



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD STE 20201  
ALBANY GA 31704-0201

5100  
S11  
AUG 27 2014

POLICY STATEMENT 13-14

From: Commanding General  
To: Distribution List

Subj: MARCORLOGCOM HEADQUARTERS SAFETY POLICY

Ref: (a) MARCORLOGCOMO 5100.8A

Encl: (1) Marine Corps Logistics Command Headquarters Safety Policy

1. Situation. Enclosure (1) provides additional guidance and information for the Safety and Health Programs of Marine Corps Logistics Command (MARCORLOGCOM) Headquarters (HQ). The Distribution Management Center (DMC) shall have a comprehensive safety program due to their industrial operations.

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

3. Execution

a. Commander's Intent. In order to support operational readiness within MARCORLOGCOM HQ, this Policy is intended to supplement the safety, health, and mishap prevention guidance of Marine Corps Orders (MCO) in the 5100 series, and MARCORLOGCOM Order 5100.8A.

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

4. Administration and Logistics. Recommendations pertaining to the contents of the MARCORLOGCOM HQ Safety Policy are invited

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and should be submitted via the chain of command to the MARCORLOGCOM Safety Office for evaluation via the Chief of Staff (COS).

5. Command and Signal

a. Command. This Policy is applicable to all of MARCORLOGCOM HQ.

b. Signal. This Policy is effective the date signed.



C. L. SIDES  
Chief of Staff

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## MARCORLOGCOM HEADQUARTERS SAFETY POLICY

### 1. REQUIREMENTS

a. EMERGENCY ACTION PLAN (EAP). EAPs shall be developed for each work center. EAPs shall be briefed to all new employees upon assignment. EAPs shall be reviewed, and briefed to employees annually and when updates have been made to the EAP.

b. ENTERPRISE SAFETY APPLICATION MANGAEMENT SYSTEM (ESAMS). ESAMS will be used for mishap reporting, hazard reporting, hazard abatement, inspections, safety training, medical surveillance, etc. All supervisors (Marine and civilian Marine) need to ensure their employee's information is uploaded in ESAMS and that their accounts have been activated. Supervisors can contact their ESAMS administrator or Safety Representative (SR) for assistance. In the event ESAMS is not available, additional instructions for managing mishap reports, hazard reporting, hazard abatement, inspections, training, medical surveillance will be provided.

c. ERGONOMICS. Initial informal ergonomic assessments are self-assessments conducted by the affected employee utilizing the Ergonomic Checklist in ESAMS available through their supervisor or SR. The informal ergonomic assessment typically results in rearranging an employee's workstation to better fit the employee and/or some simple changes to one's work habits. These changes usually take four to six weeks of implementation to gain results. If problems still exist, supervisors will request assistance from their SR. This initiates the formal ergonomic assessment process. The SR will utilize the computer workstation checklist in Chapter 23, Appendix B of OPNAVINST 5100.23G, and fill it out accordingly. This information will be forwarded to the Ergonomics Program Manager for further assessment and consideration.

d. HEALTH AND WELLNESS. HQ employees have been afforded the opportunity to participate in a comprehensive Health & Wellness program to include but not be limited to health education and physical activity. Participants will naturally be at a higher risk of injury during this activity so extreme caution must be exercised at all times. More information and resources can be found at the Installations, Environment & Safety (IE&S) section on the MARCORLOGCOM intranet and LCO 1700.29A.

e. JOB HAZARD ANALYSIS (JHA). JHAs shall be developed for each work center/section. JHAs shall be briefed to all new employees upon assignment. JHAs will be reviewed, and briefed

to employees annually and when new equipment, or procedures /tasks are implemented.

f. RECREATIONAL AND OFF DUTY SAFETY (RODS). RODS applies to all Marines Corps personnel, on and off duty, and civilian Marines (Appropriated and Non-Appropriated Funded) on duty. The program extends to military family members and all civilian personnel while on Marine Corps installations or while participating in Marine Corps sponsored events.

g. SR, COMMITTEE AND FIRE WARDENS (FW). SRs and FWs serve as the liaison to directors and supervisors for safety/fire requirements and information related to their work centers. The SR committee serves as the training forum for members to learn, understand, and utilize current safety information and program requirements. The committee meets on the 3rd Tuesday of every month unless otherwise directed. The meetings are open for all HQ employees and labor union representatives. All FW inspections shall be documented in accordance with the base fire department policy. In addition, all fire extinguishers shall be inspected and identified at the bottle with a tag record to provide uniform accountability/visibility.

h. TRAFFIC SAFETY

(1) Pre Departure Safety Briefings. Conduct, document, and maintain pre-departure vehicle/traffic safety briefings and traffic risk assessments for all Marines under 26 years of age and for those Marines identified as at risk (based on driving history) In Accordance With (IAW) MCO 5100.19F and GO 1050.1A. Briefings will be given prior to Permanent Change of Station, Temporary Duty orders, leave, extended liberty, or traveling extended distances. It is recommended that supervisors use Travel Risk Planning System (TRiPS), an on-line program to perform a risk assessment on individuals based on driving habits and trip details. Pre-departure liberty risk assessment forms are also available in ESAMS for supervisors to use.

(2) Motorcycle Requirements. All Marines who plan to purchase or operate a motorcycle and all operators of government-owned motorcycles are required to attend and successfully complete a motorcycle rider safety course approved by Headquarters Marine Corps Safety Division. Additional motorcycle rider safety courses must be taken once the operator has completed the initial rider course. Refer to MCO 5100.19F and BO 5560.9D for all motorcycle riding requirements.

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## 2. SAEFTY EMPHASIS

a. ELECTRICAL SAFETY. Electrical equipment used in an office is potentially hazardous. It can cause serious shock and burn injuries if improperly used or if equipment is poorly maintained. Follow these tips to reduce exposure to electrical hazards:

(1) Be sure to turn off all appliances at the end of the day.

(2) Use only grounded appliances plugged into grounded 3-prong outlets.

(3) Disconnect immediately if electrical equipment malfunctions or gives off a strange odor.

(4) Promptly replace cracked, frayed, or broken electrical cords.

(5) Do not daisy chain extension cords and surge protection.

(6) Don't fasten extension cords with staples, hang from nails, or suspend by wires.

(7) Don't use equipment with worn or frayed cords and cables.

(8) Maintain at least 3 feet of clearance in front of all electrical panels.

(9) Do not open electrical panels, only authorized personnel may open electrical panels.

b. HOUSEKEEPING. Effective housekeeping can eliminate many workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.

c. LOCKOUT/TAGOUT (LOTO) AWARENESS. LOTO are the only sure ways to prevent unexpected energizing (potentially resulting in an electrocution) or accidental startup of machinery. LOTO means that any energy source (e.g., electrical, hydraulic,

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mechanical, compressed air, etc.) must be disengaged and blocked/tagged, and electrical sources must be de-energized and locked (or positively sealed) in the off position. This includes any other source that might cause unexpected movement. LOTO procedures are essential safe work practices to use when working with machinery or equipment, and not following the procedures properly may result in a serious incident up to and including a fatality.

(1) Authorized and Affected Employees. An authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing service or maintenance on the equipment/machine(s). An affected employee is a person whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under LOTO, or whose job requires him/her to work in an area where such servicing or maintenance is being performed.

(2) Responsibilities of Affected Employees

(a) DO NOT perform maintenance activities on equipment /machine(s) if you are not authorized to do so.

(b) DO NOT attempt to start up equipment that has been isolated, locked, blocked and/or tagged.

(c) DO NOT perform LOTO procedures if you are not authorized to do so.

(d) DO NOT remove or damage locks and tags. The same responsibilities/rules apply to visiting contractors or vendors using LOTO procedures.

d. PARKING LOTS. Drive slowly, no faster than the posted speed limit (10 miles per hour if speed limit is not posted) and adjust to conditions. Driving slowly will give others more time to see you, and you to see them. Be aware of vehicles backing out of parking spaces and pedestrians in the cross walks, and walking out between vehicles. Remember; the moment you exit your vehicle, you become a pedestrian. Keep your head up and alert to vehicle traffic, and your surroundings.

e. SAFE LIFTING. Although a typical office job may not involve lifting large or especially heavy objects, it's important to follow the principles of safe lifting:

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- (1) Take a balanced stance, feet placed shoulder width apart.
- (2) If lifting from the floor, squat close to the load.
- (3) Keep your back in its neutral or straight position.
- (4) Never twist when lifting.
- (5) Never carry a load that blocks your vision.
- (6) DO NOT attempt to lift heavy objects by yourself.

f. SLIPS, TRIPS and FALLS. Slips, trips, and falls constitute the majority of general industry accidents and can result in back injuries, sprains and strains, contusions, and fractures. Here are some good slip, trip, and fall prevention tips:

- (1) Never use a substitute for a ladder, such as a chair.
- (2) Remove obstacles from hallways and high-traffic areas.
- (3) Clean up all spills immediately.
- (4) Close file cabinets when not in use.
- (5) Do not lean back in chairs.
- (6) Use handrails while walking up/down stairwell.
- (7) Watch your step while walking on the sidewalk or in parking lots.

g. VOLUNTEER PROTECTION PROGRAMS (VPP). VPP is a partnership between employees and management which promotes workers' safety through active and meaningful employee involvement. VPP works in conjunction with current Marine Corps safety management programs. Employees should become familiar with the four elements of VPP; Leadership Commitment and Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training. The focus of VPP is to create successful health and safety programs by promoting active and meaningful employee involvement. The majority of supporting activities are already in place with benefits including:

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- (1) Reduced injuries and lost work days.
- (2) Safety culture leading to better employee quality of life and happier work force.
- (3) Pride and recognition as a leader in worker health and safety.
- (4) Reduced waste & continuous process improvements.
- (5) Reduced workplace injuries and illness.

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