



**DEPARTMENT OF THE ARMY**  
**US ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH**  
**415 SHERMAN AVENUE**  
**FORT LEAVENWORTH, KANSAS 66027-2300**

ATZL-CSO

31 JAN 2017

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Combined Arms Center and Fort Leavenworth Safety and Occupational Health Strategic Plan 2017-2021**

**1. References:**

- a. Department of Defense Instruction, Department of Defense Safety and Occupational Health Program, 6055.01, 14 Oct 14.
- b. U.S. Army Safety Program, AR 385-10, 27 Nov 13.
- c. Combined Arms Center and Fort Leavenworth Safety Program, CAC & FT LVN Regulation 385-1, 13 May 16.

**2. Purpose. The Combined Arms Center (CAC) and Fort Leavenworth Safety and Occupational Health Strategic Plan will:**

- a. Communicate CAC and Fort Leavenworth leadership's commitment to the safety and health of our Soldiers, Civilians, Families, and contractors in support of the CAC mission.
- b. Emphasize risk management integration into all operations, professional military and civilian education, training exercises, doctrine, and operational procedures developed by CAC and Fort Leavenworth.

**3. Combined Arms Center mission. Develop and integrate leader development, doctrine, professional military and civilian education and training; lessons learned; support training and education and execute proponent responsibilities in order to sustain mission command and prepare the Army to successfully conduct joint, interagency and multinational operations anywhere in the world.**

**4. All commanders and leaders are responsible for acting to eliminate preventable accidental losses. Risk management has proven its value as a decision making tool for**

the analysis and control of risk associated with hazards that have the potential to impact mission readiness.

5. Each member of the CAC team is important. CAC and Fort Leavenworth leaders must continue to take aggressive action to ensure risk management is integrated in everything CAC does. Following are the CAC and Fort Leavenworth goals and objectives to meet senior leadership accident reduction goals:

a. Goal #1: Incorporate Safety and Occupational Health into Army culture.

(1) Objective 1.1: Increase awareness of the value of Safety and Occupational Health.

(a) The Army has implemented the Ready and Resilient Campaign (R2) as a basis to optimize the human performance across the Total Force – Soldiers, Family members and Army Civilians. The Army's goal is to invest and improve the performance of every individual on the team. The Fort Leavenworth Community Health Promotion Council (CHPC) serves as the platform to synchronize key Army programs that focus on building resilience in support of R2C. It is the primary status reporting and tracking forum for CAC and Fort Leavenworth. The council meets quarterly to discuss alcohol/drug related incidents, accidents, risk reduction statistics, risk reduction and wellness programs, behavioral health, and seasonal hazards. The quarterly CHPC serves as an open forum to share lessons learned and program improvements.

(b) The Army Readiness Assessment Program (ARAP) provides battalion level commanders with information on their organizational safety climate and culture. Battalion commanders will ensure implementation of the program within 90 days after assuming command.

(2) Objective 1.2: Leaders will develop annual Safety and Occupational Health action plans to improve safety and health, reduce accidents, and illness. Leaders, continue to place emphasis on specific hazards associated with seasonal changes, recreational activities, and proper procedures to heighten situational awareness and improve mission readiness.

b. Goal #2: Ensure proactive and systematic management of risk.

(1) Objective 2.1: Improve mitigation of on-duty and off-duty safety and health hazards through the integration of risk management.

(a) Leaders will continue to ensure risk management is integrated in doctrine, professional military and civilian education, lesson plans, training programs, mission command products, Garrison, military operations and exercises, and off-duty activities.

(b) Leaders, supervisors, Soldiers and employees are responsible and accountable for taking necessary action(s) to ensure a safe workplace, using appropriate equipment and procedures.

(2) Objective 2.2: Implement processes for the identification and quantification of safety and occupational health hazards.

(a) Leaders will investigate hazardous conditions that contribute to accidents, develop corrective measures, and put those measures into effect to reduce the probability of a similar type accident.

(b) Individuals are responsible for their own safety, and for the safety of others who may be affected by their actions. Accident prevention as an element in performance standards supports mission success through the prevention of accidents and illnesses that adversely impact the mission, destroy assets, and harm personnel. Ensure safety objectives are included in performance standards at all levels.

(c) Across the Army there continues to be an under reporting of accidents when compared to medical treatment and worker compensation claim data. Leaders, ensure accidents are properly investigated and reported in a timely manner to the local command safety office.

c. Goal #3: Manage Safety and Occupational Health (SOH) Program efficiently and effectively.

(1) Objective 3.1: Ensure effective communication and synchronization of safety and occupational health efforts across CAC and Fort Leavenworth.

(a) The mission and Garrison Safety Offices will conduct an annual Safety and Occupational Health evaluation of all Garrison, mission, and tenant organization safety programs to ensure compliance. Command organizations with assigned Army Safety and Occupational Health (SOH) professionals will conduct annual SOH evaluations in accordance with AR 385-10.

(b) Provide education and training necessary to all military and civilian personnel to identify unsafe practices and physical conditions to promote a successful accident prevention program. Distance Learning Safety Training Courses for Department of the

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Army personnel are available at <https://safety.army.mil>, including the Accident Avoidance Course, Composite Risk Management Basic Course, Employee Safety Course, Supervisor Safety Course, Manager Safety Course, and the Additional Duty Safety Officer Course.

(c) Safety in our community is paramount in protecting our Soldiers, Families and Civilians. Leaders of community operations will ensure mitigation of risk in community activities and operations.

(d) Leaders will identify motorcycle riders and potential riders within your organizations and ensure they understand their responsibilities for safe motorcycle operations. Ensure all Soldiers assigned to Fort Leavenworth who operate a motorcycle, on or off the installation, complete all motorcycle safety courses and training requirements. Additionally, Leaders will ensure all Soldiers who operate a motorcycle have signed the Fort Leavenworth Motorcycle Agreement located on the CAC SharePoint site:

<https://combinedarmscenter.army.mil/cachq/PubsRegs/Forms/Safety.aspx>.

d. Goal #4: Reduce accident and illness rates.

(1) Objective 4.1: Develop and implement plans tailored to address the organizational high loss area(s).

(a) A historic review of organizational accidents across the installation indicates that POV, mission training, sport activities, and falls remain our high loss categories. Last year we experienced a total of 28 accidents as a result of POVs, training, and sport activities. Leaders continue to place emphasis on specific hazards associated with seasonal changes, recreational activities and proper procedures to heighten situational awareness.

(b) Our civilian workforce is a valuable part of our Army team and one we must make every effort to protect. Develop and implement plans to reduce lost workdays resulting from employees injured at work so they may return to productive status as soon as possible.

(2) Objective 4.2: Improve reporting system for injury, occupational illness, loss and near-miss reporting, and analysis of Class A-E accidents to identify accident demographic, causation factors and trends, and develop countermeasures. A coordinated effort between the Civilian Personnel Advisory Center (CPAC), leaders, and supervisors of CAC and Fort Leavenworth organizations is needed to gather, track, and analyze Civilian illnesses and injuries to reduce Federal Employees Compensation

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Act claims and costs. The designated CPAC Injury Compensation Program Coordinator will serve as the point of contact for the Army Benefits Center, Fort Riley, and the Fort Leavenworth Federal Employee Compensation Working Group to gather, track, and analyze Civilian injuries and illnesses to reduce compensation claims and costs, and return employees injured at work to productive status as soon as possible.

6. Review the enclosed safety initiatives in support of the CAC and Fort Leavenworth Safety and Occupational Health Objectives for Fiscal Year 2017. Develop and implement the necessary measures to achieve established goals and objectives in support of our accident reduction effort.

7. Leaders at all levels make a difference. All leaders in the chain of command must continue to be personally involved to ensure safety is a top priority in all areas. Soldiers, Families, and Civilians are our most cherished asset. Ensuring their safety and health is a top priority – and everyone's responsibility.

8. Point of contact for this action is the CAC Safety Office, 684-3660, [pamela.m.bowser.civ@mail.mil](mailto:pamela.m.bowser.civ@mail.mil).

Encl  
Safety and Occupational Objectives

KIRBY R. BROWN  
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