

DETAILED INSPECTION CHECKLIST

8/27/2009

FA SC STMT TEXT

- 130 SAFETY (NON-AVIATION)
Functional Area Manager: CMC SD
Point of Contact: MR. RICHARD M. COYLE
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Date Last Revised: 15 August 2009
- 130 01 INSPECTOR'S OFFICE
- 130 01 001 Is Safety a functional area included in the Commanding General's Inspection Program (CGIP)?
Reference
MCO 5040.6H, 4A (1), (2), B AND 5 C; NAVMC DIR 5040.6H, ENCL (1), CHAP 1 D AND CHAP 3.1. A, B
- 130 01 002 Is the current AIRS checklist used during CGIP?
Reference
NAVMC DIR 5040.6H, ENCL (1), CHAP 1 D, 2. C., CHAP 3.1.A, B AND I
- 130 01 003 Does the safety department/office augment the CGIP to assess the effectiveness of the commands and those of subordinate commands overall Safety and Occupational Health (SOH) Program?
Reference
MCO 5100.29A, 4. L.(2)(C)
- 130 01 004 Does the safety department/office develop plan of action for improving safety programs identified deficient during CG IP?
Reference
MCO 5100.29A, 4. L.(2)(C)
- 130 02 HQ (MARFORS; MCCDC; LOGCOM; SYSCOM; MCRC)
- 130 02 001 Does the Commander's safety department/office serve as the focal point within the command for SOH related matters?
Reference
MCO 5100.29A, 4. L.(2)
- 130 02 002 Does the Commander's safety department/office provide technical advice, direction, and guidance on SOH matters to subordinate commands?
Reference

MCO 5100.29A, 4. L.(2)(A)

130 02 003 Does the Commander's safety department/office interpret SOH standards and regulations and develop or participate in developing new or revised standards, when appropriate?

Reference

MCO 5100.29A, 4. L.(2)(B)

130 02 004 Does Commander's safety department/office serve as the headquarters command's representative on safety councils, committees, and working groups established by higher authority and the private sector?

Reference

MCO 5100.29A, 4. L.(2)(D)

130 02 005 Does the Commander's safety department/office official serve as technical advisor to HQMC (Safety Division) on SOH-related matters in areas over which their headquarters command is assigned cognizance?

Reference

MCO 5100.29A, 4. L.(2)(D)

130 02 006 Does the Commander's safety department/office review illness/injury reports and provide analyses of command and subordinate activities to identify and initiate actions to improve the effectiveness of force preservation to reduce instances of injury and illness?

Reference

MCO 5100.29A, 4. L.(2)(E)

130 02 007 Does Commander's safety department/office support force preservation awareness through appropriate promotional methods and channels of communication?

Reference

MCO 5100.29A, 4. L.(2)(F)

130 02 008 Does the Commander's safety department/office coordinate with appropriate staffs to ensure adequate consideration of SOH features in the design, purchase, or procurement of items over which the command exercises acquisition authority?

Reference

MCO 5100.29A, 4. L.(2)(G)

130 02 009 Does the Commander's safety department/office plan, develop, participate, and evaluate employee SOH training in coordination with training groups, offices, and organizations?

Reference

MCO 5100.29A, 4. L.(2)(H)

130 02 010 Does the Commander's safety department/office review and coordinate budget requirements, submissions, and program objective memoranda for SOH to ensure force preservation issues are addressed, prioritized, and funded?

Reference

MCO 5100.29A, 4. L.(2)(I)

130 02 011 Does the Commander's safety department/office ensure that the SOH official at major subordinate commands has sufficient authority and responsibility to plan for and ensure funds are available for the SOH staff, their equipment, materials, and the training required to ensure implementation of an effective SOH program?

Reference

MCO 5100.29A, 4. L.(2)

130 03 CMD AND UNIT SAFETY OFFICERS (SO) (MARFOR THROUGH BN)

130 03 001 Is the safety department/office established as a special staff function under the commander?

Reference

MCWP 3-40.1; MCO 5100.29 A, 4, L. (1) (C);
NAVMC 5100.8, CHAP 2, 2002.3

130 03 002 Has the command implemented the Marine Corps Safety Program and not subordinated the safety program below other programs and/or functions?

Reference

MCO 5100.29 A, 4. L. (1) (C);
MCO 5100.8, 4. A. (1) (A); NAVMC DIR 5100.8,
CHAP 3, 3001

130 03 003 Has the command developed and published a command safety, policy, mission statement, implementing guidance and policies?

Reference

MCO 5100.29A 4.L. (1) (A); MCO 5100.8. 5. C

130 03 004 Is the Deputy Commander or Executive Officer responsible for the execution of the command's safety policy?

Reference

MCO 5100.29A 4 L (1)(B); NAVMC DIR 5100.8,
CHAP 2, 2002.2

130 03 005 Has the command established a safety department/office with an adequate budget?

Reference

MCO 5100.8. 5. B; NAVMC DIR 5100.8,
CHAP 2 2002. 3, AND 4

130 03 006 Has the command identified, and established safety billets?

Reference

MCO 5100.29A 4.L. (1) (D); NAVMC DIR 5100.8,
CHAP 2, 2002. 3

130 03 007 Has the command trained and qualified safety specialists or collateral duty Marines per OPM series 0018 (civilian safety specialist) or per Marine Occupation Series 8012, respectively?
Reference
MCO 5100.29 A 4.L.(1)(D); NAVMC DIR 5100.8,
CHAP 3, 3001

130 03 008 Is the command ensuring trained personnel remain assigned to safety billets for a period of one year?
Reference
MCO 5100.29A 4.L (1) (D)

130 03 009 Has the command established a safety council structure (executive, supervisory and unit level) with members appointed in writing?
Reference
NAVMC 5100.1, CHAP 4, 4001

130 04 CORE SERV INSTAL/BASES/STA - PROVIDE UNITS AND TENANTS

130 04 001 Have supporting commands established host/tenant agreements for all core safety services (items 130 06-14)?
Reference
NAVMC DIR 5100.8, CHAP 3, 3000.5
MCO 5100.29A, L (3), ENCL (1) 4. B.

130 04 002 Does the supporting safety department/office provide safety policies and guidance to command staff, supported units and tenant commands?
Reference
NAVMC 5100.8, CHAP 2, 2003.1
MCO 5100.8,4.B.(4) (D) AND (5) (C)

130 04 003 Does the supporting safety department/office oversee explosives and range safety programs?
Reference
MCO 8020.10 PAR 5H(4)(A); MCO P3570.1;
MCO 5100.29A, ENCL (1) 1. A. B.

130 04 004 Does the supporting safety department/office provide assistance to units to incorporate safety and risk management (ORM) into all operational briefs, including pre-deployment?
Reference
MCO 5100.29A ENCL (1) 1.C

130 04 005 Does the supporting safety department/office provide safety specialists (Tactical Safety Specialists) to units when requested for operational training and/or contingency

operations?

Reference

MCO 5100.29A, ENCL (1), 1.D

130 04 006 Does the supporting safety department/office provide technical assistance in LASER safety to tenant units?

Reference

MCO 5100.29A ENCL (1) 1.G; TM E0410-BA-GYO

MCO 5104.1C, ANZ1 136-1-1993, TM HDBK 828

130 04 007 Does the supporting safety department/office provide technical assistance in Radiation and Radiofrequency Radiation Safety to tenant units, including HERO, HERF, HERP programs, where applicable?

Reference

DODINST 6055.11A, MCO 5104.2 AND MIL-STD

882 SERIES; MCO 5100.29A ENCL (1) 1.G

130 04 008 Does the supporting safety department/office coordinate and manage as required a Respiratory Protection Program?

Reference

NAVMC DIR 5100.8, CHAP 13, 13008.2

130 04 009 Has the supporting safety department/office assigned a qualified Confined Space Program Manager (CSPM) to provide oversight and manage confined space entry?

Reference

NAVMC DIR 5100.8 CHAP 14, 14001.1,

29 CFR 1910.146; NAVSEA S6470-AA-SAF-10

NAVAIR 01-1A-35

130 05 UNIT SAFETY FUNCTIONS

130 05 001 Has Unit commander appointed, in writing, a unit Safety Officer (SO) as special staff officer with direct access to the commander and executive officer for safety matters?

Reference

MCO 5100.29A, L. (4)(A)

130 05 002 Has Unit commanders ensured the unit SO, or a designated safety specialist, is included in all planning, execution, and review processes for all training and operations?

Reference

MCO 5100.29A, L. (4)(C)

130 05 003 Has Unit commanders ensured operational pauses are held at least semiannually?

Reference

MCO 5100.29A 4K(1)(J); MCO 5100.29A, L. (4)(D)

- 130 05 004 Has Unit commanders ensured all MARADMIN directed safety events are conducted?
Reference
MCO 5100.29A, L. (4)(E)
- 130 05 005 Did SO promote and visibly post the unit commander's safety policy and program?
Reference
MCO 5100.29A, ENCL (2), 1.A
- 130 05 006 Did SO maintain appropriate unit safety references; e.g., MCOs, unit safety operating instructions, etc?
Reference
MCO 5100.29A, ENCL (2), 1.B
- 130 05 007 Did SO provide the principles of operational risk management in safety training and lessons learned per the current issuance of MCO 3500.27?
Reference
MCO 5100.29A, ENCL (2), 1.C
- 130 05 008 Did SO facilitate unit safety meetings and document the minutes of those meetings?
Reference
MCO 5100.29A, ENCL (2), 1.D
- 130 05 009 Did SO maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, lasers, etc.?
Reference
MCO 5100.29A, ENCL (2), 1.E
- 130 05 010 Does SO coordinate, where available, host installation safety specialists review of, and participation in, tactical training exercises/operations?
Reference
MCO 5100.29A, ENCL (2), 1.F.
- 130 05 011 Did SO conduct and document frequent, at least quarterly, work centers safety inspections of the premises, equipment, and command activities; forward an executive summary of the assessment to the commander; and retain the assessment for 3 years?
Reference
MCO 5100.29A, ENCL (2), 1.G.
- 130 05 012 Does SO coordinate, accompany, and reply to host installation annual, semiannual, and no-notice work center inspections and reports of unsafe, unhealthful working conditions, as well as findings in industrial hygiene surveys and reports?
Reference
MCO 5100.29A, ENCL (2), 1.H.

- 130 05 013 Did SO develop and maintain a unit safety turnover binder with the following: appointment letter; existing safety SOPs; points of contact; facilities occupied by Unit along with building numbers; numbers of assigned Marines and civilian Marines?
Reference
MCO 5100.29A, ENCL (2), 1.I.
- 130 05 014 Does SO ensure annual pre-mishap plan drills are conducted and the pre-mishap plan is updated as required?
Reference
MCO 5100.29A, ENCL (2), 1.J.
- 130 05 015 Did SO train all personnel on the procedures to report unsafe or unhealthful working conditions using NAVMC 11401 and the ANYMOUSE (RCS MC-5100-06) forms?
Reference
MCO 5100.29A, ENCL (2), 1.K.
- 130 05 016 Has SO coordinated with supporting safety department/office for core SOH services? (Core safety services (items 130 06-14) are provided by the host installation safety, fire protection, or Navy medical personnel.)
Reference
MCO 5100.29A, ENCL (2), 2.
- 130 05 017 Is the Unit SO the unit primary point of contact for SOH issues?
Reference
MCO 5100.29A, ENCL (2), 2.A (1)
- 130 05 018 Is the Unit SO the unit primary point of contact for Transportation/Traffic Safety?
Reference
MCO 5100.29A, ENCL (2), 2.A (2)
- 130 05 019 Is the Unit SO the unit primary point of contact for off-duty/recreation safety?
Reference
MCO 5100.29A, ENCL (2), 2.A (3)
- 130 05 020 Is the Unit SO the unit primary point of contact for Fire safety?
Reference
MCO 5100.29A, ENCL (2), 2.A (4)
- 130 05 021 Is the Unit SO the unit primary point of contact for ammunition and explosive range safety, unless assigned to another staff such as the S-3 or S-4?
Reference
MCO 5100.29A, ENCL (2), 2.A (5)
- 130 05 022 Is the Unit SO the unit primary point of contact for radiation and laser safety, unless assigned to another staff such as the S-3 or S-4; and for industrial hygiene?

Reference

MCO 5100.29A, ENCL (2), 2.A (6)

MCO 5100.29A, ENCL (2), 2.A (7)

130 05 023 Has SO ensured documented safety orientation/training was made available or provided senior leader, supervisory and new arrivals?

Reference

MCO 5100.29A, ENCL (2), 2B(1)

130 05 024 Has SO ensured documented safety training was made available or provided unit/shop supervisors?

Reference

MCO 5100.29A, ENCL (2), 2B(2)

130 05 025 Has SO ensured documented hazard communication training was made available or provided unit?

Reference

MCO 5100.29A, ENCL (2), 2B(3)

130 05 026 Has SO ensured documented safety training was provided and /or coordinated for personnel, such as, lock-out/tag-out, confined-space entry, respiratory protection, ergonomics, personal protective equipment, material/weight handling equipment training, forklift/crane operator training, and licensing?

Reference

MCO 5100.29A, ENCL (2), 2B(4)

130 05 027 Has SO ensured documented CPR and first-aid training as required?

Reference

MCO 5100.29A, ENCL (2), 2B(5)

130 05 028 Has SO ensured documented training as required for the laser, radiation, and radio frequency/radiation safety program?

Reference

MCO 5100.29A, ENCL (2), 2B(6)

130 05 029 Has SO ensured documented mishap investigation and reporting training was available to unit supervisors and shop/section safety representatives?

Reference

MCO 5100.29A, ENCL (2), 2B(7)

130 05 030 Has SO ensured documented training for range safety was available from a trained Range Control Officer?

Reference

MCO 5100.29A, ENCL (2), 2B(9)

- 130 05 031 Did Unit SO investigate mishaps to determine classification and reporting requirements?
Reference
MCO 5100.29A, ENCL (2), 3A
- 130 05 032 Does SO assist safety investigation boards, as requested?
Reference
MCO 5100.29A, ENCL (2), 3B
- 130 05 033 Does SO investigate mishaps or assist/review mishap investigations conducted by unit supervisors or shop/section safety monitors per MCO, higher headquarters, host installation, etc?
Reference
MCO 5100.29A, ENCL (2), 3C.
- 130 05 034 Did SO use Web Enabled Safety System (WESS) (the Marine Corps mishap and injury tracking database) to report and conduct analyses of unit mishap experience as well as provide recommendations to the Unit Commander?
Reference
MCO 5100.29A, ENCL (2), 3D.
- 130 05 035 Does the SO maintain unit mishap action plan, logs, records, and reports?
Reference
MCO 5100.29A, ENCL (2), 3E.
- 130 05 036 Does the SO initiate safety investigation reports and hazard reports, as required or requested?
Reference
MCO 5100.29A, ENCL (2), 3F.
- 130 05 037 Did SO submit monthly mishap reports (using WESS and Warrior Preservation Status Report (WPSR) to higher headquarters and the host installation?
Reference
MCO 5100.29A, ENCL (2), 3G.
- 130 05 038 Does SO submit Annual Mishap Summary Report to higher headquarters and the host installation?
Reference
MCO 5100.29A, ENCL (2), 3H.; MCO P5102.1
(RCS DD-5102-02)
- 130 05 039 Does SO promulgate corrective actions?
Reference
MCO 5100.29A, ENCL (2), 3I.
- 130 05 040 Does SO conduct follow-up inspections?

Reference

MCO 5100.29A, ENCL (2), 3J.

130 05 041 Does SO provide assistance in the preparation of the 7-day response requirement on serious mishaps to the first general officer?

Reference

MCO 5100.29A, ENCL (2), 3K.

130 05 042 Does SO audit or ensure Heat Stress Logs are maintained?

Reference

MCO 6200.1E, ENCL (3), 5.

130 06 MGMT OF INSTALL-WIDE SOH PROGRAMS (CORE)

130 06 001 Does the command's safety department/officer/manager manage the safety inspection program for all work centers and infrastructure for the installation?

Reference

NAVMC DIR 5100.8, CHAP 7, 7003.1.,
7004.2. 3. 4. AND 5.; MCO 5100.8, 4. B. (5) (D);
MCO 5100.29A, 1. (E)

130 06 002 Does the command's safety department/officer/manager ensure safety council and committees purpose and intent are met as well as maintain minutes for safety related councils and committees?

Reference

NAVMC DIR 5100.8, CHAP 4, 4001.3. AND .6;
MCO 5100.29A, ENCL (1) 4. D.; MCO 5100.19E, ENCL (2)

130 06 003 Does the command's safety department/office coordinate special services events, such as, fairs, expositions, operational pauses, guest speakers, etc.?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003.16;
MCO 5100.8, 4.B. (5) (G);
MCO 5100.29A, 4.L. (1) (J)

130 06 004 Does the command's safety department/office coordinate initial and annual training and evaluate the lockout/tag-out program annually?

Reference

NAVMC DIR 5100.8, CHAP 12, 12002.2.,
12012 AND 12013; MCO 5100.8, 4.B.(4);
MCO 5100.29A, ENCL (1) 1. I.

130 06 005 Does the command's safety department/office administer the Respiratory Protection Program?

Reference

NAVMC DIR 5100.8, CHAP 13., 13008.2.

- 130 06 006 Does the command's safety department/office provide oversight to all asbestos-related activities aboard the installation, including tenants?
Reference
NAVMC DIR 5100.8, CHAP 15, 15004.(2);
MCO 5100.8, 4. B. (4); MCO 5100.29A, ENCL (1) 4. G.
- 130 06 007 Does the command's safety department/office manage the lead safety program?
Reference
NAVMC DIR 5100.8, CHAP 16, 16004.3;
MCO 5100.8, 4.B.(4); MCO 5100.29A, ENCL (1) 4. I.
- 130 06 008 Does the command's safety department/officer/manager provide training, recommendations, stop work as required and review plans/SOPs for fall protection program?
Reference
NAVMC DIR 5100.8, CHAP 18, 18002.2;
MCO 5100.8, 4.B.(4); MCO 5100.29A,
ENCL (1) 4.J.
- 130 06 009 Does the command's safety department/office provide oversight and provide training and technical support to the ergonomics program?
Reference
NAVMC DIR 5100.8, CHAP 19, 19002.2
MCO 5100.8, 4.B.(4)(5); MCO 5100.29A,
ENCL (1) 4.K.
- 130 06 010 Does the command's safety department/office monitor the exposure control plan with the medical department and provide updates as necessary to the blood borne pathogens program?
Reference
NAVMC DIR 5100.8, CHAP 20, 20002.3,
MCO 5100.8, 4.B. (4) (5); MCO 5100.29A,
ENCL (1) 4.L.
- 130 06 011 Does the command's safety department/office administer an off-duty/recreation safety program that addresses sports, hobby shops, off-road motorcycles, all terrain vehicles, child safety, bicycles, roller blades, skate boards, etc?
Reference
MCO 5100.19E, ENCL (2); MCO 5100.29A, ENCL (1) 4.N
- 130 06 012 Does the command's safety department/office manage the LASER, radiation, and radiofrequency radiation programs?
Reference
MCO 5104.1C; MCO 5104.2; MCO 5104.3A;

MCO 5100.29A, ENCL (1) 4.O.

130 06 013 If required, per direction by the Installation Safety Manager, Medical Treatment Facility (MTF) IH, or higher command, does the command have a written Respiratory Protection Program?

Reference

NAVMC DIR 5100.8, CHAP 13, 13008.3.B

130 06 014 If required, has a Respiratory Protection Program Manager (RPPM) been assigned in writing and trained?

Reference

NAVMC DIR 5100.8 CHAP 13, 13008.2 AND 3.A.

130 06 015 Has the RPPM provided annual training to all users and supervisors?

Reference

NAVMC DIR 5100.8, CHAP 13, 13008.3.G AND 13008.16

130 06 016 Does the RPPM ensure personnel are medically qualified, and are fit-tested at least annually before being issued a respirator?

Reference

NAVMC DIR 5100.8, CHAP 13, 13008.3.H,
13008.3.I, 13008.14, AND 13005.15.

130 06 017 Has the RPPM conducted an annual audit of the Respiratory Protection Program?

Reference

NAVMC DIR 5100.8, CHAP 13, 13008.3.K.

130 07 TRAFFIC SAFETY (CORE)

130 07 001 Has Installations Commanders ensured a written traffic safety program is established that incorporates all Commands, Activities and Units within the boundaries of their respective areas?

Reference

MCO 5100.19E, 5.B.

130 07 002 Does Command traffic safety program address pedestrian and bicycle safety?

Reference

MCO 5100.19E, ENCL (2) 10.

130 07 003 Did Commanders of tenant activities and units through the battalion/squadron level establish a written traffic safety program that supports and complements the program established by the host installation/base/station?

Reference

MCO 5100.19E, 5.C

- 130 07 004 Has the Command for each Marine Corps Activity (installation or unit) with a total population of over 500 military and civilian personnel have a safe driving council?
Reference
MCO 5100.19E, ENCL (1) 1.A
- 130 07 005 Has the Command of activities with less than 500 Marines and civilian personnel sent representative to a safe driving council nearest their base of operations? (When there is no council nearby, they may form a separate council with membership consistent with unit size.)
Reference
MCO 5100.19E, ENCL (1) 1.A(8)
- 130 07 006 Has the Command established and publicized travel distance limits for Marine Corps military personnel on liberty or leave, as fatigue is a factor in many of our Marines private vehicle mishaps?
Reference
MCO 5100.19E, ENCL (1) 1.C(2)
- 130 07 007 Has the Command traffic order included requirements for Pre-Departure Safety briefings to be conducted for all Marines less than 26 years of age prior to departure to a permanent change of station or traveling extended distances (beyond established out-of-bounds limits) on leave or extended liberty?
Reference
MCO 5100.19E, ENCL (1) 1.C(4)
- 130 07 008 Has all operators of government or privately owned motorcycles, mopeds, motor scooters, or ATVs successfully complete a rider or operator course prior to operation on any DoD installation? The training must also be completed by all active duty Marines operating motorcycles whether on or off base.
Reference
MCO 5100.19E, ENCL (1) 1.C(4)
- 130 07 009 Has 0-5 level commands established chartered motorcycle clubs and maintain members rosters?
Reference
MARADMIN 707/08
- 130 07 010 Is a statement attesting to the date and location of course completion a mandatory element for unit diary reporting and entered for each individual who successfully completes the approved rider course? Also, are Service Record Book (SRB) and Officer Qualification Record (OQR) annotated? For reservists a page 11 entry will be made in the OQR/SRB?
Reference
MCO 5100.19E, ENCL (2) 2.B(6), CH 1.

- 130 07 011 Does the installation provide documented driver improvement (or awareness) courses?
Reference
MCO 5100.19E, ENCL (2), CH-1.3.B.(4)
- 130 07 012 Did all Marines under the age of 26 complete a Driver Improvement Course ?
Reference
MCO 5100.19E, ENCL (2) 3 CH 3 B.
- 130 07 013 Does the installation provide remedial driver training courses?
Reference
MCO 5100.19E, ENCL (2), 3.C.
- 130 07 014 Does the installation provide motorcycle safety courses (basic and advanced)?
Reference
MCO 5100.19E, ENCL (2) 2.
- 130 07 015 Has Marines and civilian Marines assigned to drive DoD police vehicles, ambulances, fire trucks, and crash and rescue vehicles or other response vehicles equipped with lights and siren attended an emergency vehicle operator course?
Reference
MCO 5100.19E, ENCL (2) 2.
- 130 07 016 Has Marines and civilian Marines assigned to drive Marine Corps-owned buses successfully complete a local, state or foreign jurisdiction recognized bus operator training program?
Reference
MCO 5100.19E, ENCL (2) 2.
- 130 07 017 Does the installation/base/station oversee any emergency vehicle operator courses provided by another activity?
Reference
MCO 5100.19E, ENCL (2) 3.D.
- 130 07 018 Is a Service Impaired Driving Task Prevention Force (SIDPTF) established and chaired by the Designated SOH Official or other appropriate official have representatives of the drug and alcohol programs and law enforcement community, meeting quarterly or more often as directed by the chair?
Reference
MCO 5100.19E, ENCL (2), 7.A.
- 130 07 019 Dose the installation provide command, supported commands and tenants mishap statistical analysis and traffic safety education?
Reference
MCO 5100.19E, ENCL (2)

130 07 020 Did the Installation Commander submit an Annual Safety Belt Usage Report no later than 15 February of each year to CMC (SD)?

Reference

MCO 5100.19E, ENCL (3)

130 08 SAFETY INSPECTIONS (CORE)

130 08 001 Does the command's safety department/office frequently, at least annually, conduct documented safety inspections of all work centers, buildings, training facilities, and range facilities and provide recommendations for corrective action?

Reference

NAVMC DIR 5100.8, CHAP 7, 7003.1.A; MCO 5100.8, 4.B.(4)(5)

130 08 002 Has the command's safety department/office identified and conducted more frequently (at least semi-annually) safety inspections of high hazard work centers, buildings, training facilities, and ranges?

Reference

NAVMC DIR 5100.8, CHAP 7, 7003.1.B;
MCO 5100.8, 4.B.(4)(5); MCO 5100.29A, ENCL (1) 5.

130 08 003 Is the command's safety department/office accepting a tenant's safety inspection of their facilities with a formal agreement between the two?

Reference

NAVMC DIR 5100.8 CHAP 7, 7003.1.A; MCO 5100.8, 4.B.(4)(D)

130 08 004 Does the command's safety department/office investigate and provide consultation on reports of unsafe and unhealthful work conditions?

Reference

NAVMC DIR 5100.8, CHAP 9, 9002.6;
MCO 5100.8, 4.B.(4)(5); MCO 5100.29A, ENCL (1) 5.D

130 08 005 Does the command's safety department/office provide hazard communication training to command and tenant personnel?

Reference

MCO 5100.8, 4.B.(4)(5); MCO 5100.29A,
ENCL (1) 8.E.; NAVMC DIR 5100.8, CHAP 17, 17001.2

130 08 006 Does the command's safety department/office provide requested assistance in the preparation of the 7-day back brief requirement on serious mishaps to the first general officer?

Reference

MCO 5100.29A, ENCL (1) 6.D.

130 09 SAFETY TRAINING CORE

130 09 001 Does the command's safety department/office provide supervisor training?

Reference

NAVMC DIR 5100.8, CHAP 5, 5001.5;

MCO 5100.8, 4.B.(4)(5); MCO 5100.29A, ENCL (1) 8.A

130 09 002 Does the command's safety department/office provide and coordinate required specialized training for personnel, such as, logout/tag-out, confined space entry, respiratory protection, ergonomics, PPE, etc.?

Reference

NAVMC DIR 51001.8, CHAP 5, 5001.2.B;

MCO 5100.8, 4.B.(4)(5)

130 09 003 Does the command's safety department/office provide tenant commands with collateral duty safety training for the tenants' unit safety representative?

Reference

NAVMC DIR 5100.8 CHAP 5, 5001.7;

MCO 5100.8, 4.A.(2)(D); MCO 5100.29A ENCL (1) 8.C

130 09 004 Does the command's safety department/office oversee cardiopulmonary resuscitation and first-aid training to command and tenant personnel?

Reference

NAVMC DIR 5100.8, CHAP 5, 5001.8.B.;

MCO 5100.8, 4.A. (2)(D); MCO 5100.29A,
ENCL (1) 8.D.

130 09 005 Does the command's safety department/office oversee the material/weight handling equipment training, e.g., fork lift, crane operator training and licensing?

Reference

MCO 11262.2A; MCO 5100.29A, ENCL (1) 8.F.

130 09 006 Does the command's safety department/office provide mishap investigation and reporting training to supervisors and other tenant command requiring mishap investigation training?

Reference

NAVMC DIR 5100.8, CHAP 5, 5001 5.A. AND B.;

MCO 5100.8, 4.A.(2)(D); MCO 5100.29A, ENCL (1) 8.G

130 10 PERSONAL PROTECTIVE EQUIPMENT (PPE) (CORE)

130 10 001 Does the command's safety department/office conduct and provide technical assistance on PPE surveys and determine PPE requirements?

Reference

NAVMC DIR 5100.8, CHAP 13, 13001.1;

MCO 5100.8, 4.B. (4) (5); MCO 5100.29A, ENCL (1) 7

130 10 002 Does the command's safety department/office identify correct PPE; provide documented training, and assistance in the selection of appropriate and approved PPE?

Reference

NAVMC DIR 5100.8, CHAP 13, 13001.1.AND 2.;

MCO 5100.29A, ENCL (1) 7; MCO 5100.8, 4.B.(4)(5)

130 10 003 Does the command's safety department/office provide documented training to personnel required to use PPE or train the supervisors to conduct the PPE training?

Reference

NAVMC DIR 5100.8, CHAP 13, 13003.1. 2. AND 5.;

MCO 5100.8, 4B.(4)(5); MCO 5100.29A ENCL (1) 7.C.

130 11 SAFETY CONSULTATION (CORE)

130 11 001 Does the command's safety department/office provide guidance and direction for safety programs?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003. 1. AND CHAP 5, 5000.2

MCO 5100.29A, ENCL (1) 9.; MCO 5100.8, 4.B. (4)(5)

130 11 002 Does the command's safety department/office provide safety consultation to tenant commands and units?

Reference

MCO 5100.29A, ENCL (1) 9.B.

130 11 003 Does the command's safety department/office conduct safety reviews and provide guidance for all construction/renovation plans/projects at various design stages that is from pre-construction meetings to post-acceptance inspections?

Reference

NAVMC DIR 5100.8, CHAP 10, 10001.2.;

MCO 5100.29A, ENCL (1) 9.C.

130 11 004 Does the command's safety department/office attend planning meetings and provide safety reviews of all service contracts?

Reference

MCO 5100.29A, ENCL (1) 9.E.

NAVMC DIR 5100.8, CHAPT 2, 2003.6. D. (1)

NAVMC DIR 5100.8, CHAP 10, 10001

130 11 005 Does the safety department/office provide support/consultation to special events and exercises, including anti-terrorism and Marine Corps events such as Marine Corps Marathons, Modern Day Marine Military Expositions, etc.?

Reference

MCO 5100.29A, ENCL (1) 9.F.

130 12 SAFETY PROMOTIONAL MATERIAL (CORE)

130 12 001 Has the command developed a budget to support a comprehensive safety promotional program with safety posters, booklets, handouts, etc.?

Reference

NAVMC DIR 5100.8, CHAP 3002.2. AND 3.;

MCO 5100.8, 5.B.

130 12 002 Does the command publish news releases, newspaper articles, and e-mails of safety related issues?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003.16;

MCO 5100.29A, ENCL (1), 3. B.

130 12 003 Does the command market safety messages through marquees, signs, command television, etc.?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003.16

130 13 RADIATION AND LASER SAFETY (CORE)

130 13 001 Does the command possess or utilize a device(s) that emit or produce radiation? If so, has the Commander implemented a formal Radiological Control Program (RCP)?

Reference

MCO 5104.3A 4.C (5) (A); NAVSEA S0420-AA-

RAD-010, SECT 1.3.8.5

130 13 002 Has the Commander designated a qualified Command Radiation Safety Officer (CRSO) and Alternate (ARSO) in writing? If not, have individuals been designated for this position?

Reference

MCO 5104.3A, ENCL (1), SECT 1.1.3; NAVSEA S0420-

AA-RAD-010, SECT 1.3.8.4

130 13 003 Has an annual review of the Radiation Control Program content and implementation been performed and reported to the Commander for approval?

Reference

10 CFR 20.1101C

130 13 004 Has the RSO established internal audit and inspection procedures?

Reference

NAVSEA S0420-AA-RAD-010,

SECT 2.6.12.1 AND 2.6.12.4

130 13 005 Does the command have a radiation safety order or standard operating procedures?

Reference

MCO 5104.3A, SECT 4 AND 5.B.; NAVSEA S0420-AA-RAD-010, SECT 5.7, AND 7.2

130 13 006 Does the Command possess or utilize a device (s) that emit or produce LASER? If so has the Commander implemented a formal LASER safety program? If not, provide the date that implementation is expected to occur.

Reference

MCO 5104.1B7.F (3)

130 13 007 Has a Technical LASER System Safety department/officer (TLSO) or LASER Systems Safety department/officer (LSSO) been designated in writing and completed the required training as a TLSO or LSSO?

Reference

MCO 5104.1B7.F (3)

130 13 008 Have all LASER users been trained IAW MCO 5104.1B?

Reference

MCO 5104.1B, ENCL (1), SECT 1.2.3.1.A

130 14 OCCUPATIONAL HEALTH SERVICES (CORE)

130 14 001 Does the command ensure industrial hygiene support is provided to all commands, work centers, tenant activities?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003. 6.F
NAVMC DIR 5100.8, CHAP 11; MCO 6260.1E,
ENCL (1) 2. D.

130 14 002 Does the command ensure industrial hygiene baseline and periodic industrial hygiene surveys are performed?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003. 6.F.;
NAVMC DIR 5100.8, CHAP 11

130 14 003 Does the command ensure industrial hygiene periodic workplace monitoring and sampling are accomplished per industrial hygiene surveys?

Reference

NAVMC DIR 5100.8, CHAP 2, 2003. 6.F.;
NAVMC DIR 5100.8, CHAP 11

130 14 004 Does the command request from the supporting industrial hygiene department/office assistance with occupational health hazard training such as noise, gas, fume, vapor, particulates, blood borne pathogen, chemical and physical hazards?

Reference

NAVMC DIR 5100.8, CHAP 11;
MCO 6260.1E, ENCL (1) 2. D;
NAVMC DIR 5100.8, CHAP 13, 13005

- 130 14 005 Does the command ensure occupational and environmental medicine support is provided for audiometric evaluations?
Reference
MCO 6260.1E; NAVMC DIR 5100.8, CHAP 11, 11002
- 130 14 006 Does the command ensure occupational and environmental medicine support is provided for medical surveillance program?
Reference
NAVMC DIR 5100.8, CHAP 11, 11002; NEHC-TM-OM6260
- 130 14 007 Does the command ensure occupational and environmental medicine support is provided for consultation and treatment of occupational- related injuries and diseases?
Reference
NAVMC DIR 5100.8, CHAP 11, 11002; NEHC-TM-OM6260
- 130 14 008 Does the command ensure occupational and environmental medicine support is provided for fitness for duty/return to work?
Reference
NAVMC DIR 5100.8, CHAP 11, 11002; NEHC-TM-OM6260
- 130 14 009 Does the command meet with occupational health, injury compensation program administrator and industrial hygiene personnel in the analysis of injury trends and work center surveys as well as serve on the ICPA chaired FECA work group ?
Reference
NAVMC DIR 5100.8, CHAP 1, 1003. 8. AND
NAVMC DIR 5100.8, CHAP 11, 11002.2.;
MCO 5102.1B; MCO 5100.29A, ENCL (1) 10.B. (7)
- 130 14 010 Does Command identify individuals working in noise hazardous areas, or with tools and process per industrial hygiene surveys?
Reference
MCO 6260.1E, ENCL (1) 2. A.; MCO 6260.1E,
ENCL (1) 2. D
- 130 14 011 Does the command ensure a current roster of Marines enrolled in Hearing Conservation Program is semi-annually provided to the medical clinic performing hearing tests?
Reference
MCO 6260.1E, 6.B., ENCL (1) 2.A.(1); B.(4; D. (1);
MCO 5100.29A, 4.L.(3)(A)
- 130 14 012 Does the command coordinate with MTF occupational audiologist/ HCP Manager to ensure

that all personnel enrolled in the HCP receive annual hearing tests and report for follow-up testing?

Reference

MCO 6260.1E, 2., ENCL (1) D. (7)

130 14 013 Does the command effectively manage the HCP by obtaining compliance and STS data from the MTF occupational audiologist/HCP manager, and making improvements as indicated?

Reference

MCO 6260.1E, 2., ENCL (1) D. (4)

130 14 014 Does the command obtain OSHA recordable hearing loss data from the MTF occupational audiologist/HCP manager, and record it on the OSHA 300 log or an equivalent log for Marines?

Reference

MCO 6260.1E, 2., ENCL (1) D. (4)

130 14 015 Does the command provide a variety of approved hearing protection devices to employees in noise hazardous areas?

Reference

MCO 6260.1E, ENCL (1) 2. A. (5)

130 14 016 Does the command provide effective annual hearing conservation training and education?

Reference

MCO 6260.1E, ENCL (1) 2. D. (2)

130 14 017 Does the command liaison with appropriate MTF occupational health staffs for an annual review of personnel placement in medical surveillance programs to ensure necessary evaluations (i.e. all applicable medical surveillance exams and certification physicals) are given and unnecessary evaluations are eliminated?

Reference

NAVMC DIR 5100.8 1003.8.C, AND 2000.1.E.

NAVMC DIR 5100.8 CHAP 13, 13001. 1. AND 2.