



DEPARTMENT OF DEFENSE  
Defense Commissary Agency  
Fort Lee, VA 23801-1800

# DIRECTOR'S POLICY

## Safety and Occupational Health

DP 500-09  
June 10, 2011

Public Health and Safety  
OPR: DeCA/HS

Reference: DP 500-09, "Safety and Occupational Health, December 1, 2009" (hereby superseded)

**1. PURPOSE.** This Policy communicates the Director's philosophy and expectations regarding the implementation of safety and occupational health programs within the Agency. It fulfills requirements for establishment of an Agency safety and health policy set forth in Title 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, and DoD Instruction 6055.1, DoD Safety and Occupational Health (SOH) Program.

### 2. POLICY.

a. The DeCA Occupational Safety and Health mission is to protect our employees, patrons, industry partners, and other visitors to our facilities from accidental injury. It also encompasses protection of our facilities and equipment from accidental damage. Accomplishing this goal requires a fundamental commitment from each DeCA employee to care about the welfare of one another ("The Buddy System"), and careful regard for the facilities and other DeCA property entrusted to you.

b. Your active involvement in the execution of this vital plan is crucial. I need each of you to perform your daily tasks to the best of your ability and as safely as possible. You must take immediate action to eliminate all work conditions and work practices that are identified as unsafe. My pledge to you is that I will do my best to ensure that you receive the needed training; and have quality equipment, facilities, and procedures in place to allow you to perform your job without fear of occupational injury or illness.

c. This concept must be extended to include the protection of our valued customers and other visitors from injury while they are in our facilities. As you go about performing your tasks to serve them, I ask that you be mindful of the condition of the floors, displays and shelving, and other equipment for potential hazards that may cause them to become injured, and take immediate steps to guard against it.

### 3. RESPONSIBILITY.

a. All DeCA employees must perform their jobs in a way that ensures the safety of themselves and coworkers, and the safekeeping of the facilities and equipment entrusted to their care.

b. Managers, supervisors, and employees shall ensure:

(1) All employees actively support the DeCA Safety and Occupational Health Program as outlined in DeCA Directive 30-17.

(2) Compliance with the applicable job safety standards designed for personal protection while performing their daily tasks.

(3) Unsafe conditions, equipment, and practices are reported and promptly corrected.

(4) All employees receive job safety training appropriate to the tasks they are assigned to perform.

(5) All accidents and “near misses” are investigated and reported, regardless of their severity.

c. Safety is not solely the responsibility of DeCA’s safety managers and commissary safety representatives – it is everyone’s responsibility! I expect no less than a total team effort from all my staff, region leadership, commissary managers, supervisors, and employees to expeditiously work toward a goal of zero accidents.

**4. EFFECTIVE DATE.** This policy is effective immediately.

  
Joseph H. JEU  
Director