

3.1 EDITION

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COMMANDER'S SAFETY HANDBOOK



COMMANDANT OF THE MARINE CORPS
SAFETY DIVISION



<https://www.safety.marines.mil/>

TABLE OF CONTENTS

Points of Contact.....	3
Foreword.....	4
PROACTIVE SAFETY.....	5-19
Marine Corps Safety.....	6
Marine Corps Safety Management System (MCSMS).....	7
MCSMS Pillar 1: Policy and Leadership.....	8
MCSMS Pillar 2: Risk Management.....	9-10
MCSMS Pillar 3: Safety Assurance.....	11
MCSMS Pillar 4: Safety Promotion and Training.....	12
Marine Corps Safety Authorities.....	13
Safety Organization and Staffing/Information Systems....	14
Unit Safety Personnel Overview.....	15
Commander's Safety Roles and Responsibilities.....	16-17
Climate Surveys and Culture Workshops.....	18
Core Safety Services (CSS).....	19
REACTIVE SAFETY.....	20-29
Mishap Identification	21
⇒ Is this a Mishap?	
Mishap Classification	22
⇒ What classification is this Mishap?	
Safety Reporting Matrix.....	23-24
⇒ What reports/timelines are required for this Mishap?	
Hazard Report (HAZREP).....	25
⇒ Does this Mishap/'Near-Miss' warrant a HAZREP?	
Investigations.....	26-29
Safety vs Legal.....	26
Investigative Relationships.....	27
Unit/Command vs SIB.....	28
Privileged vs Factual Information.....	29
SAFETY RESOURCES.....	30-42
Marine Corps Commander's Checklist.....	31-36
Online Resources.....	36-37
MCO 5100.29C Outline.....	38-39
References.....	40
Notes.....	41
Sample Mishap Action Plan.....	42

POINTS OF CONTACT

CMC Safety Division:	(DSN Prefix: 664)
Director:	(703) 571-4549
Deputy Director:	(703) 571-4557
Executive Director:	(703) 571-4588
Aviation Section Head:	(703) 571-4587
Ground Section Head:	(703) 571-4589
SOH Branch Head:	(703) 571-4599
CMC Safety Division AMHS PLAD:	CMC SD WASHINGTON DC
CMC Safety Division ETMS2:	USMC HQMC SD

OMB HQMC Safety Division Email:
hqmc_safety_division@usmc.mil

Command Culture Workshop Email:
M_HQMC_SD_Command_Culture_Workshop_UD@usmc.mil

Ground Warrior Magazine Submissions:
GroundWarriorMagazine@usmc.mil

CMC SD Website Link (QR on Handbook Cover):
<https://www.safety.marines.mil/>

CMC SD SharePoint Link (CAC):
https://usmc.sharepoint-mil.us/sites/USMC_Safety

Naval Safety Command (NSC):	(DSN Prefix: 564)
Mishap Reporting Line (Primary):	(757) 444-3520, Press "1"
SDO cell Phone (Alternate):	(757) 353-7937
Naval Safety Command:	(757) 444-3520
SDO Desk Phone (Tertiary):	Ext - 7017
Mishap Investigations Director:	Ext - 7147
Investigations Deputy Director:	Ext - 7236
RMI QC:	Ext - 7182
Judge Advocate General (JAG):	Ext - 7047

NSC Website Link:
<https://navalsafetycommand.navy.mil/>

Marine Corps Operations Center:	(DSN Prefix 664)
Phone:	(703) 695-5454
DSN:	225-5454

Other POCs:

RMI Helpdesk Phone:	1-833-637-3669
RMI Helpdesk Email:	
NESD.RMI.FCT@navy.mil	

ETMS2 / (TMT) Support Phone:	1-866-335-2769
ETMS2 / (TMT) Link (CAC):	
https://don.etms2.army.mil/	
ETMS2 / (TMT) Website Support (CAC):	
https://www.aesmp.army.mil/	

FOREWORD

This handbook is an essential tool for Commanders and their staffs at every level of command, empowering command teams to efficiently execute and engage in the Marine Corps Safety Management System (MCSMS). It delivers a comprehensive overview of the critical standards, policies, and guidance that drive safety across the Service. It equips leaders to uphold and champion safety with confidence and clarity.

Here is the bottom line:

Safety enables warfighting, lethality, mission accomplishment, and combat success.

Mishaps, either in training or in our day-to-day activities, degrade our readiness and drain our resources. Historically, **every five years**, the Marine Corps loses more than a **platoon's worth of Marines and Sailors** and about **3.5 billion dollars** in equipment losses to **preventable mishaps**. Too often, it is off-duty activities, such as private motor vehicle accidents – both vehicles and motorcycles – where we lose most of our personnel.

Operational readiness remains our greatest mandate. Preservation of our Marines, equipment, and resources is vital to meeting the needs of the American people. To that end, **safety** and **safety-oriented goals** throughout all echelons of command are critical to remaining ready to meet tomorrow's challenges.

As stewards of the Service, it is our responsibility to ensure all leaders and Marines:

1. Prioritize, utilize, and promote risk management. Risk management is not risk aversion. It is the management and reduction of known, unnecessary risk without sacrificing lethality. Risk management must be practiced in both our Marines' professional and personal lives.

2. Report, investigate, and discuss hazards and near-miss incidents. Hazards, especially near-miss incidents, are the precursors, indications, and warnings that a mishap is imminent. Learn, adapt, and continually improve your command processes and functions from the lessons learned of every single event.

3. Know, understand, and ensure compliance with all applicable standards. Compliance safeguards the operational readiness of the force. Utilize transparent and accessible information management practices of all standards, regulations, and policies. Practice and enforce ruthless adherence to standards.

4. Foster and operationalize positive, safety cultures. Approximately, 85 percent of all Marine Corps mishaps are a result of human error. To combat human factors, the following aspects must exist within your command culture:

a. Reporting Culture: See something, say something. A competent commander, armed with limitless resources, still cannot solve a problem they remain ignorant or unaware of.

b. Learning Culture: An organization that fails to learn and adapt to its environment will ultimately fail. Do not reprimand for mistakes made, but rather mistakes not learned from.

5. Establish, measure, and assess safety-oriented goals. Without a pulse on your safety program, commands cannot track, assess, or proactively affect the program's compliance or effectiveness, either in the short or long term.

By prioritizing safety, we honor the sacrifices of those who have lost their lives or suffered injuries in service to our nation. I urge leaders at every level to take the necessary steps to **promote an operational readiness and learning culture** and ensure that our Marines are well prepared to operate in any clime and place.



Brigadier General Douglas 'Swami' Sanders, USMC
Director, Commandant of the Marine Corps - Safety Division

PROACTIVE SAFETY

Proactive Definition:

(Of a person, policy, or action) Creating or controlling a situation by causing something to happen rather than responding to it after it has happened

MARINE CORPS SAFETY

Mission: Commanders at all levels **shall create and implement their own Safety Management System** within the framework provided by MCO 5100.29C, Marine Corps Safety Management System (MCSMS)

- ♦ Each unit's Safety Management System (SMS) shall contain assigned personnel and deliberate procedures to identify hazards, assess risk, and implement safety controls
- ♦ Each commander shall **tailor** their system to their unit's specific mission and the specific hazards faced by their Marines, both on and off-duty

Commander's Intent: **Change the culture of the Marine Corps** by redefining safety to focus on the operational excellence of our units and our Marines and by refocusing all Marines on the continuous management of risk

- ♦ At the most basic and useful level, safety is the identification of hazards, the assessment of risk, and the implementation of controls
- ♦ When Marines view safety this way and actively perform these tasks, operational readiness improves
- ♦ When Marines fail to identify hazards, we lose combat power due to **preventable death, injury, and/or property and equipment damage**

Assistant Commandant of the Marine Corps (ACMC):

- ♦ Designated Agency Safety and Health Official (DASHO) for the Marine Corps
- ♦ Establishes Marine Corps Safety Policy and provides oversight over all safety matters
- ♦ Chairs the Marine Corps Executive Safety Board, who's charter is to review mishaps to identify trends, establish safety policy, procedures, and mandates in order to make the service more safe

Director, Commandant of the Marine Corps Safety Division:

- ♦ Designated Marine Corps service safety chief and senior advisor to the Commandant of the Marine Corps for safety. Provides direct support to ACMC in establishing/executing the MCSMS and all associated policies and procedures
- ♦ Coordinates efforts and actions between Commandant of the Marine Corps, Safety Division (CMC SD) and Naval Safety Command (NSC) to promote and instill safety throughout the Naval services

DISCLAIMERS:

- ♦ Unless otherwise specified, all material throughout this handbook is referenced from MCO 5100.29C
- ♦ All Suicides should be reported to Manpower and Reserve Affairs (M&RA), refer to M&RA website (M&RA > Marine and Family Programs Division > Behavioral Programs > Suicide Prevention) or the Commander's Checklist for Response to Suicide-Related Events for guidance, reporting, and other details

MARINE CORPS SAFETY MANAGEMENT SYSTEM (MCSMS)

Purpose:

- ♦ To prevent and continuously reduce fatalities, injuries, and illnesses
- ♦ Provide framework for managing SOH risks and opportunities
- ♦ Intended outcome of the MCSMS is to prevent injury and ill health to Marines, Sailors, and civilians ***to provide safe and healthful places to work, live, and recreate***
- ♦ MCSMS will assist the organization with fulfilling its legal requirements and improve performance and efficiency through a systematic approach to safe operations that enhances operational effectiveness through the prevention of mishaps
- ♦ Mishaps **reduce** the resources and readiness of the service and are preventable with the appropriate application of the MCSMS
- ♦ As stewards of the Nation's most important resource—its sons and daughters—we must effectively manage risk in every decision we make

Four Pillars of MCSMS:

1. Policy and Leadership
2. Risk Management (RM)
3. Safety Assurance
4. Safety Promotion and Training



MCSMS PILLAR 1: POLICY AND LEADERSHIP

Policy Provides:

- ◆ Requirements for a fully functional MCSMS to track and monitor progress
- ◆ Establishes, through documentation, the command's expectations, objectives, participation, risk tolerance, and SMS business rules for its personnel
- ◆ Defines, documents, and communicates the safety and risk-related roles, responsibilities, and authorities throughout the organization
- ◆ Instructions and guidance for MCSMS applicable policies and programs from higher headquarters and convey their command leadership's expectations, objectives, participation, risk tolerance, and SMS business rules

Leadership:

- ◆ Commanders have overall responsibility for safe operations and must clearly establish safety responsibility and accountability throughout their organizations
- ◆ Commanders must communicate their commitment to the safety and health of our Marines, Sailors, and civilians
- ◆ Commanders set safety policy and goals, lead the MCSMS implementation, and communicate safety management throughout the organization by:
 - ◆ Identifying and controlling all hazards
 - ◆ Applying RM principles
 - ◆ Ensure safety controls implemented for identified hazards
 - ◆ Promoting a strong, positive safety culture

Commander's Responsibilities for Pillar 1, Policy and Leadership:

- ◆ Establish a documented safety policy and communicate that policy to all personnel (military and civilian) within the command to make clear that they are required to actively engage in MCSMS
- ◆ Establish and implement processes (Commander's Update Briefs (CUBs), safety councils, etc.) that facilitate effective participation by all personnel at all levels
- ◆ Provide personal leadership and assume overall responsibility for SMS program
- ◆ Appoint safety personnel in writing with the authority to execute SMS processes and programs
- ◆ Direct the organization to implement and maintain a command SMS
- ◆ Hold all personnel accountable for effective system implementation
- ◆ Identify safety reporting requirements up and down the chain of command (subordinate units/commands)
- ◆ Provide measures of effectiveness for the performance of command SMS and feedback on how it can be improved
- ◆ Ensure SMS and overall safety performance is included in military and civilian performance plans, performance appraisals, compensation, rewards, and recognition

MCSMS PILLAR 2: RISK MANAGEMENT

Overview:

- ♦ RM should be a part of how **ALL Marines** think and how they make decisions on or off the job. Everyone benefits from a force focused on operational excellence that proactively looks to identify hazards, assess risks, and implement controls
- ♦ Risk is inherent in every phase of tasking, specific mission execution, and overall operations due to today's complex and dynamic environment
- ♦ Off-duty activities present their own set of hazards and risk, and off-duty "mission-success" is much more likely with the continuous application of RM processes and principles
- ♦ With hazards and risks present both on and off-duty, it is incumbent upon all Marines, both military and civilian, to understand how to assess and manage risk to achieve mission success and preserve combat readiness

Commander's Responsibilities for Pillar 2, Risk Management:

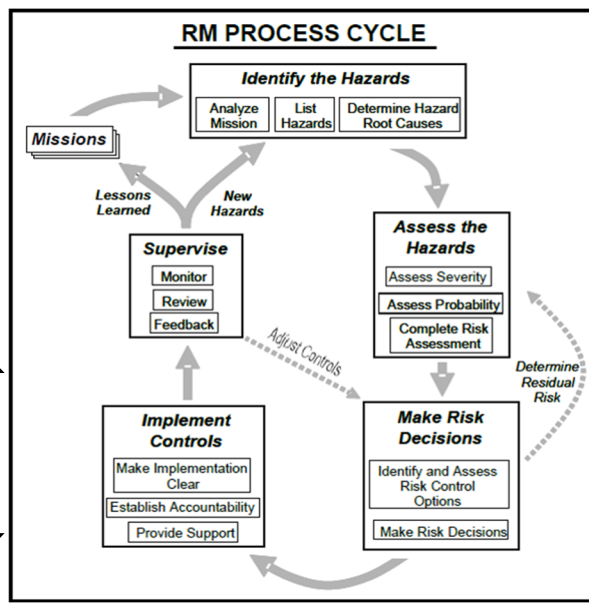
- ♦ All levels of Marine Corps leadership must establish RM procedures, supported by the appropriate training and resources, in order to identify hazards and manage risk, both on and off-duty
- ♦ Prioritize the identification and communication of hazards throughout the unit and to communities of interest
- ♦ Establish a RM evaluation policy for subordinate commands/units using evaluation and inspection processes
- ♦ Complete risk assessments as part of the decision-making processes
- ♦ Prioritize hazards based on probability and severity (see risk assessment matrix)
- ♦ Tailor RM training to unit and group training, operations, and exercises
- ♦ Review evaluations for gaps in command and service level policies and procedures
- ♦ Communicate best practices and evaluation results with higher headquarters so information can be disseminated to communities of interest
- ♦ Receive and communicate a risk management strategy from higher headquarters with stakeholders when unmitigated residual risk is transferred up or down the chain of command
- ♦ Develop and implement a change management strategy to minimize the introduction of new hazards and risks into the environment
- ♦ Identify and manage risk caused by changes that may affect established processes

RM Principles:

1. Accept no Unnecessary Risk
2. Anticipate/Manage Risk by Planning
3. Make Risk Decisions at the Right Level
4. Accept Risks When the Benefits Outweigh the Costs

Risk Control Hierarchy:

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. PPE



MCSMS PILLAR 2: RISK MANAGEMENT

Risk Assessment Matrix		PROBABILITY							
		Frequency of Occurrence Over Time							
		<u>Frequent</u> (Continuously Experienced)	<u>Likely</u> (Will Occur Frequently)	<u>Occasional</u> (Will Occur Several Times)	<u>Seldom</u> (Can be Expected to Occur)	<u>Unlikely</u> (Improbable; but possible to Occur)			
SEVERITY	Effect of Hazard	A	B	C	D	E			
		<u>Catastrophic</u> (Death, Loss of Asset, Mission Capability or Unit Readiness)	EH (1)	EH (1)	H (2)	H (2)	M (3)		
		<u>Critical</u> (Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	EH (1)	H (2)	H (2)	M (3)	L (4)		
		<u>Moderate</u> (Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)	H (2)	M (3)	M (3)	L (4)	L (4)		
		<u>Negligible</u> (Minimal Injury or Damage, Little or No Impact to Mission Capability or Unit Readiness)	M (3)	L (4)	L (4)	L (4)	L (4)		
		Risk Assessment Levels							
		EH = Extremely High	1	H = High	2	M = Medium	3	L = Low	4

Matrix Source: OPNAVINST 3500.39D, *Operational Risk Management*

USMC Joint Risk Assessment Tool (JRAT):

- ♦ Online risk assessment worksheet to streamline and document risk assessments for activities
- ♦ JRAT Website Link (CAC):
<https://jrat.safety.army.mil/login.aspx>

MCSMS PILLAR 3: SAFETY ASSURANCE

Overview:

- ◆ Evaluation, review, and monitoring that assures *commander's* MCSMS elements are being practiced
- ◆ Guides continuous process improvement efforts by measuring whether organizations conform to standards and are making progress toward established goals

Safety Assurance Identifies:

- ◆ SMS deficiencies and opportunities for improvement
- ◆ New hazards
- ◆ Effectiveness and conformity of risk controls
- ◆ Compliance with regulatory requirements

Components:

1. **Inspections:** CGRI Program, Command Safety Assessments (CSAs), Higher Headquarters Assessments, quarterly/annual facility, work station, and process inspections
2. **Self-Assessments:** Evaluate the performance of their command SMS then develop and assign corrective actions for all deficiencies identified
3. **Monitoring:** Tracking status of all corrective and preventative actions, injury and illness metrics for command, reviewing all Safety Investigation Reports (SIREPs) in RMI, hazard reports, inspections, assessments, audits, performance measures, and trend analyses developed
4. **Safety Climate Assessment Surveys:** Ensure surveys are used to obtain feedback on the effectiveness of command SMS. Understand the importance of hearing from your Marines, take the time to explain to Marines why their opinions are desired, and back brief the survey results to the unit and higher headquarters
5. **Command Culture Workshops:** Designed to have commander look introspectively at their commands to see if their perception of the command culture and climate are accurate. Workshop focuses on trust, integrity, and effective communication (up and down), request a workshop six to eight weeks prior to proposed workshop date
 - ◆ Email: M_HQMC_SD_Command_Culture_Workshop_UD@usmc.mil

Commanders Responsibilities for Pillar 3, Safety Assurance:

- ◆ Undertake MCSMS Program Management Review (PMR) which allows leadership and applicable process owners to conduct a strategic evaluation of the performance of the MCSMS and to recommend improvements
- ◆ Identify potential hazards and confirm risks during inspections, assessments, and evaluations
- ◆ Focus processes on compliance and conformance with the MCSMS and performance results achieved
- ◆ Develop and implement a strategy to minimize the introduction of new hazards and risks in work areas
- ◆ Identify and manage risk caused by changes that may affect established processes and services
- ◆ Ensure corrective actions are taken when non-compliance with SMS processes is identified
- ◆ Establish, maintain, and monitor an anonymous reporting and feedback system to identify emerging hazards and to assess performance of applied risk controls
- ◆ Ensure recommendations developed from data are actionable and adequately reflect SMS performance
- ◆ Monitor within the command (through RMI and other means) the status of corrective and preventative actions, injury and illness metrics, and findings of incident investigations (i.e. including hazard and "near miss" reports), inspections, assessments, audit activities, performance measures, and trend analysis to determine whether the SMS is functioning properly
- ◆ Investigate mishaps, near mishaps, hazards, and instances of potential regulatory non-compliance, then share results with pertinent stakeholders
- ◆ Ensure continuous improvement, requiring commanders to identify deficiencies, define and implement fixes, instill change, and measure results to ensure the deficiency has been corrected or addressed

MCSMS PILLAR 4: SAFETY PROMOTION AND TRAINING

Promotion:

- ◆ Safety promotion increases awareness of MCSMS objectives and benefits to members of the command
- ◆ Communication, both up and down the chain of command, is essential and promotes transparency and a shared understanding of command priorities and goals
- ◆ **Communicate:** Lessons learned, audit and evaluation results, mishap and near-miss data, rationale for selected safety controls, preventative and corrective actions, safety education, and risk management training
- ◆ **All personnel shall know:** MCSMS requirements that apply to their individual duties and responsibilities

Personnel Recognition:

- ◆ Timely and deserving recognition of personnel for their contribution to an effective SMS is a critical motivational tool that will drive continuous improvement of the command's SMS
- ◆ Performance plans, performance appraisals, compensation, and reward and recognition systems should include performance objectives related to elements of unit's SMS
- ◆ **Awards:** Command Safety Awards Program, Unit Impact Awards, CMC Safety Division Awards, External to DoD Safety Awards (Navy League, GEICO, etc.)

Training:

- ◆ Formal and informal training on safety and occupational health (SOH) and military unique activities and topics are necessary to ensure a fully functional SMS
- ◆ Curriculum managers will develop, document, deliver, and regularly evaluate formal training necessary to meet key safety and RM competency requirements
- ◆ Personnel must receive regular training that is commensurate with their position and duty assignment in the organization, and their level of influence on the safety of the command's operations

Safety Culture:

- ◆ An informed safety culture is composed of four culture types that should be continuously promoted and reinforced through leadership actions throughout the organization:
 - ◆ **Just Culture:** Encourages personnel to report unsafe conditions without fear of reprisal
 - ◆ **Reporting Culture:** Promotes the importance of voluntary reporting to reduce mishaps
 - ◆ **Learning Culture:** Willingness to communicate lessons learned and best practices from command
 - ◆ **Flexible Culture:** Empowers personnel to recommend changes within the command

Commanders Responsibilities for Pillar 4, Safety Promotion and Training:

- ◆ Promote safety awareness at all venues including commander calls, holiday safety briefings, and other events or functions that will promote the growth of a positive and proactive safety culture
- ◆ Publish a safety policy for all personnel and subordinate commands, units, and activities
- ◆ Demonstrate a commitment to SMS by recognizing personnel for their contributions and achievements to command or service safety
- ◆ Clearly and regularly communicate MCSMS policy, goals, objectives, standards, responsibilities, and performance objectives to all command personnel
- ◆ Ensure essential resources (i.e. staffing, funding, and training) are available to implement and maintain command SMS
- ◆ Ensure the publication and dissemination of information about SMS
- ◆ Stimulate interest in safety through electronic and print media and other avenues
- ◆ Communicate safety success stories, hazard awareness, and information on mishap and near-misses and lessons learned from these events
- ◆ Budget, provide and disseminate safety promotion and education materials (including posters, films, technical publications, and pamphlets) as cost-effective safety awareness tools within the command

MARINE CORPS SAFETY AUTHORITIES

CMC Safety Division (Naval Support Facility - Arlington, VA):

- ◆ Serves as the HQMC advocate for all safety programs:
 - ◆ Aviation
 - ◆ Ground
 - ◆ Safety and Occupational Health (SOH)
 - ◆ Industrial Hygiene
 - ◆ Traffic Safety
 - ◆ Recreational Off-Duty Safety (RODS)
 - ◆ Radiation
 - ◆ Explosives
 - ◆ Range Safety
- ◆ Serves as point of contact for interpreting policy and providing subject matter expertise for SMS related matters
- ◆ Ensure MCSMS training courses are developed and disseminated
- ◆ Exercise oversight over Command Safety Assessments (CSAs) program
- ◆ Work with Naval Safety Command to collect and analyze mishap, "near-miss", exercise, operational, and training data
- ◆ Analyze mishap data, identify causal factors, and recommend policy and/or procedure changes for preventing mishap recurrence
- ◆ Track all safety related reports across the service
- ◆ Develop safety award criteria, collect nominations, select award recipients, and publicize
- ◆ Manage the Marine Corps Aviation Survey System (MCASS) and Marine Corps Ground Climate Survey System (GCASS)
- ◆ Employ new technologies to ensure safety programs and resources are used efficiently and effectively to achieve desired results
- ◆ Provide instruction, oversight, and management of the Aviation Safety Awareness Program (ASAP) across Marine Corps commands



Naval Safety Command (NSC), Marine Detachment (Norfolk, VA):

- ◆ Provide mishap report collection, data and statistical analysis, technical assistance, safety surveys, publications support, safety program consultations and conduct independent safety investigations of major mishaps across the Marine Corps
- ◆ Support Marine Corps commanders with mishap investigation advisors for Class A mishaps and other mishaps that require a Safety Investigation Board (SIB) (e.g. rounds impacting off-range, explosive mishaps)
- ◆ Upon request, provide a mishap investigation advisor to assist commanders with any safety investigations



SAFETY ORGANIZATION AND STAFFING

O-5/O-6 Commands will comply with safety personnel guidelines:

- ♦ All O-5/O-6 command safety officers will:
 - ♦ Be a special staff officer
 - ♦ Appointed in writing
 - ♦ Given direct access to the commander
- ♦ Safety officers include any of the following (if capable and competent):
 - ♦ Commissioned/Warrant Officer
 - ♦ SNCO
 - ♦ Civilian Safety Specialist
- ♦ Safety Officers shall possess the necessary training and expertise to provide relevant, proactive mishap prevention, consultation, and advice to the command
- ♦ Ground Safety Officers (GSOs) / Ground Safety Managers (GSMs) will complete:
 - ♦ Ground Safety for Marines (GSM) within 90 days of appointment
 - ♦ Ground Mishap Investigation Course (GMIC) within 1 year of appointment (recommended)
- ♦ Division, Group, Wing and higher commands will have a trained, full-time (civilian or military) safety manager/officer
- ♦ Every O-5/O-6 command, to include regiments, aircraft groups, aviation support groups, and non-flying squadrons, shall employ a trained, full-time command safety officer (commissioned officer or civilian)
- ♦ Trained and qualified Motorcycle Mentorship Program (MMP) President, appointed in writing by commander, to promote motorcycle safety
- ♦ Units staffed below the battalion or squadron level (e.g. recruiting stations) shall have a trained, additional duty unit Safety Representative appointed in writing by their commanding officer
- ♦ Safety representative will be retained for one year in assigned position
- ♦ Each installation/command safety office will train their respective safety representative within 30 days of appointment

Safety Staffing:

- ♦ In addition to a designated safety officer/manager, each command shall be resourced and staffed to fulfill the organization's mission, function, and assigned tasks safety
- ♦ The approved mission, function, and tasks of the command are translated into staffing positions provided in the approved table of organization and equipment (TO & E)
- ♦ Safety organization will be led by a fully qualified and trained safety professional supported by a staff of qualified professionals

SAFETY INFORMATION SYSTEMS

Risk Management Information (RMI):

- ♦ Department of Navy program of record for all safety information, investigations, and mishap recommendations (MISRECs) across the Navy and Marine Corps
- ♦ All mishaps must be entered (regardless of cause, classification, unit, or service) into RMI to provide service oversight by CMC SD and NSC
- ♦ Allows for mishap trend analysis and MISREC tracking (from unit to service level)
- ♦ Command safety officers / managers are the command's primary user of RMI
- ♦ Command should scale number of RMI users to workload requirements



UNIT SAFETY PERSONNEL OVERVIEW

O-5/O-6 Commander (CO):

- ◆ Responsible for everything their command Safety Management System (SMS) does or fails to do to promote a positive safety culture, to instill an active risk management mentality, and to prevent mishaps
- ◆ Possesses the greatest influence within the command to enact and instill change within their command or refocus effort

Executive Officer (XO) / Deputy Director / Chief of Staff:

- ◆ Serves as the senior safety representative, providing oversight to and ensuring execution of the command's SMS program
- ◆ Receives safety briefs and updates (formal or informal) from the command safety officer on all SMS related matters and review all mishap information
- ◆ Guide, mentor, and develop GSO / GSM to run command SMS program
- ◆ **Aviation:** Acting and prospective XOs, attend the Aviation Safety Command (ASC) course as soon as feasible

Ground Safety Officers (GSOs) / Ground Safety Managers (GSMs):

- ◆ Appointed in writing, support the XO/Deputy in the execution of the command's SMS for commander
- ◆ Should be full-time billet, vice collateral duty, due to body of work and responsibilities associated
- ◆ Establishes and evaluates the effectiveness of safety policies, plans, programs, and procedures through command inspection and assessment plan(s)
- ◆ Interpret SOH standards or regulations and develop new or revised standards for command
- ◆ Review injury and illness metrics from commands, units, and activities to identify and initiate actions for improvement of effectiveness of the command SOH program
- ◆ Identify and train staff for required safety billets (i.e. command safety representatives and subordinate units within the command)
- ◆ Primary command Risk Management Information (RMI) user (safety data repository / program of record)

Unit/Shop/ Section Supervisors:

- ◆ Military: NCO identified by billet (E-4 or above) who manages Marines
- ◆ Civilian: Gives direction to one or more military or civilian personnel, identified in Position Description (PD)
- ◆ Attend Supervisor Safety Training, provided by command GSO / GSM, within 90 days of appointment then annually thereafter
- ◆ Direct implementation and training of applicable SMS programs within work center/unit/shop
- ◆ Identify and enforce all applicable local, command, and safety and occupational health (SOH) safety standards for all activities and operations applicable to work center/unit/shop
- ◆ Use risk management and job hazard analysis practices regularly to identify, communicate, and eliminate hazards within the work environment or job tasks to promote mishap prevention
- ◆ Provide all relevant job-related training to all personnel within the work center/unit/shop to perform assigned tasks in a safe and efficient manner
- ◆ Report all on and off-duty mishaps or near-misses as required by service and command policy
- ◆ Apply all applicable fire prevention and life safety standards to all workplace activities and operations

Unit/Shop/Section Safety Representatives:

- ◆ Civilian, Officer, SNCO, or NCO appointed in writing, and trained by the GSO/GSM within 30 days of appointment to serve as the safety representative within a command's separately administered unit, shop, or section for minimum of one year
- ◆ Provide guidance and training for applicable command SMS programs, policies, and procedures
- ◆ Recognize, evaluate, report, and abate local hazardous events, conditions, or environments
- ◆ Identify and utilize applicable local, command, safety and occupational health (SOH) standards within unit/shop/section's areas and operations
- ◆ Understand and utilize local and command procedures for reporting mishaps and near-misses

Marines and DOD Personnel:

- ◆ All personnel (military and civilian) within the command are required to engage in the MCSMS
- ◆ The organization shall establish methods that facilitate effective participation by all personnel
- ◆ Apply RM principles to both on and off-duty activities to enhance their safety and well-being
- ◆ Participate in safety and health programs by reporting the existence of any unsafe/unhealthful operations or working conditions

COMMANDER'S SAFETY ROLES AND RESPONSIBILITIES

O-5/O-6 Commanders:

- ♦ The base formations of the MCSMS are O-5 and O-6 level commands
- ♦ **Unit commanders** have the **greatest influence** on setting the conditions for mission accomplishment and troop welfare by:
 - ♦ Establishing a **positive** safety culture
 - ♦ Facilitating training and mitigating risk through effective planning and decision-making
 - ♦ Measuring effectiveness, performance, and compliance of SMS programs
- ♦ A properly integrated and emphasized SMS is a force multiplier, not a barrier to effectiveness and efficiency
- ♦ Safety processes are ineffective when applied **reactively, rather than proactively**

Commander's Safety Roles and Responsibilities:

- ♦ Ref: MCO 5100.29C, Vol 1, Ch 2, *Roles and Responsibilities*

- ♦ **Mission / Vision Statement:** Disseminated to all personnel in command and provides the command with Commander's vision and priorities to meet assigned Mission Essential Tasks (METs)

♦ **Command SMS Order (Enabling Structure/Framework for Mission/Vision):**

Establishes unit-level SMS that meets the requirements of the MCSMS framework to meet METs through operational excellence and readiness preservation provided through proactive safety policies

- ♦ Assigns personnel SMS roles specific to command and activities
- ♦ Outlines command policies and procedures to implement safety programs
- ♦ Detail mishap reporting, investigation, and corrective action procedures
- ♦ Outlines procedures to identify hazards, assess risk, and implement controls

- ♦ **Safety Policy Statement (Commander Endorsement of SMS):** Disseminated to all personnel in command **within 30 days after assumption of command**

- ♦ Reflects the commander's commitment to operational excellence
- ♦ Continuous identification of hazards, assessment of risk, and implementation of controls
- ♦ Commands, units, and activities **shall post the safety policy statement** on all official bulletin boards and by other means as appropriate
- ♦ **Recommended Safety Policy Points:**
 - ♦ Safety and risk management are operational/readiness enablers
 - ♦ Requires active support/participation of all hands within command
 - ♦ Hazard recognition and mitigation must take place on and off-duty
 - ♦ Command mission involves risk, but not unnecessary risk
 - ♦ Employ risk management as a tool at all levels within command
 - ♦ Foster a culture to report mishaps/hazards without fear of reprisal

- ♦ GSO / GSM reviews current SMS as part of in-brief to the commander **within 30 days of joining the command** (recommendation)

- ♦ Organize, staff, and maintain a safety office/section as required (see Safety Organization and Staffing, pg. 14)
- ♦ Review and coordinate budget requirements, requests, program objective memorandums, and budget submissions for Safety and Occupational Health (SOH)
- ♦ Ensure that each command, unit, and activity has authority and responsibility to plan for and receive funds for their SOH staff, equipment, materials, and required training
- ♦ Ensure that command team leaders, subordinate unit leaders, and supervisory personnel receive SOH training and support the command SOH program

COMMANDER'S SAFETY ROLES AND RESPONSIBILITIES

- ◆ Ensure all personnel are fully aware of their MCSMS obligations and personal responsibilities, establishing clear lines of accountability throughout the command
- ◆ Establish or attend safety councils and committees at appropriate command levels
- ◆ Establish and maintain liaison via the chain of command between the local installation safety office and other DoD commands, units, and activities
- ◆ Coordinate specialty functions such as medical, fire, and security using memorandums of understanding (MOU) or memorandums of agreement (MOA) or inter-service support agreements to establish clear lines of responsibility
- ◆ Fully understand **all facilities and areas of responsibility** that command is responsible aboard the installation by verifying all existing MOUs/MOAs that exist
- ◆ Ensure compliance with all ground and aviation mishap investigation (see Investigations, pg. 26-29) and reporting procedures with the appropriate references (see Mishap Reporting Matrix, pg. 23-24)
- ◆ Ensure all areas of responsibility are inspected annually
- ◆ Establish a Mishap Prevention program
- ◆ Establish a Hazard Abatement Program and track short and long-term corrective actions via command Hazard Abatement Log (HAL)
- ◆ Establish procedures to protect all personnel from coercion, discrimination, or reprisals for participation in any part of the MCSMS
- ◆ Ensure employees understand the appropriate grievance process for filing allegations of reprisals for making complaints of unsafe or unhealthful working conditions
- ◆ Develop procedures consistent with Office of Personnel Management, Manpower and Reserve Affairs, and MCSMS guidance to assess and recognize superior and deficient safety performance
- ◆ Performance evaluations will include personal accountability consistent with the duties of the position and the SOH program
- ◆ Recognize both superior and deficient performance
- ◆ Coordinate occupational medicine and industrial hygiene field support with the supporting Medical Treatment Facility (MTF) (audiograms, physical health assessments, ergonomics, IH surveys, etc.) in support of all SMS programs
- ◆ Ensure compliance with applicable regulations and federal statutes governing the control of classified and controlled unclassified information (CUI)
- ◆ Establish a comprehensive self-assessment program in accordance for the command
- ◆ Ensure all personnel (military or civilian) within the command assigned to a medical surveillance program (due to occupational injury or illness) is monitored and reviewed for changes in medical condition/status

Aviation Requirements and Structure: *Shall* meet all the designated requirements and timelines for their command's safety requirements in accordance with MCO 5100.29C, Vol 4, Ch 5, *Aviation Safety Requirements, summarized in Marine Corps Commander's Safety Checklist (pg. 31-36)*

Department of Safety and Standardization (DOSS):

- ◆ All aviation commands (Marine Forces, wings, groups, or squadrons) shall have a safety officer with the title of Director of Safety and Standardization (DSS)
- ◆ DSS is functionally organized per MCO 5100.29C, Vol 4, *Marine Corps Aviation Safety* to include the following billets:
 - ◆ Director of Safety and Standardization (DSS)
 - ◆ Aeromedical Safety Officer (Wings/Groups)
 - ◆ Aviation Safety Officer (ASO)
 - ◆ Ground Safety Officer (GSO)
 - ◆ Naval Air Training and Operating Procedures Standardization (NATOPS) Officer
 - ◆ Enlisted NATOPS SNCO/NCO (for organizations with enlisted aircrew)

CLIMATE SURVEYS/CULTURE WORKSHOPS

Command Climate:

- ◆ Unit commanders shall invest time, energy and presence into the health of their command SMS, and seek a command climate focused on operational readiness and procedural compliance
- ◆ Safety climate surveys and culture workshops are valuable tools for:
 - ◆ Receiving feedback from members within the unit
 - ◆ Improving communication (up and down the chain of command)
 - ◆ Building trust and transparency within the unit
- ◆ The utility of these tools is directly related to the commander's approach in using them and requires engagement in the process through pre-briefs and out-briefs from the commander to members of the unit
- ◆ If it is important enough to ask personnel to take the time to provide thoughtful input, it is important enough to explain why they are being asked to do so

Command Climate Surveys:

- ◆ **Aviation Commands:** Commands must complete within 30 days of assumption of new commander and annually thereafter
- ◆ **Ground Commands:** Commands must complete within 90 days of assumption of new commander and annually thereafter
- ◆ **Goal:** Identify and correct latent organizational conditions that may lead to increased mishap potential within the organization
- ◆ **Purpose:** Provide O-5/O-6 level commands with a means to survey their Marines about safety issues, receive real-time feedback on their attitudes and perceptions, identify safety concerns (hazards) and areas to focus efforts (hazard assessments)
- ◆ **Surveys Available:**
 - ◆ **Ground Climate Assessment Survey System (GCASS)**
 - ◆ **Marine Corps Aviation Survey System (MCASS)**
 - ◆ **Command Safety Assessment (CSA)**
 - ◆ **Maintenance Climate Assessment Survey (MCAS)**
 - ◆ **Administrative Support Personnel Assessment (ASPA)**
- ◆ Aviation and ground culture workshops are exempt from this debriefing requirement and fulfill the annual requirement

Survey Outputs:

- ◆ O-5/O-6 level commands receive feedback concerning key issues such as:
 - ◆ Command climate
 - ◆ Safety culture
 - ◆ Resource availability
 - ◆ Command workload
 - ◆ Estimated success of certain safety intervention programs
 - ◆ Other factors relating unit's operational safety
- ◆ Within 14 days of receiving their survey/assessment results, Commanding Officers and Officers in Charge shall provide a written or verbal debrief to their Higher Headquarters (requirement excludes command culture workshops)
- ◆ Commands should use this information to develop strategies (risk decisions) and then implement those strategies (controls) to better their organization's performance

Advanced Survey Design (ASD) Issue Papers:

- ◆ Topical information papers are derived from individual Marine's responses to the various survey questions
- ◆ These papers are designed to spread the word and to encourage dialogue on relevant issues from higher headquarters to the lowest unit level
- ◆ Issue papers contain controlled unclassified information (CUI) and must be treated accordingly
- ◆ COs automatically have access to GCASS issue papers once they log onto the **survey website:** <https://SemperFiSurveys.org> (see page 36 of this Handbook)

Command Culture Workshops:

- ◆ Designed to have commander look introspectively at their commands to see if their perception of the command culture and climate are accurate
- ◆ Focuses on trust, integrity, and effective communication (up and down chain of command)
- ◆ May be conducted in commander's **second and subsequent years in command** in lieu of climate surveys
- ◆ Request a workshop six to eight weeks prior to proposed workshop date via email request
- ◆ **Email:** M_HQMC_SD_Command_Culture_Workshop_UD@usmc.mil

Supplemental Anonymous Reporting:

- ◆ Does not replace / negate Command Climate Survey requirement
- ◆ Enables personnel trapped by position or command climate to report hazardous conditions or hostile work climates
- ◆ 'ANYMOUSE' Programs or command instituted anonymous reporting tools can aide commands

CORE SAFETY SERVICES (CSS)

Overview:

- ◆ Marine Corps Installations Command (MCICOM) functional mission responsibility
- ◆ CSS will be provided to all commands, units, and activities located on Marine Corps Installations
- ◆ Tenant CSS requirements determined through CSS Needs Assessment (Conducted annually)
- ◆ In the event of limited CSS resources, services will be prioritized to allow those commands, units, and activities with the most risk to receive services first
- ◆ If command is located aboard a non-Marine Corps installation, coordinate and establish understanding with installation command for safety services

Installation/Station Core Safety Services:

◆ Ground Safety Programs:

- ◆ Safety Management System (SMS) Assistance (Upon Request)
- ◆ Mishap Investigations and Reporting Assistance (Upon Request)
- ◆ Risk Management Information (RMI) Assistance (Upon Request)
- ◆ Facility Discrepancy Tracking
- ◆ Host Installation Safety Committees
- ◆ Unsafe or Unhealthful Work Conditions Complaints (ANYMOUSE)
- ◆ DoD Civilian Injury Compensation Consultation (Installation Human Resources (HR))

◆ Occupational Safety Programs:

- ◆ Safety and Occupational Health (SOH) Program Support
- ◆ Hazard Assessments / Job Hazard Analyses (JHAs)
- ◆ Consultation on Safety Procedures, Methods, and Training
- ◆ Hazard Identification and Hazard Abatement Support
- ◆ New Construction, Renovation, and Service Contract Safety Reviews
- ◆ Personal Protective Equipment (PPE) Assessments and Training
- ◆ Federal, State, and OSHA Inspection Support (As Needed)

◆ Operational Safety Programs:

- ◆ Explosive Safety Program Assistance
- ◆ Radiation Safety Program Assistance
- ◆ Aviation Safety Program (Where Needed/Appropriate)

◆ Safety Training Programs:

- ◆ OSHA 10/30 Hour Course / Supervisor Training (Where Offered)
- ◆ Safety and Occupation Health (SOH) Program Training
- ◆ Safety Standdown Support (Upon Request)
- ◆ Ground Safety for Marines (GSM) Course (Where Offered)

◆ Motor Vehicle Safety Programs:

- ◆ Driver Education Training (Initial, Remedial)
- ◆ Motorcycle Safety Training (Initial, Intermediate, Refresher)
- ◆ Motorcycle Mentorship Development

O-5/O-6 Tenant Command Responsibilities:

- ◆ Comply with SMS and additional installation SMS requirements
- ◆ Communicate safety concerns (through chain of command) at installation safety council meetings
- ◆ Provide access to installation safety subject matter experts within the command
- ◆ Request support from CSS provider for SOH issue or program questions
- ◆ Abate identified deficiencies that fall within the authority of the command, track deficiency abatement regardless of who is responsible for abatement
- ◆ Report mishaps (through chain of command) to the installation safety office (As applicable)
- ◆ Ensure Industrial Hygiene (IH) surveys are conducted by local MTF at required frequency based on command mission and activities
- ◆ Communicate gaps in CSS through chain of command to installation

REACTIVE SAFETY

Reactive Definition:

Reacting to events or situations rather than acting first to change or prevent something from occurring

MISHAP IDENTIFICATION

Is this a DoD / DoN (Navy or Marine Corps) Mishap?

Mishap: An unplanned event or series of events that results in any damage to DoD property; occupational illness to DoD personnel; injury to on or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel caused by DoD activities

Are there injuries or fatalities?

or

Is there property damage?

YES

YES

Resulting from any of the following:

Combat/hostile loss; eluding custody; intentional self-inflicted injuries/death; criminal assault while off-duty; homicide; death from natural causes; adverse body reactions from use of illegal substances; non-occupational related infectious disease; or contractor mishaps not involving injury to DoD personnel

Resulting from any of the following:

Expected or planned damage during testing or disposal; intentional jettison of equipment; or contractor mishaps not involving damage to DoD property

NO

YES

NO

NO - Not a DoD/DON Mishap (Safety has no responsibility to report or investigate)

Injury or fatality to any of the following:

- ◆ Active Duty personnel (on or off-duty)
- or
- ◆ DoD federal civilian (on-duty, work related)
- or
- ◆ Reserve personnel assigned to your command
- or
- ◆ Other military personnel or foreign military personnel assigned to your command
- or
- ◆ DoD personnel (military or on-duty federal civilian) caused by contractor operation
- or
- ◆ Contractors under direct supervision of active duty military or DoD civilian personnel
- or
- ◆ Off-duty DoD civilian personnel resulting from a command directed USN or USMC operation, event, or activity
- or
- ◆ Non-military personnel (guest, family, etc.) where USN or USMC operations caused or contributed to the mishap (i.e. training event, GMV ops, family fun day, retirement, MAGTF demonstration, MWR/MCCS event, Tiger cruise, "Jayne Wayne" day, Birthday Ball, etc.)

Damage to any of the following:

- ◆ DoN (USN/USMC) owned property, caused by DoN operations, activity, or event
- or
- ◆ DoN (USN/USMC) property caused by contractor operations / activities
- or
- ◆ Any property leased or loaned to the Navy or Marine Corps where the Navy or Marine Corps has assumed responsibility
- or
- ◆ Non-Navy or Marine Corps property (private, other DoD, other federal agency) where Navy or Marine Corps operations, events, or activities caused or contributed to the mishap
- or
- ◆ New production equipment prior to delivery where the Navy or Marine Corps has assumed liability
- or
- ◆ DoD, other government, or private property where any ordnance impacted off range (outside surface danger zone (SDZ)) for any reason (regardless of damage)

YES

YES - This is a Navy-Marine Corps owned mishap (Safety must report and investigate)

MISHAP CLASSIFICATION

Class	Property Damage	Severity of Injury or Illness
A	\$2,500,000 + and/or aircraft destroyed	<p>Fatality (immediately or months after the mishap) or Injury or occupational related illness causing Permanent Total Disability (PTD)</p> <p>PTD: Any non-fatal injury or occupational illness that in the opinion of competent medial authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. Also, the loss of the following body parts or the use thereof during a single mishap:</p> <ul style="list-style-type: none"> ◆ Both hands ◆ Both feet ◆ Both eyes ◆ A combination of any two of these body parts
B	\$2,499,999 to \$600,000	<p>Hospitalization of 3 or more personnel in same mishap or Injury or occupational related illness resulting in Permanent Partial Disability (PPD)</p> <p>PPD: An injury or occupational illness that results in permanent impairment or loss of any part of the body, such as, but not limited to:</p> <ul style="list-style-type: none"> ◆ Loss of the great (big) toe or thumb ◆ Non-repairable inguinal hernia ◆ Traumatic acute hearing loss of 10 dB or greater (documented) <p>Exceptions include the following:</p> <ul style="list-style-type: none"> ◆ Loss of teeth ◆ Loss of tips of fingers/toes <u>without</u> bone loss ◆ Repairable hernia ◆ Disfigurement ◆ Sprains or strains that do not cause permanent limit of motion
C	\$599,999 To \$60,000	<p>Military: An on or off-duty injury causing a minimum or one (1) lost workday beyond the day of the injury (weekends included)</p> <p>DoD civilians & military: An occupational related illness or injury causing one or more days away from work beyond the day or shift on which the injury occurred or the illness was diagnosed</p> <p>Lost workdays *** include:</p> <ul style="list-style-type: none"> ◆ Sick in Quarters (SIQ) for 24 hours or more ◆ Hospitalization as an inpatient, beyond the day of the mishap ◆ Mishap related convalescent leave
D	\$59,999 To \$25,000	<p>Military: An injury or illness resulting in light duty or limited duty</p> <p>DoD Civilians: An injury or illness resulting in restricted work, transfer to another job. Also includes:</p> <ul style="list-style-type: none"> ◆ Medical treatment greater than first aid ◆ Needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material ◆ Medical removal under medical surveillance requirements of an OSHA standard ◆ Occupational hearing loss resulting in a Significant Threshold Shift (STS) ◆ A work related tuberculosis case ◆ Any on-duty mishap resulting in a loss of consciousness
E / HAZREP	Less than \$25,000	<p>◆ Any near-miss related to a hazard with equipment hazard or a process requires a HAZREP</p>

SAFETY REPORTING MATRIX

SAFETY REPORTING MATRIX				
Report	Trigger / Purpose	Action Officer	Report Due	Method / Sequence
Mishap Notifications	1. Mishap 2. Near-Miss 3. Mishap where ownership/authority is unclear (USMC gear hitting Navy gear) No-Fail Notifications: -Class A (on-duty DoD civilian fatality) -Class A (on & off duty Military fatality) -Class A, B, or C (Explosive) -All live-fire mishaps resulting in injury -Hospitalization of 3 or more personnel (1 of which is federal employee) -All other non-combat military fatalities or civilian fatalities caused by military activity	Command Duty Officer or Affected Unit / Command Safety	NLT 8 hours of unit learning of mishap To: 1. NSC 2. CMC SD	1. Call NSC Mishap Reporting Line: (757) 444-3520, press '1' (notifies CMC SD) 2. RMI Entry (Safety Officer) 3. PCR and/or OPREP-3 SIR (Not Safety)
	DoD Civilian work-related mishap resulting in: a. Fatality b. 1 or more in-patient hospitalizations c. Amputation (limb/appendage) d. Loss of eye / eyesight Purpose: To comply with federal reporting requirements	Command Duty Officer or Affected Unit / Command Safety	a. NLT 8 hours of mishap b-d. NLT 24 hours of mishap To: 1. OSHA 2. NSC / CMC SD	1. Call OSHA Region Office (1-800-321-6742) or Region # (OR) Submit Online Form (https://www.osha.gov/report) 2. Call NSC Mishap Reporting Line: (757) 444-3520, press '1' 3. RMI Entry (Safety Officer)
Additional Civilian Mishap Notifications Requirements	Contractor , under direct supervision of USMC personnel, work-related mishap resulting in: a. Fatality b. 1 or more in-patient hospitalizations c. Amputation (limb/appendage) d. Loss of eye / eyesight Purpose: To comply with federal reporting requirements	Command Duty Officer or Affected Unit / Command Safety	a. NLT 8 hours of mishap b-d. NLT 24 hours of mishap To: 1. Contracting Organization Representative 2. Contracting Officer Representative	1. Contracting Organization OR 2. Contracting Officer Representative
	Host-Nation Government Worker(s) work-related mishap caused by DoD activity Purpose: To comply with host nation requirements		Refer to local installation policies regarding host-nation government workers	Contact local installation safety office
				29 CFR 1904 (civilian) MCO 5100.29C, Vol 9
				29 CFR 1904.39 (a) (1-3) MCO 5100.29C, Vol 9

SAFETY REPORTING MATRIX

SAFETY REPORTING MATRIX					
Report	Trigger / Purpose	Action Office	Report Due	Method / Sequence	Reference
Hazard Report (HAZREP)	<p>1. Hazards or near-misses with potential to affect other commands or communities with same-type / similar equipment or processes</p> <p>2. Hazards or near-misses that do not warrant a SIREP</p> <p>Purpose: To notify adjacent, affected, or service level commands of hazard or incurred risk</p>	Affected Unit / Command Safety	<p>Immediately or NLT 3 working days</p> <p>To:</p> <p>1. CMC SD</p> <p>2. SYSCOM*</p> <p>*Hazards related to tactical equipment and/or weapons systems</p>	<p>1. Email:</p> <p>a. CMC SD: hqmc_safety_division@usmc.mil</p> <p>b. SYSCOM: mcsc_safety@usmc.mil</p> <p>2. RMI Entry (Safety Officer)</p>	MCO 5100.29C, Vol 9
Safety Investigation Report (SIREP)	<p>1. Mishap / Near-Miss occurred / reported</p> <p>Purpose: Report mishap findings, factors and recommendations to prevent mishap recurrence</p>	Affected Unit / Command Safety	NLT 30 days after mishap (Extensions granted by CMC SD by request)	<p>1. Investigate (Safety Officer)</p> <p>2. Debrief / Inform Commander (Safety Officer)</p> <p>3. RMI Entry (Safety Officer)</p>	MCO 5100.29C, Vol 9
OSHA 300 Log	<p>1. DoD Civilian mishap or near-miss occurred / reported in RMI</p> <p>Purpose: Running, detailed log by OSHA for all DoD civilians' mishaps or near-misses, in addition to RMI entries</p>	Safety	Running Log	Generated from RMI Entries	29 CFR 1904 (civilian) MCO 5100.29C
OSHA 300A Log	<p>1. Released annually by OSHA</p> <p>Purpose: Summary of all DoD civilian occupational related mishaps (military reports are optional)</p>	Safety	Annually posted NLT 01 Feb	Generated from RMI Entries	29 CFR 1904 (civilian) MCO 5100.29C
8-Day Brief (USMC)	NO LONGER REQUIRED by CMC SD or HQMC (unless directed by general officer)	--	--	--	MARADMIN 743/20 MCO 5100.29C, Vol 9
Death Brief (USMC Only)	Purpose: Informs local general officer of detailed facts and lessons learned about a non-combat fatality resulting from mishaps	Unit Commander and Staff	Command Dependent	PPT / In-Person	Chain of Command (Varies by General Officer)

HAZARD REPORT (HAZREP)

Hazard:

Unsafe act or condition, such as the flow in established work procedures; training deficiency, or the design, manufacture, or use of a piece of equipment with the potential to cause death, injury or damage to property or equipment

Submit HAZREPs:

- ◆ When the elimination and/or control of a given hazard has community or service wide implication in reducing mishaps and preserving combat power
- ◆ When providing information on problems with widespread relevance will help reduce mishaps across the community or service

HAZREPs Triggers:

- ◆ A hazard identified or near-mishap occurs and the recommended remedial or corrective action taken to eliminate the hazard altogether is identified
- ◆ A previously unrecognized hazard identified, inform service so that another agency may determine appropriate corrective action to eliminate the hazard
- ◆ A significant, unexpected, or unusual occupational overexposure, as the result of industrial hygiene assessments of industrial processes or operations, to bring that potential exposure to the attention of medical and safety authorities and others
- ◆ Electrical shock incidents where the mishap did not result in any medical treatment or fatality/injury and where it was determined that the shock was caused by equipment design
- ◆ Afloat man overboard mishaps while underway where the mishap did not result in a recordable/reportable injury/fatality
- ◆ Any other unusual hazard discovered during maintenance, repair, inspections, or evolutions where notifying other activities may prevent future mishaps
- ◆ If a Safety Investigation Board (SIB) discovers a hazard unrelated to the mishap that warrants immediate widespread dissemination, the unit will prepare and submit a HAZREP
- ◆ If a Safety Investigation Board (SIB) discovers a hazard that warrants immediate widespread dissemination, the senior member will prepare and submit a HAZREP

Commander's Considerations:

- ◆ **HAZREPs should be routed as soon as possible**
- ◆ A HAZREP does not replace a SIREP for reportable mishaps
- ◆ Ensure investigation of hazardous condition(s) or near-mishap(s) is complete and thorough as necessary and submission of HAZREP via **RMI entry** is conducted if hazard has community or service wide impact in reducing mishaps, but incident or near-miss itself does not warrant a full safety investigation (unit/command or SIB)
- ◆ Inform Marine Corps Systems Command (MARCORSYSCOM) if hazard is associated with the operation of Marine Corps tactical equipment and/or weapons systems
- ◆ Ensure command adheres to the below for equipment once HAZREP is processed:
 - ◆ Deadline Safety of Use Messages (DSOUMs) / Safety of Use Messages (SOUMs)
 - ◆ Maintenance Advisory Messages (MAMs)

HAZREP Submission:

1. IMMEDIATE:

Email **CMC Safety Division:** **hqmc_safety_division@usmc.mil** (Always)
Email **MARCORSYSCOM Safety:** **MCSC_Safety@usmc.mil**
(Equipment/Weapon Systems Involved)

2. AS SOON AS FEASIBLE:

- Submit HAZREP in **RMI** via command safety officer
- Advise service via Automated Message Handling Service (AMHS) if applicable

INVESTIGATIONS - SAFETY VS LEGAL

For any mishap, there may be up to **THREE** concurrent investigations ongoing:

1. Judge Advocate General (JAG) Investigation (Legal/Command)
2. Naval Criminal Investigative Service (NCIS) Investigation (Legal/UCMJ)
3. Safety Investigation (Unit/Command Single Investigating Officer (SIO) or SIB)

Guidelines:

- ♦ Each investigation is conducted apart and independently from the others and all three investigative bodies provide the unit commander with information
- ♦ Only the unit commander is privy to the information developed by each of the investigative bodies
- ♦ Only factual information should be shared if needed between investigations
- ♦ DoD and Naval policies mandate legal investigations for all on-duty Class A mishaps
- ♦ NCIS is required to investigate all on-base fatalities to determine if foul play was a result or a factor in the incident
- ♦ Never use safety personnel as investigating officers for legal investigations

The Difference:

♦ Legal Investigations:

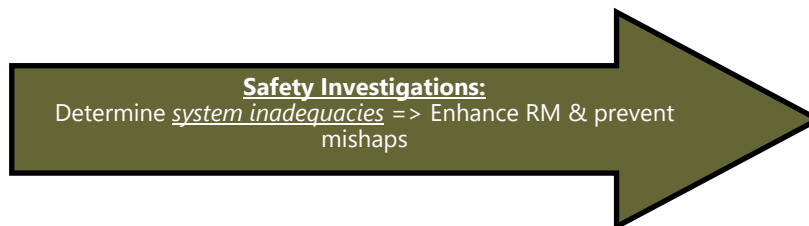
- ♦ Used in litigation, claims against the government, and other administrative and disciplinary actions against individuals

♦ Safety (Mishap) Investigations:

- ♦ Conducted solely to identify systemic failures for mishap prevention purposes
- ♦ Unit safety personnel will not participate in the conduct or formal review of a legal investigation



Will likely occur simultaneously for the same mishap



INVESTIGATIONS - INVESTIGATIVE RELATIONSHIPS

Investigative Relationships:

- ♦ JAGMAN and safety investigators are **NEVER** the same person(s)
- ♦ Commanders shall ensure personnel assigned to conduct unit or command mishap investigations or to serve on or assist a SIB are **excluded** from assignment to a JAGMAN investigation of the same incident
- ♦ JAGMAN shall be conducted **independently** and **separately** from the safety investigation
- ♦ The Office of the Judge Advocate General (OJAG) and Staff Judge Advocates (SJA) shall not have access to any safety investigation reports (SIREPs) (privileged information)
- ♦ Safety investigators shall have access to legal investigation reports
- ♦ A SIREP and privileged information shall not be made available to or included in any JAGMAN investigation
- ♦ Safety investigators can review information gathered during the JAGMAN investigation (shall not be denied access)
- ♦ A SIREP shall not include witness statements from the JAGMAN or Naval Criminal Investigative Service (NCIS) investigation
- ♦ OJAG and SJA shall not be addressees on any SIREP messages or endorsements nor shall copies be provided to them
- ♦ Do not include endorsements of SIREPs in JAGMAN investigations

Suspension of Investigation:

- ♦ During a mishap investigation, it may be determined that the event is potentially the result of **intent to commit a criminal act** rather than human error
- ♦ If intent to commit a criminal act is suspected or criminal intent is found causal to the mishap during the course of the safety investigation:

1. Notify - without divulging privileged safety information:

- (a) Safety Investigation Convening Authority
- (b) Appropriate Legal Investigative Authority within Command
- (c) Responsible NCIS Office or Military Criminal Investigative Organization (MCIO) enforcement as applicable

2. Continue with and complete the safety investigation

3. Senior Member / Safety Investigation Officer (SIO) enters and releases Safety Investigation Report (SIREP) into RMI

4. Naval Safety Command (NSC) - Investigation Authority - holds SIREP in abeyance until any and all legal / criminal processes conclude and update SIREP as appropriate

- (a) **Criminal Intent Confirmed as Causal:** Delete SIREP in RMI
- (b) **Criminal Intent not found Causal:** Update and release SIREP in RMI

INVESTIGATIONS - SIB VS COMMAND

Formal Safety Investigation Boards (SIBs):

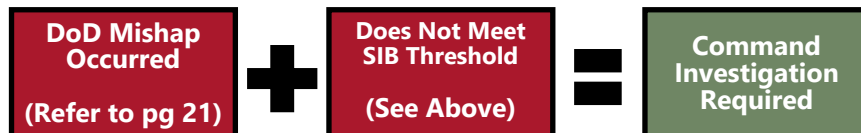
- ◆ A formally appointed body to investigate a select few mishaps
- ◆ Minimum composition of **(3) members**:
 - ◆ **(1) Senior Member**
 - ◆ Officer of equal or higher rank to commander of mishap unit, appointed from within command of convening authority, not directly superior to or part of mishap unit
 - ◆ **(1) Safety Investigator**
 - ◆ Civilian or military graduate of Ground Mishap Investigation Course (GMIC)
 - ◆ Naval Safety Command (NSC) supplies safety investigators for mishaps that trigger SIBs
 - ◆ **(1) Subject Matter Expert (SME)**
 - ◆ Civilian or military expert in relevant equipment, systems, or procedures
 - ◆ **Additional SMEs as required**
- ◆ **Types of SIBs:**
 - ◆ **Directed Mishap Investigations** (CNO or CMC directed in special cases)
 - ◆ **Standing Boards** (ground or aviation)
 - ◆ **Joint Mishap Investigation Boards** (mishap involves member or equipment from multiple services)
 - ◆ **Naval Safety Investigation Boards** (Formally appointed investigating body that is required to investigate select few mishaps as specified in MCO 5100.29C, Vol 9)

Triggers for Safety Investigation Boards (SIBs) - MCO 5100.29C, Vol 9, Table 4-3:

- ◆ All on-duty Class A personnel mishaps occurring on government installation
- ◆ All on-duty Class A personnel mishaps occurring off government installations, while performing official duties
- ◆ All on or off-duty Class A personnel mishaps occurring aboard a public vessel
- ◆ Military personnel fatality or permanent total disability (PTD) that, in the *opinion of a competent medical authority*, was associated with a medical event (e.g. chest pain, heart attack, coma, etc.) that commenced *during or after* any on-duty physical training (PT), remedial PT, physical readiness test (PRT), physical fitness test (PFT), physical fitness assessment, or any command-sponsored physical activity (e.g. conditioning hikes, screening, etc.) *regardless of any pre-existing medical conditions*
- ◆ Training-related fatality
- ◆ DoD, public, or private property damage is expected to meet or exceed 2.5 million dollars (\$2,500,000.00) and/or aircraft destroyed
- ◆ All afloat Class A mishaps involving allision, collision, fire, flooding, or grounding
- ◆ All Class A, B, and C explosive mishaps and all ordnance impacting off range (outside surface danger zone (SDZ))
- ◆ All Class A chemical agent mishaps
- ◆ All live-fire mishaps resulting in an injury (includes first aid, injury must result from firing of weapons)
- ◆ Any mishap that a controlling command or higher headquarters determines a more thorough investigation and report, beyond that provided by the command's safety investigator is required

Unit / Command / Installation Mishap Investigations:

- ◆ Required for all Class A through E mishaps *that do not require a formal safety investigation board (SIB)*
- ◆ *Appointed and certified* Ground Safety Officers (GSOs), Aviation Safety Officers (ASOs), or Civilian SOH Specialists conduct mishap investigations



***Regardless of cause (mishap, suicide, or homicide) notify Naval Safety Command (NSC)/CMC Safety Division within 8 hours if the mishap or non-combat incident contains any of the following:**

- ◆ Hospitalization of three or more personnel caused by DoD activity, operation, or event
- ◆ On-duty DoD civilian fatality or PTD
- ◆ On or off-duty fatality or PTD of military personnel
- ◆ Explosive mishaps
- ◆ Live-fire mishaps resulting in injury

INVESTIGATIONS - PRIVILEGED VS FACTUAL INFORMATION

Privileged Information:

- ◆ Information gathered during the course of a mishap investigation (unit/command/formal SIB)
- ◆ Ensures commanders quickly obtain accurate mishap information
- ◆ Mishap investigators shall not, or be asked to, divulge their opinion or any information gathered during the investigation
- ◆ Any evidence edited/highlighted/annotated evidence that the mishap investigator uses to reconstruct, analyze, review, or assess the mishap (to include portions of the SIREPs)

Factual Information:

- ◆ Information that clearly originated from non-privileged sources as defined by DoDI 6055.07 w/ Ch 2
- ◆ May be segregated from privileged data so to be meaningful to a reader
- ◆ Information has NOT been altered or edited by the mishap investigator and does not have indicators of the investigator's deliberations, analysis, or opinions
- ◆ Some factual information may be shared with non-safety personnel investigating the same mishap
- ◆ Other factual information may only be approved for sharing or release by NAVSAFECOM Staff Judge Advocate (SJA) under the Freedom of Information Act (FOIA)

Purpose of Privilege:

- ◆ Encourages mishap investigators and the endorsers of SIREPs to provide complete, open, and forthright information, opinions, causes and recommendations about a mishap
- ◆ Overcomes the reluctance of individuals to reveal complete and candid information about the events, conditions, and circumstances surrounding a mishap
- ◆ Encourages disclosure of information individuals may find embarrassing or detrimental to themselves, fellow service members, their command, their employer, or others
- ◆ Negates self-incrimination of individuals

Individuals Granted Privilege:

- ◆ Military and federal courts grant protection under executive privilege to the analysis, conclusions, and recommendations of:
 - ◆ Command safety investigators
 - ◆ Members of Safety Investigation Board (SIB)
 - ◆ Mishap/safety investigation reports and endorsements of reports
 - ◆ Endorsers of mishap/safety investigation reports

Authorized Disclosures of Privileged Information:

- ◆ **NAVSAFECOM JAG** is the sole release authority within the Department of the Navy
- ◆ Organizations must request safety information from NAVSAFECOM JAG
- ◆ NAVSAFECOM JAG may release reports under FOIA to individuals ONLY - not organizations
- ◆ Members of Congress and Non-DoD federal agencies must request from NAVSAFECOM JAG
- ◆ Subpoenas for information should be referred to SJA and NAVSAFECOM JAG

Unauthorized Disclosures of Privileged Information:

- ◆ Unauthorized disclosure of safety information by military personnel is a criminal offence punishable under article 92 of the UCMJ
- ◆ Unauthorized disclosure of Safety information by civilian personnel will subject them to disciplinary action under DoN Civilian Human Resources Manual, Subchapter 752

SAFETY RESOURCES

SAFETY TOOLBOX

The following safety tools are essential to establishing / utilizing your Safety Management System (SMS)



CMC SD PUBLIC WEBSITE



MCSMS MCO 5100.29C



MCSMS REQUIREMENTS TRACKER



MCSMS FUNCTIONAL AREA CHECKLIST



GROUND SAFETY TRAINING & READINESS MANUAL NAVMC 3500.110A



2022 SAFETY INVESTIGATION & REPORTING GUIDE

RANGE SAFETY POCKET GUIDE (OIC/RSO EXTRACT)



SAFETY AWARENESS PRODUCTS



SAFETY COMMUNITIES PAGE / BEST PRACTICES (MARINET LOGIN)



MISHAP LIBRARY (MARINET LOGIN)



GROUND WARRIOR MAGAZINE



MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Prior to Assumption of Command		
Timeline	Commanders	Requirement
W/In 2 Years Prior to Command	ALL	Attend Cornerstone (Ref: MCO 5100.29C, Vol 1, Ch 5, 050302, (A), (1))
W/In 2 Years Prior to Command	AVIATION	Attend School of Aviation Safety (SAS) Course and Aviation Safety Commander's (ASC) Course (Marine Aviation Logistics Squadron (MALS) commanders encouraged, but NOT required) (Ref: MCO 5100.29C, Vol 1, Ch 5, 050302, (A), (2))
Post Assumption of Command		
Timeline	Commands	Requirement
W/In 30 Days (Recommendation)	ALL	Review Current Command SMS: Receive command safety in-brief by GSO/ GSM, reviewing status of current SMS to establish baseline of command SMS, to include SMS Order (Recommendation)
W/In 30 Days (Recommendation)	ALL	Establish / Review Pre-Mishap Plan / Emergency Action Plan (EAP): All commands, units, activities shall have a pre-mishap plan / EAP with associated checklists. Available throughout commands and duty standers (Ref: MCO 5100.29C, Vol 1, Ch 6, 060301)
W/In 30 Days	ALL	Safety Policy Statement: Commander's endorsement of and commitment to the command's SMS, developed and disseminated to all personnel in command (all official command bulletins) (Ref: MCO 5100.29C, Vol 1, Ch 2, 0204, (A))
W/In 30 Days (Recommendation)	ALL	Review/Verify All Standing Installation Memorandums of Understanding (MOUs) / Memorandums of Agreement (MOAs): Verify all command areas of responsibility, all command facilities, and all existing or written relationships with installation facilities office / installation command (Recommendation)
W/In 30 Days	AVIATION	Conduct Baseline Aviation Command Climate Survey: All flying, Unmanned Aircraft System (UAS), Marine Aircraft Logistics Squadron (MALS), and aviation detachments shall complete a survey to assess their command climate (Ref: MCO 5100.29C, Vol 1, Ch 6, 060403, (A)) Written or Verbal Debrief to Command/HHQ: Commanding Officers and Officers-In-Charge shall provide within 14 days of receiving their survey/ assessment results (Ref: MCO 5100.29C, Vol 1, Ch 6, 0604)
W/In 90 Days (Recommendation)	ALL	Establish/Implement Command SMS Order: Ensure tailored SMS policies, practices, and procedures are established within command (specific to location and activities) to identify hazards, assign SMS roles, manage risk as an organization and prevent mishaps (Ref: MCO 5100.29C, Base Order, (3))
W/In 90 Days	GROUND	Baseline Command Climate Surveys (Internal): Command completes the applicable command climate surveys to establish a baseline (Ref: MCO 5100.29C, Vol 1, Ch 6, 060401) Written or Verbal Debrief to Command/HHQ: Commanding Officers and Officers-In-Charge shall provide within 14 days of receiving their survey/ assessment results (Ref: MCO 5100.29C, Vol 1, Ch 6, 0604)
Monthly	ALL	Command Spot Inspections (Internal): Conducted by supervisors, safety representatives, and safety personnel of facilities, workplaces, and daily operations IAW with spot safety inspection program established by command safety officer (Ref: MCO 5100.29C, Vol 1, Ch 6, 060206)
Monthly	ALL	Shop Safety Committee (Internal): Conducted at the worker/small unit level and decrease the potential for mishaps and increase interest in safety within the shop, oversaw by shop safety supervisor (Ref: MCO 5100.29C, Vol 1, Ch 6, 060604, (B))
Monthly	ALL	Motorcycle Mentorship Program (MMP): All battalion, squadron, and HHQ commands will establish a mandatory MMP to ensure continuing education for all command motorcycle riders. Meetings conducted monthly during normal working hours at command-provided location and mandatory for all active riders within command (Ref: MCO 5100.29C, Vol 3, Ch 3, 0308)

MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Post Assumption of Command		
Timeline	Commands	Requirement
Monthly	AVIATION	Enlisted Aviation Safety Committee (EASC): Discuss safety deficiencies and recommend improvements to safety practices and awareness (Ref: MCO 5100.29C, Vol 4, Ch 5, 050202)
Monthly (Active) / Quarterly (Reserve)	AVIATION	Human Factors Council (HFC): Conduct council to review of physical condition, psychological well-being, attitude, and motivation of aircrew and squadron personnel (Ref: MCO 5100.29C, Vol 4, Ch 5, 050204)
		Standardization Board: Conduct to discuss standardization within the squadron and maintain selection and qualification process (Ref: MCO 5100.29C, Vol 4, Ch 5, 050203)
Monthly (In Practice) / Quarterly (Per Order)	MAJOR COMMANDS	Safety and Occupational Health Council (SOHC): Service wide safety meeting to discuss safety and occupational health concerns from major command safety offices (Ref: MCO 5100.29C, Vol 1, Ch 6, 060602)
Quarterly	ALL	Work Center/Unit/Shop Safety Inspections (Internal): Safety Representatives shall inspect all relevant areas of responsibility within the command IAW with quarterly safety inspection program (Ref: MCO 5100.29C, Vol 1, Ch 6, 060204, (B))
Quarterly	ALL	Safety Councils (Internal): Command safety council, chaired by the commander, discuss safety concerns (on-going/new), short-term and long-term corrective actions via Hazard Abatement Log (HAL), and state of SMS program (Ref: MCO 5100.29C, Vol 1, Ch 6, 060603)
Quarterly	ALL	Safety Councils (External): Higher Headquarters/Installation safety councils to reconcile core safety services (CSS) discrepancies, voice command safety concerns, and/or request guidance or support from host command (Ref: MCO 5100.29C, Vol 1, Ch 6, 060603)
Quarterly	ALL	Supervisor's Safety Committee (Internal/External): Each installation, command, or unit with a population greater than 500 personnel shall have a supervisor's safety committee to discuss workplace safety concerns and initiatives (Ref: MCO 5100.29C, Vol 1, Ch 6, 060204, (A))
Quarterly	ALL	SMS Requirements Tracker: Command Safety Officer/Manager briefs to commander updates on all safety related requirements, submits to higher headquarters <u>NLT the first work day of each fiscal quarter</u> (MARADMIN 254/23 MCSMS Requirements Tracker Submission Guidance)
Quarterly	ALL	Safe Driving Council: O-5 and above commands will conduct and document Safe Driving Council to review traffic safety training needs for command, review traffic mishaps from previous quarter, and goals for next quarter. Can be consolidated with FPC, Safety council, etc. (Ref: MCO 5100.29C, Vol 3, Ch 6, 060201)
Quarterly	ALL	Review Command Pre-Mishap Plan / Emergency Action Plan (EAP): Anticipates probable mishaps and break-downs containment and emergency procedures into simple checklist or sequential step-action (Ref: MCO 5100.29C, Vol 2, Ch 4, 040304, (B), (1))
Quarterly	ALL	Attend (1) MMP Meeting: Commanders will attend (1) meeting per quarter (Ref: MCO 5100.29C, Vol 3, Ch 3, 030805, (A))
Quarterly	AVIATION	Aviation Safety Council (ASC): Review command plans, policies, procedures, conditions and instructions to ensure their currency, correctness and responsiveness to safety recommendations (Ref: MCO 5100.29C, Vol 4, Ch 5, 050201)
Quarterly	AVIATION	Aviation Safety Self-Assessments: Proactive self-assessments to replace or supplement directed stand downs. All hands requirement (approx. 4 hours in duration) to review mishaps and their causes (Ref: MCO 5100.29C, Vol 4, 050207)
Twice Annually	MAJOR COMMANDS	Executive Safety Boards: Service wide meeting to discuss safety concerns (on-going/new), short-term and long-term corrective actions, and state of service safety program (Ref: MCO 5100.29C, Vol 1, Ch 6, 060601)

MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Post Assumption of Command		
Timeline	Commands	Requirement
Annually	ALL	Installation Safety Office Inspections (From External of Command): Per Host/Tenant MOU/MOA, inspections are conducted by trained and competent safety inspector from installation safety office on all tenant command's facilities, workplaces, and operations (Ref: MCO 5100.29C, Vol 1, Ch 6, 060203)
		Inspection Out-Brief: Provided to the commander by the inspector or inspection team <u>within 5 duty days</u> of inspection (Ref: MCO 5100.29C, Vol 1, Ch 6, 060203, (G))
		Formal, Written Inspection Report: Provided to the commander by the inspector or inspection team <u>within 15 calendar days</u> of inspection (Ref: MCO 5100.29C, Vol 1, Ch 6, 060203, (G))
		Corrective Action Plan Follow-Up: Follow-up by inspection team <u>until correction of identified hazards and deficiencies every 30 days</u> (Ref: MCO 5100.29C, Vol 1, Ch 6, 060203, (A))
Annually	ALL	Command Safety Inspections (Internal to Command): All command workplaces, facilities, and operations are inspected by command safety officer. May be conducted by host installation per MOU/ MOA (Ref: MCO 5100.29C, Vol 1, Ch 6, 060203)
Annually	ALL	Core Safety Services (CSS) Needs Assessment: Identify and reconcile lack of CSS (quality or availability) with installation command safety office/ higher headquarters (Ref: MCO 5100.29C, Vol 1, Ch 4, 0402)
Annually	ALL	Review of Command's Last Self-Assessment: Check progress on corrective actions of last command self-assessment briefed to the commander, provide guidance or redirect efforts as necessary (Ref: MCO 5100.29C, Vol 1, Ch 6, 060202, (A))
Annually	ALL	Review Safety Budget: Prior to budget submission for next FY, review safety budget requirements, requests, and previous submissions. Ensure the safety staff, equipment and materials are resourced to meet SMS requirements (Ref: MCO 5100.29C, Vol 1, Ch 2, 0204, (C))
Annually	SPECIFIED COMMANDS	Periodic Industrial Hygiene Survey (PIHS): High-risk commands (MALS, Logistics Bases, MEF Corrosion Control, MLG Maintenance Battalions, Public Works Centers, Weapons Ordnance Stations, etc.) must receive PIHS (Ref 1: MCO 5100.29C, Vol 1, Ch 2, 0204, (M)) (Ref 2: Industrial Hygiene Field Operations Manual (IHFORM), App 2-C)
		Personal Protective Equipment (PPE) Assessment: Assessment should be conducted concurrently with IH survey, ensure PPE requirements, recommendations, and training are incorporated into command operations and activities (Ref: NAVMC 5100.8, 13001)
Annually	ALL	Command Climate Surveys (Internal): Command completes the applicable command climate surveys (see pg. 18) (Ref: MCO 5100.29C, Vol 1, Ch 6, 060402)
		Written or verbal debrief to command/HHQ: Commanding Officers and Officers-In-Charge shall provide <u>within 14 days</u> of receiving their survey/ assessment results (Ref: MCO 5100.29C, Vol 1, Ch 6, 0604)
Annually	ALL	Training Needs Assessment: Commands/units/activities with civilian SOH personnel will submit, via chain of command, SOH related training needs for the next year based on individual development plan (IDP) to increase the command's safety competency (Ref: MCO 5100.29C, Vol 1, Ch 5, 050305)
18 Months	AVIATION	NATOPS Inspection: Ensure squadron and aircrews are adhering to NATOPS procedures and requirements for squadron's type/model/series (Ref: OPNAVINST 3710.7(series), 2.2.2, (H), (11))
Every 2 Years	ALL	Command SMS Self-Assessment (Internal): Conducted by command safety officer to review <u>all safety programs</u> (RODS, traffic, hearing conservation, etc.) within the command to evaluate compliance and effectiveness of command SMS program. Results and corrective measures briefed to commander (Ref: MCO 5100.29C, Vol 1, Ch 6, 060202)

MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Post Assumption of Command		
Timeline	Commands	Requirement
Every 2 Years	ALL	Risk Management (RM) Training: Provide Marines tailored, relevant, and progressive RM training (appropriate to rank, experience, and position), guided by commander's intent, in application of RM principles, both in garrison and tactical environments (Ref: MCO 5100.29C, Vol 2, 040204)
Every 2 Years	MAJOR COMMANDS	IGMC Independent Command Inspection (ICI): Inspects commands not directly under operational/administrative control of major commands (E.g. Deputy Commandants, MARFOR Commands, Wounded Warrior, etc.) (Ref: MCO 5040.6(series), Ch 2, (1), (C))
Every 2 Years	SPECIFIED COMMANDS	Periodic Industrial Hygiene Survey (PIHS): <u>Moderate-risk</u> commands (Bases, Air Stations, MCCS, Ground Battalions, Aviation Squadrons, NCIS, Exchanges, EOD, Training Centers, Health Clinics, etc.) must receive PIHS (Ref 1: MCO 5100.29C, Vol 1, Ch 2, 0204, (M)) (Ref 2: Industrial Hygiene Field Operations Manual (IHFOM), App 2-C)
		Personal Protective Equipment (PPE) Assessment: Assessment should be conducted concurrently with IH survey, ensure PPE requirements, recommendations, and training are incorporated into command operations and activities (Ref: NAVMC 5100.8, 13001)
Every 3 Years	ALL	Command Safety Assessments (CSA) (External): Conducted by HHQ to evaluate compliance and oversight of subordinate organization's SMS with results and corrective measures briefed to commander (Ref: MCO 5100.29C, Vol 1, Ch 6, 060201)
Every 3-4 Years	ALL / MAJOR COMMANDS	IGMC Comprehensive Command Inspection (CCI): Inspects all commands required to execute Commanding General's Inspection Program (CGIP) (E.g. Division/Wing/Groups, MEFs, Depots, Installations, TECOM, etc.) (Ref: MCO 5040.6(series), Ch 2, (1), (B))
Every 4 Years	SPECIFIED COMMANDS	Periodic Industrial Hygiene Survey (PIHS): <u>Low-risk</u> commands (Reserve Commands and all other activities with primarily office or classroom work, to include headquarters staffs and administrative support commands) must conduct PIHS (Ref 1: MCO 5100.29C, Vol 1, Ch 2, 0204, (M)) (Ref 2: Industrial Hygiene Field Operations Manual (IHFOM), App 2-C)
		Personal Protective Equipment (PPE) Assessment: Assessment should be conducted concurrently with IH survey, ensure PPE requirements, recommendations, and training are incorporated into command operations and activities (Ref: NAVMC 5100.8, 13001)
Conditions Based Requirements		
Trigger	Commands	Requirement
Mishap / Near-Miss (Reportable/Recordable)	ALL	Immediate Notification: For immediate notification and reporting requirements, refer to: 1. Safety Reporting Matrix (pg 23-24) of this handbook 2. Notification Requirements Matrix (MCO 5100.29C, Vol 9, App 3-A) (Ref: MCO 5100.29C, Vol 9, Appendix 3-A Notification Requirements)
		Safety Investigation Report (SIREP): Regardless if mishap investigation is command level or SIB level, Safety Officer/civilian SOH specialist/Senior Board Member must complete and submit SIREP via RMI <u>NLT 30 days from time of the mishap</u> (Ref: MCO 5100.29C, Vol 9, Ch 4, 413)
		Mishap Review: All Commanders / Officers-In-Charge and their respective Deputies, Chiefs of Staff or XO's <u>must review all mishaps</u> . At a minimum, must review all mishaps requiring a SIREP (command or SIB level) (Ref: MCO 5100.29C, Vol 1, Ch 6, 060302)
GSO/GSM Identified / Appointed	ALL	GSO/GSM Attends Ground Safety for Marines (GSM): <u>Within 90 days of appointment</u> (Ref: MCO 5100.29C, Vol 1, Ch 3, 0304, (A), (1))
		GSO/GSM Attends Ground Mishap Investigation Course (GMIC): <u>Within 1 year of appointment</u> (Ref: MCO 5100.29C, Vol 1, Ch 3, 0304, (A), (1))

MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Conditions Based Requirements		
Trigger	Commands	Requirement
GSO/GSM Identified / Appointed (Continued)	ALL	Requests Risk Management Information (RMI) Account: RMI is the program of record for all safety information, to include Hazard Reports (HAZREPs), Safety Investigation Reports (SIREPs), Mishap Recommendations (MISRECs) and Memorandum of Final Evaluation (MOFE) (Ref: MCO 5100.29C, Vol 9, Ch 6, 603 / Ch 7, 703)
Next Squadron ASO Identified / Appointed	AVIATION	Attends School of Aviation Safety (SAS) ASO Course: Incoming ASO must attend course PRIOR to assuming the billet and every effort be made to ensure identified aviator graduated course <u>within previous 4 years</u> (Ref 1: MCO 5100.29C, Vol 4, Ch 1, 010302) (Ref 2: MCO 5100.29C, Vol 4, Ch 5, Figure 5-1 Safety Requirements Matrix)
		Requests Risk Management Information (RMI) Account: RMI is the program of record for all safety information, to include Hazard Reports (HAZREPs), Safety Investigation Reports (SIREPs), Mishap Recommendations (MISRECs) and Memorandum of Final Evaluation (MOFE) (Ref: MCO 5100.29C, Vol 9, Ch 6, 603 / Ch 7, 703)
		Assigned Aviation Safety Awareness Program (ASAP) Administrator: Direct and anonymous reports to identify errors, potential precursors to mishaps, and proactively address unfavorable trends to aircrew, training, maintenance, ground, and flight operations. (Ref: MCO 5100.29C, Vol 4, Ch 1, 010302, (A), (2), (f))
New Command Leaders Arrive/ Appointed	ALL	New Command Leaders: Command safety officer/manger provides a command safety orientation of the command's SMS program to familiarize new leadership with on-going concerns and efforts of command's SMS program <u>within 60 days of arrival/appointment</u> (Ref: MCO 5100.29C, Vol 1, Ch 5, 050301, (B))
New Supervisor Appointed	ALL	Receive Supervisor Safety Training: Command safety officers /managers or installation safety office provide safety training to new safety representative <u>within 90 days of appointment</u> and <u>annually thereafter</u> (Ref: MCO 5100.29C, Vol 1, Ch 5, 050302, (A), (3))
New Safety Representative Appointed	ALL	Receive Safety Representative Training: Command safety officers / managers or installation safety office provide safety training to new safety representative <u>within 30 days of appointment</u> and <u>annually thereafter</u> (Ref: MCO 5100.29C, Vol 1, Ch 5, 050302, (D))
New Personnel Join Command	ALL	New Join/Welcome Aboard Briefs: Ensure SMS programs, all local hazards, and safety culture is communicated to all new join personnel during command welcome aboard briefs <u>within 7 days of joining command</u> (Ref: MCO 5100.29C, Vol 1, Ch 2, 0204, (A))
		Under Age of 26 - Complete Traffic Safety Training: Must complete traffic safety course <u>within 60 days of reporting to first gaining/operational command</u> . Approved traffic safety courses can found on SOH page of CMC SD Website (Ref: MCO 5100.29C, Vol 3, Ch 2, 021001)
Personnel Identified / Directed for Medical Surveillance	ALL	Medical Surveillance Program: Based on Industrial Hygiene data; specific functions and job tasks performed (e.g. MOS required to operate a motor vehicle, forklift operators, food service personnel, etc.); ensure their enrollment in the applicable programs and track them in Medical Readiness Reporting System (MRRS) or Occupational health Medical Surveillance Exam (OHMSE) or Genesis Patient Portal. <u>Frequency based on occupational hazard or illness exposure to an individual</u> (Ref: MCO 5100.29C, Vol 1, Ch 2, 0207, (F))
Personnel Identified / Directed for Human Factors Board	AVIATION	Human Factors Board (HFB): Review of the physical condition, psychological well-being, attitude, and motivation of identified/directed personnel (Ref: MCO 5100.29C, Vol 4, Ch 5, 050205)
Squadron Selected for Risk Based Safety Assessment	AVIATION	NSC Risk Based Safety Assessment: Identify organizational strengths and potential hazards, which are often the results of culture, can serve as substitute for CSA/surveys, squadron selections made by Naval Safety Command (NSC) (Ref: MCO 5100.29C, Vol 4, Ch 5, Figure 5-1)

MARINE CORPS COMMANDER'S SAFETY CHECKLIST

Conditions Based Requirements		
Trigger	Commands	Requirement
Commanders in Second or Subsequent Years of Command	ALL	Command Culture Workshop (CCW): May conduct Command Culture Workshops in lieu of annual MCASS or GCASS surveys, request a workshop <i>six to eight weeks prior to proposed workshop date</i> (refer to pg 18 of this handbook) (Ref: MCO 5100.29C, Vol 1, Ch 6, 0601, (E))
Motorcycle Safety Training Progression	ALL	Level 1 Training (Basic): Required by all military personnel who plan to purchase/operate a motorcycle PRIOR to operating motorcycles ON or OFF Base , <i>regardless of intent to ride on DoD installations</i> . Not required for personnel that possess valid state license, host nation endorsement, or state/private motorcycle training course certificates. DoD training provided by installations (Ref: MCO 5100.29C, Vol 3, Ch 3, 030401)
		Level 2 Training (Intermediate): Required completion <i>within 180 days of completing Level 1 training or being identified as licensed rider</i> . DoD training provided by installations (Ref: MCO 5100.29C, Vol 3, Ch 3, 030402)
		Level 3 Training (Advanced): Highly recommended, not required, for all motorcycle riders who have completed Level 2 training. DoD training provided by installations (Ref: MCO 5100.29C, Vol 3, Ch 3, 030403)
		Refresher Training: All military riders must complete Level 2 or 3 commensurate training (classroom and hands-on instruction, not purely online) <i>at least every 5 years</i> from date of last training. Recommended <i>annually</i> (Ref: MCO 5100.29C, Vol 3, Ch 3, 030404)

ONLINE RESOURCES

Safety Websites (CAC Enabled):

CMC Safety Division MarineNet Communities site (CAC):

<https://communities.marinenet.usmc.mil/marine-corps-safety/>

Marine Corps Center for Lessons Learned (MCCLL) - (CAC):

https://usmc.sharepoint-mil.us/sites/tecom_mccll

Naval Safety Center Lessons Learned - (CAC):

<https://intelshare.intelink.gov/sites/navsafe>

Joint Risk Assessment Tool (JRAT) - (CAC):

<https://jrat.safety.army.mil/login.aspx>

ONLINE RESOURCES

SAFETY WEBSITES

Naval Safety Command



[Website](#)

Army Combat Readiness Center



[Website](#)

Air Force Safety Center



[Website](#)

Coast Guard Marine Safety Center



[Website](#)

Deputy Assistant Secretary of the Navy (Safety)



[Website](#)

Occupational Safety and Health Administration (OSHA)



[Website](#)

National Institute for Occupational Safety and Health (NIOSH)



[Website](#)

National Safety Council (NSC)



[Website](#)

Naval School of Aviation Safety (SAS)



[Website](#)

CMC SAFETY DIVISION SOCIAL MEDIA

Instagram



@marine_corps_safety_division

Facebook



Marine Corps Safety Division

Threads



@marine_corps_safety_division

RESOURCES

MCASS Issue Papers (Aviation)



[Papers](#)

GCASS Issue Papers (Ground)



[Papers](#)

IH Field Operations Manual (IHFOM)



[Manual](#)

MCO 5100.29C SAFETY MANAGEMENT SYSTEM OUTLINE

Vol 1 MCSMS Overview

- Ch 1:** MCSMS Framework
- Ch 2:** Roles and Responsibilities
- Ch 3:** Safety Organization and Staffing
- Ch 4:** Core Safety Services (CSS)
- Ch 5:** Safety Promotion and Training
- Ch 6:** Safety Assurance
- Ch 7:** Safety Programming and Budget

Vol 2 Risk Management

- Ch 1:** Introduction to Risk Management
- Ch 2:** Risk Management Rationale
- Ch 3:** Risk Management Process
- Ch 4:** Risk Management Training and Evaluation

Vol 3 Marine Corps Traffic Safety Program

- Ch 1:** Motor Vehicle and Roadway Safety
- Ch 2:** Motor Vehicle Safety Program
- Ch 3:** Motorcycle and All-Terrain Vehicle Safety
- Ch 4:** Emergency Vehicle Operations
- Ch 5:** Pedestrian and Bicycle Safety
- Ch 6:** Councils and Working Groups
- Ch 7:** Responsibilities

Vol 4 Marine Corps Aviation Safety

- Ch 1:** Roles and Responsibilities
- Ch 2:** School of Aviation Safety (SAS)
- Ch 3:** Aviation Safety Awareness Program (ASAP)
- Ch 4:** Mishap Reporting
- Ch 5:** Aviation Safety Requirements

Vol 5 Recreation and Off-Duty Safety (RODS)

- Ch 1:** Recreation and Off-Duty Safety (RODS) Program
- Ch 2:** Roles and Responsibilities

Vol 6 Safety and Occupational Health Program

- Ch 1:** Safety and Occupational Health (SOH) Program Overview
- Ch 2:** Hazard Identification
- Ch 3:** Hazard Abatement Plan
- Ch 4:** Material Handling with Powered Industrial Trucks
- Ch 5:** Inspections and Investigations of Workplaces
- Ch 6:** Unsafe or Unhealthful Working Conditions Reporting
- Ch 7:** Hazardous Material Control Program
- Ch 8:** Occupational Health and Industrial Hygiene
- Ch 9:** Asbestos Safety Program
- Ch 10:** Lead Safety Program
- Ch 11:** Bloodborne Pathogens

MCO 5100.29C SAFETY MANAGEMENT SYSTEM OUTLINE

Vol 6 Safety and Occupational Health Program (Continued)

- Ch 12:** Respiratory Protection Program
- Ch 13:** Heat and Cold Stress Injury Prevention
- Ch 14:** Occupational Reproductive Hazards
- Ch 15:** Indoor Environmental Quality
- Ch 16:** Hearing Conservation Program (HCP)
- Ch 17:** Weight Handling Safety
- Ch 18:** Hazardous Energy Control Program (Lockout-Tagout)
- Ch 19:** Personal Protective Equipment (PPE)
- Ch 20:** Confined Space Entry (CSE) Program
- Ch 21:** Fall Protection Program
- Ch 22:** Ergonomics
- Ch 23:** Electrical Safety
- Ch 24:** Emergency Shower and Eyewash Units

Vol 7 Marine Corps Radiation Safety Program

- Ch 1:** Radiation Safety and the Four Pillars
- Ch 2:** Roles and Responsibilities
- Ch 3:** Coordinating Instructions

Vol 8 Marine Corps Explosive Safety Management Program

- Ch 1:** Roles and Responsibilities
- Ch 2:** General/Miscellaneous
- Ch 3:** Explosives Safety Deviations
- Ch 4:** Explosives Safety Reviews
- Ch 5:** Explosives Safety Site Planning
- Ch 6:** Material Potentially Presenting an Explosive Hazard
- Ch 7:** Munitions Response
- Ch 8:** Explosives Safety Training and Certification Requirements
- Ch 9:** Installation Explosives Safety Program
- Ch 10:** Standard Operating Procedures (SOPs)
- Ch 11:** Operational Explosives Safety
- Ch 12:** Weapons Systems Explosives Safety Review Board

Vol 9 Navy and Marine Corps Safety Investigation and Reporting

- Ch 1:** Introduction and Responsibilities
- Ch 2:** Mishap Determination, Categorization, and Classification
- Ch 3:** Notifications
- Ch 4:** Safety Investigation Requirements
- Ch 5:** Safety Investigation Endorsement Process
- Ch 6:** Managing Mishap and Hazard Recommendations
- Ch 7:** Record Keeping
- Ch 8:** Protection of Privileged Safety Information
- Ch 9:** Risk Management Information (RMI) Management

REFERENCES

Marine Corps Occupational Safety and Health (OSH) Related Orders:

NAVMC DIR 5100.8, *Marine Corps OSH Program*
(Note: Future release of MCO 5100.29C, Vol 6 will supersede NAVMC DIR 5100.8)
MCO 1553.3(series), *Marine Corps Training Management*
MCO 6260.3(series), *Marine Corps Hearing Conservation Program*
MCO 5104.1(series), *Navy Laser Hazard Control Program*
MCO 5104.2(series), *Marine Corps Radio frequency Electromagnetic Field*
MCO 11000.11(series), *Marine Corps Fire Prevention*
MCO 3570.1(series), *Range Safety*
MCO 5040.6(series), *Marine Corps Inspections*

Occupational Safety and Health (OSH) Federal Directives:

Executive Order 12196, *OSH Programs for Federal Employees (NOTAL)*
OSH Act of 1970 Section 19, *Federal Agency Safety Programs and Responsibilities*
29 CFR 1910, *OSHA General Industry Regulations*
29 CFR 1910.147, *Control of Hazardous Energy (Lockout-Tagout)*
29 CFR 1910.1200, *Hazard Communication*
29 CFR 1910.1030, *Bloodborne Pathogens*
29 CFR 1910.66, *Powered Platforms for Building Maintenance*
29 CFR 1926, *Safety and Health Regulations for Construction*
29 CFR 1926.503, *Fall Protection Training Requirements*
29 CFR 1960, *Basic Program Elements for Federal Employees OSH Programs*

Marine Corps Aviation Orders and Directives:

OPNAVINST 3750.6(series), *Naval Aviation Safety Management System*
CNAF M-3710.7(series), *NATOPS Manual*
SECNAVINST 6410.1(series), *Utilization of Naval Flight Medical Professionals*
OPNAVINST 3710.37(series), *Anthropometric Accommodation in Naval Aircraft*
OPNAVINST 5100.27(series)/MCO 5104.1(Series), *Navy Laser Hazards Control Program*
CNAFINST 5420.2(series), *Human Factors Council and Human Factors Board Policy and Procedures*
MCO 3710.8(series), *USMC Naval Air Training and Operations Standardization (NATOPS) Program*
NSC Code 10 Aviation Safety Programs, Physiological Event (PE) Investigations and Reporting Operating Guide
NTTP Tactical Standard Operating Procedures (TACSOP) (Series)
OPNAVINST 4790.2(series), *Naval Aviation Maintenance Program (NAMP)*

Risk Management Orders and Directives:

OPNAVINST 3500.39(series), *Operational Risk Management*

OPREP-3 Reporting:

MCO 3504.2(series), *Operations Event/Incident Report (OPREP - 3) Reporting*

NOTES

[illegible]

SAMPLE MISHAP ACTION PLAN (MAP) IMMEDIATE ACTION CHECKLIST

#	STEP	TIMELINE	TIME
1	Receive Notification, Collect all pertinent information	IMMEDIATE	
2	Ensure actions are taken to preserve the mishap scene	IMMEDIATE	
3	Determine if reportable mishap has occurred (PAGE 21)	IMMEDIATE	
4	Classify (A, B, C, D) the Mishap (PAGE 22)	IMMEDIATE	
5	Determine Mishap reporting requirements (PAGE 23-24)	IMMEDIATE	
6	If not a Mishap, determine the reporting requirements for non-safety related incident	IMMEDIATE	
7	Notify / Brief Chain of Command	10 minutes	
8	Prepare Flash Report/OPREP (If required by CG's policy)	30 minutes	
9	CACO notification if a fatality is involved	1 hour	
10	Notify Naval Safety Command via telephone if a fatality or a SIB is required (PAGE 23/28)	W/in 8 hours	
11	Notify Base Environmental if required	W/in 8 hours	
12	Coordinate with other Agencies as required	W/in 8 hours	
13	For GSO/GSM/CO: Prepare a HAZREP to MARCORSYSCOM if hazard meets criteria of MCO 5100.34(series) (PAGE 25)	W/in 8 hours	
14	Implement blood borne pathogen / CBRN exposure prevention plan (if required)	W/in 8 hours	
15	Prepare administrative support for a SIB (if SIB is required)	W/in 48 hours	
16	Submit SIREP via RMI	W/in 30 days	
17	MAP review and revision	Quarterly	

