

HQ, JOINT BASE LEWIS-MCCHORD
Joint Base Lewis-McChord, WA 98433
031200MAR15

**JOINT BASE LEWIS-MCCHORD (JBLM) OPERATION ORDER (OPORD) 15-044 (2015
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 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 16-21 MAY 15 to focus on job safety, off-duty safety, and health matters relating to the spring/summer season with a JBSE on 21 MAY 15 from 0900-1500 at the DFMWR Fest Tent to promote current concepts and products relating to safety and health.

3. EXECUTION.

a. Intent. HQ JBLM leaders will use the 2015 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 2015 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 16-21 MAY 15.

(3) Ensure safety measures are reviewed and followed 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.

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(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 (every other Wednesday beginning 18 MAR 15 from 1000-1030 at Bldg 2013, Rm 101). The JBSE will be planned in coordination with major resident commands (I Corps, 62d AW and the WRMC) to provide the best information and activities for the population. During this phase, JBLM Directorates and Support Offices will plan their organizational efforts related to the 2015 Safety Focus Week. Phase I concludes at execution, 16 MAY 15.

(2) Phase II, Execution. This phase begins at execution, 16 MAY 15. During this phase directorates and support agencies will conduct the 2015 Spring/Summer Safety Focus Week. On 21 MAY 15, JBLM will execute the JBSE, including tear-down and clean-up. Phase II concludes following all safety week activities and execution of the JBSE, approximately COB on 21 MAY 15.

(3) Phase III, Reporting. This phase begins 22 MAY 15. During this phase (but NLT 29 MAY 15) all directorates and support agencies will provide a brief summary of their 2015 Spring/Spring Safety Focus Week training to the Joint Base Safety Office (JBSO). This phase concludes 09 JUN 15 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 16 MAY 15, 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. The JBSO also offers material to support training activities via the JBLM Intranet Safety page: <https://intra.lewis-mcchord.army.mil/safety/>.

(b) NLT 16 MAY 15, schedule a minimum of three hours of training for each employee, including assigned Service Members, during the 2015 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 for this training should include workplace specific functions and hazards, but may include 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 21 MAY 15, review existing risk controls for identified workplace hazards as a part of Safety Focus Week.

(d) From 16-21 MAY 15, 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 21 MAY 15. Family Members are invited and encouraged to attend.

(e) NLT 29 MAY 15, provide a brief summary of 2015 Safety Focus Week training and activities to the Joint Base Safety Office (JBSO).

(2) Joint Base Safety Office (JBSO).

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(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.

(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 2015 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 1500 radio.

(g) NLT 29 MAY 15, provide a consolidated report of 2015 Focus Week activities to the Joint Base Chief of Staff.

(3) Public Affairs Office (PAO). Promote the 2015 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 2015 Focus Week.

(b) Review the DFMWR sports injury prevention programs and initiatives to ensure 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).

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(a) **TD/EMC.** Receive and promote short announcements relevant to the JBSE to advertise the event on Channel 21.

(b) **POEMM Division/JBOC.** Receive and promote short announcements relevant to the JBSE on AM 1500 radio.

(7) Directorate of Public Works (DPW).

(a) Position four standard and one handicapped chemical latrines and 3 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.

(c) Ensure qualified electrician is available on 20 MAY 15 from 0700-UTC and again on 21 MAY 15 from 0700-1500 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.

e. Coordinating Instructions. Joint IPRs for Armed Forces Day and Safety Focus Week will be held every other Wednesday beginning 18 MAR 15 from 1000-1030 at Bldg 2013, Rm 101).

4. SERVICE SUPPORT. 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 Ms. Joy Fowlkes, (253) 966-0632, joy.e.fowlkes.civ@mail.mil.

ACKNOWLEDGE:

**HODGES
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OFFICIAL:


**JAMES
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