<br>• Terrain Hazards and limitations<br>• Hazards from the Environment |
| **Troops & Equipment** | • Staffing Levels<br>• Personnel Qualification<br>• Lack of Training<br>• Morale<br>• Availability & Condition of Equipment & Supplies |
| **Time** | • Is there enough time to plan, communicate and rehearse for the mission?<br>• Is there enough time to execute the mission? |
| **Civil Considerations** | • Traffic Density<br>• Civilian Activity / Events in the area or nearby<br>• Possibility of insurgents, riots, and criminal activity |

### Risk Assessment Matrix

**Severity:** How bad? Estimate the expected severity of an event or occurrence.

**Probability:** How likely is this event going to occur? Estimate the probability of a harmful event or occurrence.

Reference ATP 5-19 for definitions.

| | Negligible (IV) | Moderate (III) | Critical (II) | Catastrophic (I) |
|---|---|---|---|---|
| Frequent (A) | M | H | EH | EH |
| Likely (B) | L | M | H | EH |
| Occasional (C) | L | M | H | H |
| Seldom (D) | L | L | M | H |
| Unlikely (E) | L | L | L | M |

## Common Forms

| | |
|---|---|
| **DD Form 2977** | Risk Assessment Worksheet |
| **DA Form 4764** | HAZLOG Form |
| **DA Form 285-AB** | AGAR (Ground Accident) / ASMIS |
| **DA Form 2397-AB** | AAAR (Aviation Accident) / ASMIS |
| **DA Form 2397-U** | UASAR (UAS Accident) / ASMIS |
| **DA Form 7305/6** | Telephonic Worksheet / ASMIS |

## Accident Classification Chart

| Class | Threshold |
|---|---|
| A | $2.5M or > (Destroyed Aircraft, Death, Perm Dis.) |
| B | Between $600K - $2.5M (Part Dis, 3 or more pers.) |
| C | Between $60K - $600K (1 or more days away) |
| D | Between $25K - $60K (Restricted Work) |
| E | Between $5K - <$25K |
| F | (Aviation Only) – FOD Damage |

The Risk Assessment Considerations chart (utilizing METT-TC) should be referenced when planning training & operations. Leaders can utilize these considerations to identify or prepare to mitigate likely hazards that will occur during each mission or task. "What if" scenarios should be war-gamed to identify hazards, and to develop your mitigations, controls, and supervision plans.

# State Safety Points of Contact

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