

TYPES OF SAFETY RELATED REPORTS

Report	Purpose	Due	Method	Reference	Action Office
OSHA 300 & 300A log	Summary of all Civilian occupational related mishaps (Class A, B, C, D) - <i>Military reports are optional.</i>	Annually. Posted NLT 01 Feb.	WESS	MCO P5102.1B, Chapter 3	Safety
WPSR	Commanders report to evaluate command's safety program	Quarterly (FY) via CoC to HQMC(SD)	On-Line http://www.usmcsafety.com/	MARADMIN	Unit Commander (All sections)
8 Day Brief	<i>Commander's report</i> to inform ACMC of "What is known" and "Preliminary lessons learned" - All Class A & B mishaps - All non-hostile fatalities (e.g. mishaps, suicides, homicides, etc.)	- 1 st G.O w/in 7 days - ACMC w/in 8 days	PPT brief via Email	- MCO 5100.29B - NAVMC 5100.8 - MCO P5102.1B, Chapter 1, para 8.h.	Unit Commander (All sections)
Death Brief	Informs Local General Officer of detailed facts and lessons learned about a non-combat fatality	Command Dependent	PPT, in person	MCO 5100.29B	Unit Commander (All sections)
Flash Report	1) Notify the CoC of mishaps; 2) Capture data for required safety reports per MCO 5102.1B; 3) Capture data for required 8 Day reports per MCO 5100.29A and CMC message 041728Z FEB 05.	Command dependent per CCIRs	Email or per command SOP	Local policy (MARFOR or OPLAN or DEPOD)	Duty Officer or Safety
Immediate Notification	- Hospitalization of 3 or more personnel in same mishap - Class-A (on-duty DoD Civilian) - Class-A (on & off duty Military) - Class-A (Explosive mishaps) - All other military fatalities (non-combat) - All other on-duty civilian fatalities	W/in 8 hrs. of mishap to CMC(SD) & NAVSAFECEN	- Phone - PCR/OPREP via AMHS message - Or WESS	MCO P5102.1B, Chapter 1 & Chapter 3, para 3002	Safety
HAZREP	All hazards or near-mishaps that have the potential to affect other commands but do not warrant submission of a Safety Investigation Report (SIREP).	Immediately	WESS <u>and</u> AMHS	MCO P5102.1B, Chapter 4 Chapter 5	Safety
SIREP	Any required reportable MISHAP and/or HAZARD per MCO P5102.1B	- Unit safety investigation: w/in 30 days of mishap - SIB: w/in 30 days of convening of the board	WESS <u>and/or</u> AMHS	MCO P5102.1B, Chapter 3 Chapter 5 Chapter 6	Safety
Combat Zone SIREP	Capture Mishaps in the CZ	w/in 30 days of mishap	WESS <u>or</u> AMHS	MCO P5102.1B, Chapter 3 Chapter 5	Safety

NOTE: Notify **MARCORSYSCOM** for all On-Duty ground mishaps involving *tactical equipment, weapon systems, or tactical vehicles* that include injury or fatality or DoD property damage (source CMC SD Message 16 April 2014)