



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

REPLY TO  
ATTENTION OF

NOV 03 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #37 – United States Army Garrison Kaiserslautern (USAGK) Charter on Safety and Occupational Health Advisory Council (SOHAC) and Voluntary Protection Program (VPP) Steering Group

1. REFERENCES: Army Regulation 385-10, The Army Safety Program and USAREUR Regulation 385-29, Safety and Occupational Health for Local National Employees in Germany
2. PURPOSE: The Commander's SOHAC and VPP Steering Group is composed of USAGK directors, managers, civilians, and military personnel. However, anyone is invited to attend, including family members, if they have community safety and health concerns. The council is chaired by the USAGK Commander, Deputy Commander or other senior manager as appointed by the Commander. The council will meet quarterly unless postponed by the Commander. The Installation Safety Manager is appointed as the council facilitator and will perform all administrative functions associated with the meeting. The council will make recommendations to the Commander and perform such additional safety and occupational health tasks as the Commander or the council may direct.
3. RESPONSIBILITIES: The safety council and steering group members will:
  - a. Review safety suggestions.
  - b. Review accident reports and recommend corrective measures to prevent recurrence.
  - c. Review suspected unsafe or unhealthful working conditions and corrective measures.
  - d. Promote safety education within the organization, to include seasonal campaigns.
  - e. Conduct periodic self-assessments in their areas of responsibility and coordinate with the organization's safety office.
  - f. Review and prioritize hazard abatement projects (risk assessment codes (RAC 1 and 2) and lower hazards (RAC 3-5) as determined by the Commander.
  - g. Review the Safety Action Plan implementation and other safety requirements as specified by higher Headquarters.

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4. Each Directorate will distribute council meeting minutes to their employees or post it on a board accessible for all to read.

5. Listed below are the individuals appointed as mandatory USAGK SOHAC and VPP Steering Group members. All members shall complete The Safety Committee Member's Safety Course on the Army Learning Management System at <https://www.lms.army.mil> and the post training completion on the training SharePoint site.

Commander (Chairperson)  
Deputy Commander  
Command Sergeant Major  
Commander, HHD or Safety Representative  
Commander, DES or Safety Representative  
Director DPTMS or Safety Representative  
Director DOL or Safety Representative  
Director DPW or Safety Representative  
Director DES or Safety Representative  
Director DFMWR or Safety Representative  
Director DHR or Safety Representative  
Director DPTMS or Safety Representative  
Director ACS or Safety Representative  
Public Affairs Officer (PAO)  
Installation Safety Manager (ISO)  
Chief, Plans, Analysis and Integration Office (PAIO)  
Chief, Equal Employment Opportunity (EEO)  
Chief, Religious Services (RSO)  
PHCD-North Industrial Hygiene  
PHCD-North Occupational Health Nurse  
Works Council Representative

6. The following individuals are invited as guests to the meeting:

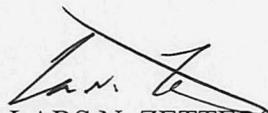
USAGK Fire Chief  
USAG-BW Safety Director  
21<sup>st</sup> TSC Safety Director  
LRMC Safety Manager  
ACE Miesau Safety Director  
405<sup>th</sup> Safety Director  
ITT Safety Representative  
FMWR CYSD Nurse

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Host Nation Severely Handicapped Employees (SHE) Representative  
Individuals with Disabilities Program Manager  
All Tenant Unit Safety Representatives

7. The point of contact for council information is Mr. Scott Livingston, USAGK Installation Safety Manager, DSN 493-4040, [scott.livingston@eur.army.mil](mailto:scott.livingston@eur.army.mil).



LARS N. ZETTERSTROM  
LTC, EN  
Commanding

DISTRIBUTION:

21<sup>st</sup> TSC (AETS-PES)  
USAG Baden-Wuerttemberg (IMEU-BW-SO)  
PHCD-North (Industrial Hygiene)  
PHCD-North (Occupational Health Nurse)  
TLSC-E, ACE Miesau  
HQ, 405th AFSB, Safety  
LRMC Safety, CMR 402  
USAG Kaiserslautern (IMEU-KAI-ZB)  
USAG Kaiserslautern (IMEU-KAI-CM)  
USAG Kaiserslautern (IMEU-KAI-EE)  
USAG Kaiserslautern (IMEU-KAI-HH)  
USAG Kaiserslautern (IMEU-KAI-RS)  
USAG Kaiserslautern (IMEU-KAI-PI)  
USAG Kaiserslautern (IMEU-KAI-HR)  
USAG Kaiserslautern (IMEU-KAI-PL/DPTMS)  
USAG Kaiserslautern (AEUSG-KL-LG)  
USAG Kaiserslautern (IMEU-KAI-PW)  
USAG Kaiserslautern (IMEU-KAI-MWR)  
USAG Kaiserslautern (IMEU-KAI-PA)  
USAG Kaiserslautern (Works Council)  
USAG Kaiserslautern (IMEU-KAI-SO)  
USAG Kaiserslautern (IMEU-KAI-ES)  
USAG Kaiserslautern (IMEU-KAI-ACS)