Command Safety Program Assessment

**PURPOSE**: To provide an assessment of common safety standards and core safety services required of an installation to aid in managing a fully functional Marine Corps safety program.

**TASK**: To assess compliance with the Marine Corps Safety Program.

**REFERENCES**: MCO 5100.29A and as contained in the Assessment

**Installation/Command** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 1 – Installation/command Leadership

Has the installation/command:

1. Implemented the Marine Corps Safety Program? Yes No N/A

MCO 5100.29

1. Developed and published a command safety policy and mission statement? Yes No N/A

MCO 5100.29 Para 4.k(1)(a)

3. Ensured deputy commander or executive officer is responsible for execution Yes No N/A

of the command safety policy? MCO 5100.29 Para 4.k(1)(b)

4. **\***Established a safety office, with an adequate budget, at the command level? Yes No N/A

MCO 5100.29 Para 4.k(1)(c) and NAVMC 5100.8G Para. 3000.2

\***Note:**  *The safety office shall be a special command staff function and the Installation Safety Manager shall have direct access to the commander. The safety program* **shall not** *be subordinated to other programs or functions.*

5. Identified and established safety billets? MCO 5100.29 Para. 4.k(1)(d) Yes No N/A

6. Ensured the installation safety manager is a trained, qualified safety and health Yes No N/A

specialist or military officer, with a minimum of 4 years previous safety experience?

MCO 5100.29 Para. 4k(1)(d), NAVMC 5100.8, para 3001.1.a.

7. Ensured all Safety Specialists have an IDP established and receive 8 CEU’s Yes No N/A

training per year? NAVMC 5100.8 para 5001.8

8. Established a safety council to meet quarterly with appropriate members Yes No N/A

appointed in writing? NAVMC 5100.8 Chap 4

9. Addressed findings from previous Command assessments and provided a current Yes No N/A

status?

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sections II – XI** reference the Marine Corps Installation Core Safety Services to be provided to all units, including tenant commands, as shown in enclosure (1) of MCO 5100.29A. Additional references included where appropriate and for clarification.

### Section II – Support Military Operations and Training

Does the installation/command:

1. Oversee explosives and range safety programs? Yes No N/A

MCO 8020.10 and MCO P3570.1

2. Provide assistance to units to incorporate safety and operational risk management Yes No N/A

(ORM) into all operational briefs, including pre-deployment? MCO 3500.27

3. Provide Tactical Safety Specialists (TSS) to units involved in tactical training Yes No N/A

exercises/operations?

a. Ensure TSS’s have standing orders for deployment, current passports, uniforms Yes No N/A

and a deployment kit?

4. Manage/provide training for laser, radiation, and radiofrequency radiation Yes No N/A

safety (HERO, HERF, HERP) programs? Include inventory, storage and marking

requirements as appropriate. MCO 5104.1, MCO 5104.2, and MCO 5104.3

5. Coordinate/administer a respiratory protection program? Yes No N/A

6. Assign a Confined Space Program Manager (CSPM) to provide confined-space Yes No N/A

entry services/permits? NAVMC 5100.8 Chap. 14

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section III – Traffic Safety

Does the installation/command:

1. Organize, implement, and supervise a complete motor vehicle safety program? Yes No N/A

MCO 5100.19

a. Provide driver improvement and remedial driver training courses? Yes No N/A

b. Provide motorcycle safety courses for beginners and experienced riders? Yes No N/A

c. Oversee or provide an emergency vehicle operator course? Yes No N/A

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section IV – Safety Promotional Material

Does the installation/command:

1. Have a budget/plan in place to distribute safety posters, booklets, handouts, etc.? Yes No N/A

2. Publish news releases, articles, e-mails, etc., pertaining to safety? Yes No N/A

3. Maintain a reference library of safety videos and training materials for checkout? Yes No N/A

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section V – Manage Installation-Wide Safety and Occupational Health Program

Does the installation/command:

1. Provide installation safety polices/guidance to:

a. Ensure host/tenant agreements include safety? Yes No N/A

b. Manage a hazard abatement program? Yes No N/A

c. Coordinate, at a minimum, two special safety events, fairs, and operational Yes No N/A

pauses per year?

2. Support the following program with assigned/trained manager:

a. Lead safety program? NAVMC 5100.8 Chap. 16 Yes No N/A

3. Provide oversight for all asbestos related activities aboard the installation? Yes No N/A

NAVMC 5100.8 Chap. 15

a. Appoint a qualified APM in writing by the commander? Yes No N/A

b. Verify/certify NAVMC 11406 forms? Yes No N/A

c. Maintain records of presence, location, and quantity of ACM? Yes No N/A

29 CFR 1910.1001(j)(2)(ii)

4. Coordinate and provide an evaluation for the following programs:

a. Lockout/Tagout program? NAVMC 5100.8 Chap. 12 Yes No N/A

\* Program evaluated using NAVMC 11402 form.

b. Fall protection program? NAVMC 5100.8 Chap. 18 Yes No N/A

c. Ergonomics programs (coordinator/team)? NAVMC 5100.8 Chap. 19 Yes No N/A

d. Exposure control and bloodborne pathogens program? NAVMC 5100.8 Chap. 20 Yes No N/A

e. Off-duty recreational safety program? MCO 5100.30 Yes No N/A

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section VI - Safety Inspections

Does the installation/command:

1. Conduct the following inspections: NAVMC 5100.8 and 29 CFR 1960

a. All facilities at least annually and documented? Yes No N/A

b. High risk areas at least semiannually? Yes No N/A

c. Child development centers and home day care facilities? Yes No N/A

2. Maintain an effective hazard abatement log to prioritize identified hazardous Yes No N/A

conditions until abated?

3. Investigate reports of unsafe or unhealthful working conditions? Yes No N/A

4. Ensure Shop and Supervisor safety committee’s are established where appropriate? Yes No N/A

NAVMC 5100.8 para. 4002 & 4003

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section VII – Mishap Reporting, Investigation and Analysis

Does the installation/command:

1. Have a Mishap Investigation Program? MCO P5102.1 Yes No N/A

a. Coordinate the investigation of all installation mishaps and conduct root Yes No N/A

cause/trend analyses?

b. Provide tenant commands technical assistance as requested? Yes No N/A

c. Assistance in the preparation of the 7-day response requirement on serious Yes No N/A

mishaps to the first general officer?

2. Use the Web-Enabled Safety System (WESS) to report all mishaps involving Yes No N/A

personnel injury, property or equipment damage, regardless of severity?

MARADMIN 527/04

3. Employ a working relationship with the Human Resources Office (HRO) Injury Yes No N/A

Compensation Program Administrator (ICPA) to ensure injury claims filed through

FECA are regularly reported to the safety office.

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section VIII - Personal Protective Equipment (PPE)**

Does the installation/command:

1. Ensure technical assistance is provided for PPE surveys? Yes No N/A

2. Ensure appropriate PPE and training are provided? 29 CFR 1910.132-137 Yes No N/A

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section IX – Safety Training

1. Does the installation/command provide training for the following:

NAVMC 5100.8 Chap. 5

a. Supervisor safety (initial & annual refresher)? Yes No N/A

b. Collateral duty/unit safety representatives? Yes No N/A

c. Hazard communication? Yes No N/A

d. Lockout/tagout? Yes No N/A

e. Confined Space? Yes No N/A

f. Ergonomics/back injury prevention? Yes No N/A

g. Fall protection? Yes No N/A

h. Explosives safety? Yes No N/A

i. Weight handling equipment training and licensing? Yes No N/A

j. Mishap investigations? Yes No N/A

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section X – Safety Consultation

Does the installation/command:

1. Provide safety consultation to commands/tenants? Yes No N/A

2. Conduct safety reviews for new construction or renovation plans/projects? Yes No N/A

3. Provide safety support/consultation to special events? Yes No N/A

(i.e. AT/FP, marathons, expositions, etc.)

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section XI – Coordinate Occupational Health Services

1. Does the installation/command ensure Naval medical personnel provide the following services:

a. Baseline/annual industrial hygiene surveys and workplace monitoring? Yes No N/A

b. Audiometry/Spirometry evaluations? Yes No N/A

c. Fitness for duty/return to work evaluations? Yes No N/A

d. Assistance with Respirator Fit Testing and Training? Yes No N/A

e. Administration of the Medical Surveillance Program? Yes No N/A

f. Work with installation safety office on injury trend analysis and work center Yes No N/A

surveys?

Comments/recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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###### Section XII – Additional Evaluator’s Comments

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