**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.** |  |  |  |