



DEPARTMENT OF THE ARMY  
551<sup>ST</sup> SIGNAL BATTALION  
15TH REGIMENTAL SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905

REPLY TO  
ATTENTION OF:

ATZH-TBB

28 August 2012

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 5 – Safety

1. The purpose of this memorandum is to emphasize the importance of safety awareness to each and every member of the battalion.
2. I am the Battalion Safety Officer and the S-2 is the Battalion Safety NCO. Each individual Company is the Safety Officer for his or her company. The principal assistant Safety Officer responsible for individual safety is the first-line supervisor.
3. Commanders and supervisors within the battalion will stress increased safety awareness through periodic safety orientations/briefings, guidance, and supervision on a continuing basis.
4. Commanders and all supervisors will ensure that safety is considered when planning training or missions. An excellent tool for this planning is the "Risk Assessment" worksheet. Commanders and supervisors will conduct a formal risk assessment for each battalion activity or mission. Worksheets will be retained by the unit in safety files for a period of six months.
5. Supervisors will ensure all operators of lawn equipment (mowers, edgers, etc.) are briefed on safety issues, licensed if required, and use safety equipment (goggles, hearing protection, etc.).
6. Each individual company or first-line supervisor is required to report all accidents immediately to the unit safety representative who will, in turn, contact the Battalion Safety NCO (the S-4). The unit will then submit an accident report through the chain of command to reach the Post Safety Office within seven days after the accident.
7. This policy memorandum supersedes Policy Memorandum No. 8, dated 30 July 2010.

  
JOHN M. KOSTUR  
LTC, SC  
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