

## Types of Safety (Mishap) Related Reports

| Report                                     | Purpose / Required for:   | Report due   | Method  | Reference   | Action Office  |
|--|---|--|---|---|--|
| <b>Immediate Notification</b>              | <ul style="list-style-type: none"> <li>– <b>Class-A</b> (on-duty DoD Civilian)</li> <li>– <b>Class-A</b> (on &amp; off duty Military)</li> <li>– <b>Class-A</b> (Explosive mishaps)</li> <li>– <b>Hospitalization of 3 or more</b> personnel in the same mishap resulting from a DoD/USMC operation, activity, or event. (Note: This is a Class B)</li> <li>– All other non-combat military fatalities.</li> <li>– All other civilian fatalities caused by military activity.</li> </ul>  | <b>NLT 8 hrs.</b> of notification of the mishap or non-mishap to CMC(SD) & NAVSAFECEN  | <ul style="list-style-type: none"> <li>– Phone (preferred)</li> <li>– WESS or</li> <li>– PCR or</li> <li>– OPREP-3 SIR</li> </ul> | OPNAVINST 5102.1D/MCO P5102.1B, Chapters 1 and 3  | <p style="text-align: center;"><u>Non-Mishaps:</u><br/>Unit Duty Officer</p> <p style="text-align: center;"><u>Mishaps:</u><br/>Unit Duty Officer or Safety Officer</p>            |
| <b>Hazard Report (HAZREP)</b>              | To notify the appropriate systems command of <i>hazards</i> or <i>near-mishaps</i> that have the potential to affect other commands or a community who has or may have the same type of equipment or process.   | <b>Immediately</b> to community of interest  | WESS  | OPNAVINST 5102.1D/MCO P5102.1B, Chapter 4   | Safety Officer or Manager  |
|  | Required for all near misses and specific hazards that do not warrant submission of a Safety Investigation Report (SIREP) in the WESS.  | <b>Immediately</b> to Marine Corps Systems Command (MCSC) and CMC (Safety Division) for hazards related to <u>tactical equipment</u> and <u>weapons systems</u>                                    | Email to MCSC and CMC (SD)  | MCO 5100.34A  | Safety Officer or Manager via CO   |
| <b>Safety Investigation Report (SIREP)</b> | Required for all DoD & DON reportable mishaps to capture mishap causal factors and corrective actions taken by the unit Commander per MCO P5102.1B  | w/in <b>30 days</b> of the mishap  | WESS  | - DoDI 6055.07<br>- OPNAVINST 5102.1D/MCO P5102.1B,   | Safety Officer or Manager  |
| <b>OSHA 300 log</b>                        | Capture all OSHA " <u>recordable</u> " and " <u>reportable</u> " mishaps for on-duty DoD Civilian personnel. (DoD <i>Class A, B, C, &amp; D</i> )   | w/in <b>30 days</b> of mishap and IAW OSHA 1904  | WESS  | - 29 CFR 1904<br>- OPNAVINST 5102.1D/MCO P5102.1B, Chapters 1 & 3   | Safety Officer or Manager  |
| <b>OSHA 300A log</b>                       | Summary of all DoD civilian occupational related mishaps ( <i>Military reports are optional.</i> )  | Annually. Posted NLT 01 Feb.   | Generated from WESS   |   |  |
| <b>8 Day Brief (USMC Only)</b>             | <p><i>Commander's report</i> to inform ACMC of "What is known" pending full investigation.</p> <p>The 8-day brief does NOT substitute the SIREP or other investigation reports yet may be used as the foundation for safety and other investigations.</p> <p>Required for all:</p> <ul style="list-style-type: none"> <li>– Class A &amp; B mishaps</li> <li>– Non-safety/mishaps such as: <ul style="list-style-type: none"> <li>➢ Non-hostile/combat &amp; non-morbidity fatalities resulting from suicides, &amp; homicides.</li> <li>➢ Suicide attempts verified by a MO</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- <b>NLT seven days</b> to 1<sup>st</sup> G.O.</li> <li>- <b>NLT eight days</b> to the local LtGen</li> <li>- Monthly summary from LtGen to ACMC</li> </ul> | <p>PPT brief via Email:</p> <p>See <i>MARADMIN 490/18</i></p>   | <ul style="list-style-type: none"> <li>- OPNAVINST 5102.1D/MCO P5102.1B, Chap.1</li> <li>- MCO 5100.29B</li> <li>- MARADMIN 490/18</li> </ul> | <p style="text-align: center;">Unit Commander &amp; staff for all non-safety events.</p> <p style="text-align: center;">Safety Officer or Manager for Class A &amp; B mishaps.</p> |
| <b>Death Brief (USMC Only)</b>             | Informs Local General Officer of detailed facts and lessons learned about a non-combat fatality   | Local G.O. discretion  | PPT, in person  | MCO 5100.29B  | Unit Commander & staff   |

The above report requirements are standard across the Marine Corps. Any other reports are in addition to the above and specific to a local MARFOR, MEF, MAW, MLG, MARDIV, MCICOM, or supporting establishment.