

NEXT ACCIDENT ASSESSMENT FOR LEADERS
Instructions

ACCIDENT RISK ASSESSMENT OF PERSONNEL RATED BY LEADERS

- o Example of completed assessment form is on page 2.
- o Complete the assessment form on page 10 by doing the following:
 - List name of each person you now rate. (You are their first-line supervisor. Do not include personnel for whom you are intermediate or senior rater). If more than 10 names, continue on additional form (pg 11).
 - Answer questions on Next Accident Assessment for each person you rate. Assign points to each person as indicated.
 - Add up each person's points and enter at bottom of page.
 - Determine accident risk of each person:

<u>Points</u>	<u>Risk</u>
0 - 20	LOW (L)
21 - 30	MODERATE (M)
31 - 40	HIGH (H)
41+	EXTREMELY HIGH (EH)

Enter each person's risk (L/M/H/EH) at bottom of page.

RISK CONTROL ACTIONS

- o Initiate actions to correct/control risk factors you identified. First priorities are:
 - Any person having high/extremely high accident risk.
 - Any risk factor identified for 1/3 or more of personnel you rate.
- o Safety/force protection is a shared responsibility. Responsibility for initiating control/corrective actions should also be shared. Therefore, actions should be identified to be taken by the individual, you and the chain of command.
- o Keep the assessment form and actions initiated for your records (e.g., in Leader Book). Update at least quarterly. This information will also be useful for evaluation report requirements (OER and NCOER).

ACCIDENT RISK ASSESSMENT OF PERSONNEL RATED BY LEADERS

NAMES OF RATED PERSONNEL

- EXAMPLE -

**RISK FACTORS
(FROM NEXT ACCIDENT ASSESSMENT)**

POINTS

		ABBOT,PATRICIA	BECKER,BRUCE	CAPPS,JOHN	DURDEN,ED	EVANS,TOM	FLOYD,ADAM	GREEN,STEVE	HATCHER,JOE	IVEY,BERT	JACOBS,MIKE
1. Self discipline (dependability)											
a. Counseled for poor performance/conduct	8				8	8					
b. Had at fault accidents/citations	8					8					
c. Abused alcohol/drugs	8				8						
d. Had judicial/non-judicial punishment	8				8						
e. GT score of 90 or less	8					8					
f. Males under age 25	8		8	8	8	8		8		8	8
2. Leadership (enforcement of standards)											
a. Insufficient knowledge/experience	6		6								
b. Tolerates below-standard performance	12		12								
3. Training (job skills and knowledge)											
a. Not proficient in tasks within job series or MOS	9						9				
b. Not proficient in assigned tasks outside MOS	9			9							
4. Standards (task-cond-std/procedure) do not exist or are not clear/practical	8			8							
5. Support (insuff amount/type/condition)											
a. Personnel	2			2							
b. Equipment	2			2							
c. Supplies	2			2							
d. Services/facilities	2										
EACH PERSON'S	POINTS	0	26	31	32	32	9	8	0	8	8
	RISK	L	M	H	H	H	L	L	L	L	L

Leaders:**Will one of your personnel cause the next accident?**

Human error is responsible for 80 percent of all Army ground and aviation accidents. These accident-causing mistakes happen for a number of reasons. Sometimes the individual who makes the mistake is at fault, and sometimes it is the individual's unit or higher command that is at fault.

The following assessment covers the five reasons for human error accidents in ground and aviation operations over the last 10 years. Answer the questions for each person you now rate. See what their risk is of causing the next accident, what the reasons will be, and what you can do to reduce the risk. It might save a life; it might make you a more effective Commander/Leader.

o If your unit/organization is combat, combat support, combat service support or any other unit that conducts cyclical training:

- When you answer questions 2 through 5, answer them with respect to the individual/collective tasks you anticipate your unit/organization will perform during the next training cycle.

o All other units/organizations:

- When you answer questions 2 through 5, answer them with respect to the individual/collective tasks routinely performed by your unit/organization.

o Military Commanders and Leaders

**- Squad Leader/
Team Leader**

Omit question #2. Answer all other questions for soldiers in your squad/team.

**- Platoon Leader/
Platoon Sergeant**

Answer all questions for your leaders and other sergeants.

**- Company
Commander**

Answer all questions for your platoon leaders and platoon sergeants.

**- Battalion
Commander**

Answer all questions for your company commanders and battalion staff.

o Civilian Supervisors

- **First Level** **Omit question #2. Answer all other questions for personnel under your direct supervision.**
- **Second Level** **Answer all questions for supervisors and staff personnel under your direct supervision.**

1. **Self-discipline.** Individual knows the standard for performing the job tasks, has been trained to perform those tasks to standard, but frequently chooses not to because of his/her attitude. This is a lack of self-discipline. The six indicators listed below are a profile of the undisciplined individual.

a. **Been formally or informally counseled for poor performance or conduct on or off duty. (8 points) Examples:**

- o **Electing not to follow instructions, procedures, or laws.**
- o **Unnecessary risk taking.**
- o **Inappropriate personal conduct or irresponsibility. (example - bad checks)**
- o **Not finishing assigned work (dependability).**
- o **Lateness.**
- o **Not being a team player.**
- o **Making inappropriate decisions for age, grade or rank, or experience.**

On the answer sheet, enter 8 points for each person you now rate who has been counseled 3 times for any combination of the above reasons in the last 12 months, or more than 4 times in the last 24 months.

b. **Had at-fault reportable accidents (vehicle or nonvehicle, on or off duty) or traffic citations (on or off duty).**

NOTE: "At-fault" is defined as knowingly and willfully doing something wrong that caused the accident/citation (examples: speeding, DUI, inattention, not following procedures). A reportable accident/citation is one resulting in a police report, accident report, or insurance claim.

On the answer sheet, enter 8 points for each person you now rate who has had 2-4 at-fault accidents or citations in the last 12 months, or 5 or more in the last 24 months.

c. Abused alcohol or drugs. Examples:

- o Missed all or part of a workday because of alcohol or illegal drug use 2 times in any month over last 12 months.**
- o Been on duty while under the influence of alcohol or illegal drugs any day during the past 12 months.**
- o Referred to Community Mental Health or other agency for alcohol/drug abuse evaluation during past 24 months.**

On the answer sheet, enter 8 points for each person you now rate who fits any of the above examples.

d. Received judicial or nonjudicial punishment. Examples:

- o Desertion**
- o AWOL**
- o Crimes against property**
- o Crimes of violence**

On the answer sheet, enter 8 points for each person you now rate who received punishment for any of the above in the last 24 months.

e. GT Score of 90 or less (for enlisted personnel only).

On the answer sheet, enter 8 points for each person you now rate who has a GT score that is 90 or less.

- f. **Sex and age.**

On the answer sheet, enter 8 points for each person you now rate who is a male under the age of 25.

2. **Leadership.** Leader/supervisor who is not ready, willing, or able to supervise subordinates' work and enforce performance to standard. Examples:

- o Leader/supervisor does not have sufficient technical knowledge or experience or leadership ability to properly supervise.

On the answer sheet, enter 6 points for each subordinate leader/supervisor you now rate who fits this example.

- o Leader/supervisor tolerates below-standard performance, rarely makes on-the-spot corrections, does not emphasize by-the-book operations, or is reluctant to take disciplinary action.

On the answer sheet, enter 12 points for each subordinate leader/supervisor you now rate who fits this example.

3. **Training.** Person who has not received the training needed to perform current job tasks to standard. This means insufficient, incorrect, or no task training that should have been provided by schools, unit, or OJT experience. Examples:

- o Not proficient in tasks within job series or MOS.

On the answer sheet, enter 9 points for each person you now rate who fits this example.

- o Not proficient in tasks outside job series or MOS (other duties assigned) but required in current job.

On the answer sheet, enter 9 points for each person you now rate who fits this example.

4. **Standards.** Person who frequently performs job tasks for which task-conditions-standards or procedures: a) do not exist; b) are not clear; or c) are not practical. Examples:

- o While conducting vehicle performance tests, two M1 tank drivers, traveling in opposite directions on test track, collided head on. No procedures had been established to control movement on the test track.
- o Driver attempted to make U-turn in M817 Dump truck but turn radius of vehicle was too wide to complete the turn. Drivers' PAM did not contain clear and concise guidance on proper procedure for making U-turns in large vehicles.
- o Soldier, removing a 195-lb rear wheel assembly from an M35A2 2 1/2-ton cargo truck, injured his back. He did not seek assistance in performing this task because the procedure in TM 9-2320-209-10-4 is not practical, i.e., it indicates that one person can safely lift the wheel assembly unaided.

On the answer sheet, enter 8 points for each person you now rate who fits the above description.

5. **Support.** Person who, through no fault of his/her own, does not receive the support needed to perform job tasks to standard. Shortcomings include type, capability, and amount or condition of support needed. Examples:

- o Personnel (not full crew, wrong MOS, not trained to standard, etc.) (2 points)

- o **Equipment (TA-50, weapons, transportation, safety, etc.) (2 points)**
- o **Supplies (ammo, fuel, food, water, parts, clothing, publications, etc.) (2 points)**
- o **Services/facilities (maintenance, medical, personal services, storage, etc.) (2 points)**

On the answer sheet, enter 2 points for each of the above examples that fits any person you now rate.

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5. Support (insuff amount/type/condition)										
a. Personnel		2								
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* KEEP FOR YOUR RECORDS*	EACH PERSON'S	POINTS RISK								

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