

ANNEX E (SAFETY) to AR NG OPORD 22-01 (TY22-24 AR ARNG CRG)

References:

- a. AR 385-10, The Army Safety Program, 24 February 2017
- b. DA Pam 385-10, Army Safety Program, RAR 19 January 2010
- c. DA Pam 385-30, Risk Management, 02 December 2014
- d. DA Pam 385-40, Army Accident Investigation and Reporting, 18 March 2015
- e. DA Pam 385-64, Ammunition and Explosives Safety Standards, RAR 10 October 2013
- f. ATP 5-19 with Change 1, Risk Management, 8 September 2014
- g. NG Supplement 1 to AR 385-10, 12 February 2015
- h. AR ARNG State Safety SOP

Time Zone Used Throughout the OPORD: Local.

Task Organization: No Change.

1. Situation. The personal safety and health of the Soldiers and employees of the AR ARNG is of primary importance. To the greatest degree possible, leaders must integrate Risk Management into all operations and training in order to ensure environments, which are free from unnecessary hazards.

2. Mission. To manage effective safety and occupational health programs at every level of command throughout the Arkansas Army National Guard.

3. Execution.

- a. Commander's Intent. No Change.
- b. Concept of Operations. No Change
- c. Tasks to Subordinate Units. See Coordinating Instructions
- d. Coordinating Instructions.

(1) Utilization of the Deliberate Risk Management Process. Leaders, commanders and supervisors in charge of operations will use the five-step DRM process as outlined in ATP 5-19, C1. Complete Deliberate Risk Management Worksheets (DD Form 2977) for each training exercise, to include IDT, and signed by the proper level of authority as indicated below and supported by DA Pam 385-30:

- (a) **Low Risk** – Company Commander
- (b) **Medium Risk** – Battalion Commander
- (c) **High Risk** – First O6 in the chain of command
- (d) **Extremely High Risk** – First General Officer in the chain of command

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(2) Appointment of Additional Duty Safety Personnel. Commanders at all levels appoint, on memorandum, full-time or additional duty safety personnel at units, armories, or other facilities and organizations. Criteria for appointments are as follows:

(a) The Adjutant General, or his/her delegate, will appoint a full-time SOH Director and safety staffs that meet Office of Personnel Management standards and requirements. A copy of the appointment memorandum will be maintained at the AR ARNG State Safety Office.

(b) Training Site commanders must appoint full-time Occupational Safety and Health Managers per AR 385-10 and DA Pam 385-64 who are qualified under Office of Personnel Management standards as the training site point of contact for all aspects of the Garrison Safety Management Program and Explosives Safety Management Plan. A copy of the appointment memorandum will be forwarded to the AR ARNG State Safety Office at ng.ar.arang.list.safety@mail.mil. Any appointed Assistant ADSOs may be Traditional (M-Day) Soldiers.

(c) MSC and TDA commanders must appoint one fulltime officer as the Additional Duty Safety Officer (ADSO) and forward a copy of the appointment memorandum to the AR ARNG State Safety Office at ng.ar.arang.list.safety@mail.mil. Full time is defined as AGR, or Federal Technician. Any appointed Assistant ADSOs may be Traditional (M-Day) Soldiers.

(d) Battalion commanders must appoint one fulltime (AGR, Technician), officer as the ADSO and forward a copy of the appointment memorandum to the MSC Safety Officer. Any appointed Assistant ADSOs may be Traditional (M-Day) Soldiers.

(e) Company commanders must appoint at least one officer or NCO (E6 or higher) as the Company ADSO and forward a copy of the appointment memorandum to the BN Safety Officer. Company level ADSOs may be Traditional (M-Day) Soldiers.

(f) Commanders at all levels will appoint other safety personnel as required by regulations. For ease of reference, these additional duty positions are listed in the Organizational Inspection Program (OIP) checklist, Safety Personnel Appointments (All Levels of Command).

(3) Required Safety Training. Training of AR ARNG personnel in safe work practices is essential to efficient safety management and conserves maximum combat capability. Safety training programs are designed to optimize overall conditions for a safe, healthful work and training environment, which minimizes accident, and occupational health related injuries and illnesses. Training of personnel in safety topics will be IAW applicable OSHA, DoD, Office of Personnel Management, DA and NGB directives. Commanders are required to record applicable required training in the Digital Management Training System (DTMS). Commanders at all levels will ensure ADSO complete the necessary safety and risk management training to provide oversight of the Commander's Safety Program.

(a) Ground Safety Officer Course – O5 and O6 command level ADSO and Training Site Additional Duty Safety Officers must enroll within 60 days of assignment and complete the Ground Safety Officer Course (GSOC) within 6 months of assignment. GSOC is a one-time requirement. Refer to ATRRS for training dates and location. Safety Officers awaiting training seats for GSOC must complete all prerequisite courses as identified through the U.S. Army Combat Readiness/Safety Center.

(b) Aviation Safety Officer Course – Aviation Safety Officers must enroll within 60 days of assignment and are required to complete the Aviation Safety Officer Course (ASOC)

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within 6 months of assignment. ASOC is a one-time requirement. Refer to ATRRS for training dates and location. Safety Officers awaiting training seats for ASOC must complete all prerequisite courses as identified through the U.S. Army Combat Readiness Center.

(c) Leaders Safety Course – All commanders are required to complete the Leaders Safety Course (LSC). Company commanders must complete the course prior to assuming command. Battalion and Brigade level commanders must complete the course prior to attending pre-command course. In addition, ADSOs are required to take the course. All officers, all warrant officers, and NCOs in the grade of E8/E9 are highly encouraged to complete this course. LSC is a one-time requirement and is accessible through ALMS.

(d) OSH Academy- Full Time Safety Personnel and ADSOs at the BDE, BN and Company level are required to take courses through OSH Academy. OSH Academy courses are distance-learning courses that are free to the Soldier. Required courses are listed in Appendix 1 of this document. Soldiers can register for courses at <https://www.oshatrain.org/>. Questions concerning training should be directed to the AR ARNG Safety Office. Safety personnel who have completed an OSHA Outreach 30 hour course may receive credit for some of the required OSH Academy courses. Full time safety personnel and ADSOs must complete all courses listed in Appendix 1 within 90 days of appointment.

(e) Additional Duty Safety Course – All appointed Additional Duty Safety Officers are required to complete the Additional Duty Safety Course (ADSC) within 30 days of assignment. ADSC is a one-time requirement and is accessible through ALMS

(f) Deliberate Risk Management Course – All Soldiers are required to complete the Deliberate Risk Management (DRM) Course. This course is a one-time requirement and is accessible through ALMS.

(g) Specialty Safety Courses – Individual Soldiers may be required to receive additional safety training such as Motorcycle Safety Foundation training, UTV-ATV training, HAZMAT Handler/Driver training, etc. Commanders are advised to refer to the AR ARNG State Safety SOP, located on the [Safety SharePoint Page](#), for more information.

(4) Reporting and Recording of Safety Data. Commanders ensure that all accidents are reported through their chain of command to the AR ARNG State Safety Office. MSCs, TDAs, and Training Sites will report accidents IAW TAG Accident Reporting Policy and Enclosures, State CCIR/SIR reporting requirements, and the State Safety SOP, which is found on the [Safety SharePoint Page](#) (See ANNEX 2 Reporting MATRIX). Questions concerning reporting requirements should be directed to the AR ARNG Safety Office.

(5) Safety Inspections. AR ARNG workplaces, whether located in State facilities or other locations where Soldiers and National Guard employees work, are subject to all Army and Civilian standards. AR ARNG personnel who have received formal training in workplace hazard recognition (OSHA training, GSOC, ASOC, etc.) and are qualified to identify, document, and analyze the significance of hazards will conduct required annual workplace inspections. AR ARNG State Safety Office inspects MSCs and O6 Commands, Training Site Commands, Field Maintenance Shops, Army Aviation Support Facility (ASO will conduct), and CSMS. Brigade and Battalion Commanders are responsible for ensuring subordinate units are inspected annually IAW the Organizational Inspection Program. Brigade and Battalion Commanders will provide State Safety Office with inspection schedule.

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4. Sustainment. None

5. Command.

a. Command. No Change.

b. Control. No Change

c. Signal. Point of contact for this order is AR ARNG State Safety Office, telephone: 501-212-5092, or ng.ar.ararng.list.safety@mail.mil.

ACKNOWLEDGE

**PENN
MG**

**OFFICIAL:
HENDERSON
AR ARNG CoS
Appendix 1: OSH Academy Courses**