



IN REPLY REFER TO

SqdnO 5100.4A
SQS1
21 Mar 11

SQUADRON ORDER 5100.4A

From: Commanding Officer
To: Distribution List

Subj: COMMAND GROUND SAFETY PROGRAM

Ref: (a) 29 CFR 1910
(b) MCO 5100.29A
(c) MCO 5100.8F
(d) MCO 5100.30
(e) MCO 5102.1D
(f) MCO 5100.30A
(g) MCO 5100.19E
(h) MARFORPACO 5100.2
(i) StaO5100.11F
(j) StaO 5100.4
(k) StaO 5100.12
(l) ALMAR 010/03

Encl: (1) Sample Quarterly Safety Summary
(2) Ground Mishap/Injury Report
(3) Marine Corps Ground Anonymous Safety Reporting Program (Anymouse)
(4) NAVMC 11401, Report of Unsafe/Unhealthy Working Conditions
(5) Activity Hazard Analysis (AHA) Form

1. Situation. The purpose of the Marine Corps Safety Program is to maximize readiness by minimizing personnel, equipment, and material waste from accidental loss. The target of the program is the elimination of unsafe acts and hazardous conditions through education, awareness, proper management, supervisory and leadership efforts. This philosophy is based on the principle that the Marine or Sailor is not as much the cause of the mishap or the unsafe condition as they are the symptom of inadequate leadership and a lack of supervisory attention to safety. Examples of these failures are:

- a. Inadequate training/skill development.
- b. Mis-assignment of personnel.
- c. Misidentified/unidentified workplace/off duty recreation hazards.
- d. Inadequate use of risk mitigation tools; Operational Risk Management (ORM).
- e. Procurement of improper/inadequate tools, equipment, and materials.
- f. Excessive pressure to produce and encouragement to take shortcuts.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

g. Leadership deficiencies which allow the existence of unsafe acts or conditions which in turn allow or cause other inefficiencies in operations and may have multiple implications.

2. Cancellation. SqdnO 5100.4.

3. Mission. Commanders at all levels are responsible for ensuring that the Marine Corps Total Force is maintained at the highest level of readiness possible by incorporating operational risk management (ORM) in all operations. Ensure controls are in place for any hazard that cannot be completely eliminated, and providing appropriate safe and healthful facilities for all of their personnel. Accident prevention and reporting is the responsibility of all personnel. This order implements and establishes the Unit Ground Safety Program for Headquarters and Headquarters Squadron (H&HS) and its supporting staff. It identifies clearly defined policies, objectives and standards to be established within all elements of the squadron. It establishes methods to monitor the success of the Unit Ground Safety Program to ensure an effective accident prevention program is operational, and that all individuals are aware of their responsibilities. It also aids the Commanding Officer in the accomplishment of this unit's mission, without accidental loss of personnel, equipment, and materials.

4. Execution

a. All Marines, Sailors, other service members, and civilians assigned to H&HS:

- (1) Be directly responsible for their safety, both on and off duty.
- (2) Be morally responsible and prevent anyone who is committing or about to commit an unsafe act from doing so.
- (3) Correct and/or report all known safety deficiencies.
- (4) Report all unsafe conditions to the chain of command, the Collateral Duty Safety Representative (CDSR), or directly to the H&HS Ground Safety Manager when immediate on-the-spot corrections cannot be made.
- (5) Report all accidents resulting in equipment damage or personal injury to the chain of command, CDSR, and Ground Safety Manager.
- (6) Read and comply with unit and section Standard Operating Procedures (SOP).

b. Executive Officer: As the Executive Officer you are responsible for the overall implementation of the Unit Ground Safety Program. To accomplish these duties, the following recommendations and actions are provided to ensure you are in compliance with the references.

- (1) Within the scope of your duties provide direction, guidance and support to unit ground safety personnel and other staff members that make up your safety team.
- (2) Ensure, in concert with the Commanding Officer, adequate funding is available to support your unit safety programs.
- (3) Encourage the commander to publish guidance clearly stating the command's safety policies and provide specific instructions for the development and operation of effective Safety Programs.

(4) Ensure a Unit Ground Safety Manager (GSM) is appointed in writing by the Commanding Officer.

(5) Provide command level support to the GSM to facilitate squadron compliance to this order and all Ground Safety orders, regulations and policies.

(6) Ensure that the Ground Safety Manager initial Ground Safety for Marines (GSM) training within 90 days of appointment.

(7) Ensure a proactive program in motor vehicle safety is established within the squadron. References (g), (i), (l), and (m) will provide instructions and guidance for the development of a Motor Vehicle Traffic Safety Program.

(8) Ensure operational pauses are held at least semi-annually. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used to conduct safety training, review procedures, and assess the command's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and integrated into training plans. Periodically, operational pauses will have to be directed with no notice or short notice. Unit safety officers must plan accordingly to ensure operational pause programs prepared for such occasions. Dates and attendance shall be documented for the Safety Program Status submission.

(a) Back In the Saddle (BITS) operational pauses should be held following the extended winter holiday period or post-deployment, and at the commander's discretion may serve as one of the semiannual safety operational pauses.

(b) Command safety events, conducted using Quarterly Safety Theme MARADMIN messages, may serve as a semiannual Safety Operational Pause provided all hands attend.

c. Ground Safety Manager: Responsible for establishing, coordinating, and administering the Ground Safety Program. The GSM shall have direct access to the commanding officer, executive officer, and squadron Sergeant Major. The GSM shall be delegated responsibility for all matters pertaining to the command related to occupational safety and health matters to include, but not limited to:

(1) Develop and establish an effective safety and health program in conjunction with the references and this order that integrates the command safety policy into all areas and operations.

(2) Develop, maintain, and supervise a Collateral Duty Safety Representative (CDSR) Program to delegate safety program responsibilities down to the section level.

(3) Advise and assist the Commanding Officer, Executive Officer, section heads, supervisors, and personnel to discover, identify, correct, and eliminate unsafe/unhealthy work practices and conditions.

(4) Distribute hazard prevention data from mishap reports, messages, and trend analysis programs to all command personnel.

(5) Review ground mishap reports ensuring investigations address all factors and findings/recommendations are accurate and appropriate.

(6) Establish safety hazard/hazardous condition reporting procedures in accordance with references (c), (l), and enclosures (3) and (4).

(7) Maintain liaison with higher command safety offices.

(8) As directed or required; attend safety meetings and/or counsels as a representative of the Commanding Officer.

(9) Conduct annual facility and program inspections for all of H&HS. Track corrective action on noted violations/citations and provide follow up/assist visits with section CDSRs to facilitate corrective action within the sections. Prepare and submit reports as outlined by orders and directives.

(10) Maintain current orders/directives, reports, inspections, and records pertaining to the ground safety program.

(11) Educate and train personnel on safe operating procedures, both on and off duty, maintenance, training, athletic, recreational, and all other mishaps caused by equipment or personnel failure. This training shall be provided at monthly mandatory CDSR safety training.

(12) Conduct semi-annual operational pauses and coordinate with the Department of Safety and Standardization for all station level health and safety events. These events include but are not limited to:

(a) Back In The Saddle (BITS) Stand Down

(b) Labor Day Stand Down

(c) 101 Days of Summer Health and Safety Fair

(13) Establish a comprehensive Motor Vehicle Safety Program in accordance with references (g), (i), (l), and (m). Ensure dissemination of current Arrive Alive cards in accordance with reference (k).

(14) Coordinate with the Squadron S1 and S3 to ensure all H&HS personnel are in compliance with required motor vehicle training and courses to include but not limited to:

(a) Alive at 25 (Driver Improvement).

(b) Attitudinal Dynamics of Driving (ADD/Remedial Driving).

(c) Motorcycle Safety Foundation Motorcycle Courses.

(d) ATV/Dirt Bike Courses.

(15) The GSM shall also act as the H&HS Fire Warden and shall coordinate actions relative to Fire Prevention with the Station Fire Department.

(16) The GSM will utilize the Station Safety Department for guidance in all matters pertaining to Occupational Safety and Health to include but not limited to:

(a) Hazard Communication.

(b) Respiratory Protection (if required).

(c) LASER Systems (for LASER assets (other than MILES equipment)).

(d) Radiation Protection (if any section has equipment containing radioactive materials).

(e) Hearing Conservation Program.

(f) Off Duty Recreational Safety.

(g) Traffic Safety.

(17) Provide a Quarterly Safety Summary Report that highlights mishaps, recurrent safety problems, written inspection results, and other safety related information as necessary to the Commanding Officer/Executive Officer for review and action. Enclosure (1) of this order is a sample Quarterly Safety Summary.

d. Collateral Duty Safety Representative (CDSR): CDSRs are appointed by their respective Section Head or Officer In Charge. Each section shall appoint a Primary and Alternate CDSR. CDSRs are delegated authority to implement the ground safety program at the section level and answer to the H&HS Ground Safety Manager for all matters pertaining to safety. CDSRs will be responsible for the following, to include any additional duties related to safety that may be required from time to time:

(1) Develop and maintain a local desktop and turnover binder for their respective section which will include but is not limited to:

(a) Appointment letter.

(b) Training Certificates.

(c) Emergency Action Plans and Egress Charts (to be drilled annually).

(d) Monthly Inspection Checklists.

(e) Fire Warden Inspection Checklists.

(f) Annual inspection results and citations.

(g) Section safety training to include material trained and signed rosters.

(2) Conduct monthly facility and program inspections for their respective section. Inspection checklists shall be submitted to the H&HS Ground Safety Manager no later than the 15th of every month.

(3) Conduct Activity Hazard Analysis (AHA) surveys for all jobs within the section to determine hazards associated with all work environments. Use enclosure (5) for conducting AHA assessments. Coordinate with the H&HS Ground Safety Manager to implement hazard controls.

(4) Correct all safety deficiencies that can be corrected on the spot and enter any deficiencies/hazards/conditions that require Base Service Personnel attention into the Maximo system. Contact the H&HS Ground Safety Manager for any deficiencies not corrected within 30 days.

(5) Attend all monthly CDSR training/safety/council meetings as the H&HS Ground Safety Manager requires.

21 Mar 11

(6) Responsible for training all personnel within their respective section on all matters pertaining to safety.

(7) Shall also act as the section Fire Warden and will conduct monthly fire inspections for their section. Fire inspection checklists will be turned into the H&HS Ground Safety Manager by the 15th of every month.

5. Administration and Logistics. The Unit Executive Officer will be held responsible for the execution of safety policies and programs.

a. The Unit Executive Officer, and Ground Safety Manager fitness reports shall include mandatory comments on their fulfillment of safety responsibilities.

b. The CDSR fitness reports for sergeant and above and Proficiency and Conduct marks for Corporal and below shall reflect based on periodic and annual inspections of their section safety program, participation in monthly safety training, and execution of any additional duties related to safety.

c. The GSM shall maintain mishap records (5 years), general correspondence files (3 years), and current publications required to support the Unit Ground Safety Program.

6. Command and Signal.

a. Command. This order is applicable to all Marines, Sailors, other service members, civilians, and contractors assigned to H&HS.

b. Signal. This Squadron Order is effective on the date signed.



E. K. COUCH

Distribution: A



From: Ground Safety Manager
To: Commanding Officer

Subj: QUARTERLY SAFETY SUMMARY

1. The following information is provided to assist the Commanding Officer in evaluating the Headquarters and Headquarters Squadron Ground Safety Program. Information provided is based on data obtained from (put current quarter here, October through December 2011). During this period, (number) mishaps were reported resulting in injury to personnel. There were no permanent disabilities, (number) days hospitalization, and (number) days away from work. Highest incidence of injury occurred in work related accidents. In summary, (percentage) of the assigned personnel to this Command sustained an injury during this three month period.

2. A complete breakdown of the (number) mishaps is provided below:

ACTIVITIES

TYPE INJURY

Work Related (number)
Sports (number)
Liberty (number)
Motor Vehicle (number)

Arms/Hand (number)
Legs/Foot (number)
Back (number)
Neck (number)

3. Analysis. Information collected provides indicators of the following trends:

- a. (percentage) of the reported mishaps occurred at work.
- b. (percentage) of the reported mishaps occurred during sports related activities.
- c. (percentage) of the reported mishaps occurred to the arm/head.
- d. (percentage) of the reported mishaps occurred to the legs/feet.

4. Safety awareness must remain high especially in light of the dangerous work we do. Training will be conducted to address these trends at the squadron and section level.

5. Recommendations. Keep safety training current. Maintain a safety culture that promotes safety in all activities. Talk safety and train safely.

6. Pending Safety Concerns. As discussed in the last Quarterly Safety Summary, the energized light pole that is not within distance

Encl (1)

standards at the IMA LOX farm has not been corrected by BSD. This could be a catastrophic mishap if not corrected in a timely manner.

7. Future Safety Items. Monthly training has been falling short on attendance from several sections. The annual Health and Safety Fair will be held on May 23rd, 2011. Temperatures are going to be on the rise soon, there needs to be adequate classes on hydration and the desert environment.

I. M. MARINE

Distribution:

(To Be Completed by Supervisors, OIC or SNCOIC)
PID/Motor Vehicle/Property Damage Report
(Personal Injury/Death)
Marine Corps Air Station Yuma
Revised November 17th, 2010
Send to Station Safety, Bldg 460, Ext 269 2874, Fax 269 2436

Command Information

Date/Time of Mishap _____ / _____ Type of Mishap _____

MCC _____ RUC _____ Comp CMD MARFORPAC Major Command MCIWEST

Parent Command MCAS YUMA Unit Command _____ Dept. _____

Personnel Information - Last Four _____

Last Name _____ First Name _____ MI _____

Rank/Rate _____ MOS _____ Ht/Wt _____ AGE/D.O.B. _____

Gender _____ Marital Status _____ Dependents# _____

Billet MOS _____ Individ. Status _____ Job Title _____

State Driver Lic./_____ Exp. Date /_____

Mishap Information - Summary (Who, What, Where, When, Why, How)

Causal Factors ("Why it happened") _____

Location

Base _____ State/Country _____ / _____ City/County _____ / _____

General Location _____ Specific Location _____

Equip Involved _____ General Activity _____

Specific Activity _____

Environmental Conditions _____

Injury Type _____ Body Part/Extent _____

Chemical Involved/Comments _____

PPE USE

Helmet/Hard Hat Safety Boots Gloves Flak-jacket
Goggles/Glasses Reflect.Vest Earplugs Personal Flotat. Dev.
Long Pants Lg Slve Shirt Seatbelts Other _____

Motor Vehicle

Make _____ Model _____ Year _____ Seated(where in vehicle) _____

Under The Influence Alcohol/Drugs/BAC _____/_____/_____

Ordnance NSN _____ Lot # _____ DODIC _____

Training

Formal Training Type/Date _____/_____

Motorcycle Training Place/Date _____/_____

Driver Improvement Training Place/Date _____/_____

Lost Time/Property Damage

Lost Days (Loss of Full Work Shift) _____ Restricted Days(lt duty) _____

DOD Property Damage/Cost _____/_____

Non DOD Property Damage/Cost _____/_____

Duty Status (On/Off) _____

Corrective Action of Supervisor (what has been done to prevent this in the future)

Print/Signature of Supervisor or OIC Phone # Date
_____/_____/_____

PRIVACY ACT STATEMENT

Authority: SECNAVINST 5100.10E

Principal Purpose: To ensure prompt investigation of occupational injuries, and to initiate immediate corrective action.

Use: Routinely used by the Safety Division to perform investigations of mishaps that may have caused occupational injury or illness.

UNSAFE OR UNHEALTHFUL WORKING CONDITION

NAVMC 11401 (8-98) (EF)

SN: 0109-LF-071-1000

1. I believe a condition exists which is a safety or health hazard to Marine Corps personnel or property. ((check one))
Civilian: Military:
Employee Representative: Other:

2. Does this hazard immediately threaten life or health?
Yes No

3. Building, worksite, or other location where you believe the unsafe or unhealthful condition exists.

4. Supervisor (if know) at this location is: _____ and phone number is: _____

5. Briefly describe hazard:

6. Number of employees exposed to or threatened by hazard:

7. If know, list any safety or health standard which you believe may apply to this condition.

8. To your knowledge, has this condition been reported to, discussed with, or brought to the attention of a supervisor?
Yes No

9. If yes, please give the results, including any efforts by management to correct condition.

10. Name (Optional): _____ phone number (Optional): _____

11. If you, are a representative of employees, provide name of your organization.

Case) number:

(Filled in by Installation or Unit Safety Office).

Designed using FormFlow 2.15, HQMC/ARSE, Aug 98

MCAS Yuma – Activity Hazard Analysis



Job / Task: _____

Date	Work Center (Division or branch, etc.)	Building #	
Title of Employee Performing Task	Required Personal Protective Equipment to Perform the Task		
Completed By (Name)	Reviewed By (Name & Title)	Phone #	No. Of Employees Involved
Sequence of Basic Task Steps	Potential Hazard or Accident		Concurrence Non-Concurrence
			Recommended Action to Prevent Accident or Eliminate Hazard