



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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StaO 5100.16

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05 AUG 1990

STATION ORDER 5100.16

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Distribution List

Subj: RECREATION SAFETY PROGRAM

Ref: (a) MCO 5100.30
(b) MCO 5100.29
(c) MCO 5100.8F
(d) MCO P5102.1
(e) MCO 5100.19D
(f) 29 CFR 1910

Encl: (1) Marine Corps Air Station Yuma Off-Duty and Recreation
Safety Program Minimum Requirements

1. Purpose. To provide policy, assign responsibility, and establish instructions for the administration of the Marine Corps Air Station Yuma (MCAS Yuma) off-duty and recreation safety programs.

2. Background. Mishaps that occur during off duty and recreational activities adversely impact a command's mission capability. Significant medical expense and loss of specialized skills may be attributed to these mishaps. Many of these mishaps can be prevented or minimized through the implementation of an off-duty and recreational safety program.

3. Applicability and Scope

a. This Order applies to all Marines, sailors, and other individuals subject to the requirements of reference (a).

b. This Order covers Marine Corps Air Station Yuma's activities, including nonappropriated fund activities, and operations that are under the sponsorship of the unit special services officer or the MCCA director for the purpose of morale, welfare and recreation which are involved with:

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(1) The acquisition, operation, sponsorship or maintenance of recreational activities.

(2) The design, maintenance, or control of recreational areas/activities.

c. Prior to implementation of this policy, activities must, where applicable, discharge their labor relations obligations. Assistance and guidance may be obtained from MPO-37.

4. Policy. It is Marine Corps policy that a comprehensive off-duty and recreational safety program be established at each activity and implemented as an integral element of the Marine Corps Occupational Safety and Health Program (reference (b)).

5. Action

a. Per reference (a), (b), and (c), Commanding Officers shall ensure that programs are established to prevent or minimize off-duty and/or recreational mishaps. Enclosure (1) contains the minimum requirements for implementation of such a program.

b. Commanding Officers and Department Heads shall ensure a written Off-Duty and Recreation Safety Program is established that incorporates all activities and units within their boundaries. MCCA activities and military units shall implement this program for off duty and/or recreational activities and facilities.

c. Commanding Officers shall incorporate the elements of enclosure (1) into applicable training programs.

d. Commanding Officers of tenant activities and units shall establish a written Off-Duty and Recreation Safety Program that complements and supports that of the host.

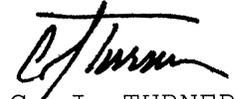
e. Commanders of tenant units shall support and use the host's Off-Duty and Recreation Safety Program. Where an Off-Duty and Recreation Safety Program has not been established, this order shall be implemented to the maximum degree practicable.

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f. Department of Safety and Standardization (DOSS) shall be the overseer for the Off-Duty and Recreation Safety Program for this installation.

6. The Commanding Officers of MAG-13, MACS-1, MWSS-371, MAWTS-1, VMFT-401, and CSSD-16 concur with and make this directive applicable to their respective command.


C. J. TURNER

DISTRIBUTION: B

MARINE CORPS AIR STATION YUMA OFF-DUTY RECREATION SAFETY PROGRAM

1. Organization. Full time and collateral duty safety personnel shall incorporate the Off-Duty and Recreation Safety Program requirements into existing safety and health programs where possible.

a. Installation Safety Councils shall have at least one representative from Marine Corps Community Services (MCCS). The local MCCS authority shall establish an internal safety committee. Where established, the Single Marine Program representative should be a member of the Safety Council and the MCCS Safety Committee. (The Single Marine Program provides recreational activities prioritized for the single Marine and geographical bachelor.) Issues identified by MCCS unit coordinators where implemented should be made available to the safety councils.

b. Safety council agenda items shall include issues which impact off-duty and recreational safety programs.

2. Requirements

a. Each recreation facility or activity will provide written guidance regarding occupational safety and health to patrons and employees. Guidance should incorporate the Operational Risk Management (ORM) process, e.g. identify hazards, assess hazards, develop risk controls and make decisions, implement controls, and supervise. The terms "facility" and "activity" may refer to overall programs only when the chain of command has so established. If the overall command policy and program do not address specifics of a high risk activity, a separate written safety procedure will be developed for that activity. For example, the squadron may establish a safety program to be followed for unit functions. One unit may decide to go white water rafting as a unit function, therefore, the special safety considerations for this high risk activity must be addressed in writing in addition to the squadron safety program.

(1) Written Standard Operating Procedures (SOP) will be developed by the activity and reviewed by that unit's Department

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of Safety and Standardization (DOSS). Where applicable, Occupational Safety and Health Administration (OSHA) Title 29 Code of Federal Regulations, Part 1910 (reference f) and Part 1926 will be used as the standard. When an OSHA standard doesn't apply, other nationally recognized consensus standards will apply, e.g., National Fire Protection Association (NFPA), American Society for Testing and Materials (ASTM). State and local standards shall be followed if they are more stringent than federal standards when not aboard a DOD installation. Other specific organization/association rules and regulations will be used when no federal standard is available. Local MCCS sports or other recreational programs may have established guidelines that should be reviewed for adoption when establishing local policy.

(2) Holiday and extended weekend safety briefs shall include off-duty and recreational safety topics.

(3) For all areas using hazardous chemicals, a specific written hazard communication program will be developed by the activity and reviewed by the unit's Department of Safety and Standardization (DOSS). A written training program will be developed for providing employees knowledge of hazards to which they are exposed, standard operating procedures and any specific safeguards or personal protective equipment (PPE) required. Patrons should, at a minimum, receive an initial safety orientation providing a basic knowledge of the hazards associated with failure to comply with requirements for the safe use of equipment and wearing of Personal Protective Equipment (PPE).

(4) For all areas creating hazardous chemical waste, a written hazardous waste handling and disposal program will be developed by that activity and reviewed by the local hazardous waste authority, referencing the Environmental Compliance and Protection Manual. All training will be documented in accordance with local and federal requirements. Appropriate hazard signs will be posted for worker and patron information as appropriate. PPE will be provided as needed.

(5) A workplace safety and health training program will be developed for each area/activity to provide employees and patrons knowledge of hazards to which they may be exposed, standard operating procedures, and any specific safeguards or PPE required. This training should consider the requirements dictated in reference (c).

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(6) A written emergency plan will be developed that include medical, fire and other evacuation emergencies. Each may require a separate plan due to the operations within the activity. Emergency phone numbers, responsibilities and any other pertinent information/training will be included. All personnel will be provided this information/training.

(7) Each MCCS area/activity will develop and publish the minimum safety requirements for use of the facility and/or equipment. If applicable, these safety requirements will be prominently displayed in an appropriate location. Only patrons with the required safety training will be permitted use of the area/activity. The area/activity facility supervisor will develop a process for enforcing the training requirement. Written training records will be maintained for at least five years, but may be maintained in one continuous log with divisions for various years.

(8) Exposure to blood and other potentially infectious materials is covered by the bloodborne pathogen program. Each activity or facility shall be evaluated by the local medical industrial hygienist to determine if personnel need to enter the Bloodborne Pathogen Medical Surveillance Program.

(9) All training programs required above will be reviewed by each particular unit's DOSS.

(10) All training will be documented in accordance with local and federal requirements. Training records will be maintained for at least five years. Some will be required to be kept longer, e.g., asbestos. These may be maintained in one continuous log with divisions for various years.

b. The Off-Duty and Recreation Safety Program will include annual workplace safety and health inspections to ensure safe and healthful work conditions and recreational areas. Annual safety inspections will be conducted by qualified safety personnel, e.g., Department of Safety and Standardization (DOSS).

(1) Proposed construction or change to facilities and/or activities shall be reviewed for safety, health and environmental considerations at the initial, mid and final stages of the proposed changes.

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(2) Each collateral duty safety officer should conduct regularly scheduled recreational safety inspections. These are not meant to substitute for the annual workplace inspection conducted by the Department of Safety and Standardization (DOSS). Locally developed checklists will assist in the inspection. Checklist items are helpful reminders of mandatory requirements. The checklists should be reviewed by the unit's DOSS prior to use.

(3) Any recreational safety deficiencies identified during workplace inspections which are beyond the authority of the activity to abate will be referred to proper authority for resolution. Those deficiencies which are not corrected within 30 days will be entered on a hazard abatement log. The safety office (DOSS) will track these deficiencies until corrected.

(4) Risk Assessment Codes (RAC) for all safety deficiencies will be assigned by qualified safety personnel within the (DOSS). RAC's will be assigned in accordance with reference (c). Imminent danger applies for conditions or practices in any workplace that pose a danger that could reasonably be expected to cause death or severe physical harm immediately or before the imminence of such danger can be eliminated through normal procedures (hazard severity category I or II and mishap probability category A). Immediate action shall be taken to eliminate or reduce the hazard associated with imminent danger situations. These situations shall be brought to the immediate attention supervisory personnel, including the Commander, for necessary action to protect affected personnel. RAC 1, 2 or 3 deficiencies that are not permanently corrected within 30 days will be added to the hazard abatement log. When interim measures can not mitigate the hazard to acceptable levels, the Commanding Officers or Department Heads will assure the activity or facility is not in operation. A notice of unsafe or unhealthful working conditions shall be posted in the affected area to warn personnel of hazards involved in accordance with reference (c).

c. Each Commanding Officer, Department Head, or safety representative shall report, file and maintain a log of mishap investigations reports; per reference (d), MCCA guidance, and local policy.

(1) All mishaps shall be initially investigated by the immediate supervisor to determine the cause of the mishap and take the steps necessary to prevent recurrence. When a military

member is injured within an MCCS facility, the MCCS representative will be provided a copy of the military mishap report for review and action as appropriate. MCCS either locally or at Headquarters will be included within the formal reviewing chain, when appropriate, in accordance with reference (f).

(2) Mishap reports generated by the MCCS activity safety representative will be reviewed by the MCCS activity director before being forwarded to the DOSS.

(3) Each MCCS activity shall maintain a daily incident log that includes work order items, repairs conducted in house and other like items. These logs will be reviewed by the activity safety representative to identify safety hazards. The DOSS may be requested to provide assistance in developing countermeasures. During inspections, the DOSS will review daily incident logs, which are to remain separate from the mishap logs required in reference (d).

(4) Hazard alerts will be generated as appropriate and will comply with guidance provided in reference (d).

d. Paragraph 2a(1) addresses the use of National Associations/Organizations for developing policy and direction. Consider local MCCS programs, e.g., Slo-Pitch and Softball that may follow slightly different guidelines. If the local MCCS uses Slo-Pitch, these guidelines would be available as well as appropriate playing fields, personal protective gear and playing equipment. When considering a sport not now established under some type of National Guidelines, consider contacting several associations or organizations for guidance on the sport or activity of interest. For example, American Archery Association and the National Rifle Association both provide information regarding shooting ranges. Many other local organizations (county, state) may also provide information on specific recreation subjects, e.g., parks and recreation associations. HQMC Safety Department and the Naval Safety Center may be contacted for guidance as well.

3. Bicycle Safety. Bicycle safety is an important part of the Marine Corps' Traffic Safety Program, reference (e). Requirements for bicycle use on MCAS Yuma's installation will be in accordance with reference (e).

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a. Personnel shall wear the proper protective equipment while riding bicycles on and/or off the installation. †

b. The protective equipment shall meet the current standards required by reference (e).

c. During the hours of darkness a reflective vest shall be worn, and bicycle lights shall also be required and utilized.

4. Roller Skates, Skateboards, and In-Line Skates. Requirements for the use of roller skates, skateboards, and in-line skates (roller blades) on MCAS Yuma's installation will be in accordance with reference (e). Several in-line hockey associations exist: U.S. In-Line and Field Hockey Association, phone: 1-719-599-5500, National In-Line Hockey Association, 1-800-358-6442. MCCA Sponsored Youth League Play and other hockey leagues sponsored by MCCA shall require protective equipment for all in-line hockey play that is in accordance with the recommendations of the association governing the league. These shall include at a minimum appropriate head, face, mouth, and limb protection. The protection equipment shall meet the current standards.

5. Baseball, Softball, and Teeball. Local policy shall be established for MCCA sponsored youth leagues for baseball, softball and teeball on MCAS Yuma's installation. In addition to the local guidelines, the following protective equipment shall be required:

a. Batting helmets with face guards which meet the current standards.

b. Safety release bases that leave no holes in the ground or parts of the base sticking out from the ground when the base is released.

c. Softer-than-standard balls are required for Teeball use.

6. Small Water Craft and Personal Watercraft (PWC)

a. Local policy shall be established for the use of small water craft (Under 16 feet) and PWC, e.g., water scooters, jet skis, and wave runners. The policy should address local testing requirements that verify the user's knowledge of safe boating,

e.g., right-of-way, knowledge of local systems of navigation markers. All state and local statutes shall apply. Governing devices controlling speed of vehicle may be used on rental equipment from MCCS.

b. All watercraft passengers shall wear a Personal Flotation Device (PFD) at all times. In addition, state laws may require that PFD be worn at all times while aboard a PWC. States may require children under age 14-16 to wear PFD's and may specify the type of PFD (PFD type I will turn an unconscious wearer face up, type III will not). Make available to all users of MCAS Yuma owned and rented PWC, safety and operational information as provided by the Personal Watercraft Industry Association, 923 N. Pennsylvania Ave, Winter Park, FL 32789 (1-407-629-4941).

c. Safety training for the use of small watercraft and PWC may be required. All local training should be based upon the guidance of the Personal Watercraft Industry Association.

7. Jogging and Physical Training (PT). Roadways utilized shall be appropriate to minimize personal injuries. During the hours of darkness; reflective vest, light colored clothing, and carry identification shall be required while jogging or doing PT. Aboard MCAS Yuma personnel shall take extra precautions when physical training during the summer months. The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, skateboarding or bicycling on roads and streets on Marine Corps Air Station Yuma, AZ is prohibited.

8. Off Road Use of Motorized Cycles and All Terrain Vehicles (ATV). All operators must successfully complete a rider or operator course prior to operation on any DOD installation under reference (e).

a. Passengers are prohibited on ATV's and off road motorized cycles designed as a single rider vehicle with no accommodation for passengers.

b. All personnel shall wear the proper clothing and protective equipment. The equipment shall meet the current standards.

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9. All Other Sports/Activities. Commanding Officers and/or Department Heads should consolidate policies with MCCS to meet the requirements as stated in the references or any other instructions which pertain to MCCS. Industry standards and association guidelines shall be used where available and when no other guideline or policy has been established. The policy shall be reviewed by the (DOSS).

10. Use of Alcohol. Overall department policies shall be reviewed by local MCCS and the Substance Abuse Counseling Center. Command sponsored or other off-duty group recreational activities not covered under the overall policy will request MCCS and Substance Abuse review during the planning stage. The following is directed by MCO P5300.12A, Marine Corps Substance Abuse Program: Marines will not be encouraged to consume alcoholic beverages. Commanding Officers/Department Heads shall institute policies that support the responsible use of alcohol. All activities will offer suitable non-alcoholic beverages in addition to alcoholic beverages. No activity will offer alcoholic beverages at reduced prices. Food will be available if alcoholic beverages are provided. Alcoholic beverages will not be offered as prizes. Commanding Officers/Department Heads will ensure that alcoholic beverages are not served/sold to Marines or guests in violation of local state or county laws. Events serving alcoholic beverages will provide alternative means of transportation following the events, e.g., free transportation or designated drivers. All recreation activity personnel should receive alcohol intervention training. Each activity shall actively support the Marine Corps substance abuse policy and goals.

11. Age and/or Health Restrictions. Off-duty/recreational activities may be made available to military personnel, retired or active duty, their family members, and to DOD civilians. Weight lifting and training is not the same for all personnel. Specific training and physician's permission may be required. Personnel with physical limitations, either temporary or permanent, may require individual trainer attention. All groups require training to properly use equipment. The following age restrictions apply:

a. Weight Room/Fitness Centers/Racquetball Courts/Saunas. Ages 16 and over will be permitted with a valid ID card. Ages 15 and under will not be permitted with exception of those centers offering special programs for the age group allowed.

b. Other Gymnasium Areas. Children under 10 must be accompanied by an adult; children 10 and over may use the other gymnasium areas unaccompanied.

c. The Commanding Officers/Department Heads may upon review increase the age restrictions when appropriate. Policies shall reflect guidance as provided from HQMC and local medical services.

12. Requirements for Participation. Shall meet the requirements stated in reference (a).

13. Personal Protective Equipment (PPE). Nonappropriated fund activities shall provide necessary PPE for personnel and patrons as deemed appropriate, from their own funds, unless provided for in a host-tenant agreement. PPE may be provided for the eyes, face, head, and extremities. Protective clothing, respirators, and protective shields and barriers may also be required.

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