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HQ, JOINT BASE LEWIS-MCCHORD  
Joint Base Lewis-McChord, WA 98433  
101200MAR16

**JOINT BASE GARRISON (JBG) OPERATION ORDER (OPORD) 16-041 (2016 JBLM JOINT BASE SAFETY FOCUS WEEK AND SAFETY EXHIBITION)**

**References:**

- a. Army Regulation (AR) 385-10, Army Safety Program, 27 NOV 13
- b. Department of the Army (DA) Pamphlet 385-10, Army Safety Program, 19 JAN 10
- c. JBLM Installation Support Services Catalog, Common Output Level Standards (COLS)

**Time Zone Used Throughout This Order:** Uniform (Local, Pacific Time)

**Task Organization:** Joint Base Lewis-McChord (JBLM)

**1. SITUATION.** Army Regulation (AR) 385-10, The Army Safety Program (reference a), tasks commanders and managers to promote safety and health in the workplace and in all activities. To accomplish this, JBLM leaders will take a week to focus on safety related issues and training. The primary focus will be safety and health in the workplace. Supporting efforts will include safety and health at home and off-duty recreation. In addition, HQ JBLM will host a Joint Base Safety Exhibition (JBSE) to promote current concepts and products relating to safety and health. All JBLM resident commands and activities are invited to attend the JBSE.

**2. MISSION.** HQ JBLM leaders will ensure their organizations use the week of 19-26 MAY 16 to focus on work related and off duty safety and health matters relating to the spring/summer season with a JBSE on 26 MAY 16 from 0900-1600 at the DFMWR Fest Test to promote current concepts and products relating to safety and health.

**3. EXECUTION.**

**a. Intent.** HQ JBLM leaders will use the 2016 Safety Focus Week to spotlight existing workplace hazards and controls and address upcoming seasonal and other risks to personnel and in their areas of operation. The 2016 JBSE will provide all resident commands and activities the opportunity for their personnel to explore current safety and health products and gather pertinent information. **Key Tasks include:**

**(1)** Maximize advertisement of the JBSE to encourage participation of I Corps, resident commands and activities.

**(2)** Ensure all directorates participate as required to fulfill training requirements for the week of 19-26 MAY 16.

**(3)** Use risk management process and techniques during all steps of this process to minimize incidents during this event.

**b. End state.** Increased safety and health awareness and education for all JBLM personnel.

**c. Concept of Operations.** This is a three phased operation. Phase I, Planning and Preparation; Phase II, Execution; Phase III, Reporting.

**(1) Phase I, Planning and Preparation.** This phase begins upon receipt of this OPORD. During this phase there will be joint IPRs held for Armed Forces Day and the JBSE (dates TBD). The JBSE will be planned in coordination with major resident commands (I Corps, 62 Airlift Wing (62 AW) and the Western Regional Medical Center (WRMC)) to provide the best information and activities for the

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population. During this phase, JBLM Directorates and Support Offices will plan their organizational efforts related to the 2016 Safety Focus Week. Phase I concludes at execution, 19 MAY 16.

**(2) Phase II, Execution.** This phase begins at execution, 19 MAY 16. During this phase directorates and support agencies will conduct the 2016 Spring/Summer Safety Focus Week. On 26 MAY 16, JBLM will execute the JBSE, including tear-down and clean-up. Phase II concludes following all safety week activities and the JBSE, approximately COB on 26 MAY 16.

**(3) Phase III, Reporting.** This phase begins 26 MAY 16. During this phase (but NLT 03 JUN 16) all directorates and support agencies will provide a brief summary of their 2016 Spring/Spring Safety Focus Week training to the Joint Base Safety Office (JBSO). This phase concludes 10 JUN 16 with the submission of the consolidated safety report from the JBSO to the Joint Base Chief of Staff.

**d. Tasks to JBLM.**

**(1) All Directorates and Support Agencies.**

**(a)** Upon receipt of this OPORD but prior to 19 MAY 16, use Chapter 10 of reference a and Appendix C of reference c to review and identify workplace safety training requirements for assigned personnel. Much workplace-related safety training is available online, including the USDOL OSHA website at [www.osha.gov](http://www.osha.gov) and the Army Combat Readiness Center website at <https://safety.army.mil>. The JBSO also offers material to support training activities via the JBLM intranet safety page: <https://intra.lewis-mcchord.army.mil/safety/>.

**(b)** NLT 19 MAY 16, schedule a minimum of three hours of training for each employee, including assigned Service Members, during the 2016 Spring/Summer Safety Focus Week. Emphasis should be on training in tactics, techniques, and procedures that help personnel save lives, prevent injuries, comply with laws and regulations, and protect property. Topics recommended for training include workplace specific functions and hazards, off-the-job activities such as spring/summer recreational injury prevention, driver behavior, safe traveling, distracted driving, water safety, firearms safety, fire prevention, and sports injury prevention. There are numerous learning aids and products related to spring/spring/summer season safety and health at the USACRSC website: <https://safety.army.mil/MEDIA/SeasonalSafetyCampaigns.aspx>.

**(c)** NLT 26 MAY 16, review existing risk controls for identified workplace hazards as a part of Safety Focus Week.

**(d)** From 19-26 MAY 16, ensure every Service Member and civilian employee participates fully in the organization's Safety Focus Week activities, consistent with their mission and operations, including attendance at the JBSE on 26 MAY 16. Family Members are invited and encouraged to attend.

**(e)** NLT 03 JUN 16, provide a brief summary of 2016 Safety Focus Week training and activities to the JBSO.

**(2) Joint Base Safety Office (JBSO).**

**(a)** Gather and prepare material to support training activities. Publish this material on the JBSO intranet safety page for use by directorates, support staffs, and other organizations.

**(b)** Coordinate for and provide overall supervision of the JBSE. Schedule and conduct the initial and follow-on IPRs with appropriate staff representatives as required for successful execution.

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(c) Disseminate information about the JBSE through technical channels to all JBLM resident commands and tenant units, providing an open invitation to attend.

(d) Provide articles relevant to the 2016 Safety Focus Week and the JBSE to PAO for publicity in the Northwest Guardian and other installation periodicals.

(e) Provide announcements relevant to the JBSE to the Directorate of Plans, Training, Mobilization and Security (DPTMS)/ Training Division (TD)/ Enterprise Multimedia Center (EMC) for advertisement on Channel 21.

(f) Provide short announcements relevant to the JBSE to the DPTMS/ Plans, Operation, Emergency Management, and Mobilization (POEMM) Division/ Joint Base Operations Center (JBOC) for advertisement on AM 1600 radio.

(g) NLT 10 JUN 16, provide a consolidated report of 2016 Safety Focus Week activities to the Joint Base Chief of Staff.

**(3) Public Affairs Office (PAO).** Promote the 2016 JBSE using installation media including the Northwest Guardian and the installation website and social media.

**(4) Directorate of Emergency Services (DES).**

(a) Participate in the JBSE with traffic safety programs and services.

(b) Support the JBSO with traffic control planning and execution for the JBSE.

(c) Support the JBSO with vendor security checks for passes on the date of the event.

**(5) Directorate of Family and Morale, Welfare and Recreation (DFMWR).**

(a) Promote DFMWR safety-related aspects of programs and services at the JBSE and throughout the 2016 Safety Focus Week.

(b) Review the DFMWR sports injury prevention programs and initiatives to ensure that they are effective by evaluating them against the requirements of DA Pam 385-10, paragraphs 5-5c (7)-(14).

(c) Receive and display reader board information on JBLM Main and McChord Field to advertise the JBSE.

(d) Ensure tables, chairs, tents, and trash cans are available at the DFMWR Fest Tent for use during the event. (Specific requirements will be submitted following count of participating vendors.)

**(6) Directorate of Plans, Training, Mobilization and Security (DPTMS). Training Division (TD)/Enterprise Multimedia Center (EMC).** Receive and promote short announcements relevant to the JBSE to advertise the event on Channel 21.

**(7) Directorate of Public Works (DPW).**

(a) Position four standard and one handicapped chemical latrines and three chemical hand washing stations at the JBSE (JBSO will provide a general positioning map) to support the event.

(b) Position electrical power at the JBSE to support electrical requirements for the function.

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(c) Ensure qualified electrician is on site on 25 MAY 16 from 0700-UTC and again on 26 MAY 16 from 0700-1600 to provide support for the JBSE.

(d) Place additional dumpsters and recycle containers at the JBSE for additional recycling and refuse disposal to support the event.

**(8) Resource Management Office (RMO).**

(a) Requesting Entity for Installation Support Services is the JBSO.

(b) IAW paragraph 6a of the JBLM Memorandum of Agreement (JBLM MOA), the JBSO is authorized "within baseline" installation support services on a non-reimbursable basis as defined by the JBLM & YTC Installation Support Services Catalog, Common Output Level Standards (COLS) last revised 11 JUL 14.

(c) The JBSO is responsible to reimburse for the incremental costs of all "above baseline" installation support services they request IAW the JBLM & YTC Installation Support Services Catalog, Common Output Level Standards (COLS) last revised 11 JUL 14.

**e. Support requested from partners and Adjacent Commands (ACOMs). I Corps.** Support the JBSO with a team of six personnel to assist with JBSE setup, execution and tear-down. **NOTE:** Reporting times and duty location are from 0700 on 25 MAY 16 to 1700 on 26 MAY 2016 at the DFMWR Tent.

**f. Coordinating Instructions.** IPRs are TBD and will be held in conjunction with those for Armed Forces Day.

**4. SUSTAINMENT.** Per established, standing JBLM procedures, except as noted in this OPORD.

**5. COMMAND AND SIGNAL.** The JBSO is the lead for this mission. POC is Mr. Garrett Hines, (253) 967-7101, [garrett.t.hines.civ@mail.mil](mailto:garrett.t.hines.civ@mail.mil)

**ACKNOWLEDGE:**

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