



# NEW YORK ARMY NATIONAL GUARD SAFETY OFFICE RISK MANAGEMENT MONTHLY

SEP  
2023

## September is Safety Program Audit Month

Commanders are encouraged to utilize the month of September to reassess their unit safety program, in preparation of Training Year (TY) 2024. A comprehensive program checklist is available for Commanders, Leaders, and Safety Professionals to ensure units meet their program requirements.



## The Unit Safety Program Checklist & Audit Scorecard

- One sheet (front & back) comprehensive checklist that covers all core Unit Safety program requirements outlined within AR 385-10, DA PAM 385-10, and DA PAM 385-1
- Provides an overview of all core requirements and for newly assigned Commanders, and appointed Safety Officers and NCOs
- Front Page contains the comprehensive checklist and audit scorecard, with a remarks section, and CAC signature blocks
- Back Page contains direct links and course codes to required training, along with Key references & websites, key forms, METT-TC risk assessment considerations, risk assessment matrix, and mishap classification chart
- Access & download the Safety Program Checklist here: <https://dmna.ny.gov/safety/memos/safetyprogramchecklist.pdf>

## Safety Tools & Resources

(Click a title to visit the website)



[The New York Army National Guard Safety Webpage](#)



[The Army National Guard Safety Website](#)



[Is your command compliant? Initiate a Command Safety Assessment](#)



[The United States Army Combat Readiness Center Website](#)



[The future of Safety Reporting and Statistics for the Army](#)



[Create & Manage your deliberate risk management worksheets online](#)

## Safety Joke of the Month

Although they say, "safety is no laughing matter," with effective control measures implemented – it can be!



If you are interested having your Safety joke published, please submit your joke and contact information to LTC Alexander Prezioso at: [alexander.prezioso.mil@army.mil](mailto:alexander.prezioso.mil@army.mil).

# Safety Program Checklist – 1 of 2

## UNIT SAFETY PROGRAM CHECKLIST & AUDIT SCORECARD

As of:  

| Unit Data |  |
|-----------|--|
| Unit      | <input style="width: 90%;" type="text"/> |
| CDR       | <input style="width: 90%;" type="text"/> |
| XO        | <input style="width: 90%;" type="text"/> |
| CSM/1SG   | <input style="width: 90%;" type="text"/> |
| ADSO      | <input style="width: 90%;" type="text"/> |
| ADSNCO    | <input style="width: 90%;" type="text"/> |

| Command Safety Board     |                                |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Higher Command Safety Policies |
| <input type="checkbox"/> | Unit Command Policy / SOP      |
| <input type="checkbox"/> | ADSO Appt Memo / Contact Info  |
| <input type="checkbox"/> | Acc / Haz Reporting Procedures |
| <input type="checkbox"/> | Alerts / Hashs / Messaging     |
| <input type="checkbox"/> | OSHA Posters                   |
| <input type="checkbox"/> | Risk Assessments               |

| Quarterly Audit (if app) |                          |                     |                          |
|--------------------------|--------------------------|---------------------|--------------------------|
| 1 <sup>ST</sup> QTR      | <input type="checkbox"/> | 2 <sup>nd</sup> QTR | <input type="checkbox"/> |
| 2 <sup>nd</sup> QTR      | <input type="checkbox"/> | 4 <sup>th</sup> QTR | <input type="checkbox"/> |

| Unit Safety Officer / NCO                |
|--|
| <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> |

| Commander Requirements   |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Command Safety Philosophy |
| <input type="checkbox"/> | Command Safety SOP        |
| <input type="checkbox"/> | Leader's SOH Course (LSC) |
| <input type="checkbox"/> | Risk Management Course    |
| <input type="checkbox"/> | HIPAA Course              |

| ADSO Requirements        |                                 |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | ADSO Appointment Memo           |
| <input type="checkbox"/> | ADSO Course                     |
| <input type="checkbox"/> | Risk Management Course          |
| <input type="checkbox"/> | HIPAA Course / ASMIS 2.0 Access |

| Program Requirements     |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Unit Pre-Accident Plan               |
| <input type="checkbox"/> | Radiation Plan / Inventory           |
| <input type="checkbox"/> | Ammo / Hazmat Plan                   |
| <input type="checkbox"/> | Drivers Training Program / Licensing |
| <input type="checkbox"/> | Accident Reporting Log & Reports     |
| <input type="checkbox"/> | HAZLOG Reporting Tracker             |
| <input type="checkbox"/> | Monthly Fire Marshal Inspections     |
| <input type="checkbox"/> | Annual Facility Inspections          |
| <input type="checkbox"/> | Safety Meetings / Councils           |
| <input type="checkbox"/> | Unit DRAWs                           |
| <input type="checkbox"/> | ARAP Assessment (BN Only)            |

| Remarks  |
|--|
| <input style="width: 98%; height: 100%;" type="text"/> |

| Unit Commander                           |
|--|
| <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> |

| Higher Command Audit Representative      |
|--|
| <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> |

E-Mail Form
Clear Form

- This checklist serves as a 95-100% solution for most Army unit safety program requirements. Depending on personnel, equipment, operational, and higher headquarter requirements, some additional safety program requirements not listed may apply.
- For Battalion echelons and higher, we recommend that this checklist is used as an inspectable item when conducting unit safety and organizational inspection program (OIP) inspections.
- Recommend units conduct a quarterly safety program audit, validating all requirements are maintained.
- Signatures are not required, but the functionality has been added in the event that commands would like to formalize the use of the checklist.
- Your command safety board should be easily visible and accessible to unit members.

# Safety Program Checklist - 2 of 2

| Training Requirements & Links  |   | Key References & Websites      |   |
|--|---|--------------------------------|---|
| ATRRS Self-Enrollment  | <a href="https://www.atrrs.army.mil/selfdevctr/">https://www.atrrs.army.mil/selfdevctr/</a>     | AR 385-10                      | The Army Safety Program   |
| Leaders SOH Course   | Crs Nbr: 2G-F107_DL (Leaders SOH Course)  | DA Pam 385-1                   | Small Unit Safety Guide   |
| ADSO Course  | Crs Nbr: 2G-F95_DL (Additional Duty Safety Course)  | DA Pam 385-10                  | Army Safety Program   |
| Risk Management Course   | Crs Nbr: 2G-F97_DL (Risk Management Basic)  | AR 385-64                      | Army Explosives Safety Program  |
| HIPAA & Privacy Act Training   | <a href="https://ikodirect.iten.mil/">https://ikodirect.iten.mil/</a> (Course# US-001)          | DA Pam 385-24                  | Army Radiation Safety Program   |
| USACRC Training Resource Site  | <a href="https://safety.army.mil/TRAINING-COURSES">https://safety.army.mil/TRAINING-COURSES</a> | ATP 5-19                       | Risk Management   |
| Explosives / Ammo / Radiation Training Courses                         |   | DA Pam 385-30                  | Risk Management   |
| ATRRS Self-Enrollment  | <a href="https://www.atrrs.army.mil/selfdevctr/">https://www.atrrs.army.mil/selfdevctr/</a>     | DA Pam 385-40                  | Army Accident Investigations & Reporting  |
| Explosives Introduction  | Crs Nbr: 9E-F67/920-F35 (Ammo-45)   | USACRC Website                 | <a href="https://safety.army.mil">https://safety.army.mil</a>   |
| Explosives Familiarization   | Crs Nbr: 4E-F44/645-F28 (Ammo-63)   | JRAT Tool                      | <a href="https://irat.safety.army.mil">https://irat.safety.army.mil</a>   |
| Ammunition Publications  | Crs Nbr: 4E-F62/645-F46 (Ammo-78)   | ASMIS 2.0                      | <a href="https://mishap.safety.army.mil">https://mishap.safety.army.mil</a>   |
| Explosives Safety Mgmt   | Crs Nbr: 4E-F26/431-F10 (Ammo-107)  | ARAP Assessment                | <a href="https://arap.safety.army.mil">https://arap.safety.army.mil</a>   |
| Radiation Safety   | Crs Nbr: 4K-F30/494-F35 (Ammo-66)   | Range & Weapons Safety Toolbox | <a href="https://safety.army.mil/ON-DUTY/Range-and-Weapons-Safety-Toolbox">https://safety.army.mil/ON-DUTY/Range-and-Weapons-Safety-Toolbox</a> |
| Other Safety Training (CDSO & Branch Specific Risk Management Courses) |   | Drv. Safety Toolbox            | <a href="https://safety.army.mil/ON-DUTY/Drivers-Training-Toolbox">https://safety.army.mil/ON-DUTY/Drivers-Training-Toolbox</a>                 |
| ALMS DL Website  | <a href="https://www.lms.army.mil/">https://www.lms.army.mil/</a>                               |                                |   |

| Risk Assessment Considerations |  | <b>Risk Assessment Matrix</b><br><small>Severity: How bad? Estimate the expected severity of an event or occurrence.</small><br><small>Probability: How likely is this event going to occur? Estimate the probability of a harmful event or occurrence.</small> | Common Forms  |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
|--------------------------------|--|---|---|--------------|-------------------------------------|----------|-------------|-------------|-------------|-------------|--|--|--|------------|----------|----------|--------------|-------------------------------------|----------|--------|------------|--------|----------|---|-----|----|---|---|---|---|---|---|-------------|---|---|----|----|---|---|---|---|---|-------------|---|---|---|---|---|---|---|---|-------------|-------------|---|---|---|---|---|---|---|-------------|-------------|-------------|---------------------|
| <b>Mission</b>                 | <ul style="list-style-type: none"> <li>Identify missions, tasks and subtasks</li> <li>What common hazards exist with each?</li> <li>Is the order or guidance complete?</li> </ul>                              |   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">Negligible</td> <td style="text-align: center;">Moderate</td> <td style="text-align: center;">Critical</td> <td style="text-align: center;">Catastrophic</td> <td style="text-align: center;">Reference ATP 5-19 for definitions:</td> <td style="text-align: center;">Frequent</td> <td style="text-align: center;">Likely</td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Seldom</td> <td style="text-align: center;">Unlikely</td> </tr> <tr> <td style="text-align: center;">V</td> <td style="text-align: center;">III</td> <td style="text-align: center;">II</td> <td style="text-align: center;">I</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> <td style="text-align: center;">E</td> <td style="text-align: center;">PROBABILITY</td> </tr> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">H</td> <td style="text-align: center;">EH</td> <td style="text-align: center;">EH</td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> <td style="text-align: center;">E</td> <td style="text-align: center;">PROBABILITY</td> </tr> <tr> <td style="text-align: center;">L</td> <td style="text-align: center;">M</td> <td style="text-align: center;">H</td> <td style="text-align: center;">H</td> <td style="text-align: center;">B</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> <td style="text-align: center;">E</td> <td style="text-align: center;">PROBABILITY</td> <td style="text-align: center;">PROBABILITY</td> </tr> <tr> <td style="text-align: center;">L</td> <td style="text-align: center;">M</td> <td style="text-align: center;">H</td> <td style="text-align: center;">H</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> <td style="text-align: center;">E</td> <td style="text-align: center;">PROBABILITY</td> <td style="text-align: center;">PROBABILITY</td> <td style="text-align: center;">PROBABILITY</td> </tr> </table> |              |                                     |          |             |             |             |             |  |  |  | Negligible | Moderate | Critical | Catastrophic | Reference ATP 5-19 for definitions: | Frequent | Likely | Occasional | Seldom | Unlikely | V | III | II | I | A | B | C | D | E | PROBABILITY | M | H | EH | EH | A | B | C | D | E | PROBABILITY | L | M | H | H | B | C | D | E | PROBABILITY | PROBABILITY | L | M | H | H | C | D | E | PROBABILITY | PROBABILITY | PROBABILITY | <b>DD Form 2977</b> |
|                                |  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| Negligible                     | Moderate   | Critical  |   | Catastrophic | Reference ATP 5-19 for definitions: | Frequent | Likely      | Occasional  | Seldom      | Unlikely    |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| V                              | III  | II  |   | I            | A                                   | B        | C           | D           | E           | PROBABILITY |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| M                              | H  | EH  |   | EH           | A                                   | B        | C           | D           | E           | PROBABILITY |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| L                              | M  | H   |   | H            | B                                   | C        | D           | E           | PROBABILITY | PROBABILITY |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| L                              | M  | H   | H   | C            | D                                   | E        | PROBABILITY | PROBABILITY | PROBABILITY |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| <b>Enemy</b>                   | <ul style="list-style-type: none"> <li>Enemy Presence, activities, capabilities and vulnerabilities</li> </ul>   | <b>DA Form 4764</b>   | HAZLOG Form   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| <b>Terrain / Weather</b>       | <ul style="list-style-type: none"> <li>Weather Hazards</li> <li>Terrain Hazards and limitations</li> <li>Hazards from the Environment</li> </ul>   | <b>DA Form 285-AB</b>   | AGAR (Ground Accident) / ASMIS  |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| <b>Troops &amp; Equipment</b>  | <ul style="list-style-type: none"> <li>Staffing Levels</li> <li>Personnel Qualification</li> <li>Lack of Training</li> <li>Morale</li> <li>Availability &amp; Condition of Equipment &amp; Supplies</li> </ul> | <b>DA Form 2397-AB</b>  | AAAR (Aviation Accident) / ASMIS  |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| <b>Time</b>                    | <ul style="list-style-type: none"> <li>Is there enough time to plan, communicate and rehearse for the mission?</li> <li>Is there enough time to execute the mission?</li> </ul>                                | <b>DA Form 2397-U</b>   | UASAR (UAS Accident) / ASMIS  |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| <b>Civil Considerations</b>    | <ul style="list-style-type: none"> <li>Traffic Density</li> <li>Civilian Activity / Events in the area or nearby</li> <li>Possibility of insurgents, riots, and criminal activity</li> </ul>                   | <b>DA Form 7305/6</b>   | Telephonic Worksheet / ASMIS  |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| Accident Classification Chart  |  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| Class                          | Threshold  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| A                              | \$2.5M or > (Destroyed Aircraft, Death, Perm Dis.)   |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| B                              | Between \$600K - \$2.5M (Part Dis, 3 or more pers.)  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| C                              | Between \$60K - \$600K (1 or more days away)   |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| D                              | Between \$25K - \$60K (Restricted Work)  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| E                              | Between \$5K - <\$25K  |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |
| F                              | (Aviation Only) – FOD Damage   |   |   |              |                                     |          |             |             |             |             |  |  |  |            |          |          |              |                                     |          |        |            |        |          |   |     |    |   |   |   |   |   |   |             |   |   |    |    |   |   |   |   |   |             |   |   |   |   |   |   |   |   |             |             |   |   |   |   |   |   |   |             |             |             |                     |

The Risk Assessment Considerations chart (utilizing METT-TC) should be referenced when planning training & operations. Leaders can utilize these considerations to identify or prepare to mitigate likely hazards that will occur during each mission or task. "What if" scenarios should be war-gamed to identify hazards, and to develop your mitigations, controls, and supervision plans.

## State Safety Points of Contact

### Safety & Occupational Health Manager

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### Safety Specialist

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### Safety Specialist

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### M-Day Safety Officer

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### Occupational Health Nurse

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### Industrial Hygienist

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### M-Day Safety Officer

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### M-Day Safety Specialist

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