



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5100
SAFETY
JUN 05 2017

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 1-17

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: COMMAND SAFETY ASSESSMENT (CSA) PROGRAM

Ref: (a) MCO 5100.29, Marine Corps Safety Program
(b) MCO 5100.8, Marine Corps Occupational Safety and Health Program
(c) NAVMC 5100.8, Marine Corps Occupational Safety and Health Program Manual
(d) MCO 5100.19, Marine Corps Traffic Safety Program
(e) MCO 5100.30B, Marine Corps Off-Duty and Recreation Safety Program
(i) MCO 3500.27 Marine Corps Risk Management

Encl: (1) MCICOM Inspection and Coordination Checklist
(2) MCICOM Safety Assessment Program Evaluation Guide

1. Situation. To provide policy, provide guidance, and assign responsibility for Marine Corps Installations Command's (MCICOM) Command Safety Assessment (CSA) Program.

2. Mission. Establish a systematic approach for the assessment of safety programs for MCICOM and its subordinate regional commands and installations in order to codify the Command's Safety Assessment Policy.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Each level of command within MCICOM assumes responsibility for their Safety posture and administers effective programs that enhance installation safety in accordance with the references.

(b) End state: Reduction of mishaps, reduced Federal Employees Compensation Act costs, increased productivity, preservation of life and the well-being of Marines, Civilian Marines, and family members.

(2) Concept of Operations. MCICOM headquarters, regional commands, and installations will assess their subordinate headquarters triennially (every three years) and self-assess annually using the enclosures. The MCICOM Inspector General (IG), Training and Education Command (TECOM) headquarters, Headquarters Marine Corps (HQMC) IG and Commandant of the Marine Corps Safety Division (CMC SD) may also inspect commands from time to time. An IG, TECOM or CMC SD inspection for any subordinate command will satisfy its triennial requirement to be assessed. TECOM Safety Division shall assume Marine Corps Recruit Depot (MCRD) Parris Island, MCRD San Diego, Marine Corps Air Ground Combat Center 29 Palms, and Bridgeport inspection responsibilities.

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b. Subordinate Element Missions

(1) An exemption from CSA requirements may be provided for any command that is recognized as a Voluntary Protection Program Star site, but must be confirmed by written request.

(2) IG, Explosive, Radiation, Traffic and Hazards of Electromagnetic Radiation to Ordnance/Hazards of Electromagnetic Radiation to Personnel inspections/assessments will not be exempted. These programs will be inspected by Navy and Marine Corps program managers. Each assessment will evaluate the command or installation's implementation and execution of the Core Safety Services (CSS), as defined by reference (a).

(3) The assessing headquarters will provide a debrief to the assessed Commander on all findings and best practices at the conclusion of each assessment. The assessment team will provide a written report to the assessed Commander within 30 days of completing the assessment. The report will identify all safety program deficiencies, including references and recommendations for corrective actions.

(4) Reports will require assessed commands to respond to the assessing command, within 30 days of the report date with an action plan to resolve or mitigate all findings, with estimated dates of implementation. The assessment report shall require assessed commands to provide quarterly updates for findings not corrected within the first 30 days, until they are resolved.

(5) The assessing command will ensure follow up on all open items from assessments they perform, and notify MCICOM Headquarters of findings that are not resolved within 90 days of the assessment report for further assistance. Additional program specific inspections are still required per the references and will be scheduled as needed. These specific program inspections will not be waived.

(6) All assessing commands will provide the temporary additional duty funding for the assessment team which is optimally composed of a lead and two members.

c. Coordinating Instructions

(1) MCICOM Safety will release a message prior to the beginning of each fiscal year (FY) announcing the assessment schedule for that year. Additionally, each assessment team will be formally announced by letter to the assessed command. Marine Corps Installations Regional Commands will provide their inspection schedule to MCICOM no later than August for the upcoming FY. Within 30 days of commencing an assessment, the assessing team will:

(a) Review the CSA guide for all items pertinent to the assessed command. Delete all items not applicable and provide an electronic file of the guide to the assessed command.

(b) Ensure all assessment team members perform a thorough review of previous assessment reports and Corrective Action Plans (CAPs) for the assessed command. This review is to ensure that all previously identified

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safety program deficiencies are known to the assessing team for special interest during the assessment.

(c) Ensure a thorough review of available mishap data to identify injury/illness trends and open investigations.

(d) Coordinate directly with the assessed organization's Safety Officer/Manager to confirm final details such as timelines, briefs, and expectations for participation. Provide the command to be assessed the MCICOM Inspection and Coordination Checklist in enclosure (1).

(e) Assessment briefs will be offered to the Commanding General (CG)/Commanding Officer (CO) of the assessed command at the beginning of the assessment. Flexibility is required to ensure the assessed commander has an opportunity to receive the in-brief. If the CG/CO is not available, the assessment team shall provide the brief to the Commander's designee. The in-brief shall include:

1. Introduction to the assessment team.

2. CSA content. Discuss the Core Safety Services and the intent to evaluate the full implementation of each element by the command. Emphasize the technical assistance aspect of the assessment, but ensure leaders understand that the assessment is an evaluation of their safety program, as it currently exists.

3. Discuss higher HQ's, CMC/ACMC, MCICOM, and TECOM areas of concern or special interest.

4. Ask if the command has any special areas of concern that they want the assessment team to review.

5. Schedule a debrief with the CG/CO for the last day of the assessment.

(f) Assessment Conduct. Conduct the assessment to preclude "unreasonable" disruption of work areas. Work with Commanders, Chiefs of Staff (CoS), and other personnel to ensure a thorough, in-depth assessment of the command's safety program. Consult with employees and supervisors throughout the command to determine the effectiveness of the core safety services implementation by the command. Emphasis should be on direct knowledge, documented training, and records of the safety office, supervisors, and employees for all of the CSS required programs. In addition, if an "on-the-spot" fix of a finding is made only a notation in the notes section of the CSA checklist is required.

(g) Debrief. Debrief the CG/CO, DCG/XO or CoS at the conclusion of the assessment. The assessment report shall indicate who was present and why any key personnel were unavailable. Debriefs are critical to avoid unwanted surprises based on program deficiencies. In an Executive Summary format, highlight areas that are working well or need assistance and any special items of interest. Keep the summary brief, discussing any serious concerns, noticeable trends and most importantly identify any exemplary programs or employees that have been especially supportive.

(h) Report Preparation/Distribution. The assessment team leader will:

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1. Prepare an assessment report. All findings identified in the report shall cite the reference, a recommendation for corrective action, and a POC in the assessing organization for assistance.

2. Within five working days of the assessment debrief, route the report to the CG/CO of the assessing organization for signature.

3. Email the signed final report to the assessed command and its safety officer/manager for appropriate action. The assessing command will maintain a copy of the signed report for three years.

4. The assessing organization will track the status of the report findings required actions until all are complete and provide assessed command close out notification when all remediation is complete.

5. Administration and Logistics

a. MCICOM's Safety Assessment Program is administered by the Safety Officer/Manager of each Installation, Region, and HQ MCICOM.

b. Safety Officers/Managers at each level will:

(1) Assign/coordinate staff to assess subordinate commands.

(2) Monitor assessment reports and corrective action plans for accuracy and timeliness.

(3) MCICOM Headquarters, regional commands, and installations will maintain assessment and self-assessment reports for a minimum of three years. All assessments shall be uploaded into the Enterprise Safety Applications Management System (ESAMS).

(4) MCICOM and TECOM Safety Divisions shall coordinate all administrative and record keeping procedures for TECOM subordinates.

(5) Each Region will submit an annual trend analysis of their discrepancies for their respective installations by 30 November each year for the previous fiscal year.

6. Command and Signal

a. Command. This policy is applicable to all Marine Corps Installations Command Headquarters and its subordinate Commands.

b. Signal. This policy is effective the date signed.


J. J. BROADMEADOW

DISTRIBUTION: C

MCICOM INSPECTION AND COORDINATION CHECKLIST

This is a working visit to assist you as much as possible while conducting the assessment.

- Does the Command need us to specifically prepare to help in a certain area?
- Do you need or want us to meet with anyone special outside of your office to assist your program?
- Does the COMMAND want us to look at anything special?

We are required to plan on an in brief with the Commander/Chief of Staff, as early as possible in the CSA process and an out brief later. Please coordinate this with CO and CoS/XO. Please let me know immediately if there are any issues with the calendar for this.

Please gather the following items and have them available for review by the assessment team at the start of the CSA.

1. Your last CSA self assessment, copy of the info paper/command brief used to brief the CG/CDR and the Command level Corrective Action Plan. These are the most important documents.
2. Last two sets of briefing slides and minutes from your safety councils and safe drive councils.
3. Year end rollup and analysis of mishaps and trends for last two FY and current FY, YTD for both military and civilians.
4. Copies of the last two FECA council minutes, total FECA costs for last three chargeback years, and your Command's lost time injury statistics for the last two FY years.
5. Copy of the office SOPs, program assignments, inspection schedules, and Individual Development Plans (IDPs) for all office personnel with current year training plan.
6. Copies of previous CGIPs and NOSSA explosives safety inspections, and copies your POA&M or CAP to correct any identified deficiencies from above inspections, surveys, or assessments.
7. Copy of current fiscal year budget requested by the Safety Office and the final command approved budget allocation for the safety office.
8. Copy of the last Safety office POM submission.
9. Copy of planned/offered safety training for your installation for last FY and current FY. Lesson plans, numbers trained, student's performance and course critiques.
10. Access to your office's inspection reports and hazard abatement log for installation activities, organizations and tenants that were conducted last FY and current FY.

11. Trend analysis from inspection reports on program findings or facilities deficiencies along with subsequent reports to the chain of command on findings.
12. Motorcycle information- number of riders, number trained with either BRC, ERC, and MSRC and the number needing training for each course; and plan of action to complete the training requirements.
13. Have each program manager ready to discuss the aspects of their respective programs with assignment orders, if required, turnover binders, applicable training records, training POIs, inventories, surveys, as applicable, and any other pertinent program data required for their program.
14. Applicable Command/Base safety orders, policies, etc.
15. Applicable CG and CO safety policies, office mission statement and any other relevant policy or guidance.
16. We would like to visit the installation maintenance section and MCCS to meet with supervisors at each - we will select them at random. This is to ascertain the level of implementation of the safety program at their level.
17. Provide lists of known hazardous noise locations identified by industrial hygiene surveys. Know numbers of enrolled Marines and civilian Marines; status of annual audiograms and STS; as well as other medical surveillance requirements per industrial hygiene surveys.
18. Make available your system used to track identified hazards, interim abatement date, and final abatement date.

SPECIAL INTEREST ITEMS:

1. All documents that show how you are meeting the requirements of the MARADMIN 010-12 for Hearing Conservation.
2. All documents that show how you are meeting the requirements of the MARADMIN 581-12 for Medical Surveillance.
3. All documents that show how you are meeting the requirements of the CSA checklist for Mishap Reporting.
 - Your Comparison data for medical treatment vs WESS entries
 - How your XOP/CoS ensures mishap reporting is made a priority and how he monitors it for accuracy.
4. You quarterly metrics for LWDR/TCIR/DART

****** If you have any questions or concerns, please contact the MCICOM Safety Director at 703-604-4499**

Marine Corps Installations Command Safety Assessment Program



Regional Safety Assessment Program Evaluation Guide

REVISED: March 2017

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Command Points of Contacts

MCICOM Evaluator/s

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Section H: **Personal Protective Equipment (PPE)**

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Section J: **Coordinate Occupational Health Services**

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References:

- (a) MCO 5100.29, Marine Corps Safety Program
- (b) MCO 5100.8, Marine Corps Occupational Safety and Health Program
- (c) NAVMC 5100.8, Marine Corps Occupational Safety and Health Program Manual
- (d) MCO 5100.19, Marine Corps Traffic Safety Program
- (e) MCO 5100.30B, Marine Corps Off-Duty and Recreation Safety Program
- (f) MCO 3500.27 Marine Corps Risk Management

Command Information

Commanding General:			
Phone:		DSN:	
Executive Officer:			
Phone:		DSN:	
Regional Safety Manager:			
Phone:		DSN:	
Command Address:			
Date of In-Brief/Out-Brief:			

Command Points of Contact

Deputy Safety Manager:			
Phone:		DSN:	
Radiation Safety Manager:			
Phone:		DSN:	
Explosive Safety Officer:			
Phone:		DSN:	

Safety Evaluator/s

Evaluator Name:			
Evaluator Title:			
Evaluator Name:			
Evaluator Title:			
Evaluator Name:			
Evaluator Title:			
Evaluator Name:			
Evaluator Title:			

Executive Summary template

Command:
Commanding Officer:
Command Safety Manager:
Safety Evaluator:
Date Assessed:
Programs Assessed:

Executive Summary

A triennial (every 3 years) Regional Command Safety Program Assessment of **insert region** was conducted to identify program elements that are best practices, working in accordance with orders, elements that are working but could use assistance, and elements that are not operating in accordance with the references and are identified as findings. Additionally, the report highlights program elements identified as best practices

The following safety programs are working in accordance with orders:

- 1.

The following programs are in place, but require assistance to be fully compliant:

- 1.

The following programs are identified as findings:

- 1.

Safety Program elements identified as best practices

- 1.

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SECTION A. Regional Command Leadership

<p>1. Implemented the Marine Corps Safety Program IAW specific and guideline requirements outlined in MCOs and MWFPs Any deviations from "will, shall, must etc." requirements are only authorized by specific written waiver from HQMC.</p> <p>MCO 5100.29B, 4.b.(13)(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>2. Developed and published a command safety policy and mission statement?</p> <p>MCO 5100.29B 4a(13)(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>3. Ensure that a comprehensive OSH program is established that incorporates all subordinate activities and units under their control.</p> <p>MCO 5100.?, para 4b.(4)(a), MCO 5100.29B, 4b(13)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>4. Ensured Deputy Commander/XO/CoS is responsible for execution of the command safety policy?</p> <p>(a) Duties are part of FITREP. (b) Chairs the Organization Safety Council in the absence of the Commander. (c) The safety office shall be a special command staff function and the Regional Safety Manager shall have direct access</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<p>to the commander.</p> <p>(d) The safety program shall not be subordinated to other programs or functions.</p> <p>(e) Ensures an adequate safety budget is developed, programmed and implemented.</p> <p>MCO 5100.29B 4.b.(13)(b), NAVMC 5100.8, 4001.4, NAVMC 5100.8, 2002.2 & 2002.4</p>	
<p>Remarks:</p>	
<p>5. Established a Safety Office, with an adequate budget that meets requirements; at the command level and not subordinate to another staff or section?</p> <p>(a) Submits annual budget for requirements?</p> <p>(b) POM inputs are submitted for out-year requirements?</p> <p>(c) Corrective action plan is implemented for Deficiencies.</p> <p>MCO 5100.8, 5.b.NAVMC 5100.8, MCO 5100.29B, 4.b(12)(a) and 4.b.(13)(h)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>6. Identified and established safety billets?</p> <p>(a) Meets staffing and program requirements to manage all required organizational, CSS and special safety program staffing requirements?</p> <p>(b) If staff is not adequate, command has implemented a plan to correct.</p> <p>MCO 5100.29B, Para. 4.b.(12)(a), NAVMC 5100.8, ALMAR 044/02</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	

<p>7. Ensured the Command safety manager is a trained, qualified safety and health specialist or military officer.</p> <p>MCO 5100.29B, 4.b(13)(h), NAVMC 5100.8, 3001.1(a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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Remarks:

<p>8. Established a Command Safety Council to meet quarterly with appropriate leadership and are members appointed in writing?</p> <p>(a) Specifically chaired by Commander or XO/CoS</p> <p>(b) Key staff and unit members participate</p> <p>(c) Agenda, slides, minutes</p> <p>(d) Quarterly mishaps and trends discussed</p> <p>(e) Other quarterly trends discussed</p> <p>(f) Command corrective action plans implemented</p> <p>NOTE: All units/Commands of over 500 total personnel are required to have their own safety council.</p> <p>NAVMC 5100.8, 4001.3 & and 4001.4, NAVMC 5100.8, 4001</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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Remarks:

<p>9. Completed the required GCASS survey within 90 days of assuming command and annually thereafter?</p> <p>MCO 5100.29B, Chap 2, para 3(g)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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Remarks:

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SECTION B. Safety Program Management

1. Conducted annual self-assessment of the organizational safety program using inspection checklist? Briefed to the Chain of Command.

- (a) Commanding General/Commanding Officer implemented corrective action plans to correct all deficiencies?
- (b) CG/CO/Deputy Commander/CoS meets routinely with Safety Manager/Safety Officer to monitor progress of CAP?
- (c) Copy of report and CAP submitted to higher Command with quarterly reports until all deficiencies are closed out?

Yes No N/A

MCO 5100.29B, para 4b(13)(h)(5), DODI 6055.1 (EOSH Self Evaluation)

Remarks:

2. Addressed findings from previous higher HQs Inspections and self-assessments and maintain a current status of corrective actions? Command implemented corrective action plans.

- (a) CG/CO meets routinely with Safety Manager to monitor progress of CAP.
- (b) Does the higher command/organization/unit maintain CAPS for all subordinate commands; conduct trend analysis of Command wide issues; and brief the chain of command of organizational trends and issues?

Yes No N/A

MCO 5100.29B, para 4b(13)(h)(5), DODI 6055.1 (EOSH Self Evaluation)

<p>3. Ensure that all subordinate organizations conduct inspections or CGIP (as noted) for annual self-assessment.</p> <p>(a) Does the higher command/organization/unit maintain CAPS for all subordinate commands? (Command wide evaluation and trends)</p> <p>(b) Monitor until all CAPs are closed?</p> <p>(c) Conduct an annual trend analysis of Command wide issues from results of all inspections and CGIPs?</p> <p>(d) Brief the chain of command of organizational trends and issues across the Command or major organization</p> <p>(e) Develop, implement and monitor the Command plan to correct all documented deficiencies?</p> <p>MCO 5100.29B, para 4b(13)(h)(5), DODI 6055.1 (EOSH Self Evaluation)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>4. Has the Command and all subordinate organizations completed the initial and annual Ground Climate Surveys (GCASS)?</p> <p>MCO 5100.29B para 4b(13)(c)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p align="center">Regional Safety Assessment Program Evaluation Guide</p>	
<p>SECTION C. Support Military Operations and Training</p>	

<p>1. Provided assistance to subordinate units to incorporate safety and risk management (RM) into all operational briefs, including pre-deployment?</p> <p>MCO 5100.29B Chap 1(1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>2. Provided assistance to units requesting Tactical Safety Specialists (TSS) support in tactical training exercises/operations?</p> <p>(a) Ensured TSS's have required standing orders?</p> <p>(b) Current passports?</p> <p>(c) Uniforms and a deployment kit?</p> <p>(d) IDPs with all required training?</p> <p>MCO 5100.2 in Development, MCO 5100.29B, Chap 1(1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>3. HERO, HERF, HERP Programs</p> <p>(a) Implement all programs as required.</p> <p>(b) Provided assistance to subordinate units requesting training for laser, radiation, and radiofrequency radiation safety programs?</p> <p>(c) Include inventory, storage and marking requirements as appropriate.</p> <p>MCO 5104.1A, MCO 5104.2, MCO 5104.3, MCO 5100.29B Chap 1(8)(c)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	

<p>4. Ensured that subordinate units coordinate /manage a respiratory protection program as required?</p> <p>NAVMC DIR 5100.8 Chapter 13000, 13008.2</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>Regional Safety Assessment Program Evaluation Guide</p>	
<p>SECTION D. Traffic Safety</p>	
<p>1. Ensure all subordinate commands/units have organized, implemented, and supervised a complete written motor vehicle safety program?</p> <p>MCO 5100.19F, para 5 (e), MCO 5100.29B Chap 1(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>2. Ensured all personnel have attended the required driver improvement and remedial driver training courses?</p> <p>MCO 5100.19F Chap 5 para 3 & 4</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	
<p>3. Ensured all personnel have attended the required motorcycle safety courses for beginners, experienced and sport bike riders?</p> <p>MCO 5100.19F Chap 4</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remarks:</p>	

<p>4. Maintain accurate lists of motorcycle owners and operators and status of training?</p> <p>MCO 5100.19F, Chap 4, para 11</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>5. Ensured all required personnel have attended an emergency vehicle operator course?</p> <p>MCO 5100.19F Chap 6, para 8.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>6. Establish Safe Driving Council</p> <ul style="list-style-type: none"> (a) All required members appointed in writing (b) Appointment letters maintained by TSM (c) TSM will maintain (5 yrs) and distribute minutes (d) TSM will track all action items (e) May be incorporated into Safety Council, but clear separate agenda and minutes should reflect Safe Drive issues. (f) Chaired by CG/Commander or CoS/XO <p>NOTE: Required for all installations and organizations with a total of over 500 personnel assigned to the organization. Divisions/MLGs and MAWs may participate in the MEF Safe Drive Council unless located at another location.</p> <p>MCO 5100.19F Chap 2, para 's 1-3, MCO 5100.29B, Chap 1(2)(a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

Remarks:	
<p>7. Provide mishap statistical analysis and traffic safety education to command and subordinate organizations/units.</p> <p>MCO 5100.29B, Chap 1(2)(e), MCO 5100.19F, Chap 2 d(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
<p>8. Annual program evaluation with required corrective action plans of all elements of the Traffic Safety program by the designated organization Traffic Safety Manager.</p> <p>DODI 6055.1 (EOSH Self Evaluation), Self-Evaluation Program</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
Regional Safety Assessment Program Evaluation Guide	
SECTION E. Safety Promotional Material	
<p>1. Have a budget/plan in place to distribute safety posters, booklets, handouts, etc.?</p> <p>MCO 5100.29B Chap 1(3), MCO 5100.8, 5(b), NAVMC DIR 5100.8, 3002. 2 & .3</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	

<p>2. Publish news releases, articles, e-mails, etc., pertaining to safety?</p> <p>MCO 5100.29B Chap 1(3), NAVMC 5100.8, 2003.16</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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<p>Remarks:</p>

<p>Regional Safety Assessment Program Evaluation Guide</p>

<p>SECTION F. Safety Inspections</p>

<p>1. Inspect or ensure subordinate command Safety Managers have conducted/ensured that safety program inspections (both program and facilities) have been conducted and that all facilities are inspected annually by a qualified GS-0018 Safety Specialist.</p> <p>DODI 6055.1, paragraph E3.5, NAVMC 5100.8, chapter 17</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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<p>Remarks:</p>

<p>2. All facilities at least annually and documented?</p> <p>(a) Two part reports (program and facility deficiencies)?</p> <p>(b) Written inspection program and process for inspections and tracking of hazard abatement and other corrective actions.</p> <p>(c) All applicable records of training are inspected and validated for supervisors and employees.</p> <p>(d) Deficiencies with applicable references noted with recommended abatements?</p> <p>(e) Summary and copy of report routed</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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<p>thru chain of Command.</p> <p>(f) Ensure that CAPs are submitted, tracked and accurately closed out.</p> <p>(g) Conduct required trend analysis.</p> <p>NOTE: If the local installation conducts the facilities inspections only, then the command must conduct annual program inspections with written reports, subordinate CAPS and annual trend analysis of findings for program and facilities inspections.</p> <p>NAVMC 5100.8 para 7003.1 and NOTE., 7005.7, 2003.4 & .12, MCO 5100.29B, Chap 1 (5), NAVMC 5100.8, 7004.2(k), DODI 6055.1 and Annual IPR Reporting requirements. SOHMS and PDCA model</p>	
<p>Remarks:</p>	
<p>3. Ensured that the organizational High risk areas are inspected at least semiannually?</p> <p>NAVMC 5100.8 7003.1.b, MCO 5100.29B Chap 1 (5) (a)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>4. Maintain an effective hazard abatement log to prioritize identified hazardous conditions until abated?</p> <p>(a) No existing RAC 1 and RAC 2's over 30 days.</p> <p>(b) Commander is briefed quarterly on outstanding high RACs Year end roll up and trend analysis is conducted, briefed to the Command; Commander implements corrective action plan to eliminate findings.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

NAVMC 5100.8 10004, 7009, MCO 5100.29B, Chap 1(5)(a)	
Remarks:	
5. Investigate reports of unsafe or unhealthful working conditions? NAVMC 5100.8, 9002(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
6. Ensure that subordinate Commanders, department heads, directors and supervisors of personnel conducting operations with hazardous material ensure work centers are inspected? (a) Daily by supervisor walk through. (b) Written monthly inspection on file. (c) Reviewed as part of the annual SD inspection. NAVMC DIR 5100.8. Chap 17, 17002. 2(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
Regional Safety Assessment Program Evaluation Guide	
SECTION G. Mishap Reporting, Investigation and Analysis	
1. Does the Command/organization have a Mishap Investigation Program? (a) Coordinate the investigation of all subordinate unit mishaps and conduct	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<p>root cause/trend analyses</p> <p>(b) Provide assistance in the preparation of the 7-day response requirement on serious mishaps to the first general officer?</p> <p>(c) Manage unit near miss program</p> <p>(d) All near miss reports are verified for abatement of the hazard</p> <p>(e) Quarterly and annual trend analysis of reports with Command briefing, and CAPs and PDCA plan.</p> <p>(f) Trend analysis of all mishaps conducted (quarterly and annually) and provided to the Commander?</p> <p>(g) What was the Command level PDCA?</p> <p>MCO P5102.1 & MCO 5100.29 Encl (1), Chap 1.6,</p> <p>MCO 5100.29B 4(b)(14)(c) and Chap 1(6)(a), NAVMC 5100.8, Para 2003; MCO 5100.29B, Para 4.b.13.h.9</p>	
<p>Remarks:</p>	
<p>2. Maintain OSHA 300 log and corresponding 301 reports for all OSHA related mishaps. Must be able to present log and 301 reports within 4 hrs of request.</p> <p>MCO 5102.1D Para 3008, 29 CFR 1904 (See OSHA Compliance Checklist for exact items)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>3. Use the Web-Enabled Safety System (WESS) and or ESAMS to report all mishaps involving personnel injury, property or equipment</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

<p>damage, regardless of severity?</p> <p>(a) Does the Command/organization verify accurate reporting (i.e. comparison of clinic mishaps versus WESS reports or similar methods)?</p>	
<p>Remarks:</p>	
<p>4. Does the Command maintain quarterly military and civilian TCIR/DART statistics and brief them routinely to the Command?</p> <p>MCO 5102.1B para 3008</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>Regional Safety Assessment Program Evaluation Guide</p>	
<p>SECTION H. Personal Protective Equipment (PPE)</p>	
<p>1. Ensure technical assistance is provided for PPE surveys, identification of selection of proper PPE?</p> <p>MCO 5100.29B Chap 1.7</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>2. Ensure appropriate PPE and training are provided, conducted and records maintained by the employee/Marines supervisors (military and civilian supervisors)?</p> <p>(a) Written documentation of what PPE is required in work area</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

<p>(b) Documentation that employee was trained by the supervisor on all required PPE</p> <p>(c) Work Centers and Supervisor have copies of the IH reports for their work areas available for their routine use</p> <p>(d) All PPE requirements are validated during annual safety program inspections</p> <p>MCO 5100.29B, Chap 1.7, 29 CFR 1910.132-137</p>	
<p>Remarks:</p>	
<p>Regional Safety Assessment Program Evaluation Guide</p>	
<p>SECTION I. Safety Training</p>	
<p>1. Ensure documented training for the following is provided for all civilians and Marines as applicable to their respective jobs:</p> <p>(a) Supervisor safety Training for all supervisors (military and civilian for all levels, not just first line.</p> <p>(b) Specialized program specific as required for the specific supervisor work area? (LO/TO, confined space, etc.)</p> <p>(c) Job hazard recognition, mitigation, and JHA preparation</p> <p>(d) Near miss reporting and supervisors (military and civilian) role</p> <p>(e) Mishap investigation and reporting</p> <p>(f) Workplace inspections and hazard elimination</p> <p>(g) Training documentation for employees/Marines to be kept by the supervisor (initial, special, annual refresher)</p> <p>(h) USMC Safety program</p> <p>(i) 29 CFR 1960 requirements</p> <p>(j) Supervisors responsibilities</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

NAVMC 5100.8 Chap. 5, 5001.5, MCO 5100.29B Chap 1., DoDI 6055.1, (EOHS self-evaluation)	
Remarks:	
2. Additional Training As required: (a) Collateral duty/unit safety representatives (b) Hazard Communication (c) Lockout/Tagout (d) Confined Space (e) Ergonomics/back injury prevention (f) Fall Protection (g) Weight Handling Equipment Training and licensing (h) Mishap Investigations (i) Near Miss Reporting MCO 5100.29B Chap 1.4, 1.8, 6.a, 19	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remarks:	
Regional Safety Assessment Program Evaluation Guide	
SECTION J. Coordinate Occupational Health Services	
1. Does the command/organization receive and perform appropriate follow up and tracking of compliance with Naval medical services for the following occupational health programs? (a) Does the Command receive the IH baseline and periodic industrial hygiene surveys and workplace monitoring? (b) Does IH brief employees on results of any surveys with results and impacts to them Maintain hazard abatement log of IH hazards? (c) Audiometry/Spirometry evaluations? (d) Fitness for duty/return to work Evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<p>(e) Assistance with Respirator Fit Testing and Training?</p> <p>(f) Administration of the Medical Surveillance Program</p> <p>(g) Work with installation safety office on injury trend analysis and work center surveys</p> <p>Section 10.a(1); NAVMC Public Health Center IHFOM, MCO 5100.29B, Chap 1.10</p>	
<p>Remarks:</p>	
<p>2. Maintain and track the hearing readiness goal of 100%</p> <p>MARADMIN 010/02</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>3. Ensure all Installations maintain all IH baseline inventories of hazardous noise areas that are identified and on hand.</p> <p>MARADMIN 010/02</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Remarks:</p>	
<p>Regional Safety Assessment Program Evaluation Guide</p>	
<p>SECTION K. Additional Evaluator's Comments</p>	
<p>Remarks:</p>	