



**DEPARTMENT OF THE NAVY**  
**HEADQUARTERS UNITED STATES MARINE CORPS**  
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CMC SD  
03 Mar 17

MEMORANDUM FOR THE DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR SAFETY

From: Commandant of the Marine Corps

Subj: CALENDAR YEAR 2016 U. S. MARINE CORPS (USMC) REPORT TO THE U. S. DEPARTMENT OF LABOR (DOL) ON OCCUPATIONAL SAFETY AND HEALTH

Encl: (1) CY16 USMC Report to DOL on Occupational Safety and Health

1. The enclosed report is provided in response to the 30 November 2016, U.S. DOL memorandum to designated agency safety and health officials regarding "Request for Agency Calendar Year 2016 Annual Report on Occupational Safety and Health Program Activity."
2. Point of contact is Ms. Vicki Arneson-Baker, Head, Safety and Occupational Health Branch, Safety Division, (703) 604-4169, [vicki.arneson-baker@usmc.mil](mailto:vicki.arneson-baker@usmc.mil).

*J. D. Williams*  
J. D. WILLIAMS  
By direction



Name of Agency: United States Marine Corps  
Address: Commandant of the Marine Corps, Safety Division, 701 S. Courthouse Road, Suite 2O050, Arlington, VA 22204-2462

Number of Appropriated Fund (AF) and Non-Appropriated Fund (NAF) employees covered by this report: AF – 18,190 (1.75% reduction from CY 2015) / NAF – 14,266 (16.2% increase)

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## I. ASSESSMENT OF SAFETY & OCCUPATIONAL HEALTH (SOH) PROGRAM ACTIVITIES AND EVENTS.

### a. *Presidential Initiatives & Evaluation Metric(s).*

#### 1) Motor Vehicle Safety

Marine Corps Order 5100.19F, “Marine Corps Traffic Safety Program (DRIVESAFE)” is a comprehensive traffic safety program designed to prevent motor vehicle-related mishaps and the resulting deaths, injuries, and property damage through the application of comprehensive and effective risk management strategies in support of force preservation and operational readiness. Enclosure (1) of the DRIVESAFE program is a Manual to assist commanders with implementing the Marine Corps Traffic Safety Program in garrison, in training, and during military operations, exercises and deployments. The Manual outlines the Marine Corps DRIVESAFE Program, assigns responsibilities, identifies minimum implementation requirements, and provides instructions for administration of the Program. The DRIVESAFE Order covers vehicle design standards; operator duty time; incentive programs; safe drive councils; pre-departure briefings; vehicle inspection requirements; motorcycle and all-terrain vehicle safety; driver training; installation traffic codes; driver distractions; reduced visibility; impaired driving; traffic violations; transporting personnel; child safety seats; and recordkeeping, reporting, mishap investigation and analysis. Local Commanders may institute policy that is more stringent and other initiatives to support a comprehensive system that includes the risk management process and accountability to prevent the loss of personnel, facilities, weapons systems, and equipment during peacetime and wartime due to traffic mishaps and reckless driving behavior. The DRIVESAFE Program provides guidelines for mishap reduction with a systemic approach to achieving implementation requirements.

Initiatives’ focusing on enhancing civilian on-duty mishap reporting and mishap data analysis continues. Data analysis from the Naval Safety Center mishap databases, reconciled with each Marine Forces level command, indicates the number of reported motor vehicle accidents (MVAs) involving federal civilian employees during calendar year (CY) 2016 was 55. This, a slight increase from the 54 reported in 2015. No formal Safety Investigation Boards were convened or personal injuries suffered as a result of these MVAs(s).

Service, Marine Forces level and local command policy promotes motor vehicle seat belt and restraint system wear. These policies delineate disciplinary actions of violators; to include, violator's names being sent to the base Executive Officer and to their supervisor for appropriate action to include possible suspension of on-base driving privileges.

Marine Corps Order 5100.19F, "Marine Corps Traffic Safety Program (DRIVESAFE)" clearly defines requirements for seatbelt use while driving on official duty and on Marine Corps installations, and follows the requirements set forth by Executive Order 13043 (required seatbelt use). The DRIVESAFE program mandates the use of seatbelts/restraint systems in both tactical and commercial motor vehicles. Seat belt usage is mandatory and aggressively enforced on all U. S. Marine Corps installations by law enforcement and the military entire chain-of-command. Installation and base safety offices conduct random and frequent seat belt surveys, focusing on those vehicles operated aboard Marine Corps installations, bases and stations.

These Seat Belt Surveys are a joint effort between safety, military law enforcement, and transportation dispatch (Road-Master) personnel. Seat belt surveys regularly indicate a 98 percent compliance rate of on-base drivers and passengers using seat belts. Visitors to Marine Corps Installations are the most often cited violators of seat belt use regulations.

Marine Corps Order 5100.19F, "*Marine Corps Traffic Safety Program (DRIVESAFE)*" restates and elaborates on the requirements set forth by Executive Order 13513 (banning texting while driving), prohibiting the use of hand held (cellular) devices while driving on official duty and while driving on Marine Corps property. The DRIVESAFE program provides expanded policy, specifying prohibiting Marine Corps personnel from using any hand-held (cellular) device while driving any government owned. Service policy prohibiting usage of hand held devices while driving a moving vehicle and enforced during the aforementioned seat belt surveys. Law enforcement and military authorities enforce the policy on all U. S. Marine Corps facilities. No mishaps or moving citations involving hand-held (cellular) device violations were reported.

The Marine Corps promotional material and media campaign is ever-evolving public information program intended to promote the motor vehicle safety programs and themes important to the base and surrounding civilian communities. Road signs (permanent and temporary), electronic marquees, posters, booklets, handouts, telephone hotline on most installations, and other means are used to promote installations/bases/stations DRIVESAFE programs, seatbelt usage and the prohibition of hand held (cellular) devices.

Unit commanders discuss motor vehicle policy and hazards prior to each holiday and liberty period, during the 101 Critical Days of Summer and other regular safety stand-downs, and during briefs to newly joined personnel. Vehicle and traffic safety awareness is also enhanced by command published holiday safety messages, 'Safety Tips', posters, and brochures about seatbelts, combating fatigue and distracted and drunk driving prevention, and the general promotion of service provided driver improvement programs.

The Motor vehicle safety training program encompass a wide range of training including the Defensive Driving Course (Alive@25), Attitudinal Dynamics of Driving Course (Remedial Driving), Drivers Awareness Training, Explosives Driver Course, Motorcycle training, all-terrain vehicle courses.

The Marine Corps implements various initiatives to identify program deficiencies, lessons learned, best practices to ensure continual improvement of the Marine Corps Traffic Safety Program and reduce motor vehicle mishaps. Initiatives include annual Traffic Safety Summit, working groups, motor vehicle studies, and formal cooperative exchanges between the various regional program managers.

## 2) Evaluation Metric(s).

The Marine Corps uses several metrics to identify and track its SOH program successes. The Warrior Preservation Status Report (WPSR), is used to consolidate and analyze a unit's compliance with key SOH program elements. Additionally, unit the Force Preservation Council (FPC) provides a wide range of hazard mitigation strategies for personnel to address issues and access successful intervention programs. The Medical Readiness Reports System (MRRS) has enabled Marine commanders to track and report the medical readiness of their personnel. MRRS and the expanded use of the Enterprise Safety Applications Management System (ESAMS) combine to provide trend and pattern analysis relative to injuries and illnesses, safety inspection results, near miss data, self-inspection results and reports of employee notification of hazards. The Command Safety Assessment Program provides and method by which higher-headquarters assess SOH program efficacy and is managed by CMC Safety Division (SD). These CSAs are conducted as announced assessments of predetermined major commands and installations; Inspector General of the Marine Corps Inspections; and Safety Climate Surveys are other key elements of measuring Safety Assurance.

The Marine Corps is currently designing a new service level Safety and Occupational health Management System (SOHMS). Development is in-progress through a rewrite of the Marine Corps Safety Program (MCO 5100.29B). The formal adoption of a revised SOHMS is a top priority.

The Marine Corps continues to track metrics previously identified under the Presidential POWER initiative. Accordingly, the Marine Corps enjoyed a slight decrease (0.38%) in lost-time injury and illness case rates during 2016. Improved mishap investigation training courses have led to enhanced investigation efficacy. These changes have manifested in accurate event causation determinations and streamlined policy or material change recommendations critical to preventing mishap re-occurrence. Local installation safety managers worked aggressively with supervisors, Injury Compensation Program Administrators (ICPA) and occupational health care providers to ensure the prompt return of injured workers.

In 2016 the U. S. Marine Corps the following metrics were tracked:

- Total Case Rate decreased by 22% ; from 2.91 in 2015 to 2.26 in 2016.
- Lost Time Case Rate decreased by 0.38%; from 1.69 in 2015 to 1.31 in 2016.
- Lost Production Day Rates decreased by 1.9 %; from 33.2 lost workdays per 100,000 workers in 2015 to 31.3 days in 2016.
- Timely Filing of Wage-Loss Claims increased by 11.2%; from 77.6% in 2015 to 88.72% in 2016.

- Timely Filing of Injury and Illness Notices increased by 13.2%; from 82.70% timeliness to 93.64% timeliness. The target established in 2010 was set at 83.78%.

*b. Illnesses, Injuries, Fatalities & Catastrophic Events.*

1) Marine Corps wide, personnel safety, to include slip, trip and fall prevention, and exertion injuries, situational awareness is routinely stressed and is of focused attention during Safety Stand-downs, Back-in-the-Saddle training, command-directed Operational Pauses, command formations, Command/unit/section physical training sessions, unit/section safety briefs, pre-holiday safety briefs, command promotional material, command safety bulletins, holiday messages, and safety grams. Additionally, each of these areas is audited during internal and by higher headquarters safety assessments.

Specific areas or sites identified with increasing numbers are assessed by higher headquarters to identify underlying issues and develop corrective action strategies. Strong emphasis is placed on identifying lessons learned, reviewing possible engineering controls for implementation and increasing the level of training for all elements of command requiring corrective action plans, focus placed toward supervisors and employees.

Senior leader's participation in FECA Working Groups is highly encouraged, to assist in return to work programs. Commanders, senior leaders and supervisors use a combination of service level and local awareness campaigns, safety inspections, increased supervisor training, increased daily worksite inspections with on-the-spot corrections, injury prevention training, and safety training to increase employee and leader risk awareness. Employees are trained to perform organizational and individual risk management of hazards and hazardous activities. These mitigation strategies have successfully reduced mishaps and injury rates.

2) Slips, trips and falls, and twisting and lifting were the most frequently reported accidents in 2016, resulting in 282 sprain and strain injuries. Marine Corps safety offices continue to enhance supervisor and employee slips/trips/falls and ergonomic training that include employee attentiveness, investigation and reporting, trends analysis, and implementation of various controls. The Marine Corps is an active member of the Department of Navy Fall Protection Working Group. The working group developed and continues to update the Department of the Navy Fall-Protection Guide; a detailed 296 page document that provides criteria and best practices for developing and managing a fall protection program that will protect all personnel (military and DON civilians) aboard Navy and Marine Corps activities. The Marine Corps exertion injuries are prevented by conducting job hazard analysis for this type of injury with primary focus on forceful exertions, awkward positions, repetition, vibration, and contact stress. These risk factors are identified, discussed and published in the workstation job hazard analysis for each task or procedure.

3) The Marine Corps did not experience any civilian fatalities, catastrophic events or other serious reportable events involving civilian employees in 2016.

*c. 29 CFR 1960 Requirements.*

## 1) Organization of Agency Safety and Health Mission

The Designated Agency Safety and Health Official (DASHO) for the Marine Corps is the Assistant Commandant of the Marine Corps (ACMC), General Glenn M. Walters. The ACMC is responsible for the management and administration of the safety and occupational health (SOH) program in the Marine Corps, as appointed by the Commandant of the Marine Corps (CMC), General Robert B. Neller. The Director, CMC Safety Division (Colonel Joseph Williams) is appointed to execute the day-to-day activities of the Marine Corps SOH program.

Installation commanders are tasked with the responsibility to provide an installation-wide safety program that applies to all on-duty and off-duty operations and activities located aboard the installation that applies to all military and civilian personnel who work and live aboard the installation. The installation command assigns the installation safety manager to execute the day to day activities of the safety program. The installation safety manager has direct access to the commander and is assigned responsibility and authority to fund, staff, organize, and manage the safety program.

Unit commanders are tasked to appoint their deputy commander or executive officer the responsibility of day to day execution of the unit safety program. Battalions level commanders and higher are required to have a Ground Safety Officer (aka collateral duty safety officer) with a secondary Military Occupational Specialty (MOS) of "Ground Safety Officer". Aviation commanders are also required to have a Director of Safety and Standardization and an Aviation Safety Officer who is highly-qualified, winged aviator or the rank of captain or major and has completed the six week Aviation Safety Officer course. Comments on the fulfillment of their safety responsibilities are included in annual performance evaluation reports.

## 2) Field Federal Safety & Health Councils

The Marine Corps participates in various Field Federal Safety and Health Councils and other councils. Participation include: Marine Forces Central Command Safety personnel participate in the MacDill AFB I 6AMW Environmental, Safety and Occupational Health Council; Marine Forces Command is active on the American Society of Safety Engineers Council as well the Virginia State Department of Transportation Council; Marine Forces South participates in the USAG-Miami Field Federal Safety and Health Council; MCAS Cherry Point Safety Office participates in the North Carolina FFSHC; and Western Recruiting Region Safety Office participates in the quarterly Field Federal Safety and Health Council San Diego Chapter.

At the Service level, the Assistant Commandant of the Marine Corps (ACMC) chairs the Executive Force Preservation Board (U.S. Marine Corps executive-level safety council). The EFPB convenes semi-annually in the National Capital Region to shape Safety & Occupational Health and Behavioral Health policies pertinent to Marine Corps readiness. The EFPB membership is comprised of the Deputy Commandants, Commanders of the operational forces and Commanders of the supporting establishments.

Unit commanders with a population greater than 500 Marine and civilian personnel are required to host quarterly command safety and safe driving councils. The safety councils advise unit,

base and tenant command leaders of safety challenges, current trends, hazard corrective actions taken or required, local traffic safety issues, on- and off-duty mishaps, and other force preservation and readiness issues.

### 3) Inspection of the Safety and Health Management System

The Marine Corps has a robust internal and external safety and health assessment and inspection program. The CMC Safety Division has oversight responsibility of the Marine Corps safety program and conducts Command Safety Assessment (CSA) of major commands and all installations to assess the status of command safety programs every three years. A formal report is provided to all assessed commanders and trends and significant safety issues are reported to the ACMC (DASHO). Assessed commands are required to submit corrective action plans to CMC Safety Division every 90 days until deficiencies are corrected. However, this program was temporarily suspended in 2016 to allow time to revise the assessment process in conjunction with the development of the Marine Corps Safety Management System. CMC Safety Division conducted five announced Command Safety Assessments prior to the June suspension.

All higher headquarter commands oversight of subordinate commands and are required to conduct Command Safety Assessments of the safety program on a biennial. All Marine Corps commands are required to conduct annual self-assessments and report compliance with minimum safety program standards.

The Inspector General of the Marine Corps (IGMC), Inspection Division also inspects the implementation of the Marine Corps safety program. The Inspector General of the Marine Corps (IGMC) conducted unannounced inspections of 19 major commands and 26 units in 2016.

Installation safety offices resource and manage an installation-wide inspection program. Qualified civilian safety specialists (GS-0018) conduct annual assessments of buildings, structures, training facilities, ranges, and installation and tenant work centers. In addition, the installation Industrial Hygiene office conducts inspections at each work center on an annual or biennial scheduled, based on risk.

The Navy and Marine Corps Directive (NAVMC DIR) 5100.8, “*Marine Corps Occupational Safety and Health (OSH) Manual*,” provides procedures for prompt investigation of reports of unsafe or unhealthful working conditions, and ensures appropriate corrective action is taken. This program provides management with guidelines and procedures for prompt corrections to unsafe or unhealthful working conditions. This policy also establishes an appeal process for individuals who disagree with the initial assessment.

The DoD Safety System Management Center of Excellence provided the U.S. Marine Corps external inspections of the safety and health management system at 20 commands:

Logistics Command:

- Distribution Management Center Albany, GA
- Distribution Management Center Barstow, CA
- Logistics Command HQ, GA

- Marine Depot Maintenance Command - Albany, GA
- Marine Depot Maintenance Command - Barstow, CA

Marine Corps Systems Command:

- Marine Corps Systems Command Headquarters, VA

Training and Education Command

- MC Detachment Fort Leonard Wood, MO

Marine Corps Installations Command:

- Marine Corps Base Camp Lejeune, NC
- Marine Corps Air Station Cherry Point, NC
- Marine Corps Air Station New River, NC
- Marine Corps Air Station Beaufort, SC
- Marine Corps Support Facility Blount Island, SC
- Marine Corps Base Hawaii, HI
- Marine Corps Base Quantico, VA
- Marine Corps Air Facility Quantico, VA
- Marine Corps Air Station Iwakuni, Japan
- Security & Emergency Services Battalion, MCB Camp Pendleton, CA
- Marine Corps Base Camp Pendleton, CA
- Marine Corps Logistics Base Barstow, CA
- Marine Corps Logistics Base Albany, GA

The Marine Corps received four external inspections by various OSHA regional offices:

- MCAS Beaufort, SC: Voluntary Protection Program onsite assessment. MCAS Beaufort received Department of Labor written notice of approval for acceptance into the VPP Star Program
- Marine Corps Base - Camp Pendleton, CA:
  - Marine Corps Logistics Base-Barstow, CA: an employee made several allegations of unsafe conditions that included lack of PPE, lack of training, trip hazard, and lack of qualifications. The inspection resulted in six notices of unsafe or unhealthy working conditions. All six notices were immediately addressed by submitting supporting documentation addressing each of the notices. A follow up visit by the regional OSHA office confirmed all appropriate actions were taken by the organization and advised that if such OSHA actions occurred in the future; that the organization should appeal as warranted.
  - Marine Corps Base – Quantico, VA: OSHA conducted an announced inspection as a result of an employee complaint about exposure to pigeon droppings. The inspection resulted in a Notice of Unsafe or Unhealthy Working Condition. The Base safety office promptly took corrective action and provided a response to the regional OSHA office, documenting the corrective action and closure.

#### 4) Occupational safety and Health Training

The MCO 5100.29B, “*Marine Corps Safety Program*,” incorporates SOH and risk management (RM) into the curricula of all military and civilian training; and requires all commanders to identify, establish, and appropriately train staff for required safety billets and all employees. The Order also delegates the installation safety office to provide safety training to all personnel aboard their installation, including tenant units.

**Training Needs Assessment.** Several training needs are performed throughout the Marine Corps. Each safety office conducts a training needs assessment for their civilian SOH personnel. The CMC Safety Division conducts a training needs assessment for all civilian SOH. Each installation safety office conducts a training needs assessment for their installation personnel and tenant commands.

**Supervisor Training.** The installation safety office provides new and refresher supervisor safety training classes for all civilian supervisors aboard their installations. Many tenant commands with a staff of qualified civilian SOH personnel provides organic supervisor training. The supervisor safety training includes an overview of the command safety program, mishap investigation and reporting, responsibility to train their subordinates, identify operations and personnel at risk to occupational health hazards identified by industrial hygiene and safety surveys, development and implementation of Job Hazard Analyses (JHA), and any other items specific to their location.

**Employee Training.** There are multiple opportunities for employee safety. Each base safety office provides various training, including the General Industry 10/30 hour OSHA courses. Supervisors provide training to ensure that all employees are aware of specific workplace hazards and how to control those hazards. All civilian personnel are required to complete the online Risk Management course on a biennial basis. Specific safety training is also provided by the Naval Safety & Environmental Training Center. Additional safety training is available online on MarineNet for all employees (including supervisors). The Marine Corps College of Distance Education and Training (CDET) contracted with SkillSoft Corporation to provide various Environmental, Safety, and Health courses for \$36,350 in 2016.

**Collateral Duty Safety Officers (CDSO).** The installation safety office provides training to all CDSOs. Many installations utilize the OSHA 30-hour training curriculum and add additional topics specific to their location. Other installations have civilian CDSOs attend the Ground Safety for Marines course (80 hour) course that includes topics from the 30 hour course.

**Civilian SOH specialist training.**

Newly hired civilian safety specialists attend the 10 week resident training at the Joint Services Safety & Occupational Health Training Program hosted by the U.S. Army Combat Readiness Center. The course includes over 370 hours of online training. SOH specialists continue to receive training throughout the year by attending formal or informal courses, field study, and other experiences to ensure competency to perform technical monitoring, consulting, testing, designing, conference attendance, and other related program development and implementation. SOH personnel are required to receive a minimum of eight continuing education units (CEU) or equivalent per year. The Marine Corps Community of Interest allocated \$175,000 for individual safety specialists to attend professional developmental training such as the ASSSE Safety

Management I and II, National Safety Council Advanced Safety certificate, various OSHA courses, and Ammunition handling/Explosives Safety Officer courses. Safety specialists also have access to online training through Lynda.com. Although Lynda.com does not provide safety courses, it does offer business, technology, and education courses. Many of these Lynda.com courses were tied to safety COI competencies at each career level to help safety professionals increase their knowledge of safety management.

Training Budget: The Marine Corps invested over \$550,000 in safety training.

- \$99,497 : Naval Safety & Environmental Training Center
- \$36,360 : Skills Soft Corporation, safety & health training
- \$61,000: Various training and purchase of training aids.
- \$185172: Professional development for new civilian SOH specialists (aka CP-12)
- \$175,000: Continuing professional development (Community of Interest)

Training Evaluation. Each installation providing formal safety training conducts annual formative and summative evaluations of safety training. This includes ongoing evaluations during every phase of the training development cycle that assess the effectiveness of course materials, instructor performance, and student performance. Every three years, February 2016 being the current iteration, the Ground Safety for Marines (Collateral Duty Safety Officer) course under goes a formal Marine Corps wide evaluation which reviews the required knowledge, skills, and abilities (KSAs) and course content.

Formal subject matter training includes SOH standards - general industry and construction, introduction to hazardous materials, electrical safety standards, hazard prevention and control, mishap investigation, risk management, and introduction to industrial hygiene. Training also includes statistics, safety law, explosives safety, confined space entry, fire prevention and life safety, safety training methods, radiation safety, traffic safety, safety engineering/facility design, ergonomics, machines and machine guarding, lead and asbestos program management, and range safety.

A List of SOH training conducted during 2016 includes, but is not limited to:

Safety and Health Training: List of training conducted in 2015	Classroom	Online	Webinar	Other (please, specify)
Asbestos Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bloodborne Pathogens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commanders Ground Safety and Force Preservation Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Safety Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Response	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics (Office Safety)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection and Life Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Safety for Marines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Conservation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Material / Hazardous Waste	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HM / HW Operator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat Injury Prevention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockout Tagout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mishap Investigation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Employee Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Supervisor Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Safety & Health Standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSHA 10 & 30 Hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiation Safety Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiation Safety Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Off-Duty Safety (RODS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slips trips and falls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSA Industrial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSA Refresher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Safety Awareness (SSA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Safety Representative (USR) Initial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USR Bi-Monthly Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welcome Aboard Brief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All-Terrain Vehicle Operator Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Light Utility Vehicle Operator Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material Handling Equipment Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hanta Virus Prevention Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winter Driving Safety Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5) Whistleblower Protection Program

In an effort to protect all complainants, the 2014 NDAA enhanced 10 U.S.C. §1034 to better protect military whistleblowers. To implement the new law, Secretary of the Navy Instruction (SECNAVINST) 5370.7D, Military Whistleblower Protection, dated December 4, 2014, was published to strengthen whistleblower protections within the Department of the Navy.

The SECNAVINST, 5370.8, "Military Whistleblower Protection," provides the Department of the Navy policy regarding Whistleblower Protection for all DON personnel. This program provides protection by policy from retaliation, discharge or otherwise being discriminated against for providing information relating to gross mismanagement, a gross waste of funds, an

abuse of authority, or a substantial and specific danger to public health or safety violations to their employer or to the Federal Government. Human Resources Management schedules provide multiple training classes referencing employee rights and protections. The Marine Corps Safety Program offers additional solace providing anonymity for personnel wishing to report Unsafe or Unhealthful Working Conditions or safety hazards. Protection against reprisal is outlined and reinforced in employee and supervisor SOH training (initial and annual refresher). There have been no allegations of reprisal by employees during CY16.

## II. SAFETY & HEALTH MANAGEMENT SYSTEM SELF-EVALUATION.

### Overall Assessment.

#### Agency Safety and Health Management System

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
Overall Assessment Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### APPENDIX 1 - SUBAGENCY OCCUPATIONAL SAFETY AND HEALTH (OSH) CONTACTS

<b>Subagency</b>	Marine Forces Command (MARFORCOM)	
<b>OSH Manager</b>		
Mr. Jason Hunt	(757) 836-2187	
Dep A/C/S G-10 Force Preservation, Director of Safety and Standardization	Jason.hunt@usmc.mil	
<b>Other Contact</b>		
Mr. Marvin Rahman	(757) 445-2185	
Ground Safety Manager	marvin.rahman@usmc.mil	
<b>Subagency</b>	Marine Forces Pacific (MARFORPAC)	
<b>OSH Manager</b>		
LtCol Eric Piper	(808) 477-8564	
Force Preservation, Director of Safety and Standardization	eric.piper@usmc.mil	
<b>Other Contact</b>		
Mr. Keith Glavac	(808) 477-8919	
Ground Safety Manager	keith.glavac@usmc.mil	

<b>Subagency</b>	Training and Education Command (TECOM)
<b>OSH Manager</b>	
Mr. Maurice Jones	(703) 432-5248
Director of Safety	maurice.jones@usmc.mil
<b>Other Contact</b>	
Ms. Barbara Williams	(703) 432-1376
Deputy Director of Safety (Acting)	barbara.williams@usmc.mil

<b>Subagency</b>	Marine Corps Systems Command (MCSC)
<b>OSH Manager</b>	
Mr. Kenneth M. Elliott, III	(703) 432-4978
Director of Safety	kenneth.m.elliott@usmc.mil
<b>Other Contact</b>	
Mr. Billy Williamson	(703) 432-4931
Command Safety Manager	billy.williamson@usmc.mil

<b>Subagency</b>	Marine Forces Reserve (MARFORRES)
<b>OSH Manager</b>	
Mr. Larry Boyd	(504) 678-4325
Deputy Director of Safety	larry.boyd@usmc.mil

<b>Subagency</b>	Marine Corps Logistics Command (MARCORLOGCOM)
<b>OSH Manager</b>	
Mr. Kenneth Sator	(229) 639-7653
Director of Safety	kenneth.sator@usmc.mil

<b>Other Contact</b>	
Mr. Adam Batchelor	(229) 639-6615
Command Safety Manager	adam.s.batchelor@usmc.mil

<b>Subagency</b>	Marine Corps Recruiting Command (MCRC)
<b>OSH Manager</b>	
Ms. Ella WilsonFahie	(703) 784-6494
Command Safety Manager	ella.wilsonfahie@usmc.mil

<b>Subagency</b>	Marine Corps Special Operations Command (MARSOC)
<b>OSH Manager</b>	
Ms. Carol Bayne	(910) 447-0747
Director of Safety	carol.bayne@socom.mil

<b>Subagency</b>	Marine Corps Installations Command (MCICOM)
<b>OSH Manager</b>	
Mr. David Spasojevich	(703) 695-6824
Director of Safety	david.spasojevich@usmc.mil

<b>Subagency</b>	Marine Forces South (MARFORSSOUTH)
<b>OSH Manager</b>	
LtCol Adrian Chambers	(305) 437-2625
Safety Officer	adrian.r.chambers.mil@mail.mil(703) 695-6824

<b>Subagency</b>	Marine Forces Europe and Africa (MARFOREUR/AF)
<b>OSH Manager</b>	
MSgt Ty Jones	49-7031-15-3140
Safety Officer	ty.jones@usmc.mil

<b>Subagency</b>	Marine Forces Central Command (MARCENT)
<b>OSH Manager</b>	
Mr. Terry Moores	(813) 827-4128
Safety Officer	moorestm@marcent.usmc.mil
<b>Other Contact</b>	
Mr. Don Waggoner	(813) 827-4131
Command Safety Manager	don.waggoner.civ@marcent.usmc.mil

<b>Subagency</b>	Marine Forces Cyber Command (CYBERCOM)
<b>OSH Manager</b>	
GySgt Patrick Sauer	(443) 654-6318
Safety Officer	pjsauer@nsa.gov

**APPENDIX 2 - CERTIFIED SAFETY & HEALTH COMMITTEE**

Certified Safety & Health Committee

While the U. S. Marine Corps does not have a Certified Safety and Health Committee (CSHC) at the National level. The Assistant Commandant of the Marine Corps chairs the Executive Force Preservation Board (U.S. Marine Corps executive level safety council) at the national level. The EFPB convenes semi-annually in the National Capital Region to consider and shape Safety & Occupational Health and Behavioral Health policies pertinent to Service readiness. EFPB membership is comprised of the Deputy Commandants, Commanders of the operational forces and the Commanders of the supporting establishments.

APPENDIX 3: SAFETY & HEALTH MANAGEMENT SYSTEM (SHMS) SELF-EVALUATION

**I. HAZARD ANTICIPATION & DETECTION**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
<p>1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>- The Director, CMC Safety Division exercises command safety program oversight responsibility of the Marine Force-level commands and their subordinates by conducting triennial Command Safety Assessments (CSA) to assess the status of command safety programs. CMC Safety Division reports all findings to the respective commanders and provides trends and significant safety concerns to the ACMC. Assessed commanders with identified deficiencies submit corrective action plan status reports to CMC Safety Division quarterly until each deficiency is resolved. These resolved deficiencies are then items of special interest, reviewed during the next CMC(SD) CSA.</p> <p>- Each Marine Corps higher headquarters organization conducts biennial oversight assessments of subordinate commands. CMC (SD) reviews these assessments during CSA's.</p> <p>- The Inspector General of the Marine Corps (IGMC), Inspection Division conducts formal reviews and oversight of U. S. Marine Corps SOH programs.</p> <p>- High-risk safety program provides formal inspections, at least semi-annually, of all areas deemed by the command or HHQ as high risk for accident, injury, or illness.</p> <p>- Commander oversight of command safety program is conducted annually through self-assessment, biennially through HHQ oversight assessments as well as oversight inspections.</p>					
<p><i>Narrative</i></p> <p>- Industrial Hygiene baseline assessment surveys are conducted annually for high-hazard areas, biennially for moderate hazard areas and Quadrennial for low-hazard areas. IH surveys briefed to the commander, entered into the command abatement log for mitigation/ abatement processing, and briefed to and posted for view by all employees.</p> <p>- The Marine Corps Safety Program policy directs commanders to conduct command climate surveys on a scheduled basis to assist in better understanding their organizational climate and improving their operational effectiveness.</p> <p>- All flying, Unmanned Aerial System (UAS), MALIS and aviation detachments conduct a survey to assess the command climate within 30 days of change of command in order to establish a baseline for the new Commander, and annually thereafter. All non-aviation commanders conduct ground climate surveys within 90 days of change of command to establish a baseline for the new commander, and annually thereafter.</p> <p>- The Department of Defense Safety Management Center of Excellence (SMCX) provides CMC Safety Division contracted services through conducting technical assist visits to Marine Corps Installations, Bases and Stations Command Safety Programs providing development, validation, implementation, and enhancement strategies ensuring synergy for their rapid pursuit of a comprehensive safety and occupational health management system.</p>					

2. Effective safety and health self-inspections are performed regularly.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Per NAVMC Directive 5100.8, All work centers, equipment, materials, processes, training facilities, and ranges on an installation, including those of tenant commands are inspected at least annually by installation safety personnel. Work center and program inspections are conducted quarterly, at a minimum, by the assigned work center safety representative or the supervisor to determine that safety is inherent within the processes and within the facility. The work center inspections also include review of standard operating procedures (SOP), TMs, and all other directives that govern the operations, processes or management of the facility and work operations.

Marine Corps safety offices ensure identified safety hazards are immediately corrected or mitigated with interim abatement or mitigation techniques and tracked in the hazard abatement log until permanently abated or mitigated. Hazard abatement logs are maintained for three years and are reviewed for clarity and accuracy during internal and external safety assessments. An increasing number of installations use the Electronic Safety Applications Management System (ESAMS), or other locally developed software abatement logs to ensure identified hazards are tracked to completion. Operational commands use numerous authorized automated reporting and electronic data management systems to ensure ammunition, aviation, weapons systems, equipment and other material hazards are identified, mitigated or abated.

*Narrative*  
 Per MCO 5100.29B, Commanders conduct and document annual self-assessments of their command safety program to ensure full implementation of the Marine Corps Safety Program. Documented self-assessments are maintained for three years for review by higher authorities. The Annual Self-Assessment Program requires commander's use either the Marine Corps Inspector General of the Marine Corps Automated Inspection and Reporting System Functional Area 5100 checklist or CMC Safety Division Command Safety Assessment checklist to conduct and document annual self-assessments of their safety program.

3. Effective surveillance of established hazard controls is conducted.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Command Safety Programs consist of Program managers ensuring implementation and oversight of safety programs, i.e., Traffic safety, Fall Protection, LOTO, etc., quarterly command safety and drive safe councils, supervisor safety committee, safety inspection program, Industrial hygiene survey's, reporting of unsafe or unhealthful conditions, ANNYMOUSE Reports (Anonymous Hazard Reporting Program), Collateral duty safety officers inspections, supervisor safety inspections, hazard abatement log, near-miss reporting, mishap investigation recording keeping and reporting, etc.

4. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Work center and program inspections are conducted weekly, at a minimum, by the assigned work center safety representative or the supervisor to determine that safety is inherent within the processes and within the facility. The work center inspections include a review of the SOPs, job hazard analysis (JHA), TMs, and all other directives that govern the operations, processes or management of the work site. This process of review and inspection is additionally used in determining hazards associated with new processes and /or equipment.

Events creating a change in working environments, processes, or tasks that affect the safe and healthful performance of work require change-in-work training. Some events that may require change-in-work training are: new process, change in equipment, relocation of work stations, updating procedures, alteration of control devices, modifications to buildings, or changes in TMs. Supervisors will ensure each person affected by a change in work is trained and

*Narrative* maintain documentation of this training.

Marine Corps Systems Command (MARCORSYSCOM) requires all personnel assigned as program managers to integrate environmental, safety and occupational health risk management into their overall systems engineering, equipment, materials and process change analysis, and risk management processes. MARCORSYSCOM Order 5090 establishes the qualifications required for selected individuals performing ESOH functions for MARCORSYSCOM to be certified and assigned as program managers.

Personnel providing ESOH support services to MARCORSYSCOM programs (programs, projects, initiatives, modifications and engineering changes, proposals and items procured) shall meet the criteria and be certified at one of three MARCORSYSCOM ESOH certification levels (Levels 0-II). Each certification level identifies the minimum requirements to perform specific ESOH functions for a specific program.

<p>5. Safety Data Sheets (aka MSDSs) are used to reveal potential hazards associated with chemical products in the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Marine Corps Safety Program ensures compliance with OSHA's Hazard Communication standard, 29 CFR 1910.1200(g). Command Safety Officers review SDSs for hazardous material used onsite, and to recognize the new format, content changes, and new training requirements.

The Hazardous Materials Information Resource System (HMIRS) is a Department of Defense (DoD) automated system developed and maintained by the Defense Logistics Agency. HMIRS is the authoritative source for Safety Data Sheets (SDS) for the United States Government military services and civil agencies. It also contains Government unique value-added information including HAZCOM warning labels and transportation information. The system assists Federal Government personnel who handle, store, transport, use, or dispose of hazardous materials.

*Narrative*

The Marine Corps Shelf-Life Program, MCO 4140.5A dated 18 February 2015, states in part, "All Marine Corps activities possessing requisitioning authority to procure shelf-life materiel will ensure compliance that prescribes priority of use of Government supply sources. Marine Corps inventories will be used as the first supply source, except as required or otherwise approved by the Headquarters Marine Corps."

**II. HAZARD PREVENTION & CONTROL**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
6. Feasible engineering controls are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Marine Corps embraces a safety climate and strategy to control hazards through initial planning and implementation of engineering controls to reduce/ minimize exposure of

*Narrative* hazardous conditions to personnel. In those instances where job hazard analysis identifies additionally required engineering controls, CMC Safety Division provides P1 funding to assist safety managers implement selected hazard controls.

7. Effective safety and health rules, and work practices are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Marine Corps Occupational Safety and Health (OSH) Program Manual, NAVMCDIR 5100.8, establishes procedures to implement the Marine Corps Occupational Safety And Health (OSH) Policy, MCO 5100.8 Order, and the Marine Corps Safety Program, MCO 5100.29B. The Marine Corps Safety Program states in part, Commanders “adapt safety directives, regulations, and suggestions from higher authority for local conditions. Prepare and keep current local safety regulations and SOPs.”

*Narrative*

Each major command publishes local safety and occupational health orders and standard operating procedure to delineate local safety and occupational health policy. Additionally, each commander establishes a supervisors’ safety committee. The committee meets monthly to consider new standards, policies, procedures, recommendations, SOP’s, etc., involving safety and health. The committee recommends changes in policies or procedures to minimize commotions of unsafe acts, reviews local operational procedures to ensure their status and applicability, develops recommendations on physical or structural alterations designed to eliminate or control hazards, and develops educational and promotional activities that create and maintain an interest in safety and increase emphasis on mishap prevention.

8. Applicable OSHA-mandated programs are effectively in place.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Marine Corps safety policy mandates formal program implementation including program management appointed in writing, written program procedures, written standard operating procedures, and program evaluation through the Marine Corps inspection program (CSAs, IGM, annual self-assessments, etc.).

The Marine Corps Safety Program, MCO 5100.29B, directs, “standards published by the Occupational Safety and Health Administration (OSHA) under Public Law 91-596 apply to nonmilitary-unique operations and work places, for work by Marine Corps military or civilian personnel. The Marine Corps will 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 force preservation and mission accomplishment.”

*Narrative*

OSHA-mandated programs are promulgated in such directives as the Marine Corps Occupational Safety and Health (OSH) Program, the Marine Corps Hearing Conservation Program and the Navy Laser Hazards Control Program. The lockout/tagout energy control program; personal protective equipment program (head, hearing, foot, eye protection, etc.); confined space entry program; asbestos safety program; lead safety program; hazardous material control program; fall protection program; ergonomics program; laser radiation control program; and the bloodborne pathogens program. Safety and occupational health managers coordinate with the Military Treatment Facility to verify individuals are on medical surveillance and examinations are current, as required for their respective programs.

9. An effective procedure for tracking hazard correction is in place.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Marine Corps safety offices ensure identified safety hazards are immediately corrected or mitigated with interim abatement or mitigation techniques and tracked in a hazard abatement log until permanently abated or mitigated. These hazard abatement logs are maintained for three years and are reviewed for clarity and accuracy during annual command self-assessments, biennial higher headquarters assessments and triennial assessments conducted by CMC Safety Division. An increasing number of commands use the Electronic Safety Applications Management System (ESAMS), or other locally developed software abatement logs to ensure identified hazards are tracked to completion. Operational commands use various authorized automated reporting and electronic data management systems to ensure ammunition, aviation, weapons systems, equipment and other material hazards are identified, mitigated or abated and recorded.

*Narrative*

Each Marine Corps Command with a total population exceeding 500, is required to establish a command safety and safe driving council. At least quarterly, the Commander or Deputy Commander conducts a command safety and safe driving council, advising unit leaders of safety challenges, current trends, hazard corrective actions taken or required, local traffic safety issues, on- and off-duty mishaps, and other force preservation and readiness issues.

Additionally, during all CSAs, SD evaluates the command's implementation and coordination of the Marine Corps Safety Program. The assessed commander within 30 days of the completion of the CSA, will receive a formal report identifying all safety program deficiencies, including references and recommendations for corrective action. The reports require the assessed commands to respond to SD within 30 days of the date of the CSA report with a corrective action plan (CAP) for resolution of all findings, including estimated dates of completion. The CSA report also requires the assessed commands to provide a quarterly update for those items not corrected within the first 30 days, until they are corrected.

**III. PLANNING & EVALUATION**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
10. Hazard incidence data are effectively analyzed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Incidence data is gained from such sources as serious incidence reports, personnel causality reports, standard notifications, hazardous occurrence report, hazard abatement logs, mishaps, near-miss incidences, year-end Naval Safety Center report, Quarterly illness and injury data, Federal Employees' Compensation Act (FECA) data, local commands-driven analysis data, and after-action/ lessons learned reports. This data is used to create trends analysis reports in such formats as the 4-quadrant (quad) chart, WESS and ESAMS reports and the warrior preservation status report (WPSR). This effort provides the commander with sound recommendations to develop new or revised policies, procedures and practices to improve the OSH Program.

*Narrative*

11. An action plan designed to accomplish the organizations safety and health objectives is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Department of Defense has mandated implementation of a Safety and Occupational Health Management Systems by all Components. DoD policy directs the use of SOH management systems across all military operations and activities, including acquisition, procurement, logistics, and facility management. The Commandant of the Marine Corps has published policy regarding mishap reduction and looking out for each other in the "Message to the Force 2017: *Seize the Initiative.*"

Each major command has its own organization mission, goals, objectives, and plan of actions to achieve their goals.

12. A review of the overall safety and health management system is conducted at least annually.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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U. S. Marine Corps (Safety) Self-Assessment Program - CMC Safety Division performs triennial Command Safety Assessments (CSA) at all Marine Corps major commands and installations. These major commands then conduct a biennial CSA of each of their subordinate commands. Calendar Year 2015 marked the eighth year of the CSA program. This program has proven to be an effective tool in providing Safety Division oversight of the Marine Corps Safety Program and assisting commands to improve safety awareness. To better share best practices and enhance the professional development of Marine Corps safety managers, echelon II & III safety managers are invited to augment the CMC Safety Division assessment team.

*Narrative*  
Annually, CMC Safety Division tasks Marine Forces and Supporting Establishment Commands to perform an Occupational Safety and Health Program Self-Assessment. These major commands in turn task their subordinate command to provide the same to them, enabling the Marine Forces and Supporting Establishment to provide consolidated OSH reports back to CMC Safety Division. This program has proven to be an effective tool in providing Safety Division oversight of the Marine Forces and Supporting Establishment OSH Programs.

The U.S. Marine Corps continues to emphasize support of OSHA's Voluntary Protection Program (VPP). VPP "STAR" Site recognition is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary safety and occupational health. To date, the Marine Corps has approximately 20 commands engaged in the VPP. The Department of Defense Safety Management Center of Excellence (SMCX) provides development, validation, implementation, and enhancement of Voluntary Protection Programs to Marine Corps Installations, Bases and Stations Command Safety Programs.

**IV. ADMINISTRATION & SUPERVISION**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
13. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Qualified installation SOH safety specialists are appointed in writing as Safety Program Managers. These Managers are responsible for the implementation of the Marine Corps Safety Program. Additionally, every Battalion and Squadron level unit must have an assigned and trained collateral or additional duty safety manager. Typically, this individual is a Staff Non-Commissioned or Company Grade Officer. At a minimum, collateral or additional duty SOH personnel are required by policy to attend the 80-hour Ground Safety for Marines Course within 90 days of appointment.

<p>14. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Marine Corps full-time civilian SOH specialists, Ground Safety Officer's (GSO) Unit Safety Representatives (USR) and Aviation Safety Officers (ASO) are qualified through specialized skills training and years of (safety) experience, and are appointed in writing for the implementation of their assigned (safety) program. Each SOH position description requires incumbents meet the knowledge, skills and abilities of their specific occupational series as published by the Office of Personnel Management. Marine Corps civilian SOH personnel comprised of the General Schedule (GS) occupational specialties: 0017- Explosives Safety Specialist, 0018 – Occupational Safety & Health Specialist, 0019 - Occupational Safety & Health Technician, 0803 – Safety Engineer, and 0690 – Industrial Hygienist. The professional development of these workers is supported by the safety and occupational health community of interest. The Head, SOH Branch, CMC Safety Division is the community of interest manager. The Deputy Director, Safety Division is the COI leader.

Supervisors provide or obtain job unique safety training. Supervisors determine the safety training each person receives based on a job hazard analysis, safety inspection, and industrial hygiene survey. Documentation of this training is maintained by the employees work center. The work center supervisor provides the command safety officer/ unit safety representative with a summary of the training conducted and roster of all personnel trained. When personnel will be involved in work environments, processes, or tasks exposing them to hazardous conditions, specialized safety and health training covering the hazards is provided, documented and maintained.

*Narrative*

SOH training is centrally funded and provided through such avenues as the Joint Services Safety and Occupational Health, Career Program #12 course, Naval Occupational Safety and Health (NAVOSH) training courses delivered onsite at major installations throughout the Marine Corps annually, OSH training provided through the community of interest, the technical sessions provided online through the annual professional development symposium contracted through the Naval Safety and Environmental Training Center, and the technical sessions provided at various venues such as American Society of Safety Engineers (ASSE), Voluntary Protection Participant's Program Association (VPPPA) and the National Safety Congress.

15. Individuals with assigned safety and health responsibilities have the authority to perform their duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*Narrative*  
 Marine Corps doctrine and policy states in each unit the Executive Officer (XO) or Deputy Commander, second in charge behind the Commander, is responsible for the command's SOH program. Additionally, select qualified installation SOH safety specialists are appointed in writing by Commanders as SOH program managers. These SOH program managers have authority and responsibility for the day-to-day implementation of the SOH program as well as provide the commander with SOH consultation and advice.

16. Individuals with assigned safety and health responsibilities have the resources to perform their duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*Narrative*  
 The Marine Corps has approximately 280 full-time civilian employees executing the Service-wide program. During CY16, the Marine Corps executed approximately \$30,710,000 to properly support and administer the Marine Corps Safety Program. As Special Staff Officer to the commander, safety officers and managers have the responsibility and authority to ensure the safety office is organized, staffed, funded and maintains a comprehensive SOH Management System (SOHMS) capable of supporting the commander's mission. The effectiveness of organizational resourcing is assessed during the CSA process, IGMC inspections and higher-headquarters led assessments.

When significant shortfalls are identified or emerging hazards are encountered, subordinate units may request additional funds to correct or mitigate the deficiencies. During CY16, CMC Safety Division provided \$517,000 in funding to assist unit safety managers correct the aforementioned deficiency types.

17. Organizational policies promote the performance of safety and health responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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DOD, DON and Marine Corps service component orders directives, and other policies are published and referenced to exercise oversight of organizational safety programs and policies. Commanders are additionally encouraged to establish organizational safety policies and objectives, develop command procedures, prepare and implement directives, and administer, coordinate, and manage a robust command safety program. CMC Safety Division exercises oversight of organizational policies by conducting CSA to assess the status of command safety programs every three years.

References used to exercise oversight of organizational safety program policies include:

- OPNAVINST 3750.6S CH-4, Naval Aviation Safety Management System
- NAVMC 5100.8, Marine Corps Occupational Safety & Health (OSHA) Program Manual;
- MCO 10330.2D, Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders;
- MCO 11000.1I Marine Corps Fire Protection and Emergency Services Program;
- MCO 1553.3B, Unit Training Management (UTM);
- MCO 2400.2A, Marine Corps Management and Use of the Electromagnetic Spectrum;
- MCO 3440.9 W/ADMIN CH, Marine Corps Installation Emergency Management Program;
- MCO 3500.27C, Risk Management;
- MCO 3750.2, USMC Aeromedical Safety Officer, Aeromedical Safety Corpsman, and Aeromedical Safety Programs;
- MCO 4450.12A, Storage & Handling of Hazardous Material;
- MCO 5040.6H, Marine Corps Readiness Inspections and Assessments;
- MCO 5100.19F, Marine Corps Traffic Safety Program (DRIVESAFE);
- MCO 5100.29B, Marine Corps Safety Program;
- MCO 5100.30B, Marine Corps Recreation and Off-Duty Safety (Rods) Program;
- MCO 5100.32A, Marine Corps Ground Safety Awards Program;
- MCO 5110.1D, Motor Vehicle Traffic Supervision;
- MCO P5102.1B w/Ch 1-2, Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual;
- MCO 5104.1C, Navy Laser Hazards Control Program;
- MCO 5104.3B, Marine Corps Radiation Safety Program;
- MCO 6260.3, Marine Corps Hearing Conservation Program;
- MCO 8020.13, Explosives Safety Review, Oversight, and Verification of Response Actions Involving Military Munitions;
- MCO 8020.10, Marine Corps Explosives Safety Management Program;
- MCO P1710.30, Marine Corps Children & Youth Programs;
- MCO P3040.4, Marine Corps Casualty Assistance Program;
- MCO P8020.10, Marine Corps Explosives Safety Management Program;
- and
- MARADMIN 111/15, Marine Corps Heat and Cold Stress Injury Prevention Program

V. SAFETY & HEALTH TRAINING

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
18. Employees receive appropriate safety and health training (including those overseas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Installation Safety Managers ensure SOH personnel, supervisors, and employees (Marines and Civilian Marines) receive appropriate SOH training. Training is received during formal or informal courses, laboratory exercises, field study, through safety stand downs and operations pauses, online through MarineNet, Skillsoft course work, ESAMS and other experiences. Training ensures competency to perform technical monitoring, consulting, testing, designing, and other related program development and implementation.

*Narrative*  
 CMC Safety Division (SD) also received funding for Community of Interest Professional Development opportunities. COI members took advantage of training opportunities including ASSE Safety Management I and II Professional certification; National Safety Council Advanced Safety certificate; Professional development including OSHA courses, Ammunition handling/Explosives Safety Officer courses, and National Safety Council traffic safety courses; and various OSHA classes.

The Marine Corps safety training programs and policies apply worldwide to civilian employees. Overseas installations, bases and stations train civilian employees to the same standards as stateside offices.

Formal subject matter training includes SOH standards - general industry and construction, introduction to hazardous materials, electrical safety standards, hazard prevention and control, mishap investigation, risk management, and introduction to industrial hygiene. Training also includes statistics, safety law, explosives safety, confined space entry, fire prevention and life safety, safety training methods, radiation safety, traffic safety, safety engineering/facility design, ergonomics, machines and machine guarding, lead and asbestos program management, and range safety.

19. New employee orientation includes applicable safety and health information.

*Narrative*  
 Installations Safety Managers and qualified SOH specialists provide safety training (awareness) as part of the Human Resource Office new employee orientation. This orientation is provided for all personnel on the installation, including tenant activities.

20. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.

*Narrative*  
 The ACMC published a comprehensive safety and occupational health training program in order to ensure all employees receive the required training and are competent in the tasks and processes they are required to perform. This policy ensures SOH training is provided to all supervisory personnel. In part, "all supervisory personnel are required to receive specialized safety training. Specifically, supervisor safety training shall include an overview of the command safety program, mishap investigation and reporting, responsibility to train their subordinates, identify operations and personnel at risk to occupational health hazards identified by industrial hygiene and safety surveys, development and implementation of Job Hazard Analyses (JHA), and all items specified by 29 CFR 1960."

VI. MANAGEMENT LEADERSHIP

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
21. Top management policy establishes clear priority for safety and health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Designated Agency Safety and Health Official (DASHO) for the Marine Corps is the Assistant Commandant of the Marine Corps (ACMC), General Glenn M. Walters. The ACMC is responsible for the management and administration of the safety and occupational health (SOH) program in the Marine Corps, as appointed by the Commandant of the Marine Corps (CMC), General Robert B. Neller.

Appointed to carry out the day-to-day execution of the Marine Corps SOH program is the Director, CMC Safety Division, Colonel Joseph D. Williams, an unrestricted Marine Corps line officer. As Director, Colonel Williams executes the Commandant's Marine Corps Safety Program throughout the Marine Corps.

Installation commanders are directed by the Marine Corps Safety Program to ensure the overall health and safety of personnel and equipment aboard their installation. Marine Corps installations will have one safety program that includes all on-duty and off-duty operations and activities located aboard and apply to all military and civilian personnel assigned to, stationed at, employed by, or otherwise engaged in normal activities at the installation. The Installation Safety Manager of each installation is assigned to execute the administrative details of the Marine Corps Safety Program; duties that may be amplified to meet local requirements.

22. Top management provides competent safety and health staff support to line managers and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Assistant Commandant of the Marine Corps chairs the Executive Force Preservation Board (U.S. Marine Corps executive level safety council) at the national level. The EFPB convenes semi-annually in the National Capital Region to consider and shape Safety & Occupational Health and Behavioral Health policies pertinent to Service readiness. EFPB membership is comprised of the Deputy Commandants, and Commanders of the operational forces and the various supporting establishment commands.

*Narrative*  
 The Marine Corps Safety program provides for approximately 280 full-time civilian SOH specialists who are qualified through specialty skill training and years of safety experience, and are appointed in writing for the implementation of their assigned safety program. Each SOH position description requires incumbents meet the knowledge, skills and abilities of their specific occupational series as published by the Office of Personnel Management. Marine Corps civilian SOH personnel comprised of the General Schedule (GS) occupational specialties; 0017 - Explosives Safety Specialist, 0018 – Occupational Safety & Health Specialist, 0019 - Occupational Safety & Health Technician, 0803 – Safety Engineer, and 0690 – Industrial Hygienist.

23. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Navy/Marine Corps Directive (NAVMC DIR) 5100.8, Marine Corps Occupational Safety and Health (OSH) Program Manual, directs commanders to ensure the installation safety manager or unit safety officer is organizationally placed at command level (i.e., special staff) per MCO 5100.29B, "Marine Corps Safety Program," and is a trained, qualified safety and health specialist.

*Narrative*  
The installation safety manager or unit safety officer reports directly to the commander as the command safety advisor and operates under the administrative cognizance of the deputy commander or executive officer. The safety manager is delegated the authority to ensure the safety office is funded, organized, staffed and maintained.

Marine Corps doctrine and policy states in each unit the Executive Officer (XO) or Deputy Commander is responsible for the command's SOH program. Additionally, select qualified installation SOH safety specialists are appointed in writing by Commanders as SOH program managers. These SOH program managers have authority and responsibility for the day-to-day implementation of the SOH program as well as provide the commander with SOH consultation and advice.

24. Managers allocate the resources needed to properly support the organization's SHMS.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*Narrative*  
The Marine Corps has approximately 280 full-time civilian employees executing the Service-wide program. During CY16, the Marine Corps executed approximately \$30,710,000 to properly support and administer the Marine Corps Safety Program. As Special Staff Officer to the commander, the safety officers or managers have the responsibility and authority to ensure the safety office is organized, staffed, funded and maintains a comprehensive SOH Management System (SOHMS) capable of supporting the commander's mission. The effectiveness of organizational resourcing is assessed during the CSA process, IGMC inspections and higher-headquarters led assessments.

When significant shortfalls are identified or emerging hazards are encountered, subordinate units may request additional funds to correct or mitigate the deficiencies. During CY16, CMC Safety Division provided \$517,000 in funding to assist unit safety managers correct the aforementioned deficiency types.

25. Managers assure that appropriate safety and health training is provided.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Marine Corps Safety Program (MCO 5100.29B) directs that all Marine Corps installation safety offices will be resourced to provide core safety services on a non-reimbursable basis to all installation and tenant organizations. These core safety services include: safety training; safety promotional material; and safety consultation.

*Narrative*  
 The Policy also directs that commanders shall ensure attendance at all safety and RM training; supervisor safety training shall include an overview of the command safety program, mishap investigation and reporting, responsibility to train their subordinates, identifies operations and personnel at risk to occupational health hazards, and development and implementation of Job Hazards analysis.

Policy requires that all Marines, Sailors, and DoD civilian personnel shall attend documented annual safety training appropriate for their job, including a review of all applicable JHAs.

Managers accomplish training through support of their HHQ safety managers or through installation safety offices.

26. Top management is involved in the planning and evaluation of safety and health performance.

The Designated Agency Safety and Health Official (DASHO) for the Marine Corps is the Assistant Commandant of the Marine Corps (ACMC), General Glenn M. Walters. The ACMC is responsible for the management and administration of the safety and occupational health (SOH) program in the Marine Corps, as appointed by the Commandant of the Marine Corps (CMC), General Robert B. Neller.

*Narrative*  
 Appointed to carry out the day-to-day execution of the Marine Corps SOH program is the Director, CMC Safety Division, Colonel Joseph D. Williams, an unrestricted Marine Corps line officer. As Director, Colonel Williams executes the Commandant's Marine Corps Safety Program throughout the Marine Corps. The Safety Director participates in weekly meetings with the ACMC (i.e. DASHO) to discuss current and urgent safety matters.

At the Service level, the ACMC chairs the Executive Force Preservation Board (U.S. Marine Corps executive-level safety council). The EFPB convenes semi-annually in the National Capital Region to shape Safety & Occupational Health and Behavioral Health policies pertinent to Marine Corps readiness. The EFPB membership is comprised of the Deputy Commandants, Commanders of the operational forces and Commanders of the supporting establishments

**VII. EMPLOYEE PARTICIPATION**

	0 = Does Not Exist	1 = Needs Major Improvement	2 = Needs Minor Improvement	3 = Is Highly Effective	NA = Not Applicable
27. There is an effective process to involve employees in safety and health issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each Marine Corps Command with a total population exceeding 500, is required to establish a command safety and safe driving council. At least quarterly, the CO or XO conducts a command safety and safe driving council, advising unit leaders of safety challenges, current trends, hazard corrective actions taken or required, local traffic safety issues, on- and off-duty mishaps, and other force preservation and readiness issues. Command Safety Council and safety committees are opportunities for employees and supervisors to participate in his/her safety program.

*Narrative*

The command safety and safe driving councils identify, define and assess issues, review analysis, problems, and needs and recommend corrective measures on safety hazards and issues that can have a direct effect on readiness and safety of personnel. These often generate small working groups of managers and employees to address any safety hazards. This effort provides the commander with sound recommendations to develop new or revised policies, procedures and practices or direct further analysis to improve the SOH Program.

Overall, employees are encouraged and empowered to participate through providing input and feedback to command safety processes, being involved in safety inspections, involvement in safety and health teams and meetings, analysis of current processes with the encouragement to provide enhancements, and the empowerment to speak with the command element regarding safety process enhancement, and issues.

28. Employees are involved in organizational decision-making in regard to the allocation of safety and health resources.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Employee input and feedback is encouraged through empowerment, so safety and health deficiencies are identified and corrected as they arise. Employees are involved in safety and health teams, meetings, and inspections. New equipment and processes are analyzed in an effort to avoid injuries and illnesses. The result of this empowerment and involvement is that employees, along with management, are successful in their efforts to continuously improve the safety and health environment. Also, this involvement increases feelings of ownership of and commitment to the overall command safety program process.

*Narrative*

29. Employees are involved in organizational decision-making in regard to safety and health training.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The Marine Corps Safety Program involves and encourages employees to assume greater roles in their safety and occupational health program. Command Safety Council and safety committees are opportunities for employees and supervisors to participate in his/her safety program. In addition employees are encouraged to communicate safety concerns and solutions through the ANYMOUSE reporting; Unsafe or Unhealthy Working Conditions reporting; safety's open door policies; semi-annual (all hands) safety stand down(s); new employee orientation; supervisor safety committee; and supervisor safety training. Additionally, the Marine Corps Center for Lessons Learned collects from military and civilian personnel data for analysis and distribution of after-action reports, critical material assessments, and hazard & near miss reports.

*Narrative*

30. Employees participate in the evaluation of safety and health performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Employees are encouraged and empowered to participate by providing input and feedback to command safety processes, being involved in safety inspections, involvement in safety and health teams and meetings, analysis of current processes with the encouragement to provide enhancements, and the empowerment to speak with the command element through the command safety officer, regarding safety process enhancement, and issues.

*Summary of Self-evaluation.*

The 2016 Marine Corps Safety program is highly effect program that provides program requirements and enforcement to over 200,000 Marine Corps personnel worldwide. The written program policy is currently under revision into a safety management system format. Currently, four installations have received OSHA VPPP Star Site recognition (MCLB Barstow, MCLB Albany, MCSF Blount Island, and MCAS Beaufort); two installations are within 18 months of achieving OSHA VPP Star; six installations are progressing towards VPP recognition; and other commands follow ANSI Z10, FAA SMS, and OHSAS 18001 models. However, 60 subordinate organizations/establishments have been identified for SOH Management System implementation: 19 Installations, 29 Operating Forces, and 12 Supporting Establishments. As of today, only 4/60 (6.7%) have confirmed implementation.

**III. GOALS.**

Development of the Marine Corps Safety and Occupational Health Management System (SOHMS) was initiated and is ongoing through review and revision of MCO 5100.29B, the Marine Corps Safety Program, MCO 5100.8, the Marine Corps Occupational Safety and Health (OSH) Policy Order, NAVMC Dir 5100.8, the Marine Corps Occupational Safety and Health (OSH) Program Manual, and Safety Division Standard Operating Procedures. As well, professional development and OSH training continues to be revitalized by the Community of Interest Leader.

Marine Corps wide goals for CY 2017 and beyond:

1. Redesign Marine Corps safety policy to reflect the four pillars of the Marine Corps safety management system.

2. Implement an enterprise-wide online safety information management system.
3. Enhance proper staffing structure of civilian safety personnel.
4. Increase enterprise-wide tracking of mishap investigation recommendations and dissemination of lessons learned.

Major Command Goals:

Marine Corps Installations Command, (MCICOM)

In order to further improve MCICOM's safety culture and performance, decrease workplace injuries/illnesses, reduce lost workdays / federal worker compensation costs and preserve material all MCICOM Installations will implement a Safety and Occupational Health Management System (SOHMS). The SOHMS will consist of plans that implements, and integrates the four interdependent elements of a VPP Worksite: management, leadership and employee involvement; worksite analysis; hazard prevention and control; and safety and health training.

While achieving OSHA VPP Star Status is desired for each installation, the ultimate goal is to create and sustain a world-class safety and health program where occupational injury rates are well below average, where all USMC personnel (active duty/civilian) employees participate and take ownership in the program to improve safety and occupational health accountability at all organizational levels.

#### Accomplishments.

- Improved mishap, near miss, property damage, and unhealthful and unsafe working conditions.
- Continued reduction in annual FECA costs (\$874,106 reduction from 2015-2016)
- Continued progress towards implementation of VPP, with one new Star Site in 2016

#### Improvement Action Plan/Steps.

- Continue to improve VPP in order to obtain more Installation VPP Star status.

Marine Corps Systems Command, (MARCORSSYSCOM)

1. The command recognizes the whole purpose of implementing and maintaining as SHMS is to reduce the number of near-misses and reportable mishaps. This is accomplished by continuing to promote risk management and encourage safety awareness through the application of the MCSC Safety Program elements.
2. Monitoring OSHA 300 and 300A logs will help, but it is not enough to improve internal near-miss and mishap reporting. To improve command reporting responsiveness the unit will provide information and training to our personnel. Further, the Commander believes that the implementation of ESAMS will further streamline the near-miss and mishap reporting process. All progress will be monitored by the commands safety council, immediate supervisors and through open dialog with command stakeholders.

3. Create a stronger more robust command safety posture by improving the commands safety presence; openly communicating with and encouraging employee and leadership involvement in the command SHMS. Monitoring safety training plans and attendance logs on a bimonthly/ quarterly basis and reporting results to stakeholders on progress and deficiencies will ensure adherence.
4. The command will increase the number of safety pauses conducted during the FY and provide stakeholders with meaningful safety topics on potential or identified hazardous conditions based on near-miss and mishap trends. HHQ aids this endeavor by providing safety topics related to various Corps wide safety campaign initiatives. Monitoring safety pause training plans and attendance logs on a quarterly basis will ensure compliance.
5. Streamline coordination between the command and Office of Workers Compensation Program (OWCP) to procure workman's compensation chargeback data more efficiently.
6. Completion of the command's Cardio Pulmonary Resuscitation and Automatic Electronic Defibrillator Program, as a standalone program, for inclusion in the installations CPR/AED action plan will happen this summer CA17. This completed CPR/AED plan will be published as a CPR/AED certification tracker and will include a map of all AED locations, and 1st Responder locations. This information will also be posted on the Command SharePoint; every MCSC employee regardless of location will be informed of where each AED is located within the command, and who in the Command is certified as a CPR/AED responder.
7. Full ESAMS implementation is projected for early summer CA17.

#### Marine Forces Pacific, (MARFORPAC)

1. Establish a funding line from Headquarters Marine Corps to directly support Operational Unit Safety Programs.
2. Ensure Subordinate Commands conduct and report to MARFORPAC completion of Initial and Refresher Supervisor Safety.

#### Marine Central Command, (CENTCOM)

1. Continued improvement by welcoming suggestions to improve the program by all employees.
2. Organize briefings from agencies within the community to enhance off-duty safety.

#### Marine Forces South, (MARFORSOUTH)

Continued improvement, emphasis and reinforce MARFORSOUTH safety initiatives.

#### Marine Corps Logistics Command, (MARCORLOGCOM)

1. Reduce mishaps through continual comparative analysis.
2. Improve leadership visibility through surveys and other mechanisms of employee feedback..
3. Revise Safety Policy.
4. Enhance ESAMS tracking of OSH training through quarterly monitoring.
5. Attain VPP STAR recognition through leadership and Union cooperation.
6. Implement employee health and wellness program.

#### Marine Forces Command, (MARFORCOM)

- 1: Maintained the reduction in mishaps, as measured using Enterprise Safety Application Management System (ESAMS).
- 2: Improved leadership visibility by the addition of Mr. David Clifton, SES to the Executive Safety Council.
- 3: Tracking ESAMS use in training compliance.
  - Statistical measurements of training completion statistics are available in the system to review and improve completion rates throughout the year.

The Command has taken steps to reduce the injury and illness rates by: implementing OSHA's Voluntary Protection Program (VPP), units have procured better equipment/tools and personal protective equipment to help employees work safer, wellness programs are available for employees to improve their health and well-being, units are using the Enterprise Safety Application Management System (ESAMS) to make reporting mishaps and hazards easier for employees and supervisors, injury and illness data rates are briefed at all levels so action can be taken to reduce the chance of further mishaps. All power goals were met for CY16.

#### Marine Corps Recruiting Command, (MCRC)

1. Further lower injury/illness rates.
2. Participation in required, scheduled and requested safety training and evaluation support.
3. Improve orientation safety training and ensure delivery before new employees begin any duties in their respective work sections.
4. Annually inspect all recruiting district and recruiting station buildings and safety programs.

#### Marine Forces Reserve, (MARFORRES)

In the next year liaison with the Voluntary Protection Program (VPP) manager at HQMC to ascertain the benefit of the program to MARFORRES.

