



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY REGIMENT  
3906 MOW-WAY ROAD  
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

8 June 2021

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #8 – Safety

1. Reference:

- a. Army Regulation 385-10, The Army Safety Program, dated 24 March 2017
- b. DA PAM 385-10, The Army Safety Program, revision 19 January 2010
- c. DA PAM 385-40, Army Accident Investigations and Reporting, dated 18 March 2015
- d. Fort Sill Regulation 385-1, dated 31 July 2018

2. Safety is a major consideration in all operations. It is vital we set the highest standards, incorporating safety as an integral part of our daily operations, while on and off duty, and always "THINK SAFETY."

3. I charge each leader/supervisor with the responsibility to enforce effective safety practices.

4. Safety Program: The safety officer at each level of command is the commander and their assigned unit level Additional Duty Safety Officer (ADSO).

- a. The safety officer at each level of command is the commander.
- b. A Battalion ADSO will be assigned on orders and is responsible for directing the daily operation of the Battalion Safety Program. In accordance with AR 385-10, the Battalion Safety Council will meet quarterly. The ADSO will plan and coordinate the council meeting.
- c. Unit Commanders will assign a primary and alternate ADSO. An ADSO is required to attend the quarterly brigade and battalion level safety council meetings as directed. The ADSO is responsible for the reporting of all safety related accidents, work orders or unsafe acts to the battery/company commander. Each unit level ADSO is responsible for monthly safety facilities inspections and will maintain all required publications and regulations on hand in their safety book.

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d. IAW DA PAM 385-40 - All occurrences that cause injury, illness, or property damage of any kind are reportable and must be reported to the ADSO within 24 hours of the incident. Reportable accidents that meet the minimum criteria are stated in AR 385-10 page #27.

e. Initial Accident Reports - Initial accident notification will be reported to the Battalion Commander and ADSO during normal duty hours; and to the Battalion Staff Duty NCO and ADSO after duty hours. The ADSO will ensure that all Army Ground Accident Reports (AGARs) are completed IAW applicable standards and timelines.

f. A Risk Assessment will be performed prior to all training to ensure Soldiers take proper measures to avoid potential accidents. Commanders will use the Risk Assessment Matrix to assess potential risk. If the risk assessment is determined to be too high to perform a specific task or exercise, the battery/ company commander, or designated representative, will determine if the event will be performed. All mitigating measures will be utilized to ensure the lowest possible risk is accepted prior to mission commencement.

5. Accident Reporting: Any accident, both on and off duty resulting in the injury or death of a Service Member will be:

a. Initially reported telephonically to:

- i. The Unit Commander.
- ii. The Battalion Commander.
- iii. The Battalion ADSO.

b. An accident report will be filled out within five days after the incident, submitted to the Battalion ADSO on the ReportIT system for review and forwarded to the Post Safety Office within ten working days of the accident.

6. Safety Training is continuous and command emphasis will be given in both formal and informal training in accordance with DA Pam 385-1. All supervisors will be watchful for unsafe acts and conditions during duty and non-duty hours.

7. Safety Briefings will be given periodically in accordance with safety requirements. They will also be given as part of all major exercises and activities. At a minimum, Unit Commanders will perform a weekly safety briefing to the widest possible audience covering aspects of safety on and off duty. A record will be kept on file in the company training room and safety book.

8. Battalion Safety Award Program: If a Soldier discovers a safer way to do something or corrects an unsafe condition, the Soldier may be rewarded with a two-day pass, and recommended for a Battalion Certificate of Achievement, and/or an impact award.

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9. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.

CHRISTOPHER T. MAJORS  
LTC, AD  
Commanding