



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD SUITE 20201
ALBANY GA 31704

MARCORLOGCOMO 5100.8B
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MARINE CORPS LOGISTICS COMMAND ORDER 5100.8B

From: Commanding General
To: Distribution List

Subj: MARINE CORPS LOGISTICS COMMAND (MARCORLOGCOM) SAFETY PROGRAM

Ref: (a) Public Law 91-596
(b) 29 CFR 1904
(c) 29 CFR 1910
(d) 29 CFR 1915
(e) 29 CFR 1917
(f) 29 CFR 1918
(g) 29 CFR 1926
(h) 29 CFR 1960
(i) DODI 6055.1
(j) DODI 6055.5
(k) SECNAVINST 5100.10J
(l) NAVMC Dir 5100.8
(m) MCO 3500.27C
(n) MCO 5100.19F
(o) MCO 5100.29B
(p) MCO 5100.30B
(q) MCO 5100.32A
(r) MCO P5102.1B
(s) OPNAVINST 5100.23G
(t) OPNAVINST 5102.1D
(u) OSHA Directive CSP 03-01-003
(v) MARCORLOGCOM ORDER 1700.29A
(w) MARCORLOGCOM Executive Safety Council Charter
(x) MCO 11000.11
(y) SECNAV M-5210.1

1. Situation. The references establish the foundation and requirements of the Marine Corps Safety and Health Program. This Order provides supplemental guidance for the Safety and Health Programs of Marine Corps Logistics Command (MARCORLOGCOM) activities worldwide.

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distribution is unlimited.

2. Cancellation. MARCORLOGCOMO 5100.8A

3. Mission. To execute the full spectrum of United States Marine Corps (USMC) mishap prevention programs in every operation throughout MARCORLOGCOM; in order to protect personnel, and to prevent the loss of assets and resources.

4. Execution

a. Commander's Intent and Concept of Operations

1. Commander's Intent. In order to support operational readiness within MARCORLOGCOM, this Order is intended to supplement, but not replace, the safety, health, and mishap prevention guidance of Marine Corps Orders (MCO) in the 5100 series, all of which remain in effect and are unchanged by this Order. This Order and all references provide the guidance and requirements for commanders and MARCORLOGCOM Occupational Safety and Health (OSH) program professionals.

2. Concept of Operations. All Subordinate Commands, Centers, and Offices will familiarize themselves with the contents of this order and ensure compliance within their charge.

5. Administration and Logistics. Recommendations pertaining to the contents of the MARCORLOGCOM Safety Program are invited and should be submitted via the chain of command to the MARCORLOGCOM Installations, Environment, and Safety (IE&S) Office for evaluation and then to the Chief of Staff (COS).

6. Command and Signal

a. Command. This Order is applicable to all MARCORLOGCOM personnel. In this Order, the term, "MARCORLOGCOM personnel," applies to all MARCORLOGCOM civilian Marines, Active Duty Marines, located at Albany, Georgia, Barstow, California, and Jacksonville, Florida. This Order also extends to all contracted personnel and visitors while at MARCORLOGCOM or while serving on temporary duty.

b. Signal. This Order is effective the date that it is signed.


CRAIG C. CRENSHAW

DISTRIBUTION: A

RECORD OF CHANGE

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
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CHAPTER 1

INTRODUCTION

1000. BACKGROUND/DISCUSSION. The Marine Corps has established a full range of OSH programs in order to protect Marine Corps personnel and property, and comply with the requirements of law and higher authority regulations including, but not limited to references (a) through (w). Areas of safety and health encompassed by these programs include: aviation, ground (tactical), traffic (motor vehicle), explosives, fire protection and emergency services, general industry, construction safety, system safety, industrial hygiene, recreational and off-duty, and radiation safety (ionizing, laser, and radio-frequency). The Navy Bureau of Medicine and Surgery (BUMED) provides extensive support for program elements pertaining to occupational health. Support for other core program elements is provided to MARCORLOGCOM through the installation safety and health programs at their respective host installations. In order to meet the fundamental objectives to protect Marine Corps personnel, property, and all MARCORLOGCOM wherever located, we must be fully compliant with all applicable OSH standards, referenced publications, Life Safety codes, and Marine Corps Orders (MCO). We must also effectively manage and coordinate OSH programs and services with their respective BUMED/installation support organizations.

1001. MARCORLOGCOM OSH POLICY AND PROGRAM REQUIREMENTS. MARCORLOGCOM will provide a safe and healthful workplace for all personnel, and strive for continuous long term improvement of its safety and health performance. These conditions will be ensured through the implementation of a comprehensive OSH program at all MARCORLOGCOM, to include the Distribution Management Center (DMC). Safety and Health Programs at MARCORLOGCOM include the following features:

1. Apply the Occupational Safety and Health Administration (OSHA) standards issued in references (a) through (w) to all non-military unique operations and work places.
2. Apply OSHA and other non-Department of Defense (DoD) regulatory safety and health standards to military-unique equipment, systems, operations, and work environment when possible. When application of OSHA standards is not possible or when no regulatory standard exists for such military applications, such as a test track or test pond, MARCORLOGCOM personnel will use the Marine Corps' developed and published special military standards, rules, or regulations prescribing OSH measures.

3. Perform a comprehensive analysis of all MARCORLOGCOM processes and materials utilizing existing safety and health regulatory/program requirements of the Marine Corps, OSHA, and other applicable authorities to determine the extent to which each program/requirement applies to MARCORLOGCOM. Coordinate with the host installation, BUMED, Headquarters Marine Corps (HQMC), and others as necessary to ensure all applicable core safety programs are implemented, and all applicable requirements are met. To the extent that MARCORLOGCOM safety and health programs requirements can be effectively met by participating in the established core Safety and Health Programs of the host installation, BUMED, or other appropriate support organization(s), MARCORLOGCOM shall participate in those programs. Establish local procedures, agreements, etc., as necessary to effect local implementation of applicable core programs/requirements.

4. Conduct periodic inspection and evaluation of all MARCORLOGCOM Subordinate Commands, Centers, and Offices facilities to ensure they are free from recognized hazards and in compliance with applicable standards, perform prompt reporting of hazards and compliance deficiencies to the proper authorities for correction, documentation, and to maintain records as required. All work areas will be inspected by qualified safety and health personnel at least annually.

5. All work areas occupied by MARCORLOGCOM personnel will be self-inspected quarterly by personnel of the organization occupying the work area. Organizations shall coordinate with the local Safety Office concerning procedures, scheduling, inspection checklists and other tools, hazard/injury/illness reporting, and personnel training relating to performance of these self-inspections.

6. Abatement/correction of identified hazards and deficiencies shall be performed in a timely manner. This includes all hazards and deficiencies, regardless of how identified, including those identified via work area self-inspections. To the maximum extent practicable, all hazards will be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, appropriate Personal Protective Equipment (PPE), along with appropriate training for use, will be provided by employer. Hazard abatement priorities will be based on Risk Assessment Codes (RAC). NAVMC Form 11400 will be posted to warn personnel of unabated serious hazards and provide a written description of the interim protective measures to be utilized until the hazard is abated. Supervisors shall maintain a hazard abatement log of all reported hazards/deficiencies and track status until

abatement is completed in order to ensure all identified hazards/deficiencies are abated. To the extent hazards/deficiencies pertinent to MARCORLOGCOM are recorded and tracked in the abatement log. MARCORLOGCOM Subordinate Commands may rely on installation logs for this purpose, provided sufficient oversight is performed to ensure the log is being maintained as required.

7. MARCORLOGCOM will acquire the necessary PPE when the use of PPE is determined appropriate and authorized. It shall be maintained by the end user according to the applicable standards and manufacturer's instructions.

8. Ensure all training programs and Standard Operating Procedures (SOPs) include proactive safety requirements with adequate controls to minimize hazards and ensure a safe and healthful work environment.

9. MARCORLOGCOM has selected the Enterprise Safety Application Management System (ESAMS) as the one safety management software program across its enterprise for safety and occupational health data management of mishap reports, hazard reporting, hazard abatement, inspections, safety training, medical surveillance, etc. All Subordinate Commands, Centers, and Divisions shall implement and use ESAMS.

10. Ensure that the safety manager, safety officer, and each of the safety committee's representatives are appointed in writing. The Command Safety Manager is appointed as a special staff component with direct access to the Commanding General (CG) and COS for all safety related matters.

11. Establish procedures for all military and civilian personnel to report suspected hazards to supervisors or safety and health officials without fear of reprisal. Personnel who prefer to report hazards/problems in writing are requested to use the ANYMOUSE form (RCS MC-5100-06) or NAVMC form 11401 Rev. 7-98. The forms provide for anonymous reporting of hazards/problems, if desired. Allegations of reprisal to civilian personnel for such participation will be filed in accordance with existing grievance procedures. Military personnel will use the request mast process.

12. Provide safety and health training to all MARCORLOGCOM personnel as necessary to equip them with the knowledge needed to safely carry out all assigned tasks, meet regulatory requirements for safety and health training, fulfill their assigned safety and health responsibilities, and effectively participate in the command safety and health program. Each

MARCORLOGCOM activity shall conduct a comprehensive review of its processes, materials, job functions, and pertinent regulatory requirements to identify the safety and health training needs of all personnel, and shall coordinate with the host installation, BUMED, and others as necessary to ensure all needed core safety training is provided.

13. Provide analysis of safety and health trends associated with MARCORLOGCOM personnel and operations. Trend analysis shall be based on data from various sources as needed and shall address the following, as a minimum: mishaps (both serious and non-serious); reported near misses; nature, status, and requirements for timely reporting of hazards and safety deficiencies (regardless of how or by whom reported, including employee reports); assignment and completion status of required safety and health training; and other trends as locally determined.

14. Coordinate with BUMED and the host Installation Safety Office (ISO), as needed, to provide for comprehensive industrial hygiene and occupational health surveillance for MARCORLOGCOM personnel. The surveillance program shall include:

a. Industrial hygiene surveillance programs and hearing and sight conservation to identify and monitor potential health hazards in the workplace.

b. Medical surveillance programs to monitor employees who are exposed to potential health hazards.

c. Periodic review of employee placement in medical surveillance programs to ensure necessary evaluations are given and unnecessary evaluations are eliminated.

d. Occupational health trend analysis to identify excessive exposures to harmful health hazards in the workplace or to groups of employees exhibiting the same medical symptoms.

e. Occupational surveys of selected patient symptoms to identify previously unrecognized sources of exposure in the workplace.

f. Integration of various medical and industrial hygiene specialties into a team approach to promote a progressive occupational health screening system.

g. Diagnosis, treatment, and care of acute and chronic occupational illnesses and injuries.

15. Establish at least one standing safety committee at each MARCORLOGCOM Subordinate Command, with appropriate representation from all organizations within the Command. Where civilian employees are represented by one or more unions, the unions shall be invited (but not required) to participate in such committees. This requirement can be met by creating a new committee, or incorporating the required representation into an existing council/committee. Committee members shall perform functions such as, but not limited to, the following:

a. Review safety and health policies, procedures, etc., or proposed changes thereto, and make recommendations concerning implementation and/or improvement.

b. Review mishap and near miss reports and recommend corrective or preventive actions.

c. Recommend changes in policies or procedures to minimize unsafe acts and strengthen the command safety program.

d. Review hazard data/information, and develop recommendations for the elimination or control of hazards.

e. Recommend/review educational and promotional material to help create and maintain safety awareness and increase emphasis on mishap prevention.

f. Review safety and health trends, performance versus safety and health goals, etc. Assist in the identification of causal factors, and recommend actions for performance improvement.

g. Receive training on various safety and health topics.

h. Serve as safety and health advocates/mentors within their respective organizations.

i. Perform other safety and health related functions as requested, or as self-identified by the committee.

16. Provide multiple opportunities for all personnel to become involved in the safety and health program. Acceptable means of involvement may include, but are not limited to: serving on safety committees; serving on work area self-inspection teams; attending safety and health meetings/briefings/events; attending/receiving safety and health training; reviewing safety and health articles, postings, and bulletin boards; providing informal safety and health training/mentoring to co-workers; development/review of Job Hazard Analyses (JHA); assisting in

the evaluation of PPE proposed for use; assisting with mishap/near-miss investigations; making suggestions for safety and health improvement, etc.

17. Establish procedures to recognize superior or deficient OSH performance. Performance evaluations will reflect personal accountability consistent with duties of the position and include appropriate recognition of superior performance. Conversely, adverse notation or administrative action is appropriate for deficient performance.

18. IE&S is required to conduct an annual Command Safety Assessment (CSA) on all Subordinate Commands and DMC East/West using the latest versions of the CSA SOP checklists. Subordinate Commands and DMC corrective action plans for deficiencies noted must be forwarded to IE&S and quarterly updates provided until identified items are closed.

19. All Subordinate Commands and DMC East/West will be required to conduct self-assessments between April 15th and May 31st of each year, utilizing the latest version of the USMC Inspector General (IG) Functional Area Checklist. Self-assessments and corrective action plans for deficiencies noted must be forwarded to IE&S by 31 May via respective chain of command.

20. In coordination with the appropriate contracting officials, establish procedures to require consideration of contractor safety performance during the selection of contractors performing work at MARCORLOGCOM, and oversight to ensure contracting officials are aware of safety problems during the performance of work so that resolution can be achieved.

21. All MARCORLOGCOM Subordinate Commands and DMC East/West will be required to complete requirements of the Annual Department of Labor (DOL) report and provide to IE&S. IE&S shall correlate data and responses in accordance with the annual template and respond with a consolidated report to the Commandant of the Marine Corps (CMC), Safety Division (SD) as required through the chain of command.

CHAPTER 2

RESPONSIBILITIES

2000. CG will:

1. Establish a safety office to serve as the focal point for OSH related matters and appoint in writing a command safety manager as special staff officer with direct access to the CG for safety matters.
2. Ensure the Command Safety Manager or a designated safety specialist is included in all planning, execution, and review process for all training and operations.
3. Ensure all management personnel and supervisors support the Marine Corps OSH program to the extent of their authority and responsibility by:
 - a. Attending all required training per references.
 - b. Setting an example for subordinates.
 - c. Promptly reporting and correcting recognized hazards.
 - d. Clearly defining and assigning individual OSH responsibilities to subordinates.
 - e. Providing appropriate OSH training for workers participating in OSH committees or meetings.
 - f. Conducting or participating in work site inspections.
 - g. Receiving training appropriate to their level of responsibility and authority. Marine Corps OSH orientation training does not need to be repeated with subsequent assignments to other levels of management unless significant OSH related changes have occurred.
 - h. Acquiring, and ensuring proper maintenance and use of approved PPE, approved safety equipment, and other devices necessary to protect MARCORLOGCOM employees.
 - i. Encouraging a free flow of information and ideas from personnel on methods of improving the safety of their workplace, work practices, and work processes.
 - j. Ensuring the performance evaluation of managers and supervisors is consistent with their assigned responsibilities

and authority, and reflects how well they meet requirements of this Order.

k. Reviewing all OSH citations and findings from external authorities (e.g. OSHA, USMC IG) and internal sources as warranted. Ensure the causes of the problems are identified and that the corrective actions taken address the causes, applying Risk Management (RM) techniques in planning operations and training.

4. Ensure operational pauses are held at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used for safety training, to review procedures, and assess the Command's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and integrated into training plans. Periodically, operational pauses may be directed on a short or no-notice basis. Back-in-the-Saddle operational pauses should be held following the extended winter holiday period or post-deployment. At the commander's discretion, they may serve as one of the semiannual safety operational pauses.

2001. MARCORLOGCOM IE&S: Serves as the focal point for OSH related matters to carry out the following functions:

1. Provide technical advice, direction, and guidance on OSH matters to Subordinate Commands, Centers, and Divisions.
2. Interpret OSH standards and regulations, develop or participate in developing new or revised standards when appropriate.
3. Augment the CG inspection program to assess the effectiveness of the command's OSH program and those of Subordinate Commands, Centers, and Divisions, providing recommendations for improving performance in deficient areas.
4. Serve as the MARCORLOGCOM representative, as required, on host installation and MARCORLOGCOM safety councils, committees, and working groups established by higher authority and the private sector. The MARCORLOGCOM OSH official shall serve as technical advisor to the CG on OSH-related matters.
5. Review illness/injury reports, activity self assessments, activity inspection reports, and other information as appropriate, and provide analyses of Subordinate Commands, Centers, and Offices to identify and initiate actions to improve the effectiveness of safety and health programs and reduce instances of injury and illness.

6. Foster force preservation awareness through appropriate promotional methods and channels of communication.
7. Ensure adequate consideration of OSH features in the design or procurement of items over which the command exercises acquisition authority.
8. Plan, develop, participate, and evaluate employee OSH training programs in coordination with other organizations and Subordinate Commands.
9. Review and coordinate budget requirements, submissions, and program objective memoranda for OSH programs to ensure force preservation issues are addressed, prioritized, and funded. Ensure the OSH official at major Subordinate Commands has sufficient authority and responsibility to plan for and ensure funds are available for the OSH staff, their equipment, materials, and the training required to ensure implementation of an effective OSH program.

2002. SUBORDINATE COMMANDS

1. Commanders shall implement a comprehensive Safety and Health Program in accordance with all applicable Marine Corps requirements and all applicable requirements established by OSHA or any other regulatory agency having authority to regulate the operations, and in conformance to the guidance provided by this Order. Subordinate Command programs shall include the program features described in paragraph 1001, and shall be implemented in full coordination with each Subordinate Commands' respective safety and health support organizations such as BUMED, the host ISO who provide core safety services per local memorandum of understanding, memorandum of agreement, or other Marine Corps directives, etc. While the Command Safety Manager is assigned responsibility for overall management and coordination of the Safety and Health Program, safety and health related. Efforts of Subordinate Commands, Centers, and Offices shall be a cooperative effort by personnel at all levels.

2. Appoint in writing a qualified Subordinate Command Safety Manager to:

a. Serve as the primary advisor to the Subordinate Commands Commander concerning all matters relating to safety and health.

b. Provide overall management and coordination of the Subordinate Commands Safety and Health Program, including the program features described in paragraph 1001.

c. Act as the Subordinate Commands' primary technical authority for the interpretation of safety and health regulations and requirements.

d. Serve as the Subordinate Commands' primary point contact for communicating/coordinating safety and health matters with MARCORLOGCOM IE&S, the Subordinate Commands' host installation, BUMED, all external regulatory agencies, and other parties as may be involved. Subordinate Commands, Centers, and Offices responses to formal reports of inspections, investigations, citations, etc., issued by external regulatory agencies (e.g., OSHA) shall be coordinated with MARCORLOGCOM IE&S prior to release.

e. Coordinate investigations, inspections, assessments, evaluations, reporting, and recordkeeping of safety and health related matters.

f. Coordinate assessments of the overall effectiveness of the Safety and Health Program.

g. Provide recommendations for the improvement of assessments of the overall effectiveness of the Safety and Health Program.

h. Ensure timely notification to chain of command, to include IE&S on all OSH matters. Examples of occurrences for which notification is appropriate include:

(1) Any mishap that, due to its seriousness, is required by regulation or MCO to be reported to OSHA or HQMC.

(2) Any request for information or site access concerning a safety and health matter made by OSHA, any other external regulatory agency, or the Marine Corps IG, the media, etc.

(3) Any occurrence deemed likely to generate significant news, public, media, or regulatory agency interest in the safety and health at the Subordinate Command, whether positive or negative.

(4) The ongoing status/results of investigations, inspections, etc., being performed by OSHA or other external regulatory agencies.

(5) Any actual or potential major support failure by the Subordinate Commands' host installation, BUMED, etc., that

jeopardizes or could jeopardize, the quality or completeness of the Subordinate Commands Safety and Health Program.

(6) Other occurrences of similar significance.

(7) Any report, citation, hazard correction list, etc., resulting from any inspection/investigation of any safety and health matter at the Subordinate Command by OSHA, the USMC IG, any other external regulatory agency, or the media, and any Subordinate Commands responses to such documents.

(8) Other documentation of similar significance, or as requested by IE&S.

2003. MARCORLOGCOM COMMANDERS AND DIRECTORS

1. Appoint, in writing, a Safety Representative (SR) and Fire Warden (FW) responsible to the director. One SR and one alternate are required for each center. In some cases, a single employee may serve as both the SR and FW. FW's shall be assigned based upon the size of the department, building, facility, or unit. At a minimum, one FW and one alternate per every 30-employees.

2. Provide adequate resources for an effective safety and occupational health program, compliant with Marine Corps policy and program requirements and integrate RM into their mission.

3. Encourage all Marines and civilian Marines to report suspected hazards to supervisors or safety and health officials without fear of reprisal.

4. Establish accountability for safety and occupational health through the performance evaluation system and performance counseling sessions.

5. Encourage and recognize superior performances of individuals and groups in discharging safety and health responsibilities.

6. Ensure new supervisors receive initial four hour supervisor safety training within ninety days of appointment and all supervisors receive an annual refresher supervisor safety training as required.

7. Ensure all personnel understand and comply with criteria contained in OSH standards and supervisors enforce these standards. If noncompliant, management will consider appropriate disciplinary action against the offender and supervisor.

8. Ensure supervisors perform daily walk through informal inspections, quarterly formal inspections, and report all noted discrepancies to the SR for data input to the Hazard Abatement Log.

9. Abate all identified hazards promptly. Hazards will be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, appropriate PPE will be provided at government expense. Where hazard abatement resources are limited, priorities will be assigned to handle the most serious problems first. Appropriate notices will be posted to warn personnel of unabated hazards and to provide interim protective measures.

10. Implement use of OSH standards by developing JHA's as necessary on work related tasks.

11. Update and maintain Center information bulletin boards. Ensure DD Form 2272 and all other required forms are prominently displayed to ensure maximum viewing. Ensure all forms are kept current.

2004. MARCORLOGCOM ACTIVITY SAFETY MANAGERS

1. Establish, coordinate, implement and disseminate policy, guidance, plans, and procedures for the MARCORLOGCOM Safety Program based upon developed policy, statutory requirements, and national standards, in support of activities mission.

2. Maintain close liaison and coordination with HQMC SD and the host ISO for support of Marine Corps safety programs.

3. Execute an effective and efficient MARCORLOGCOM Safety Program in accordance with this order and statutory requirements, providing safe and healthful work environments, missions, operations, and reducing accidents.

4. Monitor and measure the effectiveness of the MARCORLOGCOM Safety Programs through periodic audits and management evaluations in MARCORLOGCOM work centers.

5. Provide technical assistance in accident investigations and reporting to ensure accuracy and completeness.

6. Collect, analyze, and disseminate data concerning the accident history of the command; prepare reports of activities; and conduct studies as required by higher authority.

7. Provide annual safety training requirement to the ISO prior to budget submission.

2005. SUPERVISORS AND LEADERS. Supervisors and leaders have the ultimate responsibility for compliance with the safety and occupational health program in all of their areas and operations. Supervisors should anticipate work hazards and implement appropriate safeguards, instructing employees in their charge in safe practices applicable to the operations performed and to enforce all safety regulations. Additional supervisor/leader responsibilities include the following:

1. Maintain a safe and healthful workplace by providing leadership to the MARCORLOGCOM safety and occupational health program and near miss reduction initiatives.
2. Protect personnel, equipment, and facilities under their charge by conducting daily informal inspections of the work area for hazards. At least quarterly, conduct a thorough inspection of their work area and participate in cross-sectional inspections, documenting findings on the Hazard Abatement Log.
3. Evaluate and take action as required to correct hazards promptly. Hazards identified during the inspection should be annotated on the Hazard Abatement Log and a work request generated to abate the hazard.
4. Accompany host ISO during scheduled facility inspections. A copy of the Hazard Abatement Log shall be provided to the host ISO prior to the inspection. Host ISO inspections are limited to the facilities unless otherwise requested for programs and work process evaluations.
5. In accordance with reference (m), ensure use of RM during planning, preparation, and execution of all non-job related operations. Conduct JHAs as appropriate for all related tasks to ensure hazards are removed either by an engineering or administrative accomplishment.
6. Ensure mishap prevention to the same extent that they are responsible for production, service, and mission accomplishment.
7. Accountability for accidents/mishaps and property damage occurring in operations under their direct supervision and control.
8. Ensure that Marines and civilian Marines are trained and competent to perform their work safely, efficiently, and effectively.

9. Counsel and take action with Marines and civilian Marines who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts as set forth in the OSH Act, Federal regulations, DoD, and MCO.
10. Conduct weekly safety meetings (such as safety awareness, training, and procedures review, tool box talks, tailgate safety discussions etc.) with supervised Marines and civilian Marines. Conduct safety training on all new or modified job related processes prior to work beginning.
11. Ensure Marines and civilian Marines who identify hazards, raise safety and health concerns, or engage in authorized safety and occupational health activities are not subject to reprisal.
12. Initiate actions to facilitate accident/mishap notification, investigation, and reporting as soon as they become aware of the occurrence of an accident.
13. Establish accountability for safety and occupational health through the performance evaluation system and performance counseling sessions.
14. Complete and submit reports for injury/illness incidents to IE&S. Reporting will be in accordance with established procedures or MCO as appropriate.
15. Determine training requirements for assigned personnel and ensure training is completed.

2006. SR AND FW

1. SR and FW shall be appointed in writing by the Center Director to serve a minimum of two years on the safety committee. Copies of appointment letters shall be provided to the Command or Command Safety Manager accordingly.
2. SR shall:
 - a. Participate in the annual Safety Stand-downs and other safety related events as directed by the CG.
 - b. Report directly with the Center/Division Director on all safety related matters.
 - c. Attend monthly safety committee meetings as scheduled.

d. Identify to the work center director and work area supervisor any suspected deficiencies.

e. Brief deficiencies identified during formal or informal safety inspections to work center personnel.

f. Assist supervisors in developing RM, when required.

g. Assist supervisors in conducting mishap investigations for the respected area. Assist supervisors in documenting mishaps.

h. Provide Enterprise Division, Center, Office, or shop safety training. A roster with attendees' signatures, the date of training, and topics discussed are required documentation provided to the concerned supervisor for recording in department records. Informal minutes of safety committee meetings are required. All documentation must be kept in accordance with reference (y).

i. Upon request by the Safety Manager, perform and/or assist in safety inspections at other work centers.

j. Act as liaison between the supervisor and the inspection team during formal safety inspections. Ensure routine work center safety inspections are conducted and documented on the work center's Hazard Abatement Log.

k. Monitor Hazard Abatement Log and report to the work area supervisor when timelines for a deficiency correction are not met.

l. Coordinate with and assist center FW with fire safety inspections.

m. Complete, update and maintain a current Safety Turnover Binder. Binders shall be available for review and inspection at all times.

3. FW shall:

a. Check all fire extinguishers in your work area monthly and log accordingly.

b. Conduct monthly Fire Safety inspections of assigned work area.

c. Submit work requests for inspection deficiencies as required, and enter in the Hazard Abatement Log.

d. Coordinate with and assist center SR with OSH responsibilities.

2007. MILITARY AND CIVILIAN PERSONNEL. Marines and civilian Marines at all levels shall follow all safety policies and must follow instructions from their supervisors. Employees shall inspect and police their work areas on a continual basis and report potential hazards to their supervisor or center SR. Any employee observing an unsafe or unhealthful work practice, condition, or a violation of a safety or health standard, shall report the incident or condition to their workplace supervisor or director. Written follow-up of the notification or deficiency should be forwarded to the Command Safety Manager. Additionally, all employees are responsible for the following:

1. Report unsafe acts by co-workers.
2. Participate in mishap prevention through the application of the mishap risk management component of RM.
3. Comply with this Order, the OSH Act of 1970, safety orders, the Marine Corps Safety Program, work practices, and SOP.
4. Use all PPE and protective clothing (personal or provided), including seatbelts, in accordance with training, hazard analyses, work instructions, and as required by the task at hand.
5. Report accidents/mishaps, near misses, and workplace hazards as soon as possible to your supervisor, leader, or SR. Employees shall use ESAMS for reporting unsafe or unhealthful working condition. Personnel who have limited access to ESAMS or prefer to report hazards/problems in writing are requested to use the latest version of the ANYMOUSE 11509 or the Unsafe/Unhealthful working conditions form 11401 forms.

2008. CONTRACTORS. The contractor shall comply with all Federal, State, DoD, Department of Navy, USMC, and local rules and regulations to include but not limited to OSHA Standards, National Fire Protection Association (NFPA) Standards, Navy Marine Corps Directive (NAVMC DIR) 5100.8, MCO 5100.8, and MARCORLOGCOMO 5100.8B. The contractor must have a written safety plan and submit it to the contracting officer representative for review and approval by the Contracting Officer.

CHAPTER 3

TRAINING

3000. RESPONSIBILITIES

1. To ensure MARCORLOGCOM core value services are accomplished in a safe and healthful manner, the CG, Subordinate Commanders, and Directors shall integrate OSH throughout the Chain of Command. References (m) and (o) establish the foundation and requirements for Marine Corps personnel. All training shall be documented and records maintained by the Subordinate Commands' Safety Office or Center/Divisions Safety Representative or Subordinate Command's Safety Office in accordance with reference (y).

2. Managers and Supervisors

a. Senior Management shall ensure all personnel in their organizations receive safety and health training.

b. Managers will ensure supervisors are provided initial and annual refresher training. Initial supervisor safety training must be taken within 90-days of appointment. In addition to the training above, initial training must include standards set forth in MCOs, SOPs, Training Manuals (TMs), Recordkeeping, and RM. All safety training shall be documented in ESAMS.

c. All supervisors will determine the safety training required for each employee in their charge based on assigned tasks, applicable JHAs, safety inspections, and industrial hygiene surveys. Supervisors are responsible to provide job unique safety training for personnel assigned to their work area.

(1) When changes occur in working environments, processes, or tasks, safety training must be provided to ensure employees are aware of the new hazards. Examples requiring additional training: new processes, changes in equipment, new personnel, relocation of work stations, updating SOP's, alteration of control devices, modifications to buildings, or changes in TMs or SOPs.

(2) Supervisors will ensure each person affected by a change in work is trained and maintain documentation of this training.

3. Center/Division SR. Center/Division SR are required to attend and receive initial and monthly training. Training will cover the entire spectrum of knowledge and skills necessary to ensure full performance in the collateral assignment.

CHAPTER 4

MISHAP REPORTING AND RECORDKEEPING

4000. PURPOSE. This chapter explains the requirement for reporting mishaps, recordkeeping, and the procedures for timely mishap reporting by all MARCORLOGCOM Subordinate Commands, Centers, and Offices.

4001. BACKGROUND. Reporting mishap information provides an invaluable means to assess our safety posture and make changes that prevent or mitigate harm from future incidents. Accurate and complete reporting is essential to meaningful analysis and formulation of any corrective action. Leaders at all levels should seek to identify trends and direct resources, but are sometimes unable to do so because they find that reporting of information is marginal and in many cases inconsistent with existing MCO and Directives.

4002. RESPONSIBILITIES. Commanders and Center/Division Directors experiencing a mishap as defined by reference (j) and (m) will ensure all mishaps are reported using appropriate media as follows:

1. Class A and B mishaps. All Commands shall investigate, report, and maintain records of all mishaps as required by reference (j) and (m). Mishaps occurring during normal working hours for civilian Marines and Active Duty Marines (24/7), have to be reported immediately by telephone to IE&S, via the Chain of Command. If the mishap occurs after normal working hours, an immediate notification by telephone will be made to the MARCORLOGCOM Command Duty Officer via the chain of command.

(a) Operations Event/Incident Report - Serious Incident Report (OPREP-SIR). Within 8-hours from the time of the mishap, even if details of the mishap are unclear, the Command will release a Naval message (OPREP-SIR/PCR) to Commander Naval Safety Center (COMNAVSAFECEN), CMC SD, and the host ISO. Supplemental messages may be required to provide details unavailable in the first 8-hours following the mishap.

(b) Eight-Day Brief. Subordinate Commanders and Center/Division Directors will ensure all serious mishaps are briefed to the CG via the chain of command. Within 7-days, the circumstances surrounding the mishap and the steps taken to prevent recurrence will be provided. The CG will brief the HQMC Director of Safety and the Assistant Commandant of the Marine Corps (ACMC) on or before the eighth day following the mishap.

(c) ESAMS. The work center supervisor will initiate an ESAMS entry no later than close of business on the first business day following the day of the mishap.

2. Class C and all other recordable mishaps. Commands must initiate an ESAMS report entry within eight hours of the mishap with information available at the time. ESAMS must be updated and completed within 30-days following the day of the mishap.

CHAPTER 5

MARCORLOGCOM SAFETY AWARDS

5000. PURPOSE. To establish MARCORLOGCOM safety awards.

5001. BACKGROUND. The Department of Navy established the Marine Corps Safety Award Program with MCO 5100.32, references (r) and (t). These safety awards provide additional opportunities for recognition of command and personnel for significant contributions and accomplishments made in the field of safety and mishap prevention. It is important for Commanders and Directors to emphasize the importance of recognizing safety contributions and accomplishments. This chapter provides criteria and submission requirements for MARCORLOGCOM safety awards.

5002. IMPLEMENTATION

1. The CG, MARCORLOGCOM Award for Ground Safety Excellence. This award will be presented annually on a Fiscal-Year (FY) basis to the MARCORLOGCOM Subordinate Commands, Centers and Offices that have the lowest overall mishap rate based on population in the six major mishap areas combined. This award will include a CG MARCORLOGCOM plaque.

a. Eligibility: All MARCORLOGCOM Subordinate Commands, Centers, and Office personnel.

b. Award Criteria:

(1) Number of privately owned vehicle (POV) mishaps (military personnel on- or off-duty; civilian Marine employees' on-duty).

(2) Number of government vehicle mishaps (military personnel and federal civilian employees; tactical and non-tactical; on- or off-base).

(3) Number of on-duty mishaps resulting in injuries and/or damage to property (military personnel).

(4) Number of recreational/off-duty mishaps resulting in injuries (military personnel).

(5) Number and type of OSHA violations during reporting period.

(6) Total Case Incident Rate/Days Away/Restricted or Job Transfer Rate (TCIR/DART) which shows occupational mishaps resulting in injuries and/or damage to property (federal civilian employees).

c. Nomination packages will be forwarded to IE&S via the chain of command no later than 31 October of each year. The following detailed documentation will be included in each nomination package:

- (1) Successful mishap prevention program.
- (2) How the unit succeeded in reducing mishaps (by category).
- (3) Statistical or other data verifying results.
- (4) Other safety initiatives developed and implemented.
- (5) Other significant safety successes during the nomination period.

2. The CG, MARCORLOGCOM Award for Superior Performance in Ground Safety. This award will be presented annually on a FY basis to the Marine or federal civilian employee who displayed extraordinary individual action in an emergency situation, which prevented injury to personnel, minimized or prevented damage to MARCORLOGCOM property. This award will include a CG MARCORLOGCOM plaque; and may include an eight hour liberty.

a. Eligibility. MARCORLOGCOM Marines and civilian Marines employees.

b. Nomination Package will be forwarded to IE&S via the chain of command no later than 31 October of each year. The following detailed documentation will be included in each nomination package:

- (1) Individual's name, military or civilian grade, military occupational specialty, or civilian job series, job title, and description of action.
- (2) Date, time, and location of action.
- (3) Personnel and equipment involved, including dollar value, if applicable.
- (4) A concise description of the situation necessitating the action.

(5) Action taken by the nominee.

(6) Drawings, other supporting documentation, and photos, if available.

3. IE&S will convene a panel on or about 15 November to determine the recipients of these awards. The panel will be chaired by the MARCORLOGCOM COS and two or four additional MARCORLOGCOM employees. Results will be forwarded to the CG, MARCORLOGCOM no later than 30 November of the current year for approval.

4. Command Safety Awards

a. CG will form an awards committee to review and submit nomination for personnel, and Commands (HQ'S, Marine Depot Maintenance Command (MDMC), and Blount Island Command (BIC)) for Command Safety awards.

b. CG will present safety awards at the annual safety stand down, or other suitable event.

5. Health and Wellness Awards

a. Subordinate Commands should develop and issue specific award(s) for outstanding performance/participation in the Health and Wellness program.

b. Eligibility. MARCORLOGCOM civilian Marine employees enrolled in the Health and Wellness program of their specific command are eligible for this award.

CHAPTER 6

SAFETY COUNCIL

6000. PURPOSE. To establish the MARCORLOGCOM Executive Safety Council.

6001. BACKGROUND. As directed by references (l), (o), and (w); MARCORLOGCOM shall establish an Executive Safety Council that will provide program assistance to the CG, to include policy proposals, safety program objectives and recommendations. The council will help identify and assess issues, problems, and needs concerning safety and make recommendations for corrective actions on safety hazards that could directly affect readiness and the safety of personnel. These efforts will ultimately assist in the improvement of the overall OSH Program.

6002. IMPLEMENTATION. In accordance with the MARCORLOGCOM Executive Safety Council Charter.

CHAPTER 7

HEALTH AND WELLNESS

7000. PURPOSE. The Health and Wellness program is designed to encourage a healthy lifestyle by providing an opportunity for employees to participate in physical fitness and health related training, thus creating a work environment that encourages excellence and enhances the quality of life while supporting the MARCORLOGCOM global logistics responsibilities.

7001. ELIGIBILITY. Civilian Marines assigned to MARCORLOGCOM. See reference (v).

CHAPTER 8

TRAFFIC SAFETY

8000. PURPOSE. To establish the MARCORLOGCOM Traffic Safety program.

8001. IMPLEMENTATION. HQ, MDMC, BIC shall meet the requirements in MCO 5100.19F. In addition, DMC East/West shall have an independent traffic safety program due to their industrial operations. Each command will participate in the traffic safety board within the Quarterly Executive Safety Council meeting. Each command should submit traffic safety awards in accordance with reference (q).

CHAPTER 9

RECREATIONAL AND OFF DUTY SAFETY PROGRAM

9000. PURPOSE. To establish the MARCORLOGCOM Recreational and Off Duty Safety (RODS) program.

9001. IMPLEMENTATION. All MARCORLOGCOM Subordinate Commands, Centers, and Divisions shall meet requirements outlined in MCO 5100.30B for RODS. Marines shall meet the requirements of RODS under Company, Division, or Group assigned.

CHAPTER 10

ERGONOMICS PROGRAM

10000. PURPOSE. Ergonomic related injuries, including back injuries, account for the majority of all Marine Corps injury compensation claims and compensation costs.

1. All MARCORLOGCOM Subordinate Commands (HQ, MDMC, BIC), Centers, and Divisions shall establish an ergonomics program in accordance with the requirements of references (l) and (r). Where references refers to "installation" insert "command". Subordinate Commands Commanders and Centers/Divisions Directors shall incorporate ergonomic elements into the command mishap prevention program.

2. Each Subordinate Command and DMC East/West shall appoint an ergonomics program administrator, who shall be responsible for coordinating the program. The program administrator shall receive formal training sufficient to develop and manage a viable and effective ergonomics program.

3. DMC East/West shall have an independent ergonomics program due to their industrial operations. Each command shall participate in the ergonomics safety board within the Quarterly Executive Safety Council meeting.