



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
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MARCORLOGCOMO 5100.8A

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MARINE CORPS LOGISTICS COMMAND ORDER 5100.8A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS LOGISTICS COMMAND (MARCORLOGCOM) SAFETY AND
HEALTH PROGRAM

Ref: (a) Public Law 91-596
(b) 29 CFR 1910
(c) 29 CFR 1915
(d) 29 CFR 1917
(e) 29 CFR 1918
(f) DODI 6055.1
(g) DODI 6055.5
(h) SECNAVINST 5100.10J
(i) NAVMC Dir 5100.8
(j) MCO 3100.32B
(k) MCO 3500.27B
(l) MCO 5100.19F
(m) MCO 5100.29B
(n) MCO 5100.30B
(o) MCO 5100.32A
(p) MCO P5102.1B
(q) OSHA Directive CSP 03-01-003
(r) MARCORLOGCOM Order 1700.29B
(s) MARCORLOGCOM Executive Safety Council Charter

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.

2. Cancellation. MARCORLOGCOMO 5100.8.

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

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establish safety as a Core Value, provide quality training for maintaining a safe working environment, and prevent personnel injuries and illnesses through proactive programs and technical competency.

4. Execution

a. 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.

b. Concept of Operations. All Center Directors will familiarize themselves with the contents of this order and ensure compliance within their centers.

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 Safety Office for evaluation via the Chief of Staff (COS).

6. Command and Signal

a. Command. This Order is applicable to all of 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 Blount Island Command, 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 signed.


K. J. NICKEL
Chief of Staff

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 Occupational Safety and Health (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 (p). Areas of safety and health encompassed by these programs include: aviation, ground (tactical), traffic (motor vehicle), explosives, fire protection and emergency services, general industry and construction safety, system safety, industrial hygiene, recreational, off-duty, and radiation safety (ionizing, laser, and radio-frequency). The Navy Bureau of Medicine and Surgery (BUMED) provide extensive support for program elements pertaining to occupational health. Support for other program elements is provided to MARCORLOGCOM activities 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 activities wherever located, we must be fully compliant with all applicable OSH standards, referenced publications, Life Safety Codes, and 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 activities, to include the Distribution Management Center (DMC). Safety and Health Programs at MARCORLOGCOM activities shall include the following features:

1. Apply the Occupational Safety and Health Administration (OSHA) standards issued in references (a) through (e) 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 the MARCORLOGCOM activity in question. Coordinate with the host installation, BUMED, Headquarters Marine Corps (HQMC), and others as necessary to ensure all applicable programs are implemented, and all applicable requirements are met. To the extent that MARCORLOGCOM safety and health program requirements can be effectively met by participating in the established Safety and Health Programs of the host installation, BUMED, or other appropriate support organization(s), the MARCORLOGCOM activity shall participate in those programs. Establish local procedures, agreements, etc., as necessary to effect local implementation of applicable programs/requirements.

4. The Voluntary Protection Programs (VPP) promotes effective worksite-based safety and health. In the VPP, management, labor, and OSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. Approval into VPP is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary OSH. VPP sets performance-based criteria for a managed safety and health system, invites sites to apply, and then assesses applicants against these criteria. There are four elements to the VPP: (1) Management Leadership and Employee Involvement, (2) Worksite Analysis, (3) Hazard Prevention and Control, and (4) Safety and Health Training. OSHA's verification includes an application review and a rigorous onsite evaluation by a team of OSHA safety and health experts. MARCORLOGCOM has selected the VPP as the safety program for all subordinate commands to adopt; strive for, and maintain star recognition. Any future guidance provided by the DoD or Department of Navy (DON) will be applicable as deemed appropriate by MARCORLOGCOM.

5. Conduct periodic inspection and evaluation of all MARCORLOGCOM activities and 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, and document and maintain records as required. All work areas will

be inspected by qualified safety and health personnel at least annually. Inspections may be performed by MARCORLOGCOM or the host installation as locally determined.

6. 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 MARCORLOGCOM safety and health staff concerning procedures, scheduling, inspection checklists and other tools, hazard/injury/illness reporting, and personnel training relating to performance of these self-inspections.

7. 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) will be provided at government expense. 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 activities are recorded and tracked in the abatement log of the host installation, MARCORLOGCOM activities may rely on installation logs for this purpose, provided sufficient oversight is performed to ensure the log is being maintained as required.

8. 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.

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

10. Maintain safety records and ensure all required reporting is accomplished per the references. To the extent that safety and health records/reports pertinent to MARCORLOGCOM activities

are generated and/or maintained by the host installation, BUMED, etc., MARCORLOGCOM activities may rely on those recordkeeping/reporting systems for this purpose, provided sufficient oversight is performed to ensure records and reports are being generated and/or maintained as required. 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 and divisions shall implement and use ESAMS. ESAMS provides a secure compliant web-based means to manage all facets of the Marine Corps safety and health programs. ESAMS will enable MARCORLOGCOM to comply with all current OSHA and OSH standards, and provides real time data for Headquarters (HQ) and command level personnel allowing them to make informed decisions based on current data and metrics. In the event ESAMS is not available, subordinate commands will use locally developed instructions for managing of mishap reports, hazard reporting, hazard abatement, inspections, training, medical surveillance, etc.

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

12. 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.

13. 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 training is provided.

14. Provide analysis of safety and health trends associated with MARCORLOGCOM personnel and operations. Trend analyses 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; other trends as locally determined.

15. Coordinate with host safety office to conduct thorough mishap investigations and establish a comprehensive OSH information management system that provides all OSH data required by higher authority. When requested by the MARCORLOGCOM activity safety manager or MARCORLOGCOM HQ, investigate significant near misses in the same manner as an actual mishap having similar characteristics.

16. Coordinate with BUMED and the installation safety office, 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.

17. Establish at least one standing safety committee at each MARCORLOGCOM activity, with appropriate representation from all organizations within the activity and balanced membership consisting of approximately one half managers/supervisors and one half non-supervisory employees. 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 activities 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 in 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.

18. 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, activities such as: serving on safety committees; serving on work area self-inspection teams; serving on safety and health problem solving 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.

19. 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.

20. MARCORLOGCOM HQ Installation, Environment & Safety (IE&S) is required to conduct annual Command Safety Assessments (CSA's) on all subordinate commands/units using the latest versions of the CSA SOP checklists. Corrective action plans for deficiencies noted must be forwarded to MARCORLOGCOM HQ IE&S division and quarterly updates provided until identified items are closed. The report shall be submitted to the activity commander, with a copy to MARCORLOGCOM HQ, not later than 30 September of each fiscal year. Each annual assessment shall address the following, at a minimum:

a. A review of the implementation status and performance of each applicable safety and health program, including an assessment of the adequacy of resources available for program operation. For each program, identify changes in regulations/requirements or MARCORLOGCOM processes/materials necessitating changes in local program implementation. Where applicable, include an assessment of the effectiveness of support relationships between the MARCORLOGCOM activity and the host installation, BUMED, etc. Include recommendations to address implementation/performance gaps.

b. A review of safety and health trends (discussed above), including discussion/analysis of noteworthy trends, and recommended actions for addressing undesirable trends and/or for further improvement of desirable trends.

c. An assessment of the overall effectiveness of safety and health training for all personnel, and recommendations for training improvements. Factors to be considered in this assessment include: whether or not all training needs have been identified; the quality and availability of training courses/materials; whether or not training is being scheduled and completed as required; and integrating training information into employees' day-to-day work activities.

d. An assessment of the activity's results/performance versus its safety and health goals for the prior year, including analysis and discussion of the reasons for success/failure in meeting those goals.

e. Proposed safety and health goals for the current fiscal year, along with objective targets and performance measures that can be used to measure success/progress in achieving goals. Goals shall be selected to motivate and achieve significant improvements in overall safety and health performance in accordance with the CG's vision for the Safety and Health Program.

21. All subordinate commands will be required to conduct self-assessments between April 15th and May 31st of each year, utilizing the latest version of the Functional Area Checklist, 130 (non-aviation). Self-assessments and corrective action plans for deficiencies noted must be forwarded to MARCORLOGCOM HQ IE&S division by 31 May via respective chain of command.

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

23. All subordinate commands will be required to complete requirements of the Annual Department of Labor (DOL) Report, to MARCORLOGCOM HQ IE&S office. MARCORLOGCOM HQ IE&S office 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 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, including those made by the activity's OSH personnel.
 - 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, Marine Corps Inspector General) and internal sources as warranted. Ensure the causes of the problems are identified and that the corrective actions taken address the causes, applying Operational Risk Management (ORM) and other risk management 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.

a. Back-in-the-Saddle (BITS) 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.

b. Command safety events and operational pauses will be held as directed and in accordance with established schedules. Examples include; BITS - post winter holiday BITS, 101 Critical Days of Summer and as directed for operational needs.

c. Ensure all Marine Administrative Message (MARADMIN) directed safety events are conducted.

2001. HEADQUARTERS COMMAND SAFETY OFFICE (HQCSO) shall: Serve 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, provide 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, over which their HQ command is assigned cognizance.

5. Review illness/injury reports, activity self assessments, activity inspection reports, and other information as appropriate, and provide analyses of command activities to identify and initiate actions to improve the effectiveness of activity 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. Activity programs shall include the program features described in paragraph 1001, and shall be implemented in full coordination with each activity's respective safety and health support organizations such as the host installation Risk

Management Office, BUMED, etc. While the activity Safety Manager is assigned responsibility for overall management and coordination of the Safety and Health Program, safety and health related activities shall be a cooperative effort by activity personnel at all levels.

2. Appoint in writing a qualified activity Safety Manager to:

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

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

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

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

e. Coordinate investigation, inspection, assessment, evaluation, 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 MARCORLOGCOM HQ by telephone or email, of significant matters involving or affecting the activity Safety and Health Program. 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 Inspector General, 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 activity, whether positive or negative.

(4) Any occurrence deemed likely to generate significant negative public, media, or regulatory agency interest in the safety and health at the activity, which could also reflect negatively on the activity.

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

(6) Any actual or potential major support failure by the activity's host installation, BUMED, etc., that jeopardizes or could jeopardize, the quality or completeness of the activity Safety and Health Program.

(7) Other occurrences of similar significance.

(8) Mishap investigation reports for any mishap that, due to its seriousness, is required by regulation or MCO to be reported to OSHA or HQMC.

(9) Any report, citation, hazard correction list, etc., resulting from any inspection/investigation of any safety and health matter at the activity by OSHA, the Marine Corps Inspector General, any other external regulatory agency, or the media, and any activity responses to such documents.

(10) The report of activity's annual self assessment of its Safety and Health Program.

(11) Other documentation of similar significance, or as requested by HQCSO.

2003. CENTER DIRECTORS AND SUPPORT STAFF 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. FW's shall be assigned based upon the size of the center. 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 ORM into their mission activities.
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 supervisors receive initial and annual refresher Supervisor Safety Training, 4-hour annual safety training, and 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 a JHA on all work related tasks. Screen work positions to identify possible "Limited Duty" positions/tasks which could be utilized by MARCORLOGCOM employees in "Limited or Light Duty" status.
11. Update and maintain Center information bulletin boards. Ensure Department of Defense (DD) Form 2272 and all other

required forms are prominently displayed to ensure maximum viewing. Ensure all forms are kept current.

2004. COMMAND AND ACTIVITY SAFETY MANAGERS. Safety Managers shall:

1. Serve as advisor to the CG and subordinate Commanders in safety and occupational health related matters of mission execution pertaining to this order.

2. 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 HQMC mission.

3. Maintain close liaison and coordination with HQMC SD and the host Installation Risk Management Office (RMO) for support of Marine Corps safety programs.

4. 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.

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

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

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

8. Provide annual safety training requirement to the Installation Safety Office 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 their activity/units' safety and occupational health program and near miss reduction initiatives.
2. Protect personnel, equipment, and facilities under their commands 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 Installation RMO during scheduled facility inspections. A copy of the Hazard Abatement Log shall be provided to the RMO prior to the inspection. Installation RMO inspections are limited to the facilities unless otherwise requested for programs and work process evaluations.
5. In accordance with reference k, ensure use of ORM during planning, preparation, and execution of all non-job related operations. Conduct JHA for all job related tasks to ensure hazards are removed either by an engineering or administrative process, where feasible.
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, 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/s.

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 report for injury/illness incidents to the HQCSO. 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 Activity 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 ORM, when required.

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

h. Provide 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 shop safety committee meetings are required. All documentation must be kept for a minimum of five (5) years.

i. Upon request by the Safety Manager, perform assist safety inspections in 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 is 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 thier 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 life safety, hazard and fire safety inspections.

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 or 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. Watch out for and report unsafe acts by co-workers.
2. Actively participate in mishap prevention through the application of the mishap risk management component of ORM.
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 their supervisor or leader. Employees shall use ESAMS for reporting unsafe or unhealthful working condition. However, may use the ANYMOUSE form (RCS MC-5100-06), NAVMC Form 11401 Rev. 7-98, or local procedures to report anonymously.

2008. CONTRACTORS. Contractors shall comply with commercial safety standards as identified by the Occupational Safety and Health Administration. The contractor shall comply with all Federal, State, DoD, DoN), Marine Corps (MC), 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 MARCORLOGCOM Order 5100.8A. The contractor must have a written safety plan and submit it to the contracting officer representative (COR) 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, Directors, Deputy Directors, and Branch Heads 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 unit's SR or Subordinate Command's Safety Office for a minimum of five (5) years.
2. The Command Safety Manager (CSM) and unit SR shall provide senior managers with an orientation that will help facilitate the accomplishment of the culture change required to build a quality OSH program.
3. Within 30 days, supervisors shall provide employees additional in-depth training that includes; VPP, introduction to OSHA, applicable safety and health standards and employee rights and responsibilities.
4. Prior to commencement of work, supervisors and work leaders shall provide command safety program orientation and job safety briefs to all newly assigned personnel including; hazards associated with assigned tasks; process for reporting mishaps and near misses, PPE required for each task, potential exposure to hazardous materials, and the Emergency Action Plan (EAP).
5. 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 ORM. 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 JHA, 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.

6. Center/Division SR

a. 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.

b. First aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training must be certified through the American Heart Association, American Red Cross, or equivalent certification program. This training is recommended for all command employees, and supervisors shall ensure training is made available.

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 Enterprise Centers/Division and Subordinate Commands.

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 Directors experiencing a mishap as defined by references (i) 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 (i) and (m). Mishaps occurring during normal working hours for civilian Marines and active duty Marines (24/7), will be reported immediately by telephone to the MARCORLOGCOM Safety Office, 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 eight 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 Installation Safety Office. Supplemental messages may be required to provide details unavailable in the first eight hours following the mishap.

(b) Eight-Day Brief. Center/Division Directors and Subordinate Commanders will ensure all serious mishaps are briefed to the CG via the Chain of Command. Within seven 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 8-hours of the mishap with information available at the time. The 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, reference (s). 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 individual military and civilian personnel for their contributions and accomplishments made in the field of safety and mishap prevention. 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 Centers and Divisions that have the lowest overall mishap rate based on population in the five major mishap areas combined. This award will include a CG MARCORLOGCOM plaque.

a. Eligibility: All MARCORLOGCOM subordinate commands, work centers, and division personnel.

b. Award Criteria:

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

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

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

(4) Recreational/off-duty mishaps resulting in injuries (military personnel).

(5) Occupational mishaps resulting in injuries and/or damage to property (federal civilian employees).

c. Nomination packages will be forwarded to the MARCORLOGCOM Safety Office 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 or minimized or prevented damage to MARCORLOGCOM property. This award will include a CG, MARCORLOGCOM plaque, an 8-hour liberty for active duty member and civilian Marine employees.

a. Eligibility. MARCORLOGCOM Marines and civilian employees.

b. Nomination Package will be forwarded to the MARCORLOGCOM Safety Office 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, MOS or civilian job series, job title, and description.
- (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. The MARCORLOGCOM Safety Office will convene a panel on or about 15 November to determine the recipients of these awards. The panel will be chaired by the MARCORLOGCOM Center Director and three to five 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 center/department for CMC awards.

b. CG will present safety awards at the annual safety stand down.

5. 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.

CHAPTER 6

MARCORLOGCOM SAFETY COUNCIL

6000. PURPOSE. To establish MARCORLOGCOM safety council.

6001. BACKGROUND. As directed by references (i), (m), and (s); 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 the MARCORLOGCOM Enterprise. See MARCORLOGCOM Order 1700.29B.

CHAPTER 8

TRAFFIC SAFETY

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

8001. IMPLEMENTATION. HQ, Marine Depot Maintenance Command (MDMC), Blount Island Command (BIC) shall meet the requirements in MCO 5100.19F. In addition; the DMC (East and West) shall have an independent traffic safety program due to the 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 IAW MCO 3100.32B.

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 activities shall meet requirements outlined in MCO 5100.30B for RODS. Marines shall meet the requirements of RODS under the 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 activities (HQ, MDMC, BIC) shall establish an ergonomics program in accordance with the requirements of reference (i). Where reference (i) refers to "installation" insert "command". Activity Commanding Officers shall incorporate ergonomic elements into the command mishap prevention program.
2. Each activity 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. The DMC (East and 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.