



IN REPLY REFER TO:  
StaO P5100.4  
MCAS 3ED1:sjr  
MAG-13 7  
6 Oct 1988

STATION ORDER P5100.4

From: Commanding Officer  
To: Distribution List

Subj: Standing Operating Procedures (SOP) for Safety and Occupational Health

Ref: (a) Public Law 91-596, Occupational Safety and Health Act of 1970 (NOTAL)  
(b) Executive Order 12196, Occupational Safety and Health Program for Federal Employees of 26 Feb 1980 (NOTAL)  
(c) 29 CFR 1960, Safety and Health Provisions for Federal Employees (NOTAL)  
(d) 29 CFR 1910, General Industry Standards  
(e) MCO 5100.8E  
(f) MCO 5100.19C  
(g) MCO 5101.8D  
(h) NAVMC 2692  
(i) National Consensus Standards  
(j) MCO 5100.22A  
(k) NAVSEA OP5 Volume 1 and 2  
(l) MCO 11262.2  
(m) DOD 6055.5M (NOTAL)  
(n) StaO P8020.3D  
(o) OPNAV 5100.23B  
(p) StaO 5100.5H  
(q) StaO 6260.1

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policy and assign responsibility for the implementation of the Marine Corps Air Station Safety and Occupational Health Program as under the provisions of references (a) through (q).

2. Discussion

a. The goal of the Safety and Occupational Health Program is the establishment and maintenance of safety and health awareness on the part of each employee of the command. All personnel are responsible for the performance of their work to ensure that they will protect themselves, their fellow workers, equipment, and material from mishap. Management personnel are responsible for providing the mechanism that allows every employee to carry out this responsibility. The elements of the program shall be prevention, education, and analysis.

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b. Reference (a) requires each federal agency to establish and maintain an effective and comprehensive Safety Program. Reference (b) provides guidance to federal agencies to implement the program. Reference (c) contains specific requirements for federal employees. Reference (d) incorporated 29 CFR 1910 general industry standards, References (a) through (c), and (l), within the Marine Corps. Reference (f) provides mishap procedures. References (a) and (m) sets forth policies and procedures for the Industrial/Safety Program. Reference (o) applies to all Naval units on MCAS Yuma.

c. This Order contains guidelines which shall be used to organize and conduct the Safety and Occupational Health Program within departments. The primary objective is to enhance operational readiness by preventing accidental deaths and injuries to personnel, both military and civilian, as well as preventing damage to equipment. This Order identifies the components of the Safety and Occupational Health Program and the minimum precepts which comprise it. The Safety and Occupational Health Program as used herein, denotes those elements of safety and health which are related to the prevention of injuries and damage resulting from employment or mere presence aboard the activity.

3. Policy. It is the policy of the Commanding Officer to fully implement the Safety and Occupational Health Program for all federal civilian and military employees. All possible steps shall be taken to eliminate or effectively minimize, through controls, the exposure of all employees to accidental injury, or to conditions adversely affecting their health. This shall be accomplished through the application of a comprehensive, effective, and continuous Safety and Occupational Health Program.

#### 4. Responsibility

a. The Station Safety and Occupational Health Manager is directly responsible and accountable to the Commanding Officer for developing and promoting a comprehensive Safety and Occupational Health Program. The Commanding Officer delegates responsibility for the Safety and Occupational Health Program to Commanding Officers, special staff officers, department heads, and supervisors, and holds them accountable for the Safety and Occupational Health Program in areas under their control. Supervisors shall be aware of their responsibility for identifying and correcting safety and health problems.

b. Each employee has the responsibility to observe all safety and occupational health precautions applicable to their shop or work area and immediately report any unsafe/unhealthy working condition or mishap, regardless of degree, to their supervisor.

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Supervisors shall suspend any unsafe/unhealthy operation which places personnel, equipment or facilities in imminent danger, take immediate corrective action, and notify the Safety and Occupational Health Manager.

5. Action. Commanding Officers, special staff officers and department heads shall advise the Safety and Occupational Health Manager promptly of:

a. Any material set forth in this Order which apparently conflicts with laws, instructions, or directions of higher authority.

b. Additional subjects, standards, or codes which are recommended for inclusion in this Order. If such material has been prepared or used within a department, that material shall be forwarded with the recommendation.

c. Any suggestions which would improve this Order and make it more useful in implementing the Safety and Occupational Health Program.

6. Summary of Revision. This Revision contains a substantial number of changes and should be completely reviewed.

7. Concurrence. The Commanding Officers of MAG-13, 2d LAAM Bn, MACS-7, MWSS-371 and VMFT-401 concur in and make this Directive applicable to their respective commands.

8. Certification. Reviewed and approved this date.



J. C. HODGES  
By direction

DISTRIBUTION: MCAS: A  
MAG-13: A  
2d LAAM Bn: A  
MACS-7: A  
MWSS-371: A  
VMFT-401: A

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LOCATOR SHEET

Subj: SOP for Safety and Occupational Health

Location: \_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this  
Manual)

ENCLOSURE (1)



# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 1

### ORGANIZATION AND ADMINISTRATION

1000. GENERAL. Reference (a) was signed into law and became effective 21 December 1970. It directs the Secretary of Labor to issue a set of basic program elements to assist the various federal agencies in carrying out their responsibilities under the Occupational Safety and Health Act (OSHA) and Executive Order 12196.

1001. OSHA STANDARDS. References (b) and (c) make each federal agency head responsible for establishing and maintaining an effective and comprehensive Safety and Health Program which is consistent with the standards prescribed by the Secretary of Labor. References (b) and (d) direct field activities to take the following action in compliance with OSHA.

1. Provide a safe and healthful work place of employment consistent with the standards.
2. Acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees.
3. Keep records of occupational accidents and illness as per references (b) and (g).
4. Maintain, as part of the safety library, standards applicable to local equipment, materials, facilities, and operations.

#### 1002. SAFETY AND OCCUPATIONAL HEALTH DEPARTMENT

1. The Safety and Occupational Health Manager shall establish and manage the Safety and Occupational Health Program for the Commanding Officer, Marine Corps Air Station, Yuma, Arizona.
2. The program will be implemented at each and every working level in all activities and involves everyone from the Commanding Officer to new employees.

#### 1003. RESPONSIBILITY

1. The Safety and Occupational Health Manager shall:
  - a. Plan, direct, coordinate, and administer the Safety and Occupational Health Program under applicable references.
  - b. Advise and assist supervisory personnel in the preparation of material and agendas for scheduled safety presentations.

- c. Develop a Ground Safety Training Program.
  - d. Promote safety awareness throughout the Station by providing adequate bulletin boards, conducting a Safety Awards Program, and generating safety and health articles for local or higher authority publications.
  - e. Maintain current knowledge of the latest developments in safety and mishap prevention, apply this knowledge to activity operations and make recommendations whenever appropriate.
  - f. Maintain records of and conduct follow up on recommendations of the Safety and Health Committees.
  - g. Conduct mishap investigations, maintain mishap records, and provide assessment of program effectiveness to management.
  - h. Coordinate all requirements for occupational medical services with the Branch Medical Clinic, Marine Corps Air Station, (MCAS), Yuma.
  - i. Prepare, for inclusion in the annual budget, an estimate of funds required for the Safety and Occupational Health Program including safety survey cost, training, contract support, and costs to correct known deficiencies.
2. Commanding Officers and department heads shall:
- a. Be responsible to the Commanding Officer for providing safe and healthy working conditions as per references (a) through (d).
  - b. Notify the Safety and Occupational Health Manager, immediately of all mishaps relating to personnel injuries and damage to equipment and property.
  - c. Assign one officer as a unit Collateral Duty Safety Officer and one (or more) noncommissioned officer(s) to assist the unit Safety Officer. Submit a copy of the appointment order/letter to the Safety and Occupational Health Manager.
  - d. Appoint a commissioned officer to the collateral duty of Unit Vehicle Mishap Prevention Officer, who will supervise and be a member of the unit's Mishap Prevention Program including off-duty traffic safety.
  - e. Ensure that all accident prevention measures are taken in order to further the effectiveness of the Safety and Occupational Health Program.
  - f. Ensure availability of personal protective clothing, safety equipment and protective devices to persons engaged in hazardous operations.

g. Ensure operating procedures are in writing and revised as required for up-to-date information.

h. Indoctrinate and conduct training for employees to ensure safe operating procedures and guidelines are in effect.

i. Notify the Safety and Occupational Health Department in the event of visits or inspections of any government agency.

3. Supervisors shall:

a. Implement and enforce Safety and Occupational Health practices.

b. Utilize the technical assistance of the Safety and Occupational Health Department to allow the employee to work in a safe and healthful work environment.

c. Ensure that all personnel are thoroughly familiar with job hazards involved and that directions are issued, understood, and followed by employees.

d. Inspect work area daily to eliminate detected hazards and unsafe practices. Bring technical or plant problems to the attention of the Safety and Occupational Health Department.

e. Ensure that appropriate safety equipment and/or protective personal apparel is maintained and utilized by the employee.

f. Assign personnel to positions only when they are physically able to perform the positions. Refer questionable cases to the Branch Medical Department for determination as to the extent of limitations.

g. Ensure that all personnel report immediately to the Branch Medical Department for treatment of occupational illness or injuries. The immediate supervisor of a person having a serious mishap, or of the area where the mishap occurred, shall immediately notify their supervisor, and the Safety and Occupational Health Department (a serious mishap is other than those that can be treated by first aid and the employee immediately returned to work).

h. Conspicuously post applicable warning signs to all hazardous areas. Place suitable barriers as may be required.

i. Conduct regularly scheduled safety meetings with shop personnel to develop and maintain active participation in mishap prevention. Employees should be encouraged to exchange observations and discuss safety problems, mishaps, or near mishaps.

j. Coordinate department, division, and shop safety procedural memorandums with the Safety Manager prior to distribution to assure technical adequacy and conformance with standards.

k. Report all mishaps resulting in personal injury or property damage to the Safety and Occupational Health Department per reference (g).

4. Employees shall:

a. Perform assigned duties in a manner that will protect themselves, co-workers, equipment, and material from mishaps.

b. Report any unsafe working conditions immediately to their supervisor, representative of officially recognized employee organization, or the Safety and Occupational Health Manager without fear of reprisal per reference (e).

5. The Senior Medical Officer will comply with the medical and health aspects of OSHA and those contained in references (a) and (m) in relation to the Industrial Hygiene Program for civilian employees and military personnel.

6. The Staff Judge Advocate is designated as the Legal Advisor in the legal ramifications of reference (a), as it is related to the Marine Corps.

7. The Supply Officer will ensure that items held in stock for issue, and for sale in Servmart, are in compliance with safety standards.

8. The Supply Officer will ensure that the provision of reference (d), subpart 2, 1910.1200 are observed.

9. Commanding Officers and department/section heads will, as a matter of priority, correct existing violations of standards.

10. The Facilities Management Officer will ensure that all contracts contain a clause requiring the contractor to comply with OSHA Standards and safety orders.

11. Prior to letting of contracts for new construction, the Safety and Occupational Health Manager and Fire Chief will, in conjunction with the Facilities Management Officer, ensure compliance with the safety and fire prevention measures of references (d) and (i).

SOP FOR SAFETY AND OCCUPATIONAL HEALTH

CHAPTER 2

DUTIES, ASSIGNMENTS AND RESPONSIBILITIES OF  
SAFETY COUNCILS AND COMMITTEES

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 2

### DUTIES, ASSIGNMENTS AND RESPONSIBILITIES OF SAFETY COUNCILS AND COMMITTEES

2000. GENERAL. Active participation of occupational safety and health committees is essential to the success of a Safety and Occupational Health Program within this command. The purpose of these committees is to provide a means of communication between management and employees regarding safety and health, and to create an active interest in safety and health. These functions promote safety awareness and become a part of the Mishap Prevention Program. Minutes of discussions, recommendations, and follow-up action shall be published to ensure efficient and conclusive resolutions within the organizational structure of the program. The minimum requirements for safety and health committee prescribed for the activity are identified herein and the functions and membership of each are described below.

#### 2001. DUTIES, ASSIGNMENTS AND RESPONSIBILITIES OF SAFETY COUNCILS AND COMMITTEES

##### 1. Purpose

a. To provide management consideration of safety and occupational health, industrial hygiene problems and for continuing development of the MCAS Yuma Safety and Occupational Health Program.

b. To plan education and promote efforts designed to gain and maintain interest in safety and promote increased emphasis on accident prevention.

c. To assist the Commanding Officer in establishing and maintaining an effective training, industrial, traffic, and off-duty safety policy.

d. To represent the Commanding Officer in carrying out the provisions of the Safety and Occupational Health Program in conjunction with all command organizations, tenant organizations, other military commands, and the local community.

##### 2. Membership

a. Chairperson Commanding Officer, or his designated representatives.

b. Commanding Officers of MCAS Yuma activities or their designated representatives.

- c. Station Inspector.
- d. Station Departments.
  - (1) Provost Marshal
  - (2) Fire Chief
  - (3) Facilities Engineer
  - (4) Housing Manager
  - (5) Supply Officer
  - (6) Comptroller
  - (7) Industrial Hygienist
  - (8) Environmental Engineer
- e. Safety and Occupational Health Manager.
- f. Recorder.
- g. Other personnel may be invited as advisors as required/ requested.

3. Frequency of Meetings. At least quarterly during the 3rd month of each quarter and/or when requested by the Chairperson.

4. Agenda

a. Agenda items from members of the council should be turned into the Safety and Occupational Health Manager, no later than close of business the last working day of 2nd month of quarter.

b. The agenda items will be prepared by the Safety and Occupational Health Department, and made available to members one week prior to meetings.

5. Minutes. The minutes of each meeting will be prepared by the Safety and Occupational Health Manager, reviewed by the Commanding Officer, and distributed to members of the council and each Commanding Officer/department head.

2002. SAFETY COMMITTEES

1. Station Safety/Safe Driving Council. The Station Safety/Safety Driving Council is established to provide for management consideration of safety problems and for the continuing development of the MCAS Yuma safety program. Meetings should be held every three months with a minimum of four meetings per year.

a. Membership

(1) Membership shall consist of:

Chairman - Executive Officer, MCAS Yuma, or his designated representative.

Members - Department Heads, or their designated representatives; Commanding Officers, or their designated representatives. When new departments are formed, members shall be appointed. Safety Manager, Union Representative, Fire Chief, Industrial Hygienist, if available from Branch Medical, Industrial Medical Officer, or designated representative, ROICC, EOD, Motor Transport Officer.

Recorder - Administrative Assistant, Safety Staff.

Others may be invited as advisors as needed.

(2) Each committee member shall establish and maintain close liaison with his department's safety committees. Department heads/Commanding Officers shall establish departmental/command procedures to ensure appropriate consideration of their safety committee's recommendations for submission to the Safety Council through the department's/command's representative member. Committee members appointed as representatives of the principles listed above shall be representing and speaking for their departments/commands on all safety matters.

b. Functions. The Station Safety/Safe Driving Council shall:

(1) Formulate recommendations to the Commanding Officer, MCAS Yuma, concerning changes in the overall station safety program needed to improve the safety program.

(2) Consider and make recommendations on matters involving safety policy based upon, but not limited to, the following:

(a) Accident summaries and analysis of accident causes.

(b) Safety management survey and inspection reports from off-station individuals or teams.

(c) Long-range accident prevention plans under station program objectives and means of accomplishment.

(d) New operations or facilities and changes involving potential safety problems.

(e) Act on all safety matters referred to the committee for policy action.

(3) Appoint ad hoc committees, as needed.

(4) Analyze motor vehicle accidents and violation experiences within the respective jurisdiction of the Commanding Officer, MCAS Yuma, including tenant commands, and recommend such measures as will preclude recurrences.

(5) Review and analyze traffic citations and other input from the Safety Staff, Provost Marshal, Security Department and Public Works Motor Transportation.

(6) Review instructions, notices, and memorandums regarding vehicles, streets, signs, driver, and driver habits of all personnel on the station and for official government vehicle operators off the station and for off-duty, off-station traffic safety promotion.

(7) Review new and/or changes in vehicle control devices.

(8) Submit recommendations to Command resulting from analysis of accidents and other input whenever appropriate.

(9) Ensure that adequate publicity is provided on accidents, citations, and other safe-driving related matters in the interest of promoting safe driving practices on and off the station, both duty and non-duty.

(10) Submit reports of actions and recommendations to the MCAS Yuma Command Safety Council.

2. A Department Safety Committee. A Department Safety Committee shall be established for each military command and department. Committees for departments and commands doing hazardous work such as shops, trades, warehousing, underwater, microwave, laser, and heavy duty vehicle, and explosives processing, testing, handling, and storage shall meet at least five times a year or approximately every two months; others shall have a minimum of two meetings per year. Each committee shall be established to discuss and suggest solutions to safety problems and to increase the interest of all supervisory personnel in the safety program.

a. Membership. Each department head and military command shall designate a representative to serve as committee chairman and there shall be sufficient members of various supervisory levels to provide a reasonable tenure of participation. Supervisors should be so designated that all serve in turn as committee members.

b. Functions. The committee should perform, but is not limited to, the following functions:

(1) Formulate recommendations and suggestions to the Station Safety/Safe Driving Council and/or the department head as required, on department/command and station-wide safety matters.

(2) Formulate recommendations to the department head based upon observation or a review of accidents, incidents, and safety inspections concerning the department/command.

(3) Review current station and department/command accident prevention requirements and recommend methods for implementation.

(4) Review and recommend action on employee safety recommendations and needs.

(5) Pass on to employees any pertinent safety recommendations that may have been formulated by either the General Safety Policy Committee or the department's/command's safety committee.

(6) Act upon all safety matters referred to the committee.

(7) At least every three years, review the department/command safety instructions and recommend changes that are deemed pertinent.

(8) Review accidents, both major and minor, which have occurred in the organization since the last meeting. Review their causes and recommend ways and means of preventing recurrence of these types of accidents.

(9) Help promote a continuing campaign of safety education so that employees are constantly alert to hazards not only to themselves but to co-workers and passersby.

(10) Submit the minutes of each meeting to the Commanding Officer/department head and the safety department.

3. Nonsupervisory Employee Safety Committee. Departments/commands having groups doing hazardous work or work involving trades personnel are encouraged to organize one or more nonsupervisory safety committees. The committees shall meet at times established by department/command guidelines.

a. Membership. Membership should include at least five non-supervisory employees. Tenure of participation will be at the discretion of the department head but should be at least one year but not more than three years continuously in order to include as many people as possible in the program. A representative of the Department's/Command's Safety Committee may participate in meetings as an advisor by invitation. Chairmanship may be alternated between the members. The chairman should represent this committee at meetings of the department/command Safety Committee.

b. Functions. The committee shall perform, but is not limited to, the following functions:

(1) Review reports of pertinent accidents or incidents.

(2) Review safety staff reports and other safety reports concerning practices pertinent to the department/command. Published safety articles should be included in this review.

(3) Review application of the current accident prevention program at MCAS Yuma in relationship to the hazardous or trade work of the department/command.

(4) Review accident hazards and recommend corrective action.

(5) Submit minutes including unresolved problems and recommendations to the department head/Commanding Officers, the department/command Safety Committee, and the Safety Manager, and make such other distribution of the minutes as determined by the department/command.

## 2003. SUPERVISOR'S SAFETY COMMITTEES

1. Purpose. To solve departmental safety problems and formulate recommendations and suggestions to the Safety Policy council for review and appropriate action.

### 2. Membership

a. Chairperson. A supervisor from among the members will be elected annually. Chairing to the Supervisor's safety committee will be from January to December of each year. Elections will be held during the last meeting of each year.

b. Members. Commanding Officers and department heads will appoint supervisory representatives to the supervisor's safety committee as listed below. (A copy of the appointing letter will be forwarded to the Safety and Occupational Health Department).

- (1) S-1 Department
- (2) S-3 Department
- (3) S-4 Department
- (4) Station Operations and Maintenance Squadron
- (5) Headquarters and Headquarters Squadron
- (6) Branch Medical Department
- (7) Provost Marshal
- (8) Facilities Management Department
  - (a) Housing
  - (b) Maintenance and Utilities Division
  - (c) Transportation Division
- (9) Special Services
- (10) Station Supply
- (11) Station Training
- (12) Union Representative

c. Recorder. Selected from membership.

d. Safety and Occupational Health Department. The Safety and Occupational Health Department will be represented; however, has no vote.

3. Frequency of Meeting. The Supervisor's safety committee will meet quarterly during the 2nd month of each quarter. Additional meetings may be called when approved or directed by the Chairperson.

4. Agenda. Agenda items will be prepared by the Chairperson. Agenda items from committee members should be turned into the Chairperson no later than the last working day of the 1st month of the quarter. A copy will be supplied to the Safety and Occupational Health Department.

5. Minutes. The minutes of each meeting will be prepared by the Chairperson and forwarded to the Station Safety Policy Committee Chairperson. The minutes of the shop safety committee will be an enclosure to the minutes.

2004. SHOP SAFETY COMMITTEES

1. Purpose. To develop safety consciousness and a positive attitude in nonsupervisory personnel through participation in the Safety and Occupational Health Program. The means by which members may contribute to the Safety Program of the department/activity should be emphasized.

a. Chairperson. A journeyman, sergeant, or above from among the members will be elected annually. Chairing of the shop safety committee will be from January to December of each year.

b. Members. Commanding Officers and department heads will appoint a journeyman, sergeant or above, from shops coming under their jurisdiction as listed below. (A copy of the appointing letter will be forwarded to the Safety and Occupational Health Department).

- (1) S-1 Department
- (2) S-3 Department
- (3) S-4 Department
- (4) Station Operations and Maintenance Squadron
- (5) Headquarters and Headquarters Squadron
- (6) Civilian Personnel Office
- (7) Branch Medical Department
- (8) Provost Marshal
- (9) Facilities Management Department
  - (a) Housing
  - (b) Maintenance Division
  - (c) Transportation Division
- (10) Special Services
- (11) Station Supply
- (12) Station Training
- (13) Union Representative

- c. Recorder. Selected from membership.
  - d. Safety and Occupational Health Department. Available on call by Chairperson for technical advice.
3. Frequency of Meetings. The Shop Safety Committee will meet at least quarterly during the 3rd month of each quarter. Additional meetings may be called when approved or called by the Chairperson or the Commanding Officer or Officer In Charge.
  4. Agenda. Agenda items will be prepared by the Chairperson. Agenda items from committee members should be turned into the Chairperson as requested.
  5. Minutes. The Minutes of each meeting will be prepared by the Chairperson and forwarded to the Chairperson of the Supervisor's Safety Committee for review and action.

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CHAPTER 3

SAFETY EDUCATION AND TRAINING

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CHAPTER 3

SAFETY EDUCATION AND TRAINING

3000. SAFETY TRAINING

1. Driver Improvement Class

a. All military personnel under the age of 26 years will attend the Driver Improvement Course per references (f) and (p).

b. Driver Improvement Classes will be conducted on the first and third Tuesday and Wednesday of each month in Building 576 (Station Safety Classroom). Instruction will begin at 0700 on Tuesday and terminate at 1030 Wednesday. In event a holiday falls on the scheduled date, the class will be postponed until the following week.

c. Commanding Officers and department heads will provide the Occupational Safety and Health Department with a roster of personnel assigned to attend one week prior to the first and third Monday of each month.

d. Additional Student allocations may be requested per Station Order 5100.5H. Requests for additional classes must be submitted to the Occupational Safety and Health Department in writing, 30 days prior to date of presentation time request. The request will be via the Commanding Officer, MCAS, Yuma and a clear statement of requirements must be attached.

2. Remedial Driver Training Course

a. The Remedial Driver Training Course is established to instruct and correct problem drivers.

b. The Traffic Court Judge may assign personnel to attend Remedial Driver Training and notify the Occupational Safety and Health Department in writing.

c. Unit commanders may assign problem drivers to the Remedial Driver Training Course, requesting quotas from the Safety and Occupational Health Manager in writing.

d. The Safety and Occupational Health Manager will notify the Commanding Officer, Provost Marshal, and Traffic Court Officer, in writing, the results of the Remedial Driver Training Course.

e. Classes will be conducted in Building 576, (Station Safety Classroom), the last Saturday of each month commencing at 0700.

### 3. Motorcycle Safety Class

a. All military and civilian personnel that own a motorcycle are required to attend a Motorcycle Safety Foundation Class which includes classroom instructions pertaining to local traffic conditions and direct observations of rider ability.

b. The Safety and Occupational Health Department will administer the classes weekly (Thursday and Friday). Classes will be conducted in Building 576, Station Safety.

### 4. Supervisor Safety Training

a. All military and civilian supervisors who supervise six or more employees will be provided eight hours of safety instruction annually by the Safety and Occupational Health Manager.

b. The above safety training will be integrated into the regular supervisor training conducted by the Civilian Personnel Training Officer. The scheduling of such training will be published periodically by the Civilian Personnel Training Officer.

### 5. Special Safety Training

a. Special training courses should be given periodically to groups working in areas where potential hazards are significant or accident experience indicates the need. New or special operations should be preceded by safety training. The command/department having the need for specialized training has the responsibility for providing the training.

b. Assistance in providing the training pertaining to safety and occupational health should be requested from the Safety and Occupational Health Manager. Requests for providing safety training must be submitted in writing at least thirty days prior to the presentation date.

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CHAPTER 4

SAFETY AND OCCUPATIONAL HEALTH INSPECTIONS AND PROCEDURES

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 4

### SAFETY AND OCCUPATIONAL HEALTH INSPECTIONS AND PROCEDURES

4000. PURPOSE. To establish the requirements for safety and health inspections performed by the Station Safety and Occupational Health Department, Commanding Officers, department heads, supervisors, and shop personnel.

4001. SAFETY AND OCCUPATIONAL HEALTH INSPECTIONS AND PROCEDURES. Station Safety and Health personnel are required to make formal inspections annually and maintain an updated hazard abatement log.

1. Safety and Occupational Health personnel will make formal inspections and identify deficiencies utilizing local inspection forms. Completed inspection results will be furnished to the Commanding Officer and department head for information/action. Zone inspections will be used.
2. Commanding Officers and department heads shall ensure that shop supervisors correct or eliminate deficiencies that are within his/her capabilities. When corrective action is beyond the capability of the supervisor, commanding officers or department heads will initiate corrective action and inform the Safety and Occupational Health Manager by memorandum indicating corrective action taken to resolve the deficiency.
3. The shop supervisor has the responsibility for ensuring the correction of shop level deficiencies. All trouble calls and work requests necessary to resolve cited deficiencies will be initiated by the shop supervisor.
4. Shop safety personnel indoctrinated by the Safety and Occupational Health Manager will conduct inspections to identify obvious safety hazards and unsafe or unhealthful work practices. Immediate action shall be initiated to correct/eliminate any hazards or unsafe/unhealthful working condition. The shop supervisor, will initiate planned or corrective action to resolve all deficiencies.
5. Each specialist maintains a milestone chart which identifies a systematic schedule to inspect all buildings under his/her jurisdiction. Additionally, each specialist is responsible for all records pertaining to the inspection.
6. Collateral duty safety officers/noncommissioned officers will conduct inspections at least monthly and document/log the deficiencies and initiate planned or corrective action to resolve all deficiencies.

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CHAPTER 5

SAFETY INCENTIVE AWARDS

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 5

### SAFETY INCENTIVE AWARDS

5000. GENERAL. The Safety Awards provided by the Station Safety and Occupational Health Department are separate and distinct from the suggestion and superior accomplishment cash awards granted for specific improvements in safety. They are designed to recognize those individuals or groups who, through careful attention to the performance of assigned duties, prudent observance of safety rules and practices, and vigilant administration or supervision of hazardous work, attain excellent records in safety.

#### 5001. RESPONSIBILITY OF MAINTAINING RECORDS

1. Civilian Personnel. The Safety and Occupational Health Manager is responsible for maintaining accurate accident records and safety data for the purpose of establishing the eligibility of civilian employees for the various Safety Awards listed under paragraph 5002 of this Chapter.
2. Military Personnel. The rapid turnover of military personnel makes it difficult to maintain accurate safety data. Therefore, the following procedures have been established for the issuance of Safety Awards to qualified military personnel.
  - a. The time period of 1 January to 31 December has been established as the reckoning period for eligibility of military personnel for Safety Awards.
  - b. On 15 December of each year, Commanding Officers, department and section heads may submit a list of their personnel to the Safety and Occupational Health Manager whom they believe to be eligible for the various safety awards listed under paragraph 5002 of this Chapter.
  - c. Upon receipt of the above list of personnel, the Safety and Occupational Health Manager will verify their eligibility, and subsequently prepare the proper Safety Awards for authentication and issuance by the appropriate officials.

5002. TYPES, STANDARDS, AND PROCEDURES FOR SAFETY AWARDS. The types, standards, and procedures for Safety Awards are as follows:

1. Secretary of the Navy Award for Achievement in Safety. This award is granted annually to shore activities for achievement in all aspects of safety. This award is based on frequency rate, severity rate, and motor vehicle rate. This award is completed at Headquarters, Marine Corps.

2. Department of Navy Commendation for Prevention of Accidents.

This award is granted to each shop or primary subdivision of a shop having a complement of ten or more personnel that does not have a lost time accident for 12 consecutive months. This award is completed at Headquarters, Marine Corps.

3. Department of Navy Industrial Accident Prevention Award. This award, known as the Supervisor's Award, is granted to civilian supervisors, (foreman or above) and to military supervisors (up to and including Chief Warrant officer) who have completed 12 consecutive months of supervision without a lost time accident to themselves or personnel under their supervision. Eligibility for the award will be determined by a review of the accident records filed at the Station Safety and Occupational Health Department.

4. Certificates of Commendation. This award is granted to civilian supervisors who have completed five or ten years (consecutive) of supervision without a lost time accident to themselves, or employees under their supervision.

a. Supervisors eligible for this award will forward requests to the Safety Section via their Commanding Officer, department or section head.

b. Eligibility will be based on previous awards granted and accident records of supervisors filed at the Safety Section.

5. Safe Driving Award. This award is issued to drivers who have completed 12 consecutive months of safe driving. Indicated on the award is the number of years of safe driving.

a. Safety Driving Awards are granted to civilian chauffeurs, truck drivers (all grades), and military personnel. They are also granted to other personnel who have driven Navy or Marine Corps motor vehicles (or leased/private motor vehicles on official business) a minimum of 12,000 off station miles.

b. Safe Driving Awards are issued to eligible personnel under the following conditions:

(1) They must have devoted at least 51% of their working time to driving Navy and/or Marine Corps motor vehicles. Standby time for regularly assigned drivers of emergency equipment may be included as part of the required 51%.

(2) They must have completed 12 consecutive months, (not calendar year or fiscal year basis) of driving without having a preventable accident, or accident totaling \$500.00 or more in the aggregate or involving chargeable personal motor vehicle injuries, and without moving traffic violations or safety rule violations.

(3) The first three year period is the proving period. The award reckoning period begins on the day of employment as a motor vehicle driver. When a driver is involved in a preventable accident or is cited for a traffic violation prior to the completion of three consecutive years of safe driving, they lose their safe driving record and must start a new three-year proving period. Their new safe driving record begins from the date on which the accident or violation occurred. When a driver has accumulated three consecutive years of safe driving, they have passed their proving period. Thereafter, they do not lose their entire record if they become involved in an accident or are cited for a traffic violation, but are penalized one year for each incident. As a penalty or reinstatement period, they must drive 12 consecutive safe months from the date of their last accident or traffic violation and 12 additional consecutive safe months before they become eligible for the next award.

c. A "preventable accident" on the part of a Navy or Marine Corps vehicle driver or operator is any accident occurring as a result of the failure to use reasonable care in relation to the circumstances surrounding the case.

d. A chargeable traffic violation is any violation of traffic rules or regulations, on or off the Station, while driving a government owned vehicle (or leased or private vehicle on official business) for which the driver is cited and for which they have been found guilty, has forfeited collateral, or has been disciplined under appropriate MCAS Yuma Station Regulations. Where the traffic violation involves parking regulations, only unsafe parking shall be considered. Examples: Parking outside regular parking hours, parking by the fire plug, double parking, parking too far from curb, parking too close to intersection, etc.

e. A chargeable operating safety violation is any violation of published activity, bureau, command Navy Department rules or operator is cited and for which he has been disciplined under the provisions of appropriate regulations.

6. Materials Handling and Construction Equipment Operators Award. This award is issued to drivers under the same criteria, eligibility requirements and procedures established for the Safe Driving Award.

a. The term "motor vehicle" means noncombat, self-propelled vehicles suitable for use on the highway and all trailers when used in conjunction therewith. It includes trucks, busses, tractors, bus-trailers, semi-trailers, all types of passenger vehicles and all types of power cycles.

b. The term "material handling equipment" means all self-propelled weight lifting and materials handling equipment attachments when used in conjunction therewith.

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CHAPTER 6

EMPLOYEE REPORT OF UNSAFE UNHEALTHFUL WORKING CONDITIONS

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 6

### EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

6000. PURPOSE. To establish and implement MCAS Yuma procedures for the submittal, evaluation, and appeal of employee reports of unsafe or unhealthful working conditions.

6001. PROCEDURES. The following procedures will be adhered to in this command:

#### 1. Initial Reports and Actions

a. Any employee (or representative of such employee) who observes an unsafe or unhealthful practice or condition, or any violation of a safety or health standard should orally advise the work place supervisor of the condition. In the event the responsible supervisor is not available and the condition requires immediate action, the employee shall notify any supervisor in the vicinity. If no action is taken or the employee wishes anonymity, the employee should submit written notification to the Safety and Occupational Health Manager of the deficiency utilizing an Employee Report of Unsafe or Unhealthful Working Condition Form (Appendix A).

b. The responsible supervisor shall initiate appropriate corrective action, including immediate notification of the Safety and Occupational Health Manager. Within five working days after the notification, the workplace supervisor shall advise the Safety Manager of corrective action taken, utilizing a Safety and Occupational Health Corrective Action Form (Appendix B). The notification will be sent via the chain of command.

c. Follow up inspections and investigations as appropriate, shall be conducted by the Safety Department. If the reported condition is determined to be a valid hazard or violation, the supervisor will notify the originator of the progress made toward correcting or eliminating the hazardous or unsafe condition. This will be a written report and will be made within ten working days after original notification of the suspected hazard or violation. On reports requesting anonymity, the Safety Manager shall respond to the originator.

d. If it is determined, that the reported condition is not unsafe or unhealthful, the originator of the report shall be advised within ten working days after notification. The written response shall be initiated by the Safety Manager and shall contain the rationale for the determination.

2. Appeals. If the originator of a report is dissatisfied with the actions taken, that person shall be encouraged to confer with the Safety Manager to discuss the matter and attempt resolution. If dissatisfaction still exists, the originator is authorized to submit an appeal. The Safety Manager will provide information regarding the appeal process.

3. Indirect Stopping of Work. Department heads shall ensure that all management and supervisory personnel are clearly apprised of their responsibility for initiating prompt corrective actions for unsafe and unhealthful conditions existing within their areas of responsibility and for initiation of work stoppage where imminent danger is determined to exist. Definitions of degrees of seriousness are contained in the paragraph below. The Safety Manager has the authority for stoppage of work in an imminent danger situation.

4. Posting of Notices. In all cases where employees are exposed to unsafe or unhealthful working conditions, which are verified by the Safety Manager, a Notice of Unsafe or Unhealthful Working Conditions Form (Appendix C), advising employees of the unsafe and unhealthful working conditions, shall be posted in the immediate vicinity of the hazardous condition by the responsible supervisor. These notices shall not be removed until the condition has been corrected.

5. Definitions of Violations

a. Any condition(s) or practice(s) in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated or abated.

b. A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted.

c. Those situations where a mishap or occupational illness resulting from violation of a standard would probably not cause death or serious physical harm, but which could have a direct or immediate relationship to the safety or health of employees. An example of nonserious violation is the lack of guard rails at a height from which a fall would probably result in only a mild sprain, cuts, abrasions, etc., or something less than serious physical harm.

d. Those violations which have no direct or immediate relationship to safety or health. An example of a slight deviation which may constitute a violation, may be where the height of letters on the exit is not in strict conformity with the size requirements of a standard.

**6. Action****a. The cognizant supervisor shall:**

- (1) Advise all employees of the contents of this instruction.
- (2) Encourage employee participation in prompt identification and reporting of unsafe or unhealthful conditions.
- (3) Encourage oral/written reports by employees to their supervisors for the purpose of identifying hazardous conditions.
- (4) Advise employees that reports or appeals which bypass the established procedures will be returned to the originator, thereby delaying prompt action on the report.
- (5) Assure employees that they may make written reports directly to the Safety Manager and that their identity shall not be revealed if so desired. Such reports will be treated in the same manner as those in which the originator is identified.
- (6) Clearly state that no reprisals or other punitive action will be taken against any employee originating a report.
- (7) Initiate appropriate corrective action as specified in paragraph 5001. 1 (a) Initial Reports and Actions.

**b. Department heads/division directors shall:**

- (1) Ensure that all assigned supervisors are clearly apprised of their responsibilities as detailed in this instruction.
- (2) Respond promptly to requests by supervisors and Safety Occupational Health Department personnel concerning reports of unsafe or unhealthful conditions.

**6002. ASSIGNMENT OF MINORS TO HAZARDOUS OCCUPATIONS**

1. Purpose. To inform all personnel of the restrictions concerning the work assignment of minors.
2. Background. Seventeen Hazardous Occupation Orders have been issued by the Secretary of Labor under the Fair Labor Standards Act of 1938. This Act established a minimum age of 16 for general employment and a minimum age of 18 for occupations found to be particularly hazardous. Although not covered by the Act, the Federal Government, as a matter of policy, conforms with the provisions of the Hazardous Occupation Orders.

3. Policy. Safety of personnel is a responsibility of Command. To ensure proper work assignment of minors and to preclude possible serious injuries, the Commanding Officer endorses the intent of the provisions of the Hazardous Occupation Orders.

4. Responsibility. All department heads and subordinate supervisors are to ensure proper work assignments for minor personnel. Occupations considered hazardous are those involved in or about:

a. Plants or establishments manufacturing or storing explosives or articles containing explosive components.

b. Motor vehicle driver and helper.

c. Operation of power-driven, wood-working machines.

d. Exposure to radiation substances and ionizing radiations.

e. Operation of elevators and other power-driven hoisting apparatus.

f. Operation of power-driven metal forming, punching, and shearing machines.

g. Operation of circular saws, bandsaws, and guillotine shears.

h. Roofing operations.

i. Excavation operations.

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CHAPTER 7

MISHAP REPORTING AND INVESTIGATION

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## CHAPTER 7

### MISHAP REPORTING AND INVESTIGATION

7000. REPORTS. In order to evaluate injuries and mishaps, it is necessary that mishap reports be provided to the Safety and Occupational Health Department for review, consolidation, and analysis.

7001. SCOPE. The procedures for accident investigation and reporting, as outlined herein, shall be adhered to by Commanding Officers and department heads of MCAS Yuma. They apply to civil service, non-appropriated fund instrumentalities (NAFI), and military personnel employed at MCAS Yuma. The responsibility and procedures for investigating and reporting are outlined in reference (g). Tenant units will report all accidents, incidents through their respective reporting chains. However, since all privately owned vehicle and motorcycle classes are conducted by MCAS Yuma, an information copy of all privately owned motor vehicle/motorcycle accidents shall be forwarded to the Safety and Occupational Health Department.

#### 7002. TYPES OF MISHAP AND INVESTIGATION REPORTS

1. Emergency Care and Treatment Standard Form 558. The Branch Medical Department shall prepare this report on each injury or occupational illness to civil service, (NAFI), and military personnel employed at MCAS Yuma. The report shall be submitted to the appropriate commanding officer with a copy to the safety manager. The report shall include the following information:

- a. Individuals section/unit.
- b. Specific type of accident.
- c. If traffic related mishap and type of vehicle(s) involved (i.e. car, truck, motorcycle).
- d. Occupational/nonoccupational.

2. Limited Use Mishap Reports. The Limited Use Mishap Report, as outlined in reference (g), will only be used to report mishaps involving complex weapons systems and associated equipment (such as guided missiles, laser devices, or armored vehicles) when the determination of casual factors is vital to the National Defense. These reports are privileged documents.

3. General Use Mishap Reports. General Use Mishap Reports will be used to report all mishaps not included in the Limited Use Mishap Report category. The primary purpose of these reports is mishap prevention. As such, they will not be used as evidence or to obtain evidence in determining misconduct, line of duty status, or in connection with any punitive or administrative action within the Marine Corps. General Use Reports are not exempt from mandatory disclosure. They may be released under Occupational Safety and Health Program, Department of Labor Regulations, or in response to the Freedom of Information Act requests when approved by cognizant authority. Promises of confidentiality in taking statements or other investigative processes will not be accorded. Mishap severity classifications are:

a. Class A Mishap. The resulting total cost of property damage and personnel injuries is \$500,000 or greater, or an injury occupational illness resulting in a fatality or permanent total disability.

b. Class B Mishap. The resulting total cost of property damage and personnel injuries is \$100,000 or more, but less than \$500,000, or an injury/occupational illness resulting in permanent partial disability or the hospitalization of five or more personnel.

c. Class C Mishap. The resulting total cost of property damage and personnel injuries is \$10,000 or more, but less than \$100,000 or an injury/occupational illness resulting in a lost working case with days away from work.

d. Class D Mishap. The resulting total cost of property damage and personnel injuries is less than \$10,000 or an injury/occupational illness resulting in a lost workday case with days of restricted work activity or a nonfatal case without lost workdays. All mishaps involving property damage for which the government is liable for \$1,000.00 or more are reportable. Reports concerning days of restricted work activity or nonfatal cases without lost workdays are not required to be submitted to the Commander of the Marine Corps. However, local records shall be maintained for analysis purposes. A standard rate of \$14.00 per man-hours will be used for computing labor costs.

4. Submission of Mishap Reports. All mishaps shall be reported to the Safety and Occupational Health Department within five (5) working days utilizing the format contained in Appendix D.

5. Consolidated Mishap Report. The Consolidated Mishap Report, (NAVMC 10323), shall be prepared by the Safety Manager.

a. Enclosure (6) of reference (g) will be utilized for the completion of the Consolidated Mishap Report (NAVMC 10323).

b. The following departments will provide reports for the purpose of statistical analysis data as listed below:

(1) The Station Management Engineer will submit a Station Loading Report no later than five (5) working days at the end of each month.

(2) The Station Comptroller will submit an Appropriated Fund Civilian Personnel on Board and Man-hour Report no later than five (5) working days at the end of each quarter.

(3) The Station Non-appropriated Fund Instrumentalities Office will submit a Non-appropriated Fund Civilian Personnel on Board and Man-hour Report no later than five (5) working days after the end of each quarter.

(4) The Station Motor Transport Officer will submit a mileage report with the monthly mileage driven and total mileage driven for the quarter within five (5) working days after the end of each quarter.

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CHAPTER 8

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

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## CHAPTER 8

### PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

8000. SCOPE. This chapter deals with Head, Eye, Hearing and Foot/Hand protection.

8001. APPLICABILITY. This chapter is applicable to areas identified by inspection criteria as outlined in reference (d).

8002. ABATEMENT PROCESS. P.P.E. will be utilized in spaces that have been identified and cannot be altered by engineering controls or in cases where engineering controls have minimized but not controlled the hazard.

#### 8003. REQUIREMENTS

1. Head Protection. Head protection can be of either of two types, hard hat or bump cap. Hard hats are as they imply and are used when there is a danger of equipment, tools, etc., striking an employee on the head. Bump caps are designed to be used when the wearer may bump his head, bump caps are not to be worn as hard hats. Hard hat/bump cap areas will be identified by the safety department during routine zone inspections. The work center manager is responsible to ensure the acquisition and use of head protection for personnel requiring head protection. In any event where the manager is unsure of his determination, advice from the safety department should be sought. The safety department will research the location and give appropriate advice.

2. Hearing Protection. Hearing protection shall be worn in any area where the noise standards exceed current limits and where the noise hazard cannot be controlled by engineering features. The work center manager is responsible to ensure that all personnel have proper protection from hearing loss. The work center manager will request hearing surveys by the Industrial Hygienist; in the event that the area is hazardous, the work center manager will ensure that the recommended hearing protection is acquired and utilized. The work center manager will ensure that a roster of personnel working in noise hazardous areas is annually sent to the Branch Medical Department so those personnel may be included in the hearing conservation program.

3. Eye Protection. Eye protection shall be used in any area where the danger of eye damage is possible. Eye hazard areas will be identified by the safety department during routine zone inspections. Work center managers will request guidance in any event in which they are unsure. The work center manager is responsible to ensure the acquisition and use of eye protection in any area identified as an eye hazard area.

4. Hand and Finger Protection. Hand and Finger protection shall be used in any area where there is a potential for damage to the hand and fingers. However, some areas where there is potential for splinters, etc., DO NOT require hand protection i.e., wood shop operations, in this case the potential for hand damage is increased by using hand protection. The work center manager is responsible to ensure that the acquisition and use of hand protection in areas defined as hand hazard areas. The work center manager should contact the safety department in cases where he is uncertain or when he wishes clarification.

5. Foot Protection. Foot protection shall be used in all areas where the every day work environment poses a potential for heavy objects to fall on the worker's foot. The work center manager is responsible for the acquisition and ensuring the use of foot protection. The work center manager should seek assistance from the safety department in order to determine if foot protection is required.

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CHAPTER 9

HANDLING OF CHEMICAL AND OTHER HAZARDOUS MATERIAL

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## CHAPTER 9

### HANDLING OF CHEMICAL AND OTHER HAZARDOUS MATERIAL

9000. PURPOSE. To draw attention to the importance of strict adherence to instructions pertaining to the safe handling of chemicals and other hazardous materials not specifically covered in other instructions.

9001. SCOPE. This chapter deals with all personnel who handle chemical materials aboard Marine Corps Air Station, Yuma.

9002. BACKGROUND. Numerous hazards are involved in the handling of chemical materials, particularly strong acids and toxic chemicals such as cyanides. The term "hazardous", as applied to materials, covers principally those that are either flammable, health hazardous, and/or chemically reactive. The materials included herein, by no means, represent all hazardous materials used locally, but are representative of classes of materials, specific materials which are particularly hazardous, or which Navy use has indicated the need for specific handling and storage precautions.

#### 9003. PROCEDURES

##### 1. General

a. Industrial chemicals and materials shall be labeled under current regulations, reference (d) subparagraph 1200.

b. Approved protective clothing and face shields shall be worn when working with hazardous chemicals. The use of respiratory protective devices is covered in reference (q).

c. All chemical processing tanks shall be labeled with the appropriate name of the solution, applicable specification, solution number when applicable, temperature limits, routing codes, and applicable warning labels.

1. Flammable solvents shall not be poured into sewers, drains, or on the ground. The solvents shall be collected in steel drums or other designated receptacles properly labeled for reclamation or disposal. Disposal shall be accomplished through Public Works by calling ext 2809.

NOTE: Different organic solvents which are to be reclaimed shall not be mixed, as they form azeotropic mixtures which cannot be separated for recovery.

e. All organic solvents present a certain degree of toxicity and shall be used only when required by an engineering specification. If ventilation appears to be inadequate, the Industrial Hygienist shall be notified.

f. In general, storage or disposal of chemicals shall be in areas specifically designated for the following classification:

- (1) Acids.
- (2) Bases (Caustics).
- (3) Oxidizers.
- (4) Organic Solvents.

If in doubt as to classification, the Industrial Hygienist should be contacted.

## 2. Specific Hazards

a. All chlorinated solvents are industrial health hazards. Refer to applicable local process specifications for handling instructions. Proper ventilation shall be provided so that health or fire hazards are not created by vapors that exceed safety regulations. Carbon tetrachloride is extremely toxic and is prohibited for general use. Trichloroethylene mixed with caustic solutions or materials may produce extremely toxic, explosive, and flammable mixtures (chloroacetylenes).

b. Chromic acid crystals in contact with other strong acids or solvents such as alcohols, ketons, lacquer thinners, or other flammable substances may generate enough heat to cause combustion. Nitric acid in contact with finely divided or readily combustible material such as rags, sawdust, or excelsior can cause combustion under certain conditions. All strong acids such as sulfuric, hydrochloric (muriatic), or nitric can cause serious deterioration to decks and structures if spillage is not quickly removed.

c. Sodium (or potassium) cyanide in contact with an acid releases deadly hydrocyanic acid gas. Cyanides and acids shall be stored in different areas to avoid mixing from leakage or breakage. Cyanides shall be stored in a locked compartment.

d. Aerosol cans may explode when exposed to heat. Never puncture or incinerate an aerosol can.

e. Disposal of empty containers.

9004. SUPERVISORY CONTROL

1. If chemical mishaps occur and proper disposition of the residue is not known, call the Fire Department. If acids or other corrosive chemicals are spilled or leaked from containers, the Fire Department should be notified.
2. Supervisors shall ensure that all personnel assigned to handle, use, or mix chemicals are thoroughly familiar with the precautions and instructions applying thereto.
3. Personnel who handle hazardous materials shall be cautioned to avoid breakage or spillage. Open containers and utilization of such materials shall be restricted to personnel familiar with, or properly indoctrinated in, their properties and hazards.
4. Under no circumstances shall chemicals be transferred from a marked container to an unmarked container. Supervisors shall take immediate steps to purge their areas of any chemicals, liquid, gas, or powder found in unmarked containers. The Facilities Management Department will schedule pickup.
5. Supervisors shall provide cleanup instructions for accidental spillage of various chemicals. The Fire Department, Industrial Hygienist, and Station Safety should be contacted for necessary assistance.
6. The normal work functions of this station require certain materials which are susceptible to fire hazard. The efforts of all personnel shall be directed toward constant vigilance in fire prevention.

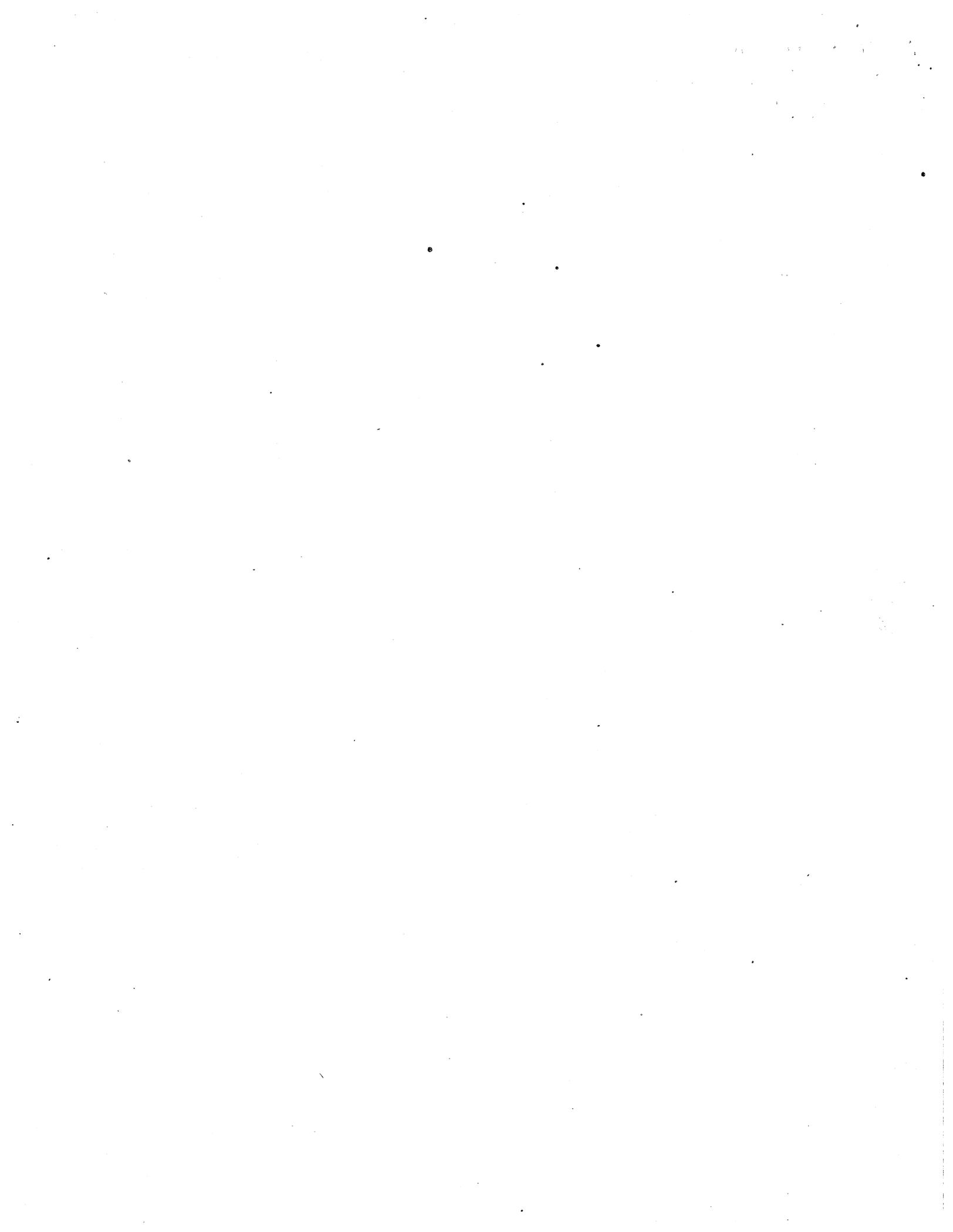


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CHAPTER 10

OFFICE SAFETY

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## CHAPTER 10

### OFFICE SAFETY

10000. PURPOSE. To provide general requirements for safety precautions within office areas.

#### 10001. GENERAL REQUIREMENTS

1. Ceiling Fixtures. Fixtures attached to ceilings shall be kept securely fastened. Personnel shall, at no time, work directly underneath fixtures which are being repaired or replaced. Fluorescent tube fixtures shall be protected from damage by means of louvers, hinged covers, ceiling troughs, clips, or the equivalent. Tubes exceeding 40 inches in length shall be provided with supplementary supporting brackets or other means of preventing drop-out because of vibration.

2. Scissors. Care shall be taken to see that sharp pointed scissors are kept in a secure position at all times.

3. Filing Cabinets. Overbalancing from various causes is the primary hazard in connection with the use of filing cabinets. The following precautions against overbalancing and other hazards should be taken:

a. Securing to Floor or Wall. Individual upright filing cabinets should be secured to prevent overbalancing. Where there are two or more, they should be fastened to each other. When steel filing cabinets are aligned in rows, back to back, it has been found that a 1 1/2" angle iron fastened to the floor in the front of each row will not only keep the cabinets in line, but will prevent them from falling forward when drawers are extended.

b. Alignment. Cabinets with projecting locking devices should not be aligned with cabinets without such devices. Such an arrangement increases the possibility of a worker striking a projecting corner or locking lever, and serious injury may result. The same hazard exists when cabinets of unequal size are aligned. Cabinets of the same size and style should be aligned.

c. Open Drawers. Never leave a file cabinet drawer open when it is not being used. Do not have more than one drawer of a file open at one time, since cabinets easily overbalance. Use handle for opening and closing file cabinet drawers.

d. Material on Top. Do not place heavy material or files of smaller size (such as card index files) on top of filing cabinets.

e. Sharp Edges. Sharp burrs on metal filing cabinet edges cause injury to hands and other parts of the body as well as damage to clothing. Burrs should be removed before cabinets are used.

#### 4. Desks

a. Creeping. It is advisable to equip desks and other pieces of furniture with rubber feet to prevent "creeping." This is especially true when desks are placed in close proximity; since in such cases employees often injure their fingers and hands in attempting to realign desks.

b. Typewriter Desks. The handle should always be used when closing disappearing typewriter compartments. Because of the weight of the typewriter, this section of the desk closes rather rapidly and may cause injury to fingers and hands.

c. Sharp Objects. When possible, containers shall be provided in which to keep sharp objects when not in use. Razor blades shall have the cutting edge covered when kept in a desk drawer.

d. Glass Tops. Broken glass tops should be disposed of promptly, and the desk should not be used until the broken top has been removed. Tops made of acrylic plastic or safety glass are strongly recommended.

e. Protruding Equipment. Pencil Sharpeners and other equipment should not protrude from the tops of desks or other furniture.

f. Open Drawers. Desk drawers should never be left open, since a person can inadvertently strike or stumble over them and suffer serious injury.

#### 5. Chairs

a. Tilted Position. Personnel should not sit in a tilted position in any chair. All of the chair feet shall be in contact with the floor. Swivel chairs may turn over if the occupant leans back too far.

b. Do not stand on chairs, tables, etc., to reach high objects (i.e. set clocks). Use a step stool or ladder.

#### 6. Typewriters

a. Check typewriter well mechanism (electric connection); on desks regularly to see that connections are secure.

b. Do not have lighted cigarettes or matches in the vicinity when cleaning the typewriter.

c. Do not at any time place typewriters on sliding shelves of desks.

#### 7. Miscellaneous Office Machines

a. Before using office machines, be sure they are properly located and not in danger of falling.

b. Never clean or lubricate electrical appliances when they are in operation. When cleaning electrical appliances which are controlled by a switch on the machine, be sure the switch is turned off and the plug pulled.

c. Do not touch any electrical connection with wet hands. Be sure that all electrical equipment is grounded.

d. Protection should be provided against moving parts on addressographs, mimeographs, bookkeeping machines, tabulating machines, and other types of power-driven office equipment.

e. All electrical office machines, fixed and portable, shall be provided with three-wire (grounded) connecting cords where applicable. Ground wires must be connected prior to placing machines in service.

#### 8. Fans

a. Each ventilating fan within seven feet of the floor or working platforms should be completely covered with wire mesh, with openings which will reject a ball 1/2" in diameter.

b. Fans should be checked regularly to be sure there are no loose blades or defective guards. (Fan must be unplugged while checking blades).

c. Small electrical fans should not be placed on boxes, low tables, or in any other position where an individual might catch hands or clothes in the revolving blades.

#### 9. Baskets

a. Personnel shall not put broken glass in waste baskets.

b. Distorted or damaged metal or wire baskets should be repaired or replaced promptly, since sharp edges and points can cause injury.

10. Ladders

a. Small ladders and stands used in offices shall be equipped with treads or non-slip material, and safety feet.

b. Rolling and trolley type ladders shall be provided with braking attachments.

c. Wooden ladders having broken or split side rails, or steps, shall be immediately taken out of service.

d. Ladders shall not be painted except with clear lacquer, shellac, or varnish, so that defects may be easily seen.

11. Housekeeping. Keep the floor clear of paper clips, pencils, soft drink bottle caps, and like objects which can cause falls.

12. Lifting. All personnel engaged in lifting heavy material of any type shall be instructed by their supervisors in, and shall carefully follow, the proper method of lifting objects.

a. The lifter should stand close to the load with feet solidly placed and slightly apart.

b. With knees bent, the individual shall grasp the object firmly and then lift by straightening the legs, keeping the back as nearly vertical as possible, with the load close to the body.

SOP FOR SAFETY AND OCCUPATIONAL HEALTH

CHAPTER 11

INDUSTRIAL HOUSEKEEPING

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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 11

### INDUSTRIAL HOUSEKEEPING

11000. PURPOSE. To define housekeeping requirements and responsibilities within the industrial environment of MCAS Yuma.

11001. BAGKGROUND. Industrial housekeeping violations account for approximately 50 percent of the deficiencies identified during formal Occupational Safety and Health inspections conducted by the Safety and Occupational Health Department. Poor housekeeping practices also contribute to, or are the direct cause of, approximately 20 percent of the injuries that occur, reference (d).

11002. PROCEDURES. Industrial housekeeping is the responsibility of all employees, and shall be an integral part of each job or task accomplished. The following is a list of the common housekeeping violations reported during previous Occupational Safety and Health inspections. Most were the result of inattention, thinking it's someone else's job, or "don't care" attitude:

1. Aisleways/passageways blocked or partially obstructed.
2. Fire extinguishers and building fixed fire protection systems obstructed.
3. Electrical panels and switches obstructed.
4. Hoses and electric cords across aisles or lying in work areas, creating tripping hazards (should be coiled and properly stored when not in use).
5. Trash on floor.
6. Oily rags placed in a regular trash container (should be in an appropriately marked metal container).
7. Spilled oil or other fluid on floor creating slipping hazard.
8. Flammable liquids improperly stored (should be in an approved flammable liquid storage locker when not in use or at end of shift).
9. Tools and other loose objects left on floors, decks, platforms, stairs, ledges, and on moving parts of machines.
10. Food and drinks placed in industrial refrigerators and freezers or left adrift.

11. Industrial furnaces used to cook or heat food and drinks.
12. Drinking fountains used for emptying coffee cups, washing cups, etc. (drinking fountains shall not be used for purposes other than drinking water).
13. Coffee messes not maintained in sanitary manner.
14. Employees consuming food or beverages in a toilet room or in areas exposed to a toxic material.

11003. RESPONSIBILITIES

1. All employees shall strictly comply with all housekeeping rules and regulations.
2. Supervisors shall enforce strict compliance of all housekeeping rules and regulations.

SOP FOR SAFETY AND OCCUPATIONAL HEALTH

CHAPTER 12

MATERIAL HANDLING EQUIPMENT AND ALLIED EQUIPMENT

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RESPONSIBILITIES OF CRANE OPERATORS . . . . .	12005	12-3
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# SOP FOR SAFETY AND OCCUPATIONAL HEALTH

## CHAPTER 12

### MATERIAL HANDLING EQUIPMENT AND ALLIED EQUIPMENT

12000. PROCEDURES. Commanding Officers and department heads shall ensure that inspections and annual load-testing are conducted, and equipment stenciling and record maintenance are in force. Included in the load-testing, is the inspection of hooks, which entails hook disassembly and a nondestructive test valid for five certification periods. Inspection, load-testing and responsibility of material handling equipment (MHE).

12001. PURPOSE. To set forth the requirements and procedures for the inspections and load-testing for MHE equipment.

12002. BACKGROUND. Material handling equipment (MHE), for the purpose of this order, refers to any equipment that is used to move any material. This order does not apply to military unique equipment.

12003. TWO MAN RULE. The two man rule applies whenever dangerous operation is conducted, i. e., electrical operations.

12004. QUALIFICATION OF OPERATORS. All operators of MHE equipment shall be tested and licensed as per NAVFAC P-306. An apprentice or licensed applicant shall operate equipment only under the direct supervision of a licensed operator. An operator who is not physically able or mentally alert shall not be permitted to start work with any piece of equipment.

12005. RESPONSIBILITIES OF CRANE OPERATORS. Crane operators are responsible for knowing the limitations and capabilities of the cranes in their charge. They shall not attempt, nor be required or permitted, to operate a crane in an unsafe manner, or to operate a crane known to be in unsafe condition. Operators shall promptly report any malfunctions or other defects in the equipment. Operators shall have the authority to stop and refuse to handle loads until safety has been assured.

1. Upon arrival at a job site, it shall be the responsibility of the crane operator to:

a. Ensure that a copy of the stability certification is posted in a prominent place in the cab near the operator, and familiarize himself/herself with the safe working and tipping capacity of that crane.

b. Test controls such as steering mechanism, brakes, and operating clutches before any work is begun. If any of these do not operate properly, they shall be adjusted or repaired prior to operation.

c. Ensure that crane booms are never operated near high tension power lines if it can be avoided. If work must be done in their vicinity, effort shall first be made to have power lines de-energized. Should this not be possible, then ensure that the boom or fall cable at no time comes closer than ten feet to the high tension lines while the crane is operating.

d. Designate one person as signalperson, and ensure that the signalperson is familiar with standard-hand signals.

2. During the operation, it shall be the responsibility of the crane operator to:

a. Recognize and comply with signals from the designated signalperson.

b. Remain with the crane whenever a load is suspended, while the cab is unlocked, or when the auxiliary engine is running.

c. Ensure that all four outriggers are set whenever a load is to be lifted and moved by traveling the crane on unstable ground or on grades. Adequate locking or cribbing shall be used under the outriggers so that the crane base is in a level position.

d. Make no side pulls or use the crane with a snatch block to pull objects even though the load weight is believed to be within safe limits.

e. Ascertain that when crawler, truck, and tractor mounted cranes are not being used to make a lift, that the position of the boom is not altered and that the load is not raised or lowered while traveling.

f. Ensure that no personnel rides the hook, sling, load, or any outside part of the crane. Personnel pallets may be used to hoist personnel when necessary and authorized. Personnel being hoisted by personnel pallets must use approved safety belts properly attached to the personnel pallet.

g. Perform the following operations upon leaving the crane cab for any purpose:

(1) Dog the crane boom.

(2) Turn off the power.

(3) Padlock the entrance and exit to cab.

h. Ensure that all cranes are equipped with appropriate fire extinguisher, which shall be maintained and ready for use.

12006. RESPONSIBILITIES OF RIGGERS. It shall be the responsibility of the rigger in charge to:

1. Inspect all rigging gear before use and remove all defective equipment from service.
2. Clear all personnel from the area except those directly connected with operation and permit no one under suspended loads. If the only way to perform a job is to have personnel under a suspended load, the master rigger shall personally inspect the site before giving such authorization.
3. Ensure that all riggers wear protective hard hats that meet specifications, safety shoes, gloves, heavy work shirts with rolled down sleeves, or jackets to protect arms and torso from contact with slings.
4. Use proper slings and methods for attaching loads to hoisting equipment. The load must be secured against slipping and be properly balanced before it is lifted more than a few inches.
5. Ensure that the weight of the material to be lifted is carefully calculated in advance. No chances should be taken as a result of a quick estimate.
6. Ensure that the upper block is directly over the load to avoid swinging before making a lift.
7. Use tag lines to guide lifts whenever there is a possibility of the load moving out of control. Tag lines shall be adequate length and free of loops and knots.

12007. TRACTORS, MULES, ETC

1. Operators shall observe all speed limits and stop signs posted in areas adjacent to and inside buildings. Speed limit inside buildings is 5 mph.
2. Pedestrians shall be given the right-of-way at all times.
3. No person other than the driver shall ride on tractors, mules, or pneumatic lifts unless such tractor, mule, or lift is provided with permanently mounted seats. Only one occupant may ride in each seat.

4. Riding on platform trucks, hydraulic lifts, and all electric powered equipment by personnel other than the operator is prohibited.
5. Drivers shall ensure that industrial equipment does not block passageways in buildings.
6. In the event of fire alarms or fire, drivers shall immediately remove their equipment from buildings via the nearest exit.
7. Fuel tanks shall not be filled while the engine is running.
8. Operator shall never leave vehicle unattended while the motor is running.
9. Industrial vehicles not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel only.
10. Before commencing daily operations, each motorized vehicle operator shall thoroughly check vehicle to ensure its proper operation and that all safety equipment is functioning.
11. Loaded racks on trailers shall not be moved until the driver has inspected the load to ensure that material is loaded securely and will remain so during the move.
12. If the edge or lip of a rack or trailer is insufficient to prevent material falling off, material shall be transported in containers. Where size of material precludes the use of containers, the material shall be secured to the rack or trailer.
13. Chains, cables, and hooks used to pull pallets from enclosed trailers shall be inspected daily prior to use and load tested annually.
14. No person shall sit or ride on the truck, pallet, or load of an electric material handler (electric walk-along).
15. It is the responsibility of supervisors concerned to ensure that drivers inspect their vehicles and loads before starting equipment. If an unsafe condition is found to exist, drivers shall contact the supervisor and wait until the condition is corrected before moving.

#### 12008. FORKLIFT TRUCKS

1. Will be used for the purpose for which designed.
2. Will be equipped with an overhead safety guard fabricated from steel. These guards shall not be covered with any material that would prevent the operator from viewing the high point of the load.

3. Have stenciled on the machine, in plain view of the operator, the load capacity and gross weight. This capacity shall never be exceeded. Counterweighting of machines to increase lifting capacity is prohibited. Capacity shall be rated 24 inches from heel of forks.

4. Will not be refueled within buildings or while the engine is running, if gasoline or diesel-powered. Refueling of this equipment will be accomplished in a designated outside area at least 20 feet from the building. The individual in charge of fueling operation will be responsible for ensuring that spilled fuel is thoroughly cleaned from the equipment before being driven into the building. All spilled fuel will be disposed of under station fire, and hazardous material regulations as applicable.

5. Will be lifted by the proper lifting points only.

6. Will be parked, during non-duty hours, in an approved location.

NOTE: Oil absorbent compound shall be used under each piece of equipment parked, as required, to absorb leakage.

7. Equipment will not be parked where main, cross, or fire aisles, fire fighting equipment, fire alarm boxes, stairways, elevators, or fire exists will be blocked or where fire fighting operations would be hampered.

#### 12009. RESPONSIBILITIES

##### 1. Supervisors shall:

a. Be responsible for the safe operation under their control.

b. Ensure that personnel assigned to operate MHE are qualified and licensed and have in their possession a valid U.S. Government Vehicle Operator's Identification Card (SF 46) for the type MHE used.

c. Review any mishap and injury report submitted by their operators for completeness and accuracy. Countersign and submit the form within five (5) working days to the Safety Office.

##### 2. Operators shall:

a. Be responsible for the safe operation of MHE.

b. Inspect brakes, steering apparatus, horn, oil, gas, and water as soon as they go on duty. Any defects noted will be reported to the supervisor immediately.

c. Refuse to use equipment which is not in safe mechanical condition. Do not attempt to repair or adjust any mechanical part of any material handling equipment. Notify the supervisor and request a qualified repairman to make repairs.

d. Assure that their hands are free of oil or grease when operating MHE, to aid in maintaining complete control of the vehicle at all times.

e. Do not "warm-up" gasoline or diesel-powered equipment inside the building. After starting the engine, such equipment should be driven outside the building for the "warm-up" period to minimize fumes and carbon monoxide.

f. When operating fork lift trucks, place the forks under the load as far as possible.

g. Assure that stacking of loads on the forklift truck will be controlled so that no more than one-third of the height of the top tier extends above the load back rest.

h. Assure that all personnel are clear before hoisting or lowering a load, or moving the machine, and will not allow any personnel to stand under loads being hoisted or lowered.

i. Assure that there is adequate clearance on sides and overhead before moving a load.

j. Be responsible for all cargo being moved. Inspect and secure all questionable loads, and refuse to move unsafe or unlawful loads.

k. Refuse to load or unload from an unblocked truck or trailer.

l. Hoist personnel, under the following conditions only:

(1) When authorized by the supervisor.

(2) When special "personnel pallets" with guard rails on four sides are used.

(3) When the lifting unit will not be moved.

(4) When they are certain that all personnel are facing away from the mast, and hands are clear of the hoisting mechanism during the actual raising and lowering operations when using forklift trucks.

m. Tip the fork lift truck mast back when loads are being transported.

n. Face in the direction they are traveling and not back up without facing in that direction. Always carry loads in such a manner that vision is unobstructed in direction of travel.

o. Elevate the forks only enough to clear floor obstructions and as close to the floor as possible (preferably within two inches) when moving a forklift. They will not travel with forks elevated more than four inches above the floor or ground.

p. Not exceed the maximum allowable speed limit of five miles per hour within warehouses or other buildings, nor exceed the speed limit of seven miles per hour out of doors.

q. Practice the standard driving rule of keeping to the right whenever it is possible to do so.

r. Slow down at all cross aisles and other passageways. When entering or leaving buildings or warehouses, the operator will come to a complete stop at entrance, sound the horn, and proceed only when the way is clear.

s. Drive forklift trucks slowly over railroad tracks or rough surfaces.

t. Give standard hand signals while operating MHE on station streets or roadways.

u. Check bridge plates frequently for safe anchorage or sufficient strength to support forklift trucks.

v. Not extend hand or arm through mast while forklift truck is in operation.

w. Not use forklift trucks for pushing stacks of material, stalled vehicles, hangar doors, etc.

x. Ensure that, in operations involving more than one forklift truck, vehicles remain at least 20 feet apart, except when two vehicles are transporting the same load.

y. Not allow any personnel to ride on the forks or load when the forklift truck is moving. Personnel may ride on the forklift only if a permanent seat is provided.

aa. Not leave the machine at any time until they lower the forks and rest them flat on the floor, stop the engine, and set the brake.

bb. Report all mishaps resulting in damage to property or injury to personnel immediately to the supervisor and the Safety and Occupational Health Manager. Also, the operator will notify the Provost Marshal of any mishap occurring on the station's streets or roadways. The operator will protect the scene of the mishap and allow nothing to be moved, except when necessary to prevent another mishap, until authorized to do so by the Safety and Occupational Health Manager or his/her representative. Complete a mishap report at the scene of the accident or immediately thereafter and deliver it to the supervisor without delay. Appendix D (MCAS Yuma Form 5100/10 (9-85) Mishap Report) will be utilized by all departments.

SOP FOR SAFETY AND OCCUPATIONAL HEALTH

APPENDIX A

EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. The undersigned (check one)

\_\_\_\_\_ employee \_\_\_\_\_ supervisor

believes that a violation of an occupational safety or health standard exists which is a job safety or health hazard to employees.

2. Does this hazard immediately threaten death or serious injury?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Specify the name and phone number of the supervisor, particular building or worksite where the alleged violation exists \_\_\_\_\_

4. Describe briefly the hazard which exists:

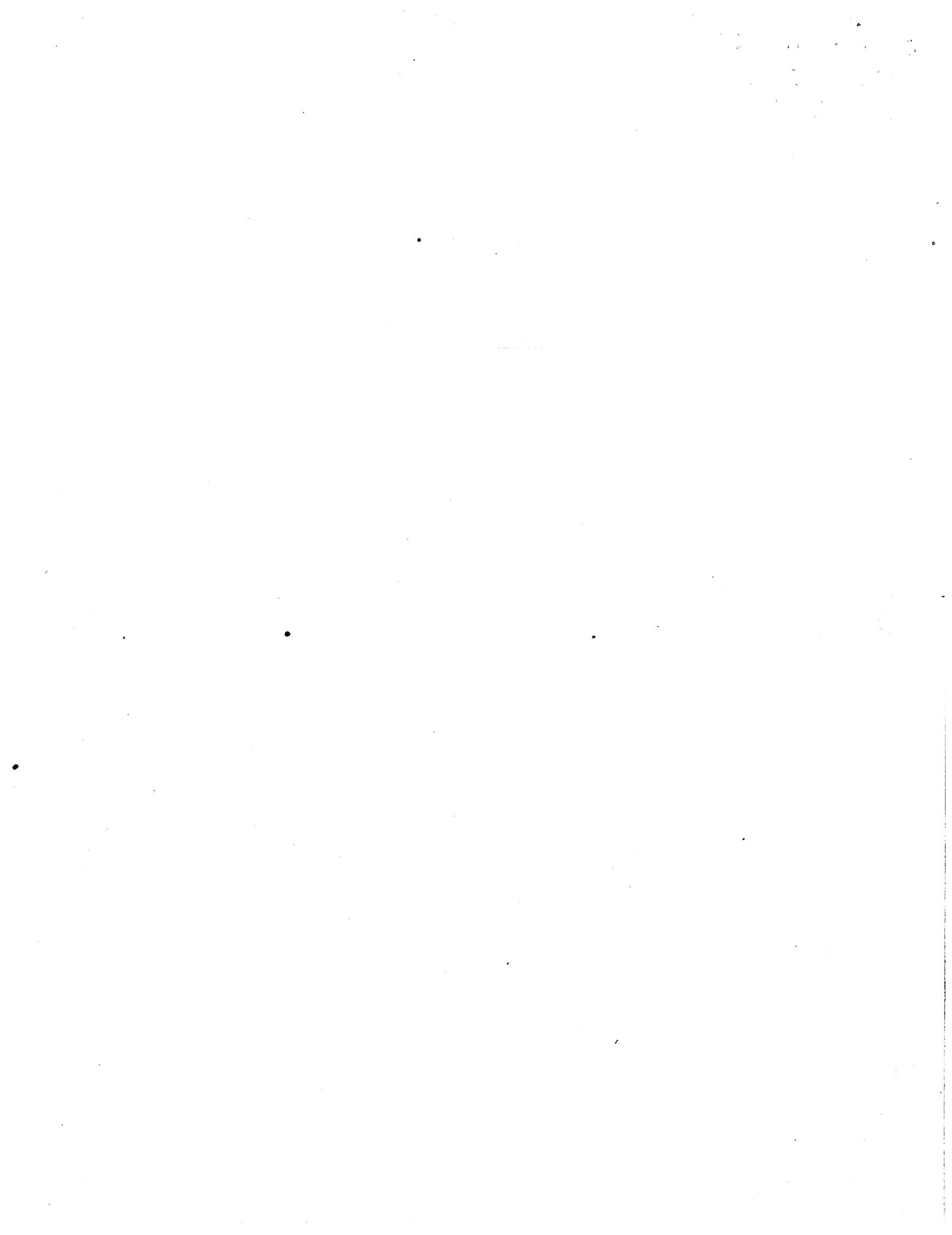
5. Please indicate your desires \_\_\_\_\_ My name may be revealed

\_\_\_\_\_ Do not reveal my name

Employee's Signature \_\_\_\_\_

Employee's Name \_\_\_\_\_ Phone \_\_\_\_\_  
First, Middle Initial, Last

Work Location \_\_\_\_\_



SOP FOR SAFETY AND OCCUPATIONAL HEALTH

APPENDIX B

SAFETY AND OCCUPATIONAL HEALTH CORRECTIVE FORM

1. Corrective action on the following Employee Report of Unsafe or Unhealthful Working conditions is submitted in answer to

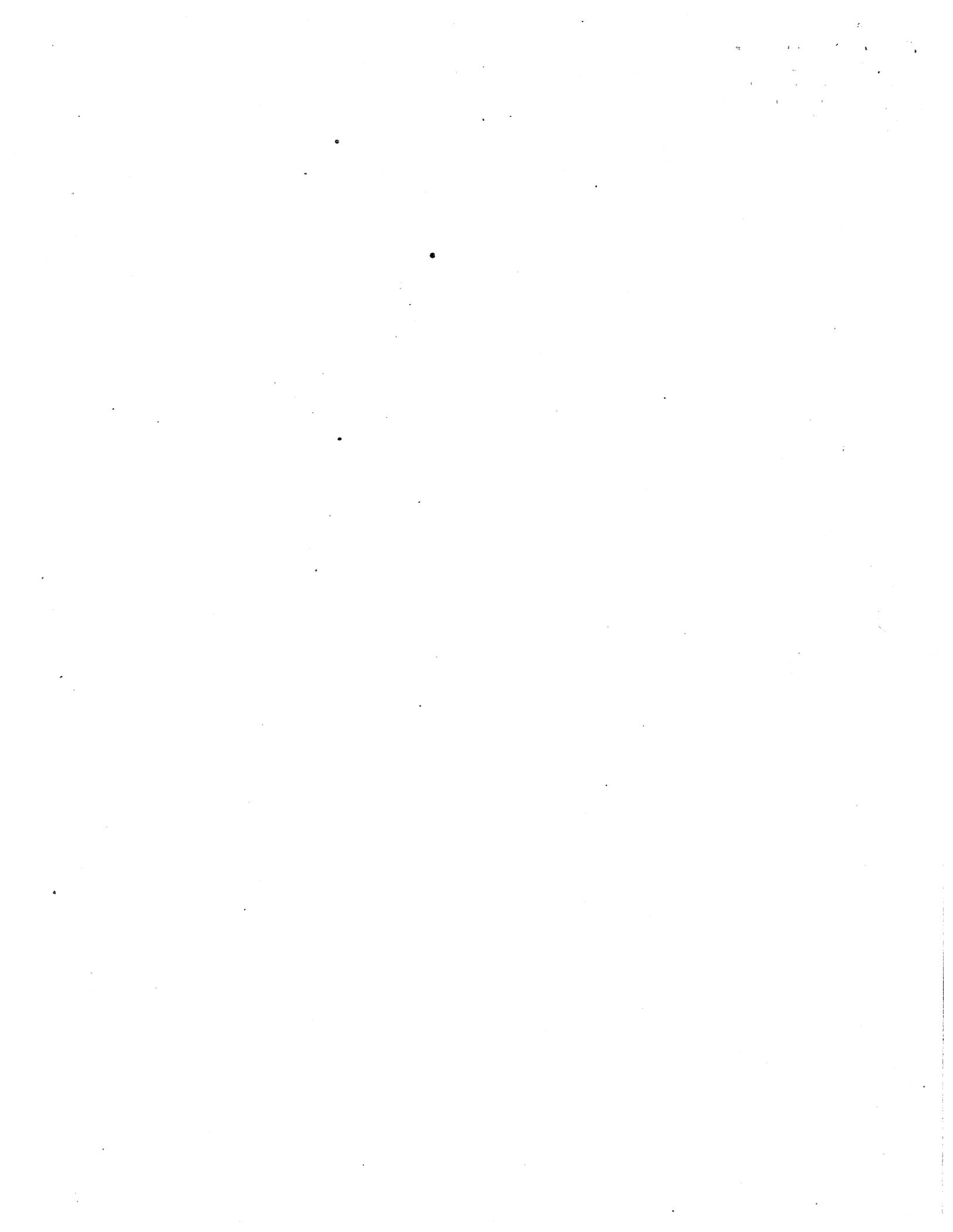
Subject: \_\_\_\_\_ Date: \_\_\_\_\_

2. Specify action taken to correct deficiency

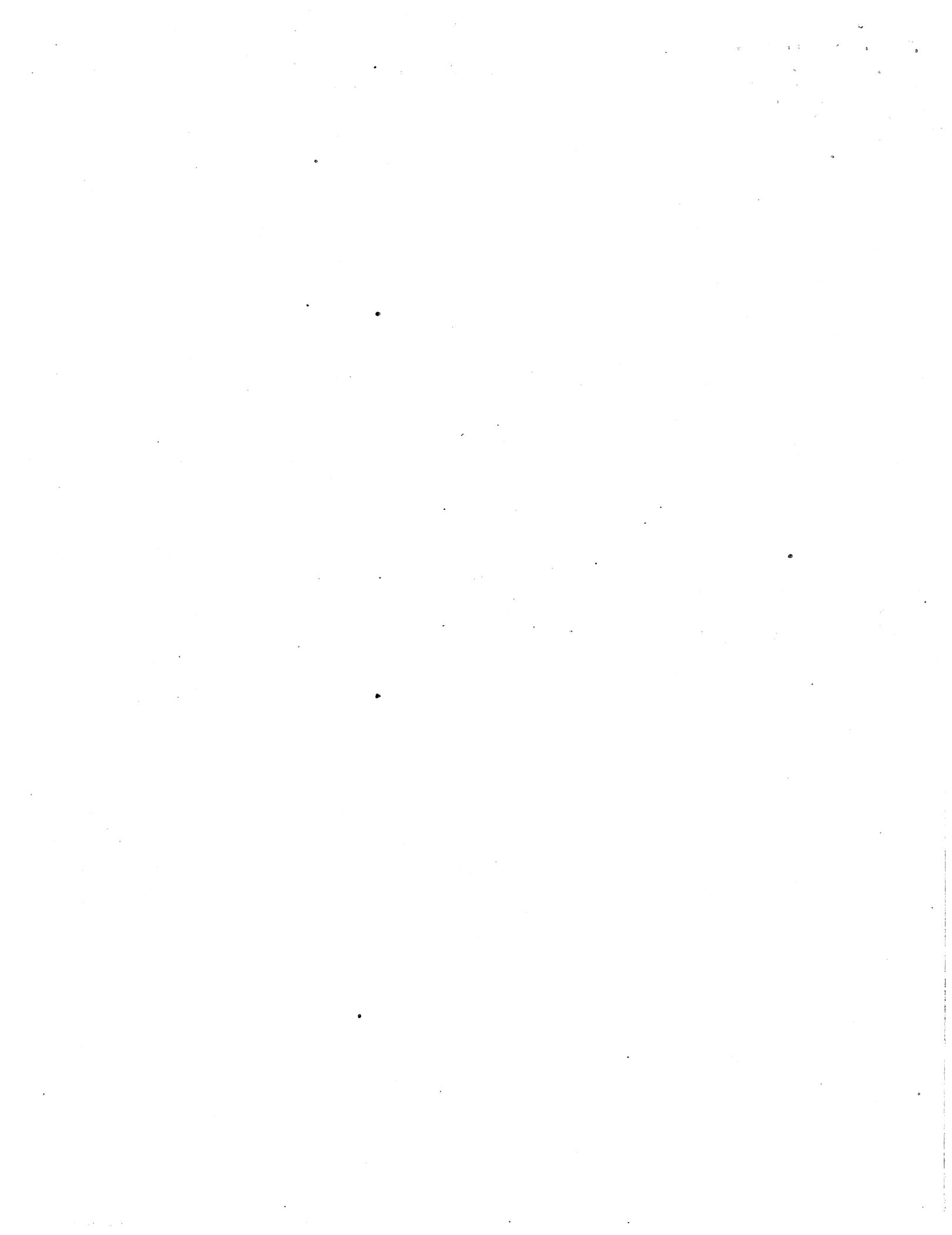
Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
First, Middle Initial, Last

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
First, Middle Initial, Last

Department Head/Commanding Officer







SOP FOR SAFETY AND OCCUPATIONAL HEALTH

APPENDIX D

GROUND OCCUPATIONAL SAFETY AND HEALTH MISHAP REPORT

Subj: THIS IS A (LIMITED/GENERAL) USE MISHAP REPORT TO BE USED ONLY FOR SAFETY MATTERS

- A. Reference MCO 5101.8D
- B. Reference CMC msg R040815Z Mar 85 (Almar 049/85)
- C. Reference \_\_\_\_\_
- 1. Brief Description of Mishap:
- 2. Mishap Information
  - a. MCAS Yuma, AZ
  - b. Severity Class: A B C D (Circle One)
  - c. Type of Mishap:
  - d. Date, Time Group, Day of Week:
  - e. Geographic location of Mishap:
  - f. Specific location where Mishap occurred:
  - g. General activity at time of Mishap:
  - h. Environmental conditions:
- 3. Personnel data:
  - a. Fatalities:
  - b. Injuries:
  - c. Other Fatalities:
  - i. Witnesses:
- 4. DOD Property Damage:
  - a. Destroyed:
  - b. Damaged:
- 5. Non-DOD Property Damage:
  - a. Destroyed:
  - b. Damaged:
- 6. Point of Contact:
- 7. Narrative:
- 8. Additional Information (Provide as applicable)
  - a.
  - b.
  - c. For Motor Vehicle Mishaps, provide:
    - (1) Type of Vehicle:
    - (2) Operator Permit:
    - (3) Operator Training Course:
    - (4) Driver condition for DOD Operations:
  - d. All other Mishaps (Alcohol or Drug related):



SOP FOR SAFETY AND OCCUPATIONAL HEALTH

APPENDIX D

GROUND OCCUPATIONAL SAFETY AND HEALTH MISHAP REPORT

A. The following information is provided to aid in filling out MCAS Yuma Form 5100/10 (Ground Occupational Safety and Health Report).

1. Description of Mishap. For item 1 provide a brief description of the mishap.

2. Mishap Information. For item 2 give the following mishap information:

a. Parent Command

b. Severity class of mishap, class A, B, C or D as defined in Chapter 7 of the basic order.

c. Type of mishap, was it occupational, privately owned vehicle (POV), motorcycle, a government vehicle (GOV), training, recreational, barracks, home or miscellaneous.

d. Local date and time of mishap and day of the week.

e. Geographic location (city and state, installation name, etc) of the mishap.

f. Specific location where mishap occurred (shop, work center, liberty, recreation, etc).

g. General activity at the time of the mishap (maintenance, training, liberty, recreation, etc).

h. Environmental conditions at time of mishap (weather, road conditions, lighting etc).

3. Personnel Data. In item 3 give Personnel data, however; if the next of kin have not been notified, in case of death, substitute the phrase "Name withheld pending notification of NOK" for the following information:

a. Fatalities (list each DOD employee separately). Give name, grade, MOS (or job title for civilians), age, sex, unit, duty status (on or off-duty, in transit, civil service, non-appropriated, or foreign national), activity at time of mishap (driver, passenger, pedestrian, sport, job being performed etc.), number of months experience at the job or activity.

## SOP FOR SAFETY AND OCCUPATIONAL HEALTH

b. Injuries (list each DOD employee separately). Provide the same information requested in 3 a. In addition, include medical diagnosis extent of injury or illness (permanent total disability, permanent partial disability, no disability likely), actual or estimated number of days to be hospitalized, actual or estimated number of lost workdays.

c. Other fatalities and/or injuries. Provide the total number for Non-DOD employees.

d. Witnesses. Provide the name, address, telephone number of any witnesses to the mishap.

4. DOD Property Damaged. List each item separately and for GOV include year, make and model.

a. Destroyed. Give a description of the government property destroyed along with an estimate of the cost to replace it.

b. Damaged. Give a description of the item damaged with the extent of damage and provide an estimate of the cost to repair including parts and manhours.

5. Non-DOD Property Damage. Only items that the government is liable for shall be listed. Each item will be listed separately.

a. Destroyed. Give a description of the item and an estimated replacement cost.

b. Damaged. Provide a description of the item to include the extent of damage and estimated cost of repair (include both parts and manhours).

6. Point of Contact. Provide a point of contact giving grade, name, and telephone number (both autovon and commercial).

7. Narrative. In the narrative provide a complete description of the mishap. This description will include the chain of events leading up to, through and subsequent to the mishap. Elaborate with remarks so the who, what, where, when and how of the mishap are known.

8. Provide Additional Information. Provide the additional information as applicable.

a. Individual's qualifications (swim, markmanship, job certification, etc).

## SOP FOR SAFETY AND OCCUPATIONAL HEALTH

b. What personal protective clothing was worn. Were seat belts, helmets, or required safety devices used, and what was their effectiveness?

c. For motor vehicle mishaps provide:

(1) Type of vehicle (year, make and model).

(2) Operator permit number and state. Include limitations and expiration date.

(3) Operator training courses attended and date of completion (AAA Driver Improvement, Multimedia, Motorcycle Safety Course, Emergency Vehicle, etc.).

(4) For DOD operators give the driver's condition (not impaired, fatigue, legally intoxicated, alcohol impaired, alcohol or drug related).

9. Cause Factor(s). The mishap needs to be specified in sufficient detail for all known or probable cause factors.

a. Personnel factors apply to all persons involved in the mishap whether injured or not. Examples of personnel factors are unsafe acts, unsafe work practice, distraction, carelessness, physiological factor, failure to understand or follow procedures, lack of skill etc.

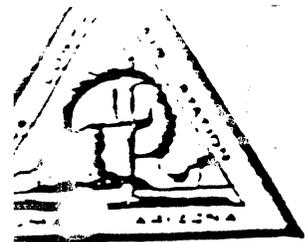
b. Supervisory factors include inadequate training, inadequate material or equipment, inadequate supervision, etc.

c. Examples of material/equipment factors are material failure, defective design, equipment malfunction, inadequate maintenance, etc.

d. Examples of facilities factors are improper illumination or ventilation, hazardous environment, etc.

10. Corrective Action. In corrective action make either recommendations or state lessons learned.

B. This report will be completed and turned into the Safety and Occupational Health Department within 10 days of the mishap.



BRIEF SHEET

X2956

DATE 7 Sep 88

SUBJECT

SOP FOR SAFETY & OCCUPATIONAL HEALTH PS100.4

REFERENCE(S)

29 CFR

PURPOSE

to establish a MCAAS YUMA written Safety Program

~~ORIGINATING INSTRUCTIONS~~

Chapter 7 has been Modified

DISCUSSION

The SOP FOR SAFETY HAS BEEN VIEWED BY THE TENTS UNIT, CH 7 CHANGES REFLECTING REPORTING PROCEDURES HAVE BEEN MADE

RECOMMENDATION(S)

Approval

SUSPENSE DATE \_\_\_\_\_

NAME A.C. POOLE

TELEPHONE NO. 3690

DEPT SOHD

NOTE: ATTACH TO LEFT SIDE OF FOLDER WITH ALL SUBSTANTIATING DOCUMENTS

HEADQUARTERS  
MARINE CORPS AIR STATION  
YUMA, ARIZONA 85369

*Return 9/16*  
*X 3690*

DIRECTIVES CONTROL SHEET

STATION ORDER P5100.4	STATION BULLETIN	CHANGE	NUMBER ASSIGNED BY DIRECTIVES CONTROL POINT:	
ORIGINATING OFFICE (TITLE & CODE) Safety & Occupational Health Department 3ED1				
SUBJECT Standing Operating Procedures (SOP) for Safety and Occupational Health				
I HAVE READ THE ROUGH OF THE PROPOSED DIRECTIVE AND CONCUR OR TAKE EXCEPTION AS LISTED BELOW:	DATE FORWARDED AND INITIALS	OFFICE	DATE FORWARDED AND INITIALS	I HAVE PROOFREAD THE ATTACHED DIRECTIVE AND FIND NO DISCREPANCIES UNLESS LISTED BELOW
EXCEPTIONS				
		EXECUTIVE OFFICER		
		ADJUTANT	<i>880701 881007</i> <i>B</i>	
		ADMIN CHIEF	<i>BMC/9-21 BMC/10-3</i>	
		DIRECTIVES CONTROL POINT	<i>9/18</i> <i>9/19</i> <i>BMC 9/20</i> <i>9/10/3</i> <i>9/10/3</i>	
<i>CHAPT 7 DOESN'T SHOW BREAKDOWN IN REPORTING CHAIN BETWEEN STATION AND MAG.</i> <i>Some Concur as noted by MAG-13 &amp; MWSS-371</i>	⑤	MAG-13	<i>Michelle 8-9</i>	
	④	2d LAAM Bn	<i>Ron</i>	<i>Aug. 30.</i>
<i>We prefer our Group 38 reports format. Why have 2 different sets?</i>	③	MACS-7	<i>[Signature]</i>	<i>Aug 31</i>
<i>OUR UNIT FORWARDS REPORTS TO ECTORS USING MESSAGE FORMAT WCE (DD 17312)</i> <i>APPENDIX D</i> <i>2. CHAIN OF COMMAND IS NOT SHOWN CHAP 7</i>	②	MWSS-371	<i>[Signature]</i>	<i>Aug 15/88</i>
	①	VMFT-401	<i>[Signature]</i>	<i>7/25</i>



STATION DIRECTIVES REVIEW FORM

From: STATION ADJUTANT To: Date: J.C. BLAIR SOHD 900817

Subj: P5100.4 (Originator Code) (Date Published) 3EDI 881006

Long Title: SOP for Safety and Occupational Health

Ref: (a) MCO P5215.1, The Marine Corps Directives System (b) StaBul 5215, Station Directives Semi-Annual Checklist

- 1. The following action is requested as per references (a) and (b):
- [checked] The subject directive, originating from your section, requires annual review.
- [ ] The subject directive, originating from your section, has been previously reviewed.
- [ ] The subject directive, originating from your section, requires a change/revision based on

2. As directed by reference (a), review must be completed and this form returned endorsed to the Station Adjutant within five working days.

[Signature] Station Adjutant

FIRST ENDORSEMENT Date:

From: SOHD To: STATION ADJUTANT 900823

- 1. Returned. The subject directive has been reviewed and the following applies:
- [checked] The directive is less than five years old and is current and accurate.
- [ ] The directive is less/more than five years old and requires change/revision.
- [ ] The directive is no longer required and may be cancelled.

2. REMARKS:

SIGNATURE OF ORIGINATOR: [Signature] Date: 900823

FOR USE BY DIRECTIVES CONTROL POINT

SIGNATURE OF REVIEWING OFFICER: [Signature] Date: