**SAFETY CHECKLIST**

**Revision Date:** 09/15/2014

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| **BRIGADE**  **BRIGADE REPRESENTATIVE(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CADET COMMAND INSPECTOR** | **DATE** |  |  |
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**SAFETY**

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| **ITEM** | **YES** | **NO** | **REMARKS** |
| **NEW – 2014 USACC Safety Professional Development Items:** |  |  |  |
| **1. New Risk Management work sheet DD Form 2977, USACC OPORD 14-05-019, Risk Management Worksheet Transition. S: 271200 Apr 15** |  |  |  |
| **2. OSHA Hazard Communications Program, 1910.1200** |  |  |  |
| **3. ADSO Funded Professional Training through the US Army Combat Readiness Center/ Safety Center** |  |  |  |
| **SECTION I. SAFETY PROGRAM MANAGEMENT AND**  **ADMINISTRATION** |  |  |  |
| **1. Has the brigade designated and appointed a Brigade Additional**  **Duty Safety Officer (ADSO) and have they completed the on-line**  **ADSO Course, Risk Management Training or other approved training?**  **Ref: AR 385-10, para 2-5 d.; CC Reg 385-10, para 1-4 c (2) & (3).**  **Documentation: Additional Duty Orders/On-line Training Certificate** |  |  |  |
| **2. Do the Brigade Commander and CSM/SGM participate in the**  **USACC Safety Council meetings? Ref: AR 385-10, para 2-23.**  **Documentation: Signed minutes and attendance rosters from**  **meetings.** |  |  |  |
| **3. Does the brigade have a Safety SOP signed by the current Brigade**  **Commander?**  **Ref: CC Reg 385-10, para 1-4 c (7). Documentation: Brigade Safety SOP.** |  |  |  |
| **4. Has the brigade incorporated the requirements outlined in Cadet**  **Command’s Fifteen Passenger Van Safe Operation Policy dated**  **10 Sep 2012 into their brigade SOP?** |  |  |  |
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| **SECTION II. EDUCATION, TRAINING, AND PROMOTION** |  |  |  |
| **1. Has the assigned Brigade Commander completed the on-line Commanders Safety Course? Have Battalion Commanders (Professors of Military Science) completed the Commanders Safety Course? Ref: AR 385-10 para 10-6 a, b, and c.**  **Documentation: Copy of completed on-line certificates.** |  |  |  |
| **2. Have cadre and employees who drive Army Motor Vehicles (GSA**  **and rental vehicles) completed the on-line Combat Readiness/Safety**  **Center Army Accident Avoidance Course?**  **Ref: AR 385-10, 11-7 a (4).**  **Documentation: Copy of completed on-line certificates (valid for 4 years). Individuals should carry a copy.** |  |  |  |
| **3. Have cadre and employees who drive 15 Passenger Vans**  **completed the on-line training and hands-on driving test? AR 385-10, 11-5 c (2).**  **Documentation: Copy of completed on-line certificates (valid for 2 years). Individuals should carry a copy.** |  |  |  |
| **4. Are POV safety inspections being conducted for Soldiers at least semi-annually?**  **Ref: AR 385-10, para11-8.**  **Documentation: POV inspection sheets (can be locally produced)**  **and/or MFR annotating personnel and date of inspection.** |  |  |  |
| **5. Are personnel (Soldier/Civilian) that have been convicted of a AMV moving violation, or have been determined at fault in a AMV traffic mishap required to complete an Army-approved driver**  **improvement course?**  **Ref: AR 385-10, 11-7 a.(1)-(3).**  **Documentation: Certificate of Completion/MFR annotating who, what, where, when, and why.** |  |  |  |
| **6. Have Army personnel who are motorcycle riders completed the**  **Motorcycle Safety Foundation (MSF) Basic Safe Rider’s Course or other approved MSF based rider training/refresher training? Ref: AR 385-10, para 11-7a.(5)-(6) and 11-9 b (1)-(7).**  **Documentation: Spreadsheet of MC Riders and date of training completion.** |  |  |  |
| **7. Are motorcycle riders required to complete the Experienced**  **Rider’s Course or Military Sport Bike Rider Course, depending on the type of motorcycle operated, within 12 months of completing the**  **Basic Rider Coourse?**  **Ref: AR 385-10, 11-9 b (12); USACC CG Command Policy Letter**  **Number 13, 7 May 2012, para 5.**  **Documentation: Spreadsheet/List of MC Riders and date of training completion.** |  |  |  |
| **8. Do leaders identify motorcycle riders under their immediate supervision and conduct initial counseling at time of assignment and annually thereafter?**  **Ref: USACC CG Command Policy Letter Number 13, 7 May 2012, para 6.**  **Documentation: Spreadsheet/List of MC riders and date of counseling.** |  |  |  |
| **SECTION III. RISK MANAGEMENT** |  |  |  |
| **1. Does the Brigade Commander approve all moderate residual risk training?**  **Ref: CC Reg 385-10, para 4-2 c (3).**  **Documentation: RM worksheets for moderate risk training.** |  |  |  |
| **2. Is a RM plan and worksheet developed for all training operations/ events?**  **Ref: TRADOC Reg 385-2, para 1-5 d (2) & (4). Documentation: RM plans and worksheets for training**  **operations/events.** |  |  |  |
| **SECTION IV. ACCIDENT REPORTING** |  |  |  |
| **1. Does the brigade maintain an accident/injury database to analyze accidents to identify trends and develop countermeasures? Ref: AR 385-10, Chapter 3 and CC Reg 385-10, para 1-4 d (11). Documentation: Spreadsheet of accident/injury cases forwarded to Cadet Command HQ’s.** |  |  |  |
| **2. Are recordable (Class A–D) accident reports completed and forwarded directly to the Cadet Command Safety Office?**  **Ref: AR 385-10, Chapter 3 and CC Reg 385-10, para 1-4 c (10). Documentation: Spreadsheet of accident/injury log.** |  |  |  |
| **3. Are fatality review boards and fatality after accident reviews**  **(FAAR) conducted for any accidental death of a Soldier or an on-duty cadet, civilian or contract employee?**  **Ref: TRADOC Reg 385-2, para 2-6 and Appendix D.**  **Documentation: Copies of briefings and FAAR memo.** |  |  |  |
| **SECTION V. INSPECTIONS, EVALUATIONS, AND ASSESSMENTS** |  |  |  |
| **1. Does the brigade conduct an evaluation/assessment of battalion safety programs every 4 years?**  **Ref: CC Reg 145-8, 2-1b.**  **Documentation: Inspection schedules/reports.** |  |  |  |
| **2. Are workplaces and training sites inspected at least annually? Ref: AR 385-10, para 17-6 a.,b., & g., CC Reg 385-10, 1-14 a (1). Documentation: Inspection schedules/reports.** |  |  |  |
| **3. Are approved rappel sites inspected at least annually by safety or structural engineering professionals.**  **Ref: CC Reg 385-10, 1-14 a (2). Documentation: Inspection schedules/reports.** |  |  |  |
| **4. Are approved firing ranges inspected at least annually; includes indoor firing ranges per CC Indoor Range Inspection Check List, DA**  **Form 5688.**  **Ref: CC Reg 385-10, 1-14 a (2). Documentation: Inspection schedules/reports.** |  |  |  |