

UNIT SAFETY PROGRAM CHECKLIST & AUDIT SCORECARD

As of:

Unit Data	
Unit	
CDR	
XO	
CSM/1SG	
ADSO	
ADSNCO	

Command Safety Board	
	Higher Command Safety Policies
	Unit Command Policy / SOP
	ADSO Appt Memo / Contact Info
	Acc / Haz Reporting Procedures
	Alerts / Hashs / Messaging
	OSHA Posters
	Risk Assessments

Quarterly Audit (if app)			
1 ST QTR		2 nd QTR	
2 nd QTR		4 th QTR	

Unit Safety Officer / NCO

Commander Requirements	
	Command Safety Philosophy
	Command Safety SOP
	Leader's SOH Course (LSC)
	Risk Management Course
	HIPAA Course

ADSO Requirements	
	ADSO Appointment Memo
	ADSO Course
	Risk Management Course
	HIPAA Course / ASMIS 2.0 Access

Remarks

Unit Commander

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

Higher Command Audit Representative

Training Requirements & Links		Key References & Websites	
ATRRS Self-Enrollment	https://www.atrrs.army.mil/selfdevctr/	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	https://jkodirect.iten.mil/ (Course# US-001)	DA Pam 385-24	Army Radiation Safety Program
USACRC Training Resource Site	https://safety.army.mil/TRAINING-COURSES	ATP 5-19	Risk Management
Explosives / Ammo / Radiation Training Courses		DA Pam 385-30	Risk Management
ATRRS Self-Enrollment	https://www.atrrs.army.mil/selfdevctr/	DA Pam 385-40	Army Accident Investigations & Reporting
Explosives Introduction	Crs Nbr: 9E-F67/920-F35 (Ammo-45)	USACRC Website	https://safety.army.mil
Explosives Familiarization	Crs Nbr: 4E-F44/645-F28 (Ammo-63)	JRAT Tool	https://jrat.safety.army.mil
Ammunition Publications	Crs Nbr: 4E-F62/645-F46 (Ammo-78)	ASMIS 2.0	https://mishap.safety.army.mil
Explosives Safety Mgmt	Crs Nbr: 4E-F26/431-F10 (Ammo-107)	ARAP Assessment	https://arap.safety.army.mil
Radiation Safety	Crs Nbr: 4K-F30/494-F35 (Ammo-66)	Range & Weapons Safety Toolbox	https://safety.army.mil/ON-DUTY/Range-and-Weapons-Safety-Toolbox
Other Safety Training (CDSO & Branch Specific Risk Management Courses)		Driv. Safety Toolbox	https://safety.army.mil/ON-DUTY/Drivers-Training-Toolbox
ALMS DL Website	https://www.lms.army.mil/		

Risk Assessment Considerations	
Mission	<ul style="list-style-type: none">Identify missions, tasks and subtasksWhat common hazards exist with each?Is the order or guidance complete?
Enemy	<ul style="list-style-type: none">Enemy Presence, activities, capabilities and vulnerabilities
Terrain / Weather	<ul style="list-style-type: none">Weather HazardsTerrain Hazards and limitationsHazards from the Environment
Troops & Equipment	<ul style="list-style-type: none">Staffing LevelsPersonnel QualificationLack of TrainingMoraleAvailability & Condition of Equipment & Supplies
Time	<ul style="list-style-type: none">Is there enough time to plan, communicate and rehearse for the mission?Is there enough time to execute the mission?
Civil Considerations	<ul style="list-style-type: none">Traffic DensityCivilian Activity / Events in the area or nearbyPossibility of insurgents, riots, and criminal activity

Severity: How bad? Estimate the expected severity of an event or occurrence.									
S E V E R I T Y				Reference ATP 5-19 for definitions.		PROBABILITY			
Negligible	Moderate	Critical	Catastrophic						
I	III	II	I	A	Frequent	A	B	C	D
EH	EH	EH	EH	B	Likely	L	M	H	M
M	H	EH	EH	C	Occasional	L	M	H	M
L	M	H	EH	D	Seldom	L	L	M	M
L	L	M	H	E	Unlikely	L	L	L	M
L	L	L	M			L	L	L	M

Risk Assessment Matrix

Probability: How likely is this event going to occur?
Estimate the probability of a harmful event or occurrence.

Common Forms	
DD Form 2977	Risk Assessment Worksheet
DA Form 4764	HAZLOG Form
DA Form 285-AB	AGAR (Ground Accident) / ASMIS
DA Form 2397-AB	AAAR (Aviation Accident) / ASMIS
DA Form 2397-U	UASAR (UAS Accident) / ASMIS
DA Form 7305/6	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