



DEPARTMENT OF THE ARMY
SEATTLE DISTRICT, CORPS OF ENGINEERS
4735 EAST MARGINAL WAY SOUTH
SEATTLE, WA 98134

REPLY TO
ATTENTION OF

CENWS-DE (385)

JAN 08 2004

MEMORANDUM FOR All District Employees

SUBJECT: POLICY MEMORANDUM NO. 8
Safety and Occupational Health Policy

1. **General.** As a member of the Seattle District, it is everyone's responsibility to ensure that all employees assigned to or working with this Command have a safe and healthful workplace. Safety is paramount and must be fully integrated into our organization through effective programs and procedures. Through training, education, and communication we can prevent most accidents. The ability for this Command to achieve our short- and long-term goals is eroded by accidental loss of personnel, property, and facilities. Through each individual's vigilance we can and will achieve safe and healthy work conditions for employees, contractors, and the visiting public.
2. **Applicability.** Safety is an integral element of all activities conducted by the Seattle District.
3. **Responsibility.**
 - a. **All.** Employees must comply with the District's safety program rules and procedures. Each of you is responsible for ensuring that safety and occupational health become an integral part of your work.
 - b. **Supervisors and Managers.** Supervisors and managers will ensure that employees in their charge follow proper safety procedures and work methods. To ensure we achieve the highest level of performance possible, supervisors and leaders will include safety performance in their TAPES objectives and those of their subordinates. Operating project managers and supervisory construction engineers will be evaluated annually using the safety management evaluation process. Information on both of these topics is on:
<https://nws-intranet/cfweb/Office/OfficeShow.cfm?ofcsym=CENWS-SO>.
 - c. **Project Managers.** Project Managers will consider safety throughout the life cycle of the project so we do not pass on unnecessary risks to our customers. Safety personnel will be initially included on every project delivery team and the level of risk associated with each project will determine subsequent involvement.
4. **Risk Management.** Risk management will be used to achieve an appropriate level of risk. Position and activity hazard analyses will be used to assess risks and identify controls so that all involved are aware of hazardous situations. Hazards that cannot be eliminated must be addressed and controlled to obtain safe working conditions.

5. Mandatory Reports. All accidents that occur incidental to an operation, project, or facility for which USACE Safety and Health Requirements Manual (EM 385-1-1) is applicable must be reported within 24 hours to the Safety and Occupational Health Office through the appropriate chain of command, using NWD Form 385-1R. This form is available on the website referenced above.

6. Point of Contact: Timothy E. Grube, (206) 764-3503, cell (360) 649-8237.

A handwritten signature in black ink that reads "Debra M. Lewis". The signature is written in a cursive style with a prominent initial "D" and a long, sweeping underline.

DEBRA M. LEWIS
Colonel, Corps of Engineers
Commanding