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MCO 5100.29A
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MARINE CORPS ORDER 5100.29A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS SAFETY PROGRAM

Ref: (a) DoDINST 6055.1 of 19 Aug 1998
(b) SECNAVINST 5100.10H
(c) DoDDIR 5000.1 of 12 May 2003
(d) OPNAVINST 3750.6R
(e) MCO P5102.1A
(f) DoDINST 4000.19 of 9 Aug 1995
(g) DoDINST 6055.5 of 10 Feb 1999
(h) OPNAVINST 5100.8G
(i) SECNAVINST 5720.42F
(j) MCO 3500.27B
(k) OPNAVINST 3710.7S
(l) Public Law 91-596
(m) 29 CFR 1960
(n) SECNAVINST 5212.5D
(o) OPM Manual TS-2
(p) MCO P8020.10A
(q) MCO 3570.1B
(s) MCO P5100.8F
(t) EM 385-1-1 of Oct 1993

Encl: (1) Marine Corps Installation Core Safety Services
(2) Marine Corps Unit Safety Officer Functions
(3) Marine Corps Aviation Department of Safety and
Standardization Organization and Functions
(4) Template for Safety Program Status Report

Report Required: Safety Program Status, par 4k(i)
(Report Control Symbol MC-5100-05)

1. Situation. As directed by references (a) through (t), this Order establishes policy, assigns responsibilities, and provides instructions for the administration of the Marine Corps Safety Program. Enclosure (1) identifies the minimum installation

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core safety services requirements and enclosure (2) identifies the minimum units safety officer functions. Enclosure (3) identifies additional functions to be performed by commands having responsibility for, or control of, aircraft. Enclosure (4) provides guidance for the Safety Program Status Report (RCS MC-5100-05).

2. Cancellation. MCO 5100.29 and MCO 3750.1A.

3. Mission. Commanders at all levels are responsible for ensuring that the Marine Corps Total Force is maintained at the highest level of readiness possible by incorporating operational risk management (ORM) in all operations, assuring controls are in place for any hazard that cannot be completely eliminated, and providing appropriate safe and healthful facilities for all their personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is applicable to all Marine Corps personnel, to include Marine Corps and Navy military personnel on and off duty, and civilian Marines (appropriated and non-appropriated fund) on duty. This Order extends to military family members and all civilian personnel while on Marine Corps installations, while participating in any USMC sponsored events, operations, and training, or while embarked on Marine Corps aircraft or vessels. This Order applies to all Marine Corps facilities, equipment, training facilities, and materiel; and is in effect ashore, on or off Marine Corps installations.

(b) This Order requires all levels of command to establish and maintain a safety program (Operational Safety and Safety and Occupational Health (SOH)). These programs will enhance force preservation and warfighting capabilities by preventing mishaps and reducing personnel and materiel losses.

(c) Commanding generals, commanders, and commanding officers will implement this Order, including the requirements of references (a) through (k), as applicable. Local policies

and orders may be implemented when those policies are of equal or more stringent guidance.

(d) All Marines will use ORM during all planning and execution stages of training, operations, and on and off duty.

(e) Commanders will ensure all serious mishaps (Class A and B) are briefed to the first general officer in the chain of command within 7 days and will provide the circumstances surrounding the mishap and the steps taken to prevent recurrence. The first general officer will brief his chain of command and the ACMC on or before the 8th day following a serious mishap on issues stated above.

(2) Concept of Operations. This Order requires the following:

(a) Apply the Occupational Safety and Health Administration (OSHA) standards issued in references (l) and (m) to all non-military unique operations and work places.

(b) Apply OSHA and other non-DoD regulatory safety and health standards to military-unique equipment, systems, operations, or work places in whole or in part, as they apply to forces preservation and mission accomplishment. When application of OSHA standards is not possible or when no regulatory standard exists for such military application, the Marine Corps will develop and publish special military standards, rules, or regulations prescribing SOH measures. When approved, military-unique standards will meet the regulatory requirements of reference (m).

(c) Inspect and evaluate all activities and facilities to ensure they are free from recognized hazards that are likely to cause death or physical harm.

(d) Acquire, maintain, and require the use of personal protective equipment that is compliant with applicable safety standards.

(e) Ensure all training programs and standing operating procedures include proactive safety requirements with

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adequate controls to minimize hazards and ensure force preservation.

(f) Maintain safety records and ensure all required reporting is accomplished in accordance with the references.

(g) Ensure a safety officer/manager is assigned and has direct access to the commander or commanding officer.

b. Subordinate Element Tasks

(1) Assistant Commandant of the Marine Corps (ACMC). The ACMC is designated as the SOH official for the Marine Corps. The ACMC implements safety policies and chairs the Marine Corps Executive Safety Board (ESB).

(2) Director, Marine Corps Safety Division (SD). The Director, SD provides direct support to the ACMC in determining safety policies and objectives; developing procedural guidelines; preparing and implementing directives; and administering, coordinating, and managing the Marine Corps Safety Program. Specifically, the Director shall:

(a) Coordinate and provide policy and direction for the Marine Corps Safety Program in concert with the Marine Corps ESB, deputy commandants, commanding generals, and other DoD, Government, and non-Government agencies, as appropriate.

(b) Review Marine Corps orders developed by other Marine Corps staffs to ensure Marine Corps Safety Program requirements are included, e.g., Antiterrorist/Force Protection (AT/FP), explosive, radiation, range, and laser safety, or specified support functions to assure consistent and effective safety program processes are developed and maintained.

(c) Provide policy and direction for the Marine Corps in the following areas: aviation, ground, occupational safety, occupational health, industrial hygiene, motor vehicle (personal and tactical), recreational, radiation, laser, radiofrequency, explosive, range, off duty, and childcare safety programs. Provide subject matter experts (SME) to Marine Corps commands on safety issues.

(d) Regulate unit safety surveys, program reviews, and evaluations conducted by external agencies.

(e) Analyze mishap data to identify causal factors, and recommend procedures to prevent mishap recurrence.

(f) Serve as the single point of contact with external agencies for all Marine Corps Safety Program elements. Ensure the Marine Corps is represented on all DoD and Department of the Navy safety policy formulation groups.

(g) Maintain close liaison and coordination with the Commander, Naval Safety Center (COMNAVSAFECEN) for the support of Marine Corps safety programs.

(h) Develop ground safety training curricula to meet the needs of the Marine Corps.

(i) Develop safety award criteria, collect nominations, and select award recipients.

(j) Augment Inspector General of the Marine Corps inspection teams to help evaluate safety programs Marine Corps-wide. Develop and update the safety checklists for the Automated Inspection Reporting System (AIRS).

(k) Provide information and guidance to local commanders on sponsoring quarterly safety events, such as safety fairs, during each fiscal year. These events will revolve around the Marine Corps-wide safety theme published at the beginning of each quarter.

(l) Provide SME to effectively support other Marine Corps agencies in the management of safety issues to eliminate unnecessary risk, minimize inherent risk, and directly contribute to force preservation to enhance operational effectiveness and readiness.

c. Deputy Commandant for Aviation. Implements the Naval Aviation Safety Program.

d. Deputy Commandant for Installations and Logistics. Implements those elements of the Marine Corps Safety Program concerning fire protection and emergency services, hazardous

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materials, pollution prevention, property disposal, and hazardous waste.

e. Deputy Commandant for Plans, Policies, and Operations

(1) Acts as the point of contact for firearms safety in areas of law enforcement (military police, guard forces, anti-terrorism, etc.) and for motor vehicle safety, as it relates to law enforcement.

(2) Provides policy and guidance as they relates to homeland defense.

f. Director, Health Services. Provides consultative support and coordination with Chief, Bureau of Medicine and Surgery (BUMED), as needed. Collects and analyzes suicide data and provides analyses as required by higher headquarters.

g. Commanding General, Marine Corps Combat Development Command

(1) Incorporates operational safety, SOH, and ORM into the curricula of all appropriate military and civilian training and education.

(2) Serves as the central source for collection, publication, and dissemination of information for safety training courses.

(3) Provide/publish policy and procedures for Marine Corps ground range and aviation range safety.

(4) Implement Marine Corps Range Safety Program; and represent the Marine Corps on the NATO Range Safety Board and DoD level groups, boards, committees, or other organizations that address ranges and training areas.

h. Commanding General, Marine Corps Logistics Command

(1) Serves as the lead agent for the management of Naval Radioactive Material Permits for commodities containing radioactive materials in the Marine Corps.

(2) Conducts audits of Marine Corps commands on the Radiological Controls Program, and reports their results to the CMC annually.

i. Commanding General, Marine Corps Systems Command

(1) Incorporates safety and ORM into the materiel life cycle management process.

(2) Publishes policy for suspending operations of Marine Corps ground equipment and weapons systems due to unsafe conditions.

(3) Implements the Marine Corps Environmental and Explosives Safety Program; and represents the Marine Corps on the DoD Explosives Safety Board and DoD level groups, boards, committees, or other organizations that address explosives.

(4) Implements those elements of the Marine Corps Safety Program concerning systems safety in high-risk programs per reference (c).

(5) Ensures appropriate weapons systems, as well as new and modified munitions, are reviewed by the Weapon Systems Explosives Safety Review Board, Laser Safety Review Board, Navy Radiation Safety Committee, and Lithium Battery Review Board during the systems acquisition process.

(6) Issues appropriate safety of use alerts.

j. Inspector General of the Marine Corps. Coordinates and reviews the inspection results of the Marine Corps Safety Program with other responsible HQMC staff agencies. Apprises the ACMC of program effectiveness, as identified through the oversight of the Commanding General Inspection Program.

k. Marine Corps Commands and Activities

(1) Commanding generals, commanders, and commanding officers shall:

(a) Develop and publish a command safety policy and mission statement.

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(b) Ensure their deputy commander or executive officer is responsible for execution of safety policy. Deputy commanders or executive officers shall emphasize the incorporation of the safety policy through all levels of command to ensure appropriate assignment and training of safety personnel. Deputy commander's or executive officer's fitness reports shall include mandatory comments on fulfillment of safety responsibilities.

(c) Establish a safety office at the command level to provide safety personnel direct access to the commander for safety matters.

(d) Identify and establish safety billets at all commands and fill them with appropriately trained personnel. Personnel shall complete the basic required safety training within 90 days of assignment. Personnel assigned to safety billets must remain in the billet for at least 1 year. Commands will ensure that their safety officers/managers are not only trained, but possess the necessary expertise to provide relevant, proactive mishap prevention, force preservation advice, and feedback to the command.

1 In operational units (such as the division, force service support group, and wing), a qualified civilian safety specialist or military officer shall be assigned primary duties of safety manager or officer. A qualified "safety specialist" includes persons meeting the definition for a qualified safety and health specialist, contained in reference (a) and reference (o). Military personnel assigned to a unit safety officer billet must have completed, at a minimum, the Aviation Safety Officer's Course (MOS 7596), or the Marine Corps Ground Safety for Marines Course (MOS 9956), or other qualified training approved by the MARFORs.

2 At Marine Corps activities not addressed in paragraph 4k(1)(d)1, a qualified civilian safety specialist or a military officer shall be assigned primary duties of safety manager or officer. The qualifications for personnel filling these billets are the same as indicated in paragraph 4k(1)(d)1. Safety managers at installations should have a minimum of 4 years of experience in management of a safety function.

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3 All command and unit safety officers down to, and including, the battalion level will be designated as a special staff officer, appointed in writing by their commanding officer, and given direct access to the commanding and executive officer for safety matters. The term safety officer includes any of the following personnel: a commissioned, warrant, staff noncommissioned, or noncommissioned officer; and civilian safety specialist, if assigned.

4 All commands having responsibility for, or control of, aircraft shall have a Department of Safety and Standardization functionally organized to include the following billets (organization and functions shall be in accordance with enclosure (3)):

a Director.

b Aviation Safety Officer.

c Ground Safety Officer.

d NATOPS Officer.

e Enlisted NATOPS NCO, for organizations with enlisted aircrew assigned.

(e) Ensure SOH inspections are conducted by qualified safety personnel in all Marine Corps work centers, training facilities, and facilities on ranges at least annually. Qualified SOH personnel shall determine the inspection frequency for high interest areas that have the greatest risk to life or property damage, have experienced repeated mishaps, or require additional monitoring, as determined by the installation safety manager or officer. Inspections of high interest areas shall be more frequent. The SOH inspector will provide the command a copy of the inspection results.

(f) Develop a framework that requires the command to make ORM a routine part of planning, decisionmaking, and execution. Provide initial and annual refresher ORM training to all Marines and annotate the training in the basic training record.

(g) Use all available resources to improve the command safety program. Request the COMNAVSAFECEN assistance in

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investigations of all Class A on-duty mishaps per reference (e). The purpose of requesting these safety investigators is solely to assist the safety investigation process in determining causal factors to prevent mishap recurrence. Request unit safety surveys from the COMNAVSAFECEN every 2 years at a minimum. Contact the Naval Postgraduate School, School of Aviation Safety, for on-line command safety assessment surveys and maintenance climate assessment surveys.

(h) Review and take appropriate action on mishap investigations and reporting requirements of references (d) and (e) to ensure compliance. Thorough, accurate, and timely mishap investigations and reporting by all units are critical to the overall success of the Marine Corps Safety Program.

(i) Provide a consolidated Safety Program Status (see enclosure (4)) to the CMC via the chain of command. This report shall include an update on the successes and shortfalls in meeting the command's safety plans, status of accomplishing Marine Corps safety campaign and strategic plans, and the supporting metrics for the command and subordinate commands.

(j) 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 to conduct safety training, 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 will have to be directed with no notice or short notice. Unit safety officers must plan accordingly to ensure operational pause programs prepared for such occasions. Dates and attendance shall be documented for the Safety Program Status submission.

1 Back-In-the-Saddle operational pauses should be held following the extended winter holiday period or post-deployment, and at the commander's discretion may serve as one of the semiannual safety operational pauses.

2 Command safety events, conducted using Quarterly Safety Theme MARADMIN messages, may serve as a semiannual Safety Operational Pause provided all hands attend.

(2) Headquarters commanders (MARFORs, MCCDC, LOGCOM,

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SYSCOM, MCRC, MEFs, MAWs, FSSGs, and Divs) shall establish a safety office to serve as the focal point within the command for SOH related matters and carry out the following functions:

(a) Provide technical advice, direction, and guidance on SOH matters to subordinate commands.

(b) Interpret SOH standards and regulations and develop or participate in developing new or revised standards, when appropriate.

(c) Augment the Commanding General's Inspection Program to assess the effectiveness of the command's overall SOH Program, and those of subordinate commands, and develop plans of action for improving performance in areas identified as needing improvement.

(d) Serve as the headquarters command's representative on safety councils, committees, and working groups established by higher authority and the private sector. The activity's SOH official shall serve as technical advisor to HQMC on SOH-related matters in areas over which their headquarters command is assigned cognizance.

(e) Review illness/injury reports and provide analyses of command activities to identify and initiate actions to improve the effectiveness of force preservation to reduce instances of injury and illness.

(f) Foster force preservation awareness through appropriate promotional methods and channels of communication.

(g) Ensure adequate consideration of SOH features in the design, purchase, or procurement of items over which the command exercises acquisition authority.

(h) Plan, develop, participate, and evaluate employee SOH training in coordination with training groups, offices, and organizations.

(i) Review and coordinate budget requirements, submissions, and program objective memoranda for SOH to ensure force preservation issues are addressed, prioritized, and funded. Ensure that the SOH official at major subordinate commands has sufficient authority and responsibility to plan for

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and ensure funds are available for the SOH staff, their equipment, materials, and the training required to ensure implementation of an effective SOH program.

(3) Installation commanders shall:

(a) Provide SOH inspections, by qualified safety personnel of all Marine Corps workplaces, training facilities, and ranges at least annually and notify affected personnel of the inspection results. Provide inspections of high interest areas at least semiannually. High interest areas have the greatest risk to life or property damage, have experienced repeated mishaps, or require additional monitoring as determined by the installation safety manager or officer.

(b) Implement the core safety services contained in enclosure (1). The core safety services are the benchmark for services to be provided by all the installations.

(c) Provide safety SME to effectively support installation and tenant commands in the management of safety issues to eliminate unnecessary risk, minimize inherent risk, and directly contribute to force preservation to enhance operational effectiveness and readiness.

(4) Unit commanders shall:

(a) Appoint, in writing, a unit safety officer as special staff officer with direct access to the commander and executive officer for safety matters.

(b) Ensure the unit safety officer performs the functions identified in enclosure (2).

(c) Ensure the unit safety officer, or a designated safety specialist, is included in all planning, execution, and review processes for all training and operations.

(d) Ensure operational pauses are held at least semiannually as described in paragraph 4k(1)(j).

(d) Ensure all MARADMIN directed safety events are conducted.

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1. Civilian and military personnel of the Marine Corps shall:

(1) Comply with Marine Corps Safety Program standards, rules, and procedures.

(2) Bring to the attention of the command through established procedures the existence of, or potential for, any unsafe or unhealthful operation or working condition. Establish and train procedures for all civilian and military personnel on the procedures for reporting unsafe or unhealthful working condition (NAVMC 11401), and the ANYMOUSE (RCS MC-5100-06) required by reference (s).

m. Host-Tenant Relationships. On DoD installations, the installation commander is responsible for overall health and safety of personnel and equipment aboard the installation.

(1) Adherence to the host installation's safety standards is required to promote safety and health at tenant commands aboard Marine Corps installations. Marine Corps tenants of other DoD installations shall adhere to the host's safety standards. Where tenant commands have safety standards that meet or exceed the host commands' requirements, tenant commands shall adhere to the more stringent standards.

(2) Safety support in host-tenant relationships are described in reference (f) and documented in a Memorandum of Understanding, Memorandum of Agreement, or Inter-Service Support Agreement (ISSA). Safety support will not be charged to tenants unless the services required by the tenant are outside the scope of the host's safety service capability. There is no requirement to document intra-service support (Marine Corps host and Marine Corps tenant) on an ISSA, but the agreement is recommended to ensure no ambiguity of safety support.

n. Commander, Naval Safety Center. By agreement with the CMC, the COMNAVSAFECEN supports the Marine Corps Safety Program. COMNAVSAFECEN services include collecting mishap reports; analyzing data; providing statistical reports; conducting independent safety investigations of major mishaps and training deaths; and providing technical assistance, safety surveys, publications support, and safety program consultations. The

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COMNAVSAFECEN supports commanders with mishap investigators for all Class A mishaps and assists commanders upon request, with a mishap investigator on mishaps they determine requires assistance due to frequency or other special circumstances. Marine Corps commands will use COMNAVSAFECEN resources to improve their overall safety programs.

o. Naval Medical Support. Reference (h) directs the Chief, BUMED to provide support, including field support, to the CMC in all aspects of occupational health, which includes occupational medicine, industrial hygiene, and environmental health. All Marine Corps commands will use local naval medical facilities for occupational health support. Where such support (especially industrial hygiene) is not available, commands shall ensure the occupational health services acquired (whether military or civilian) meet the requirements set forth by BUMED and reference (g).

p. Reporting Requirements. Marine Corps orders and OPNAV instructions establish required reporting for the Marine Corps Safety Program. Prompt reporting is critical to the success of the Marine Corps Safety Program.

q. Freedom of Information Act (FOIA). Safety investigations are generally "For Official Use Only" (FOUO) documents, per reference (e). Paragraph 10 of reference (i) has guidelines for proper use of FOUO. Per reference (g), the COMNAVSAFECEN is the FOIA release authority for safety investigation reports. Reference (d) provides policy and guidance concerning use of aviation safety reports and data. Reference (e) provides policy and guidance on investigating, reporting, and recording ground mishaps.

5. Administration and Logistics

a. Commanders/commanding officers shall ensure adequate staff and budget are provided to implement a comprehensive safety program that meets the requirements of this Order.

b. Commanders/commanding officers shall integrate policies for a safety program into appropriate orders, training and indoctrination programs, technical and tactical publications, checklists, and standing operating procedures for include ORM.

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c. The installation commander/commanding officers shall ensure that adequate staff and budget are provided to implement the installation core safety services. The installation-wide safety program shall meet the requirements of this Order.

6. Command and Signal

a. Signal. This Order is effective the date signed. Prior to implementation of this policy, activities must, where applicable, discharge their labor relations obligations. Assistance and guidance may be obtained from the CMC (MPC-40).

b. Command. This Marine Corps Order is applicable to the Marine Corps Total Force.



W. L. NYLAND
Assistant Commandant
of the Marine Corps

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MARINE CORPS INSTALLATION CORE SAFETY SERVICES

1. SUPPORT MILITARY OPERATIONS AND TRAINING. (MCO P5100.8, NAVSEA OP-5, MCO P8020.10, MCO 8023.3, and MCO P3570.1 apply.)

- a. Oversee the explosives safety program.
- b. Oversee the range safety program.

NOTE: For both 1a and 1b above, installation safety office efforts focus on installation-level compliance with standards, and not on oversight responsibility.

c. Provide assistance to commanders to incorporate safety and operational risk management (ORM) into all operational briefs, including pre-deployment.

d. Provide safety specialists to units involved in tactical training exercises/operations, as requested.

e. Conduct safety inspections, at least annually.

f. Provide ORM training.

g. Provide training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.

h. Coordinate respiratory protection program manager training.

i. Provide confined-space entry services/permits, as required.

2. TRAFFIC SAFETY. (MCO P5100.8 and MCO 5100.19; and DoDI 6055.4 and E.O. 13043 apply.)

a. Organize, implement, and supervise a complete motor vehicle safety program.

b. Provide driver improvement courses.

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- c. Provide motorcycle safety courses.
- d. Oversee emergency vehicle operator courses.
- e. Provide remedial driver training courses.
- f. Provide traffic mishap statistical analysis and traffic safety education.
- g. Provide assistance to units on writing a motor vehicle safety program.
- h. Provide/coordinate speakers for traffic safety events.
- i. Provide training/assistance to units on private motor vehicle inspections.

3. SAFETY PROMOTIONAL MATERIAL. (MCO P5100.8 and 29 CFR 1960 apply.)

- a. Distribute safety posters, booklets, handouts, etc.
- b. Publish news releases, newspaper articles, e-mails, etc.
- c. Maintain a safety reference library of videos and safety training materials for checkout to the tenants and operational units.
- d. Market safety messages through marquees, signs, command television, etc.

4. MANAGE INSTALLATION-WIDE SAFETY AND OCCUPATIONAL HEALTH PROGRAM. (MCO P5100.8 and MCO 5100.30; and 29 CFR 1960 and 29 CFR 1910 apply.)

- a. Provide installation safety policies/guidance.
- b. Ensure host/tenant agreements include safety.
- c. Manage the program for abatement of work center hazards.

ENCLOSURE (1)

d. Attend, support, and maintain appropriate minutes for installation safety councils, safe driving councils, and safety committees.

e. Coordinate special safety events; such as, fairs, expositions, operational pauses, guest speakers, etc.

f. Coordinate training, provide technical assistance, and evaluate the lockout/tagout program annually.

g. Administer the respiratory protection program.

h. Oversee all asbestos-related activities aboard the installation, and provide guidance/advice to the asbestos program manager.

i. Manage the lead safety program (safety manager appoints a lead program manager).

j. Oversee fall protection programs.

k. Oversee safety aspects, and provide training and technical support for ergonomics programs.

l. Monitor exposure control plans and provide training on the bloodborne pathogens program.

m. Manage the safety aspects of a hazardous materials control program.

n. Administer an off-duty/recreation safety program that addresses sports, hobbies, off-road motorcycles, all terrain vehicles, child safety (e.g., child car seat installation, bicycles, roller blades, skate boards), and all off duty activities.

o. Manage the laser, radiation, and radiofrequency radiation safety programs.

5. SAFETY INSPECTIONS. (MCO P5100.8 and MCO P1710.30; and 29 CFR 1960 apply.)

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a. Conduct safety inspections of all work centers, buildings, training facilities, and facilities on ranges at least annually, and provide recommended corrective actions.

b. Identify and conduct safety inspections of high hazard work centers, buildings, training facilities, and ranges at least semiannually.

c. Conduct building inspections, at a minimum, for tenant commands with a full-time safety manager, per formal agreements.

d. Investigate or provide consultation on reports of unsafe or unhealthful work conditions.

e. Accompany inspectors on all Federal and State safety and occupational health inspections.

f. Conduct inspections of child development centers and family home child care facilities.

6. MISHAP INVESTIGATIONS. (MCO P5100.8 and MCO P5102; and 29 CFR 1960 apply.)

a. Coordinate the investigations of all installation mishaps, maintain reports, and conduct analyses.

b. Provide tenant commands technical assistance, as requested.

c. Provide safety specialists for safety investigation boards, as requested.

d. Provide assistance in the preparation of the 7-day response requirement on serious mishaps to the first general officer when requested.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE). (Includes Head, Sight, Hearing, and Foot Protection). (MCO P5100.8; and 29 CFR 1910, Subpart I apply.)

a. Conduct/provide technical assistance on PPE surveys and determines requirements.

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- b. Provide assistance in selection of appropriate PPE.
 - c. Provide training to personnel required to use PPE or train-the-trainer courses to supervisors.
8. SAFETY TRAINING. (MCO P5100.8; and 29 CFR 1960 apply.)
- a. Provide supervisors safety training.
 - b. Provide and coordinate required specialized training for personnel; such as, lockout/tagout, confined-space entry, respiratory protection, ergonomics, PPE, etc.
 - c. Provide safety training for collateral duty/unit safety representatives.
 - d. Oversee cardiopulmonary resuscitation and first aid training.
 - e. Provide hazard communication training.
 - f. Oversee material/weight handling equipment training, e.g., forklift/crane operator training, and licensing.
 - g. Provide mishap investigation and reporting training to supervisors and other mishap investigators.
9. SAFETY CONSULTATION. (MCO P5100.8; and 29 CFR 1960 apply.)
- a. Provide guidance and direction related to unit safety programs and record keeping.
 - b. Provide safety consultation to commands/tenants.
 - c. Conduct safety reviews and provide guidance for all construction plans/projects at various design stage completions, to include attendance at pre-construction meetings and post-acceptance inspections of construction/renovation projects.
 - e. Provide safety reviews of all service contracts, to include attendance at planning meetings related to these contracts.

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f. Provide safety support/consultation to special events and exercises, to include antiterrorism/force protection, and events related to local areas; e.g., Marine Corps marathons, modern day expositions, etc.

10. COORDINATE OCCUPATIONAL HEALTH SERVICES. (MCO P5100.8 applies.) Navy medical personnel normally provide these services.

a. Ensure the following industrial hygiene support is provided:

(1) Baseline, annual, and periodic industrial hygiene surveys.

(2) Industrial hygiene for operational units.

(3) Periodic workplace monitoring/sampling.

(4) Provide assistance with respirator fit testing and training, if needed.

(5) Hearing conservation, respiratory protection, bloodborne pathogens, asbestos exposure, and lead exposure training.

b. Ensure the following occupational and environmental medicine support is provided:

(1) Audiometry evaluations.

(2) Spirometry evaluations.

(3) Administration of the medical surveillance program.

(4) Fitness for duty evaluations.

(5) Return to work evaluations.

(6) Consultation and treatment of occupational-related injuries and disease.

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(7) Working with safety and industrial hygiene personnel
in the analysis of injury trends and work center surveys.

ENCLOSURE (1)

MARINE CORPS UNIT SAFETY OFFICER FUNCTIONS

1. MAINTAIN A COMPREHENSIVE UNIT SAFETY PROGRAM, AS DIRECTED
 - a. Promote and visibly post the unit commander's safety policy and program.
 - b. Maintain appropriate unit safety references; e.g., MCOs, unit safety operating instructions, etc.
 - c. Provide the principles of operational risk management in safety training and lessons learned per the current issuance of MCO 3500.27.
 - d. Facilitate unit safety meetings and document the minutes of these meetings.
 - e. Maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, lasers, etc.
 - f. Coordinate, where available, host installation safety specialists review of, and participation in, tactical training exercises/operations.
 - g. Conduct work center hazard recognition safety assessments of the premises, equipment, and command activities (at least quarterly); document the results; forward an executive summary of the assessment to the commander; and retain the assessment for 3 years.
 - h. Coordinate, accompany, and reply to host installation annual, semiannual, and no-notice work center inspections and reports of unsafe, unhealthful working conditions, industrial hygiene surveys and reports, or hazard reports.
 - i. Develop and maintain a unit safety turnover binder with the following: appointment letter, existing safety SOPs, facilities under the unit by building number, and number of assigned civilian and military personnel.

ENCLOSURE (2)

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j. Ensure pre-mishap plan drills are conducted annually, and the pre-mishap plan is updated prior to any change of operating base.

k. Establish and train procedures for all personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06) forms.

2. COORDINATE SAFETY AND OCCUPATIONAL HEALTH SERVICES. Core safety services are provided by the host installation safety, fire protection, or Navy medical personnel.

a. As directed, act as the unit primary point of contact for the following:

(1) Safety and occupational health.

(2) Transportation/traffic safety.

(3) Off duty/recreation safety.

(4) Fire safety.

(5) Ammunition and explosive range safety, unless assigned to another staff; the S-3 or S-4.

(6) Radiation and laser safety, unless assigned to another staff; such as, the S-3 or S-4.

(7) Industrial hygiene.

b. As directed, or required, ensure the following unit specific safety awareness training is available:

(1) Provide senior leader, supervisory, and new arrival safety orientation/training.

(2) Provide safety training for unit/shop supervisors.

(3) Provide unit safety guidance; such as, hazard communication, lockout/tagout, etc.

ENCLOSURE (2)

(4) Coordinate required specialized training for personnel; such as, lockout/tagout, confined-space entry, respiratory protection, ergonomics, personal protective equipment, material/weight handling equipment training, forklift/crane operator training, and licensing.

(5) Coordinate CPR and first-aid training.

(6) Coordinate training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.

(7) Conduct mishap investigation and reporting training for unit supervisors and shop/section safety representatives.

(8) Document all safety training.

(9) Coordinate with the installation Range Control Officer for Range Safety Training.

3. PERFORM UNIT MISHAP INVESTIGATION AND REPORTING

a. Investigate mishaps to determine classification and reporting requirements.

b. Assist safety investigation boards, as requested.

c. Investigate mishaps or assist/review mishap investigations conducted by unit supervisors or shop/section safety monitors per MCO, higher headquarters, host installation, etc.

d. Conduct analyses (using the Marine mishap tracking database (MARTRAK)) of unit mishap experience, and provide recommendations.

e. Maintain unit mishap action plan, logs, records, and reports.

f. Initiate safety investigation reports and hazard reports, as required or requested.

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g. Submit monthly mishap reports (using MARTRAK) to higher headquarters and the host installation.

h. Submit Annual Mishap Summary Report per the current issuance of MCO P5102.1 (RCS DD-5102-02) to higher headquarters and the host installation.

i. Promulgate corrective actions.

j. Conduct follow-ups.

k. Provide assistance in the preparation of the 7-day response requirement on serious mishaps to the first general officer.

ENCLOSURE (2)

MARINE CORPS AVIATION DEPARTMENT OF SAFETY AND STANDARDIZATION
ORGANIZATION AND FUNCTIONS

1. DIRECTOR, DEPARTMENT OF SAFETY AND STANDARDIZATION

a. Act as the commander's representative for all safety and standardization matters.

b. Implement the commander's safety and standardization policies, and supervise the aviation and ground mishap prevention programs.

c. Exercise staff cognizance over the Naval Aviation Training and Operating Procedures (NATOPS), aviation safety, and ground safety programs.

d. Be on a level with all other department heads.

e. Should not be assigned collateral duties or responsibilities outside the department of safety and standardization (DSS).

f. Be a graduate of the Naval Postgraduate School Aviation Safety Officer Course.

g. Ensure the unit completes an informal safety survey on a not-to-interfere basis during normal operations; once per year or within 30 days after a change of commanding officer, aircraft model, operating base, or a change of significant number of personnel in key billets. This requirement is in addition to requesting formal Naval Safety Center safety surveys (required by OPNAVINST 3750.6R) every 2 years. Naval Postgraduate School web-based command safety assessment surveys and maintenance climate assessment surveys are authorized for use as informal surveys.

h. Ensure safety surveys are performed at deployment sites prior to, or as soon as possible after arrival at a temporary base of operations. This survey is usually less extensive than a command safety survey and should concentrate on facilities and operational conditions at the deployment site. For repeat

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deployments to the same temporary base, update safety site surveys at least every 3 years.

i. Ensure aviation safety councils meet, at least quarterly. Membership shall include, but is not limited to the executive officer, the quality assurance officer, an ordnance officer, a flight line officer, the Director, DSS, the aviation safety officer (ASO), flight surgeon, and the ground safety officer (GSO). Minutes from the meeting shall be routed for endorsement, comment, and action. The commanding officer shall be included in the routing.

j. Ensure standardization board meetings are held monthly. Membership, at a minimum, will consist of the executive officer, the Director, DSS, the operations officer, the ASO, and the NATOPS officer. Standardization boards shall recommend approval of new designations to the commanding officer, and review previous designations of all members of the command. The board should also review selection and designation requirements; and periodically, review procedures and evaluation criteria.

2. AVIATION SAFETY OFFICER (ASO)

a. Develop, implement, and execute an aggressive aviation safety program.

b. Advise the commander and Director, DSS on all matters pertaining to the organization's aviation safety program.

c. Monitor organization flight activities, and advise all departments concerning compliance with appropriate directives.

d. Monitor and report recommendations concerning staff proposals affecting flight operations, training, and aircraft maintenance that pertain to safety to the Director, DSS.

e. Assist the quality assurance officer in monitoring quality assurance and collateral duty programs as outlined in the Naval Aviation Maintenance Program.

ENCLOSURE (3)

f. Ensure pre-mishap plan drills are conducted annually, and the pre-mishap plan is updated prior to any change of operating base.

g. Should not be assigned collateral duties or responsibilities outside the DSS.

h. Convene human factors council meetings, not less than monthly. Membership will be in accordance with the current issuance of OPNAVINST 3750.6. Minutes shall only be kept by the commanding officer.

i. Convene human factors boards as directed by the commanding officer. Membership will be in accordance with the current issuance of OPNAVINST 3750.6.

j. Be a graduate of the Naval Postgraduate School, Aviation Safety Officer Course.

3. NATOPS OFFICER

a. Establish and maintain a dynamic and creative standardization program per appropriate NATOPS flight manuals and the current issuance of OPNAVINST 3710.7.

b. Administer the NATOPS Program per the current issuance of OPNAVINST 3710.7.

c. Should not be assigned collateral duties or responsibilities outside the DSS.

4. GROUND SAFETY OFFICER (GSO)

a. GSO at Marine Corps Air Stations (MCAS) shall perform appropriate duties in accordance with enclosure (1).

b. GSO at non-MCAS aviation commands shall perform duties in accordance with enclosure (2).

5. ENLISTED NATOPS NCO. For organizations with enlisted aircrew assigned; assist the NATOPS Officer in all matters pertaining to enlisted flight crew training and standardization.

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LETTERHEAD

5100
Safe

From: Commander (MARFORs, MCCDC, LOGOM, SYSCOM, MCRC, etc.)
To: Commandant of the Marine Corps (SD)

Subj: (COMMAND NAME) SAFETY PROGRAM STATUS REPORT (RCS MC-5100-05)

Ref: (a) MCO 5100.29A
(b) ALMAR 060/02
(c) CMC MSG 050900ZFEB03

Encl: (1) As applicable
(2)
(3)

1. As required by references (a) through (c), the following information is provided. CMC's FY00 Safety Campaign Plan identified a mishap reduction goal of 25% in serious mishaps (Class A and B) for FY01 and a 5% reduction per year from FY02 through FY06. The following Safety Program Status Report details (MARFORXXX, MEF, DIV, FSSG, MCCDC, LOGCOM, TECOM, MCRC, etc.) efforts to develop and implement safety strategies and planning to meet the Commandant's goals outlined above.

2. STRUCTURE AND STAFFING GOALS. Review and verify manning levels to meet mission requirements of the core safety services for installations to include the support of tenant safety requirements in training and operational environment.

a. Safety Planning. Briefly describe efforts in verifying structure and staffing requirements to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve structure and manning goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

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d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

3. TRAINING GOALS. All personnel assigned to safety billets shall complete the basic safety training within 90 days. All command personnel shall receive safety training appropriate to their level of responsibility and authority. The MARFORs, MEFs, and installations shall explore technology-based training initiatives to facilitate meeting the existing training goals.

a. Safety Planning. Briefly describe efforts in safety training requirements based on analysis to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

4. OPERATIONAL RISK MANAGEMENT GOALS. Provide initial and annual refresher training to all Marines and annotate the training in their Basic Training Record. Apply ORM in all planning and execution stages for both on and off-duty activities. Continue to emphasize and refine ORM to meet requirements at all levels of command.

a. Safety Planning. Briefly describe efforts in the development and refresher ORM training requirements based on analysis to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

ENCLOSURE (4)

5. CULTURE WORKPLACE GOALS. For the COMNAVSAFECEN, identify and train Culture Workshop facilitators.

a. Safety Planning. Briefly describe efforts in the development of Culture Workshop facilitators to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

6. ON-DUTY (AVIATION) GOALS. Reduce the number of Class A and B mishaps by an additional 5 percent per year through FY06.

a. Safety Planning. Briefly describe efforts in the development of aviation safety strategies used to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

7. ON-DUTY (GROUND) GOALS. Reduce the number of Class A and B mishaps by an additional 5 percent per year through FY06.

a. Safety Planning. Briefly describe efforts in the development of ground safety strategies used to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

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c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

8. ON-DUTY (INDUSTRIAL) GOALS. Reduce the overall occurrence of injuries to our civilian employees lost time injuries by 15 percent per year through FY06.

a. Safety Planning. Briefly describe efforts in the development of safety strategies used to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

9. OFF-DUTY (PRIVATE MOTOR VEHICLE AND RECREATIONAL) GOALS. Reduce the number of Class A and B mishaps by an additional 5 percent per year through FY06.

a. Safety Planning. Briefly describe efforts in the development of ground safety strategies used to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both success and shortfalls.

ENCLOSURE (4)

10. SUICIDE REDUCTION GOALS. To reduce the number of suicides in the Marine Corps by 5 percent per year through FY06. Although this is not a safety function for the purpose of this report the Medical and Chaplain Corps at command level shall provide the information to the safety office to be included in this report.

a. Planning. Briefly describe efforts in the development of suicide reduction strategies used to identify and resolve shortfalls.

b. Efforts to Achieve Goals. Briefly describe efforts to achieve these goals.

c. Supporting Metrics or Measures Employed. Briefly describe how analysis and measurements were used.

d. Successes and Shortfalls. Briefly describe lessons learned for both successes and shortfalls.

11. SUMMARY. Briefly summarize what effects of your efforts have had on the culture change as it relates to mishap reduction and command climate that ensued during this process.

12. RECOMMENDATIONS. Provide recommendations that will help the Marine Corps safety program and other commands with like demographics to shore up shortfalls for near and long term.

SIGNATURE

ENCLOSURE (4)